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Preface

1 Product Overview

Overview................................................................................................................................. 1-1
Products................................................................................................................................. 1-1
International Implications................................................................................................. 1-5

Oracle Public Sector Financials (International) Features.................................................. 1-7

Budgeting Extensions........................................................................................................ 1-7
Cash and Accruals Support............................................................................................... 1-8
Combined Basis Accounting............................................................................................ 1-8
Commitment Budgetary Control....................................................................................... 1-9
Construction Industry Scheme......................................................................................... 1-9
Contract Commitment...................................................................................................... 1-10
Dossier................................................................................................................................. 1-11
Enhanced Funds Checker................................................................................................ 1-11
Exchange Protocol........................................................................................................... 1-11
Generic Interface.............................................................................................................. 1-12
Hierarchical Drill-Down Inquiry...................................................................................... 1-12
Inflation Accounting for Assets...................................................................................... 1-12
Installment Terms.............................................................................................................. 1-13
Internal Trading................................................................................................................ 1-13
Multi-Period Posting........................................................................................................ 1-13
Secondary Invoice Approval .......................................................................................... 1-14
Single Third Party............................................................................................................ 1-14
Standing Charges............................................................................................................ 1-15
2 Create Budget Journal Procedures

Overview ............................................................................................................. 2-1
Prerequisites ......................................................................................................... 2-1
Create Balanced Budget Procedures .................................................................. 2-2
  Create Balanced Budget Batch ......................................................................... 2-4
  Enter Balanced Budget Batch Journal Lines .................................................... 2-4
  View Balanced Budget Period Amounts ........................................................... 2-7
  Complete the Batch ......................................................................................... 2-7
Balanced Budget Journals Window Description .................................................. 2-8
Journals Window Description for Balanced Budget.............................................. 2-9
Periods Window Description for Balanced Budget .............................................. 2-10
Create Unbalanced Budget Procedures ............................................................. 2-11
  Create Unbalanced Budget Batch .................................................................. 2-12
  Enter Unbalanced Budget Batch Journal Lines .............................................. 2-13
  Enter Unbalanced Period Amounts ............................................................... 2-15
  Complete the Batch ....................................................................................... 2-16
Unbalanced Budget Journals Window Description ............................................. 2-16
Journals Window Description for Unbalanced Budget ....................................... 2-17
Periods Window Description for Unbalanced Budget ....................................... 2-19

3 Maintaining Budget Procedures

Overview ............................................................................................................. 3-1
Prerequisites ......................................................................................................... 3-1
Reprofiling a Budget Procedure ....................................................................... 3-2
Submit Budget Reprofile Window Description ................................................... 3-3
Applying Budget Indexation Procedure ............................................................ 3-5
Submit Budget Indexation Window Description ............................................. 3-6
Creating a Next Year Budget Procedure ............................................................ 3-8
Submit Budget Next Year Create Window Description .................................... 3-9
Budget Impact Inquiry Procedure ...................................................................... 3-11
Budget Process Impact Inquiry Window Description ....................................... 3-12
Impact Details Window Description ................................................................. 3-12

4 Budgeting Extensions Process

Definition ............................................................................................................... 4-1
Overview ........................................................................................................... 4-1
Budgeting Extensions Process Flow Diagram ................................................... 4-1
5 Budget History Inquiry Procedures

Overview.............................................................................................................. 5-1
   Budget History Inquiries ................................................................................ 5-1
   Public Sector Variance Inquiries .................................................................... 5-1
Prerequisites.......................................................................................................... 5-2
Budget History Inquiry Procedures ..................................................................... 5-2
   Performing an Inquiry Using the Budget History Inquiry Window .............. 5-3
   Performing a Variance Inquiry Using the Extended Account Inquiry Window ... 5-5
Budget History Inquiry Window Description ..................................................... 5-6
History Entries Window Description ................................................................. 5-7
History Periods Window Description .................................................................. 5-8
Extended Account Inquiry Window Description .................................................. 5-9
Variance Window Description .............................................................................. 5-10

6 Import Budget Spreadsheet Procedures

Overview.............................................................................................................. 6-1
Prerequisites.......................................................................................................... 6-1
Feeder Files......................................................................................................... 6-1
   Sheet Headers................................................................................................. 6-2
   Sheet Lines...................................................................................................... 6-2
   Feeder File Format Description ..................................................................... 6-2
Importing Budget Spreadsheet Procedure ......................................................... 6-9
   Create a Data File ............................................................................................ 6-9
   Load a Data File .............................................................................................. 6-9
   Extract Data from File .................................................................................... 6-10
Submit Budget Spreadsheet Extract Window Description ................................... 6-11

7 Budget Reports

Overview.............................................................................................................. 7-1
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Combined Basis Accounting Process</td>
<td>7-1</td>
</tr>
<tr>
<td>Overview</td>
<td>7-2</td>
</tr>
<tr>
<td>Setting Up Combined Basis Accounting in Receivables</td>
<td>7-4</td>
</tr>
<tr>
<td>Define Ledger Relationship</td>
<td>7-4</td>
</tr>
<tr>
<td>Accounting Entries</td>
<td>7-4</td>
</tr>
<tr>
<td>Period Status in OPSF(I) Menu</td>
<td>7-5</td>
</tr>
<tr>
<td>Enter Receipt Transactions in Receivables</td>
<td>7-5</td>
</tr>
<tr>
<td>Run Postings to General Ledger</td>
<td>7-5</td>
</tr>
<tr>
<td>Generating Combined Basis Accounting Reports</td>
<td>7-5</td>
</tr>
<tr>
<td>Combined Basis Accounting: Cash Basis Accounting Journal Entries Report</td>
<td>7-5</td>
</tr>
<tr>
<td>Automatic Cash Postings Error Report</td>
<td>7-5</td>
</tr>
<tr>
<td>Combined Basis Accounting: Cash Basis Unposted Items Report</td>
<td>7-5</td>
</tr>
<tr>
<td>Combined Basis Accounting: Cash Basis Execution Report</td>
<td>7-5</td>
</tr>
<tr>
<td>Combined Basis Accounting: Cash Basis Drilldown Report</td>
<td>7-5</td>
</tr>
<tr>
<td>9 Combined Basis Summary Reports</td>
<td>7-6</td>
</tr>
<tr>
<td>Overview</td>
<td>7-6</td>
</tr>
<tr>
<td>Generating Combined Basis Reports: Detail Report</td>
<td>7-6</td>
</tr>
<tr>
<td>Generating Combined Basis Reports: Payables Report</td>
<td>7-6</td>
</tr>
<tr>
<td>Generating Combined Basis Reports: AR Generate Data</td>
<td>7-6</td>
</tr>
<tr>
<td>10 Commitment Budgetary Control Process</td>
<td>7-7</td>
</tr>
<tr>
<td>Overview</td>
<td>7-7</td>
</tr>
</tbody>
</table>
Commitment Budgetary Control Procedures

Overview

Funds Available
Account Inquiry
Journal Inquiry
Review Results of Contract Commitment and Budgetary Transactions
Querying Funds Available Procedure
Commitment Budgetary Control Funds Available Inquiry Window Description
Querying Accounts Procedure
Commitment Budget Account Inquiry Window Description
Summary Balances Window Description
Detail Balances Window Description
Journals Window Description
Journals Window, Full Window Description
Querying Journal Entry Procedure
Commitment Budget Journal Inquiry Window Description
Commitment Budget Journal Lines Window Description

Commitment Budgetary Control Integration with Oracle Purchasing

Definition
Overview
Accounting Date
Single Year Validation
Funds Checking and Reservation
Journal Creation
Year End Process
Prerequisites
Purchasing Window Modifications
Approve Document
Approve Document Window Description
Purchasing Menu Modifications
Purchasing Process Modifications
MassCancel
Year End Process

Construction Industry Scheme Process

Definition
Process Flow Diagram
14 Construction Industry Scheme Procedures

Definition................................................................................................................. 14-1
Overview.................................................................................................................... 14-1
  Legislation.............................................................................................................. 14-1
  Documentation....................................................................................................... 14-2
  Certificate Type Requirements.............................................................................. 14-3
  Payments and Voucher Requirements................................................................. 14-4
  Features.................................................................................................................. 14-6
Prerequisites............................................................................................................. 14-7
Subcontractor Verification...................................................................................... 14-8
Subcontractors Payments....................................................................................... 14-12
Monthly Returns...................................................................................................... 14-13
  Submitting Monthly Returns Online.................................................................... 14-14
  Submitting Monthly Returns Manually................................................................. 14-20

15 Construction Industry Scheme Report Procedures

Overview.................................................................................................................... 15-1
Construction Industry Scheme: Monthly Returns Report........................................ 15-1
Construction Industry Scheme: Registered Supplier Listing Report....................... 15-3
Construction Industry Scheme: Subcontractor Verification Status Report.................. 15-4

16 Contract Commitment Process

Overview.................................................................................................................... 16-1
  Set Up Contract Commitment............................................................................... 16-1
  Create and Maintain Contract Commitment.......................................................... 16-2
  Execute Document Control...................................................................................... 16-2
  Reporting Currency................................................................................................. 16-2
  Summarize Contract Commitment......................................................................... 16-3
  Internal Contract Commitment Matching............................................................... 16-3
  Processes............................................................................................................... 16-3
  Reporting.............................................................................................................. 16-3

Matching Invoices to Internal Release Contract Commitments Process Flow Diagram...... 16-3
Matching Contract Commitments to Invoices Process............................................ 16-4
  Enter, Encumber, and Approve Cover Contract Commitments for Internal Purpose.... 16-4
  Enter Invoice Header Information into the Oracle Payables Invoice Workbench........ 16-5
  Create Internal Release Contract Commitments................................................... 16-6
Match Invoices to Internal Release Contract Commitments................................................. 16-6
Complete the Internal Contract Commitment Releases..................................................... 16-6

17 Contract Commitment Account Generator Process
Definition.......................................................................................................................... 17-1
Overview.......................................................................................................................... 17-1
Account Generator Features............................................................................................ 17-1
Customizing the Account Generator in Contract Commitment........................................ 17-1
Generate Default Account Process.................................................................................... 17-2
Subprocesses..................................................................................................................... 17-2
Contract Commitment Account Generator Workflow Item Type Attributes...................... 17-3
Generate Default Account Workflow Diagram................................................................... 17-5
Generate Default Account Workflow Process.................................................................... 17-8
Start Generating Code Combination (Node 1)..................................................................... 17-8
Is Charge Account CCID Null? (Node 2)........................................................................... 17-8
Generate Default Charge Account (Node 3)......................................................................... 17-8
Abort Generating Code Combination (Failure) (Node 4)..................................................... 17-8
Is Encumbrance On? (Node 5)......................................................................................... 17-8
Generate Default Budget Account (Node 6)......................................................................... 17-9
Abort Generating Code Combination (Failure) (Node 7)..................................................... 17-9
End Generating Code Combination (Success) (Node 8)..................................................... 17-9
Generate Default Charge Account Workflow Diagram..................................................... 17-9
Generate Default Charge Account Workflow Subprocess                                 17-10
Start Generating Code Combination (Node 1)..................................................................... 17-10
Is Project Contract Related? (Node 2)............................................................................... 17-11
Generate Project Account (Node 3).................................................................................... 17-11
Abort Generating Code Combination (Failure) (Node 4)..................................................... 17-11
End Generating Code Combination (Success) (Node 5)..................................................... 17-11
Abort Generating Code Combination (Node 6).................................................................. 17-11
Generate Default Budget Account or Project Account Workflow Diagram.......................... 17-12
Generate Default Budget Account or Project Account Workflow Subprocess.................... 17-12
Start Generating Code Combination (Node 1)..................................................................... 17-13
Dummy Default Account Generator (Node 2)...................................................................... 17-13
Abort Generating Code Combination (Node 3).................................................................. 17-13
Validate Code Combination (Node 4)............................................................................... 17-13
End Generating Code Combination (Node 5).................................................................... 17-13

18 Contract Commitment Approval Workflow Process
Overview.......................................................................................................................... 18-1
Contract Commitment Workflow Item Type Attributes..................................................... 18-2
19 Maintain Contract Commitment Procedures

Overview.................................................................................................................. 19-1
    Contract Commitment Information......................................................................... 19-1
    Execute Budgetary Control.................................................................................... 19-2
    Guarantee Commitments....................................................................................... 19-3
    Contract Commitment Approval............................................................................. 19-3
    Adjust Contract Commitment................................................................................ 19-5
    Version Control...................................................................................................... 19-12
    Contract Commitment Actions............................................................................... 19-13
    Action History....................................................................................................... 19-14
    Security.................................................................................................................. 19-14
    Creating a New Contract Commitment from a Template........................................ 19-15
    Summarize Contract Commitment.......................................................................... 19-15

Entering General Information Procedure...................................................................... 19-16

Contract Commitments Window Description, General Tab........................................ 19-17
Entering Accounting Information Procedure............................................................ 19-23
Contract Commitments Window Description, Accounting Tab.................................. 19-24
Entering and Viewing Payment Forecast Information Procedure............................... 19-27
20 Internal Release Contract Commitment Procedures

Definition................................................................................................................. 20-1
Overview.................................................................................................................. 20-1
  Cover Contract Commitments.............................................................................. 20-1
  Internal Release Contract Commitments............................................................ 20-1
Creating an Internal Contract Commitment Release Procedure.......................... 20-2
Internal Contract Commitment Releases Window Description.............................. 20-3

21 Contract Commitment Report Procedures

Definition.................................................................................................................... 21-1
Overview.................................................................................................................. 21-1
  Internal Release Contract Commitments............................................................ 21-1
  Revaluing Contract Commitments..................................................................... 21-1
  Year-End Process................................................................................................. 21-4
  Mass Payment Forecast Shift Process............................................................... 21-8
Prerequisites.............................................................................................................. 21-11
Generating the Contract Commitment Complete Cover Commitment Program Procedure ......................................................................................................................... 21-11
Generating the Contract Commitment Complete Cover Commitment Exception Report Procedure ......................................................................................................................... 21-12
Running the Contract Commitment Revalue Process Procedure........................... 21-13
Running the Correct Revaluation Variances Process Procedure............................ 21-14
22 Dossier Process

Definition........................................................................................................ 22-1
Overview........................................................................................................ 22-1

Dossier Process Flow Diagram........................................................................ 22-2

Dossier Processes............................................................................................. 22-3

- Set Up Approval Hierarchy ........................................................................... 22-3
- Set Up General Ledger Budget ................................................................. 22-4
- Set Up Dossier Numbering .......................................................................... 22-5
- Set Up Dossier Types ................................................................................ 22-5
- Maintain Dossiers ...................................................................................... 22-6
- Dossier Relationships ................................................................................ 22-7

23 Dossier Procedures

Definition........................................................................................................ 23-1
Overview........................................................................................................ 23-2

- Transferring Funds in Dossiers .................................................................. 23-2
- Dossier Approval Process ........................................................................... 23-3
- Recommendations ..................................................................................... 23-3

Prerequisites .................................................................................................. 23-3

Checking and Reserving Funds Procedure....................................................... 23-4

- Dossier Window ........................................................................................ 23-4
- Accepting or Rejecting Dossiers Procedure .............................................. 23-5
- Reassigning Dossiers Procedure ................................................................ 23-7
- Viewing Dossier History Procedure ............................................................ 23-8

- Dossier History Window ........................................................................... 23-9
- Viewing Dossier Transaction Hierarchies Procedure ................................ 23-10

- Dossier Hierarchy Inquiry Window ............................................................. 23-11

24 Exchange Protocol Process

Definition........................................................................................................ 24-1
Overview........................................................................................................ 24-1

Exchange Protocol Process Flow Diagram.................................................. 24-3

Exchange Protocol Processes ........................................................................ 24-5

- Define Hierarchies ..................................................................................... 24-5
- Define Profiles for Exchange Protocol ..................................................... 24-6
25 Exchange Protocol Procedures

Definition ................................................................................................................. 25-1
Overview ............................................................................................................... 25-1
  Dialog Units ....................................................................................................... 25-1
  Transmission Units .......................................................................................... 25-1
  Approval Profiles and Workflow ....................................................................... 25-2
  Working with Dialog and Transmission Units .................................................. 25-2
  Numbering Dialog and Transmission Units ....................................................... 25-4
  Exchange Protocol Processes .......................................................................... 25-5
Prerequisites .......................................................................................................... 25-8

Creating Dialog Units Procedure ....................................................................... 25-9
  Find Dialog Units Window Description ........................................................... 25-12
  New Dialog Unit Window Description .............................................................. 25-13
  Find Transactions Window Description .......................................................... 25-15
  Include In Dialog Unit Window Description .................................................... 25-16

Reviewing Dialog Units Procedure ................................................................... 25-17
  Dialog Units Window Description ................................................................... 25-18

Generating Transmission Units From Dialog Units Procedure ....................... 25-19

Creating Transmission Units Procedure ............................................................ 25-20
  Find Transmission Units Window Description ............................................... 25-23
  New Transmission Unit Window Description .................................................. 25-24
  Find Dialog Units for Transmission Unit Window Description ...................... 25-26
  Dialog Units Available Window Description ................................................... 25-27

Reviewing Transmission Units Procedure ......................................................... 25-29
  Transmission Units Window Description ......................................................... 25-29

Transmitting Transmission Units Procedure ....................................................... 25-30

Dialog Unit Validation Procedure for Authorizing Users .................................. 25-31

26 Generic Interface Process

Definition ................................................................................................................. 26-1
Overview ............................................................................................................... 26-1
  File Headers ...................................................................................................... 26-2
  Journal Headers ................................................................................................. 26-2
  Transaction Lines ............................................................................................... 26-2
File Footers.................................................................................................................. 26-2
Feeder System Data File Layout.................................................................................. 26-3

Prerequisites.............................................................................................................. 26-3

Setting Up Generic Interface..................................................................................... 26-4
Define New Journal Source....................................................................................... 26-5
Define Period Mappings............................................................................................ 26-5
Define Ledger Mappings............................................................................................ 26-5
Define Feeder System Descriptors............................................................................. 26-5
Define Generic Interface Profile Options................................................................. 26-6

Loading Interface Files............................................................................................ 26-6
Reloading Interface Files.......................................................................................... 26-7
Feeder Transaction Inquiry....................................................................................... 26-7
File Header Record Specification.............................................................................. 26-7
Journal Header Record Specification..................................................................... 26-8
Journal Lines Record Specification....................................................................... 26-9
File Footer Record Specification........................................................................... 26-12

27 Generic Interface Procedures

Definition...................................................................................................................... 27-1
Overview.................................................................................................................... 27-1
Prerequisites.............................................................................................................. 27-1

Loading, Validating, and Extracting Feeder File Transactions Procedure................. 27-2
Load and Validate Feeder File................................................................................. 27-2
Extract Feeder File Transactions............................................................................ 27-3
Import and Post Feeder File Transactions................................................................. 27-4

Viewing Feeder System Detail Inquiry Procedure................................................... 27-5
From the Account Inquiry Window.......................................................................... 27-6
From the Feeder System Detail Inquiry Window....................................................... 27-8

Reloading Feeder File Procedure............................................................................. 27-9
Archiving, Purging, or Restoring Feeder System Transactions Procedure............... 27-10

28 Hierarchical Drill-Down Inquiry Process

Overview...................................................................................................................... 28-1
Prerequisites.............................................................................................................. 28-2
Hierarchical Drill-Down Inquiry Process Flow Diagram......................................... 28-3

Hierarchical Drill-Down Inquiry Process................................................................ 28-3
Determine Drill-Down Structure............................................................................. 28-4
Set Up Drill-Down Structure.................................................................................. 28-4
Interrogate Drill-Down Structure.......................................................................... 28-4
Maintain Drill-Down Structure.............................................................................. 28-4
Hierarchical Drill-Down Inquiry Business Rules .................................................. 28-4
Drill-Down Mapping Business Rules ................................................................. 28-4
Drill-Down Inquiry Business Rules ................................................................. 28-5
Hierarchical Drill-Down Inquiry Example ......................................................... 28-5
Set Up Drill-Down ............................................................................................... 28-6

29 Hierarchical Drill-Down Inquiry Procedure

Definition ............................................................................................................. 29-1
Overview ........................................................................................................... 29-1
   To Date Drill-Down ...................................................................................... 29-1
   Full Year Drill-Down ................................................................................. 29-2
   Projections Drill-Down .............................................................................. 29-2
Prerequisites ...................................................................................................... 29-2
Hierarchical Drill-Down Inquiry Procedure ................................................... 29-3
   Drill-Down Inquiry Window Description ............................................... 29-4
   Journals Window Description ................................................................... 29-7

30 Inflation Accounting for Assets Process

Definition ............................................................................................................. 30-1
Overview ........................................................................................................... 30-1
Prerequisites ...................................................................................................... 30-2
Inflation Accounting for Assets Processing .................................................... 30-2
   Occasional Revaluation Process .............................................................. 30-2
   Formulae Used in Occasional Revaluation Process ................................ 30-4
   Periodic Depreciation Revaluation Process ............................................ 30-5
   Formulae Used in Periodic Depreciation Revaluation Process .............. 30-6
   Revaluation Catch-up Process .................................................................. 30-7
   Access to Inflation Accounting for Assets Information ......................... 30-11
Limitations ......................................................................................................... 30-16
Inflation Accounting for Assets Setup ............................................................ 30-19
   Price Indexes ........................................................................................... 30-19
   Inflation Accounting Options ................................................................. 30-20
Security ............................................................................................................. 30-21
Inflation Accounting for Assets Implementation ........................................... 30-21
   Continuous MHCA Use to Date of Implementation ............................. 30-22
   Gap in Use or No Previous Use of MHCA ............................................. 30-22
   Reporting .................................................................................................. 30-23
Mass Upload of Asset Valuations ................................................................. 30-24
   Upload of Professional Valuations ......................................................... 30-25
   Validation of Professional Valuations ..................................................... 30-26
31 Inflation Accounting for Assets Procedures

Definition........................................................................................................... 31-1

32 Inflation Accounting for Assets Mass Upload of Asset Valuations Procedures

Overview........................................................................................................... 32-1
  Uploading Assets........................................................................................... 32-1
  Web ADI........................................................................................................ 32-1
  Revaluation Upload Process Diagram............................................................. 32-1
  Revaluation Upload Process Description....................................................... 32-3
Prerequisites.................................................................................................... 32-4

Defining Layouts and Mapping....................................................................... 32-4

Uploading and Downloading Files................................................................... 32-4
  Inflation Accounting: New File Integrator.................................................... 32-5
  Inflation Accounting: Exception Errors Integrator...................................... 32-6
  Inflation Accounting: Tolerance Errors Integrator....................................... 32-6
  Inflation Accounting: Valid Assets Integrator............................................. 32-7
  Inflation Accounting: Transferred File Integrator....................................... 32-7

Running the Inflation Accounting: Transfer Revaluation Upload Data Process.... 32-7

33 Inflation Accounting for Assets Report Procedures

Definition........................................................................................................... 33-1

34 Installment Terms Process

Definition........................................................................................................... 34-1
Overview........................................................................................................... 34-1
Prerequisites.................................................................................................... 34-2

Installment Terms Process Flow Diagram..................................................... 34-2
Installment Terms Setup.................................................................................. 34-3
Installment Terms Reports............................................................................... 34-4

35 Installment Terms Procedure

Definition........................................................................................................... 35-1
Overview........................................................................................................... 35-1
Prerequisites.................................................................................................... 35-2

Modifying and Creating Payment Terms Procedure..................................... 35-3
  Modify Installment Transactions Summary Window.................................... 35-6
36 Installment Terms Report Procedure

Overview ........................................................................................................................................... 36-1
Generating Installment Terms: Installment Audit Report Procedure ........................................... 36-1

37 Internal Trading Process

Definition ............................................................................................................................................. 37-1
Internal Trading Process Flow Diagram ......................................................................................... 37-1
Workflow Process Flow Diagram ...................................................................................................... 37-2
Encumbrance and Budgetary Control Process Flow Diagram ...................................................... 37-3
Internal Trading Process Description ............................................................................................... 37-4
Setting Up Internal Trading ............................................................................................................ 37-5
Set Up Options .................................................................................................................................. 37-5
Charge Centers .................................................................................................................................. 37-7
Internal Trading Procedures ............................................................................................................ 37-7
Cross Charge Entry ........................................................................................................................ 37-7
Cross Charge Approval or Rejection ............................................................................................... 37-7
Cross Charge Resubmission or Cancellation .................................................................................. 37-8
Journal Creation ............................................................................................................................... 37-8
Journal Entries Accounting Example ............................................................................................. 37-9
Without Funds Reservation .............................................................................................................. 37-9
With Funds Reservation .................................................................................................................... 37-10
Cross Charge Status Values ........................................................................................................... 37-13
Raise Cross Charge with Three Service Lines .............................................................................. 37-13
Reserve Funds .................................................................................................................................. 37-13
Submit Cross Charge ........................................................................................................................ 37-14
Approve First Service Line .............................................................................................................. 37-14
Creation Approval for First Service Line ......................................................................................... 37-15
Reject Second and Third Service Lines ......................................................................................... 37-15
Second and Third Service Lines Rejected in Creation ................................................................... 37-16
Resubmit Second Service Line ........................................................................................................ 37-16
Approve Second Service Line ......................................................................................................... 37-17
Creation Approval for Second Service Line .................................................................................... 37-17
Receiver Approval for First and Second Service Lines ................................................................. 37-18
Cancel Third Service Line ............................................................................................................... 37-18
Automatic Posting to General Ledger ............................................................................................ 37-19
38 Internal Trading Procedures

Overview ........................................................................................................ 38-1
Prerequisites .................................................................................................... 38-3
Creating Internal Charge Entries Procedure ................................................. 38-4
   Creating an Internal Charge Header ............................................................... 38-4
   Creating Service Lines .................................................................................. 38-4
   Submitting Service Lines .............................................................................. 38-5
   Enter Charges Window Description .............................................................. 38-6
   Actions Window Description ........................................................................ 38-8
Approving Service Lines Procedure ............................................................... 38-9
   Cross Charge Receiver Authorization Window Description ....................... 38-10
Viewing a Cross Charge Summary Procedure ............................................... 38-11
Resubmitting Service Lines Procedure .......................................................... 38-12
Canceling Service Lines Procedure ................................................................. 38-13
Tools Menu ....................................................................................................... 38-14
Find Cross Charges Window Description ....................................................... 38-15
Cross Charges Summary Window Description ............................................... 38-16
Services Window Description ........................................................................ 38-17

39 Internal Trading Report Procedures

Definition ........................................................................................................... 39-1
Overview ........................................................................................................... 39-1
   Internal Trading: Internal Charge Status Report ........................................... 39-1
   Internal Trading: Automatic Approval of Service Lines ................................ 39-1
   Internal Trading: Create Actual Journals Report ........................................... 39-1
Generating Internal Trading: Internal Charge Status Report Procedure ........ 39-1
Generating Internal Trading: Automatic Approval of Service Lines Procedure 39-2
Generating Internal Trading: Create Actual Journals Procedure ..................... 39-3

40 Multi-Period Posting Process

Definition .............................................................................................. 40-1
Overview .............................................................................................. 40-1
Multi-Period Posting Process Flow Diagram ................................................. 40-1
Setting Up Multi-Period Posting .................................................................. 40-2
   Set Up Accounting Rules ............................................................................ 40-2
   Assign Multi-Period Posting Setup .............................................................. 40-3
   Assign Default Accounting Rules ............................................................... 40-3
Selecting Invoices ....................................................................................... 40-4
41 Multi-Period Posting Procedures

Definition........................................................................................................... 41-1
Overview........................................................................................................... 41-1
Prerequisites...................................................................................................... 41-2
Recognizing Invoices for Multi-Period Posting Procedure.............................. 41-2
Transfer Invoices Window Description............................................................ 41-3
Viewing and Editing Multi-Period Posting Lines Procedure.............................. 41-4
Multi-Period Posting Invoices Summary Window Description........................ 41-5
Distributions Summary Window Description..................................................... 41-6
View MPP Distributions Window Description................................................... 41-7
View MPP Offset Entries Window Description................................................... 41-8

42 Multi-Period Posting Report Procedures

Definition........................................................................................................... 42-1
Overview........................................................................................................... 42-1
Multi-Period Posting: Expense Collection Report.......................................... 42-2
Multi-Period Posting: General Ledger Transfer Report.................................... 42-1
Multi-Period Posting: Recognize Expense Program Report........................... 42-2
Generating Multi-Period Posting: General Ledger Transfer Report Procedure.... 42-3
Generating Multi-Period Posting: Recognize Expense Program Report Procedure 42-4

43 Secondary Invoice Approval Process

Definition........................................................................................................... 43-1
Setting Up Secondary Invoice Approval........................................................... 43-1
Secondary Invoice Approval Process Diagram................................................ 43-3
Using Oracle Payables with Secondary Invoice Approval............................... 43-3
Using Secondary Approval Example............................................................... 43-5
References...................................................................................................... 43-5
44 Secondary Invoice Approval Procedures

Definition......................................................................................................................... 44-1
Overview......................................................................................................................... 44-1
  Approval Groups.............................................................................................................. 44-1
  Secondary Approval Holds............................................................................................ 44-1
  Viewing and Authorizing Secondary Approvals.............................................................. 44-2
  View and Authorize Secondary Approvals Window......................................................... 44-2
  Viewing and Authorizing Payment Holds......................................................................... 44-2
Prerequisites..................................................................................................................... 44-2
Viewing and Authorizing Secondary Approvals Procedure........................................... 44-3
Viewing and Authorizing Payment Holds Procedure....................................................... 44-4
View and Authorize Secondary Approvals Window Description..................................... 44-5

45 Secondary Invoice Approval Report Procedures

Definition......................................................................................................................... 45-1
Overview......................................................................................................................... 45-1
  Secondary Invoice Approval: Flexfield Assignments Report........................................... 45-1
  Secondary Invoice Approval: Secondary Approval of Invoices Report.......................... 45-1
Generating Secondary Invoice Approval: Secondary Approval of Invoices Report Procedure.................................................................................................. 45-1

46 Single Third Party Process

Definition......................................................................................................................... 46-1
Single Third Party Process Flow Diagram.......................................................................... 46-1
Setting Up Single Third Party........................................................................................... 46-3
  Enable Netting Transaction Types.................................................................................. 46-3
  Set Profile Options for Single Third Party...................................................................... 46-3
Creating Single Third Parties............................................................................................ 46-5
Viewing Single Third Party Netting Balances................................................................... 46-5
Creating Netting Transactions........................................................................................... 46-6
  Adjust Receivables Balance Example.............................................................................. 46-6
  Adjust Payables Balance Example................................................................................... 46-7
  Objection to Payment Example........................................................................................ 46-8
  Assignment Example........................................................................................................ 46-8
  Payment Excess Example................................................................................................. 46-9
  Supplier Reimbursement Example.................................................................................. 46-9
47  Single Third Party Procedures

Definition ............................................................................................................. 47-1
Overview .......................................................................................................... 47-1
Netting Process ............................................................................................... 47-2
Netting Transaction Types ............................................................................. 47-2
Netting Packages and Netting Batches .......................................................... 47-3
Prerequisites ................................................................................................... 47-4
Creating a Single Third Party Procedure ....................................................... 47-4
  Entering Customer Details .......................................................................... 47-5
  Entering Supplier Details ........................................................................... 47-6
Single Third Party - Address Details Window Description ....................... 47-6
Viewing Single Third Party Details and Outstanding Balance Procedure .... 47-8
Single Third Party Netting Balance Window Description ......................... 47-10
Creating Netting Transactions Procedure .................................................. 47-12
Netting Transactions Window Description ................................................ 47-14
Create Netting Packages Window Description ......................................... 47-15
Submitting Netting Batches Procedure ....................................................... 47-17
Submit Netting Batches Window Description ............................................. 47-18

48  Standing Charges Process

Definition .......................................................................................................... 48-1
Standing Charges Process Flow Diagram ...................................................... 48-1
Setting Up Standing Charges ...................................................................... 48-3
  Set Extended System Options for Standing Charges ................................ 48-3
  Set Up Billing and Charging Periods ........................................................... 48-3
Entering Standing Charges and Creating Periodic Invoices ...................... 48-4
  Enter Charge Items .................................................................................... 48-4
  Enter Standing Charges ............................................................................ 48-4
  Run Standing Charges: Preliminary Invoice Register Report ................ 48-5
  Run Standing Charges: Generate Interface Data Program ...................... 48-6
  Run AutoInvoice ..................................................................................... 48-6
  Run Standing Charges: Synchronize Standing Charges Program ............ 48-6
Price Update Considerations ...................................................................... 48-7
  Standing Charges Item Price Update ......................................................... 48-7
  Price Update using Standing Charge Details Window ............................. 48-7
  Price Update using Global Price Update Window .................................... 48-7

49  Standing Charges Procedures

Definition .......................................................................................................... 49-1
Overview .............................................................................................................. 49-1
Prerequisites ........................................................................................................... 49-2
Defining Standing Charge Items ............................................................................. 49-3
  Standing Charge Items Window Description ....................................................... 49-3
Viewing Charge Item Price History ....................................................................... 49-5
  Item Price History Window Description ............................................................. 49-5
Viewing Standing Charges ..................................................................................... 49-6
  Standing Charges Window Description ............................................................... 49-7
Creating a Standing Charge Agreement ................................................................ 49-8
  Standing Charge Window Description ............................................................... 49-8
Setting Up Charge Lines ....................................................................................... 49-13
  Charge Details Window Description, Main Tab .................................................. 49-14
  Charge Details Window Description, Price Tab .................................................. 49-14
  Charge Details Window Description, Accounting Tab ....................................... 49-15
  Charge Details Window Description, Tax Tab .................................................... 49-17
Reviewing Invoice History ..................................................................................... 49-18
  Invoice History Window Description .................................................................. 49-19
Viewing Price Update History ............................................................................. 49-20
  Price History Window Description ..................................................................... 49-21
Updating Global Price ........................................................................................... 49-22
  Global Price Update Window Description ......................................................... 49-23
  Run ID Window Description ............................................................................... 49-24

50 Standing Charges Report Procedures
Standing Charges Reports ....................................................................................... 50-1

51 Subledger Security Process
Definition ................................................................................................................ 51-1
Overview ................................................................................................................ 51-1
  Features ............................................................................................................... 51-2
  Supported Products ............................................................................................ 51-4
Prerequisites .......................................................................................................... 51-5
Subledger Security Setup ....................................................................................... 51-5
  Determine Security Policy .................................................................................. 51-6
  Set Up Security .................................................................................................. 51-7
  Apply Security .................................................................................................... 51-7
  Maintain Security ............................................................................................... 51-7
Subledger Security Process Flow Diagram ........................................................... 51-7
Subledger Security Process .................................................................................... 51-9
  Set Application Level Profile Options ............................................................... 51-9
52 Subledger Security Report Procedures

Definition............................................................................................................ 52-1
Overview............................................................................................................. 52-1
  Subledger Security: Group Status Report.................................................... 52-2
  Subledger Security: Grouped Secure Tables Report.................................. 52-2
  Subledger Security: Object Status Report................................................... 52-2
  Subledger Security: Secure Tables Status Report...................................... 52-2

Subledger Security: Group Status Report.................................................... 52-4
Subledger Security: Grouped Secure Tables Report.................................. 52-4
Subledger Security: Secure Tables Status Report...................................... 52-6
Subledger Security: Security Group Consolidations Report...................... 52-6
Subledger Security: User Allocation Status Report.................................... 52-7

A Oracle Public Sector Financials (International) Navigation Paths

Navigation........................................................................................................ A-1
B Commitment Model

Definition ............................................................................................................. B-1
Overview ............................................................................................................. B-1
  Standard Budgetary Control ........................................................................... B-1
  Commitment Budgetary Control ..................................................................... B-3
  Dual Budgetary Control ............................................................................... B-5
Contract Commitment Feature ......................................................................... B-8
  Contract Commitment Module without Commitment Budgetary Control .... B-8
  Contract Commitment Module with Commitment Budgetary Control ......... B-12

C Reporting Currency Transactions to General Ledger and Commitment Budgetary Control Process

Definition ............................................................................................................. C-1
Overview ............................................................................................................. C-1
Creating Commitment Budgetary Control Journal Entry Lines in Reporting Currency .... C-2

D Contract Commitment Legacy Conversion Procedures

Definition ............................................................................................................. D-1
Overview ............................................................................................................. D-1
  Legacy Conversion Process Flow Diagram .................................................... D-2
  Legacy Conversion to Contract Commitment Tables ...................................... D-3
  Legacy Conversion to Commitment Budgetary Control Tables ..................... D-4
  Legacy Conversion to Standard Budgetary Control (SBC), General Ledger .... D-5
CC Headers Interface Table ................................................................................ D-5
CC Account Lines Interface Table .................................................................... D-14
CC Detail Payment Forecast Interface Table .................................................... D-20
CBC Open Interface Table ............................................................................... D-24
Running the Contract Commitment Legacy Open Interface Program Procedure ... D-28
Running the Contract Commitment Budgetary Control Legacy Open Interface Program Procedure ............................................................................................................. D-29

E Contract Commitment Open API

Definition ............................................................................................................. E-1
Overview ............................................................................................................. E-1
  Set API ............................................................................................................ E-1
  Create API ...................................................................................................... E-1
  Update API ...................................................................................................... E-3
  Select API ....................................................................................................... E-4
  Link API ......................................................................................................... E-4
F  Contract Commitment and Oracle Payables Integration

Contract Commitment Invoice Matching................................................................. F-1
Integrated Supplier and Contract Commitment Information..................................... F-2
Matching Purchase Order Tables............................................................................. F-2
PO Default and QuickMatch Invoices..................................................................... F-3
   PO Default Invoice Type...................................................................................... F-3
   QuickMatch Invoice Type.................................................................................... F-4
Using Encumbrance Accounting with Contract Commitment.................................. F-4

Glossary

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

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

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

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Preface

Intended Audience


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 xxxi 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.

Access to Oracle Support

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.

Structure

1 Product Overview
2 Create Budget Journal Procedures
3 Maintaining Budget Procedures
4 Budgeting Extensions Process
5 Budget History Inquiry Procedures
6 Import Budget Spreadsheet Procedures
7 Budget Reports
8 Combined Basis Accounting Process
9 Combined Basis Summary Reports
10 Commitment Budgetary Control Process
11 Commitment Budgetary Control Procedures
12 Commitment Budgetary Control Integration with Oracle Purchasing
13 Construction Industry Scheme Process
14 Construction Industry Scheme Procedures
15 Construction Industry Scheme Report Procedures
16 Contract Commitment Process
17 Contract Commitment Account Generator Process
18 Contract Commitment Approval Workflow Process
19 Maintain Contract Commitment Procedures
20 Internal Release Contract Commitment Procedures
21 Contract Commitment Report Procedures
22 Dossier Process
23 Dossier Procedures
24 Exchange Protocol Process
25 Exchange Protocol Procedures
26 Generic Interface Process
27 Generic Interface Procedures
28 Hierarchical Drill-Down Inquiry Process
29 Hierarchical Drill-Down Inquiry Procedure
30 Inflation Accounting for Assets Process
31 Inflation Accounting for Assets Procedures
32 Inflation Accounting for Assets Mass Upload of Asset Valuations Procedures
33 Inflation Accounting for Assets Report Procedures
34 Installment Terms Process
35 Installment Terms Procedure
36 Installment Terms Report Procedure
37 Internal Trading Process
38 Internal Trading Procedures
39 Internal Trading Report Procedures
40 Multi-Period Posting Process
41 Multi-Period Posting Procedures
42 Multi-Period Posting Report Procedures
43 Secondary Invoice Approval Process
44 Secondary Invoice Approval Procedures
45 Secondary Invoice Approval Report Procedures
46 Single Third Party Process
47 Single Third Party Procedures
48 Standing Charges Process
49 Standing Charges Procedures
50 Standing Charges Report Procedures
51 Subledger Security Process
52 Subledger Security Report Procedures
A Oracle Public Sector Financials (International) Navigation Paths
B Commitment Model
Related Information Sources

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

Online Documentation

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

- **PDF** - See the Oracle E-Business Suite Documentation Library for current PDF documentation for your product with each release.

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

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

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

Related Guides

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

**Oracle Alert User's Guide:**

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

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

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

**Oracle Application Framework Personalization Guide:**

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

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

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

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

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

- As part of the Oracle Application Server in 10g, *Oracle Application Server Adapter for Oracle Applications User’s Guide* is available in the Oracle Application Server 10g Documentation Library.

**Oracle Diagnostics Framework User’s Guide:**

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

**Oracle E-Business Suite Concepts:**

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12.2, or contemplating significant changes to a configuration. After describing the Oracle E-Business Suite architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

**Oracle E-Business Suite CRM System Administrator’s Guide:**

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

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

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

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

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

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

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

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

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

**Oracle E-Business Suite Integrated SOA Gateway User’s Guide:**

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

**Oracle E-Business Suite Integrated SOA Gateway Implementation Guide:**

This guide explains how integration repository administrators can manage and
administer the Web service activities for integration interfaces including native
packaged integration interfaces, composite services (BPEL type), and custom
integration interfaces. It also describes how to invoke Web services from Oracle
E-Business Suite by employing the Oracle Workflow Business Event System, and how
to manage Web service security, configure logs, and monitor SOAP messages.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Oracle iSetup Developer’s Guide:**

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

**Oracle iSetup User’s Guide:**

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

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

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

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

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

**Oracle Workflow Administrator's Guide:**

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

**Oracle Workflow API Reference:**

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

**Oracle Workflow Client Installation Guide**

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

**Oracle Workflow Developer's Guide:**

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

**Oracle Workflow User's Guide:**

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

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

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

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

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

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

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

**Oracle XML Publisher Administration and Developer’s Guide:**

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

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

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

This guide provides information for DBAs and Applications Specialists who are responsible for upgrading Release 12.0 and 12.1 Oracle E-Business Suite system (techstack and products) to Release 12.2. In addition to information about applying the upgrade driver, it outlines pre-upgrade steps and post-upgrade steps, and provides descriptions of product-specific functional changes and suggestions for verifying the upgrade and reducing downtime.

**Oracle E-Business Suite Multiple Organizations Implementation Guide:**

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

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

This guide provides detailed information about the functional impacts of upgrading Oracle Financials and Oracle Procurement products from Release 11i to Release 12. This guide supplements the *Oracle E-Business Suite Upgrade Guide: Release 12.0 and 12.1 to 12.2*.

**Oracle Financials Concepts Guide:**

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

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

**Oracle Financials Implementation Guide:**

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

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

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

**Oracle Advanced Collections User Guide:**

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

**Oracle Advanced Collections Implementation Guide:**

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

**Oracle Assets User Guide:**

This guide provides you with information on how to implement and use Oracle Assets. Use this guide to understand the implementation steps required for application use, including defining depreciation books, depreciation method, and asset categories. It also contains information on setting up assets in the system, maintaining assets, retiring and reinstating assets, depreciation, group depreciation, accounting and tax accounting, budgeting, online inquiries, impairment processing, and Oracle Assets reporting. The guide explains using Oracle Assets with Multiple Reporting Currencies (MRC). This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

**Oracle Bill Presentment Architecture User’s Guide:**

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

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

**Oracle Credit Management User Guide:**

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

**Oracle Customer Data Librarian User Guide:**

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

**Oracle Customer Data Librarian Implementation Guide:**

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

**Oracle Customers Online User Guide:**

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

**Oracle Customers Online Implementation Guide:**

This guide describes how to implement Oracle Customers Online.

**Oracle E-Business Tax User Guide:**

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

**Oracle E-Business Tax Implementation Guide:**

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

**Oracle E-Business Tax Reporting Guide:**

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

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

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

**Oracle Embedded Data Warehouse User Guide:**

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

**Oracle Embedded Data Warehouse Implementation Guide:**

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

**Oracle Embedded Data Warehouse Install Guide:**

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

**Oracle Financial Accounting Hub Implementation Guide:**

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

**Oracle Financial Services Reference Guide:**

This guide provides reference material for Oracle Financial Services applications in Release 12, such as Oracle Transfer Pricing, and includes technical details about application use as well as general concepts, equations, and calculations.

**Oracle Financial Services Implementation Guide:**

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

**Oracle Financial Services Reporting Administration Guide:**

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

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

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

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

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

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

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

**Oracle Financials for Europe User Guide:**

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

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

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

**Oracle Financials for India Implementation Guide:**

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

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

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

**Oracle General Ledger Implementation Guide:**

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

**Oracle General Ledger Reference Guide**

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

**Oracle General Ledger User’s Guide:**

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

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

**Oracle Incentive Compensation User Guide:**

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

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

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

**Oracle iAssets User Guide:**

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

**Oracle iProcurement Implementation and Administration Guide:**

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

**Oracle iReceivables Implementation Guide:**

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

**Oracle iSupplier Portal User Guide:**

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

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

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

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

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

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

Oracle Payables Reference Guide:
This guide provides you with detailed information about the Oracle Payables open interfaces, such as the Invoice open interface, which lets you import invoices. It also includes reference information on purchase order matching and purging purchasing information.

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

**Oracle Payments User’s Guide:**
This guide describes how Oracle Payments, as the central payment engine for the Oracle E-Business Suite, processes transactions, such as invoice payments from Oracle Payables, bank account transfers from Oracle Cash Management, and settlements against credit cards and bank accounts from Oracle Receivables. This guide also describes to the Payment Administrator how to monitor the funds capture and funds disbursement processes, as well as how to remedy any errors that may arise.

**Oracle Procurement Buyer’s Guide to Punchout and Transparent Punchout:**
This guide contains necessary information for customers implementing remote catalog content on a supplier’s Web site or on Oracle Exchange.

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

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

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

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

**Oracle Receivables User Guide:**
This guide provides you with information on how to use Oracle Receivables. Use this guide to learn how to create and maintain transactions and bills receivable, enter and apply receipts, enter customer information, and manage revenue. This guide also includes information about accounting in Receivables. Use the Standard Navigation Paths appendix to find out how to access each Receivables window.
Oracle Receivables Implementation Guide:
This guide provides you with information on how to implement Oracle Receivables. Use this guide to understand the implementation steps required for application use, including how to set up customers, transactions, receipts, accounting, tax, and collections. This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

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

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

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

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

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

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

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

**Oracle Trading Community Architecture Administration Guide:**

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

**Oracle Trading Community Architecture Reference Guide:**

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

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

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

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

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

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

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

**Integration Repository**

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

The Oracle Integration Repository is shipped as part of the 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.
Product Overview

Overview

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

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

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

Products

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

- Oracle General Ledger
- Oracle Assets
- Oracle Payables
- Oracle Receivables
• Oracle Purchasing

• Application Object Library

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

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

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

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

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

**General Ledger**
- Budgeting Extensions

**Payables**
- Construction Industry Scheme
- Cash and Accrual Support
- Multi-Period Rating
- Enhanced Funds Checker

** Receivables**
- Combined Costs Accounting
- Extended Due Date Charges
- Invoice Approval

**Purchasing**
- Construction Industry Scheme
- Commitment Budgetary Control
- Installment Terms
- Standing Charges

**Application Object Library**
- Subledger Security
- Single Third Party

**Assets**
- Inflation Accounting for Assets
- Modified Historic Cost Accounting
- Internal Tracking
- Hierarchical Drill-Down
- Generic Interface
International Implications

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

Globalizations

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

- Dossier
- Exchange Protocol
- Single Third Party

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

Country or Government Specific Features, References, and Notes

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

<table>
<thead>
<tr>
<th>Feature</th>
<th>Where Required</th>
<th>Reference Note</th>
<th>Applicable in Additional Countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Accruals Support</td>
<td>UK</td>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>Combined Basis Accounting</td>
<td>UK</td>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>Construction Industry Scheme</td>
<td>UK</td>
<td>2</td>
<td>Yes; some reports may not be appropriate</td>
</tr>
<tr>
<td>Dossier</td>
<td>France</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Extended Dunning Letter Charges</td>
<td>Netherlands</td>
<td></td>
<td>Yes; where legislation applies</td>
</tr>
<tr>
<td>Feature</td>
<td>Where Required</td>
<td>Reference Note</td>
<td>Applicable in Additional Countries</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Exchange Protocol</td>
<td>France</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Modified Historic Cost Accounting</td>
<td>UK</td>
<td>4</td>
<td>No</td>
</tr>
<tr>
<td>Inflation Accounting for Assets</td>
<td>UK</td>
<td>5</td>
<td>No</td>
</tr>
<tr>
<td>Single Third Party</td>
<td>France</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>Subledger Security</td>
<td>UK</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

**Country or Government Specific Features Reference Notes**

<table>
<thead>
<tr>
<th>Reference Note Number</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Cash and Accruals Support and Combined Basis Accounting</td>
<td>The United Kingdom (UK) Government has specified a move from cash-based accounting to accrual-based accounting. In some cases both accounting methods are retained in perpetuity. For information on UK requirements for combined basis accounting and cash and accruals, see Better Accounting for the Taxpayer’s Money; Resource Accounting and Budgeting in Government, HMSO Cm2929.</td>
</tr>
<tr>
<td>2 Construction Industry Scheme</td>
<td>Oracle Public Sector Financials (International) meets the UK Inland Revenue requirements for construction industry scheme deductions. However, the reports are not approved as substitutes by the UK Inland Revenue. For information about UK Inland Revenue requirements for the construction industry, see Construction Industry Tax Deduction Scheme, External Communication Unit of the Inland Revenue, Construction Industry Series IR14/15 (CIS), March 1999, including addendums CIS Fact 1 and CIS Fact, 3 March 1999.</td>
</tr>
<tr>
<td>Reference Note Number</td>
<td>References</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------</td>
</tr>
<tr>
<td>4 Modified Historic Cost Accounting</td>
<td>This feature was the initial response to the UK Government’s requirement for the revaluation of assets and associated depreciation. The scope was limited to positive inflationary index movements.</td>
</tr>
<tr>
<td>5 Inflation Accounting for Assets</td>
<td>This feature is the replacement for Modified Historic Cost Accounting, and has been enhanced to handle both positive and negative movements. The requirement to amortize the revaluation reserve has also been included.</td>
</tr>
</tbody>
</table>

**Oracle Public Sector Financials (International) Features**

**Budgeting Extensions**

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

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

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

- cash
- accruals

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

Combined Basis Accounting

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

The following windows provide enhancements:

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

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

- Combined Basis Accounting: Cash Basis Accounting Journal Entries Report
  This report displays the journal entries that are not yet posted to the cash ledger.
- Combined Basis Accounting: Cash Basis Execution Report
  This report shows a summary of all transactions by category and currency that comprise the journal entries to the cash ledger.
- Combined Basis Accounting: Cash Basis Unposted Items Report
  This report is generated automatically if there are unposted items for a given General Ledger date range.
• Combined Basis Accounting: Cash Basis Drilldown Report

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

**Commitment Budgetary Control**

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

The following features are included in Commitment Budgetary Control:

• set up commitment budgetary control check level

• check and reserve funds online

• commitment budgetary control online inquiry

**Construction Industry Scheme**

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

• Registering with Inland Revenue to enable subcontractors setup Construction Industry Scheme

• Obtaining registration number from Inland Revenue

• Process Construction Industry Scheme payments using the standard Payables functionality

• Contractors file the monthly returns online or manually

• Generate the following reports required by subcontractors and Inland Revenue for construction industry work:
  • Construction Industry Scheme: CI36 End of Year Returns Report
  • Construction Industry Scheme: Certificate Renewal Reminders Report
  • Construction Industry Scheme: Missing Vouchers Report
Contract Commitment

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

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

Contract Commitment includes the following features:

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

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

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

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

Enhanced Funds Checker

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

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

Exchange Protocol

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

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

Exchange Protocol enables users to do the following:
- define an approval hierarchy
- define specific numbering
- view dialog units and transmission units
- group subledger transactions by client into a dialog unit
- batch dialog units into a transmission unit
- modify dialog units and transmission units
• submit units for approval

• accept, reject, or put on hold dialog units or transmission units via a workflow process

**Generic Interface**

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

Generic Interface enables users to do the following:

• load and validate feeder files

• extract transactions

• import and post feeder file transactions

• reload feeder files in case of error

• archive, purge, and restore feeder file transactions

**Hierarchical Drill-Down Inquiry**

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

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

• to date

• full year

• projections

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

**Inflation Accounting for Assets**

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

Inflation Accounting for Assets provides for the following:
• revaluation of asset cost by either price index or professional valuation
• revaluation of current and prior year depreciation
• amortization of the revaluation reserve by a transfer to the general fund
• negative revaluation below historical cost with a charge to a nominated operating account

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

Internal Trading
The Internal Trading feature controls the raising and authorization of cross charges between charge centers within the same organization. Budgetary control and encumbrance accounting are supported. The following features are included:
• charge center creation and maintenance
• charge creation and progress tracking
• cross charge authorization
• ability to view and reassign notifications
• ability to relay authorizer notes to the charge creator, users above and below in the approval hierarchy, and to the receiving charge center

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

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

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

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

**Secondary Invoice Approval**

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

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

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

**Single Third Party**

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

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

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

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

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

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

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

The following features are included:

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

Subledger Security

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

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

Oracle Public Sector Financials (International) Features Removed

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

- Gross Based VAT
  For information on gross based VAT, see Payment Terms, Oracle Payables User Guide
- HUL Numbering
- Contract Encumbrancing
- Extended Dunning Letter Charges
  The Extended Dunning Letter Charges feature is obsolete in Oracle Public Sector Financials (International) and replaced by Late Charges in Oracle Receivables.
  For information on Late Charges, see Late Charges, Oracle Receivables User Guide.
- Modified Historic Cost Accounting
  Inflation Accounting for Assets (IAC) replaces Modified Historic Cost Accounting.
Create Budget Journal Procedures

Overview

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

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

• validate journal batch header information against the lines entered in the batch

• check if enforced budget balancing is enabled; if yes, all entries must be double entry

• enter annual amounts and calculate individual period amounts using a profile code and the start period for balanced budgets

• enter annual amounts and calculate individual period amounts using a profile code, or enter individual period amounts, depending on configuration, for unbalanced budgets

• enter next year budget amounts for journal lines

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

Prerequisites

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

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

• Access to General Ledger is required to run any budgeting extension process.
• The Budgeting Extensions feature must be enabled on the Enable OPSF(I) Features window.

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

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

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

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

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

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

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

• Budget reason codes must be defined.

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

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

Create Balanced Budget Procedures

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

Balanced budgets can be created by:

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

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

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

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

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

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

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

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

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

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

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

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

6. To enter journal lines information, click Journals.

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

Enter Balanced Budget Batch Journal Lines

Use the Journals window to define the journal lines for the batch.
1. In the Name field, enter the journal name.

2. In the Reason field, select a reason code from the list of values.

3. In the Category field, select a category from the list of values.

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

5. In the Organization field, select a budget organization from the list of values.

6. In the Currency field, select a currency type from the list of values.

7. Optionally, select the Autocopy check box.

8. In the Line field, enter a line number.

9. In the Account field, select an account from the list of values.

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

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

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

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

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

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

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

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

18. Save or save and continue as follows:
   
   File - Save or Save and Proceed

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

20. To complete the batch go to Complete the Batch, page 2-7.
View Balanced Budget Period Amounts

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

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

Complete the Batch

1. Close the Journals window.
   The Balanced Budget Journals window reappears.

2. In the Status region, select the Complete check box.
   When the batch is complete, General Ledger automatically verifies that the control total equals the appropriate total of entered debits or credits or sum of both debits and credits.

   **Note:** If the total amounts entered in the journal lines do not match the control total, a warning is displayed and the batch cannot be completed.
For information on posting the batch, see Posting Journal Batches, *Oracle General Ledger User’s Guide*.

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

**Balanced Budget Journals Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch</td>
<td>budget journal batch unique name</td>
</tr>
<tr>
<td>Year</td>
<td>fiscal year for batch transactions</td>
</tr>
<tr>
<td>Control Total</td>
<td>batch transactions total debit amount</td>
</tr>
<tr>
<td>Entered Debits</td>
<td>journal line debits running total</td>
</tr>
<tr>
<td>Entered Credits</td>
<td>journal line credits running total</td>
</tr>
<tr>
<td>Date Created</td>
<td>date batch created</td>
</tr>
<tr>
<td>Date Completed</td>
<td>date batch completed</td>
</tr>
<tr>
<td>Complete</td>
<td>indicates all transactions entered and batch ready to post.</td>
</tr>
</tbody>
</table>

**Note:** Do not select the Complete check box until all batch lines are entered and the batch is ready to post. When the check box is selected, the system verifies that the control total equals the debit total and that the total debits matches the total credits.

| Journals          | opens Journals window                  |
## Journals Window Description for Balanced Budget

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toggle Query Coordination</td>
<td>synchronizes journals with batches</td>
</tr>
<tr>
<td>Name</td>
<td>budget journal unique name</td>
</tr>
<tr>
<td>Reason</td>
<td>default reason code for all lines in journal header</td>
</tr>
<tr>
<td>Description</td>
<td>defaults to reason code description</td>
</tr>
<tr>
<td>Category</td>
<td>user-defined category; can be used to group budget journals for analysis purposes</td>
</tr>
<tr>
<td>Budget</td>
<td>budget name to apply these journal lines</td>
</tr>
<tr>
<td>Organization</td>
<td>budget organization for which budget journal created</td>
</tr>
<tr>
<td>Control Total</td>
<td>total header amount; if entered, must match totals for journal’s lines</td>
</tr>
<tr>
<td>Currency</td>
<td>functional currency or statistical currency</td>
</tr>
<tr>
<td>Autocopy</td>
<td>indicates if automatic completion of accounting flexfields for journal lines enabled</td>
</tr>
<tr>
<td>Toggle Query Coordination</td>
<td>synchronizes lines with journals</td>
</tr>
<tr>
<td>Line</td>
<td>sequential line item numbers; user must enter first number, subsequent numbers automatically inserted</td>
</tr>
<tr>
<td>Account</td>
<td>accounting flexfield segments; automatically completed if Autocopy selected</td>
</tr>
<tr>
<td>Debit</td>
<td>journal line debit amount</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Credit</td>
<td>journal line credit amount</td>
</tr>
<tr>
<td>Start Period</td>
<td>start period from which annual amount profiled; defaults to first valid period in fiscal year</td>
</tr>
<tr>
<td>Profile Code</td>
<td>determines how individual period amounts are calculated from annual amount; defaults to last profile code used for this accounting flexfield</td>
</tr>
<tr>
<td>Rec</td>
<td>recurring; indicates recurring entry</td>
</tr>
<tr>
<td>Full / Part Year</td>
<td>if journal line recurring, enter effect of annual amount on budget; if Full Year, annual amount relates to a full year’s budget change; if Part Year, annual amount relates to part year’s budget change</td>
</tr>
<tr>
<td>Next Year</td>
<td>next year budget amount for line; defaults to current year’s amount for full year budgets</td>
</tr>
<tr>
<td>Reason Code</td>
<td>reason code for journal line; defaults to reason code in header</td>
</tr>
<tr>
<td>Description</td>
<td>defaults to reason code description</td>
</tr>
<tr>
<td>Account Description</td>
<td>account code description</td>
</tr>
<tr>
<td>Periods</td>
<td>opens Periods window</td>
</tr>
</tbody>
</table>

**Periods Window Description for Balanced Budget**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toggle Query Coordination</td>
<td>synchronizes periods with lines</td>
</tr>
</tbody>
</table>
### Create Budget Journal Procedures

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>budget periods</td>
</tr>
<tr>
<td>Debit</td>
<td>debit amounts to be posted</td>
</tr>
<tr>
<td>Credit</td>
<td>credit amounts to be posted</td>
</tr>
</tbody>
</table>

Create Unbalanced Budget Procedures

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

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

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

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

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

1. Navigate to the Unbalanced Budget Journals window as follows:
   
   **OPSF(I) Budgeting Extensions - Enter - Journal - Extended Unbalanced Journal**

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

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

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

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

6. To enter journal lines information, click Journals.

   **Note:** The Complete check box must not be selected until all batch lines are entered and the batch is ready to post.
Enter Unbalanced Budget Batch Journal Lines

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

**Note:** This is automatically completed if the Autocopy check box is
11. Optionally, in the Debit field, enter a journal line debit amount.

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

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

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

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

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

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

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

19. Save or save and continue as follows:
   
   File - Save or Save and Proceed

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

21. To complete the batch go to Complete the Batch, page 2-16.
Enter Unbalanced Period Amounts

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

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

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

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

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

1. Close the Journals window.
   The Unbalanced Budget Journals window reappears.

2. In the Status region, select the Complete check box.
   When the batch is complete, General Ledger automatically verifies that the control total equals the appropriate total of entered debits or credits or sum of both debits and credits.

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

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

Unbalanced Budget Journals Window Description

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>indicates all transactions entered and batch ready to post</td>
</tr>
<tr>
<td>Journals</td>
<td>opens Journals window</td>
</tr>
</tbody>
</table>

**Journals Window Description for Unbalanced Budget**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toggle Query Coordination</td>
<td>synchronizes journals with batches</td>
</tr>
<tr>
<td>Name</td>
<td>budget journal header unique name</td>
</tr>
<tr>
<td>Reason</td>
<td>default reason code for all lines in journal</td>
</tr>
<tr>
<td>Description</td>
<td>reason description; defaults to reason code's description</td>
</tr>
<tr>
<td>Category</td>
<td>user-defined category; for example, to group budget journals for analysis</td>
</tr>
<tr>
<td>Budget</td>
<td>budget name to apply these journal lines</td>
</tr>
<tr>
<td>Control Total</td>
<td>total header amount, depending on how Budgeting: Unbalanced Journal Total Checking profile option is set. Values: DEBIT, total of debit amounts; CREDIT, total of credit amounts; HASH TOTAL, sum of all debit and credit amounts</td>
</tr>
<tr>
<td>Currency</td>
<td>functional currency or statistical currency</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Autocopy</td>
<td>indicates automatic completion of accounting flexfields for journal lines; a journal line is automatically created for each unfrozen accounting flexfield in budget organization, user must enter other journal line details, such as debit or credit</td>
</tr>
<tr>
<td>Toggle Query Coordination</td>
<td>synchronizes lines with journals</td>
</tr>
<tr>
<td>Line</td>
<td>sequential line item numbers; user must enter first number, subsequent numbers automatically inserted</td>
</tr>
<tr>
<td>Account</td>
<td>accounting flexfield segments; automatically completed if Autocopy selected</td>
</tr>
<tr>
<td>Debit</td>
<td>journal line debit amount</td>
</tr>
<tr>
<td>Credit</td>
<td>journal line credit amount</td>
</tr>
<tr>
<td>Start Period</td>
<td>Budgeting, Average Non-Balance Enforced Account profile option set to No, user enters Start Period in fiscal year from which to profile annual amount. Budget is profiled starting in this period and through all following periods in fiscal year; defaults to first valid period in fiscal year</td>
</tr>
<tr>
<td>Profile Code</td>
<td>profiles annual budget across accounting periods; defaults to last profile code used for this accounting flexfield; input prohibited if Budgeting: Average Non-Balance Enforced Account Values profile option set to No</td>
</tr>
<tr>
<td>Rec</td>
<td>indicates recurring; entry</td>
</tr>
<tr>
<td>Full/Part year</td>
<td>if Rec check box selected, enter effect of annual amount on budget: Full year, annual amount relates to full year budget change; Part year, annual amount relates to a part year budget change.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Next year</td>
<td>next year budget amount; defaults to current year if budget for Full Year</td>
</tr>
<tr>
<td>Reason Code</td>
<td>budget reason code; defaults to code in header</td>
</tr>
<tr>
<td>Description</td>
<td>defaults to reason code description</td>
</tr>
<tr>
<td>Account Description</td>
<td>account code description</td>
</tr>
<tr>
<td>Periods</td>
<td>opens Periods window</td>
</tr>
</tbody>
</table>

**Periods Window Description for Unbalanced Budget**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toggle Query Coordination</td>
<td>synchronizes periods with lines</td>
</tr>
<tr>
<td>Period</td>
<td>period name</td>
</tr>
<tr>
<td>Debit</td>
<td>debit amount for period</td>
</tr>
<tr>
<td>Credit</td>
<td>credit amount for period</td>
</tr>
</tbody>
</table>
Overview

The maintain budget procedure performs the following tasks:

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

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

Prerequisites

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

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

To reprofile an existing budget, perform the following steps.

1. Navigate to the Submit Budget Reprofile window as follows:
   **OPSF(I) Budgeting Extensions - Enter - Reprofile**

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

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

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

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

6. In the Budget Process Impact window, review, delete, or accept and import the budget journals in to the General Ledger.
Note: Budget journals created by reprofiling cannot be imported manually using standard journal import.

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

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

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

Submit Budget Reprofile Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Name</td>
<td>Ledger name; ledger name list is unique and displays the ledgers within the responsibility’s Data Access Set that have read or write access on Full Ledger or Balancing and Management segment values</td>
</tr>
<tr>
<td>Batch Name</td>
<td>unique batch name</td>
</tr>
<tr>
<td>Budget Name</td>
<td>existing budget to be reprofiled</td>
</tr>
<tr>
<td>Organization</td>
<td>organization</td>
</tr>
<tr>
<td>Currency</td>
<td>functional currency for reprofiled budget</td>
</tr>
<tr>
<td>Flexfield Range Code</td>
<td>user-defined budget range code</td>
</tr>
<tr>
<td>Flexfield Range</td>
<td>single account or low end of accounting flexfield range; required if Flexfield Range Code is blank</td>
</tr>
<tr>
<td>Profile Code</td>
<td>profile code to control how budget is reprofiled</td>
</tr>
<tr>
<td>Start Period</td>
<td>start period for reprofiled budget</td>
</tr>
<tr>
<td><strong>Field Name</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Reason Code</td>
<td>budget reason code</td>
</tr>
<tr>
<td>Submit Journal Import</td>
<td>indicates automatic import to General Ledger after processing; if deselected, batch can be previewed and deleted before import</td>
</tr>
<tr>
<td><code>&lt;Balancing Type&gt;</code></td>
<td>balancing type; valid values: Balanced, to process balanced accounts; Unbalanced, to process unbalanced accounts; Both, to process balanced and unbalanced accounts</td>
</tr>
<tr>
<td>Start Date</td>
<td>date to submit process to concurrent manager; defaults to today; submitted when window saved</td>
</tr>
<tr>
<td>Start Time</td>
<td>time to submit process to concurrent manager; defaults to now; submitted when window saved</td>
</tr>
</tbody>
</table>
Applying Budget Indexation Procedure

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

To apply indexation to an existing budget:
1. Navigate to the Submit Budget Indexation window as follows:
   **OPSF(I) Budgeting Extensions - Enter - Indexation**
2. Enter data in each field of the Submit Budget Indexation window as described in Submit Budget Reprofile Window Description table, page 3-3.
3. Select a balance type, as described in Submit Budget Reprofile Window Description table, page 3-3.
4. To import the new budget into the General Ledger automatically after processing, select the Submit Journal Import check box.
5. To review the new journals before importing using the Budget Process Impact Inquiry window, deselect the Submit Journal Import check box.
6. In the Budget Process Impact window, review, delete, or accept and import the budget journals in to the General Ledger.
Note: Budget journals created by indexation cannot be imported manually using standard journal import.

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

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

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

Submit Budget Indexation Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Name</td>
<td>Ledger name; ledger name list is unique and displays the ledgers within the responsibility's Data Access Set that have read or write access on Full Ledger or Balancing and Management segment values. Note: Once you select the ledger, the chart of accounts is set and the accounting flexfield is limited to that chart of accounts set.</td>
</tr>
<tr>
<td>Batch Name</td>
<td>unique batch name</td>
</tr>
<tr>
<td>Budget Name</td>
<td>existing budget to which indexation is applied</td>
</tr>
<tr>
<td>Organization</td>
<td>organization</td>
</tr>
<tr>
<td>Currency</td>
<td>functional currency for new budget</td>
</tr>
<tr>
<td>Flexfield Range Code</td>
<td>user-defined budget range code</td>
</tr>
<tr>
<td>Flexfield Range</td>
<td>single account or low end of accounting flexfield range; required if Flexfield Range Code is blank</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Offset Account</td>
<td>account to hold balancing entry for new budget; not required if balance type is set to Unbalanced</td>
</tr>
<tr>
<td>Indexation Percent</td>
<td>adjustment percentage to apply to new budget entered as a whole number. For example, for 3%, enter 3.</td>
</tr>
<tr>
<td>Annual Precision</td>
<td>precision and display factor</td>
</tr>
<tr>
<td>Profile Code</td>
<td>profile code; if blank, each period is indexed individually</td>
</tr>
<tr>
<td>Start Period</td>
<td>start period for new budget</td>
</tr>
<tr>
<td>Reason Code</td>
<td>budget reason code</td>
</tr>
<tr>
<td>Submit Journal Import</td>
<td>indicates automatic import to General Ledger after processing; if deselected, batch can be previewed and deleted before import</td>
</tr>
<tr>
<td>&lt;Balancing Type&gt;</td>
<td>balancing type; valid values: Balanced, to process balanced accounts; Unbalanced, to process unbalanced accounts; Both, to process balanced and unbalanced accounts</td>
</tr>
<tr>
<td>Start Date</td>
<td>date to submit process to concurrent manager; defaults to today; submitted when window is saved</td>
</tr>
<tr>
<td>Start Time</td>
<td>time to submit process to concurrent manager; defaults to now; submitted when window is saved</td>
</tr>
</tbody>
</table>
Creating a Next Year Budget Procedure

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

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

To create a next year budget from an existing budget:

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

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

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

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

3. Select a Profile Method as follows:
• Latest, to use the profile code most recently assigned to the accounting flexfield
• Primary, to use the profile code that was first assigned to the accounting flexfield
• Real, to ignore the profile code and use the raw next year budget period figures for the accounting flexfield

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

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

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

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

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

6. To schedule a specific date and time to submit the processing request, enter new values in the Start Date and Start Time fields in the Submission region. If specific dates and times are not entered, the request is automatically submitted to the concurrent manager when the window is saved.

7. Save your work.

### Submit Budget Next Year Create Window Description

**Submit Budget Next Year Create Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Name</td>
<td>ledger name, ledger name list is unique and displays the ledgers within the responsibility’s Data Access Set that have read or write access on Full Ledger or Balancing and Management segment values</td>
</tr>
<tr>
<td>Batch Name</td>
<td>unique batch name</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Source Budget Name</td>
<td>existing budget to use as model for next year budget</td>
</tr>
<tr>
<td>Source Fiscal Year</td>
<td>existing fiscal year to use as model for next year budget</td>
</tr>
<tr>
<td>Target Budget Name</td>
<td>next year budget name</td>
</tr>
<tr>
<td>Target Fiscal Year</td>
<td>fiscal year for next year budget</td>
</tr>
<tr>
<td>Flexfield Range Code</td>
<td>flexfield range code</td>
</tr>
<tr>
<td>Offset Account</td>
<td>account to hold balancing entry for next year budget</td>
</tr>
<tr>
<td>Default Profile Code</td>
<td>code to use if accounting flexfield’s default profile code is invalid</td>
</tr>
<tr>
<td>Reason Code</td>
<td>budget reason code</td>
</tr>
<tr>
<td>Submit Journal Import</td>
<td>indicates automatic import to General Ledger after processing; if deselected, batch can be previewed and deleted before import</td>
</tr>
<tr>
<td>&lt;Profile Method&gt;</td>
<td>profile method; valid values: Latest, Primary or Real</td>
</tr>
<tr>
<td>Start Date</td>
<td>date to submit process to concurrent manager; defaults to today; submitted when window saved</td>
</tr>
<tr>
<td>Start Time</td>
<td>time to submit process to concurrent manager; defaults to now; submitted when window saved</td>
</tr>
</tbody>
</table>
Budget Impact Inquiry Procedure

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

1. Navigate to the Budget Process Impact Inquiry window as follows:
   **OPSF(I) Budgeting Extensions - Inquiry - Process**

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

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

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

5. Click OK.

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

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

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

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

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

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

Budget Process Impact Inquiry Window Description

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

Impact Details Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Name</td>
<td>period name</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Start Budget</td>
<td>start budget amount</td>
</tr>
<tr>
<td>Budget Change</td>
<td>budget change amount</td>
</tr>
<tr>
<td>Resulting Budget</td>
<td>resulting budget amount</td>
</tr>
<tr>
<td>&lt;Fiscal Year&gt;</td>
<td>fiscal year</td>
</tr>
<tr>
<td>&lt;Start Budget&gt;</td>
<td>start budget amount</td>
</tr>
<tr>
<td>&lt;Budget Change&gt;</td>
<td>budget change amount</td>
</tr>
<tr>
<td>&lt;Resulting Budget&gt;</td>
<td>resulting budget amount</td>
</tr>
<tr>
<td>&lt;Report Type&gt;</td>
<td>select summary or detail report type</td>
</tr>
<tr>
<td>Process</td>
<td>accepts changes for all accounts in batch and submits entire batch for import to General Ledger</td>
</tr>
<tr>
<td>Delete</td>
<td>deletes entire batch</td>
</tr>
<tr>
<td>Report</td>
<td>submits print request to concurrent manager</td>
</tr>
</tbody>
</table>
Budgeting Extensions Process

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

Overview
Budgeting Extensions meet the following business requirements:

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

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

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

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

Enable Budgeting Extensions in the Application Object Library

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

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

Profile Code Examples

<table>
<thead>
<tr>
<th>Profile</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>High Summer</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Quarter</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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

January to April = $1000
May = $2000
June = $3000
July to August = $4000
September = $3000
October = $2000
November to December = $1000

Define Reason Codes

The Reason Codes window helps you to define reason codes for Budgeting Extensions. Reason codes describe the reason for each budget transaction and are only used for reporting purposes.
### Define Accounting Combination Budget Control Settings

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

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

- **Enforce Balanced Budgeting set to No**
  
  For account combinations where balanced budgeting is not enforced each budget entry is treated as a single entity and does not need to be matched by a balancing entry.

### Define Budget Extension Profile Options

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

- **Allow Prior Period Balancing**

- **Average Unbalanced Budgets**

- **Unbalanced Budget Control Total**

- **Default Code for Unbalanced Budget Entry**

### Define Budget Range Codes

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

**Budget Range Code Examples**

<table>
<thead>
<tr>
<th>Range Code</th>
<th>Account From</th>
<th>Account To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>1-000-5000-000</td>
<td>9-999-5010-000</td>
</tr>
<tr>
<td></td>
<td>1-000-6000-000</td>
<td>9-999-6999-999</td>
</tr>
</tbody>
</table>

**Entering Budget Journals**

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

Two types of budget journals can be entered:

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

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

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

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

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

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

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

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

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

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

Next Year Budgeting

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

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

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

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

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

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

Overview

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

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

Budget History Inquiries

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

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

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

Public Sector Variance Inquiries

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

\[
\text{Variance} = \text{Option 1} - \text{Option 2}
\]

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

- period-to-date
• quarter-to-date
• year-to-date
• project-to-date

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

Prerequisites

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

Budget History Inquiry Procedures

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

• Performing an Inquiry Using the Budget History Inquiry Window, page 5-3

• Performing a Variance Inquiry Using the Extended Account Inquiry Window, page 5-5

For information on standard features of the Account Inquiry window, the Variance window, and Drill-Down Inquiry windows, see Performing an Account Inquiry, Oracle General Ledger User’s Guide.
Performing an Inquiry Using the Budget History Inquiry Window

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

1. Navigate to the Budget History Inquiry window as follows:
   
   **OPSF(I) Budgeting Extensions - Inquiry - History**

2. In the Selection Criteria region, enter criteria or select values from the list of values as follows:
   
   - In the Ledger Name field, select a ledger.
     
     The ledger name list is unique and displays the ledgers within the responsibility’s Data Access Set that have Full Ledger read or write access with no restrictions on balancing segment values or management segment values.
   
   - In the Budget field, enter or select a budget name.
   
   - In the Fiscal Year field, enter or select a fiscal year.
   
   - In the Currency field, enter or select a currency.
   
   - In the Type field, enter or select Balanced or Unbalanced.

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

4. Click **OK**.
   
   Account details appear.

5. To print a report for an account, select the Print Record check box for that account.
   
   If Balanced is selected in the Type field, the Budgeting Extensions: Balanced Budget History Report is generated.
   
   If Unbalanced is selected in the Type field, the Budgeting Extensions: Unbalanced Budget History Report is generated.

6. Save or save and continue as follows:
   
   **File - Save** or **Save and Proceed**
   
   A concurrent request is automatically submitted for each account where the check box is selected.

7. Navigate to other inquiry windows by clicking the buttons listed in the table below.
### Budget History Inquiry Navigation

<table>
<thead>
<tr>
<th>Window Name</th>
<th>Button Name</th>
<th>Window Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget History Inquiry</td>
<td>History Periods</td>
<td>History Periods window</td>
</tr>
<tr>
<td>Budget History Inquiry</td>
<td>History Entries</td>
<td>History Entries window</td>
</tr>
<tr>
<td>History Entries</td>
<td>Budget History Inquiry</td>
<td>Budget History Inquiry window</td>
</tr>
<tr>
<td>History Entries</td>
<td>History Periods</td>
<td>History Periods window</td>
</tr>
<tr>
<td>History Periods</td>
<td>Budget History Inquiry</td>
<td>Budget History Inquiry window</td>
</tr>
<tr>
<td>History Periods</td>
<td>History Entries</td>
<td>History Entries window</td>
</tr>
<tr>
<td>Extended Account Inquiry</td>
<td>Show Variance</td>
<td>Variance window</td>
</tr>
<tr>
<td>Extended Account Inquiry</td>
<td>Show Balances</td>
<td>Detail Balances window</td>
</tr>
<tr>
<td>Extended Account Inquiry</td>
<td>Show Journal Details</td>
<td>Journals window</td>
</tr>
</tbody>
</table>
Performing a Variance Inquiry Using the Extended Account Inquiry Window

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

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

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

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

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

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

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

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

8. Select a balance type from the following:
9. In the Budget field, if Budget is selected as a balance type, enter or select a budget name from the list of values.

10. In the Encumbrance Type field, if Encumbrance is selected as a balance type, enter or select an encumbrance type from the list of values.

11. In the Factor region, select a display and precision factor for rounding balances.

12. To select a summary template, click the list of values in the Summary Template field.

13. Select a template.

14. Click OK.

15. To navigate to the Variance window, click **Show Variance**.

   For information on the Variance window, see the Variance Window Description table, page 5-9.

16. Navigate back to the Budget History Inquiry window as follows:

   **Tools - Budget History**

17. To select an account, click on an accounts line in the Accounts region.

18. To perform a drill-down inquiry, click the drill-down button.

---

**Budget History Inquiry Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>budget name</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>fiscal year</td>
</tr>
</tbody>
</table>
## Field Name | Description
---|---
Currency | currency
Type | balance type for balanced or unbalanced budget accounting flexfield combinations
Accounting Flexfield | accounting flexfield
Current Year Budget | current year budget
Next Year Budget | next year budget
Print Record | when selected and selection criteria saved, request automatically submitted to concurrent manager
Description | accounting flexfield description
History Entries | opens History Entries window
History Periods | opens History Periods window

### History Entries Window Description

#### History Entries Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posted Date</td>
<td>posted date</td>
</tr>
<tr>
<td>Trx Type</td>
<td>transaction type</td>
</tr>
<tr>
<td>Current Year Budget</td>
<td>current year budget total</td>
</tr>
<tr>
<td>Recurring Entry</td>
<td>recurring entry; valid values: yes for recurring entries, no for single entries</td>
</tr>
<tr>
<td>Effect</td>
<td>full year or part year</td>
</tr>
</tbody>
</table>
### Field Name Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Year Budget</td>
<td>next year budget amount</td>
</tr>
<tr>
<td>Profile Code</td>
<td>budget profile code</td>
</tr>
<tr>
<td>Start Period</td>
<td>start period</td>
</tr>
<tr>
<td>Reference Information</td>
<td>journal entry line reference</td>
</tr>
<tr>
<td>Reason Code</td>
<td>reason code</td>
</tr>
<tr>
<td>History Periods</td>
<td>opens History Periods window</td>
</tr>
<tr>
<td>Budget History Inquiry</td>
<td>opens Budget History Inquiry window</td>
</tr>
</tbody>
</table>

### History Periods Window Description

#### History Periods Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Name</td>
<td>period name</td>
</tr>
<tr>
<td>PTD</td>
<td>period-to-date; current year budget period-to-date amounts</td>
</tr>
<tr>
<td>YTD</td>
<td>year-to-date; current year budget year-to-date amounts</td>
</tr>
<tr>
<td>PTD</td>
<td>period-to-date; next year budget period-to-date amounts</td>
</tr>
<tr>
<td>YTD</td>
<td>year-to-date; next year budget year-to-date amounts</td>
</tr>
<tr>
<td>History Entries</td>
<td>opens History Entries window</td>
</tr>
<tr>
<td>Budget History Inquiry</td>
<td>opens Budget History Inquiry window</td>
</tr>
</tbody>
</table>
## Extended Account Inquiry Window Description

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

The following table describes the fields in the Primary and Secondary Balance Types tabs of the Extended Account Inquiry window.
### Extended Account Inquiry Window Description, Primary Balance Type Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;balance type&gt;</td>
<td>select primary balance type; valid values: Actual, Budget, or Encumbrance</td>
</tr>
<tr>
<td>Budget</td>
<td>enter budget name if Budget balance type selected</td>
</tr>
<tr>
<td>Encumbrance Type</td>
<td>enter encumbrance type if Encumbrance balance type selected</td>
</tr>
</tbody>
</table>

### Variance Window Description

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

### Variance Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Type</td>
<td>balance type; valid values: actual, budget, or encumbrance</td>
</tr>
<tr>
<td>Currency Type</td>
<td>currency type; valid values: Entered or Translated; must be Entered to enable journal detail drill-down</td>
</tr>
<tr>
<td>Factor</td>
<td>display and precision rounding factor</td>
</tr>
<tr>
<td>Period</td>
<td>range of accounting periods entered as selection criteria</td>
</tr>
<tr>
<td>&lt;primary balance type&gt;</td>
<td>actual value, value of named budget, or value of encumbrance type, depending on selection criteria</td>
</tr>
<tr>
<td>&lt;secondary balance type&gt;</td>
<td>actual value, value of named budget, or value of encumbrance type, depending on selection criteria</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Variance</td>
<td>difference between primary and secondary balance types</td>
</tr>
<tr>
<td>&lt;primary balance&gt;</td>
<td>button label assigned dynamically depending on primary and secondary balance types selected</td>
</tr>
<tr>
<td>&lt;secondary balance&gt;</td>
<td>button label assigned dynamically depending on primary and secondary balance types selected</td>
</tr>
</tbody>
</table>
Import Budget Spreadsheet Procedures

Overview

The import budget spreadsheet procedure enables users to:

• create a data file

• load a text data file created by any industry-standard spreadsheet software using the correct file specification

• extract data, automatically creating a ready-to-post budget journal batch

• manually or automatically import batches into the General Ledger

Prerequisites

• The spreadsheet software must be able to convert or export data to a comma-delimited ASCII file.

• A text editor, for example, Notepad in Windows or vi in UNIX is required to create the data file.

• To copy and load the data, access to the operating system command line and basic knowledge of operating system commands is required.

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

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

Feeder Files

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

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

A file must have one spreadsheet header.

The following is an example spreadsheet header record:

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

Sheet Lines

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

A file must have one or more spreadsheet line records.

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

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

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

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

Related Topics


Feeder File Format Description

The tables below describe the feeder file format.

<table>
<thead>
<tr>
<th>Field Title</th>
<th>Max Length</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>2</td>
<td>spreadsheet header (SH)</td>
</tr>
<tr>
<td>Ledger Name</td>
<td>30</td>
<td>ledger name</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>4</td>
<td>target fiscal year</td>
</tr>
<tr>
<td>Budget Name</td>
<td>30</td>
<td>target budget name</td>
</tr>
<tr>
<td>Field Title</td>
<td>Max Length</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Organization Name</td>
<td>30</td>
<td>target budget organization</td>
</tr>
<tr>
<td>Reason Code</td>
<td>30</td>
<td>budget reason code</td>
</tr>
</tbody>
</table>

**Feeder File Format Description, Spreadsheet Lines SL Records**

<table>
<thead>
<tr>
<th>Field Title</th>
<th>Max Length</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>2</td>
<td>spreadsheet line (SL)</td>
</tr>
<tr>
<td>Currency Code</td>
<td>4</td>
<td>currency code</td>
</tr>
<tr>
<td>Annual Amount</td>
<td>15</td>
<td>annual amount with leading sign and zero decimal places</td>
</tr>
<tr>
<td>Profile Code</td>
<td>30</td>
<td>budget profile code</td>
</tr>
<tr>
<td>Start Period</td>
<td>10</td>
<td>start period for new budget</td>
</tr>
<tr>
<td>Next Year Budget</td>
<td>15</td>
<td>next year amount with leading sign and zero decimal places</td>
</tr>
<tr>
<td>Reference1</td>
<td>15</td>
<td>accounting flexfield segment or period budget amount</td>
</tr>
<tr>
<td>Reference2</td>
<td>15</td>
<td>accounting flexfield segment or period budget amount</td>
</tr>
<tr>
<td>Reference3</td>
<td>15</td>
<td>accounting flexfield segment or period budget amount</td>
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<tr>
<td>Reference4</td>
<td>15</td>
<td>accounting flexfield segment or period budget amount</td>
</tr>
<tr>
<td>Reference5</td>
<td>15</td>
<td>accounting flexfield segment or period budget amount</td>
</tr>
<tr>
<td>Field Title</td>
<td>Max Length</td>
<td>Description</td>
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<tr>
<td>--------------</td>
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<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Reference6</td>
<td>15</td>
<td>accounting flexfield segment or period budget amount</td>
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<td>Field Title</td>
<td>Max Length</td>
<td>Description</td>
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<tr>
<td>---------------</td>
<td>------------</td>
<td>--------------------------------------------</td>
</tr>
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<td>15</td>
<td>accounting flexfield segment or period budget amount</td>
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<tr>
<td>Reference21</td>
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<td>Reference 73</td>
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<td>Reference 88</td>
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<td>period budget amount</td>
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<td>Reference 89</td>
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<td>period budget amount</td>
</tr>
<tr>
<td>Reference 90</td>
<td>15</td>
<td>period budget amount</td>
</tr>
</tbody>
</table>
Importing Budget Spreadsheet Procedure

Create a Data File
To create a data file, perform the following steps.

1. Create a backup copy of the budget spreadsheet, matching columns in the spreadsheet to the field layout for the spreadsheet lines record.
   For information on the spreadsheet lines record field layout, see Feeder Files, page 6-1.

2. Export the data rows from the spreadsheet as comma-delimited into an ASCII file.
   For information on creating an ASCII file from a spreadsheet, see the user guide or reference manual for the spreadsheet software.

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

4. Create a header record as the first line of the file for the spreadsheet header record.
   For information on the spreadsheet header record field layout, see Feeder Files, page 6-1.

Load a Data File
To load the feeder file, perform the following steps.

1. Place the feeder file in a directory to which the concurrent manager has access permissions.
   The file should have a .dat extension.

2. Navigate to the Submit Request window as follows:
   OPSF(I) Budgeting Extensions - Reports

3. Select the Single Request radio button.

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

5. Click OK.

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

   Note: The system automatically adds a .dat extension while
7. To apply the parameters, click **OK**.

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

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

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

**Extract Data from File**

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

1. Navigate to the Submit Budget Spreadsheet Extract window as follows:
   - **OPSF(I) Budgeting Extensions - Enter - Spreadsheet**

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

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

4. To preview the new budget on the Budget Process Impact window before processing, deselect the Submit Journal Import check box.
   - For information on previewing, accepting, and rejecting budget changes, see Previewing Budget Process Impact Inquiry Procedure., page 3-11

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

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

Submit Budget Spreadsheet Extract Window Description

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

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

Generating Budgeting Extensions: Balanced Budget Journal Input Proforma

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

Parameters

Ledger ID
Select a ledger.

Currency Code ID
Select a currency.

Budget Entity ID
Select a budget organization.
Generating Budgeting Extensions: Balanced Budget Journal Input
Proforma Report Description

**Budgeting Extensions: Balanced Budget Journal Input Proforma Report Description**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Name</td>
<td>Ledger name</td>
</tr>
<tr>
<td>Batch Name</td>
<td>Unique batch name</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Fiscal year</td>
</tr>
<tr>
<td>Control Total</td>
<td>Batch control total</td>
</tr>
<tr>
<td>Journal Name</td>
<td>Journal for all lines in batch</td>
</tr>
<tr>
<td>Currency</td>
<td>Functional currency</td>
</tr>
<tr>
<td>Reason Code</td>
<td>Default reason code for lines left blank</td>
</tr>
<tr>
<td>Description</td>
<td>Default reason code description</td>
</tr>
<tr>
<td>Category</td>
<td>Category for all lines in batch</td>
</tr>
<tr>
<td>Budget Name</td>
<td>New budget's name</td>
</tr>
<tr>
<td>Organization</td>
<td>Budget organization</td>
</tr>
<tr>
<td>Line</td>
<td>Sequential line numbers</td>
</tr>
<tr>
<td>Accounting Flexfield</td>
<td>Accounting flexfield</td>
</tr>
<tr>
<td>Debits (DR)</td>
<td>Debit amount for line</td>
</tr>
<tr>
<td>Credits (CR)</td>
<td>Credit amount for line</td>
</tr>
<tr>
<td>Profile Code</td>
<td>Default profile code for accounting flexfield</td>
</tr>
<tr>
<td>Start Period</td>
<td>Start period for line</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Recurring</td>
<td>Yes indicates recurring line; no indicates non-recurring line</td>
</tr>
<tr>
<td>Effect</td>
<td>Effect on budget for recurring lines only</td>
</tr>
<tr>
<td>Next Year Budget</td>
<td>Next year budget amount for line</td>
</tr>
<tr>
<td>Reason Code</td>
<td>Reason code for line</td>
</tr>
<tr>
<td>Description</td>
<td>Reason description for line</td>
</tr>
</tbody>
</table>

**Generating Budgeting Extensions: Balanced Budget Journal Report**

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

**Parameters**

**Ledger ID**
Select a ledger.

**Batch Name**
Enter or select a batch name.

**Generating Budgeting Extensions: Unbalanced Budget Journal Report**

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

**Parameters**

**Ledger ID**
Select a ledger.

**Batch**
Enter or select a batch name.
Extensions: Process Impact Review Summary Reports

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

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

Parameters

Ledger ID
Select a ledger.

Currency Code
Select a currency.

Fiscal Year
Enter the fiscal year to be reviewed.

Group ID
Enter the group ID to be reviewed.

Budget Version ID
Enter a budget version identifier.

Generating Budgeting Extensions: Profile Code Listing Report

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

Generating Budgeting Extensions: Range Code Listing Report

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

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

Generating Budgeting Extensions: Maintain Code Combination Budget Control Flag Report

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

Parameters

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

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

Generating Budgeting Extensions: Balanced Budget History Report

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

Ledger ID
Select a ledger.

Budget Version ID
Enter a budget version identifier.

Fiscal Year
Enter the fiscal year to be reviewed.

Currency Codes
Select a currency.

Code Combination ID
Enter the code combination ID to be reviewed.

Generating Budgeting Extensions: Unbalanced Budget History Report

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

**Parameters**

**Ledger ID**
Enter the name of the ledger to be used.

**Budget Version ID**
Enter a budget version identifier.

**Fiscal Year**
Enter the fiscal year to be reviewed.

**Currency Code**
Select a currency.

**Code Combination ID**
Enter the code combination ID to be reviewed.

**Related Topics**

Import Budget Spreadsheet Procedures, page 6-1


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

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

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

Combined Basis Accounting Process

Definition

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

Overview

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

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

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

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

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

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

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

The cash basis transfer only transfers entries to the cash general ledger that have a cash impact, for example, cash receipts. Entries such as invoices are not transferred as they have no cash impact.
When the transfer process is complete, the journals created from the Receivables subledger must be posted to the general ledger. The journals must be posted in both the accrual ledger and the cash ledger. Journals are posted during the journal post routine.

**Combined Basis Accounting Process Flow Diagram**

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

![Combined Basis Accounting Process Flow Diagram](image)

**Setting Up Combined Basis Accounting in Receivables**

Setting up Combined Basis Accounting in Receivables consists of the following
Define Ledger Relationship

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

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

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

Accounting Entries

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

The primary ledger must be set to accrual accounting.

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

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

<table>
<thead>
<tr>
<th>DR or CR</th>
<th>Account Name</th>
<th>Account Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR</td>
<td>Cash</td>
<td>$1175</td>
</tr>
<tr>
<td>CR</td>
<td>Unapplied</td>
<td>$1175</td>
</tr>
<tr>
<td>DR or CR</td>
<td>Account Name</td>
<td>Account Value</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>---------------</td>
</tr>
<tr>
<td>DR</td>
<td>Unapplied</td>
<td>$1175</td>
</tr>
<tr>
<td>CR</td>
<td>Revenue</td>
<td>$1000</td>
</tr>
<tr>
<td>CR</td>
<td>Tax</td>
<td>$175</td>
</tr>
</tbody>
</table>

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

**Chargebacks**

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

**Adjustments**

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

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

**Period Status in OPSF(I) Menu**

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

**Enter Receipt Transactions in Receivables**

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

**Run Postings to General Ledger**

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

The cash transactions are transferred from the Receivables subledger to the cash ledger.
Generating Combined Basis Accounting Reports

The following reports are available for Combined Basis Accounting:

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

Combined Basis Accounting: Cash Basis Accounting Journal Entries Report


Automatic Cash Postings Error Report

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

Combined Basis Accounting: Cash Basis Unposted Items Report

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

Combined Basis Accounting: Cash Basis Execution Report

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

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

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

Overview

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

The Combined Basis Summary reports are shown in the table.

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

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

1. The primary and secondary ledger have the same chart of accounts, currency and calendar.

2. The primary ledger is based on accrual accounting method and its secondary ledger is defined on a different accounting method such as cash.

3. The secondary ledger data conversion level is journal or subledger only and the posting to the cash ledger option is set to yes.

4. The primary and secondary ledger must be defined in the GL: Data Access Set profile option with full read access.

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

1. The primary and secondary ledger have the same chart of accounts, currency and calendar.

2. The primary ledger is based on accrual accounting method and its secondary ledger is defined on a different accounting method such as cash.

3. The secondary ledger data conversion level is subledger.

4. You define rules to generate the accounting entries from subledger transaction and the Subledger Accounting Enabled option is set to yes.

5. The primary and secondary ledger must be defined in the GL: Data Access Set profile option with full read access.

**Generating Combined Basis Reports: Detail Report**

To generate the Combined Basis Reports: Detail Report:

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

2. Select the Single Request radio button.
3. In the Name field, select Combined Basis Reports: Detail Report.

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

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

6. In the Journal Source field, select the journal source or select All to report on all journals.

7. In the From Account field, select an account number.

8. In the To Account field, select an account number.

9. In the From Period field, select the start period.

10. In the To Period field, select the end period.

11. To apply the parameters, click OK.

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

13. To submit another request, click Yes.

Generating Combined Basis Reports: Payables Report

To generate the Combined Basis Reports: Payables Report:

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

2. Select the Single Request radio button.

3. Place the cursor in the Name field to display the Combined Basis Reports: Payables Report.

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

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

6. In the From Account field, select an account number.

7. In the To Account field, select an account number.

8. In the From Period field, select the start period.

9. In the To Period field, select the end period.
10. To apply the parameters, click OK.

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

12. To submit another request, click Yes.

Generating Combined Basis Reports: AR Generate Data

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

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

2. Select the Single Request radio button.

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

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

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

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

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

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

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

10. To apply the parameters, click OK.

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

12. To submit another request, click Yes.
Commitment Budgetary Control Process

Overview

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

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

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

Encumbrance Component

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

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

Multiple One-Year Budgeting

Multiple one-year budgeting enables public sector organizations to do long range planning even though budgets must be approved one year at a time for a project spanning more than one year. The multiple one-year budgeting feature allows an
organization to use the same account or account range for multiple years into the future while defining a separate funding budget for one year.

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

**Commitment Budgetary Control Process Description**

**Maintain Commitment Budgetary Control**

**Define Commitment Budget**

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

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

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

- Budget name
- Budget type
- Period of activity range

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

**Define Budgetary Control**

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

**Define Budget Organization**

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

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

The functional requirements for defining budget organizations are:

- The budgetary control options for the budget organization is defined using the primary ledger and secondary ledger for the standard and commitment budgets respectively.

- When dual budgetary control is enabled, the Amount Type and Boundary Code combinations supported by commitment budgetary control are as follows:

<table>
<thead>
<tr>
<th>Amount Type</th>
<th>Boundary Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period-to-date</td>
<td>Period</td>
</tr>
<tr>
<td>Quarter-to-date</td>
<td>Quarter</td>
</tr>
<tr>
<td>Year-to-date</td>
<td>Year</td>
</tr>
</tbody>
</table>

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

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

Define Summary Template

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

The functional requirements for defining summary templates:

- The budgetary control options for the summary templates are defined using the primary ledger and secondary ledger for the standard and commitment budgets respectively.

- The same Amount Type restrictions applied to budget organization apply to summary templates.
• Multiple funding budgets can be assigned to the same summary template, provided there are no overlaps or gaps in the funding budget periods.

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

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

**Define Budgetary Control Groups**

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

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

**Execute Commitment Budgetary Control**

**Budgetary Control for Provisional and Confirmed Contract Commitment Process**

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

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

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

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

**Funds Checking and Funds Reservation Rules**

The table describes passing and failing rules that apply to funds checking and funds reservation:
**Funds Checking and Funds Reservation Rules**

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

**Commitment Budgetary Control Example**

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

**Standard Budgetary Control Example**

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

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

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

**Execute Budgetary Control for Cover Contract Commitment and Releases Process**

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

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

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

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

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

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

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

Reference

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

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

Inquire Commitment Budgetary Control

Use Oracle General Ledger to inquire commitment budgetary control:

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

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

Overview

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

Funds Available

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

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

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

Cumulative Funds Available Totals

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

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

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

Account Inquiry

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

The Account Inquiry can be run for the following:

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

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

Commitment Budget Account Inquiry Window

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

<table>
<thead>
<tr>
<th>Window Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary Balances</td>
<td>displays balances for selected account based on inquiry criteria</td>
</tr>
<tr>
<td>Window Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Detail Balances</td>
<td>displays detail balances that roll up into the summary balance</td>
</tr>
<tr>
<td>Journals</td>
<td>displays journal entry activity for selected account based on inquiry criteria</td>
</tr>
<tr>
<td>Journals Full</td>
<td>displays all the journal’s details</td>
</tr>
</tbody>
</table>

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

Commitment Budget Account Inquiry Window

Click Show Balances

Summary Balances Window

Click Detail Balances

Detail Balances Window

Click Journal Details

Journals Window, Details

Click Show Full Journal

Journals Window, Full

Click Detail Balances

Detail Balances Window

Click Summary Balances

Summary Balances Window

Click Journal Details

Journals Window, Details

Click Summary Balances

Summary Balances Window
Journal Inquiry

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

Review Results of Contract Commitment and Budgetary Transactions

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

To query funds available, perform the following steps.

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

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

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

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

5. Enter parameters as required.

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

7. Review available funds.
### Commitment Budgetary Control Funds Available Inquiry Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>required</td>
<td>list of values</td>
<td>period name based on calendar of set of books and budget start date and end date</td>
</tr>
<tr>
<td>Amount Type</td>
<td>required</td>
<td>drop-down list</td>
<td>specifies how the system calculates funds available</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Period-to-Date calculates funds available as the budgeted amount for the period, less actuals and encumbrances for the period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Quarter-to-Date Extended calculates funds available as the budgeted amount to date for the quarter, less actuals and encumbrances to date for the quarter.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Year-to-Date Extended calculates funds available as the budgeted amount to date for the year, less actuals and encumbrances to date for the year.</td>
</tr>
<tr>
<td>Account</td>
<td>display only</td>
<td></td>
<td>account key flexfield value</td>
</tr>
<tr>
<td>Budget</td>
<td>display only</td>
<td></td>
<td>total budget for account for the period; credit transaction</td>
</tr>
<tr>
<td>Field Name</td>
<td>Type</td>
<td>Features</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>display only</td>
<td></td>
<td>displays commitments by type, as defined in Oracle General Ledger; commitments can represent provisional or confirmed contract commitments, or commitment allocated as a project budget</td>
</tr>
<tr>
<td>Funds Available</td>
<td>display only</td>
<td></td>
<td>total difference between budget amount and committed amount</td>
</tr>
<tr>
<td>[text box]</td>
<td>display only</td>
<td></td>
<td>account description</td>
</tr>
</tbody>
</table>
Querying Accounts Procedure

To query an account, perform the following steps.

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

   **Inquiry - Accounts**

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

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

3. Place the cursor in the Accounts field.

4. Enter parameters as required.
5. To apply the parameters, click **OK**.
   The Accounts region is populated with the accounts associated with the summary template.

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

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

8. Continue navigating through the windows as desired using the navigation buttons.
   For information on navigating to other windows from the Commitment Budget Account Inquiry window, see the Commitment Budget Account Inquiry Window Navigation diagrams, page 11-4.

### Commitment Budget Account Inquiry Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>required</td>
<td>list of values</td>
<td>General Ledger starting period</td>
</tr>
<tr>
<td>To</td>
<td>required</td>
<td>list of values</td>
<td>General Ledger ending period</td>
</tr>
<tr>
<td>Budget</td>
<td>optional</td>
<td>radio button</td>
<td>indicates budget balance type</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>optional</td>
<td>radio button</td>
<td>indicates encumbrance balance type</td>
</tr>
<tr>
<td>Budget</td>
<td>conditionally required</td>
<td>list of values</td>
<td>budget name; enabled if Budget balance type selected</td>
</tr>
<tr>
<td>Encumbrance Type</td>
<td>conditionally required</td>
<td>list of values</td>
<td>encumbrance name; enabled if Encumbrance balance type selected</td>
</tr>
<tr>
<td>Summary Template</td>
<td>optional</td>
<td>list of values</td>
<td>summary template name</td>
</tr>
<tr>
<td>Field Name</td>
<td>Type</td>
<td>Features</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Units</td>
<td>optional</td>
<td>radio button</td>
<td>indicates that the entire balance displayed or full precision and rounds the values to two decimals; default setting</td>
</tr>
<tr>
<td>Thousands</td>
<td>optional</td>
<td>radio button</td>
<td>balances displayed, divided by 1000 with three decimal points</td>
</tr>
<tr>
<td>Millions</td>
<td>optional</td>
<td>radio button</td>
<td>balances displayed divided by 1,000,000 with three decimal places</td>
</tr>
<tr>
<td>Billions</td>
<td>optional</td>
<td>radio button</td>
<td>balances displayed divided by 1,000,000,000 with three decimal places</td>
</tr>
<tr>
<td>[Accounts]</td>
<td>optional</td>
<td>list of values</td>
<td>accounting flexfield</td>
</tr>
<tr>
<td>[textbox]</td>
<td>display only</td>
<td></td>
<td>accounting flexfield description</td>
</tr>
</tbody>
</table>

**Summary Balances Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Type</td>
<td>display only</td>
<td></td>
<td>balance type; includes Encumbrance or Budget</td>
</tr>
<tr>
<td>Encumbrance Type or Budget</td>
<td>display only</td>
<td></td>
<td>encumbrance type or budget name depending upon balance type selected</td>
</tr>
<tr>
<td>Field Name</td>
<td>Type</td>
<td>Features</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------</td>
<td>---------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Factor</td>
<td>display only</td>
<td></td>
<td>indicates how balances displayed; includes Units, Thousands, Millions, and Billions</td>
</tr>
<tr>
<td>Period</td>
<td>display only</td>
<td></td>
<td>accounting period based on selected criteria</td>
</tr>
<tr>
<td>Currency</td>
<td>display only</td>
<td></td>
<td>functional currency</td>
</tr>
<tr>
<td>Period to Date</td>
<td>display only</td>
<td></td>
<td>period-to-date balance for account</td>
</tr>
<tr>
<td>Year to Date</td>
<td>display only</td>
<td></td>
<td>year-to-date balance for account</td>
</tr>
</tbody>
</table>

**Detail Balances Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Type</td>
<td>display only</td>
<td></td>
<td>balance type; includes Encumbrance or Budget</td>
</tr>
<tr>
<td>Encumbrance Type or Budget</td>
<td>display only</td>
<td></td>
<td>encumbrance type or budget name depending upon Balance Type selected</td>
</tr>
<tr>
<td>Factor</td>
<td>display only</td>
<td></td>
<td>indicates how balances displayed; includes Units, Thousands, Millions, and Billions</td>
</tr>
<tr>
<td>Period</td>
<td>display only</td>
<td></td>
<td>accounting period based on selected criteria</td>
</tr>
<tr>
<td>Account</td>
<td>display only</td>
<td></td>
<td>account</td>
</tr>
<tr>
<td>Field Name</td>
<td>Type</td>
<td>Features</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------</td>
<td>---------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Currency</td>
<td>display only</td>
<td></td>
<td>functional currency</td>
</tr>
<tr>
<td>Period to Date</td>
<td>display only</td>
<td></td>
<td>period-to-date balance for account</td>
</tr>
</tbody>
</table>

### Journals Window Description

#### Journals Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Type</td>
<td>display only</td>
<td></td>
<td>balance type; includes Encumbrance or Budget</td>
</tr>
<tr>
<td>Encumbrance Type or Budget</td>
<td>display only</td>
<td></td>
<td>encumbrance type or budget name depending upon Balance Type selected</td>
</tr>
<tr>
<td>Batch</td>
<td>display only</td>
<td></td>
<td>batch name; includes all batches within selected period</td>
</tr>
<tr>
<td>Source</td>
<td>display only</td>
<td></td>
<td>batch source</td>
</tr>
<tr>
<td>Currency</td>
<td>display only</td>
<td></td>
<td>functional currency</td>
</tr>
<tr>
<td>Line</td>
<td>display only</td>
<td></td>
<td>line number in the batch for selected record</td>
</tr>
<tr>
<td>Entered Debit</td>
<td>display only</td>
<td></td>
<td>debit amount for line</td>
</tr>
<tr>
<td>Entered Credit</td>
<td>display only</td>
<td></td>
<td>credit amount for line</td>
</tr>
</tbody>
</table>
## Journals Window, Full Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch</td>
<td>display only</td>
<td></td>
<td>batch name</td>
</tr>
<tr>
<td>Period</td>
<td>display only</td>
<td></td>
<td>accounting period</td>
</tr>
<tr>
<td>Balance Type</td>
<td>display only</td>
<td></td>
<td>balance type; includes B, Budget or E, Encumbrance</td>
</tr>
<tr>
<td>Description</td>
<td>display only</td>
<td></td>
<td>batch description</td>
</tr>
<tr>
<td>Effective Date</td>
<td>display only</td>
<td></td>
<td>batch date</td>
</tr>
<tr>
<td>Source</td>
<td>display only</td>
<td></td>
<td>batch source</td>
</tr>
<tr>
<td>Line</td>
<td>display only</td>
<td></td>
<td>account line number</td>
</tr>
<tr>
<td>Account</td>
<td>display only</td>
<td></td>
<td>account</td>
</tr>
<tr>
<td>Encumbrance Type</td>
<td>display only</td>
<td></td>
<td>encumbrance type</td>
</tr>
<tr>
<td>Debit</td>
<td>display only</td>
<td></td>
<td>debit amount</td>
</tr>
<tr>
<td>Credit</td>
<td>display only</td>
<td></td>
<td>credit amount</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>user-customizable field</td>
</tr>
<tr>
<td>Description</td>
<td>display only</td>
<td></td>
<td>account description</td>
</tr>
</tbody>
</table>
Querying Journal Entry Procedure

To query journal entry procedures, perform the following tasks.

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

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

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

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

5. Click **Find**.

6. To review a journal entry, select a batch and click **Review Journal**.
# Commitment Budget Journal Inquiry Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Status</td>
<td>display only</td>
<td></td>
<td>always shows Posted status</td>
</tr>
<tr>
<td>Batch Name</td>
<td>display only</td>
<td></td>
<td>batch name</td>
</tr>
<tr>
<td>Period</td>
<td>display only</td>
<td></td>
<td>General Ledger period</td>
</tr>
<tr>
<td>Batch Debit</td>
<td>display only</td>
<td></td>
<td>batch total debit amount</td>
</tr>
<tr>
<td>Batch Credit</td>
<td>display only</td>
<td></td>
<td>batch total credit amount</td>
</tr>
</tbody>
</table>

# Commitment Budget Journal Lines Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch</td>
<td>display only</td>
<td></td>
<td>batch name</td>
</tr>
<tr>
<td>Period</td>
<td>display only</td>
<td></td>
<td>period name</td>
</tr>
<tr>
<td>Balance Type</td>
<td>display only</td>
<td></td>
<td>balance type; values include E, Encumbered or B, Budget</td>
</tr>
<tr>
<td>Description</td>
<td>display only</td>
<td></td>
<td>batch description</td>
</tr>
<tr>
<td>Effective Date</td>
<td>display only</td>
<td></td>
<td>batch creation date</td>
</tr>
<tr>
<td>Source</td>
<td>display only</td>
<td></td>
<td>batch source</td>
</tr>
<tr>
<td>Line</td>
<td>display only</td>
<td></td>
<td>account line number</td>
</tr>
<tr>
<td>Field Name</td>
<td>Type</td>
<td>Features</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------</td>
<td>-----------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Account</td>
<td>display only</td>
<td></td>
<td>account</td>
</tr>
<tr>
<td>Encumbrance Type</td>
<td>display only</td>
<td></td>
<td>encumbrance type</td>
</tr>
<tr>
<td>Debit</td>
<td>display only</td>
<td></td>
<td>debit amount</td>
</tr>
<tr>
<td>Credit</td>
<td>display only</td>
<td></td>
<td>credit amount</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>optional</td>
<td></td>
<td>user-customizable field</td>
</tr>
<tr>
<td>Description</td>
<td>display only</td>
<td></td>
<td>account description</td>
</tr>
</tbody>
</table>
Commitment Budgetary Control Integration with Oracle Purchasing

Definition

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

Overview

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

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

Accounting Date

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

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

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

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

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

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

Users enter the accounting date in the Approve Document window.

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

**Single Year Validation**

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

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

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

**Funds Checking and Reservation**

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

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

- Enter Requisitions
- Enter Purchase Order
- Enter Releases

For information on the View Results window, see View Results Window Description,
Note: The funds override functionality provided by Oracle General Ledger is not available when checking funds against the commitment budget. This avoids a transaction failure if there are insufficient funds in the commitment budget when the funds check mode is set to Absolute.

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

**Journal Creation**

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

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

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

**Requisition Journals**

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

<table>
<thead>
<tr>
<th>Journal Description for New Requisition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Journal Line</strong></td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>Period</td>
</tr>
<tr>
<td>Journal Type</td>
</tr>
<tr>
<td>Source</td>
</tr>
<tr>
<td>Account</td>
</tr>
</tbody>
</table>
When a requisition is adjusted, funds must be reserved again for the transaction. A new accounting date is required.

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

**Journal Description for Adjusted Requisition**

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

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

The table below describes the journal created when a requisition is cancelled.
Journal Description for Cancelled Requisitions

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

Purchase Order Journals

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

Journal Description for Standard or Planned Purchase Order Entered Directly

<table>
<thead>
<tr>
<th>Journal Line</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>derived from the accounting date</td>
</tr>
<tr>
<td>Journal Type</td>
<td>Encumbrance</td>
</tr>
<tr>
<td>Source</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Account</td>
<td>account combinations derived from the purchase order distribution lines</td>
</tr>
<tr>
<td>Amount</td>
<td>corresponding amount with each account code combination</td>
</tr>
</tbody>
</table>
The table below describes the additional journal lines defined when a purchase order is created fully or partially from requisitions.

### Journal Description for Purchase Order Created from Requisitions

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

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

### Journal Description for Adjusted or Cancelled Purchase Order

<table>
<thead>
<tr>
<th>Journal Line</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>derived from the accounting date entered for unreserving funds</td>
</tr>
<tr>
<td>Journal Type</td>
<td>Encumbrance</td>
</tr>
<tr>
<td>Source</td>
<td>Purchasing</td>
</tr>
</tbody>
</table>
The table below describes the journal created when an encumbered blanket purchase order is entered directly in the Purchase Order window and funds are reserved.

### Journal Description for Standard or Planned Purchase Order Entered Directly

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

**Year End Process**

At the end of the fiscal year, the Purchasing Year End process adjusts the encumbrances
reserved for requisitions, blanket and global agreements, purchase orders, and releases.
The process ensures that outstanding encumbrances for the last year are carried forward to the next year, by unreserving the transactions for the old fiscal year and reinstating the encumbrances for the new fiscal year. This carries forward the encumbrance balance for the previous year at transaction level.

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

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

---

**Process Overview**

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

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

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

**Encumbrance Accounting**

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

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

**Purchasing Year End Processing Exception List**

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

**Insufficient Available Budget Processing**

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

**Year End Process Actions**

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

**Purchasing Year End Process Actions by Document Type**

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Status</th>
<th>Condition</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Requisition</td>
<td>Any</td>
<td></td>
<td>Do not process</td>
</tr>
<tr>
<td>Requisition</td>
<td>Incomplete, Rejected, Returned in Process, Requires Reapproval, On Hold</td>
<td>Approved Not matched to purchase order</td>
<td>Place on exception list</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approved Matched to purchase order, purchase order status is not Approved</td>
<td>Process all lines which are not cancelled or finally closed, and are not matched</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approved Matched to purchase order, purchase order status is Approved</td>
<td>Process the document. Encumbrance carried forward in both the standard and commitment budgets.</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>Incomplete, Rejected, Returned in Process, Requires Reapproval, On Hold</td>
<td>Finally Closed, Cancelled</td>
<td>Do not process</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Place on exception list</td>
</tr>
<tr>
<td>Document Type</td>
<td>Status</td>
<td>Condition</td>
<td>Action</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>Approved, Closed for Invoice, Closed for Receiving, Close</td>
<td>Standard and not matched to invoice, or Planned but not matched to release</td>
<td>Process all lines which are not cancelled or finally closed. Process full amount. Encumbrance carried forward only in standard budget.</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>Approved, Closed for Invoice, Closed for Receiving, Close</td>
<td>Accrue at receipt and not Received</td>
<td>Place on exception list</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>Approved, Closed for Invoice, Closed for Receiving, Close</td>
<td>Accrue at receipt and Received</td>
<td>Do not process</td>
</tr>
<tr>
<td>Frozen</td>
<td>User parameter to process Frozen documents set to No</td>
<td>Place on exception list</td>
<td></td>
</tr>
<tr>
<td>Frozen</td>
<td>User parameter to process Frozen documents set to Yes</td>
<td>Process the document following rules of Approved Purchase Order</td>
<td></td>
</tr>
<tr>
<td>Finally Closed, Cancelled</td>
<td></td>
<td>Do not process</td>
<td></td>
</tr>
<tr>
<td>Purchase Order (Standard)</td>
<td>Approved, Closed for Invoice, Closed for Receiving, Close</td>
<td>Matched to either an Approved, fully-paid invoice where payments have been posted, or Cancelled invoice</td>
<td>Process lines which are not cancelled or finally closed and have unmatched amount. Encumbrance carried forward only in standard budget.</td>
</tr>
<tr>
<td>Purchase Order (Standard)</td>
<td>Approved, Closed for Invoice, Closed for Receiving, Close</td>
<td>Matched to an invoice which is either not approved, cancelled, approved but not fully paid, or paid without the payment being posted</td>
<td>Place on exception list</td>
</tr>
<tr>
<td>Purchase Order (Standard)</td>
<td>Approved, Closed for Invoice, Closed for Receiving, Close</td>
<td>Matched to release with Approved status</td>
<td>Place on exception list</td>
</tr>
<tr>
<td>Document Type</td>
<td>Status</td>
<td>Condition</td>
<td>Action</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Purchase Order (Planned)</td>
<td>Approved, Closed for Invoice, Closed for Receiving, Close</td>
<td>Matched to release, release status not Approved</td>
<td>Place on exception list</td>
</tr>
<tr>
<td>Purchase Order (Planned)</td>
<td>Approved, Closed for Invoice, Closed for Receiving, Close</td>
<td>Matched to release, with Approved status</td>
<td>Process lines with unmatched amount which are not cancelled or closed. Encumbrance carried forward only in standard budget.</td>
</tr>
<tr>
<td>Release</td>
<td>Incomplete, Rejected, Returned, In Process, Requires Re-approval, On Hold</td>
<td>Matched to an Approved fully-paid invoice, or Cancelled invoice</td>
<td>Place on exception list</td>
</tr>
<tr>
<td>Release</td>
<td>Approved, Closed for Invoice, Closed for Receiving, Close</td>
<td>Matched to an invoice which is either not Approved, Cancelled, or Approved but not fully-paid</td>
<td>Process unbilled amount. Encumbrance carried forward only in standard budget.</td>
</tr>
<tr>
<td>Release</td>
<td>Approved, Closed for Invoice, Closed for Receiving, Close</td>
<td>Matched to an over-billed invoice</td>
<td>Place on exception list</td>
</tr>
<tr>
<td>Release</td>
<td>Approved, Closed for Invoice, Closed for Receiving, Close</td>
<td>Accrue at Receipt and not Received</td>
<td>Place on exception list</td>
</tr>
<tr>
<td>Release</td>
<td>Approved, Closed for Invoice, Closed for Receiving, Close</td>
<td>Accrue at Receipt and Received</td>
<td>Do not process</td>
</tr>
<tr>
<td>Finally Closed, Cancelled</td>
<td></td>
<td></td>
<td>Do not process</td>
</tr>
<tr>
<td>Document Type</td>
<td>Status</td>
<td>Condition</td>
<td>Action</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------</td>
<td>---------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Frozen</td>
<td>Frozen</td>
<td>User parameter to process Frozen documents set to No</td>
<td>Place on exception list</td>
</tr>
<tr>
<td>Froz en</td>
<td>Frozen</td>
<td>User parameter to process Frozen documents set to Yes</td>
<td>Process the document following the rules of an Approved Release</td>
</tr>
<tr>
<td>Blanket Purchase Agreement</td>
<td>Approved, Closed</td>
<td>Matched to release(s) or Standard purchase order, release or Standard purchase order status is not Approved</td>
<td>Place on exception list</td>
</tr>
<tr>
<td>Approved, Closed</td>
<td>Approved, Closed</td>
<td>Matched to release or Standard purchase order, release or Standard purchase order status is Approved</td>
<td>Process the document. Encumbrance carried forward in both standard and commitment budgets.</td>
</tr>
<tr>
<td>Frozen</td>
<td>Frozen</td>
<td>User parameter to process Frozen documents set to No</td>
<td>Place on exception list</td>
</tr>
<tr>
<td>Frozen</td>
<td>Frozen</td>
<td>User parameter to process Frozen documents set to Yes</td>
<td>Process the document following the rules of an Approved Blanket Purchase Agreement</td>
</tr>
<tr>
<td>Finally Closed, Cancelled</td>
<td></td>
<td></td>
<td>Do not process</td>
</tr>
</tbody>
</table>

**Prerequisites**

- Oracle Purchasing must be installed and set up.
  To set up Oracle Purchasing, see Overview of Setting Up, *Oracle Purchasing User Guide*.

- Commitment Budgetary Control must be enabled.
• Dual budgetary control must be enabled for Oracle Purchasing.

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

Purchasing Window Modifications

Approve Document

The Approve Document window has the following modifications:

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

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

Approve Document Window Description

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

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

### Purchasing Menu Modifications

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

When Check Funds is selected, the Dual Funds Check window appears.
The Check Funds menu option is available from the following Purchasing windows:

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

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

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

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

MassCancel

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

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

Year End Process

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

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

2. Select the Single Request radio button.

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

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

5. In the Process Phase field, select one of the following process phases from the list of values:
   • Preliminary to preview the year end process
   • Final to make updates

6. In the Year field, select the fiscal year to be processed.
7. In the Process Frozen Documents field, select one of the following from the list of values:
   - Yes to process documents with status set to Frozen
   - No to exclude frozen documents from the process

8. In the Clear Exception Table field, select one of the following from the list of values:
   - Yes to clear the exception table before proceeding
   - No to leave the exception table unchanged

9. In the Batch Size field, enter the number of records to be processed.

10. To apply the parameters, click OK.

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

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

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

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

**Process Flow Diagram**

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

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

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

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

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

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


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

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

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

   - Construction Industry Scheme: Registered Supplier Listing Report, page 15-3
   - Construction Industry Scheme: Subcontractor Verification Status Report, page 15-4
Construction Industry Scheme Procedures

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

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

Overview

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

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

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

It is also mandatory for all payments made to subcontractors working within the definition of CIS to be recorded on vouchers and returns made to UK Inland Revenue regarding these payments. The payments made to CIS6 holders are recorded on a
monthly gross payment voucher, CIS24, to CIS5 holders on a monthly company gross payment voucher, CIS23 and to CIS4 holders on a monthly taxed payment voucher, CIS25.

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

**CIS Overview**

![CIS Overview Diagram](image)

**Documentation**

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

The following table describes the Construction Industry Scheme documents.

<table>
<thead>
<tr>
<th>CIS Document Names</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS4P</td>
<td>Permanent Subcontractor Registration Card</td>
</tr>
<tr>
<td>CIS4T</td>
<td>Temporary Subcontractor Registration Card</td>
</tr>
<tr>
<td>Document Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>CIS5</td>
<td>Company Gross Payment Certificate</td>
</tr>
<tr>
<td>CIS6</td>
<td>Subcontractor Gross Payment Certificate</td>
</tr>
<tr>
<td>CIS23</td>
<td>Company Gross Payment Voucher for payments to CIS5</td>
</tr>
<tr>
<td>CIS24</td>
<td>Gross Payment Voucher for payments to CIS6</td>
</tr>
<tr>
<td>CIS25</td>
<td>Taxed Payment Voucher for payments to CIS4</td>
</tr>
</tbody>
</table>

**Certificate Type Requirements**

The subcontractor certificate types required for CIS are as follows:

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

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

Payments and Voucher Requirements

Payments and Voucher Requirements for CIS4 Subcontractors

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

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

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

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

Payments/Voucher Requirements for CIS5 Subcontractors

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

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

Payment and Voucher Requirements for CIS5 Subcontractors

Payments and Voucher Requirements for CIS6 Subcontractors

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

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

**Payments and Voucher Requirements for CIS6 Subcontractors**

![Diagram showing payments and voucher requirements for CIS6 subcontractors]

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

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

**Features**

**CIS Holds and Releases**

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

**Note:** This process is performed manually, not automatically.

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

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

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

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

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

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

**CIS Specific Warnings**

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

<table>
<thead>
<tr>
<th>CIS Warnings</th>
<th>Reason</th>
<th>Action required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expired CIS Certificate</td>
<td>Supplier site has expired CIS certificate</td>
<td>Apply manual CIS hold</td>
</tr>
<tr>
<td>Valid CIS Certificate</td>
<td>Supplier has valid CIS certificate</td>
<td>For information purposes only, no action required</td>
</tr>
<tr>
<td>No CIS Certificate</td>
<td>Supplier has no CIS certificate or only has CIT certificates</td>
<td>Apply manual CIS hold</td>
</tr>
</tbody>
</table>

**Prerequisites**

- Define Tax Authority, Oracle Public Sector Financials (International) Implementation Guide
- Define Withholding Tax Codes and Groups, Oracle Public Sector Financials (International) Implementation Guide
- Define Withholding Tax Special Calendar, Oracle Public Sector Financials (International) Implementation Guide
- Define Contractor Details (Reporting Entity), Oracle Public Sector Financials (International) Implementation Guide
• Define Suppliers, Oracle Public Sector Financials (International) Implementation Guide
• Define Keystore, Oracle Public Sector Financials (International) Implementation Guide
• Set Profile Options, Oracle Public Sector Financials (International) Implementation Guide

Subcontractor Verification

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

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

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

- **Gross Payment (0%)**: Subcontractors meet the qualifying criteria, the subcontractors are paid without any deductions (replaces the tax certificates under the old CIS).

- **Standard Rate Deduction (18%)**: Subcontractors are registered for CIS but does not meet the criteria for gross payments (replaces the registration cards under the old CIS).

- **Higher Rate Deduction (30%)**: The system is unable to verify if subcontractors are registered for CIS because of lack of registration, incorrect details, or unmatched records. Subcontractors incur high deductions until registration and verification.

The contractor receives a verification reference number as a record of contact. Record this verification reference against the subcontractor’s details to report the reference on the monthly returns. This is important for unmatched subcontractors.
To send an online request to Inland Revenue:

1. Navigate to the Subcontractor Verification page.

2. Search the subcontractor by specifying the search criteria.

3. Click Go.

4. Select the subcontractor to verify.

5. Click Continue.

6. Review the subcontractors selected for verification and click Submit to send a verification request.

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

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

7. Note the verification request number.

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

Subcontractor Verification Page Description

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

### Subcontractor Verification Page Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Verification Process | * Match - Indicates that Inland Revenue does not return a record if the subcontractor is not matched. The contractor must search again and resubmit the subcontractor for verification.  

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

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

The following table describes the Verification Request page:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request ID</td>
<td>Search by the request ID.</td>
</tr>
<tr>
<td>Request Date</td>
<td>Search by request date</td>
</tr>
<tr>
<td>Request Status</td>
<td>Search by Completed, Error or Running request statuses</td>
</tr>
<tr>
<td>Go</td>
<td>Search subcontractors per the search criteria.</td>
</tr>
<tr>
<td>Clear</td>
<td>Erase the entered search criteria.</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete a request from the searched request list.</td>
</tr>
</tbody>
</table>

**Failed Submission**

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

- Concurrent managers can fail
• Power failure
• Connectivity is lost
• Program terminated at client side

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

Manual Verification
Contractors can verify subcontractors manually, such as on the telephone, the Internet, or EDI and also verify subcontractors using third party software. Contractors using manual verification methods must update the following fields:
• Withholding Tax Group in the Suppliers Window
• Matched / Unmatched Status, Verification Number, CIS Verification Date, and Verification Request ID in the Extended Suppliers Window

Subcontractors Payments

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

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

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

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

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

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

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

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

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

To submit the Monthly Returns online:
1. Navigate to the Monthly Returns page.
2. In the Operating Unit field, select the operating unit.
3. Select the Nil Return check box to submit a nil return, else leave it as is.
4. Select the Inactivity Indicator check box if not planning to pay any subcontractors for the subsequent six months, else leave it as is.
5. Select the period in Period Name field for which you want to submit monthly returns.
6. In Employment Status field, select Yes to specify if the subcontractor is employed with the contractor, else select No.
7. In the Subcontractor Verification field, enter Yes if the subcontractor is verified by Inland Revenue, else select No.
8. Click Continue to proceed to Step 2 of the submitting the monthly returns.
9. Select one of the following options from the Monthly Returns Mode field:
   - Preliminary: Generates two reports: a detailed Monthly Returns report and a summarized Monthly Returns report
   - Final: generates and submits the Monthly Returns as an XML file to Inland Revenue

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

11. Verify the information and Click Submit.
    A confirmation message containing the concurrent request IDs appears.

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

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

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

Use the following concurrent programs for a failed submission:
Follow these steps when a CIS Monthly Returns completes in Error:

1. View the log for the failed request and note down the value for the header ID.

2. If there is no header ID, then resubmit the Monthly Return. You can re-submit the Monthly Return before the nineteenth of every month without any penalty.

3. If there is a header ID, then navigate to the last occurrence of "XML Response:" in the log file. The XML response entries describe the stages of the communication between the user and the Inland Revenue server.
   - If there is no XML response in the log file but a header ID is present, then records are already saved to the database and you cannot resubmit the Monthly Return and contact Oracle Support Services.
   - If there is an XML Response, then the status indicates the status of the submission when the connection is lost.

4. Make a note of the Correlation ID, which is a unique identifier assigned by Inland Revenue to each verification or monthly returns submission and is the same throughout the entire transaction. The Correlation ID is recorded in the <CorrelationID> element.

   For example:
   <CorrelationID>2F00373CD02BDF2617E9136FBBB98535</CorrelationID>

5. Make a note of the qualifier and function values.

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

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

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

**IGI: CIS2007 Data Request Process**

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

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

**Data Request Log File**

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

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

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

```xml
<StatusReport>
  <SenderID />
  <StartTimeStamp>07/11/2006 00:00:00</StartTimeStamp>
  <EndTimeStamp>08/11/2006 12:00:00</EndTimeStamp>
  <StatusRecord>
    <CorrelationID>469B93D61AC88908EC76E3A43A3FB649</CorrelationID>
    <Status>SUBMISSION_RESPONSE</Status>
  </StatusRecord>
  <StatusRecord>
    <CorrelationID>6AC681447C811B3D9109B9C5519B82E3</CorrelationID>
    <Status>SUBMISSION_ACKNOWLEDGE</Status>
  </StatusRecord>
</StatusReport>
```

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

- For correlation id 469B93D61AC88908EC76E3A43A3FB649, the submission status was SUBMISSION_RESPONSE
- For correlation ID 6AC681447C811B3D9109B9C5519B82E3 the submission status shows as SUBMISSION_ACKNOWLEDGE

**IGI: CIS2007 Poll Gateway Process**

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


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

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

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

**Poll Gateway Process Log File**

The Poll Gateway Process log file is same as the log file that is created for a CIS Monthly
Returns except that it starts from the polling stage.

**Submitting Monthly Returns Manually**

**To submit the Monthly Returns manually:**

1. Navigate to the Submit Request window as follows:
   
   **OPSF(I) Construction Industry Scheme - CIS: Processes and Reports**

2. Select the Single Request radio button.

3. In the Name field, select IGI: CIS 2007 Generate Monthly Return Process from the list of values.

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

5. In the Nil Return field, enter **Yes** to submit a nil return, else **No**.

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

7. In the Subcontractor Verification field, enter **Yes** if the subcontractor is verified by Inland Revenue, else **No**.

8. In Employment Status field, enter **Yes** to specify if the subcontractor is employed with the contractor, else **No**.

9. In the Inactivity Indicator field, enter Yes if not planning to pay any subcontractors for the subsequent six months, else **No**.

10. In the Monthly Returns Mode field, select Preliminary or Final.

11. In the Format field, select the format of the report. The default format is PDF.

12. In the Sort By field, select from the following options to sort the report:
   - Company Registration Number
   - National Insurance Number
   - Supplier Name
   - Tax Treatment Status
   - Trading Name
   - Unique Taxpayer Reference
• Verification Number

13. To apply the parameters, click OK.

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

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

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

   View - Requests

Use the in the CIS Processes and Reports to run the monthly return.

You must first generate a preliminary monthly return, which spans two preliminary reports: a detailed report and a summarized report. After reviewing the information, submit the monthly return.

Final Monthly Returns Report

Handling Tax Treatment Change

You must handle open invoices in Payables that were not paid at the time of transition. Apart from the transition, there are instances when Inland Revenue changes the tax treatment for a subcontractor. In such cases, all the open invoices in payables should be calculated based on the changed tax treatment.

Whenever there is a change in tax treatment by Inland Revenue or customer is upgrading to the new CIS solution, a record is created in the payables with rate type as certificate. The record created carries the old tax group name but has the new or changed tax rate.

Every subcontractor has a tax treatment status. The tax treatment decides the percentage of automatic withholding tax to be deducted for the subcontractor. The tax
The change in tax treatment status for a subcontractor is intimated by Inland Revenue. The change in tax treatment can be made effective in the system by any of the following processes.

- Run the subcontractor verification process
- Run the CD-ROM
- Change the automatic withholding tax group name at supplier or supplier site window manually

### Updating the Tax Treatment

You can update the tax treatment for a supplier or supplier site. As per Inland Revenue, the tax treatment is applicable to a subcontractor, hence, the tax treatment for a subcontractor applies to all the sites of a specific subcontractor which are enabled with the awt flag. Therefore, changing the supplier tax treatment overrides all individual tax treatments set at the supplier sites and changing the tax treatment at the supplier site only changes the tax treatment for the particular supplier site.

**To change the tax treatment at the supplier level:**

1. Navigate to the Suppliers window.
2. Query the supplier.
3. Select the Withholding Tax tab.
   
   At the supplier level, the value for both Invoice Withholding Tax Group and Payment Withholding Tax Group should be same.

   **Note:** The Construction Industry Scheme module does not support the 'At Both Invoice and Payment Time' withholding tax option, so you should not select this option while setting up the withholding tax on the Payables Options window.

4. Enter the new withholding tax group that must be associated with the supplier, according to Inland Revenue requirements.
5. The effective date is the system date.

   **Note:** For the supplier, ensure that the tax treatment at supplier and supplier site level are the same.

To check if a certificate was created with the highest priority, with the new tax rate and old tax names with an effective date as the date specified, navigate to Certificates
To change the tax treatment at the supplier site level:

1. Navigate to the Suppliers window.
2. Query the supplier.
3. Select the Withholding Tax tab.
   
   **Note:** The Construction Industry Scheme module does not support the ‘At Both Invoice and Payment Time’ withholding tax option, so you should not select this option while setting up the withholding tax on the Payables Options window.

4. Enter the new withholding tax group that must be associated with the supplier, according to Inland Revenue requirements.

5. The effective date is the system date.

For more information on migrating certificates, see OracleMetalink Note ID: 430561.1. IGI: CIS2007 Update Certificate Rates Concurrent Program.

### IGI: CIS2007 Update Certificate Rates

Run the IGI: CIS2007 Update Certificate Rates concurrent program to update all open invoices to the new tax rate for calculating the withholding tax. Run this program only if the tax treatment status changes for a particular supplier or supplier site or there are open invoices for the supplier or supplier site that still use the old tax treatment (withholding tax group), and tax treatment is updated to the new withholding tax group. This program accepts the following parameters:

- Withholding Tax Code
- Withholding Tax Group

This concurrent program takes the rate applicable to the supplier on the payment date.

**Note:** Run this concurrent program after changing the rate for the withholding tax code (gross, net, unmatched) and when you execute the verification program or the CD-ROM. Run this program also when the withholding tax treatment is updated from supplier or supplier site window and if the tax rate is updated due to Inland Revenue notification. The rate change must be effective from the system date or a future date and must be the system date or a future date for the tax rate entered in the Payables Tax Codes window.
Construction Industry Scheme Report Procedures

Overview

Use the following Construction Industry Scheme reports to generate the reports required by subcontractors and Inland Revenue for construction industry work:

- Construction Industry Scheme: Registered Supplier Listing Report, page 15-3
- Construction Industry Scheme: Subcontractor Verification Status Report, page 15-4

Construction Industry Scheme: Monthly Returns Report

You can generate the following monthly returns reports:

- Monthly Returns Report - Detail
- Monthly Returns Report - Summary

To generate a Construction Industry Scheme: Monthly Returns Report:

1. Navigate to the Submit Request window as follows:
   - OPSF(I) Construction Industry Scheme - CIS: Processes and Reports
2. Select the Single Request radio button.
3. In the Name field, select Construction Industry Scheme: Monthly Returns Report from the list of values.

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

5. In the Period field, enter the period details.

6. In the Supplier From field, enter the supplier to start with to report.

7. In the Supplier To field, enter the supplier to end with to report.

8. In Original/Duplicate field, enter Original or Duplicate.

9. In the Sort By field, select one of the following:
   - Company Registration Number
   - National Insurance Number
   - Supplier Name
   - Tax Treatment Status
   - Trading Name
   - Unique Taxpayer Reference
   - Verification Number

   **Note:** The default value is Supplier Name.

10. In the Report Level field, select Summary or Detail. The default value is Summary.

11. In the Amount Type field, select Positive, Negative or All.

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

13. To send the print request to the concurrent manager, click **Submit Request**.

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

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

   **View - Requests**

   The detail report displays the following fields:
   - Supplier Name
• Unique Taxpayer Reference
• National Insurance Number
• Company Registration Number
• Tax Treatment Status
• Verification Number
• Invoice Number
• Total Payments
  • (Labour Amount + Material Amount) for subcontractors registered for VAT
  • (Labour Amount + Material Amount) for subcontractors not registered for VAT
• Materials
  • Material Amount (includes VAT) subcontractors not registered for VAT
  • Material Amount (excludes VAT) subcontractors registered for VAT
• Taxable Amount
  • (Total Payment Material Amount VAT) subcontractors registered for VAT
  • (Total Payment Material Amount (inclusive of VAT)) for subcontractors not registered for VAT
• Tax Deducted
  • (Labour Amount * Tax Treatment)

**Construction Industry Scheme: Registered Supplier Listing Report**

Use the Registered Suppliers Listing report to display the CIS enabled suppliers on the specified date.

To generate a Construction Industry Scheme: Registered Supplier Listing Report:

1. Navigate to the Submit Request window as follows:
   
   **OPSF(I) Construction Industry Scheme - CIS: Processes and Reports**

2. Select the Single Request radio button.
3. In the Name field, select Construction Industry Scheme: Registered Supplier Listing Report from the list of values.

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

5. In the Supplier From field, enter the supplier to start with to report.

6. In the Supplier To field, enter the supplier to end with to report.

7. In the Sort By field, select one of the following:
   - Supplier Name
   - Trading Name
   - Verification Number
   - Verification Status
   - WHT Group

8. To apply the parameters, click OK.

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

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

11. View the request in the concurrent manager as follows:
    View - Requests

**Construction Industry Scheme: Subcontractor Verification Status Report**

Use the Subcontractor Verification Status report to show the CIS Enabled suppliers on the specified date. This report identifies the subcontractors due for re-verification depending on the last payment date, highlights unmatched subcontractors and also provides a summarized listing of the subcontractor’s tax treatments.

To generate a Construction Industry Scheme: Subcontractor Verification Status Report:

1. Navigate to the Submit Request window as follows:
   OPSF(I) Construction Industry Scheme - CIS: Processes and Reports

2. Select the Single Request radio button.

3. In the Name field, select Construction Industry Scheme: Subcontractor Verification Status Report from the list of values.
4. In the Operating Unit field, select the operating unit.

5. In the Supplier From field, enter the supplier to start with to report.

6. In the Supplier To field, enter the supplier to end with to report.

7. In the Active/Inactive field, select either Active or Inactive subcontractors to report.

8. In the Sort By field, select one of the following:
   - Business Type
   - Last Payment Type
   - National Insurance Number
   - Supplier Name
   - Trading Name
   - Verification Date
   - Verification Status
   - WTR

9. To apply the parameters, click OK.

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

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

12. View the request in the concurrent manager as follows:
    View - Requests

Construction Industry Scheme: Subcontractor Statement of Payment and Deductions Report

Use the Subcontractor Statement of Payment and Deductions report to show the payments and deductions at the end of each month paid by the subcontractors. This report is sent to the subcontractors and is generated for the month with an option to either summarize the subcontractor payments (total) or generate a statement for each payment made to the subcontractor (per payment). 

To generate a Construction Industry Scheme: Subcontractor Statement of Payment and Deductions Report:
1. Navigate to the Submit Request window as follows:

   **OPSF(I) Construction Industry Scheme - CIS: Processes and Reports**

2. Select the Single Request radio button.

3. In the Name field, select Construction Industry Scheme: Subcontractor Statement of Payment and Deductions Report from the list of values.

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

5. In the Period field, enter the period details.

6. In the Supplier From field, enter the supplier to start with to report.

7. In the Supplier To field, enter the supplier to end with to report.

8. In the Total/Per Payment field, select either Per Payment or Total.

9. In Original/Duplicate field, enter Original or Duplicate.

10. In the Print Zero Tax Deductions, enter Yes or No. The default is No.

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

12. To send the print request to the concurrent manager, click **Submit Request**.

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

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

   **View - Requests**
Overview

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

Set Up Contract Commitment

System setup options define default values and controls for functions throughout Contract Commitment. Some setup options are shared with other Oracle applications.

The main types of setup options are as follows:

- accounting periods and accounting period status
- Contract Commitment options including document numbering, exchange rate defaults, and supplier holds
- Contract commitment types
- Security controls
- Approval groups
- Templates
- Financial options that are shared with Oracle Payables and Oracle General Ledger and include assigning ledger, defining a calendar, enabling standard budgetary control, setting up General Ledger accounts, setting up encumbrance accounts, defining encumbrance types, enabling encumbrance accounting, payment terms,
tax information, currency and rate information, and reporting currency

Create and Maintain Contract Commitment

Creating and maintaining contract commitments includes the following functions:

- **Maintain Supplier** is shared with Purchasing and includes entering new suppliers, updating current suppliers, merging current suppliers, and purging suppliers not used.

- **Enter Contract Commitment** includes entering general information, account information, and payment forecast information.

  Because a contract commitment can extend over a period of years, the contract commitment is encumbered on the commitment budget in one year and encumbered on the payment budgets over multiple years.

- **Adjust Contract Commitment** enables users to make changes to a provisional or confirmed contract commitment that may or may not change the commitment amounts and that may or may not require a revision or addendum to the original formal contract.

- **Copy templates to create new contract commitments.**

Execute Document Control

Document control regulates the status of contract commitments during the contract commitment life cycle.

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

Reporting Currency

Contract Commitment supports reporting currency. When transactions are entered into Contract Commitment, the transactions are converted to the reporting currency at the time of original entry if reporting currency is enabled.

The reporting currency is a currency other than the ledger currency that is required for reporting accounting data. A secondary ledger for each reporting currency must be defined.

Reporting currency is intended for organizations that must regularly report their transactions and financial results in multiple currencies other than the ledger currency.
**Summarize Contract Commitment**

Contract Commitment enables users to query an entered contract commitment and to view the following information:

- general information
- account information
- payment schedule information

**Internal Contract Commitment Matching**

Contract Commitment enables users to create cover contract commitments without specifying a supplier; create internal release contract commitments against these cover contract commitments; and to match invoices to these internal release contract commitments.

For information on internal contract commitment matching, see Matching Invoices to Internal Release Contract Commitments Process Flow Diagram, page 16-3.

**Processes**

Contract Commitment includes the following processes:

- Contract Commitment Revalue Process
- Contract Commitment Year-End Process
- Mass Payment Forecast Shift Process

**Reporting**

Contract Commitment provides business views and core business areas for generating reports defined using Oracle Discoverer.

**Matching Invoices to Internal Release Contract Commitments Process Flow Diagram**

The diagram below shows the Matching Invoices to Internal Release Contract Commitments Process Flow that is described in the accompanying text.
Matching Invoices to Internal Release Contract Commitments Process Flow Diagram

1. Enter, Encumber, and Approve Cover Contract Commitments for Internal Purpose
2. Enter Invoice Header Information into the Oracle Payables Invoice Workbench
3. Create Internal Release Contract Commitment
4. Match Invoices to Internal Release Contract Commitment
5. Complete Internal Release Contract Cover Commitments

Matching Contract Commitments to Invoices Process

Enter, Encumber, and Approve Cover Contract Commitments for Internal Purpose

The Enter, Encumber, and Approve Cover Contract Commitments for Internal Purpose process includes the following steps.

1. The preparer or owner enters the cover contract commitment like any other contract commitment, except that there is no supplier. The cover contract commitment state is Provisional.

2. The contract commitment is routed through the normal encumber and approval process.

3. The cover contract commitment is transitioned to a Confirmed state.

4. The confirmed cover contract commitment is routed through the normal encumber and approval process.
Once approved, internal release contract commitments can be entered against the cover.

**Enter Invoice Header Information into the Oracle Payables Invoice Workbench**

The Enter Invoice Header Information into the Oracle Payables Invoice Workbench process includes the following steps.

1. The user receives an invoice from a supplier.

2. The user enters data into the following fields in the Payables Invoice Workbench.

   **Note:** The distribution lines should not be entered prior to matching. The invoice distributions are created when the contract commitment is matched to the invoice. If the distribution lines are entered, then the invoice will not show up in the Internal Contract Commitment Releases window.

   - Supplier
   - Supplier Site
   - Invoice Date
   - Invoice Number
   - Invoice Currency, which defaults from Supplier Site
   - Invoice Amount
   - GL Date, default
   - Payment Currency, default
   - Payment Terms, which defaults from Supplier Site
   - Terms Date, default
   - Payment Method, default
   - Pay Group, default
   - Liability Account, default
   - Tax Code, optional
   - Descriptive Flexfield, optional
Create Internal Release Contract Commitments

The Create Internal Release Contract Commitments process includes the following steps.

1. The user navigates to the Internal Contract Commitment Releases window.

2. The user enters data in the Internal Contract Commitment Releases window.
   For information on entering data in the Internal Contract Commitment Releases window, see Internal Contract Commitment Releases Window Description, page 20-3.

3. The user clicks OK to generate the release.

4. The system validates that there is sufficient Available Amount on the cover commitment to process the release.

5. The system acknowledges that there is sufficient Available Amount on the cover commitment and creates a commitment number.

Match Invoices to Internal Release Contract Commitments

Invoices are matched in Oracle Payables.

For information on matching in Payables, see Matching to Receipts in the Invoice Workbench, Oracle Payables User Guide.

Complete the Internal Contract Commitment Releases

To complete the internal contract commitment releases, the user runs the Contract Commitment Complete Cover Commitment Program process.

For information on the Internal Contract Commitment Completion process, see Generating the Contract Commitment Complete Cover Commitment Program Procedure, page 21-11.
Contract Commitment Account Generator Process

Definition

All contract commitments require accounting distributions. The Account Generator builds default accounts, charge accounts, and budget accounts. To generate budget accounts, budgetary control must be enabled.

The Account Generator feature uses Oracle Workflow technology to construct key flexfield combinations automatically using customized construction criteria.

Overview

Account Generator Features

The Account Generator provides the following features:

- Automatic generation of account distributions improves data entry accuracy and speed.

- Generating charge accounts frees users from having to determine which accounts to charge.

- Each site can customize account generation rules to match the organization's business rules.

Customizing the Account Generator in Contract Commitment

Contract Commitment provides default Account Generator processes. These default processes can be customized according to an organization's accounting requirements to generate the account.
Use the Oracle Workflow Builder to customize workflows. When customizing a workflow, only those documents created after customization are affected by the customized workflow. The Account Generator process can be viewed in the Oracle Workflow Monitor.

The following customized sample processes are available to show how the processes can be customized:

- Generate Default Charge Account with Constants
- Generate Default Budget Account with Constants
- Generate Default Project Account with Constants

References

For information on implementing and using Workflow, see Introduction to Oracle Workflow, Oracle Workflow Guide.

For information on the generic features and functions of the Account Generator, see Customizing the Account Generator, Oracle E-Business Suite Flexfields Guide.

Generate Default Account Process

The Generate Default Accounts process is the default workflow process in contract commitment that builds the accounts. This process can be initiated as a top-level process making calls to the Workflow Engine CreateProcess and the StartProcess APIs.

The Generate Default Accounts process has a result type of Flexfield Result that indicates a result of Failure or Success when the process completes. These results correspond to the lookup codes in the Flexfield Result lookup type in the Standard Flexfield Workflow item type.

The Details property page of the process activity in Workflow Builder indicates that the Generate Default Accounts process has an error process called DEFAULT_ERROR associated with it, which is initiated only when an error is encountered in the process. This error initiates DEFAULT_ERROR, which is associated with the System:Error item type. The system executes the standard Default Error Notification activity to provide information associated with the error. Users must customize the process to meet their business needs.

Subprocesses

Generate Default Charge Account

The Generate Default Charge Account subprocess is a dummy process that allows users to customize an account-building process. Users must provide their own rules in the form of workflow process definitions to build the account.
This subprocess cannot be run as a top-level process. It is run as a subprocess when called by a higher level process. The subprocess first determines whether the contract is project-related. If it is, the subprocess, Generate Project Account, builds a project-related account, which the user has customized. If the project is not project-related, the charge account is generated using the customized set of rules.

**Generate Default Budget Account**

The Generate Default Budget Account subprocess has a result type of Flexfield Result that indicates Failure or Success when the process completes. These results correspond to the lookup codes in the Flexfield Result lookup type in the Standard Flexfield Workflow item type.

For a contract, the budget account is derived from the charge account.

**Generate Project Account**

The Generate Project Account subprocess is a dummy process that allows users to customize an account-building process. Users must provide their own rules in the form of workflow process definitions to build the account.

The Generate Project Account subprocess has a result type of Flexfield Result that indicates Failure or Success when the process completes. These results correspond to the lookup codes in the Flexfield Result lookup type in the Standard Flexfield Workflow item type.

**Contract Commitment Account Generator Workflow Item Type Attributes**

Several Workflow attributes are associated with the contract commitment Account Generator item type that reference information in the application tables. The attributes are used and maintained by function activities as well as notification activities throughout the process.

The table below describes the attributes associated with the contract commitment Account Generator.

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
<th>Type</th>
<th>Length, Format, or Lookup Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Id</td>
<td>project identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>Task Id</td>
<td>task identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>expenditure type</td>
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<td>30</td>
</tr>
<tr>
<td>Display Name</td>
<td>Description</td>
<td>Type</td>
<td>Length, Format, or Lookup Type</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------</td>
<td>----------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Expenditure Org Id</td>
<td>expenditure organization identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>Incomplete Setup Flag</td>
<td>indicates if the Account Generator process is being used without proper customization</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>Error Message</td>
<td>error message</td>
<td>text</td>
<td>2000</td>
</tr>
<tr>
<td>Charge Account Id</td>
<td>charge account identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>Budget Account Id</td>
<td>budget account identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>CC Encumbrance Flag</td>
<td>contract commitment encumbrance flag</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>Expenditure Item Date</td>
<td>expenditure item date</td>
<td>date</td>
<td></td>
</tr>
<tr>
<td>Chart of Accounts Id</td>
<td>chart of accounts identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>Project Class Code</td>
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</tr>
<tr>
<td>Direct Flag</td>
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</tr>
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<td>expenditure category</td>
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</tr>
<tr>
<td>Expenditure Organization Name</td>
<td>expenditure organization name</td>
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<tr>
<td>Project Number</td>
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<td>text</td>
<td>25</td>
</tr>
<tr>
<td>Project Organization Name</td>
<td>project organization name</td>
<td>text</td>
<td>60</td>
</tr>
<tr>
<td>Display Name</td>
<td>Description</td>
<td>Type</td>
<td>Length, Format, or Lookup Type</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------------</td>
<td>--------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Project Organization Id</td>
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</tr>
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<td>Project Type</td>
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<td>20</td>
</tr>
<tr>
<td>Public Sector Flag</td>
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</tr>
<tr>
<td>Revenue Category</td>
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<td>30</td>
</tr>
<tr>
<td>Task Number</td>
<td>task number</td>
<td>text</td>
<td>25</td>
</tr>
<tr>
<td>Task Organization Name</td>
<td>task organization name</td>
<td>text</td>
<td>60</td>
</tr>
<tr>
<td>Task Service Type</td>
<td>task service type</td>
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<tr>
<td>Task Organization Id</td>
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<td>number</td>
<td></td>
</tr>
<tr>
<td>Top Task Id</td>
<td>top task identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>Top Task Number</td>
<td>top task number</td>
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<td>25</td>
</tr>
<tr>
<td>Supplier Employee Number</td>
<td>supplier employee number</td>
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<td>30</td>
</tr>
<tr>
<td>Supplier Person Id</td>
<td>supplier person identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>Supplier Type</td>
<td>supplier type</td>
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<td>25</td>
</tr>
<tr>
<td>Temp Account Id</td>
<td>temporary account identifier</td>
<td>number</td>
<td></td>
</tr>
</tbody>
</table>

**Generate Default Account Workflow Diagram**

The diagram below shows the Generate Default Account process nodes as described in the following section, Generate Default Account Workflow Process, page 17-8.
Generate Default Account Workflow Diagram
Generate Default Account Workflow Process

This section describes the Generate Default Account Workflow process.

Start Generating Code Combination (Node 1)

This standard function activity marks the start of the account generation process.

- **Function:** FND_FLEX_WORKFLOW_APIS.START_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** None

Is Charge Account CCID Null? (Node 2)

This function activity checks for a manually entered charge account.

- **Function:** WF_STANDARD.COMPARE
- **Result Type:** Comparison
- **Prerequisite Activities:** Start Generating Code Combination

Generate Default Charge Account (Node 3)

This process generates a default charge account.

- **Result Type:** Flexfield Result
- **Prerequisite Activities:** Is Charge Account CCID NULL?

Abort Generating Code Combination (Failure) (Node 4)

This standard function activity aborts the account generation process when a fatal error occurs.

- **Function:** FND_FLEX_WORKFLOW_APIS.ABORT_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** Generate Default Charge Account

Is Encumbrance On? (Node 5)

This function activity checks if budgetary control is enabled.
• **Function:** IGC_CC_WF_ACCOUNTS_PKG.IS_ENCUMBRANCE_ON

• **Result Type:** Flexfield Boolean

• **Prerequisite Activities:** Generate Default Charge Account

**Generate Default Budget Account (Node 6)**

This process generates the default budget account.

• **Result Type:** Flexfield Result

• **Prerequisite Activities:** Is Encumbrance On?

**Abort Generating Code Combination (Failure) (Node 7)**

This standard function activity aborts the account generation process when a fatal error occurs.

• **Function:** FND_FLEX_WORKFLOW_APIS.ABORT_GENERATION

• **Result Type:** None

• **Prerequisite Activities:** Generate Default Budget Account

**End Generating Code Combination (Success) (Node 8)**

This standard function activity marks the end of the account generation process.

• **Function:** FND_FLEX_WORKFLOW_APIS.END_GENERATION

• **Result Type:** None

• **Prerequisite Activities:** Generate Default Budget Account

**Generate Default Charge Account Workflow Diagram**

The diagram below shows the Generate Default Charge Account subprocess nodes as described in the following section, Generate Default Charge Account Workflow Subprocess, page 17-10.
Generate Default Charge Account Workflow Subprocess

This section describes the Generate Default Charge Account Workflow subprocess.

Start Generating Code Combination (Node 1)

This standard function activity marks the start of the generation process.

- **Function**: FND_FLEX_WORKFLOW_APIS.START_GENERATION
- **Result Type**: None
- **Prerequisite Activities**: None
Is Project Contract Related? (Node 2)
This function activity checks if the contract is project related.
- **Function:** IGC_CC_WF_ACCOUNTS_PKG.IS_CC_PROJECT_RELATED
- **Result Type:** Flexfield Boolean
- **Prerequisite Activities:** Start Generating Code Combination

Generate Project Account (Node 3)
This subprocess generates a project-related account.
- **Result Type:** Flexfield Result
- **Prerequisite Activities:** Is Project Contract Related?

Abort Generating Code Combination (Failure) (Node 4)
This standard function activity aborts the account generation process when a fatal error occurs.
- **Function:** FND_FLEX_WORKFLOW_APIS.ABORT_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** Is Project Contract Related?

End Generating Code Combination (Success) (Node 5)
This standard function activity ends the account generation process.
- **Function:** FND_FLEX_WORKFLOW_APIS.END_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** Generate Default Project Account

Abort Generating Code Combination (Node 6)
This standard function activity aborts the account generation process when a fatal error occurs.
- **Function:** FND_FLEX_WORKFLOW_APIS.ABORT_GENERATION
- **Result Type:** None
• **Prerequisite Activities:** Generate Default Project Account

### Generate Default Budget Account or Project Account Workflow Diagram

The diagram below shows the subprocess nodes for Generate Default Budget Account and Generate Project Account, as described in the following section, Generate Default Budget Account or Project Account Workflow Subprocess, page 17-12.

![Generate Default Budget Account Workflow Diagram](image)

#### Generate Default Budget Account or Project Account Workflow Subprocess

This section describes the subprocess to be used for either Generate Default Budget Account Workflow, or Generate Project Account Workflow.
Start Generating Code Combination (Node 1)

This standard function activity marks the start of the account generation process.

- **Function:** FND_FLEX_WORKFLOW_API.FSTART_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** None

Dummy Default Account Generator (Node 2)

This process must be replaced with a customized procedure for account generation.
This process has the following possible outcomes:

- If the function fails, the process branches to Abort Generating Code Combination.
- If the function succeeds, the process branches to Validate Code Combination.

Abort Generating Code Combination (Node 3)

This standard function activity aborts the account generation process when a fatal error occurs.

- **Function:** FND_FLEX_WORKFLOW_API.ABORT_GENERATION
- **Result Type:** None
- **Prerequisite Activities:** Dummy Default Account Generator

Validate Code Combination (Node 4)

This standard function activity validates the code combination generated.

- **Function:** FND_FLEX_WORKFLOW_API.VALIDATE_COMBINATION
- **Result Type:** None
- **Prerequisite Activities:** Dummy Default Account Generator

End Generating Code Combination (Node 5)

This standard function activity marks the end of the account generation process.

- **Function:** FND_FLEX_WORKFLOW_API.END_GENERATION
• **Result Type:** None

• **Prerequisite Activities:** Validate Code Combination
Contract Commitment Approval Workflow Process

Overview

Contract Commitment uses Oracle Workflow technology to route contract commitments to authorized users for approval.

Documents are approved in the following ways:

- by the preparer
- by the owner
- approval hierarchies

When the preparer is authorized to approve a contract, no workflow process is activated.

When the owner is authorized to approve a contract, Workflow routes the contract to the contract commitment owner for approval. The owner can approve or reject the contract using the Worklist window. If a contract commitment is rejected, it is sent back to the contract commitment preparer, or it can remain with the owner in its current state and encumbrance status, if encumbered.

When approval hierarchies are used to approve a contract, the contract commitment owner must be in the hierarchy and is the first approver to whom the contract commitment is routed by Workflow. The contract commitment is forwarded through the hierarchy to each approver until it finds an approver who has the authority to approve a contract. If a contract commitment is rejected by the approver with the authority to approve or by another approver in the hierarchy, it is sent back to the contract commitment preparer, or it can remain with the owner in its current state and encumbrance status, if encumbered.

For information on Workflow, see Introduction to Oracle Workflow, Oracle Workflow.
Contract Commitment Workflow Item Type Attributes

Several Workflow attributes are associated with the Contract Commitment approval item type that references information in the application tables. The attributes are used and maintained by function activities, as well as notification activities throughout the process.

The following table describes the attributes associated with contract commitment approval.

Attributes Associated with Contract Commitment Approval Item Type

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<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
<th>Type</th>
<th>Length, Format, Lookup Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Header Id</td>
<td>contract commitment header identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>CC Version Number</td>
<td>contract commitment version number</td>
<td>number</td>
<td></td>
</tr>
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<td>CC Number</td>
<td>contract commitment number</td>
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</tr>
<tr>
<td>CC Type</td>
<td>contract commitment type</td>
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<td></td>
</tr>
<tr>
<td>CC Type Meaning</td>
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<td>CC Control Status</td>
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<td></td>
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<tr>
<td>CC Control Status Meaning</td>
<td>specified contract commitment control status</td>
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<td>CC Original State</td>
<td>contract commitment original state</td>
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<tr>
<td>CC Original State Meaning</td>
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</tr>
<tr>
<td>Display Name</td>
<td>Description</td>
<td>Type</td>
<td>Length, Format, Lookup Type</td>
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<tr>
<td>------------------------------------</td>
<td>------------------------------------</td>
<td>----------</td>
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<tr>
<td>CC New State</td>
<td>contract commitment new state</td>
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<td>CC New State Meaning</td>
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<td>contract commitment original status</td>
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</tr>
<tr>
<td>CC Original Status Meaning</td>
<td>specified contract commitment original status meaning</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>CC New Status</td>
<td>contract commitment new status</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>CC New Status Meaning</td>
<td>specified contract commitment new status</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>CC Original Encumbrance Status</td>
<td>contract commitment original encumbrance status</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>CC Original Encumbrance Status</td>
<td>specified contract commitment original encumbrance status</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>CC New Encumbrance Status</td>
<td>contract commitment new encumbrance status</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>CC New Encumbrance Status Meaning</td>
<td>specified contract commitment new encumbrance status</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>Owner User Id</td>
<td>owner user identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>Owner Name</td>
<td>owner name</td>
<td>role</td>
<td></td>
</tr>
<tr>
<td>Display Name</td>
<td>Description</td>
<td>Type</td>
<td>Length, Format, Lookup Type</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------------</td>
<td>------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Preparer User Id</td>
<td>preparer user identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>Preparer Name</td>
<td>preparer name</td>
<td>role</td>
<td></td>
</tr>
<tr>
<td>Approver Name</td>
<td>approver name</td>
<td>role</td>
<td></td>
</tr>
<tr>
<td>Old Approver Name</td>
<td>old approver name</td>
<td>role</td>
<td></td>
</tr>
<tr>
<td>Contract Description</td>
<td>contract description</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>start date</td>
<td>date</td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td>end date</td>
<td>date</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td>note</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>Org Id</td>
<td>organization identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>Organization Name</td>
<td>organization name</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>Ledger Id</td>
<td>ledger identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>Contract Accounting Date</td>
<td>contract accounting date</td>
<td>date</td>
<td></td>
</tr>
<tr>
<td>Rejection Notes</td>
<td>rejection notes</td>
<td>text</td>
<td>240</td>
</tr>
<tr>
<td>Error Text</td>
<td>error text</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>BC Failure Message</td>
<td>budgetary control failure message</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>BC Required</td>
<td>budgetary control required</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>BC Executed for the Contract</td>
<td>budgetary control executed for the contract</td>
<td>text</td>
<td></td>
</tr>
</tbody>
</table>
### Contract Commitment Approval Process Workflow Diagram

The diagram below shows the Contract Commitment approval process nodes described in the following section, Contract Commitment Approval Workflow Process, page 18-6.

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
<th>Type</th>
<th>Length, Format, Lookup Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF Process Version</td>
<td>workflow process version</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>Owner Display Name</td>
<td>owner display name</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>Preparer Display Name</td>
<td>preparer display name</td>
<td>text</td>
<td></td>
</tr>
<tr>
<td>Approver User Id</td>
<td>approver user identifier</td>
<td>number</td>
<td></td>
</tr>
<tr>
<td>Debug Mode</td>
<td>debug mode</td>
<td>text</td>
<td></td>
</tr>
</tbody>
</table>
Contract Commitment Approval Workflow Process

This section describes the Contract Commitment Approval Workflow process.
Start (Node 1)
This standard function activity marks the start of the Contract Commitment Approval Workflow process. It is initiated if the preparer is not authorized to approve a contract.

• Function: WF_STANDARD.NOOP
• Result Type: None
• Prerequisite Activities: None

Select Approver (Node 2)
This function activity selects the approver based on the approval setup. It determines if the Human Resources hierarchy is required in the process.

• Function: IGC_CC_APPROVAL_WF_PKG.SELECT_APPROVER
• Result Type: Success/Error
• Prerequisite Activities: Start

Notify Approver (Node 3)
This activity notifies the approver that contract approval is required.

• Message: Message for Approval
• Result Type: Approval
• Prerequisite Activities: Select Approver

Check Approver Authority (Node 4)
This function activity verifies that the current approver has the authority to approve the contract commitment.

• Function: IGC_CC_APPROVAL_WF_PKG.CHECK_AUTHORITY
• Result Type: Yes/No/Error
• Prerequisite Activities: Notify Approver

Funds Reservation Required (Node 5)
This function activity checks to see if funds reservation is required.
• Function: IGC_CC_APPROVAL_WF_PKG.FUNDS_REQUIRED
• Result Type: Yes/No/Error
• Prerequisite Activities: Check Approver Authority

**Approve Contract (Node 6)**
This function activity approves the contract.
• Function: IGC_CC_APPROVAL_WF_PKG.APPROVE_CONTRACT
• Result Type: Success/Error
• Prerequisite Activities: Funds Reservation Required, or Execute BC

**Notify Preparer About Approval (Node 7)**
This activity notifies contract preparer that the contract is approved.
• Message: CC Approved Messages
• Result Type: None
• Prerequisite Activities: Approve Contract

**Reject Contract (Node 8)**
This function activity rejects the contract.
• Function: IGC_CC_APPROVAL_WF_PKG.REJECT_CONTRACT
• Result Type: Success/Error
• Prerequisite Activities: Notify Approver

**Notify Preparer About Rejection (Node 9)**
This activity notifies preparer that the contract is rejected.
• Message: CC Rejected Message
• Result Type: None
• Prerequisite Activities: Reject Contract
Execute BC (Node 10)
This activity executes budgetary control.
- **Function:** IGC_CC_WF_PKG.EXECUTE_BC
- **Result Type:** Passed/Failed/Error
- **Prerequisite Activities:** Funds Reservation Required

BC Failed (Node 11)
This activity performs all steps required by the BC Failed process.
- **Function:** IGC_CC_WF_PKG.BC_FAILED
- **Result Type:** None
- **Prerequisite Activities:** Execute BC

Notify Preparer BC Failed (Node 12)
This activity notifies contract preparer that budgetary control failed.
- **Message:** CC failed BC message
- **Result Type:** None
- **Prerequisite Activities:** BC Failed

Failed Process (Node 13)
This activity runs the Process_Request procedure in the Failed mode.
- **Function:** IGC_CC_WF_PKG.FAILED_PROCESS
- **Result Type:** None
- **Prerequisite Activities:** Select Approver, or Reject Contract, or Check Approver Authority, or Funds Reservation Required, or Execute BC, or Approve Contract, or BC Failed

Notify Preparer About Error (Node 14)
This activity notifies preparer that an error occurred in the process.
- **Message:** CC error message
End (Node 15)
This standard function activity marks the end of the process.

- **Function**: WF_STANDARD.NOOP
- **Result Type**: None
- **Prerequisite Activities**: Notify Preparer about Error, or Notify Preparer about Rejection, or Notify Preparer BC Failed, or Notify Approver about Approval

Customizing Contract Commitment Approval Workflow

Required Modifications
No modifications are required to run the Contract Commitment Approval Workflow process.

Optional Customizations
Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the Workflow process.

- Organizations can create new notifications and notification activities and can modify the Workflow process to accommodate these new activities.

Creating a New Custom Process
It is not recommended that organizations create their own custom process to replace the Contract Commitment Approval Workflow process.
Maintain Contract Commitment Procedures

Overview

Maintain Contract Commitment creates and maintains a contract commitment.

Contract Commitment Information

A contract commitment includes the following:

- general information
- account information
- payment forecast

General information pertains to the entire contract commitment.

Account information represents contract commitment lines containing the committed amount that is charged. Project information is included at contract commitment line level. The charge account is used for encumbering funds on the commitment budget and the standard budget.

The payment forecast is the amount that is expected to be paid in a certain year. The payment schedule represents a set of payment forecasts that corresponds to account information for a contract commitment. A contract commitment can be made in one year for a project expected to span several budget years. This means that if budgetary control is enabled, the contract commitment is encumbered against the commitment budget in one year, but the payment of the total amount is spread over multiple years.

Users enter payment forecast data in the Forecast tab of the Contract Commitments window. Users can view the information at the year level in the Summary tab of the Contract Commitments window.

Note: The summary of the payment forecast amounts for an accounting
line must equal the amount of the contract commitment line.

**Execute Budgetary Control**

The budgetary control feature controls actuals and anticipated expenditures against a budget. In Contract Commitment, budgetary control includes the following online processes:

- funds check
- funds reservation

If standard budgetary control is enabled, approving a contract commitment creates encumbrances against the standard budget in Oracle General Ledger, which reduces the standard budget funds available. Since a contract commitment can have multiple payment forecasts, contract commitment assumes that multiple one-year budgets can be open at the same time.

If dual budgetary control is enabled, standard budgetary control must be enabled to provide funds checking and funds reservation. Encumbering or approving a contract commitment creates encumbrances against the commitment budget, which reduces the commitment budget funds available.

Enabling dual budgetary control activates the following functionality:

- ability to check funds online for all types of contract commitment transactions
- ability to reserve funds for all types of contract commitment transactions by creating encumbrances
- automatic calculation of funds available when attempting to reserve funds for a contract commitment transaction
- online notification of funds availability for a contract commitment transaction

**Note:** When project information is entered for a commitment line, and the project has budgetary control enabled in Oracle Projects, budgetary control actions such as funds checking and funds reservation are executed against the project budget for this line, using budgetary control settings defined in Oracle Projects. There is no budgetary control action for this account line in Contract Commitment or in General Ledger.

For information on entering project details, see Entering Accounting Information Procedure, page 19-23.
Guarantee Commitments

A guarantee commitment is a contract commitment where the total liability values on the payment schedule are not equal to the values on the commitment. The values entered against this type of commitment are known as a withheld amount.

A guarantee commitment occurs when a user is required to underwrite the cost of a contract, but does not expect to pay the party with whom the contract was made.

The guarantee commitment is a specific type of contract commitment, which is identified when the contract commitment is entered. The withheld amount is entered as part of the accounting distributions. The payment schedule value is entered in the normal manner, but must be the net value of the accounting distribution less the withheld amount entered against the commitment budget.

The withheld amount does not form part of the payment schedule, but the totals on the payment schedule and the withheld amount must be equal to the total entered against the commitment budget. It is not possible to enter negative values as withheld amounts.

The withheld amount does not form part of the funds checking or encumbrancing against a payment budget, as it is solely used to record the potential liability. However, the entries against the commitment budget are fully funds checked and encumbered.

The guarantee commitment functionality works only with standard commitment types. It does not work with the cover or release commitment types.

The budgetary control, approval and adjustment rules, version control, contract commitment actions, action history, and security for a guarantee commitment follow the same rules as for standard contract commitment.

Contract Commitment Approval

Oracle Workflow is activated for Contract Commitment approval.

Routing Controls

Users determine routing controls for specified contract commitment types and states. Contract Commitment approval is defined in the Assign Commitment Types setup window.

For information on setting up contract commitment types and approval controls, see

**Contract Commitment Approval Status**

During the approval cycle of a contract commitment, the contract commitment always has a current approval status. When entering a contract commitment, the contract commitment always begins with an approval status of Incomplete, and the State is always Provisional. The contract is automatically encumbered when users click **Approve** in the Contract Commitments window, in case budgetary control is enabled.

The table below describes the possible approval statuses:

<table>
<thead>
<tr>
<th>Status Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>initial approval status when entering a contract commitment</td>
</tr>
<tr>
<td>In Process</td>
<td>indicates contract commitment submitted to approval process but not approved</td>
</tr>
<tr>
<td>Encumbered</td>
<td>indicates contract commitment encumbered but not approved; valid only if budgetary control enabled</td>
</tr>
<tr>
<td>Approved</td>
<td>indicates contract commitment approved; valid only if budgetary control not enabled</td>
</tr>
<tr>
<td>Approved, Encumbered</td>
<td>indicates contract commitment encumbered and approved; valid only if budgetary control enabled</td>
</tr>
<tr>
<td>Requires Reapproval</td>
<td>indicates changes made to contract commitment require reapproval</td>
</tr>
<tr>
<td>Rejected</td>
<td>indicates contract commitment rejected and returned to contract commitment preparer</td>
</tr>
<tr>
<td>Rejected, Encumbered</td>
<td>indicates contract commitment rejected and funds encumbered; contract commitment returned to contract commitment preparer</td>
</tr>
</tbody>
</table>

Contract commitments cannot be approved for the following reasons:
• supplier is on hold

• date validations failed

• Supplier and Supplier Site fields are blank for Standard or Release commitment types

For information on the Workflow approval process, see Contract Commitment Approval Workflow Process, page 18-1.

Adjust Contract Commitment

A contract commitment adjustment is a change to a provisional or confirmed contract commitment. Adjustments can be made to general information, account information, or payment schedule information.

Adjustments to standard and cover commitments are similar except that the account information and the payment forecast information for cover commitments cannot become less than the amount reserved on it for releases that are linked to the cover commitment in their respective currencies.

Releases against cover contract commitments can also be adjusted. Since a release does not reserve funds, an adjustment of a release does not cause an increase or decrease of available funds for commitment and standard budgets. When adjusting a release, the following rules apply if budgetary control is enabled:

• The total of all release amounts against a cover contract commitment account line must be less than or equal to the cover contract commitment account line.

• The total of all release amounts against a cover contract commitment payment forecast line must be less than or equal to the cover contract commitment payment forecast lines.

An adjustment can create one of the following results:

• Contract Commitment Increase, page 19-5

• Contract Commitment Decrease, page 19-6

• Payment Redistribution, page 19-6

• Account Redistribution, page 19-6

• Transition and Transition Rules, page 19-6

Contract Commitment Increase

An adjustment can increase the total contract commitment, which means that the funds available for the applicable commitment budget and standard budget are decreased.
Users can make adjustments as follows:

- adjust existing account lines and payment forecast
- create additional account lines and payment forecast

Contract commitment validates that the total account line amounts equal the total contract commitment amount at the payment forecast level to ensure that the contract commitment remains balanced.

**Contract Commitment Decrease**

An adjustment can decrease the total contract commitment, which means that the funds available for the applicable commitment budget and standard budget are increased. Users can make adjustments as follows:

- adjust existing account lines and payment forecast
- create additional account lines and payment forecast

Contract Commitment validates that the total account line amounts equal the total contract commitment amount at the payment forecast level to ensure that the payment forecast remains balanced. In addition, a validation is performed to ensure that a payment forecast adjustment decrease is not greater than the payment forecast minus invoices or actuals applied against the payment forecast.

**Payment Redistribution**

An adjustment can leave the total contract commitment amount unchanged. One or more payment forecasts related to the same account lines are increased and decreased in balance. The payment redistribution for payment forecast lines must not be more than the unbilled amount, which is the payment forecast minus invoices applied against the payment forecast.

Contract Commitment validates whether the total payment forecast amounts equal the total account line amounts and that the total payment forecast amounts equal the total contract commitment amount to ensure that the contract commitment remains balanced.

**Account Redistribution**

An adjustment can leave the total contract commitment amount unchanged while the lines or the amounts of the account lines are changed. If new account lines are entered, the amount in an existing account line is decreased to maintain the balance.

**Transition and Transition Rules**

A transition is a change to the contract commitment state. Each time a contract is transitioned, it must be reapproved. A contract commitment state can change as follows:
Provisional to Cancelled

Because of the tentative nature of provisional contract commitments, it may be necessary to cancel them. Only provisional contract commitments can be cancelled. The transition action changes the state from Provisional to Cancelled, which means that it cannot be confirmed or completed. When the cancellation is approved, the encumbered amounts are zeroed out.

If encumbrance accounting and budgetary control are enabled, encumbrance activity is recorded against the appropriate budget. When the contract’s cancellation is approved, all encumbrances against the commitment budget and standard budget are liquidated.

When a release is cancelled, the amounts related to the release are made available to the contract commitment owner so that a new release can be created.

Provisional to Confirmed

A provisional contract commitment is transitioned to Confirmed to signify that either an obligation is entered into with a third party or an internal commitment is confirmed.

If encumbrance accounting and budgetary control are enabled, encumbrance transaction activity is recorded against the appropriate budgetary control. The encumbrance activity is created manually or automatically at approval. Based on encumbrance or approval of the confirmed contract commitment, any previously recorded commitment encumbrance activity against standard budgetary control and commitment budgetary control is liquidated. Confirmed encumbrance activity is recorded against standard budgetary control and the commitment budgetary control.

Although a release can be created if the cover is provisional and approved, releases can only be confirmed if the cover is confirmed and approved at least once.

Confirmed to Completed

A confirmed contract commitment is transitioned to Completed to indicate that all activity associated with the third party obligation or the internal commitment is completed. The transition action changes the state from Confirmed to Completed. If there are unpaid invoices, the contract commitment cannot be transitioned to the Completed state.

When completed, a contract commitment is adjusted automatically to ensure that the contract commitment equals the billed amount at approval. The payment forecast amounts are adjusted to equal the billed amount, and the cumulative payment forecast adjustments are used to adjust their respective account lines. Once a contract commitment is completed, it is not possible to match invoices against the contract commitment or modify it in any way.

If budgetary control is enabled, the outstanding encumbrances are liquidated, which increases the funds available. The approval of the completion triggers the following actions:

- Confirmed encumbrance activity is liquidated when the payment forecasts do not
equal the billed amount. This liquidation increases standard funds available by the
difference between the encumbered amount and the billed amount.

Standard and cover contract commitments are reserved against the funds available.
Release contract commitments are made against the available cover contract
commitment, not against funds available. Therefore, completion of a release may result
in an increase to the available contract commitment amount and does not result in
encumbrance activity. Cover contract commitments cannot be completed until all
releases against the cover are completed or cancelled.

For information on contract commitment states, see Setting Up Contract Commitment
Types Procedure, Oracle Public Sector Financials (International) Implementation Guide.
The table below describes the Transition rules.

Transition Rules

<table>
<thead>
<tr>
<th>Contract Commitment Type</th>
<th>Current State</th>
<th>Approval State</th>
<th>Budgetary Control Enabled</th>
<th>Transition Options</th>
<th>Additional Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>Provisional</td>
<td>Encumbered</td>
<td>Yes</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>Provisional</td>
<td>Incomplete</td>
<td>Yes</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>Provisional</td>
<td>Incomplete</td>
<td>No</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>Provisional</td>
<td>Rejected</td>
<td>Yes</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>Provisional</td>
<td>Rejected</td>
<td>No</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>Provisional</td>
<td>Rejected, Encumbered</td>
<td>Yes</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>Provisional</td>
<td>Approved, Encumbered</td>
<td>Yes</td>
<td>Cancel, Confirm</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>Provisional</td>
<td>Approved</td>
<td>No</td>
<td>Cancel, Confirm</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>Confirmed</td>
<td>Approved, Encumbered</td>
<td>Yes</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>Confirmed</td>
<td>Approved</td>
<td>No</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Contract Commitment Type</td>
<td>Current State</td>
<td>Approval State</td>
<td>Budgetary Control Enabled</td>
<td>Transition Options</td>
<td>Additional Rule</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------</td>
<td>----------------</td>
<td>---------------------------</td>
<td>--------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Cover</td>
<td>Provisional</td>
<td>Encumbered</td>
<td>Yes</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Cover</td>
<td>Provisional</td>
<td>Incomplete</td>
<td>Yes</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Cover</td>
<td>Provisional</td>
<td>Incomplete</td>
<td>No</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Cover</td>
<td>Provisional</td>
<td>Rejected</td>
<td>Yes</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Cover</td>
<td>Provisional</td>
<td>Rejected</td>
<td>No</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Cover</td>
<td>Provisional</td>
<td>Rejected, Encumbered</td>
<td>Yes</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Cover</td>
<td>Provisional</td>
<td>Approved, Encumbered</td>
<td>Yes</td>
<td>Confirm</td>
<td>releases exist in the provisional state</td>
</tr>
<tr>
<td>Cover</td>
<td>Provisional</td>
<td>Approved</td>
<td>No</td>
<td>Confirm</td>
<td>releases exist in the provisional state</td>
</tr>
<tr>
<td>Cover</td>
<td>Provisional</td>
<td>Approved, Encumbered</td>
<td>Yes</td>
<td>Cancel, Confirm</td>
<td>all related releases cancelled and approved or no releases exist</td>
</tr>
<tr>
<td>Cover</td>
<td>Provisional</td>
<td>Approved</td>
<td>No</td>
<td>Cancel, Confirm</td>
<td>all related releases cancelled and approved or no releases exist</td>
</tr>
<tr>
<td>Contract Commitment Type</td>
<td>Current State</td>
<td>Approval State</td>
<td>Budgetary Control Enabled</td>
<td>Transition Options</td>
<td>Additional Rule</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------</td>
<td>-----------------------------</td>
<td>---------------------------</td>
<td>--------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cover</td>
<td>Confirmed</td>
<td>Approved, Encumbered</td>
<td>Yes</td>
<td>Complete</td>
<td>all related releases cancelled and approved, completed and approved, or no releases exist</td>
</tr>
<tr>
<td>Cover</td>
<td>Confirmed</td>
<td>Approved</td>
<td>Yes</td>
<td>Complete</td>
<td>all related releases cancelled and approved, completed and approved, or no releases exist</td>
</tr>
<tr>
<td>Release</td>
<td>Provisional</td>
<td>Incomplete</td>
<td>Yes</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Release</td>
<td>Provisional</td>
<td>Incomplete</td>
<td>No</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Release</td>
<td>Provisional</td>
<td>Rejected</td>
<td>Yes</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Release</td>
<td>Provisional</td>
<td>Rejected</td>
<td>No</td>
<td>Cancel</td>
<td></td>
</tr>
<tr>
<td>Release</td>
<td>Provisional</td>
<td>Approved, Encumbered</td>
<td>Yes</td>
<td>Cancel, Confirm</td>
<td>related cover confirmed and approved</td>
</tr>
<tr>
<td>Release</td>
<td>Provisional</td>
<td>Approved</td>
<td>No</td>
<td>Cancel, Confirm</td>
<td>related cover confirmed and approved</td>
</tr>
<tr>
<td>Release</td>
<td>Confirmed</td>
<td>Approved, Encumbered</td>
<td>Yes</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Release</td>
<td>Confirmed</td>
<td>Approved</td>
<td>No</td>
<td>Complete</td>
<td></td>
</tr>
</tbody>
</table>
**Note:** If dates are for a future period, then the contract commitment cannot be transitioned to Confirmed or Complete.

The table below describes transition rules that exist when a contract commitment is rejected in the workflow approval process.

**Transition Rules for Rejected Contract Commitments**

<table>
<thead>
<tr>
<th>Current State</th>
<th>Current Approval Status</th>
<th>New State</th>
<th>New Approval Status</th>
<th>Rule Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmed</td>
<td>Incomplete</td>
<td>Provisional</td>
<td>Requires Reapproval</td>
<td>If the approver rejects the contract commitment and the contract commitment is not yet encumbered in the confirmed state, the contract commitment reverts to the provisional state in which the approval status is Approved. Adjustments made to the contract commitment within the confirmed state are not deleted. If the current approval status is encumbered or requires reapproval, the contract commitment does not revert to the provisional state.</td>
</tr>
<tr>
<td>Current State</td>
<td>Current Approval Status</td>
<td>New State</td>
<td>New Approval Status</td>
<td>Rule Description</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------</td>
<td>-----------</td>
<td>--------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Encumbered</td>
<td>Provisional</td>
<td>Incomplete, Encumbered, or Approved</td>
<td>If a contract commitment is rejected in the cancelled state, it always reverts to the provisional state. The new approval status depends on the approval status it had in the provisional state when it was changed to cancelled.</td>
</tr>
<tr>
<td>Completed</td>
<td>Encumbered</td>
<td>Confirmed</td>
<td>Approved</td>
<td>If a contract commitment is rejected in the completed state, it always reverts to the confirmed state.</td>
</tr>
</tbody>
</table>

**Version Control**

When there is a change in the control information of a contract and the contract commitment is saved, a new version of the contract commitment is created and the version number is automatically updated. Control information includes the following:

- Contract State
- Owner
- Start Date
- End Date
- Bill to Location
- Exchange Rate
- Supplier, if the State is Provisional and not Approved
- Account Line
• Payment Forecast Line

Version control information is viewed by entering a query for a contract commitment in the Contract Commitments History window.

**Contract Commitment Actions**

The control status of a contract commitment identifies the actions users can perform. If a contract commitment is confirmed and approved, users can change the status in the Control window by selecting Commitment Actions from the Tools menu.

**Control Statuses**

The contract commitment control statuses are as follows:

**Entered**

Entered is the default status for a contract commitment. Invoices cannot be matched against the contract commitment or the release.

**Opened**

Opened indicates that users can match invoices against standard confirmed contract commitments and cover commitment releases.

**Closed**

A Closed status closes the contract commitment for invoicing. A contract commitment can be closed at the general information level. A Closed status indicates that a confirmed contract commitment is fully billed or not yet eligible for invoice matching.

**On Hold**

A contract commitment can be placed on Hold only at the general information level. The On Hold status prevents changing, invoicing, or approving a contract commitment. When the On Hold status is changed, the contract commitment must be reapproved. When a Release On Hold is approved, the contract commitment's control status is changed to Opened.

The table below describes the control status validation rules for any Commitment type in a Confirmed state with an Approved approval status.

**Control Status Validation Rules**

<table>
<thead>
<tr>
<th>Current Control Status</th>
<th>Radio Button Options Enabled</th>
<th>Resultant Control Status if Radio Button Option Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered</td>
<td>Open</td>
<td>Opened</td>
</tr>
</tbody>
</table>
A contract commitment can be deleted only if it is in a provisional state and the approval status is Incomplete.

**Action History**

Selecting the Action History tab in the Contract Commitments window displays the details of different actions performed on a contract commitment. This includes actions such as adjustments and transitions.

**Security**

Contract Commitment level security restricts access to specific contract commitments. This restriction controls which users can see or update a contract commitment.

Access to a contract commitment can be granted to an individual or a group. Access is granted by the preparer or owner of the contract commitment and can be granted when a contract commitment is created or at a later time.

Access groups are defined in the Define Security Groups window. The security access level is defined in the Contract Commitments window, Details tab that is described in this chapter.


**Security Access Levels**

The security access levels are Modify or Read-Only. Modify access allows users to read, update, and delete the contract commitment. Read-Only access allows users to view the contract commitment only.
If a contract commitment is On Hold, Cancelled, or In Process, access is read-only.

Users are assigned to access groups using the Define Security Groups window. Only specified users can make assignments to access groups.

**Access Groups Business Rules**

The following business rules apply to access groups:

- If a user has different access levels to the same contract commitment, the highest level access, whether group or individual, is the access level used.

  For example, if Employee A is a member of GROUP A and GROUP B, and GROUP A has read-only access to Contract 1234 and GROUP B has modify access, the Employee A has modify access to Contract 1234.

- Access groups members can be added, modified, or deleted at any time.

**Creating a New Contract Commitment from a Template**

A contract commitment can be created by copying a template with the required contract commitment information.

For information on creating a template, see Contract Commitment Template Setup, *Oracle Public Sector Financials (International) Implementation Guide*.

**Summarize Contract Commitment**

An overview summary window displays the details of a selected contract commitment. Users enter selected criteria to query the Contract Commitment Summary window for a contract commitment. From this window, users can choose to view the contract commitment, adjust it, or create a new contract commitment.
Entering General Information Procedure

To enter general information, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Contract Commitments window as follows:
   **Contract Commitments - Enter**

2. In the Operating Unit field, select an operating unit.

3. In the Commitment Type field, select a contract commitment type from the list of values.

4. If this is a release against a cover contract commitment, in the Release Against field, select Cover.

5. If document numbering is manual, in the Number field, enter a unique contract commitment number.

6. If this is a guarantee contract commitment, select the Guarantee Commitment check box.

7. Enter data in each field of the Parties tab as described in the Contract Commitments
8. To enter exchange rate information, click Currency...

   **Note:** If the Guarantee Commitment check box is selected, a warning appears. The check box cannot be deselected once exchange rate information is entered.


10. Select the Details tab.

11. Enter data in each field of the Details tab as described in the Contract Commitments Window Description, General and Details Tab table, page 19-20.

12. To enter accounting information, select the Accounting Tab and go to the next procedure section, Entering Accounting Information Procedure, page 19-23.

**Contract Commitments Window Description, General Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment Type</td>
<td>contract commitment document type; includes Standard, Cover, and Release</td>
</tr>
<tr>
<td>Number</td>
<td>system-generated or manually entered contract commitment identification number; numeric or alphanumeric; numeric if automatically created unless defined differently at setup</td>
</tr>
<tr>
<td>Operating Unit</td>
<td>Contract commitment operating unit.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Version</td>
<td>Control contract commitment version; certain changes to the contract commitment generate a new version; system-generated. All contract commitments start with version number 0 and increment by 1.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Only the current version can be queried from the General tab. Query changes to older versions can be made from the Contract Commitments History window.</td>
</tr>
<tr>
<td>Release Against</td>
<td>release against cover; required if Commitment Type is Release</td>
</tr>
<tr>
<td>Total Amount</td>
<td>Automatically calculated total sum of all entered amounts of lines in the Accounting tab</td>
</tr>
<tr>
<td>Currency</td>
<td>Currency code to be used in contract commitment; defaults to functional currency. Different currency codes can be entered on the Currency window.</td>
</tr>
<tr>
<td>Guarantee Commitment</td>
<td>if selected, defines the contract commitment as a guarantee commitment; defaults to deselected; enabled if commitment type is Standard</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>User customizable field</td>
</tr>
<tr>
<td>State</td>
<td>Contract commitment state. Values include Provisional, Cancelled, Confirmed, and Completed.</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Approval status for selected contract commitment; updated automatically as progresses through workflow process. Default is Incomplete.</td>
</tr>
<tr>
<td>Control Status</td>
<td>Contract commitment control status</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Supplier</td>
<td>Supplier name; supplier with whom contract commitment made; required when contract confirmed, except for cover commitment. <strong>Note:</strong> A popup window informs users if the supplier is on hold. This means that the contract commitment cannot be approved.</td>
</tr>
<tr>
<td>Site</td>
<td>Supplier location; required when contract confirmed, except for cover commitment.</td>
</tr>
<tr>
<td>Contact</td>
<td>Supplier contact name and information.</td>
</tr>
<tr>
<td>Number</td>
<td>Supplier number; populated when supplier is selected.</td>
</tr>
<tr>
<td>Preparer</td>
<td>Contract commitment administrator responsible for entering and maintaining the contract commitment; automatically displayed as current user.</td>
</tr>
<tr>
<td>Owner</td>
<td>Contract commitment owner user identifier.</td>
</tr>
<tr>
<td>Employee</td>
<td>Preparer name; defaults from user login.</td>
</tr>
<tr>
<td>Employee</td>
<td>Owner name; defaults from Owner field.</td>
</tr>
<tr>
<td>Terms</td>
<td>Payment terms; indicates when payment due.</td>
</tr>
<tr>
<td>Bill To Location</td>
<td>Bill-to location; not required for cover contract commitments.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Effective contract commitment start date; if contract commitment confirmed, becomes display only.</td>
</tr>
<tr>
<td>End Date</td>
<td>Effective contract commitment end date.</td>
</tr>
</tbody>
</table>

The table below describes the Contract Commitments window General and Details tabs.
### Contract Commitments Window Description, General and Details Tabs

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Number</td>
<td>Information pertaining to a contract commitment imported from an external source</td>
</tr>
<tr>
<td>Description</td>
<td>Additional contract commitment information</td>
</tr>
<tr>
<td>Type</td>
<td>Access type; group or individual</td>
</tr>
<tr>
<td>Group Or User Name</td>
<td>Group or user name</td>
</tr>
<tr>
<td>Level</td>
<td>Security access level; modify or read-only.</td>
</tr>
</tbody>
</table>

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

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

---

The table below describes the Contract Commitments window General and Action History tabs, and the footer region.

### Contract Commitments Window Description, General and Action History Tabs and Footer Region

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seq</td>
<td>Sequence number</td>
</tr>
<tr>
<td>Action Type</td>
<td>Action type</td>
</tr>
<tr>
<td>Version</td>
<td>Action version number</td>
</tr>
<tr>
<td>Modified By</td>
<td>Modifier’s name</td>
</tr>
<tr>
<td>Date</td>
<td>Action date</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>State</td>
<td>Contract commitment state</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Contract commitment approval status when action performed</td>
</tr>
<tr>
<td>Control Status</td>
<td>Contract commitment control status when action performed</td>
</tr>
<tr>
<td>Note</td>
<td>Action notes</td>
</tr>
<tr>
<td>Currency...</td>
<td>Opens Currency popup window; Currency popup window described in this table</td>
</tr>
<tr>
<td>Transition</td>
<td>Opens Transition popup window; enabled only when approval status is Approved; disabled if contract commitment is in a Provisional state, the encumbrance status is No, the Approval status is Incomplete, and the Control status is Entered; disabled if contract is in a Provisional state and the Approval status is Reapproval</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>Opens Encumbrance popup window; disabled if contract commitment type is Release or if date validation fails</td>
</tr>
<tr>
<td>Approve...</td>
<td>Opens Approval popup window; disabled if date validation fails</td>
</tr>
</tbody>
</table>

**Note:** A popup window informs users if the supplier is on hold.

The table below describes the Currency window.

**Contract Commitments Window Description, Currency Window**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>Currency code</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Rate Type</td>
<td>Exchange rate type defaults from Rate Type setup in Contract Commitment Options window; enabled only if currency is different than the functional currency or a European Monetary Union (EMU) currency selected. If rate type is User, users enter rate for the Contract Commitment. If rate type is anything else, rate is automatically displayed after Rate Date entered.</td>
</tr>
<tr>
<td>Rate Date</td>
<td>Date currency conversion rate obtained</td>
</tr>
<tr>
<td>Rate</td>
<td>Conversion rate between the entered currency and the functional currency; automatically populated when rate type selected using the General Ledger rate corresponding to rate type; cannot be modified by users unless User selected as rate type</td>
</tr>
</tbody>
</table>

**Note:** If rate type is User, enter the rate for the contract commitment.
To enter contract commitment accounting information, perform the following steps.

1. In the Accounting tab of the Contract Commitments window, select the Distributions tab.

2. Enter data in each field of the Distributions tab as described in the Contract Commitments Window Description, Accounting Tab table, page 19-24.

3. To enter project information, select the Projects tab.

4. Enter data in each field of the Projects tab as described in the Contract Commitments Window Description, Accounting Tab table, page 19-24.

5. To enter charge and budget accounts, select the More tab.

6. To activate the Account Generator to build the charge and budget accounts, place the cursor in the Charge Account field and press the Tab key.

7. To manually enter the charge and budget accounts, enter data in each field of the More tab as described in the Contract Commitments Window Description, Accounting Tab table, page 19-24.
8. Perform a date validation as follows:
   
   Tools - Date Validations

9. Save or save and continue as follows:
   
   File - Save or Save and Proceed

10. To enter payment forecast information, go to the next procedure section, Entering and Viewing Payment Forecast Information Procedure, page 19-27.

### Contract Commitments Window Description, Accounting Tab

The table below describes the Contract Commitments window, Accounting and Distributions tabs. For information on the header and footer regions, see the Contract Commitments Window Description, General Tab table, page 19-17, and the Contract Commitments Window Description, General and Action History Tabs and Footer Region table, page 19-20.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>System-generated line number generated for every new account</td>
</tr>
<tr>
<td>Cover Line</td>
<td>Field enabled only if commitment type is Release; cover line number against which release is matched and should be selected</td>
</tr>
<tr>
<td>Description</td>
<td>User-entered line description</td>
</tr>
<tr>
<td>Entered Amount</td>
<td>User-entered amount for each account line; must be more than billed amount if doing an adjustment. If currency entered is different than functional currency, Contract Commitment converts the amount to the functional currency; if commitment type is Release, amount must always be evaluated against functional currency and must not exceed available amount.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Withheld Amount</td>
<td>Field enabled only if commitment type is Standard; user-entered amount for the part of the commitment which might not be paid; must not exceed entered amount.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This field has no connection with the Withheld Amount field on the Payables Invoice Workbench.</td>
</tr>
<tr>
<td>Unencumbered Amount</td>
<td>Unencumbered amount against commitment budget. Unencumbered amount is the computed functional amount minus encumbered amount.</td>
</tr>
<tr>
<td>Available Amount</td>
<td>Available amount for cover commitment contracts; cover contract commitment amount minus all releases against cover, excluding cancelled and completed releases.</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>User-customizable field</td>
</tr>
<tr>
<td>Charge</td>
<td>Account description defaults from the charge account entered in the Charge Account field of the Accounting tab - More tab in the Contract Commitments window</td>
</tr>
<tr>
<td>Budget</td>
<td>Account description defaults from the budget account entered in the Budget Account field of the Accounting tab - More tab in the Contract Commitments window</td>
</tr>
<tr>
<td>Payment Schedule</td>
<td>Opens Contract Commitments, Forecast tab window for selected contract commitment account; enabled only if a charge account with a value exists.</td>
</tr>
</tbody>
</table>

The table below describes the Contract Commitments window Accounting and Projects tabs.
### Contract Commitments Window Description, Accounting and Projects Tabs

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Project identifier. If commitment type is Release, project details of the cover contract commitment are populated for display only.</td>
</tr>
<tr>
<td>Task</td>
<td>Task number related to selected project; enabled only if Project field entered</td>
</tr>
<tr>
<td>Type</td>
<td>Expenditure type for selected project; enabled only if Project field entered</td>
</tr>
<tr>
<td>Org</td>
<td>Expenditure organization; enabled only if Project field entered</td>
</tr>
<tr>
<td>Date</td>
<td>Expenditure date; enabled only if Project field entered</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Account</td>
<td>charge account accounting flexfield</td>
</tr>
<tr>
<td>Budget Account</td>
<td>budget account accounting flexfield; enabled only if budgetary control enabled</td>
</tr>
<tr>
<td>Taxable</td>
<td>if selected, indicates if account is taxable; tax default rules apply</td>
</tr>
<tr>
<td>Tax Name</td>
<td>tax name; tax default rules apply</td>
</tr>
</tbody>
</table>
To enter and view payment forecast information:

1. To navigate to the Forecast tab, in the Accounting tab of the Contract Commitments window, click \textit{Payment Schedule}.

2. Enter data in each field of the Forecast tab as described in the Contract Commitments Window Description, Forecast Tab table, page 19-28.

3. To view forecast information summarized by fiscal year, select the Summary tab.

4. To view a list of invoices relating to the selected payment forecast line, click Invoices Drilldown.

   \textbf{Note:} The Invoices Drilldown button is disabled when a new contract commitment is entered or if the amount in the Billed Amount field is less than zero.

5. To drill-down and review individual invoices in more detail, click View Invoice.

For information on the Invoices window, see Invoices Window Reference, \textit{Oracle Payables User Guide}.
**Contract Commitments Window Description**

The table below describes the Contract Commitments window Forecast tab. The Contract Commitments Window Description, Summary Tab table, page 19-29 describes the Summary tab.

### Contract Commitments Window Description, Forecast Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>system-generated payment forecast number</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Each account line has a separate set of payment forecasts.</td>
</tr>
<tr>
<td>Cover Line</td>
<td>field enabled only if commitment type is Release; cover line number against which release is selected</td>
</tr>
<tr>
<td>Date</td>
<td>if standard budgetary control is enabled, indicates date for reserving funds on the appropriate standard budget. Default is system date. If commitment type is Release, date is display only and is the same as the cover commitment payment forecast date.</td>
</tr>
<tr>
<td>Entered Amount</td>
<td>payment forecast value in the entered currency. Sum of all payment forecasts must be equal to the entered amount of the account information plus the withheld amount, if applicable.</td>
</tr>
<tr>
<td>Unencumbered Amount</td>
<td>Unencumbered amount is the computed functional amount minus encumbered amount. Computed amount is the entered amount in functional currency.</td>
</tr>
<tr>
<td>Billed Amount</td>
<td>amount invoiced against payment forecast</td>
</tr>
<tr>
<td>Available Amount</td>
<td>cover contract commitment payment forecasts minus all releases against cover payment forecasts, excluding cancelled and completed release functional amounts</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>user-customizable field</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Close</td>
<td>closes Forecast window and returns to the account line where Payment Schedule clicked</td>
</tr>
</tbody>
</table>

**Contract Commitments Window Description, Summary Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>current fiscal year defined; includes the different years defined in the Forecast tab</td>
</tr>
<tr>
<td>Entered Amount</td>
<td>sum of all entered amounts in fiscal year; payment forecast value in the entered currency. Sum of all payment forecasts must be equal to the entered amount of the account information.</td>
</tr>
<tr>
<td>Unencumbered Amount</td>
<td>unencumbered amount in functional currency</td>
</tr>
<tr>
<td>Billed Amount</td>
<td>sum of invoice paid in fiscal year; amount based on Account Payables matching</td>
</tr>
<tr>
<td>Close</td>
<td>closes Forecast window and returns to the account line where the Payment Schedule button clicked</td>
</tr>
</tbody>
</table>
Execute Budgetary Control Procedure

To execute budgetary control:

1. In the Contract Commitments window, click **Encumbrance**.

2. To run a funds check only, click **OK**.

3. To run a funds check and to reserve funds, select the Reservation radio button.

4. If dual budgetary control is enabled, in the Accounting Date field, enter the accounting date.

5. Optionally, in the Notes field, enter comments.

6. Click **OK**.

   A message appears stating whether the transaction passed or failed funds check. The status Encumbered appears in the Approval Status field of the Contract Commitments window, General tab.

7. To view the results, from the Tools menu, select View Results.

8. Select a transaction line to review transaction detail.

   Results appear in the Result field.

9. To print results, click one of the following:

   - **Print All**
   - **Print Errors and Warnings**
A window appears with the concurrent request identifier.

10. Click Done.

**Encumbrance Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>Default; always selected; indicates funds checking process to be executed</td>
</tr>
<tr>
<td>Reservation</td>
<td>Indicates funds reservation process to be executed</td>
</tr>
<tr>
<td>Accounting Date</td>
<td>Date for encumbering funds on appropriate commitment budget; validated against start and end dates; required if dual budgetary control enabled; defaults to system date</td>
</tr>
<tr>
<td>Notes</td>
<td>User comments</td>
</tr>
</tbody>
</table>

**View Results Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Type</td>
<td>Budget type; includes Standard or Commitment</td>
</tr>
<tr>
<td>Period</td>
<td>Posting period</td>
</tr>
<tr>
<td>Account</td>
<td>Accounting flexfield</td>
</tr>
<tr>
<td>Encumbrance Type</td>
<td>Encumbrance type</td>
</tr>
<tr>
<td>Amount</td>
<td>Transaction amount</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Status</td>
<td>Transaction status</td>
</tr>
<tr>
<td>Budget Name</td>
<td>Detail Level Budget Name; Field Does Not Appear If Budgetary Control Not Enabled</td>
</tr>
<tr>
<td>Project Level</td>
<td>When selected, indicates funds check or reservation error originated in oracle projects</td>
</tr>
<tr>
<td>Result</td>
<td>Selected transaction line result</td>
</tr>
<tr>
<td>[text box]</td>
<td>Displays account description</td>
</tr>
</tbody>
</table>

### Approving a Contract Commitment Procedure

![Approval Window](image)

To approve a contract commitment:

1. In the Contract Commitments window, click **Approve**.

2. Enter data in each field of the Approval pop-up window as described in the Approval Window Description table, page 19-33.

3. Click **OK**.

   Workflow determines if the preparer has the authority to approve the contract commitment. If the preparer does not have the authority, the contract commitment is routed through the approval hierarchy.

   The new approval status appears in the Approval Status field of the Contract Commitments window, General tab.
Approval Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Date</td>
<td>Date used for encumbering funds on the appropriate commitment budget; required if dual budgetary control enabled; validated against start and end dates for all contract commitments; not enabled for releases; defaults to system date</td>
</tr>
<tr>
<td>Notes</td>
<td>User comments</td>
</tr>
</tbody>
</table>

Approving Contract Commitment Workflow Procedure

To approve a contract commitment, perform the following steps.

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

   Workflow - Worklist

2. In the Subject column, double-click on a notification link.

3. To approve the contract commitment, click Approve.

4. To reject the contract commitment, click Reject.

   **Note:** If the preparer does not have the authority to approve the document, it is forwarded to the owner for approval. If the owner does not have the required authority, the document is sent to the next person in the position hierarchy specified on the Contract Commitment Assignments window. If there is more than one person assigned to the next position in the hierarchy, the document is sent to the person in alphabetical order. These steps are repeated until the document reaches an approver with suitable authority.
Transitioning a Contract Commitment Procedure

To adjust the state of a contract commitment, perform the following steps.

1. In the Contract Commitments window, click Transition.

2. In the States region, select the appropriate radio button.

3. In the Notes field, enter comments.

4. Click OK.

   The new state appears in the State field of the Contract Commitments window, General tab.

Transition Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel</td>
<td>Cancels contract commitment</td>
</tr>
<tr>
<td>Confirm</td>
<td>Confirms contract commitment</td>
</tr>
<tr>
<td>Complete</td>
<td>Completes contract commitment</td>
</tr>
</tbody>
</table>
Changing a Contract Commitment's Control Status Procedure

To change a contract commitment's control status, perform the following steps.

1. From the Tools menu in the Contract Commitments window, select Commitment Actions.

   **Note:** The Control pop-up window is enabled only if the contract commitment state is Confirmed and the approval status is Approved.

2. In the Statuses region, select the appropriate radio button.

3. In the Notes region, enter comments.

4. Click **OK**.

   The new status appears in the Control Status field of the Contract Commitments window, General tab.

Control Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Opens contract commitment</td>
</tr>
<tr>
<td>Close</td>
<td>Closes contract commitment</td>
</tr>
<tr>
<td>On Hold</td>
<td>Puts contract commitment on hold</td>
</tr>
<tr>
<td>Release On Hold</td>
<td>Puts release on hold. If selected, Approval Status must be set to Requires Re-approval. When hold status is released, control status changes to Opened.</td>
</tr>
</tbody>
</table>
Creating a Contract Commitment from a Template Procedure

To create a contract commitment from a template, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Contract Commitment Summary window as follows:
   
   **Contract Commitments - Summary**

2. Select the operating unit.

3. In the Type field, select Template from the list of values.

4. To find all templates, click **Find**.

5. To find a specific template, enter data as described in the Find Contract Commitments Window Description table, page 19-37.
6. In the Contract Commitment Summary window, select a template to copy and click Copy-To.

7. Enter data as described in the Copy Contract Commitment Window Description table, page 19-39.

8. Click OK.

Find Contract Commitment Window Description

The following table describes the Header region and Date Ranges tab in the Find Contract Commitment window.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>Contract commitment operating unit</td>
</tr>
<tr>
<td>Number</td>
<td>Contract commitment number</td>
</tr>
<tr>
<td>State</td>
<td>Contract commitment state</td>
</tr>
<tr>
<td>Supplier</td>
<td>Contract commitment supplier</td>
</tr>
<tr>
<td>Bill-to</td>
<td>Contract commitment bill-to location</td>
</tr>
<tr>
<td>Type</td>
<td>Contract commitment type</td>
</tr>
<tr>
<td>Currency</td>
<td>Contract commitment currency</td>
</tr>
<tr>
<td>Site</td>
<td>Contract commitment site</td>
</tr>
<tr>
<td>Preparer</td>
<td>Contract commitment preparer</td>
</tr>
<tr>
<td>Owner</td>
<td>Contract commitment owner</td>
</tr>
<tr>
<td>Start</td>
<td>Contract commitment start range</td>
</tr>
<tr>
<td>End</td>
<td>Contract commitment end range</td>
</tr>
</tbody>
</table>

The table below describes the Status tab in the Find Contract Commitment window.
**Find Contract Commitment Window Description, Status Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval</td>
<td>Contract commitment approval status</td>
</tr>
<tr>
<td>Control</td>
<td>Contract commitment control status</td>
</tr>
</tbody>
</table>

The table below describes the Accounting tab in the Find Contract Commitment window.

**Find Contract Commitment Window Description, Accounting Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>General Ledger period range</td>
</tr>
<tr>
<td>Payment Forecast Date</td>
<td>Payment forecast date range</td>
</tr>
<tr>
<td>Accounting Date</td>
<td>Accounting date</td>
</tr>
<tr>
<td>Charge Account</td>
<td>Charge account</td>
</tr>
<tr>
<td>Budget Account</td>
<td>Budget account</td>
</tr>
</tbody>
</table>

The table below describes the Project tab and Footer region in the Find Contract Commitment window.

**Find Contract Commitment Window Description, Project Tab and Footer Region**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Project identifier</td>
</tr>
<tr>
<td>Task</td>
<td>Task</td>
</tr>
<tr>
<td>Type</td>
<td>Expenditure type</td>
</tr>
<tr>
<td>Organization</td>
<td>Project organization</td>
</tr>
</tbody>
</table>
## Copy Contract Commitment Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Project dates</td>
</tr>
<tr>
<td>Selected Contract</td>
<td>Selected contract commitment to be copied</td>
</tr>
<tr>
<td>New Contract</td>
<td>Enabled only if numbering type is manual; unique contract commitment name or number</td>
</tr>
<tr>
<td>New Contract Type</td>
<td>Contract commitment type</td>
</tr>
</tbody>
</table>

**Note:** Guarantee commitments can only be copied to a standard commitment type.
To summarize and modify a contract commitment:

1. Navigate to the Find Contract Commitment window as follows:

   **Contract Commitments - Summary**

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

3. In the Number field, select the contract from the list of values or enter the appropriate criteria to find a contract commitment.

4. Click **Find**.

5. To view or modify the contract commitment, click **Open**.

   If the access level of the user is Read-Only, the Contract Commitments window appears in display only mode.

   If the access level of the user is Modify, the Contract Commitments window is in update mode.

6. To enter a new contract commitment, click **New** in the Contract Commitment Summary window.

7. To copy a contract commitment, select the contract commitment and click **Copy-To**.
## Contract Commitment Summary Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>Contract commitment operating unit</td>
</tr>
<tr>
<td>Number</td>
<td>Contract commitment number</td>
</tr>
<tr>
<td>Type</td>
<td>Contract commitment type; includes Standard, Cover, Release, or Template</td>
</tr>
<tr>
<td>Description</td>
<td>Contract commitment description</td>
</tr>
<tr>
<td>State</td>
<td>Contract commitment state</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Approval status</td>
</tr>
<tr>
<td>Control Status</td>
<td>Control status</td>
</tr>
<tr>
<td>Supplier</td>
<td>Supplier name</td>
</tr>
<tr>
<td>Bill-To Location</td>
<td>Bill-to location</td>
</tr>
<tr>
<td>Entered Amount</td>
<td>Entered amount</td>
</tr>
<tr>
<td>Owner Name</td>
<td>Owner’s Name</td>
</tr>
<tr>
<td>Preparer Name</td>
<td>Preparer’s name</td>
</tr>
<tr>
<td>Currency</td>
<td>Currency code for currency to be used in the contract commitment</td>
</tr>
<tr>
<td>Conversion Type</td>
<td>Exchange rate type</td>
</tr>
<tr>
<td>Conversion Date</td>
<td>Date currency conversion rate obtained</td>
</tr>
<tr>
<td>Conversion Rate</td>
<td>Conversion rate between the entered currency and the functional currency</td>
</tr>
</tbody>
</table>
### Viewing Contract Commitments History Summary Information Procedure

To view the history of a contract commitment:

1. Navigate to the Contract Commitment History Summary window as follows:
   
   **Contract Commitments - History**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Security type</td>
</tr>
<tr>
<td>Group Or User Name</td>
<td>Security group or user name</td>
</tr>
<tr>
<td>Level</td>
<td>Security level</td>
</tr>
<tr>
<td>New</td>
<td>Opens a new Contract Commitments window</td>
</tr>
<tr>
<td>Copy-To</td>
<td>Copies selected template or contract commitment and opens Contract Commitments window</td>
</tr>
<tr>
<td>Open</td>
<td>Opens the Contract Commitments window for selected contract</td>
</tr>
</tbody>
</table>
2. Optionally, enter an operating unit, a commitment type or contract commitment number and click Find.

   If all fields are left blank, the search results display all versions of all contract commitments.

   **Note:** The Version field is disabled until a contract commitment number is entered.

   **Note:** The contract commitments are displayed in date order starting with the latest version of the most recent contract commitment.

3. To view a detailed history of the contract commitment currently selected, click Open.

   For information on the Contract Commitments History window, see Contract Commitments Window Description, General Tab, page 19-17.

   **Note:** The Contract Commitments History window displays the same information as the Contract Commitments Window, General Tab with the exception that the Contract Commitments History window is read-only and no updates can be made.
Internal Release Contract Commitment Procedures

Definition

An internal release contract commitment is a release created against a cover contract commitment that is created to serve an internal purpose. These internal release contract commitments are created based on invoice data solely to allow the matching of invoices through Oracle Payables.

Overview

Cover Contract Commitments

Cover contract commitments enable an organization to set aside funds at a consolidated level. These cover contract commitments are not available for invoice matching and therefore do not require a supplier. Cover contract commitments are consumed through the creation of release contract commitments. Release contract commitments require a supplier and are used in the invoice matching process.

Cover contract commitments can be created to represent a consolidated agreement with a third party or to support an internal decision to set aside funds for a special purpose, such as expenditure category. The supplier is provided when a contract commitment is created for consolidated third party agreements. No supplier is known for those cover contract commitments created for internal purposes and therefore, the supplier is not provided. Cover contract commitments used for internal purposes are identified as cover contract commitments without a supplier.

Internal Release Contract Commitments

Internal release contract commitments are released against cover contract commitments created to serve an internal purpose. To create an internal release contract commitment,
the cover commitment must be in a confirmed state and approved. When the internal contract commitment release is created, the supplier is based on invoice data and the appropriate cover contract commitment is selected based on the internal purpose that it serves. The result is an internal release contract commitment that is available for invoice matching in Payables.

The Internal Contract Commitment Releases window can be directly accessed from the Payables Invoice Workbench by clicking the Zoom button on the toolbar.

The numbering method for internal releases created in the Internal Contract Commitment Releases window is always automatic even if the manual numbering method is selected in the Contract Commitment Options window. The number is unique within the operating unit.

The Contract Commitment Complete Cover Commitment Program is a concurrent request that completes all internal release contract commitments for a given cover contract commitment. An exception report is generated to list all internal releases that do not complete.


For information on entering invoices in the Invoice Workbench, see Entering Basic Invoices in the Invoice Workbench, Oracle Payables User Guide.

For information on the Contract Commitment Complete Cover Commitment Program, see Generating the Contract Commitment Complete Cover Commitment Program Procedure, page 21-11.

Creating an Internal Contract Commitment Release Procedure

To create an internal release contract commitment, perform the following steps.
1. In Payables, navigate to the Invoices window as follows:
   **Invoices - Entry - Invoices**

2. Select the operating unit.

3. Enter an invoice or query appropriate data.

4. On the toolbar, click the **Zoom** button.

   The Internal Contract Commitment Releases window appears.

5. Enter data in the Internal Contract Commitment Releases window as described in the Internal Contract Commitment Releases Window Description table, page 20-3.

6. Click **OK**.

   A popup window appears, and the release number is displayed in the Release Commitment Number field of the Internal Contract Commitment Releases window.

### Internal Contract Commitment Releases Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>Operating unit</td>
</tr>
<tr>
<td>Supplier</td>
<td>Supplier name</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>Invoice number</td>
</tr>
<tr>
<td>Cover Commitment Number</td>
<td>Cover contract commitment number. Cover contract commitments in list of values must be Approved, Confirmed, have no supplier, and have one account line and one payment forecast.</td>
</tr>
<tr>
<td>OK</td>
<td>Validates that there is sufficient Available Amount on the cover contract commitment; creates a release number and a release</td>
</tr>
</tbody>
</table>

**Note:** Data in the Internal Contract Commitment Releases window is cleared.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel</td>
<td>Closes window without saving; no release created</td>
</tr>
</tbody>
</table>
Definition

The Contract Commitment reports and processes enable users to manage Contract Commitment revaluations, year-end adjustments and payment forecast transfers.

Overview

Internal Release Contract Commitments

The Internal Release Contract Commitment Completion Process is a concurrent request that completes all internal release contract commitments for a given cover contract commitment. An exception report is generated to list all internal releases that do not complete.

Revaluing Contract Commitments

Currency rate fluctuations and the impact of these fluctuations on current and future budgets require functional currency revaluation of contract commitments. Contract commitments must be revalued where there is a change in the exchange rate.


Contract Commitment Revaluation Process

Revaluation compares the current payment forecast for the functional currency with the revalued payment forecast for the functional currency and calculates the variance. The variance is the revalued functional currency minus the original functional currency amount for the contract commitment.

The table below describes the variance types and explains the results for each variance.
### Variance Description and Results

<table>
<thead>
<tr>
<th>Variance Type</th>
<th>Description</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive</td>
<td>Revalued payment forecast functional amount is greater than the current payment forecast functional amount.</td>
<td>An additional encumbrance results from the payment forecast revaluation. The encumbrance adjustment results in a decrease to the standard budget funds available for the year.</td>
</tr>
<tr>
<td>Negative</td>
<td>Revalued payment forecast functional amount is less than the current payment forecast functional amount.</td>
<td>An encumbrance liquidation adjustment results from the payment forecast revaluation. The encumbrance liquidation adjustment results in an increase to the standard budget funds available for that year.</td>
</tr>
</tbody>
</table>

A general rule is that if the rate date is greater than the payment forecast date, the rate date overrides the payment forecast date and updates the payment forecast date.

After revaluation, the total commitment must be equal to the total of all related payment forecast amounts. Since revaluation processes encumbrances only, not actuals, the following processing occurs depending on the contract commitment type:

- **Provisional Contract Commitments**

  In the case of provisional contract commitments, the account line functional amounts are always considered encumbrances for commitment encumbrance accounting. Because there are no actuals, the account line functional amounts are revalued along with the related payment forecast functional amounts.

- **Confirmed Contract Commitments**

  In the case of confirmed contract commitments, the account line functional amounts are considered actuals for commitment encumbrance accounting and are not revalued. With confirmed contract commitments, revaluation processes the related payment forecasts unbilled amounts for the standard budget. The unbilled amount is the payment forecast amount minus any invoices applied against it. The adjustment needed for the payment forecast after revaluation is either an additional encumbrance or a liquidation for standard encumbrance accounting. To keep the payment forecast functional amounts reconciled with the related account line functional amount, there is an adjustment to the account line functional amount. This adjustment is reflected as an additional encumbrance or liquidation for
standard encumbrance accounting.

**Contract Commitment Encumbrance Accounting Options**

The tables below describe the encumbrance accounting options for revaluation. Users can select an option from each set.

### Contract Commitment Encumbrance Accounting Options, Set 1

<table>
<thead>
<tr>
<th>Encumbrance Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Encumbrance Accounting</td>
<td>Contract Commitment revaluation is irrelevant and therefore not available.</td>
</tr>
<tr>
<td>Standard Encumbrance Accounting Only</td>
<td>Only the payment forecast revaluation can result in encumbrance activity. The account lines are only revalued to remain consistent with their respective payment forecast lines. No encumbrances are created for the commitment budget.</td>
</tr>
<tr>
<td>Standard and Commitment Encumbrance Accounting</td>
<td>The revaluation of account lines can result in commitment encumbrance accounting transactions and their related payment forecast lines can result in standard encumbrance accounting transactions.</td>
</tr>
</tbody>
</table>

### Contract Commitment Encumbrance Accounting Options, Set 2

<table>
<thead>
<tr>
<th>Encumbrance Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumbering Confirmed Contract Commitments Only</td>
<td>The revaluation process varies by contract commitment state. Provisional contract commitments are revalued without encumbrance transactions, and confirmed contract commitments are revalued with encumbrance transactions.</td>
</tr>
<tr>
<td>Encumbering Provisional and Confirmed Contract Commitments</td>
<td>Provisional and confirmed contract commitments are revalued with encumbrance transactions.</td>
</tr>
</tbody>
</table>

Date validation rules for Contract Commitment revaluation are as follows:

- Rate date is used for the accounting date.
• Payment forecast dates earlier than the rate date are changed to the rate date.

• If payment forecast dates are greater than the date of revaluation, then the dates are left unchanged.

Correct Revaluation Variances Resulting from Invoice Adjustments

The Contract Commitment Revalue process identifies contract commitments with an invalid functional amount and places them on the exception list. These contract commitments are not revalued.

Invalid functional amounts occur when invoice matching information is modified after contract commitment revaluation is performed on a related contract commitment because Oracle Payables uses the old exchange rate before revaluation when making these adjustments. Because encumbrance amounts are adjusted using an exchange rate different than the revalued one, the contract commitment encumbrance amount is incorrect, as it consists of amounts with two different exchange rates. Incorrect encumbrance amounts result in misstated funds available amounts.

The Correct Revaluation Variances process corrects the invalid functional amount. It can be run only for a single contract commitment.

Year-End Process

At the end of the fiscal year, the Contract Commitment Year-End Process adjusts the contract commitment payment forecasts to make them equal to the invoiced amount against the standard budget account concerned. The unbilled payment forecasts must be available in the next year. If the unbilled payment forecasts and related encumbrances are not taken to the next year, it will not be possible to spend the whole contract commitment amount since payments are checked against payment forecasts. Payment forecasts in the new fiscal year are available for matching by running the Year-End process.

In Contract Commitment, the balance must be carried forward to the next year on a transactional level. This means that the total balance carried forward is made up of various adjustments relating to various confirmed contract commitments. The budgets and funds available are not transferred to the next year.

Process Overview

The Contract Commitment Year-End Process is a concurrent process. Each contract commitment must be processed. Users can preview the year-end process by running it in preliminary mode, but the process does not make adjustments until it is run in final mode. A contract commitment that fails year-end processing appears on an exception list. After a contract commitment is processed for year-end, a line is added to the action history and the version number is increased by one. The action type is Year-End.


Encumbrance Accounting

If encumbrance accounting is enabled, the standard encumbrances must be liquidated in the current fiscal year and re-encumbered in the next fiscal year. To trace the transfer of each individual contract commitment, the existing payment forecast date is adjusted to the first date within the new fiscal year. For example, if January 1 is the first day in the fiscal year, all dates of the processed payment forecasts are adjusted to this date. This date is used to encumber funds in the new fiscal year.

The liquidation of encumbrances made in the old fiscal year uses the last date of the last standard period, excluding any correction periods. All payment forecasts of the old year are processed for year-end, even if the year-end process puts the available funds into a deficit.

Matching Invoices

The adjusted payment forecasts and the existing payment forecasts for the new fiscal year must be available for matching because it is not possible to match invoices related to the old fiscal year.

Contract Commitment Year-End Processing Exception List

If a contract commitment fails the year-end processing, it must be placed on an exception list. The exception list is a standard report generated after the completion of the year-end process. All exceptions must be corrected before running the year-end process in final mode.

The table below describes causes and effects of year-end processing failure.

<table>
<thead>
<tr>
<th>Cause</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year-end processed contract commitment periods are not closed except for the last period if the process is run in final mode.</td>
<td>stops process in preliminary and final mode</td>
</tr>
<tr>
<td>Future contract commitment periods do not exist.</td>
<td>stops process in preliminary and final mode</td>
</tr>
<tr>
<td>First contract commitment period in new fiscal year is not open.</td>
<td>stops process in preliminary and final mode</td>
</tr>
<tr>
<td>First General Ledger period in new fiscal year does not have Open or Future Entry status.</td>
<td>stops process in preliminary and final mode</td>
</tr>
<tr>
<td><strong>Cause</strong></td>
<td><strong>Effect</strong></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Accounting date does not fall in open contract commitment period.</td>
<td>stops process in preliminary and final mode</td>
</tr>
<tr>
<td>All contract commitment types and contract commitment statuses are Provisional, In Process.</td>
<td>continues process in preliminary mode; stops process in final mode</td>
</tr>
<tr>
<td>All contract commitment types and contract commitment statuses are Cancelled, In Process.</td>
<td>continues process in preliminary mode; stops process in final mode</td>
</tr>
<tr>
<td>All contract commitment types and contract commitment statuses are Confirmed, In Process.</td>
<td>continues process in preliminary mode; stops process in final mode</td>
</tr>
<tr>
<td>All contract commitment types and contract commitment statuses are Completed, In Process.</td>
<td>continues process in preliminary mode; stops process in final mode</td>
</tr>
<tr>
<td>Cover-rejected releases are rejected.</td>
<td>continues process in preliminary mode; stops process in final mode</td>
</tr>
<tr>
<td>Release rejected, Cover and Releases are rejected.</td>
<td>continues process in preliminary mode; stops process in final mode</td>
</tr>
<tr>
<td>Overbilled amount.</td>
<td>continues process in preliminary mode; stops process in final mode</td>
</tr>
</tbody>
</table>

**Provisional Contract Commitment Year-End Process**

When provisional contract commitments are encumbered, the year-end process liquidates the commitment encumbrance amounts in the current fiscal year and re-encumbers them in the next fiscal year.

**Cover Commitment and Cover Commitment Releases Year-End Process**

The Contract Commitment Year-End Process steps for a cover commitment and cover commitment releases are as follows:

1. The cover commitment is adjusted.
   
   The amount to be rolled forward on the cover commitment is the total payment forecast minus the total of all actuals against releases, also referred to as matched invoices, for the same cover contract commitment account information in that year. The total available payment forecast of the cover commitment, which is the unbilled payment forecast, in future years must be kept equal.
2. The related release lines or payment forecast lines are processed, which means that the payment forecast date is adjusted.

If the release fails, the cover and all related releases fail.

Year-end processing of provisional releases with regard to the commitment budget component is irrelevant since the total release amount must fit in the total cover contract commitment amount. The available amount on the cover contract commitment remains the same unless an increase or decrease adjustment is made on the cover contract commitment. Therefore, the cover contract commitment amount used for releases is independent of any budget period. The only change made to the release contract commitment is adjusting the payment forecast date to the first date of the fiscal year.

**Insufficient Available Budget Processing**

If funds in the commitment or standard budget are insufficient in the next year for the transfer of the budget reservation of a contract commitment and budgetary control is enabled, the contract commitment is still processed for the end of the fiscal year, regardless of the severity level. Although the contract commitment is processed for the year-end, the funds available can be put into a deficit. Users must manually adjust the contract commitments to increase the funds available.

**Year-End Processing Date Validations**

Year-end processing date validations for provisional contract commitments are as follows:

1. Account line amounts are liquidated in the current fiscal year using the last day of the current fiscal year as the accounting date. These account lines are re-encumbered in the new fiscal year using the first day of the new fiscal year as the accounting date.

2. Payment forecast amounts with a current year fiscal date are liquidated in the current fiscal year using the last day of the current fiscal year as the payment forecast date. These payment forecast line amounts are re-encumbered in the new fiscal year using the first day of the new fiscal year as the payment forecast date.

The Contract Commitment payment forecast date after the year-end process is complete reflects the first date of the new fiscal year.

Year-end processing date validations for provisional contract commitments are as follows:

1. If the unbilled amount in a payment forecast line is 0, then there is no liquidation in the current year or subsequent re-encumbrance in the new fiscal year, and the payment forecast date is left unchanged.

2. If the unbilled amount in a payment forecast line is greater than 0, then the
payment forecast date for the current year liquidation is the last day of the fiscal year, and the payment forecast date used for the subsequent re-encumbrance in the new fiscal year is the first day of the fiscal year. The Contract Commitment payment forecast date after the year-end process is complete reflects the first date of the new fiscal year.

**Mass Payment Forecast Shift Process**

The Contract Commitment Mass Payment Forecast Shift Process automates the transfer of outstanding encumbrances from one payment forecast to another payment forecast within a certain contract. The Contract Commitment Mass Payment Forecast Shift Process enables users to perform these shifts for a range of contracts in a mass update mode by entering the necessary parameters.

**Parameters**

The table below describes the parameters for the Contract Commitment Mass Payment Forecast Shift Process.

---

**Contract Commitment Mass Payment Forecast Shift Process Parameters**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase</td>
<td>required</td>
<td>can be run in preliminary or final mode to identify contracts to be processed. Payment forecast shift performed in final mode.</td>
<td>Values include Preliminary or Final.</td>
</tr>
<tr>
<td>Owner</td>
<td>optional</td>
<td>Commitments that have an owner equal to the entered owner are processed. If no owner is provided, there is no validation on the owner.</td>
<td>all possible userids that have an employee name</td>
</tr>
</tbody>
</table>

---
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Date Range</td>
<td>required</td>
<td>date range of lines to be included in automated mass payment forecast shift</td>
<td>1. End date must be later or equal to the begin date of the date range.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. The entered range is limited to only one fiscal year. Only payment forecasts within the same fiscal year can be selected.</td>
</tr>
<tr>
<td>Transfer Date</td>
<td>required</td>
<td>new payment forecast date for the processed lines if this date is greater than the old payment forecast date. Liquidation of encumbrances occurs on this date, which is the General Ledger date.</td>
<td>1. If budgetary control is enabled, the General Ledger period must be open or have a status of Future Entry.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. If the transfer date is earlier than the old payment forecast date, the old date is used.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. Transfer date must fall in the same fiscal year as the date range; the fiscal year is based on the old payment forecast date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4. Transfer date overwrites the old payment forecast date in case the old payment forecast date is earlier than the transfer date.</td>
</tr>
</tbody>
</table>
### Parameter Type Description Validation

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Type</th>
<th>Description</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Date</td>
<td>required</td>
<td>identifies what the target payment forecast is to be. This is the first line with the closest payment forecast dated after the target date. If two lines have the same date, the target date is the line with the smallest line number.</td>
<td>must be later or equal to the transfer date; must be later than the last date of the date range</td>
</tr>
<tr>
<td>Functional Threshold Amount</td>
<td>required</td>
<td>amount, expressed in functional currency, that identifies the maximum payment forecast sum to be processed; threshold amount validated at the contract commitment level. If the payment forecast sum of a contract commitment is beyond this amount, the contract commitment cannot be processed.</td>
<td>Validation based on the following calculation: (entered amount - billed amount) \times exchange rate on contract commitment</td>
</tr>
</tbody>
</table>

### Validation Rules

The following validation rules apply to the Contract Commitment Mass Payment Forecast Shift Process:

- Only standard contract commitments that are confirmed can be processed.
- If encumbrance accounting is enabled, the contract commitment must be fully encumbered.
- Funds check is not performed, but the necessary encumbrances are created in final mode.
- If one of the payment forecast lines fails a validation, no payment forecast lines for the complete contract can be processed.
- There is no validation on matched invoices.

- Only positive amounts can be shifted. If an overbill exists, the payment forecast is excluded from the shift.

- The complete outstanding encumbrance is processed so that the entered amount of a payment forecast is made equal to the billed amount.

- The payment forecast sum of a certain account line must be within the specified range to be within the amount threshold.

- Action history is updated with the action type Adjust.

- An exception report displays all contracts that fail and the reason for the failure.

- No new lines are created in the target payment forecast. The line that receives the additional amount must exist before the process is run. The amount that is added must be equal to the sum of all processed lines.

- The payment forecast date of the receiving payment forecast must fall within an Open or Future Contract Commitment period. If encumbrance accounting is enabled, the payment forecast date must fall within an Open or Future Entry General Ledger period.

- The transfer date must fall within an Open or Future Contract Commitment period. If encumbrance accounting is enabled, the transfer date must fall within an Open or Future Entry General Ledger period.

- Contract Commitment periods and General Ledger periods that are included in the shift must be open.

**Prerequisites**

- All General Ledger calendar periods for the fiscal year must be permanently closed. See: Opening and Closing Accounting Periods, Oracle General Ledger User Guide.

- Ensure that previously archived data is exported to an operating system file and that the file is saved to a tape.

**Generating the Contract Commitment Complete Cover Commitment Program Procedure**

To submit the Contract Commitment Complete Cover Commitment Program:

1. In the Contract Commitment responsibility, navigate to the Submit Request
Generating the Contract Commitment Complete Cover Commitment Exception Report Procedure

To complete the Contract Commitment Complete Cover Commitment Exception Report:

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

2. Select Single Request.

3. In the Name field, select Contract Commitment Complete Cover Commitment Exception Report.

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

5. In the Parameters field, enter a Process Phase parameter value.

6. To send the request to the concurrent manager, click Submit.
7. View the request in the concurrent manager as follows:

View - Requests

Running the Contract Commitment Revalue Process Procedure

To run the Contract Commitment Revalue process:

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

Reports - Run

2. Select Single Request.

3. In the Name field, select Contract Commitment Revalue process from the list of values.

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

5. In the Process Phase field, select a process type from the list of values.

Note: Preliminary mode can be run multiple times to view contract commitments that pass and fail validation. In Final mode, contract commitments are revalued and the necessary encumbrances created and posted as a result of revaluation.

6. In the Currency field, select a currency code from the list of values.

7. In the Rate Type field, select a rate type from the list of values.

Note: In the case of rate types other than User, the exchange rate is stored in the exchange rate table.

8. If the rate type is User, in the RATE field, enter an exchange rate.

9. Optionally, in the CC Num field, enter a contract commitment number from the list of values.

Note: If a contract commitment is entered in this field, the process revalues the selected contract commitment only. If the field is left blank, the process revalues all contract commitments that match the selected criteria.

10. To apply the parameters, click OK.
11. To send the request to the concurrent manager, click Submit.

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

   View - Requests

Running the Correct Revaluation Variances Process Procedure

To run the Correct Revaluation Variances process:

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

   Reports - Run

2. Select Single Request.

3. In the Name field, select Correct Revaluation Variances from the list of values.

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

5. In the CC NUM field, enter a contract commitment number from the list of values.

6. In the Revaluation Fix Date field, enter the date of the revaluation fix.

7. To apply the parameters, click OK.

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

9. To view the request, select the appropriate Request ID and click View Output.

Generating the Contract Commitment Revaluation Fix Exception Report Procedure

To generate the Contract Commitment Revaluation Fix Exception Report:

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

   Reports - Run

2. Select Single Request.

3. In the Name field, select Contract Commitment Revaluation Fix Exception Report from the list of values.

4. In the Operating Unit field, select the operating unit.
5. In the Process Phase field, enter the process phase from the list of values.

6. In the Process Type field, enter the process type.

7. In the Request Id field, enter the request identification number for the Correct Revaluation Variances request.

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

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

10. View the request in the concurrent manager as follows:
    
    **View - Requests**

### Running the Year-End Process Procedure

**To run the Contract Commitment Year-End Process:**

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

2. Select Single Request.

3. In the Name field, select Contract Commitment Year-End Process from the list of values.

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

5. In the Process Phase field, select a process type from the list of values.

   **Note:** Preliminary mode can be run multiple times to view contract commitments that pass and fail validation. In final mode, encumbrances are created for contract commitments passing validations.

6. In the Year field, select the fiscal year from the list of values.

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

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

9. View the request in the concurrent manager as follows:
    
    **View - Requests**
Generating the Contract Commitment Mass Payment Forecast Shift Process Procedure

To run the Contract Commitment Mass Payment Forecast Shift Process:

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

2. Select Single Request.

3. In the Name field, select Contract Commitment Mass Payment Forecast Shift Process from the list of values.

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

5. In the Process Phase field, select a process type from the list of values.

6. Optionally, in the Owner field, select an owner from the list of values.

7. In the Range Start Date field, enter a begin date for the range of lines to be included in the mass payment forecast shift.

8. In the Range End Date field, enter an end date for the range of lines to be included in the mass payment forecast shift.

9. In the Transfer Date field, enter a new payment forecast date for the processed lines if this date is greater than the old payment forecast date.

10. In the Target Date field, enter the target payment forecast date.

11. In the Threshold Value field, enter the maximum payment forecast sum to be processed.

12. To apply the parameters, click OK.

13. To send the request to the concurrent manager, click Submit.

14. View the request in the concurrent manager as follows:
   View - Requests
Definition

In the public sector, the budgeting process involves various levels of government that determine the amount to be spent on goods and services and when the money is available to spend. Dossier provides the accounting processes required to support this budgeting process.

Overview

The public sector uses dossiers to allocate accrual and payment budget funds to a lower level of detail. For example, a dossier could be raised to register parliament’s decision to allocate funds to be committed to the Ministry of Education for constructing new schools. The Ministry of Education meets to determine a more specific use of the commitment funds and additional dossiers are used to allocate the funds for more specific purposes. Therefore, a dossier is either a balanced or unbalanced budget journal transfer.

The dossiers follow strict numbering regulations and a hierarchical approval process before the transfer of funds can be processed.

To meet the needs of the public sector requirements for dossier, a structure of dossier types is required to enable a strict control system to be set up as shown in the table below.

<table>
<thead>
<tr>
<th>Dossier Types</th>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent</td>
<td>Parent dossiers relate to the parliamentary vote, that is the initial assignment of budget.</td>
<td></td>
</tr>
</tbody>
</table>
### Dossier Types

<table>
<thead>
<tr>
<th>Dossier Types</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child</td>
<td>Child dossiers enable various required levels of budget allocation to be created.</td>
</tr>
<tr>
<td>Complementary</td>
<td>Complementary dossiers enable additional funds to be allocated to or funds to be subtracted from the related dossier.</td>
</tr>
<tr>
<td>Retirement</td>
<td>Retirement dossiers allow end-of-year reallocation of unused budget amounts, enabling the amounts to be returned to parent dossiers to be reassigned for next year.</td>
</tr>
</tbody>
</table>

Dossier acts as a control system on the budgets allocated through the standard budget allocation within General Ledger, using predefined French public sector rules and numbering. Dossier maintenance is the transfer of funds within the defined budget structure.

**Dossier Process Flow Diagram**

The diagram below shows the dossier process flow, as described in the accompanying text.
Dossier Processes

Set Up Approval Hierarchy

Users can set up a hierarchical structure for the approval of dossier maintenance transactions. Users can define a different hierarchy for each dossier type.

Within each hierarchical structure there must be at least one position defined as shown in the following table.

**Workflow Approval**

<table>
<thead>
<tr>
<th>Hierarchy 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
</tr>
<tr>
<td>Manager</td>
</tr>
<tr>
<td>Clerk</td>
</tr>
</tbody>
</table>

Each person in the hierarchy receives a notification requesting action to be taken regarding the dossier transaction; for example, approve or reject the transaction. In the
example, if the Clerk inputs the dossier transaction, the Manager receives the first notification. If the dossier transaction is approved by the Manager, the Director receives a notification to approve. If rejected, the transaction originator receives a workflow notification.

**Set Up General Ledger Budget**

Users must set up a standard general ledger budget, a budget organization, and post the initial budget journal in order to operate a set of dossiers.

The dossier system operates as a controlling mechanism for the transfer of general ledger budget amounts within a specified range of accounts.

**Defining a Budget**

Defining and entering budgets are standard general ledger functions. An example of the budget process is as follows:

- Define a budget.
- Enter the name; for example, Dossier - Ed.
- Enter a description; for example, Dossier for the ministry of education.
- Set the budget status to Open.
- Set the required journals to Yes.
- Enter the first and last budget periods.

**Defining a Budget Organization**

Budget organizations are defined as follows:

- Enter the name of the organization.
- Enter a description; for example, Dossier organization.
- Enter the account range; for example, 1-0-6001-000 to 1-0-6010-010.
- Enter the funding budget; for example, Dossier - Ed.

**Entering a Budget Journal**

- Enter the budget organization; for example, Dossier Org.
- Enter a budget; for example, Dossier - Ed.
- Enter the accounting period; for example, Jan - 08.
• Enter the budget worksheet account; for example, 1-0-6001-000.
• Enter a worksheet amount; for example, $40M.

For information on setting up and entering budgets, see Enter Budget Amounts Window, Oracle General Ledger User Guide.

Set Up Dossier Numbering

Users must set up a numbering sequence for each dossier to be created. This number prefixes a sequential count of all transactions entered against the individual dossier.

An example of dossier numbering is shown in the following table.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td>prefix to the number, for example, ME</td>
</tr>
<tr>
<td>Number</td>
<td>automatically generated sequential number, for example, 1</td>
</tr>
<tr>
<td>Delimiter</td>
<td>delimits the number, for example, '-'</td>
</tr>
<tr>
<td>Fiscal year</td>
<td>4 digit number, for example, 2008</td>
</tr>
</tbody>
</table>

The example shown in Dossier Numbering table, page 22-5 creates the dossier number ME1-2008. All transactions relating to that dossier are then sequentially numbered, for example, ME1-2008-1, ME1-2008-2, and so on.

Set Up Dossier Types

The next stage is to define the dossier type. This process follows the standard hierarchical structure where children can have children and so on. For each dossier type in the structure, users must create a unique dossier numbering entry. The information required to create a dossier is as follows:
• dossier name
• relationship
  The type of dossier must be selected, for example, parent.
• related dossier type
  The related dossier must be defined for all except the parent dossier, for example,
the name of the parent dossier.

- numbering scheme
  The defined numbering for the dossier must be selected.

- approval hierarchy
  The HR position hierarchy must be selected.

- source information
  Users can specify the budget organization, budget, and account code ranges used to supply the source funding for the dossier.

- destination information
  Users can specify the budget organization, budget, and account code ranges used to define the destination accounts for the dossier transfer of funds.

## Maintain Dossiers

Maintaining dossiers is the process of creating budget transfers to allocate budget funds to the appropriate accounts and years. The information required to create a dossier transaction is as follows:

- A dossier type must be selected.

- A dossier name and description must be defined.
  Users must define a unique reference and description for the maintenance transaction, for example, School R-17 Reading.

- A parent transaction number must be selected for child, complementary, and retirement dossiers.

- A transaction number must be allocated, for example, ME1-2008-6.
  **Note:** The transaction number is automatically allocated.

  Available source funds are displayed.

- Amount to be allocated to the destination accounts is selected.

- Funds must be checked and reserved.

- Transaction must be sent for approval.

When approved, the budget funds are transferred to the selected budget accounts.
Dossier Relationships

Parent Dossier

Parent dossiers consist of sources and destinations set up by users. A parent dossier is the top level of the dossier. The Dossier Types diagram, page 22-9 and the Dossier Maintenance diagram, page 22-10, show examples of creating and maintaining a parent dossier as follows:

- set up the dossier type
- first dossier transaction P/2008/001 moves 20 to cost center 100

The dossier type is set up as follows:

- budget of 100 set up in January 2008 in account number 1-000-5000
- destination cost center is 100

Child Dossier

A child dossier is related to a parent dossier. The source of the child dossier type must be the destination of the parent dossier type. The destination is selected from the range assigned to the child dossier type. The Dossier Types diagram, page 22-9 and the Dossier Maintenance diagram, page 22-10 show examples of creating and maintaining a child dossier as follows:

- set up the dossier type
- transaction moves 8 to cost center 110 by first selecting the associated parent transaction and then moving the funds to cost center 110

The dossier type is set up as follows:

- source range must be the same as parent’s destination
- destination cost center range is 100 to 199

Complementary Dossier

Complementary dossiers are created if additional funds need to be added to a dossier. Complementary dossiers can be related to a parent or child dossier. Both sources and destinations are automatically populated from the related dossier. The Dossier Types diagram, page 22-9 and the Dossier Maintenance diagram, page 22-10 show examples of creating and maintaining a complementary dossier as follows:

- dossier setup
The dossier type is set up as follows:

- this dossier is the transfer of additional budget funds added to the budget
- destination range must be the same as the parent’s destination
- additional budget of 10 in January 2008 in account number 1-000-5000

**Retirement Dossier**

At the end of the year all unused destination funds are usually transferred back to the sources using retirement dossiers. Retirement dossiers can be related to parent or child dossiers. Related dossiers’ destinations are populated as the source of the retirement dossier and the source of the related dossier becomes the destination of the retirement dossier. The Dossier Types diagram, page 22-9, and the Dossier Maintenance diagram, page 22-10, show examples of creating and maintaining a retirement dossier as follows:

- dossier maintenance transaction, retiring 2 by first selecting the associated parent transaction and then moving 2 from the funds

The dossier type is set up as follows:

- this dossier is the transfer of unallocated budget funds back to a central budget
- source range must be the same as the parent’s destination
- destination range must be same as parent’s source
- final fund of 2 remains in January 2008 in account number 1-100-5000 and is returned to the original account number 1-000-5000
- when retiring a dossier, the entire source amount is transferred by default but users can manually adjust the amount to be transferred. Funds can only be checked at individual account level.

**Dossier Type Setup and Maintenance Diagrams**

The diagram below shows the dossier type setup for the parent, child, retirement, and complementary dossiers.
The diagram below shows an example of how dossiers are maintained.
## Dossier Maintenance Diagram

<table>
<thead>
<tr>
<th>Parent Dossier</th>
<th>Transaction Number</th>
<th>Source</th>
<th>Destination Account</th>
<th>Destination Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dossier Name</td>
<td></td>
<td>Account</td>
<td>1-100-5000</td>
<td>20</td>
</tr>
<tr>
<td>Type</td>
<td>P</td>
<td>Funds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child Dossier</th>
<th>Transaction Number</th>
<th>Source</th>
<th>Destination Account</th>
<th>Destination Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dossier Name</td>
<td></td>
<td>Account</td>
<td>1-100-5000</td>
<td>20</td>
</tr>
<tr>
<td>Type</td>
<td>C1</td>
<td>Funds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Complementary Dossier</th>
<th>Transaction Number</th>
<th>Source</th>
<th>Destination Account</th>
<th>Destination Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dossier Name</td>
<td>CP1</td>
<td>Account</td>
<td>1-100-5000</td>
<td>20</td>
</tr>
<tr>
<td>Type</td>
<td></td>
<td>Funds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child Dossier</th>
<th>Transaction Number</th>
<th>Source</th>
<th>Destination Account</th>
<th>Destination Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dossier Name</td>
<td></td>
<td>Account</td>
<td>1-100-5000</td>
<td>20</td>
</tr>
<tr>
<td>Type</td>
<td>C1</td>
<td>Funds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Retirement Dossier</th>
<th>Transaction Number</th>
<th>Source</th>
<th>Destination Account</th>
<th>Destination Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dossier Name</td>
<td>RT1</td>
<td>Account</td>
<td>1-100-5000</td>
<td>2</td>
</tr>
<tr>
<td>Type</td>
<td></td>
<td>Funds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child Dossier</th>
<th>Transaction Number</th>
<th>Source</th>
<th>Destination Account</th>
<th>Destination Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dossier Name</td>
<td></td>
<td>Account</td>
<td>1-100-5000</td>
<td>20</td>
</tr>
<tr>
<td>Type</td>
<td></td>
<td>Funds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Definition

Dossier controls the amount and timing of spending within an organization, which is particularly important when budgets for large projects are maintained and used separately. In addition, dossiers enable users to perform the following tasks:

- create budgetary transfers
- approve budgetary transfers
- manage funds

For a given project, budget dossiers can either be payment category for managing funds in a single fiscal year, or accrual category for projects covering several years. In both categories, certain types of dossier fulfil specific budgetary needs. A project uses a number of these dossier types in a set of relationships that define a hierarchy. The dossier types are described in the table below.

**Dossier Types**

<table>
<thead>
<tr>
<th>Dossier Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent</td>
<td>A single parent dossier is the source of all other dossiers in the project.</td>
</tr>
<tr>
<td>Child</td>
<td>Any dossier that is below another in the hierarchy is a child dossier. A child dossier can only have one parent.</td>
</tr>
</tbody>
</table>
### Overview

The procedures for using dossiers after they are set up as follows:

- checking and reserving allotted funds in a dossier using the Dossier window
- tracking the funds in a dossier and viewing the relationship between dossiers using the Dossier Hierarchy Inquiry window
- submitting a dossier for approval by an authorizer using the Dossier window
- viewing all dossiers contained within a transaction using the Dossier History window
- approving changes to a dossier using the Worklist window

### Transferring Funds in Dossiers

After setup, the budgets contained in a dossier can be modified using the Dossier window.

Transferring funds between budgets is performed by selecting source and destination budgets. For a given dossier, each funds transfer from source to destination budgets is defined by a dossier transaction number.

After source and destination budgets are identified, the availability of funds can be checked and, if they are available for use, funds can be reserved, depending on funds check level.

For information on checking and reserving funds, see Checking and Reserving Funds Procedure, page 23-4.
Dossier Approval Process

Before any financial changes to a dossier come into effect, the user seeks approval for the change. The change request approval is automatically managed by Oracle Workflow, which notifies an authorizer of dossiers that require approval. The authorizer makes a decision on the change request and accepts or rejects the dossier.

A dossier or a dossier transaction has one of the following statuses depending on its progress through the approval process; the statuses are as follows:

- creating
- in process
- completed
- rejected

Workflow sends users notifications if action is required or the dossier status changes. The information in the Subject field and the notification message specifies the action or status change.

For information on checking and reserving funds, see Checking and Reserving Funds Procedure, page 23-4.

For information on accepting or rejecting dossiers, see Accepting or Rejecting Dossiers Procedure, page 23-7.

Recommendations

It is recommended that an organization develops consistent naming conventions for dossiers to aid financial management.

Prerequisites

- Dossier setup must be completed.

During the dossier setup process, the source and destination budgets are defined for dossiers, and each dossier is assigned a unique numbering scheme. Approved authorizers are defined, that is, users are defined who are permitted to authorize dossier changes.

The following must be set up in General Ledger:

- ledger
- budgets
- budget organizations
• budget organization assignments

Related Topics

Setting Up Dossier Numbering Procedure, Oracle Public Sector Financials (International) Implementation Guide

Setting Up Dossier Types Procedure, Oracle Public Sector Financials (International) Implementation Guide

Overview of Budgeting, Oracle General Ledger User Guide

Defining Ledgers, Oracle General Ledger User Guide

Specify Site-Level and Application-Level Profile Options Procedure, Oracle Public Sector Financials (International) Implementation Guide

Checking and Reserving Funds Procedure

This procedure enables Dossier transactions to be entered against dossier types. When the transaction is entered, funds can be checked.

To check and reserve funds in a dossier:

1. Navigate to the Dossier window as follows:

   OPSF(I) Dossier - Dossier Maintenance

2. Enter data in the Dossier window as described in the Dossier Window Description table, page 23-5.
3. To check if there are funds available for transfer between the selected budgets, click **Check Funds**.
   A message appears if sufficient funds exist.

4. To provisionally transfer the funds, click **Reserve Funds**.
   **Note:** Funds must be reserved by clicking **Reserve Funds** before seeking approval through workflow.

5. To confirm the funds reservation, click **Yes**.

6. To confirm that the dossier is saved automatically, click **Yes**.
   A message indicates if the provisional transfer is successful.

7. To place the dossier in the workflow approval process, click **Approve**.
   The dossier status changes to In Process.
   A workflow notification is generated and sent to the user.
   **Note:** The dossier type, transaction name, and transaction number are included in the workflow notification to enable the approver to easily identify the dossier.

---

**Dossier Window**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Name</td>
<td>ledger name</td>
</tr>
<tr>
<td>Dossier Type</td>
<td>dossier type previously set up in Setup Dossier Types window</td>
</tr>
<tr>
<td>Dossier Name</td>
<td>user defined unique dossier name</td>
</tr>
<tr>
<td>Parent Transaction Number</td>
<td>lists all transaction numbers entered for the associated parent dossier type</td>
</tr>
<tr>
<td>Transaction Number</td>
<td>automatically assigned transaction number</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Updated Date</td>
<td>date when transaction was last updated</td>
</tr>
<tr>
<td>Status</td>
<td>status defaults to Creating; changes to In Process when Approve clicked; during approval process, indicates Complete if changes accepted and Rejected if changes not accepted</td>
</tr>
<tr>
<td>Amount Type</td>
<td>defaults to amount type previously set up in Setup Dossier Types window</td>
</tr>
<tr>
<td>Description</td>
<td>user-defined dossier description</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>field for user customization</td>
</tr>
<tr>
<td>Budget</td>
<td>budget name; only budget names assigned to dossier type source in Setup Dossier Types window displayed</td>
</tr>
<tr>
<td>Account</td>
<td>source account number as set up in Setup Dossier Types window, Source region</td>
</tr>
<tr>
<td>Period Name</td>
<td>period name; displays month and year</td>
</tr>
<tr>
<td>Funds Available</td>
<td>amount displayed when value entered in Key field; displays funds currently available in selected account</td>
</tr>
<tr>
<td>New Balance</td>
<td>calculated as sum of funds available minus sum of related Budget Amounts in Destination region</td>
</tr>
<tr>
<td>Account Description</td>
<td>account description</td>
</tr>
<tr>
<td>Budget</td>
<td>budget name; only budget names assigned to dossier type destination in Setup Dossier Types window displayed</td>
</tr>
<tr>
<td>Account</td>
<td>destination account number; restricted to those allocated in Setup Dossier Types window, Destination region</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Period Name</td>
<td>period name; displays month and year</td>
</tr>
<tr>
<td>Budget Amount</td>
<td>budget amount; amount of source funds to be allocated to destination budget; sum of budget amounts cannot exceed source funds available</td>
</tr>
<tr>
<td>Funds Available</td>
<td>calculated when account number entered in Key field; displays funds currently allocated to Destination</td>
</tr>
<tr>
<td>New Balance</td>
<td>calculated when account number entered in Key field; new balance calculated by adding Budget Amount to available funds</td>
</tr>
<tr>
<td>Account Description</td>
<td>account description</td>
</tr>
<tr>
<td>View Results</td>
<td>displays funds check or reserve result; user must check funds or reserve funds before viewing results</td>
</tr>
<tr>
<td>Check Funds</td>
<td>checks whether funds are available for transfer between the selected budgets</td>
</tr>
<tr>
<td>Reserve Funds</td>
<td>provisionally transfers funds</td>
</tr>
<tr>
<td>Approve</td>
<td>places dossier in workflow approval process</td>
</tr>
</tbody>
</table>

**Accepting or Rejecting Dossiers Procedure**

To validate dossiers:

1. Navigate to the Worklist window as follows:
   
   **OPSF(I) Dossier - Workflow Monitor - Worklist**
   
   A new browser is launched displaying the worklist.

2. Click on a Subject to display the Notification Details window.

3. To accept the dossier, click **Approved**.

4. To reject the dossier, click **Rejected**.
5. To reassign the dossier to another user, click **Reassign**.

If approved, the notification is sent to the next approver in the hierarchy. If rejected, the dossier is canceled.

**Reassigning Dossiers Procedure**

This procedure enables authorizers to reassign dossiers.

**To reassign dossiers:**

1. Navigate to the Worklist window as follows:
   
   **OPSF(I) Dossier - Workflow Monitor - Worklist**

2. Click on a Subject to display the Notification Details window.

3. Click **Reassign**.

4. In the Reassign To field, select the list icon.

5. Enter search criteria in the Find field.

6. Click **Find**.

7. Click the relevant user’s name.

8. Select the Delegate Authority radio button to respond to this notification or the Transfer Ownership radio button to transfer ownership.

9. Enter comments if required.

10. Click **OK**.

   The dossier is reassigned and the Worklist window appears.
To view the dossier transaction history, the relationship between dossiers, or the dossier's source and destination budgets:

1. Navigate to the Dossier History window as follows:
   
   **OPSF(I) Dossier - Dossier History**

2. Enter query mode as follows:

   **View - Query by Example - Enter**

3. Enter the ledger name, dossier name or description to be queried.

4. Run the query as follows:

   **View - Query by Example - Run**

   The ledgers are displayed in the Ledger Name field.

   Dossiers are displayed in the Dossier Name field and all related dossiers are displayed in the Related Dossier fields.

   Dossier transactions are displayed in the Transactions region. Source budgets are displayed in the Source region. Destination budgets are displayed in the Destination region.
## Dossier History Window

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Name</td>
<td>ledger name</td>
</tr>
<tr>
<td>Dossier Name</td>
<td>dossier name</td>
</tr>
<tr>
<td>Description</td>
<td>dossier description</td>
</tr>
<tr>
<td>Related Dossier</td>
<td>related dossier name</td>
</tr>
<tr>
<td>Relationship</td>
<td>indicates relationship between dossier and related dossier</td>
</tr>
<tr>
<td>Transaction Name</td>
<td>dossier transaction name</td>
</tr>
<tr>
<td>Description</td>
<td>dossier transaction description</td>
</tr>
<tr>
<td>Transaction Number</td>
<td>dossier transaction number; transactions performed in dossier</td>
</tr>
<tr>
<td>Updated Date</td>
<td>date when dossier transaction last updated</td>
</tr>
<tr>
<td>Status</td>
<td>dossier transaction status; valid values: Creating, In Process, Completed, or Rejected</td>
</tr>
<tr>
<td>Budget</td>
<td>source budget name</td>
</tr>
<tr>
<td>Key</td>
<td>source account number</td>
</tr>
<tr>
<td>Period Name</td>
<td>month and year</td>
</tr>
<tr>
<td>Funds Available</td>
<td>amount of funds currently available in source account</td>
</tr>
<tr>
<td>New Balance</td>
<td>balance of source account, including new debit</td>
</tr>
<tr>
<td>Budget</td>
<td>destination budget name</td>
</tr>
</tbody>
</table>
### Viewing Dossier Transaction Hierarchies Procedure

This procedure enables users to view dossier transaction hierarchies and all related dossiers for a dossier transaction. The user can drill up or down to view details of any related dossier.

**To view dossier transaction hierarchies:**

1. Navigate to the Dossier Hierarchy Inquiry window as follows:
OPSF(I) Dossier - Dossier Hierarchy Inquiry

2. Select a ledger name and dossier type from the list of values.

3. Optionally, select a transaction number from the list of values.

4. Click Find.
   The Related Dossiers region is automatically populated.

5. To view child dossier details relating to the parent dossier currently selected, click Drill Down.

6. To view the parent dossier relating to the child dossier currently selected, click Drill Up.

7. To view the selected dossier in more detail, click Detail.
   
   Note: The Dossier window appears in read-only mode.

Dossier Hierarchy Inquiry Window

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Name</td>
<td>ledger name</td>
</tr>
<tr>
<td>Dossier Type</td>
<td>dossier type previously set up in Setup Dossier Types window</td>
</tr>
<tr>
<td>Transaction Number</td>
<td>dossier transaction number; transactions performed in dossier</td>
</tr>
<tr>
<td>Find</td>
<td>finds dossier information relating to Dossier Type and Transaction Number selected; automatically populates Related Dossiers region</td>
</tr>
<tr>
<td>Clear</td>
<td>erases data from fields</td>
</tr>
<tr>
<td>Dossier Type</td>
<td>dossier type previously set up in Setup Dossier Types window</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Transaction Number</td>
<td>dossier transaction number; transactions performed in dossier</td>
</tr>
<tr>
<td>Transaction Name</td>
<td>dossier transaction name</td>
</tr>
<tr>
<td>Drill Up</td>
<td>displays parent dossier of selected child dossier; enabled only when parent dossier exists for current child dossier</td>
</tr>
<tr>
<td>Drill Down</td>
<td>displays next level of related dossiers; enabled only when child dossier exists for current parent dossier</td>
</tr>
<tr>
<td>Detail</td>
<td>displays Dossier window</td>
</tr>
</tbody>
</table>
Exchange Protocol Process

Definition

Exchange Protocol is the process of approving Oracle Receivables and Payables subledger transactions. Transactions are first grouped by a client, Payables supplier, or Receivables customer in documents called dialog units. The dialog units are then batched into a transmission unit, which is passed through a hierarchy of authorizers until the batch is approved.

Overview

The Exchange Protocol system is designed as a generic solution to be used by public sector clients using Oracle Financials where a sophisticated batch approval system is required. Exchange Protocol ensures that all subledger transactions within Payables and Receivables are carefully approved before being accounted for within Financials.

Exchange Protocol requires that all subledger transactions are batched for approval. The transactions are first grouped into predefined dialog units and then the dialog units are batched into transmission units. The process is as follows:

- Dialog unit types are created for an operating unit, which define the transactions to be included for the specific type. For example, the type DU-A may contain only Payables standard invoices, and type DU-B Payables credit notes.

- Transmission unit types are defined for an operating unit specifying which dialog unit types to include and the approval hierarchy to be used.

- A numbering system per operating unit is defined for each type of dialog unit and transmission unit. Public sector users require these documents to be sequentially numbered.

- Dialog units are created containing subledger transactions for an operating unit.
• The dialog units of each operating unit are included in transmission units and the batch is sent for approval using Oracle Workflow.

The Exchange Protocol workflow defines the approval process as follows:

• Create one or more position hierarchies for use in the approval cycle.

• Additional information is required to enhance the basic hierarchy definition. The user can create a profile for the hierarchy defining the following:
  • If the final approver in the hierarchy is only allowed acceptance status, for example, the approver is not able to reject the documents.
  • If legal numbering of documents is required. Many public sector users require a new legal number to be assigned to the batch when the documents are approved.

• At any stage in the approval cycle, the following actions can be taken by the approver:
  • Approve the transmission unit
    All dialog units are Approved and the whole transmission unit is sent to the next authorizer in the hierarchy.
  • Finally approve dialog units
    All dialog units are Finally Approved and the transmission unit status is Complete.
  • Reject the transmission unit
    All the dialog units are Rejected. The rejected dialog units are released from the transmission unit and the transactions within the dialog units are released. The transactions can be altered and are available for inclusion in another dialog unit. The status of the dialog units is set to Rejected and the transmission unit is set to Complete.
  • Partially reject
    Some dialog units are Rejected and some dialog units are Approved. The rejected dialog units are released from the transmission unit and the transactions within these dialog units are released. The transactions can then be altered and are available to be included in another dialog unit. The transmission unit, now containing only the approved dialog units, is sent to the next authorizer in the hierarchy.

  **Note:** If a legal number is generated, then the dialog units remain with transmission unit even if the dialog units are
rejected, else the dialog unit is released from the transmission unit.

- Partially place on hold
  Some dialog units are placed On Hold and some dialog units are Approved. The dialog units on hold are released from the transmission unit but the transactions stay within the dialog units. The transactions can then be altered and included in other dialog units. The transmission unit, now containing only the approved dialog units, is sent to the next authorizer in the hierarchy.

- Return the transmission unit
  The whole transmission unit can be returned to the previous approver.

- When the final person in the approval cycle approves or accepts a transmission unit, the following happens:
  - The status of the transmission unit is set to Complete and the status of the dialog units within it are set to Complete.
  - The transactions within approved dialog units are set to Approved or Completed.

**Note:** Subledger transactions can be posted without approval in the Exchange Protocol workflow. To do this, navigate to the Invoice Hold and Release Names window and deselect the Allow Accounting option for the Core Holds. This ensures that unless the Exchange Protocol hold is released through the approval process the invoice cannot be accounted and posted.

**Exchange Protocol Process Flow Diagram**

The diagram below shows the Exchange Protocol process flow, described in the accompanying text.
Exchange Protocol Process Flow Diagram

1. Define Hierarchies
2. Define Hierarchy Profile
3. Define Dialog Unit Types
4. Define Transmission Unit Types
5. Define Exchange Protocol Numbering
6. Enter Transactions
7. Create Dialog Units
8. Create Transmission Units
9. Exchange Protocol Approval Cycle
Exchange Protocol Processes

Define Hierarchies

The approval process using Oracle Workflow requires that a positional hierarchy is created to define the document flow within the client’s approvers. This work structure defines jobs, positions within the jobs, and a hierarchy of positions. The employees are assigned to positions and a user identity is assigned to an employee.

The user must set up at least one positional hierarchy to be used as an approval cycle. However, if documents require different approval cycles, then many hierarchies can be created. For example, a batch of Payables invoices may need to be approved by several levels of accounts managers, but a Receivables invoice may only need approval from a single manager.

If the Oracle Human Resources system is installed, then the work structure that forms the basis for creating positional hierarchies can be activated using this system, if not, the Oracle Purchasing setup workflow structures system can be used.

The work structure is set up as follows:

- Job window
  Users must set up jobs to be used, for example, authorizer, and manager.

- Positions window
  Positions are defined as positions within the jobs, for example, Authorizer - Clerk and Authorizer - Supervisor are within the job Authorizer, Manager within the job Manager.

- Employees window
  Employees are defined within the positions, for example, employees A and B are Authorizer - Clerks, employees C and D are Authorizer - Supervisors, and employees E and F are Managers.

- Position Hierarchies
  The diagram below defines an example of a position hierarchy used by the approval process.
Position Hierarchies

Hierarchy 1 - Department A

[Diagram showing hierarchy: Authorizer-Clerk → Authorizer-Supervisor → Manager]

Hierarchy 2 - Department B

[Diagram showing hierarchy: Authorizer-Clerk → Manager]

The following step is required to create the work structure:

- Associate the employees with user identities, for example, create a logon user identity of USERB and assign employee B to USERB.

For information on creating job descriptions within work structures, see Enterprise Modeling, *Oracle Human Resources Management Systems User’s Guide*.

For information on creating position descriptions within work structures, see Enterprise Modeling, *Oracle Human Resources Management Systems User’s Guide*.

For information on creating position hierarchies within work structures, see Enterprise Modeling, *Oracle Human Resources Management Systems User’s Guide*.

Define Profiles for Exchange Protocol

Workflow profiles must be defined for each positional hierarchy.

This process adds the following additional features to the approval cycle:

- The French public sector users require that an additional legal number is associated with each dialog unit number and transmission unit number when the final or principal authorizer has approved the batch.

- In France and other European countries, if payment of invoices is actioned by a central treasury department, then the final approver, called an account officer in France, can only accept the transmission unit for payment, and can not approve or
reject the batch.

The information required to create a workflow profile is as follows:

- profile name; for example, EXP-1
- position hierarchy; selected from a list of the position hierarchies created
- optional final approver position. To be defined if the last approver can only accept the transmission unit previously approved by a principal authorizer.
- optional legal document position. In some countries it is necessary to assign an additional reference number to the exchange protocol documents. This legal number is assigned at a pre-specified stage in the approval cycle. For example, in France, the legal number is assigned after the principal authorizer has approved the batch and before the batch is passed to the account officer.
- view hierarchy; allowing drill-down to view the selected hierarchy

For example, using the hierarchy department A, the entries would be:

- profile name, EXP-1
- hierarchy, department A
- final approver, Manager
- legal document, Authorizer - Supervisor

For information on the workflow hierarchy, see the Workflow Hierarchy diagram, page 24-11.

For information on defining position hierarchies, see Define Hierarchies, page 24-5.

**Define Dialog Unit Types**

The user must define which subledger transactions are to be grouped together belonging to an operating unit for a client. This process is the creation of dialog unit types. When the Exchange Protocol functionality is used all subledger transactions require approval using this requirement, therefore all transactions must be included in at least one dialog unit type.

Dialog unit types are defined as follows:

- dialog unit type; a descriptive name
- transaction type; one or many selected from a list of all available transactions

The table below shows an example of how the dialog units are created.
**Define Transmission Unit Types**

The user must define each type of transmission unit to be used in the system for an operating unit. This process defines which dialog units are batched together for approval.

Transmission unit types are defined as follows:

- transmission unit type; a descriptive name, for example, Mandate-Batch
- dialog unit type; one or many selected from a list of all available dialog unit types
- profile hierarchy; the approval hierarchy to be used with this type of transmission unit, selected from a list of available positional hierarchies

The table below shows an example of how transmission units are created.

<table>
<thead>
<tr>
<th>Transmission Unit Name</th>
<th>Dialog Units</th>
<th>Hierarchy</th>
</tr>
</thead>
<tbody>
<tr>
<td>TU-A</td>
<td>DU-A, DU-B</td>
<td>Department A</td>
</tr>
<tr>
<td>TU-B</td>
<td>DU-C</td>
<td>Department B</td>
</tr>
</tbody>
</table>

**Define Exchange Protocol Numbering**

Users can set up a numbering sequence for each type of document of an operating unit. This number prefixes and suffixes a sequential count of all dialog units and transmission units created during the Exchange Protocol process for the financial year.

Document numbers within Exchange Protocol are defined as follows:
• exchange protocol type
  There are two types of exchange protocol type: dialog unit or transmission unit.

• class
  Actual; at creation and during approval by authorizers.
  Legal; optional, to be allocated after approval by the specified approver.

• document type
  The document type is linked to the predefined transmission unit and dialog unit types.

The information required for exchange protocol numbering is as follows:

• prefix
  The prefix precedes the sequential number; for example, Def.

• suffix
  The suffix describes the documents; for example, Mandate.

All of the available document types within the dialog unit and transmission unit structures must have a unique numbering system applied for each financial year.

The table below shows an example of Exchange Protocol numbering.

### Exchange Protocol Numbering Example

<table>
<thead>
<tr>
<th>Exchange Protocol Type</th>
<th>Class</th>
<th>Document Type</th>
<th>Prefix</th>
<th>Suffix</th>
<th>Year</th>
<th>Numbering Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dialog Unit</td>
<td>Actual</td>
<td>DU-A</td>
<td>ActDef</td>
<td>MandateMandate</td>
<td>2001</td>
<td>Act1Mandate</td>
</tr>
<tr>
<td></td>
<td>Legal</td>
<td>DU-A</td>
<td></td>
<td></td>
<td>2001</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Def1Mandate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2001</td>
</tr>
<tr>
<td>Dialog Unit</td>
<td>Actual</td>
<td>DU-C</td>
<td>ActDef</td>
<td>Payback</td>
<td>2001</td>
<td>Act1Payback</td>
</tr>
<tr>
<td></td>
<td>Legal</td>
<td>DU-C</td>
<td></td>
<td></td>
<td>2001</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Def1Payback</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2001</td>
</tr>
</tbody>
</table>
### Exchange Protocol Approval Process

#### Transaction Entry

All transactions are usually entered in the subledger. When the user approves the subledger transaction, a document hold is automatically applied to the transaction. This hold can only be released by the Exchange Protocol approval process. The transaction is then paid in Payables or completed in Receivables.

The transaction entry process applies to both Payables and Receivables; for example, invoices and credit notes. The following is an example of the transaction entry process:

1. Enter a Payables standard invoice for a supplier.
2. Approve the invoice.
3. Apply an exchange protocol hold to the invoice.
   
   The hold cannot be manually cleared, it must be cleared by Exchange Protocol approval.

For information on transactions, see Enter Transactions, *Oracle Receivables User’s Guide*.

For information on invoices, see Entering Invoice Batches in the Invoice Workbench, *Oracle Payables User’s Guide*.

#### Dialog Unit Creation

The first stage in the Exchange Protocol process is to create a dialog unit. A dialog unit is a collection of transactions requiring exchange protocol approval, for example, all standard Payables invoices for a supplier. The process is as follows:

1. Select the document type to be created. This predefines which transactions are to be included in the dialog unit.
2. Select a supplier or customer. All available transactions are then included in the dialog unit.
3. Exclude individual transactions before creating the dialog unit if desirable.

4. Assign an actual number to the dialog unit.

Transmission Unit Creation
The second stage in the Exchange Protocol process is to create a transmission unit. A transmission unit is a collection of dialog units requiring exchange protocol approval. For example, all dialog units containing the document type, Mandate. The process is as follows:

- Select the document to be created. This predefines which dialog units are to be included in the transmission unit.
- Exclude individual dialog units before creating the transmission unit if desirable.
- Optionally, amend the positional hierarchy to be used in the approval cycle.
- Assign the transmission unit an actual number and transmit for approval.

Exchange Protocol Approval
Transmission units are approved through a workflow process. The transmission unit enters the workflow at the point where the transmission unit user exists in the hierarchy. The next user in the hierarchy is sent a notification to approve or reject the transmission unit.

If rejected, a notification is sent to the user who raised the transmission unit. If approved, a notification is sent to the next position in the hierarchy, if there is more than one user defined for the position then a user must be selected, until all users in the hierarchy have approved the transmission unit.

The approval process using the workflow hierarchy, including the special features for the French public sector, is shown in the diagram below.

Workflow Hierarchy

The Workflow Hierarchy diagram, page 24-11, assumes that the profile defines the Manager as the legal document numbering position and that Account Officer is a final approver. The following actions describe the process:

1. The Authorizer - Clerk creates a transmission unit numbered Act16Mandate2001 and submits it for approval.
2. A notification to approve is sent to the Authorizer - Supervisor, who drills down to the transmission unit to view the details and approve the dialog units.

   From the Notification Details window, the approver can drill-down to the individual documents within the list of dialog units in the transmission unit.

   If an individual dialog unit is rejected, all transactions within that dialog unit are released and made available for inclusion in a future dialog unit.

3. The Authorizer - Manager receives a notification and also approves the transmission unit, the additional legal number is now assigned to the transmission unit and all the approved dialog units; for example, Def16Mandate2001.

4. A notification is sent to the Account Officer. This stage is called the point of acceptance. The Account Officer can only accept the transmission unit, complete the process and return a completed notification to the Authorizer - Clerk.

   This notification can contain instructions to the originator if the Account Officer requires changes to be made. For example, if an incorrect account has been used on a Payables invoice, the Account Officer can request issuance of a credit note and a new debit note created to correct the account.

5. When the exchange protocol process for the transmission unit is complete and all dialog units within the transmission unit have been approved, the status of all the transactions within the approved dialog units is set to Approved or Completed.

Year End Process

Exchange Protocol Numbering

   New numbering schemes should be created for all dialog unit and transmission unit types for the new financial year.

Dialog Unit Creation

   The financial year is specified when a dialog unit is created. The dialog unit can only include transactions for the specified year. This ensures that transactions in different years are kept separate at the change of financial year.

Transmission Unit Creation

   A transmission unit can only contain dialog units for the same financial year.

Approved Documents

   When documents have successfully completed the approval process, the General Ledger effective date is updated.

   For documents in the current year, the General Ledger date is set to the current date.
For documents in a previous year, the date is set to 31 December in the current year minus 1. For example, in a transmission unit dated 2002 which completes the approval process on 20 January 2003, the transaction dates are set to 31 December 2002, assuming that the accounting period is still open.
Exchange Protocol Procedures

Definition

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

In Exchange Protocol, the process of managing expenses involves creating, viewing, and modifying dialog and transmission units, which are collections of financial transactions.

Overview

Dialog Units

In Exchange Protocol, Payables or Receivables transactions are grouped into dialog units. A dialog unit is a set of financial transactions that can be approved or rejected in one step without handling each transaction individually. Each dialog unit within a transmission unit can be processed individually.

Each dialog unit belongs to a dialog unit type. The dialog unit type defines transaction types, which govern the type of financial transactions a dialog unit contains.

For information on dialog unit and transaction types, see Defining Dialog Unit Types, Oracle Public Sector Financials (International) Implementation Guide.

Transmission Units

Several dialog units can be grouped into a transmission unit, which is used to transfer dialog units through the approval process using Oracle Workflow.

Each transmission unit belongs to a transmission unit type. The transmission unit type
define the dialog unit types, which govern the type of dialog units contained in a transmission unit.

Approval Profiles and Workflow

Approval profiles identify legal and final approver positions in Human Resources position hierarchies to be used for exchange protocol approval. These profiles are set up using the exchange protocol setup procedures.

When setup is complete and exchange protocol transactions are created, the user places transmission units into the approval workflow, which routes them through the appropriate approval process and notifies authorizers of dialog units that require their approval.

For information on setting up Exchange Protocol, see Exchange Protocol Setup Checklist, Oracle Public Sector Financials (International) Implementation Guide.

Working with Dialog and Transmission Units

Dialog units can be created, viewed, and modified with the following windows:

- Find Dialog Units
- Dialog Units
- New Dialog Unit
- Review Dialog Unit
- Find Transactions
- Include in Dialog Unit

**Note:** The New Dialog Unit and Review Dialog Unit windows are identical except for the title.

The diagram below illustrates the process flow for creating and modifying dialog units.
Transmission units can be created, viewed, modified, and submitted to approval workflow with the following windows:

- Find Transmission Units
- Transmission Units
- New Transmission Unit
- Review Transmission Unit
- Find Dialog Units
- Dialog Units Available

**Note:** The New Transmission Unit and Review Transmission Unit windows are identical except for the title.
The diagram below illustrates the process flow for creating and modifying dialog units.

**Process Flow for Creating and Modifying Transmission Units**

A transmission unit can also be generated for a single dialog unit from the New Dialog Unit window.

**Numbering Dialog and Transmission Units**

Unique order numbers are automatically assigned to dialog units and transmission units when they are created. Order numbers can have prefixes and suffixes to aid identification. These are identified during the Exchange Protocol setup process.

In addition, legal numbers are automatically assigned to dialog units and transmission units on approval by a user at the legal numbering position identified by the approval profile. Legal numbers are only assigned when the Exchange Protocol: Legal Numbering Required profile option is set to Yes.

At the start of a new financial year, the order and legal numbering sequences are reset.
Exchange Protocol Processes


Exchange Protocol Process for Transmission Unit Creator Diagram
Recommendations

Oracle recommends the following:

- System administrator privileges must be set up to enable the system administrator to inspect Workflow processes and messages. This is useful if messages are not being processed because an approver is absent, or if the approval workflow reports missing setup criteria that need to be completed before a process can be expedited.

Prerequisites

- Exchange Protocol must be set up.


- Set up Oracle Subledger Accounting if used, to post all transactions in General Ledger.

  To set up Oracle Subledger Accounting, see Subledger Accounting Options Setup, *Oracle Subledger Accounting Implementation Guide*.

- Check if setup is completed for each operating unit in case of multiple organizations.
Creating Dialog Units Procedure

Find Dialog Units Window

To create dialog units using the New Dialog Unit window:

1. Navigate to the New Dialog Unit window as follows:
   
   **OPSF(I) Exchange Protocol - Dialog Units**
   
   The Find Dialog Units window appears.

2. Click **New**.
   
   The New Dialog Unit window appears.
3. In the Operating Unit field, select an operating unit from the list of values.

4. In the Dialog Unit Type field, select a dialog unit type from the list of values.

5. In the Currency field, select a currency code from the list of values.

6. In the Third Party field, if enabled, select a third party name from the list of values.

7. In the Site field, if enabled, select a third party site from the list of values.

8. In the Dialog Unit Date field, enter a date for the dialog unit.

9. To add transactions to the dialog unit, click **Add Transactions**.
   The Find Transactions window appears.
For information on the Find Transactions window, see the Find Transactions Window Description, page 25-15.

10. Enter appropriate search criteria as described in the Find Transactions Window Description table, page 25-15.

11. Click Find.

   The Include in Dialog Unit window appears.

12. Select any transactions that are required in the dialog unit using the check boxes.

    Note: All transactions are deselected by default.

13. Click Include Transactions.

    The Include in Dialog Unit window closes.
### Find Dialog Units Window Description

The following table describes the fields in the Find Dialog Units Window.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>operating unit of the dialog unit</td>
</tr>
<tr>
<td>From</td>
<td>start of dialog unit order number range to search</td>
</tr>
<tr>
<td>To</td>
<td>end of dialog unit order number range to search</td>
</tr>
<tr>
<td>From</td>
<td>start of dialog unit legal number range to search</td>
</tr>
<tr>
<td>To</td>
<td>end of dialog unit legal number range to search</td>
</tr>
<tr>
<td>Status</td>
<td>dialog unit status</td>
</tr>
<tr>
<td>Currency</td>
<td>dialog unit transaction currency</td>
</tr>
<tr>
<td>Dialog Unit type</td>
<td>dialog unit type</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>dialog unit fiscal year</td>
</tr>
<tr>
<td>Third Party Site</td>
<td>third party site; only active when third party name selected</td>
</tr>
<tr>
<td>From</td>
<td>start of dialog unit creation date range</td>
</tr>
<tr>
<td>To</td>
<td>end of dialog unit creation date range</td>
</tr>
<tr>
<td>From</td>
<td>start of transmission unit order number range</td>
</tr>
<tr>
<td>To</td>
<td>end of transmission unit order number range</td>
</tr>
</tbody>
</table>
Field Name | Description
---|---
From | start of transmission unit legal number range
To | end of transmission unit legal number range
Clear | clears all fields
New | opens New Dialog Unit window to create a new dialog unit
Find | starts search

New Dialog Unit Window Description

The following table describes the fields in the New Dialog Unit window.

**Note:** This window description also applies to the Review Dialog Unit window.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>operating unit of the dialog unit</td>
</tr>
<tr>
<td>Order Number</td>
<td>automatically generated unique number for dialog unit when saved</td>
</tr>
<tr>
<td>Legal Number</td>
<td>automatically generated unique number for dialog number when approved by user at legal numbering position in approval hierarchy</td>
</tr>
<tr>
<td>Status</td>
<td>dialog unit status in exchange protocol process or Workflow; valid values: Available, In a Transmission Unit, Transmitted, Approved and Transmitted, Rejected, On Hold, Returned, Deleted, Approved</td>
</tr>
<tr>
<td>Next Approver</td>
<td>user name of next approver in Workflow</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Amount</td>
<td>sum of amounts appearing in Transactions region</td>
</tr>
<tr>
<td>Prepayment Amount</td>
<td>sum of prepayments attached to transactions in Transactions region</td>
</tr>
<tr>
<td>Dialog Unit Type</td>
<td>dialog unit type; defined by user in exchange protocol setup.</td>
</tr>
<tr>
<td>Currency</td>
<td>dialog unit transaction currency</td>
</tr>
<tr>
<td>Third Party</td>
<td>third party name; required when selected dialog unit type is defined for a single third party</td>
</tr>
<tr>
<td>Site</td>
<td>third party site; required when selected dialog unit type is defined for a single third party site</td>
</tr>
<tr>
<td>Dialog Unit Date</td>
<td>date dialog unit created</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>fiscal year for dialog unit</td>
</tr>
<tr>
<td>Description</td>
<td>dialog unit description; maximum 30 alphanumeric characters</td>
</tr>
<tr>
<td>Generate Transmission Unit</td>
<td>generates a transmission unit for this dialog unit; available if there is at least one transaction in Transactions Region of dialog unit</td>
</tr>
<tr>
<td>View Transmission Unit</td>
<td>opens Review Transmission Unit window; only available when dialog unit included in transmission unit</td>
</tr>
<tr>
<td>Order Number</td>
<td>order number for transmission unit containing this dialog unit</td>
</tr>
<tr>
<td>Legal Number</td>
<td>legal number for transmission unit containing this dialog unit</td>
</tr>
<tr>
<td>Application</td>
<td>indicates which application transaction is part of; valid values are Payables or Receivables</td>
</tr>
</tbody>
</table>
### Find Transactions Window Description

The following table describes the fields in the Find Transactions window.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>displays the transactions for the selected operating unit.</td>
</tr>
<tr>
<td>Application</td>
<td>indicates which application transaction is part of; valid values are: Payables or Receivables; filtered based on dialog unit type definition</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>transaction type; filtered based on dialog unit type definition</td>
</tr>
<tr>
<td>Third Party</td>
<td>third party name</td>
</tr>
<tr>
<td>Third Party Site</td>
<td>third party site</td>
</tr>
<tr>
<td>Clear</td>
<td>clears all fields</td>
</tr>
</tbody>
</table>
### Field Name Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find</td>
<td>starts search</td>
</tr>
<tr>
<td>From</td>
<td>start of transaction number range to search</td>
</tr>
<tr>
<td>To</td>
<td>end of transaction number range to search</td>
</tr>
<tr>
<td>From</td>
<td>start of transaction amount range to search</td>
</tr>
<tr>
<td>To</td>
<td>end of transaction amount range to search</td>
</tr>
<tr>
<td>From</td>
<td>start of General Ledger date range</td>
</tr>
<tr>
<td>To</td>
<td>end of General Ledger date range</td>
</tr>
</tbody>
</table>

---

**Include In Dialog Unit Window Description**

The following table describes the fields in the Include In Dialog Unit window.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include</td>
<td>includes the transaction in the dialog unit, if selected.</td>
</tr>
<tr>
<td>Application</td>
<td>indicates which application transaction is part of; valid values are: Payables or Receivables</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>transaction type</td>
</tr>
<tr>
<td>Transaction Num</td>
<td>Transaction Num</td>
</tr>
<tr>
<td>Description</td>
<td>transaction description</td>
</tr>
<tr>
<td>GL Date</td>
<td>transaction accounting date</td>
</tr>
<tr>
<td>Third Party</td>
<td>third party name</td>
</tr>
</tbody>
</table>
### Field Name Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>third party site</td>
</tr>
<tr>
<td>Amount</td>
<td>transaction amount</td>
</tr>
<tr>
<td>View Transaction</td>
<td>drills down to selected transaction details</td>
</tr>
<tr>
<td>Include Transaction</td>
<td>adds selected transactions to dialog unit</td>
</tr>
</tbody>
</table>

## Reviewing Dialog Units Procedure

### Dialog Units Window

To review dialog units using the Review Dialog Unit window:

1. Navigate to the Review Dialog Unit window as follows:

   **OPSF(I) Exchange Protocol - Dialog Units**

   The Find Dialog Units window appears.

2. Enter appropriate search criteria as described in the Find Dialog Units Window Description table, page 25-12.

3. Click **Find**.

   The Dialog Units window appears.

4. To view details of a dialog unit, select the dialog unit and click **Review**.

5. Close the window.
Dialog Units Window Description

The following table describes the fields in the Dialog Units window.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>operating unit of the dialog unit</td>
</tr>
<tr>
<td>Order Number</td>
<td>dialog unit order number</td>
</tr>
<tr>
<td>Legal Number</td>
<td>dialog unit legal number</td>
</tr>
<tr>
<td>Dialog Unit Type</td>
<td>dialog unit type</td>
</tr>
<tr>
<td>Status</td>
<td>shows current status; valid values are: Available, In a Transmission Unit, Transmitted, Approved and Transmitted, Rejected, On Hold, Returned, Deleted, Approved</td>
</tr>
<tr>
<td>Currency</td>
<td>currency used in dialog unit transactions</td>
</tr>
<tr>
<td>Amount</td>
<td>total amount of dialog unit in selected currency</td>
</tr>
<tr>
<td>Prepayment</td>
<td>total prepayments attached to transactions in dialog units</td>
</tr>
<tr>
<td>Third Party</td>
<td>third party name</td>
</tr>
<tr>
<td>Site</td>
<td>third party site</td>
</tr>
<tr>
<td>Transmission Unit Order Number</td>
<td>transmission unit order number</td>
</tr>
<tr>
<td>Transmission Unit Legal Number</td>
<td>transmission unit legal number</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>dialog unit fiscal year</td>
</tr>
<tr>
<td>Dialog Unit Date</td>
<td>dialog unit creation date</td>
</tr>
<tr>
<td>Prepared By</td>
<td>username of dialog unit originator</td>
</tr>
</tbody>
</table>
### Generating Transmission Units From Dialog Units Procedure

To generate a transmission unit from a dialog unit using the New Dialog Unit or Review Dialog Unit window:

1. Navigate to the Find Dialog Units window as follows:
   
   **OPSF(I) Exchange Protocol - Dialog Units**
   
   The Find Dialog Units window appears.

2. Perform one of the following:
   
   Create a new dialog unit as described in the Creating Dialog Units Procedure, page 25-9.
   
   Review a dialog unit as described in the Reviewing Dialog Units Procedure, page 25-17.

3. Click **Generate Transmission Unit**.

4. To see the generated transmission unit, click **View Transmission Unit**.

5. Close the window.
Creating Transmission Units Procedure

Find Transmission Units Window

Operating Unit

Order Numbers
From
To

Legal Numbers
From
To

Transmission Unit Dates
From
To

Transmission Unit Type

Prepared By

Status

Fiscal Year

Currency

Clear
New
Find

To create transmission units using the New Transmission Unit window:

1. Navigate to the New Transmission Unit window as follows:

   OPSF(I) Exchange Protocol - Transmission Units

   The Find Transmission Units window appears.

2. Click New.

   The New Transmission Unit window appears.
3. In the Operating Unit field, select an operating unit from the list of values.

4. Optionally, in the Description field, enter a transmission unit description.

5. In the Date field, enter a date for the transmission unit.

6. In the Type field, select a transmission unit type from the list of values.

7. In the Approval Profile field, select an approval profile from the list of values.
   
   **Note:** The Approval Profile field contains a default value based on the selected transmission unit type, and is only enabled if the transmission unit type allows override of the default.

8. In the Fiscal Year field, select a year from the list of values.

9. Click **Add Dialog Unit**.
   
   The Find Dialog Units for Transmission Unit window appears.
10. Enter appropriate search criteria as described in the Find Dialog Units Window Description table, page 25-12.

11. Click **Find**.

   The Dialog Units Available window appears.

12. Select the dialog units that are required in the transmission unit using the check boxes.

   All dialog units are deselected by default.

13. Click **Add**.
The Dialog Units Available window closes.

14. Save your work.

**Find Transmission Units Window Description**

The following table describes fields in the Find Transmission Units window.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>Operating unit of the transmission type</td>
</tr>
<tr>
<td>Transmission Unit type</td>
<td>transmission unit type</td>
</tr>
<tr>
<td>Prepared By</td>
<td>name of transmission unit creator</td>
</tr>
<tr>
<td>Status</td>
<td>transmission unit status</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>transmission unit fiscal year</td>
</tr>
<tr>
<td>Currency</td>
<td>transmission unit currency</td>
</tr>
<tr>
<td>Clear</td>
<td>clears all fields</td>
</tr>
<tr>
<td>New</td>
<td>opens New Transmission Unit window to create a new transmission unit</td>
</tr>
<tr>
<td>Find</td>
<td>starts search</td>
</tr>
<tr>
<td>From</td>
<td>start of transmission unit order number range to search</td>
</tr>
<tr>
<td>To</td>
<td>end of transmission unit order number range to search</td>
</tr>
<tr>
<td>From</td>
<td>start of transmission unit legal number range to search</td>
</tr>
<tr>
<td>To</td>
<td>end of transmission unit legal number range to search</td>
</tr>
</tbody>
</table>
New Transmission Unit Window Description

The following table describes fields in the New Transmission Unit window.

**Note:** This window description also applies to the Review Transmission Unit window.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>start of transmission unit creation date range</td>
</tr>
<tr>
<td>To</td>
<td>end of transmission unit creation date range</td>
</tr>
<tr>
<td>Operating Unit</td>
<td>operating unit for the transmission unit</td>
</tr>
<tr>
<td>Description</td>
<td>transmission unit description</td>
</tr>
<tr>
<td>Date</td>
<td>transmission unit date</td>
</tr>
<tr>
<td>Type</td>
<td>transmission unit type</td>
</tr>
<tr>
<td>Approval Profile</td>
<td>approval profile for transmission unit type; only available when transmission unit type selected; defaults to approval profile associated with transmission unit type</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>transmission unit fiscal year</td>
</tr>
<tr>
<td>Order Number</td>
<td>automatically generated unique number for transmission unit when saved</td>
</tr>
<tr>
<td>Legal Number</td>
<td>automatically generated unique number for transmission unit when approved</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Status</td>
<td>current status; valid values: Approved and Transmitted, Available, Complete, Deleted, Transmitted</td>
</tr>
<tr>
<td>Amount</td>
<td>dialog unit transaction total in selected currency for selected dialog units only</td>
</tr>
<tr>
<td>Next Approver</td>
<td>user name of next transmission unit approver</td>
</tr>
<tr>
<td>Currency</td>
<td>transmission unit currency</td>
</tr>
<tr>
<td>Application</td>
<td>application dialog unit is part of; valid values are Payables or Receivables</td>
</tr>
<tr>
<td>Order Number</td>
<td>dialog unit order number</td>
</tr>
<tr>
<td>Legal Number</td>
<td>dialog unit legal number</td>
</tr>
<tr>
<td>Description</td>
<td>text description</td>
</tr>
<tr>
<td>Currency</td>
<td>currency used in dialog unit transactions</td>
</tr>
<tr>
<td>Status</td>
<td>shows current status; valid values are: Available, In a Transmission Unit, Transmitted, Approved and Transmitted, Rejected, On Hold, Returned, Deleted, Approved</td>
</tr>
<tr>
<td>Dialog Unit Type</td>
<td>dialog unit type</td>
</tr>
<tr>
<td>Third Party</td>
<td>third party name</td>
</tr>
<tr>
<td>Third Party Site</td>
<td>third party site</td>
</tr>
<tr>
<td>Dialog Unit Date</td>
<td>dialog unit creation date</td>
</tr>
<tr>
<td>Amount</td>
<td>total amount of dialog unit in selected currency</td>
</tr>
<tr>
<td>Prepayment</td>
<td>total prepayments attached to transactions in dialog units</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>dialog unit fiscal year</td>
</tr>
<tr>
<td>Prepared By</td>
<td>name of dialog unit originator</td>
</tr>
<tr>
<td>Transmit</td>
<td>submits transmission unit for approval</td>
</tr>
<tr>
<td>Add Dialog Unit</td>
<td>adds dialog units to transmission unit</td>
</tr>
</tbody>
</table>

**Find Dialog Units for Transmission Unit Window Description**

The following table describes fields in the Find Dialog Units for Transmission Unit window.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>operating unit for the dialog unit</td>
</tr>
<tr>
<td>From</td>
<td>start of dialog unit order number range to search</td>
</tr>
<tr>
<td>To</td>
<td>end of dialog unit order number range to search</td>
</tr>
<tr>
<td>From</td>
<td>start of dialog unit legal number range to search</td>
</tr>
<tr>
<td>To</td>
<td>end of dialog unit legal number range to search</td>
</tr>
<tr>
<td>Status</td>
<td>dialog unit status</td>
</tr>
<tr>
<td>Third Party</td>
<td>third party name</td>
</tr>
<tr>
<td>Third Party Site</td>
<td>third party site; only active when third party name selected</td>
</tr>
<tr>
<td>Prepared By</td>
<td>name of dialog unit creator</td>
</tr>
</tbody>
</table>
### Dialog Units Available Window Description

The following table describes fields in the Dialog Units Available window.

<table>
<thead>
<tr>
<th><strong>Field Name</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Include</td>
<td>when selected, marks dialog unit to be included in transmission unit; deselected by default</td>
</tr>
<tr>
<td>Application</td>
<td>application dialog unit is part of; valid values are: Payables or Receivables</td>
</tr>
<tr>
<td>Order Number</td>
<td>dialog unit order number</td>
</tr>
<tr>
<td>Legal Number</td>
<td>dialog unit legal number</td>
</tr>
<tr>
<td>Description</td>
<td>text description</td>
</tr>
<tr>
<td><strong>Field Name</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Currency</td>
<td>currency used in dialog unit transactions</td>
</tr>
<tr>
<td>Status</td>
<td>shows current status; valid values are: Available, In a Transmission Unit, Transmitted, Approved and Transmitted, Rejected, On Hold, Returned, Deleted, Approved</td>
</tr>
<tr>
<td>Dialog Unit Type</td>
<td>dialog unit type</td>
</tr>
<tr>
<td>Third Party</td>
<td>third party name</td>
</tr>
<tr>
<td>Third Party Site</td>
<td>third party site</td>
</tr>
<tr>
<td>Dialog Unit Date</td>
<td>dialog unit date</td>
</tr>
<tr>
<td>Amount</td>
<td>total amount of dialog unit in selected currency</td>
</tr>
<tr>
<td>Prepayment</td>
<td>total prepayment amounts attached to transactions in dialog unit</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>dialog unit fiscal year</td>
</tr>
<tr>
<td>Prepared By</td>
<td>name of dialog unit originator</td>
</tr>
<tr>
<td>Add</td>
<td>adds selected dialog units to transmission unit</td>
</tr>
</tbody>
</table>
Reviewing Transmission Units Procedure

*Find Transmission Units Window*

<table>
<thead>
<tr>
<th>Operating Unit</th>
<th>Order Number</th>
<th>Legal Number</th>
<th>Description</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFSA09</td>
<td>MAC1T02008</td>
<td>MAC1TL2008</td>
<td>Mac testing</td>
<td></td>
</tr>
<tr>
<td>OFSA09</td>
<td>RT1C2008</td>
<td>ATJLE2008</td>
<td></td>
<td>AF</td>
</tr>
<tr>
<td>OFSA09</td>
<td>RT2C2000</td>
<td>AT1E2008</td>
<td>Testing in MAC</td>
<td>AF</td>
</tr>
<tr>
<td>OFSA09</td>
<td>RT3C2000</td>
<td>AT22E2008</td>
<td></td>
<td>AF</td>
</tr>
<tr>
<td>OFSA09</td>
<td>RT4C2008</td>
<td>AT4LE2008</td>
<td></td>
<td>AF</td>
</tr>
<tr>
<td>OFSA09</td>
<td>RT5C2008</td>
<td>AT5LE2008</td>
<td></td>
<td>AF</td>
</tr>
<tr>
<td>OFSA09</td>
<td>T1002000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**To review transmission units using the Review Transmission Unit window:**

1. Navigate to the Review Transmission Unit window as follows:
   - **OPSF(I) Exchange Protocol - Transmission Units**
     The Find Transmission Units window appears.

2. Enter appropriate search criteria as described in the Find Transmission Units Window Description table, page 25-23.

3. Click **Find**.
   The Transmission Units window appears.

4. To view details of a transmission unit, select the transmission unit and click **Review**.
   The Review Transmission Unit window appears.

**Transmission Units Window Description**

The following table describes fields in the Transmission Units window.
### Transmission Units Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>operating unit of the transmission unit</td>
</tr>
<tr>
<td>Order Number</td>
<td>transmission unit order number</td>
</tr>
<tr>
<td>Legal Number</td>
<td>transmission unit legal number</td>
</tr>
<tr>
<td>Description</td>
<td>description for transmission unit</td>
</tr>
<tr>
<td>Transmission Unit Type</td>
<td>transmission unit type</td>
</tr>
<tr>
<td>Amount</td>
<td>dialog unit transaction total in selected currency for dialog units within transmission unit</td>
</tr>
<tr>
<td>Currency</td>
<td>transmission unit currency</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>transmission unit fiscal year</td>
</tr>
<tr>
<td>Status</td>
<td>shows current status; valid values are: Approved and Transmitted, Available, Complete, Deleted, Transmitted</td>
</tr>
<tr>
<td>Transmission Unit Date</td>
<td>transmission unit date</td>
</tr>
<tr>
<td>Prepared By</td>
<td>user name of transmission unit originator</td>
</tr>
<tr>
<td>Transmit</td>
<td>submits selected transmission unit for approval</td>
</tr>
<tr>
<td>New</td>
<td>opens New Transmission Unit window to create a new transmission unit</td>
</tr>
<tr>
<td>Review</td>
<td>opens Review Transmission Unit window to review the selected transmission unit</td>
</tr>
</tbody>
</table>

### Transmitting Transmission Units Procedure

To place a transmission unit into approval workflow using the New Transmission Unit or Review Transmission Unit window:
1. Navigate to the Find Transmission Units window as follows:

**OPSF(I) Exchange Protocol - Transmission Units**

The Find Transmission Units window appears.

2. Either:

   Create a new transmission unit as described in the Creating Transmission Units Procedure, page 25-20.

   Review a transmission unit as described in the Reviewing Transmission Units Procedure, page 25-29.

3. Click **Transmit**.

### Dialog Unit Validation Procedure for Authorizing Users

To validate dialog units, perform the following steps.

1. Navigate to the Worklist window as follows:

   **OPSF(I) Exchange Protocol - Workflow Monitor - Worklist**

   A new browser is launched, displaying the worklist.

2. Click on a Subject to display the Notification Details window.

3. In the References region, click **Enter Transmission Unit**.

   For information on the New Transmission Unit window, see New Transmission Unit Window Description, page 25-24.

4. To accept all dialog units, click **Approve All**.

5. To reject all dialog units, click **Reject All**.

6. To place all dialog units on hold, click **Hold All**.

7. To work by exception and change the status of a dialog unit to approved, rejected, or on hold, place the cursor in the Status field and select the appropriate value from the list of values.

8. Save your work.

9. Return to the Notification Details window.

10. Click **Finish**.

    If approved, the notification is sent to the next approver in the hierarchy.

    If rejected, the transactions in the dialog unit may be reused at a later date.
Generic Interface Process

Definition

Generic Interface is an extension to the standard journal import interface and enables feeder system files to be loaded without the need for additional programming or system administrator support.

Feeder system data files are files in an ASCII text format containing comma-delimited record types which are loaded into General Ledger.

Feeder system data files must have a certain format.

Overview

Generic Interface meets the following business requirements:

- Simple loading of feeder system data files
- Prevents invalid files from being loaded
- Prevents duplicate files from being loaded
- Creates summary general ledger transactions
- Enables access to feeder system transaction details
- Enables data archive, purge and restore

All files feeding into the General Ledger through Generic Interface must use the same layout. The format for all feeder system data files is described in this chapter.

Accounting information can be created by many different software programs. Use the format described in this chapter to access the accounting information in General Ledger.

The following record types are required in the file format:
• File Headers, page 26-2
• Journal Headers, page 26-2
• Transaction Lines, page 26-2
• File Footers, page 26-2

File Headers

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

A file must have one spreadsheet header.

The following is an example of a spreadsheet file header record:

FH,"Payroll",0598,00123,001

Journal Headers

Journal Headers (JH), identify each group of transactions to be posted to the journal.

A file must have one or more journal headers.

The following is an example of a spreadsheet journal header:

JH,"Monthly",N,A,,GBP

Transaction Lines

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

A file must have one or more transaction line records and each transaction line must be contained within a journal header.

The following is an example of a spreadsheet transaction line:

"TL",120.15,"Primary Desc",180594,"Desc 1","Dec 2",,,,,,01,100,5960,1000,45

File Footers

File Footers (FF), summarize the information of the file.

A file must have one file footer.

The following is an example of a spreadsheet file footer:
Feeder System Data File Layout

The following is an example of a feeder system data file layout:

File Header (FH)

Journal Header (JH)

Transaction Line (TL)

Transaction Line (TL)

Transaction Line (TL)

Journal Header (JH)

Transaction Line (TL)

Transaction Line (TL)

Transaction Line (TL)

File Footer (FF)

If the feeder system is a spreadsheet program, each line record corresponds to one row and each field in a record corresponds to one column in the spreadsheet.

Prerequisites

The feeder system software must convert or export data to a comma-delimited ASCII file with variable length records. To eliminate the risk of incorrectly reading text containing commas, all text values must be enclosed in double quotes (" ").

The following figure shows the Generic Interface process flow, as described in the accompanying text.
Generic Interface Process Flow Diagram

Setting Up Generic Interface

The Generic Interface functionality is based on the standard General Ledger journal interface. Generic Interface enhances the file loading, data manipulation, and inquiry steps in the import process.

Setting up Generic Interface consists of the following procedures:
- Define New Journal Source, page 26-5
Define New Journal Source

In the standard General Ledger Journal Source Maintenance window, define a new source for the feeder system. Ensure that the Import References option is selected for the new journal source.

Define Period Mappings

It is possible that the feeder system uses different period names to those defined in General Ledger. To handle this situation a new window is provided enabling mappings to be defined between Feeder System Period Names and General Ledger Period Names.

Define Ledger Mappings

If multiple ledgers are used, the feeder systems may use different book identifiers than General Ledger. To handle this situation, a new window is provided to enable mappings to be defined between feeder system book identifiers and ledger.

Define Feeder System Descriptors

There are three additional sections of information required for each journal source that enable the Generic Interface to function. The information is defined in the Feeder System Descriptors window as follows:

- Secure source
  
  If a feeder system is defined as a secure source, only users with the profile option View Secure Sources set to Yes are able to view the feeder system transaction details. This setting has no impact on standard General Ledger account or journal inquiry which is controlled using the standard flexfield security functionality.

- Date picture
  
  It is possible that the date format used by the feeder system does not match the standard Oracle date format. The date picture is used to describe the format used by the feeder system.

- Descriptors
  
  Generic Interface enables the transfer of 10 items of data for each transaction line.
The first three data items are system defined as the transaction date, the primary description, and the amount. The remaining seven data items can be used to transfer any information as required. The descriptors are used to provide a user description for each piece of data passed from the feeder system.

**Define Generic Interface Profile Options**

Generic Interface provides one profile option that controls access to secure source feeder system detail transactions.

- **View Secure Source**
  
  This profile option is set at Responsibility or User level and accepts either a Yes or No value.

  When the View Secure Source profile option is set to No, users are unable to view feeder system transaction details for secure sources.

**Loading Interface Files**

When the feeder system file is available for loading, the file is processed using a number of concurrent programs as shown in the following figure.

![Loading Interface Files Diagram](image)

All of the concurrent programs are submitted through the standard reports window.

- **Load and Validate Feeder File**

  Run the Generic Interface: Extract Feeder File report to load a file into Oracle Public Sector Financials (International) Generic Interface tables and the Generic Interface: Load and Validate Feeder File Report to ensure the following:

  - The file is valid
  - The file is of the correct format
  - The file control totals are correct
  - The file has not been loaded previously
  - The file refers to a correct journal source, ledger, and period name.
• Extract Feeder File
  Once the file passes validation it is available for extraction by executing the Generic Interface: Extract Feeder File report. This process takes the loaded information and passes it through period and ledger mapping, date conversion, accounting flexfield technical structure conversion, and prepares it for importing into the General Ledger by loading the data into the GL_INTERFACE table.

• Journal Import and Post
  Following extraction, the standard Journal Import and Journal Post routines are executed to create and post the journals to the general ledger.

Reloading Interface Files
  A feeder system file cannot be reloaded if the file is already loaded. However, it may be necessary to reload a file for various reasons.

  Before reloading a feeder file, you must mark the file as Reloadable by running a concurrent program and then, reload the file using the Generic Interface: Extract Feeder File and the Generic Interface: Load and Validate Feeder File Report.

Feeder Transaction Inquiry
  Feeder transactions can be viewed depending on the setting of the Secure Source flag and the View Secure Sources profile option, through the standard Account Inquiry window. When viewing a journal line from a feeder system, the feeder system transaction details can be viewed by selecting the option from the Tools menu. This option displays the feeder system transactions used to create the summary General Ledger journal line.

File Header Record Specification
  The file header record passes journal source information to the General Ledger.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Max Width</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>2</td>
<td>FH</td>
<td>required</td>
</tr>
<tr>
<td>Source Name</td>
<td>25</td>
<td>name of the feeder system, for example, &quot;Payroll&quot;</td>
<td>required</td>
</tr>
</tbody>
</table>
### Field Name Max Width Description Type

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Max Width</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Period Name</td>
<td>15</td>
<td>accounting period name from feeder system</td>
<td>required</td>
</tr>
<tr>
<td>Transmission Number</td>
<td>50</td>
<td>unique file identification number</td>
<td>required</td>
</tr>
<tr>
<td>Feeder Book ID</td>
<td>25</td>
<td>maps to ledger ID</td>
<td>required</td>
</tr>
</tbody>
</table>

### Journal Header Record Specification

The journal header record passes journal header information to the General Ledger.

### Journal Header Record Specification

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Max Width</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>2</td>
<td>JH</td>
<td>required</td>
</tr>
<tr>
<td>Category Name</td>
<td>25</td>
<td>journal category</td>
<td>required</td>
</tr>
<tr>
<td>Reverse Flag</td>
<td>1</td>
<td>Is this a reversing batch? Y if yes, N if no</td>
<td>required</td>
</tr>
<tr>
<td>Reverse Period Offset</td>
<td>#</td>
<td>if Reverse Flag is Y, offset period in which the journal is reversed; for example, 1 for next period, 3 for next quarter</td>
<td>conditionally required</td>
</tr>
<tr>
<td>Actual Flag</td>
<td>1</td>
<td>type of transaction; A for actual or E for encumbrance</td>
<td>required</td>
</tr>
<tr>
<td>Encumbrance Type ID</td>
<td>#</td>
<td>if Actual Flag is E, journal encumbrance type, such as 1001</td>
<td>conditionally required</td>
</tr>
</tbody>
</table>
### Journal Lines Record Specification

Journal line records contain details of individual transactions and passes journal line information to the General Ledger.

### Transaction Lines Record Specification

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Max Width</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>2</td>
<td>&quot;JL.&quot;</td>
<td>required</td>
</tr>
<tr>
<td>Amount</td>
<td>#</td>
<td>transaction amount; enter leading sign and decimal point</td>
<td>required</td>
</tr>
<tr>
<td>Primary Description</td>
<td>240</td>
<td>primary transaction description</td>
<td>optional</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>240</td>
<td>transaction date</td>
<td>required</td>
</tr>
<tr>
<td>Field Name</td>
<td>Max Width</td>
<td>Description</td>
<td>Type</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------</td>
<td>------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Descriptor1</td>
<td>240</td>
<td>first transaction descriptor</td>
<td>optional</td>
</tr>
<tr>
<td>Descriptor2</td>
<td>240</td>
<td>second transaction descriptor</td>
<td>optional</td>
</tr>
<tr>
<td>Descriptor3</td>
<td>240</td>
<td>third transaction descriptor</td>
<td>optional</td>
</tr>
<tr>
<td>Descriptor4</td>
<td>240</td>
<td>fourth transaction descriptor</td>
<td>optional</td>
</tr>
<tr>
<td>Descriptor5</td>
<td>240</td>
<td>fifth transaction descriptor</td>
<td>optional</td>
</tr>
<tr>
<td>Descriptor6</td>
<td>240</td>
<td>sixth transaction descriptor</td>
<td>optional</td>
</tr>
<tr>
<td>Descriptor7</td>
<td>240</td>
<td>seventh transaction descriptor</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment1</td>
<td>240</td>
<td>accounting flexfield segment</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment2</td>
<td>240</td>
<td>accounting flexfield segment</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment3</td>
<td>240</td>
<td>accounting flexfield segment</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment4</td>
<td>240</td>
<td>accounting flexfield segment</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment5</td>
<td>240</td>
<td>accounting flexfield segment</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment6</td>
<td>240</td>
<td>accounting flexfield segment</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment7</td>
<td>240</td>
<td>accounting flexfield segment</td>
<td>optional</td>
</tr>
<tr>
<td>Field Name</td>
<td>Max Width</td>
<td>Description</td>
<td>Type</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------</td>
<td>----------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Account Segment8</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment9</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment10</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment11</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment12</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment13</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment14</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment15</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment16</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment17</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment18</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment19</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment20</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Account Segment21</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td>Field Name</td>
<td>Max Width</td>
<td>Description</td>
<td>Type</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------</td>
<td>---------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Account Segment22</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>segment</td>
<td></td>
</tr>
<tr>
<td>Account Segment23</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>segment</td>
<td></td>
</tr>
<tr>
<td>Account Segment24</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>segment</td>
<td></td>
</tr>
<tr>
<td>Account Segment25</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>segment</td>
<td></td>
</tr>
<tr>
<td>Account Segment26</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>segment</td>
<td></td>
</tr>
<tr>
<td>Account Segment27</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>segment</td>
<td></td>
</tr>
<tr>
<td>Account Segment28</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>segment</td>
<td></td>
</tr>
<tr>
<td>Account Segment29</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>segment</td>
<td></td>
</tr>
<tr>
<td>Account Segment30</td>
<td>240</td>
<td>accounting flexfield</td>
<td>optional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>segment</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** # symbol indicates numeric field, which may be any width.

**File Footer Record Specification**

The file footer record passes summary information to the General Ledger and validates the feeder file content.
### File Footer Record Specification

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Max Width</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>2</td>
<td>FF</td>
<td>required</td>
</tr>
<tr>
<td>Total Amount</td>
<td>#</td>
<td>total of all transaction amounts, regardless of currency</td>
<td>required</td>
</tr>
<tr>
<td>Record Count</td>
<td>240</td>
<td>total number of transaction line, TL, records</td>
<td>required</td>
</tr>
</tbody>
</table>

**Note:** # symbol indicates a numeric field, which may be any width.
Generic Interface Procedures

Definition

The Generic Interface feeder management procedures map data files into specified General Ledger periods and sets of books from feeder systems, such as third-party spreadsheet software that generates transactions as ASCII files in the specified format.

Overview

The Generic Interface feeder management procedures are used to perform the following tasks:

- Loading and validating feeder system data files
- Extracting feeder file transactions
- Importing and posting feeder file transactions
- Inquiring on feeder system transactions
- Reloading feeder files
- Archiving, purging, and restoring feeder file transactions

Prerequisites

Basic knowledge of operating system commands is required.

The feeder file must exist and be accessible to the user.

The filename must not include an extension when running the concurrent program. For example, the feeder filename $IGI_TOP/payweek20.dat is entered as follows:

$IGI_TOP/payweek20
The .dat extension is automatically appended to the filename when the file is processed. For information on filenames and directory structure, contact the system administrator or database administrator.

The following feeder system details must be set up:

The feeder book identifier must be mapped to a ledger name.

One or more feeder periods must be mapped to General Ledger accounting periods.

The feeder system descriptors must be registered.

To map feeder system details to corresponding General Ledger details, see Generic Interface Setup, Oracle Public Sector Financials (International) Implementation Guide.

### Loading, Validating, and Extracting Feeder File Transactions Procedure

The load, validate, and extract feeder file transactions procedure includes the following tasks:

- Load and Validate Feeder File, page 27-2
- Extract Feeder File Transactions, page 27-3
- Import and Post Feeder File Transactions, page 27-4

### Load and Validate Feeder File

**To load and validate the feeder file:**

1. Navigate to the Submit Request window as follows:
   
   OPSF(I) Generic Interface - Reports
   
   The Submit a New Request window appears.

2. Select the Request Set radio button.

3. Click OK.
   
   The Submit Request Set window appears.

4. In the Request Set field, select INT: Load and Validate Feeder File.

5. Click Parameters for the Generic Interface: Load External Feeder File program.
   
   The Parameters window appears.

6. In the Feeder File Name field, enter the full path and name of the feeder data file without the extension, for example $IGI_TOP/payweek34.

   **Note:** If the feeder file is not stored in the default directory $IGI_TOP, the full
directory path must be entered, overwriting the default directory path.

7. Click OK

8. Click Parameters for the Generic Interface: Validate Feeder File program.
   The Parameters window appears.

9. Select the ledger name.

10. Click OK

11. To send the request to the concurrent manager, click Submit.
    The Decision window appears.

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

13. View the request in the concurrent manager as follows:
    View - Requests


**Extract Feeder File Transactions**

**To extract transactions from the feeder file:**

1. When the Generic Interface: Interface File Validation Report has no errors, navigate to the Submit Request window as follows:
   
   **OPSF(I) Generic Interface - Reports**
   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click OK.
   The Submit Request window appears.

4. In the Name field, select Generic Interface: Extract Feeder File Report.
   The Parameters window appears.

5. In the Feeder Source Name field, accept the default All to extract transactions from all journal sources, or enter the name of a specific journal source from which to extract transactions, such as Payroll.

6. In the Transmission Number field, accept the default All to extract transactions
from all validated feeder files, or enter the transmission number for a specific file, such as EA1007.

7. In the Ledger Name field, select the ledger name.

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

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

   The Decision window appears.

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

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

    **View - Requests**


    **Note:** The number at the top of the report is the group identifier, which is used during the next step to identify this group of transactions.

### Import and Post Feeder File Transactions

**To import and post feeder file transactions:**

1. After extracting transactions from the feeder file, import and post transactions using the standard features of General Ledger.


2. In General Ledger, navigate to the Import Journals window as follows:

   **Journals - Import - Run**

3. In the Source field, select the journal source name.

4. In the Group ID field, enter the group identifier from the Generic Interface: Extract Feeder File Report.

   Data can be imported for the same or different sources in parallel by specifying a unique group identifier for each request. General Ledger imports data with the journal entry source and group identifier combination specified. If a group identifier is not specified, General Ledger imports data from the specified journal entry source with no corresponding group identifier.
5. Select the Create Summary Journals check box.

6. In the Date Range fields, enter a start date and an end date.
   
   **Note:** This field is optional and usually left blank.

7. To submit a concurrent process to import journals, click **Import**.
   
   The Decision window appears.

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

9. Close the window.


**Viewing Feeder System Detail Inquiry Procedure**

To view details of transactions imported from a feeder file, perform this procedure, before or after posting, using one of the following methods:

- From the Account Inquiry Window, page 27-6
- From the Feeder System Detail Inquiry Window, page 27-8
To view details of transactions imported from a feeder file from the Account Inquiry Window:

1. Navigate to the Extended Account Inquiry window as follows:
   
   OPSF(I) Budgeting Extensions - Inquiry - Extended Account Inquiry

2. In the Ledger/Ledger Set region, select the ledger name and currency.

3. In the Accounting Periods region, enter start and end dates for an account with transactions imported from a feeder file.

4. Select the Single Currency or All Currencies radio button.

5. In the Currency Type region, select another currency if the default currency is not required.

6. In the Currency Type region, select the Extended or Translated radio button.
   
   Note: Translated Currency type is only available if All Currencies has been selected in the Currency region.

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

8. Select a balance type from the following:
• Actual
• Budget
• Encumbrance

9. If Budget is selected as a balance type, in the Budget field, enter or select a budget name.

10. If Encumbrance is selected as a balance type, in the Encumbrance Type field, enter or select an encumbrance type.

11. In the Factor area, select a display and precision factor for rounding balances.

12. In the Summary Template field, select a summary template.

13. To select an account, click on an accounts line in the Accounts region.
    The Find Accounts window appears.

14. Enter the low and high parameters.

15. Click **Show Journal Details**.
    The Journals window appears.

16. From the Tools menu, select Feeder Transactions.
    The Feeder System Detail Inquiry window appears. The Feeder System Detail Inquiry window is automatically populated with data.

17. To review feeder details, click **Review Feeder Details**.
    The Feeder Details window appears. The Feeder Details window is automatically populated with data.
From the Feeder System Detail Inquiry Window

To view details of transactions imported from a feeder file from the Feeder System Detail Inquiry Window:

1. Navigate to the Feeder System Detail Inquiry window as follows:
   - **OPSF(I) Generic Interface - Enquire Feeder**

2. Select the ledger and enter the details required to query for an account with transactions imported from a feeder file.

3. Click **Review Feeder Details**.
   - The Feeder Details window appears. Use this window to view feeder file details for the selected ledger account, journal, and line.

Feeder System Detail Inquiry Window Description
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Name</td>
<td>Ledger name</td>
</tr>
<tr>
<td>Source</td>
<td>Source</td>
</tr>
<tr>
<td>Currency</td>
<td>Currency code</td>
</tr>
<tr>
<td>Period</td>
<td>Period to query</td>
</tr>
<tr>
<td>Batch</td>
<td>Batch to query</td>
</tr>
<tr>
<td>Journal</td>
<td>Journal to query</td>
</tr>
<tr>
<td>Posting</td>
<td>Posting status</td>
</tr>
<tr>
<td>Line</td>
<td>Line number</td>
</tr>
<tr>
<td>Line Amount Display</td>
<td>Line amount</td>
</tr>
<tr>
<td>Actual</td>
<td>Actual balance type</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>Encumbrance balance type</td>
</tr>
<tr>
<td>Account</td>
<td>Account name</td>
</tr>
<tr>
<td>Description</td>
<td>Account description</td>
</tr>
<tr>
<td>Review Feeder Details</td>
<td>Opens the Feeder Details window</td>
</tr>
</tbody>
</table>

**Reloading Feeder File Procedure**

The following steps describes the procedure for reloading a feeder system file.

**Note:** It may be necessary to reload an invalid feeder system data file.

**To reload a feeder system file:**

1. Navigate to the Submit Request window as follows:

   **OPSF(I) Generic Interface - Reports**
   
   The Submit a New Request window appears.
2. Select the Single Request radio button.

3. Click OK.
   The Submit Request window appears.

4. In the Name field, select Generic Interface: Allow File Reload.
   The Parameters window appears.

5. In the Feeder Source Name field, select the journal source name to be reloaded.

6. In the Feeder Period Name field, select the period name to be reloaded.

7. To apply the parameters, click OK.

8. To send the request to the concurrent manager, click Submit.
   The Decision window appears.

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

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

### Archiving, Purging, or Restoring Feeder System Transactions Procedure

Feeder system data transactions remain in the system until they are manually removed.

**Note:** Archive transactions before purging them because transactions cannot be restored later.

**To use the Archive/Purge/Restore program:**

1. Navigate to the Submit Request window as follows:
   **OPSF(I) Generic Interface - Reports**
   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click OK.
   The Submit Request window appears.

4. In the Name field, choose Generic Interface: Archive/Purge/Restore.
   The Parameters window appears.

5. In the Ledger Name field, select the ledger name to process.
6. In the Journal Source Name field, select the journal source to process.

7. In the Action field, select either Archive, Purge, or Restore.

8. In the Period Name field, select the period to process.

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

10. To send the request to the concurrent manager, click **Submit**.
    
    The Decision window appears.

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

12. View the request in the concurrent manager as follows:
    
    **View - Requests**

The following table lists the results from the concurrent manager, depending on the action selected.

### Concurrent Manager Actions

<table>
<thead>
<tr>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
</table>
| Archive | Copy the Feeder System Details from GL_IMPORT_REFERENCES to IGI_INT_ARCH_REFS.  
**Note:** After the archive program is run, the IGI_INT_ARCH_REFS table must be exported to tape or disk to allow later restore. See the database administrator. |
<p>| Purge | Delete the Feeder System Details from GL_IMPORT_REFERENCES and INI_INT_ARCH_REFS. |</p>
<table>
<thead>
<tr>
<th><strong>Action</strong></th>
<th><strong>Result</strong></th>
</tr>
</thead>
</table>
| Restore    | Copy the Feeder System Details from IGI_INT_ARCH_REFS to GL_IMPORT_REFERENCES.  
 **Note:** Before the Restore program is run, the IGI_INT_ARCH_REFS table must be imported from the archive medium. See the database administrator. |
Hierarchical Drill-Down Inquiry Process

Overview

Hierarchical Drill-Down Inquiry is an extension to Oracle Financials that enables the user to query budgets, actuals, commitments, and projections in a top-down approach aggregated at a high organizational level and gradually drilling down to view figures for specific areas and actual journal lines.

Hierarchical Drill-Down Inquiry requires a drill-down mapping structure for the selected ledger. This structure determines the accounting segments and grouping order for summarizing ledger balances.

Hierarchical Drill-Down Inquiry consists of a set of pre-determined mathematical formulae that operate in a top-down, drill-down method on posted General Ledger budget, encumbrance, and actual journals.

These drill-down mapping formulae are organized into the following sections:

- Period-to-date
- Year-to-date
- Variances
- Projections

The formula are shown in the following table:
### Drill-Down Mapping Formulae

<table>
<thead>
<tr>
<th>Calculation</th>
<th>Derivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period-to-Date Actuals</td>
<td>(Period-to-Date Actual Debits - Period-to-Date Actual Credits)</td>
</tr>
<tr>
<td>Year-to-Date Actuals</td>
<td>(Year-to-Date Actual Debits - Year-to-Date Actual Credits)</td>
</tr>
<tr>
<td>Period-to-Date Budget</td>
<td>(Period-to-Date Budget Debits - Period-to-Date Budget Credits)</td>
</tr>
<tr>
<td>Year-to-Date Budget</td>
<td>(Year-to-Date Budget Debits - Year-to-Date Budget Credits)</td>
</tr>
<tr>
<td>Full Year Budget</td>
<td>(Full Year Budget Debits - Full Year Budget Credits)</td>
</tr>
<tr>
<td>Full Year Estimate</td>
<td>(Year-to-Date Actuals / Year-to-Date Budget) * Full Year Budget</td>
</tr>
<tr>
<td>Period-to-Date Budget Variance</td>
<td>(Period-to-Date Budget - Period-to-Date Actuals)</td>
</tr>
<tr>
<td>Year-to-Date Budget Variance</td>
<td>(Year-to-Date Budget - Year-to-Date Actuals)</td>
</tr>
<tr>
<td>Projection</td>
<td>(Full Year Budget - Year-to-Date Budget + Year-to-Date Actuals)</td>
</tr>
<tr>
<td>Projected Variance</td>
<td>(Projection - Full Year Budget)</td>
</tr>
<tr>
<td>Percentage Variance</td>
<td>(Projection Variance / Full Year Budget) * 100</td>
</tr>
<tr>
<td>Overspend Indicator</td>
<td>(Set to &quot;*&quot; where Projection Variance &gt; 0)</td>
</tr>
</tbody>
</table>

### Prerequisites

Hierarchical Drill-Down Inquiry functionality does not impact any core Oracle Financials modules. Hierarchical Drill-Down Inquiry is a standalone requirement and an addition to the General Ledger module.
Hierarchical Drill-Down Inquiry Process

Hierarchical Drill-Down Inquiry enhances standard General Ledger functionality.
Hierarchical Drill-Down Inquiry does not require altering any default or standard Oracle Financials processing.
Hierarchical Drill-Down Inquiry interrogates existing posted General Ledger journals that must be entered as standard using General Ledger functionality.

Hierarchical Drill-Down Inquiry Process Flow Diagram

The diagram below shows the process flow for implementing Hierarchical Drill-Down Inquiry, as described in the accompanying text.

1. Determine Drill-Down Structure
2. Set Up Drill-Down Structure
3. Interrogate Drill-Down Structure
4. Maintain Drill-Down Structure
Determine Drill-Down Structure

The overall number of segments must be defined within the organization's chart of accounts for the ledger in question, before interrogating General Ledger. This requires an analysis of the organization’s requirements and is not within the scope of this document.

Set Up Drill-Down Structure

The physical implementation and setup of the predetermined drill-down policy must be defined.

The required drill-down level structure must be mapped to the chart of accounts segment.

For information on setting up the drill-down structure, see Setting Up Drill-Down Levels, Oracle Public Sector Financials (International) Implementation Guide.

Interrogate Drill-Down Structure

This concerns the interrogation of General Ledger and use of the fixed formulae within the drill-down structure.

The Drill-Down Inquiry window queries General Ledger according to the search criteria entered and displays the calculated figures based on the fixed formula for each drill-down line.

For information on interrogating the drill-down structure, see Hierarchical Drill-Down Inquiry Procedure, page 29-3.

Maintain Drill-Down Structure

The drill-down structure can be changed at any time, but only one structure can exist at a given time.

For information on maintaining the drill-down structure, see Setting Up Drill-Down Levels, Oracle Public Sector Financials (International) Implementation Guide.

Hierarchical Drill-Down Inquiry Business Rules

Drill-Down Mapping Business Rules

The business rules for drill-down mapping are as follows:

- Only one drill-down structure can exist at a given time.
- The mapping view must be complete before running a query.
Hierarchical Drill-Down Inquiry Business Rules

The business rules for drill-down inquiry are as follows:

- The user must be able to choose options as shown in the table below, at the outset of an inquiry.

<table>
<thead>
<tr>
<th>Inquiry Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger</td>
<td>User must select the ledger to enquire about the budgets related to the ledger.</td>
</tr>
<tr>
<td>Period</td>
<td>User must select any period: Future, Open, or Closed</td>
</tr>
<tr>
<td>Budget</td>
<td>User must choose the budget to query.</td>
</tr>
<tr>
<td>Commitment</td>
<td>User must choose the commitments that are included in the queried figures. Including commitments means that the queried actuals include outstanding commitments to account for unpaid purchases.</td>
</tr>
</tbody>
</table>

- All journals must be posted to be visible in the Hierarchical Drill-Down Inquiry system.
- Drill-down is provided for up to five levels only.
- On drilling down to the lowest segment defined for the drill-down, the relevant journal lines are displayed for actual balance types only.

Hierarchical Drill-Down Inquiry Example

Local government authorities require a method of tracking income and expenditure against budgets for business reasons. Government moves towards a decentralized approach and also the open book accounting concept made this an essential requirement within the local government sector.

A top-down approach is required to ascertain the impact and expenditure on the financial state of the company.

Although the Hierarchical Drill-Down Inquiry feature is primarily intended for the public sector, it is a requirement that may be applicable to many organizations that use
budgetary control.

Set Up Drill-Down

The first stage of setting up drill-down is defining the segments of the customer’s chart of accounts that relate to each level of the drill-down structure using the Setup Drill-Down Levels window.

The table below shows an example of mapping each drill-down level to a chart of accounts segment.

**Mapping Drill-Down Levels to Chart of Accounts Segments**

<table>
<thead>
<tr>
<th>Drill-Down Level</th>
<th>Chart of Accounts Segment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Segment A</td>
</tr>
<tr>
<td>Level 2</td>
<td>Segment B</td>
</tr>
<tr>
<td>Level 3</td>
<td>Segment C</td>
</tr>
<tr>
<td>Level 4</td>
<td>Segment D</td>
</tr>
<tr>
<td>Level 5</td>
<td>Segment E</td>
</tr>
</tbody>
</table>

The drill-down structure shown in the Mapping Drill-Down Levels to Chart of Accounts Segments table, page 28-6 is interrogated in the drill-down inquiry window as shown in the table below.

**Hierarchy Viewing Structure Example**

<table>
<thead>
<tr>
<th>Level</th>
<th>Segment</th>
<th>View Balances for Combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>Not applicable</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>Not applicable</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>A, B, and C values</td>
</tr>
<tr>
<td>4</td>
<td>D</td>
<td>A, B, C, and D values</td>
</tr>
<tr>
<td>Level</td>
<td>Segment</td>
<td>View Balances for Combination</td>
</tr>
<tr>
<td>------------</td>
<td>---------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td>E</td>
<td>A, B, C, D, and E values</td>
</tr>
<tr>
<td>Below level 5</td>
<td></td>
<td>display journal lines making up level 5 balances</td>
</tr>
</tbody>
</table>

Hierarchical Drill-Down Inquiry Process
Hierarchical Drill-Down Inquiry Procedure

Definition

Hierarchical Drill-Down Inquiry provides online top-down inquiries, enabling users to do the following:

- Perform drill-down inquiries for period-to-date and year-to-date actual and budget balances for a ledger, with the option to include commitments. Account access is governed by restrictions, if any, defined in the GL: Data Access Set profile option and any existing flexfield security rules.

- Project future years’ actual and budget balances.

Overview

A hierarchy is definable with segments of the chart of accounts assigned to each level and balances summarized by segment at each level. Balances can be viewed from first to last segments of the hierarchy down to specific journal lines.

For an example of a hierarchical balance structure, see Hierarchical Drill-Down Example, Oracle Public Sector Financials (International) Implementation Guide.

To Date Drill-Down

To date drill-down displays the following:

- Period-to-date actuals
- Year-to-date actuals
- Period-to-date budget
- Year-to-date budget
• Period-to-date budget variance
• Year-to-date budget variance

**Full Year Drill-Down**

Full year drill-down displays the following:
• Period-to-date actuals
• Year-to-date actuals
• Period-to-date budget
• Year-to-date budget
• Full year budget
• Full year estimate

**Projections Drill-Down**

Projections drill-down displays the following:
• Full year budget
• Year-to-date actuals
• Projection
• Projected variance
• Percentage variance
• Overspend indicator, if projection variance is more than zero

**Prerequisites**

• Provide ledger access using the GL: Data Access Set profile option at the site or responsibility level.

• Drill-down mapping must be defined and generated for the ledger.
  To use the Setup Drill-Down Levels window, see Setting Up Drill-Down Levels, *Oracle Public Sector Financials (International) Implementation Guide*.

• Hierarchical Drill-Down must be enabled in the Enable OPSF(I) Features window.
Hierarchical Drill-Down Inquiry Procedure

To view balances for selected accounts:

1. Navigate to the Drill-Down Inquiry window as follows:

   **OPSF(I) Hierarchical Drill-Down - Drill-Down Inquiry**

2. In the Selection region, select a ledger name, period name, and budget name from the list of values.

   **Note:** The Ledger Name defaults to the ledger for which the Hierarchical Drill-Down Setup is recently saved provided you are provided access to this ledger using the GL: Data Access Set profile option. To query on a different ledger, you must define and save a new drill-down setup to create a mapping to the desired ledger. The new setup overwrites the existing mapping.

3. In the Factor field, select a display and precision factor from the drop-down list for rounding balances.
4. To include commitments in actuals balances, select the Commitment check box.

5. In the Company and Department fields, select level descriptions from the list of values.

   To populate the remaining fields, click **Drill Down**.

6. Select one of the following tabs:
   - To Date Drill-Down
   - Full Year Drill-Down
   - Projections Drill-Down

7. Select a line item.

8. Click one of the following:
   - **Drill Down** to display the following window in the hierarchy.
     
     **Note**: The Journals window appears when drill-down is complete.
   - **Drill Up** to display the preceding window in the hierarchy.

### Drill-Down Inquiry Window Description

The following table describes the Drill-Down Inquiry window.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>operating unit</td>
</tr>
<tr>
<td>Period Name</td>
<td>period name</td>
</tr>
<tr>
<td>Budget Name</td>
<td>budget name</td>
</tr>
<tr>
<td>Factor</td>
<td>display and precision factor</td>
</tr>
<tr>
<td>Commitment</td>
<td>indicates commitments included within actuals balances</td>
</tr>
<tr>
<td>Company</td>
<td>level 1 description, as defined in set of books</td>
</tr>
</tbody>
</table>
Hierarchical Drill-Down Inquiry Procedure

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>level 2 description, as defined in set of books</td>
</tr>
<tr>
<td>Account</td>
<td>level 3 description, as defined in set of books</td>
</tr>
<tr>
<td>Sub-Account</td>
<td>level 4 description, as defined in set of books</td>
</tr>
<tr>
<td>Code</td>
<td>actuals code; user definable; one of key accounting flexfields</td>
</tr>
<tr>
<td>Description</td>
<td>actuals description; user definable</td>
</tr>
<tr>
<td>Period-To-Date</td>
<td>actual period-to-date balance</td>
</tr>
<tr>
<td>Year-To-Date</td>
<td>actual year-to-date balance</td>
</tr>
<tr>
<td>Drill Down</td>
<td>displays the following window in the hierarchy</td>
</tr>
<tr>
<td>Drill Up</td>
<td>displays the preceding window in the hierarchy</td>
</tr>
</tbody>
</table>

The following table describes the To Date Drill-Down tab in the Drill-Down Inquiry window.

Drill-Down Inquiry Window Description, To Date Drill-Down Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Period To-Date</td>
<td>budget period-to-date balance</td>
</tr>
<tr>
<td>Budget Year To-Date</td>
<td>budget year-to-date balance</td>
</tr>
<tr>
<td>Variance Period To-Date</td>
<td>period-to-date budget variance; budget minus period-to-date actuals</td>
</tr>
<tr>
<td>Variance Year To-Date</td>
<td>year-to-date budget variance; budget minus year-to-date actuals</td>
</tr>
</tbody>
</table>

The following table describes the Full Year Drill-Down tab in the Drill-Down Inquiry window.
**Drill-Down Inquiry Window Description, Full Year Drill-Down Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Period To-Date</td>
<td>budget period-to-date balance</td>
</tr>
<tr>
<td>Budget Year To-Date</td>
<td>budget year-to-date balance</td>
</tr>
<tr>
<td>Full Year Full Year</td>
<td>budget full year amount</td>
</tr>
<tr>
<td>Full Year Full Year Est</td>
<td>budget full year estimate; year-to-date actuals divided by year-to-date budget, multiplied by full year budget</td>
</tr>
</tbody>
</table>

The following table describes the Projections Drill-Down tab in the Drill-Down Inquiry window.

**Drill-Down Inquiry Window Description, Projections Drill-Down Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>full year budget balance</td>
</tr>
<tr>
<td>Projection</td>
<td>full year budget minus year-to-date budget plus year-to-date actuals</td>
</tr>
<tr>
<td>Projection Variance</td>
<td>projected variance; projection minus full year budget</td>
</tr>
<tr>
<td>Projection%</td>
<td>projected percentage variance; projection variance divided by full year budget multiplied by 100</td>
</tr>
<tr>
<td>Overspend</td>
<td>indicates if overspend projected</td>
</tr>
</tbody>
</table>
### Journals Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch</td>
<td>batch name</td>
</tr>
<tr>
<td>Journal Entry</td>
<td>journal name</td>
</tr>
<tr>
<td>Source</td>
<td>journal source; for example, manual</td>
</tr>
<tr>
<td>Description</td>
<td>journal line description</td>
</tr>
<tr>
<td>Debit</td>
<td>journal line debit</td>
</tr>
<tr>
<td>Credit</td>
<td>journal line credit</td>
</tr>
</tbody>
</table>
Inflation Accounting for Assets Process

Definition

The Inflation Accounting for Assets process restates assets to their current value in respect of cost and associated depreciation. Revaluation reserves generated by this process are amortized over the useful life of the asset by transfers to the general fund.

Overview

From April 2000 UK central government departments, government agencies, and non-departmental public bodies are required by law to produce accruals based accounts in line with the UK Treasury’s Resource Accounting and Budgeting (RAB) initiative. As part of this initiative fixed assets must be revalued annually according to the rules of Modified Historic Cost Accounting.

RAB aims to correctly attribute the resources consumed in achieving the aims of government to calculate the true cost of government. This true cost needs to be stated in current monetary terms particularly in relation to fixed assets, which may have been in use for many years. The measure of the amount of resource consumed in respect of an asset employed, is the charge for depreciation during the asset’s use.

Assets are revalued in line with government issued price indexes and are required to be professionally valued every few years.

Inflation Accounting for Assets works with Oracle Assets to help governmental bodies with their regulatory requirements. All revaluation accounting entries are created in Inflation Accounting for Assets while historic accounting entries are created in Oracle Assets; both sets of entries are passed to the same set of books within the general ledger.

The Inflation Accounting for Assets process provides the capability to:

- Revalue assets and their associated depreciation to reflect changing market values as represented by government issued price indexes or manual professional valuations.
• Record professional valuations one by one or via a mass upload function to bring in valuations held in spreadsheets.

• Load beginning revaluation balances via the Inflation Accounting for Assets Implementation Toolkit.

• Access the accounting effect of revaluation on each asset with a drill down to the history of cost revaluations.

• Create journal entries to reflect changes in asset values within the general ledger.

• Support the revaluation process with a suite of operational and reconciliation reports.

**Prerequisites**

• Oracle Assets must be installed.

  For information on installing Oracle Assets, see Setup Steps, *Oracle Assets User’s Guide*.

• Oracle General Ledger must be installed.

  For information on installing Oracle General Ledger, see General Ledger Setup Steps, *Oracle General Ledger User’s Guide*.

**Inflation Accounting for Assets Processing**

In normal operation Inflation Accounting for Assets processing starts where Oracle Assets functionality stops, with the closure of the current period as part of the depreciation procedure. When the historic accounting for assets is completed, the book is ready to be revalued.

**Occasional Revaluation Process**

Assets need to be maintained at market values; this is determined by reference to Government published price indexes or by professionally qualified valuers. The Government indexes are held in the system and are linked to the asset category. All assets within that category can be revalued by executing a simple process.

If necessary, users can revalue only certain assets and overwrite the proposed revaluation with their own valuation. This process includes a mandatory preview stage that gives the opportunity to verify the proposed revaluations before they are formally updated within the system. During the preview stage assets are validated to confirm they are appropriate for revaluation. For example, a negative asset may not be revalued or the index for the period to be revalued may not have been entered; in these cases an
exception is raised to explain the reason. These exceptions can be viewed from the revaluation form.

Professional valuations are performed cyclically and are often supplied in large numbers and in computerized form, for example in a spreadsheet file. Accordingly Inflation Accounting for Assets provides a mass upload process to support this requirement.

Note: For information on this process, see Mass Upload of Asset Valuations, page 30-24.

Before users can perform an asset cost revaluation for a particular period, it is necessary to run depreciation with the Close Period check box selected. This process also performs the periodic depreciation revaluation automatically. This revaluation is performed using price indexes or manual professional valuations. In normal operation, this form of revaluation is performed annually but users can perform this function as frequently as is required. Within the same period, users can, if necessary, run an indexed revaluation followed by a professional revaluation for the same asset. It is not possible to run an indexed revaluation for an asset in a period that has already been revalued by indexed or professional valuation.

Asset Cost Revaluation

Asset cost revaluation adjusts the cost by the change in the index from the time that it was previously revalued to that of the last closed period. The change in value is adjusted against the asset cost account and offset against the revaluation reserve. If the asset revaluation takes the value below the depreciated historic cost, the offset accounting entry is made to the operating expense account. Whenever a revaluation switches from above to below the depreciated historic cost, or vice versa, the movement is apportioned between the revaluation reserve account and the operating expense account on a pro-rata basis.

Prior Year Accumulated Depreciation

Revaluation of the prior year accumulated depreciation uses the same revaluation level, whether indexed or professional, as that used for the cost revaluation. The amount of the revaluation is charged to the revaluation reserve and offset to the accumulated backlog depreciation account. If the revaluation is below the depreciated historic cost, the movement is charged to the operating expense account instead of the revaluation reserve. If a particular revaluation moves the cost from above to below the depreciated historic cost or vice versa, the cost movement is apportioned between the revaluation reserve and the operating expense account.

Note: In arriving at the split of the total accumulated depreciation between prior years and the current year, the system apportions depreciation on a linear basis according to the elapsed life of the asset.
Current Year Depreciation Expense

Periodic depreciation revaluation revalues the historic cost up to the price level of the last asset cost revaluation. The current year depreciation expense must now be brought up to the price level of the current revaluation. The accounting entries are a charge to the depreciation expense account and offset to the accumulated depreciation account.

Note: In arriving at the split of the total accumulated depreciation between prior years and the current year, the system apportions depreciation on a linear basis according to the elapsed life of the asset.

Amortization of Revaluation Reserve

The revaluation reserve is amortized to the general fund over the life of the asset, so that the revaluation reserve represents the difference between the revalued net book value and the historic net book value. The amount of the amortization is the same as the revaluation element of the current year’s depreciation, and as it is the same value the accounting entries are generated at the same time.

The accounting entries are a debit to the revaluation reserve and a credit to the general fund. If the cost revaluation takes the value below the depreciated historic cost, no transfer to the general fund is appropriate for the year and any entries generated from the periodic depreciation revaluation are reversed.

Formulae Used in Occasional Revaluation Process

Change in Cost on Revaluation

- Change in Cost on Revaluation = Historic Cost * (Current Cumulative Revaluation Factor - Previous Cumulative Revaluation Factor)

- Cumulative Revaluation Factor (Professional) = User-supplied Gross Cost / Previous Revalued Gross Cost * Previous Cumulative Revaluation Factor

- Cumulative Revaluation Factor (Indexed) = Current Revaluation Period Price Index / Previous Revaluation Period Price Index * Previous Cumulative Revaluation Factor

Change in Depreciation on Revaluation

- Current Year Revalued Depreciation Expense = Current Year Historic Depreciation * (Current Cumulative Revaluation Factor - Previous Cumulative Revaluation Factor)

- Backlog Accumulated Depreciation = Prior Year Historic Depreciation * (Current Cumulative Revaluation Factor - Previous Cumulative Revaluation Factor)
• Amortization of Revaluation Reserve = Current Year Historic Depreciation * (Current Cumulative Revaluation Factor - Previous Cumulative Revaluation Factor)

Linear Split of Historic Accumulated Depreciation in Occasional Revaluation

• Period Historic Depreciation = Historic Accumulated Depreciation / Total Elapsed Periods

• Current Year Historic Depreciation = Historic Accumulated Depreciation * Elapsed Periods in Current Year / Total Elapsed Periods

• Prior Year Historic Depreciation = Historic Accumulated Depreciation * ((Total Elapsed Periods - Elapsed Periods in Current Year) / Total Elapsed Periods)

Note: Elapsed periods include the last closed period.

Additional Formulae for Assets With a Salvage Value

• Salvage Value Correction = (Historic Depreciation Amount / (Cost - Salvage Value)) * Salvage Value

• Salvage Value-Corrected Depreciation Amount = Historic Depreciation Amount + Salvage Value Correction

Periodic Depreciation Revaluation Process

Periodic depreciation is an Oracle Assets process which calculates depreciation at the end of each period. Revaluation of depreciation under Inflation Accounting for Assets rules is an extension of this process which is launched automatically when periodic depreciation is run.

Depreciation is run after all transactions are entered into the corporate book for the period. Oracle Assets’ Periodic Depreciation process calculates historic depreciation and performs the catch-up processes. Periodic revaluation of depreciation is performed as part of the depreciation process only if the close period option is selected.

Revaluation of Periodic Depreciation Expense

This revaluation restates the current period historic depreciation to current terms by reference to the index movement from the date the asset was placed in service (DPIS) to the date of the last cost revaluation. It is not revalued to the current period index as depreciation and asset cost must stay at the same revaluation level at all times.

The revaluation is debited to depreciation expense and credited to accumulated depreciation. If the indexes are falling below cost, these entries are reversed.
Amortization of Revaluation Reserve

The revaluation reserve is amortized to the general fund over the life of the asset, so that the revaluation reserve represents the difference between the revalued net book value and the historic net book value. The amount of the amortization is the same as the revaluation element of the current year’s depreciation and as it is the same value the accounting entries are generated at the same time.

The amortization is debited to revaluation reserve and credited to backlog accumulated depreciation. If the indexes are falling below cost no entries are generated.

Revaluation of Prior Year Depreciation

Under normal circumstances this is only required when an occasional revaluation is performed. However, it will also occur when periodic depreciation is run in a period in which an expensed cost, life or salvage value adjustment has been performed. In these events the new accumulated depreciation is split linearly between current year and prior years. The prior years’ accumulated backlog depreciation portion is revalued to the same level as the asset cost.

The difference between the new revalued accumulated backlog depreciation and the value before the adjustment is created as an entry to the accumulated backlog depreciation account and offset to the revaluation reserve or operating expense account.

Formulae Used in Periodic Depreciation Revaluation Process

Change in Periodic Depreciation on Revaluation

- Current Period Depreciation Expense = Current Period Historic Depreciation * (Current Cumulative Revaluation Factor - 1)

- Amortization of Revaluation Reserve = Current Period Historic Depreciation * (Current Cumulative Revaluation Factor - 1)

- Backlog Accumulated Depreciation = Prior Year Historic Depreciation * (Current Cumulative Revaluation Factor - Previous Cumulative Revaluation Factor)

Note: Backlog accumulated depreciation is only calculated in the periodic depreciation revaluation process when an expensed adjustment has been performed in that period.

Additional Formulae for Assets With a Salvage Value

- Salvage Value Correction = (Historic Depreciation Amount / (Cost - Salvage Value)) * Salvage Value

- Salvage Value-Corrected Depreciation Amount = Historic Depreciation Amount + Salvage Value Correction
Revaluation Catch-up Process

The catch-up process is required to:

• bring assets up to date after being entered with a date placed in service belonging to a prior period

• recalculate the asset revaluation following an event such as reclassification to another asset category where a different index is involved

The process is very closely linked to the periodic depreciation process, as this is normally the launching pad for revaluation catch-up. Catch-up can be considered as a collection of programs designed to respond to different lifetime events which an asset may encounter. All of these programs are called automatically, without user intervention. Some of them are triggered by the entry of the event into Oracle Assets, for example, a reclassification is actioned at the point it is entered into Oracle Assets whereas a prior period transfer is actioned when depreciation is run following entry of the transfer transaction into Oracle Assets.

Note: Transactions other than adjustments cannot be entered against an asset which has already had a cost, life, or salvage value adjustment performed against it within that period. For example, a transfer must be entered before the adjustment or be held over to the next period and backdated if necessary.

Prior Period Additions

When an asset is entered into the system with a Date Placed In Service (DPIS) in a prior period or year, its cost and depreciation must be brought fully up to date before it can be revalued in routine processing.

Catch-up is performed when depreciation is run. The catch-up process, which is launched when depreciation is next run, brings assets up to date as at the end of the period prior to the current period. The current period is then the first period that is processed normally. For example, an asset is entered in May with a DPIS of the previous February. When depreciation is run in May it launches a catch-up for the periods of February through to April, and the same depreciation run also launches a periodic depreciation revaluation that revalues the month of May as the first routine period of processing.

• Asset cost

Asset cost is revalued once in each year of catch-up using the default revaluation period entered in the Inflation Accounting Options window. The revaluation accounting entries generated are an adjustment to the asset cost account and an offset to the revaluation reserve. If the revaluation is below the asset cost, the offset is to the operating expense account.

• Depreciation expense
The historic charge calculated by Oracle Assets is a single catch-up charge entered in the current period. In Inflation Accounting for Assets this value is broken down into the value for each fiscal year of catch-up. Each year is then revalued in turn and the sum of these values is entered into the current period. The historic depreciation expense must be broken down into individual years to calculate the correct revaluation reserve balance. The accounting entries generated are a debit to depreciation expense and a credit to accumulated depreciation. If indexes are falling, these entries are reversed.

- Accumulated depreciation
  This account receives the offset revaluation entries from each year’s catch-up depreciation expense. It does not include the revaluation of the prior years’ accumulated depreciation.

- Accumulated backlog depreciation
  When the addition of an asset is backdated into previous years it is necessary, at each annual revaluation, to revalue the current year expense and the prior years’ accumulated depreciation independently and to derive different accounting entries. The entries for the revaluation of accumulated backlog depreciation are a debit to the revaluation reserve and a credit to the accumulated backlog depreciation account. If the indexes are falling, these entries are reversed up to the point that the revalued asset cost falls below the historic cost. In these circumstances the entries are a debit to the accumulated backlog depreciation account and a credit to the operating expense account.

  Note: Special rules apply if users supply a legacy system-calculated year-to-date and accumulated depreciation value when the asset is first entered. In this case it is necessary to assume that the timing pattern of past years’ depreciation charges is linear, and to attribute an equal portion of depreciation to each prior year accounting period.

- Amortization of the revaluation reserve
  The revaluation reserve needs to be reduced over the life of the asset by a transfer to the general fund. The purpose of this amortization is to ensure that the revaluation reserve is equal to the difference between the asset’s revalued net book value and its historic net book value.
  
  The transfer is calculated as the difference between the revalued depreciation expense and the historic depreciation expense for each year within the catch-up time span. The accounting entries generated are a debit to the revaluation reserve and a credit to the general fund.

- Revaluation reserve
  The revaluation reserve represents the extra worth to the organization from the increase in an asset’s value. During catch-up, the revaluation reserve receives the offset entry from the revaluation of the asset cost, the prior year’s accumulated...
backlog depreciation, and the transfer to the general fund. When the asset is revalued above its historic cost, at any time the revaluation reserve balance should be equal to the difference between the asset’s revalued net book value and its historic net book value.

- Operating account

If the index causes the asset to fall below the depreciated historic cost, the revaluation reduction in cost and prior year accumulated depreciation are offset against the operating account instead of the revaluation reserve.

**Prior Period Transfers**

When an asset is transferred from one cost center to another, the balances on the asset cost, revaluation reserve, accumulated depreciation, accumulated backlog depreciation, and general fund need to be transferred to the new owning cost center. The year-to-date expense balances on depreciation and, if present, the operating account remain with the old cost center representing the old cost center’s expense of using that asset in the current year. New year-to-date expense balances are accumulated for the new cost center. With prior period transfers, all depreciation and revaluation expense movements are rolled back to the effective transfer date.

Transfers of balance sheet balances are performed the next time depreciation is run.

**Current Period Transfers**

Current period transfers are the same as for prior period transfers without the rollback to a prior period transfer date. Recalculation and transfer of balance sheet balances are performed as the transaction is entered.

**Reclassification to Another Category**

Assets are reclassified to move an asset from one category to another. Reclassification might be due to a restructuring of category codes or to correct a coding or input error. The effect is that an asset might move to a category code with a different revaluation index. If this happens, all balances must be recalculated from the date placed in service. When the balances are recalculated, accounting entries are generated to do the following:

- negate the balance sheet balances of the old category
- create the balance sheet balances of the new category
- create the additional current year depreciation revaluation expense, if any, due to the possible use of a different index

If the new category has the same index as the old category, it is only necessary to transfer the balance sheet balances to the account codes of the new category.
As with transfers, the year-to-date expense balances of depreciation and operating expense account, if present, remain with the old category.

Transfers of balance sheet balances are performed as the transaction is entered.

**Retirement**

When an asset is sold or retired from use, historic balances are moved by Oracle Assets to the gain or loss on sale of asset account. Inflation Accounting for Assets moves the cost revaluation and depreciation revaluation to the gain or loss on sale of asset account. The accounts will reflect the correct gain or loss on sale of the revalued net book value. The balance on the revaluation reserve is transferred to the revaluation reserve retired account and the balance on the general fund in respect of revaluation reserve amortization is not transferred. If a retirement is effective from a period within the current year but prior to the current period, any revaluation effect is rolled back to the effective retirement date.

Calculation of retirement balance transfers are performed in the Calculate Gains and Losses program. This program can be run independently or as part of the depreciation procedure.

**Reinstatement**

Reinstatement of a previously retired asset brings an asset back into an active state as if the retirement had never taken place. Inflation accounting reinstates all revaluation balances in the same way. Periodic revaluation of current period depreciation and the amortization of the revaluation reserve is calculated for the gap between retirement and reinstatement. If a cost revaluation would normally have taken place in this gap, it must be performed manually after the reinstatement takes place.

Reinstatement is calculated in the Calculate Gains and Losses program. This program can be run independently or as part of the depreciation procedure.

**Cost Adjustments**

Cost adjustments reflect additional monies being spent on a particular asset. The additional asset cost is revalued to the same revaluation level as the underlying asset. This additional revaluation amount is debited to the asset cost account and offset to the revaluation reserve. If the asset has been negatively revalued, the revaluation entries are a credit to the asset account and an offset to the operating expense account.

Revaluation entries for cost adjustments are created when depreciation is next run. Any additional depreciation due to the cost adjustment is calculated as part of the normal depreciation process. No specific additional entries are required.

Cost adjustments can be amortized or expensed. An amortized adjustment means that the asset’s newly adjusted net book value is depreciated over its remaining life. An expensed adjustment means that the newly adjusted cost is depreciated evenly over its original life. In this case there is an over- or under-depreciation of the asset to date and this is corrected by an amended depreciation charge in the current period.
Note: Cost adjustments can be backdated to a prior period but Inflation Accounting for Assets limits the degree of backdating to a period within the current fiscal year.

**Life Adjustments**

Life adjustments reflect a reassessment of the expected useful life of a particular asset. Any additional depreciation due to the life adjustment is calculated as part of the normal depreciation process. No specific additional entries are required.

Life adjustments can be amortized or expensed. An amortized adjustment means that the asset's net book value is depreciated over its new remaining life. An expensed adjustment means that the cost is depreciated evenly over its new life. This means that there is an over- or under-depreciation of the asset to date and this is corrected by an amended depreciation charge in the current period.

Note: Life adjustments can be backdated to a prior period but Inflation Accounting for Assets limits the degree of backdating to a period within the current fiscal year.

**Salvage Value Adjustments**

Salvage value adjustments reflect a reassessment of the expected residual value of a particular asset at the end of its life. Any additional depreciation due to the salvage value adjustment is calculated as part of the normal depreciation process. No specific additional entries are required.

Salvage value adjustments can be amortized or expensed.

Note: Salvage value adjustments can be backdated to a prior period but Inflation Accounting for Assets limits the degree of backdating to a period within the current fiscal year.

The formula used for the adjustment of an asset with salvage value is as follows:

- Salvage Value Adjustment Amount = \( \frac{\text{Historic Depreciation Reserve Before Adjustment}}{\text{New Cost} - \text{New Salvage Value}} \times \text{New Salvage Value} - \frac{\text{Historic Depreciation Reserve Before Adjustment}}{\text{Old Cost} - \text{Old Salvage Value}} \times \text{Old Salvage Value} \)

**Access to Inflation Accounting for Assets Information**

**Extension to Oracle Assets Financial Information Inquiry**

This "zoom" is called from the View menu when enquiring on an inflation accounting asset in the financial information enquiry. It enables users to move from the historic position to the revalued position, with the option of viewing the revaluation cost history. The zoom provides a view of the main inflation accounting balances of the revaluation reserve, operating account and depreciation reserve. Each account is broken down into its constituent elements, for example the revaluation reserve shows its movement caused by cost revaluation, backlog revaluation and amortization to the
general fund. Different tabs are provided for the accumulated, year-to-date, and period positions.

Once the historic depreciation period is closed, it is advisable to only view this enquiry once all inflation accounting processing is completed for that period. For example, a previewed revaluation does not update this enquiry. The update is made only when the revaluation is successfully completed in Run mode.

**Inflation Accounting: Reconciliation Reports**

These reports provide assistance with reconciling revalued asset figures to the General Ledger. The reports show how an asset has changed within a range of periods. Movements due to events such as transfer to another cost center and reclassification to another asset category are shown in separate columns explaining the change between the opening and closing balance. The summary reports display totals at cost center, balancing segment, and report levels, and the detail reports display individual asset details and totals at cost center, account, balancing segment, and report levels.

The following reports are generated:

- **Backlog detail**
  Displays values calculated for backlog depreciation; shows beginning balance, additions, depreciation, adjustments, retirements, reclassifications, transfers, and ending balance for each asset.

- **Backlog summary**
  Supports the reconciliation of backlog accumulated depreciation accounts with the General Ledger; shows beginning balance, additions, depreciation, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each backlog account. Totals are displayed for each balancing segment and cost center.

- **Cost detail**
  Displays historic cost accounting values and Inflation Accounting for Assets values for each asset; shows beginning balance, additions, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance.

- **Cost summary**
  Reconciles asset cost accounts with the General Ledger; shows beginning balance, additions, adjustments, retirements, reclassifications, transfers, and ending balance for each asset account. Totals are displayed for each balancing segment and cost center.

- **Operating expense detail**
  Displays transactions for assets revalued below the historic cost; shows additions, depreciation, adjustments, revaluation, reclassifications, transfers, and total movements column for each asset.
• Operating expense summary
Reconciles asset operating expense accounts with the General Ledger; shows additions, adjustments, revaluation, reclassifications, transfers, and a total movements column for each asset account. Totals are displayed for each balancing segment and cost center.

• Reserve detail
Displays historic figures and Inflation Accounting for Assets figures for depreciation reserve accounts; shows beginning balance, additions, depreciation, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each asset.

• Reserve summary
Reconciles asset depreciation reserve accounts with the General Ledger; shows beginning balance, additions, depreciation, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each asset account. Totals are displayed for each balancing segment and cost center.

• Revaluation reserve detail
Displays historic figures and Inflation Accounting for Assets figures for revaluation reserve accounts; shows beginning balance, additions, depreciation, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each asset.

• Revaluation reserve summary
Reconciles asset revaluation reserve accounts with the General Ledger; shows beginning balance, additions, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each asset account. Totals are displayed for each balancing segment and cost center.

For information on the Inflation Accounting: Reconciliation Reports, see Inflation Accounting: Asset Balance Reports, page 33-1.

Inflation Accounting: Asset Balance Reports
These reports provide an analysis of all assets broken down by asset category, balancing segment, and cost center. As an asset may be assigned to more than one cost center, the assets appear in each relevant cost center according to the asset distributions. The reports have been developed using Oracle’s RXi technology which allows users to customize the report content and publish reports in different forms such as printing, posting to web pages, or downloading to a spreadsheet.

Although each of the reports is aimed at a particular revaluation topic it is also able to provide a variety of other operational audit trail data. This is provided to allow users to take advantage of the customization and downloading capability of RXi reports. Each report is provided with a default layout, which shows the main information; this can be
copied and amended to show the precise information required by the user from all the information that is available from the report’s data retrieval stage. These customized reports can be named and stored for future use.

With the exception of the Depreciation Summary and Detail reports, all balances represent the accounting entries generated by Oracle Assets and Inflation Accounting for Assets processes.

The following reports are generated:

- **Summary**
  Shows a high level summary of the balances of groups of assets for a range of cost centers or categories, including the revalued cost, net revaluation reserve, accumulated backlog depreciation, accumulated depreciation, general fund, and the net operating account. When an asset is transferred, the entire operating account is reported on the destination cost center or company, although the actual accounting entries are not transferred.

- **Detail**
  Shows an asset distribution line breakdown of the summary report as of a specified period end.

- **Revaluation reserve summary**
  Shows a high level summary of the make-up of the revaluation reserve for a group of assets in a range of cost centers or categories, including the revalued cost; revaluation reserve movements caused by the following: cost revaluation, accumulated backlog depreciation, and general fund. The net revaluation reserve balance is the combined effect of revaluation reserve movements.

- **Revaluation reserve detail**
  Shows an asset distribution breakdown of the revaluation reserve summary report as of a specified period end.

- **Depreciation summary**
  Shows a high level summary of the make-up of the depreciation position for a group of assets in a range of cost centers or categories, including the period depreciation charge, year-to-date depreciation charge, accumulated depreciation, and accumulated backlog depreciation. The year-to-date depreciation figure for an asset is calculated linearly and is prorated across the asset distribution lines based on the number of units and number of periods the unit was assigned for each distribution line.

- **Depreciation detail**
  Shows an asset distribution line breakdown of the depreciation summary report as of a specified period end.
**Inflation Accounting for Assets Process**

**Note:** To attain period and year-to-date depreciation balances which are not distorted by exceptional transactions such as prior period additions and backdated adjustments, these depreciation balances are calculated by reference to the formulae described in Linear Split of Historic Accumulated Depreciation in Occasional Revaluation, page 30-5. These values are then multiplied by the cumulative revaluation factor.

- **Operating expense summary**
  Shows a high level summary of the make-up of the operating expense for a group of assets in a range of cost centers or categories, including operating expense cost adjustments and operating expense backlog adjustments. The net operating account balance is the combined effect of operating expense movements.

- **Operating expense detail**
  Shows an asset distribution breakdown of the operating expense summary report as of a specified period end.

For information on the Inflation Accounting: Asset Balance Reports, see Inflation Accounting for Assets Operational Reports, page 33-6.

**Inflation Accounting: Adjustments Report**

This report provides details of the journal entries generated by Inflation Accounting for Assets. The journal entries are broken down by asset category, company, and cost center.

The report displays the asset category, asset number, accounting period, transaction type, accounting flexfield, and the debit and credit amount. It can be run for a particular transaction type or all transaction types.

The following transaction types are available:

- additions
- cost adjustments
- revaluation, cost and depreciation during the occasional revaluation process
- depreciation, during periodic depreciation revaluation
- full retirements, on sale or end of useful life
- partial retirements, on sale or end of useful life
- reclassifications, to another asset category
- reinstatements, following retirement
• transfers, to another cost center


**Inflation Accounting: Projections Report**

This report provides projections of depreciation charges based on revalued costs. The report can be run for future periods if the appropriate projected price indexes are entered in the system. If no future price index projections are entered, the report is based on the latest revaluation information.

**Note:** Depreciation projections are based on the depreciation charge for the last closed accounting period.

When a report is run, users can choose in which annual period the asset cost is revalued. For example, users can run a projection report in August to project for the next thirty periods’ depreciation, choosing to revalue the assets’ costs in each September during these periods.


**Limitations**

Limitations have been imposed on the normal use of Oracle Assets to safeguard the proper working of Inflation Accounting for Assets due to potential conflicts.

The table below describes the limitations imposed on Oracle Assets when using Inflation Accounting for Assets.

<table>
<thead>
<tr>
<th>Limitation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Assets Revaluation Processes</td>
<td>Oracle Assets’ revaluation processes cannot be performed for the corporate book after the book has been defined in the Inflation Accounting Options window. Other books can use Oracle Assets’ revaluation processes as usual.</td>
</tr>
<tr>
<td>Straight-Line Depreciation Method</td>
<td>Only straight-line depreciation methods are recognized by inflation accounting, consistent with public sector practice.</td>
</tr>
<tr>
<td>Limitation</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Current Period Pro-rate Convention</td>
<td>Only the current period pro-rate convention can be used with inflation accounting, consistent with public sector practice.</td>
</tr>
<tr>
<td>Depreciation Flag</td>
<td>To ensure consistent accounting treatment, an asset cannot be changed from depreciating to non-depreciating after revaluation.</td>
</tr>
<tr>
<td>Assets with Wrong Date Placed in Service</td>
<td>When an asset is revalued but has a wrong date placed in service, the assets must be retired and re-entered.</td>
</tr>
<tr>
<td>Assets with Wrong Number of Units</td>
<td>When an asset has been revalued but has the wrong number of units, the assets must be retired and re-entered.</td>
</tr>
<tr>
<td>Revaluation Required after Reinstatement</td>
<td>If an asset is reinstated a few periods after retirement, all periodic depreciation revaluations are caught up. Any occasional revaluations performed against this asset, if it was partially retired, or its category are not caught up. In this case, users may carry out a professional or indexed revaluation to bring the asset up to date once the period of reinstatement is closed.</td>
</tr>
<tr>
<td>Additional Asset Cost Entered as Subcomponent</td>
<td>Additional asset costs which are entered as sub-components should only be entered as positive values.</td>
</tr>
<tr>
<td>Group Depreciation</td>
<td>Controls to prevent the use of Group Depreciation functionality with Inflation Accounting for Assets are enforced at Asset Book Level and in the Inflation Accounting Options window. The 'Allow Group Depreciation' check box on the Accounting Rules tab of the Book Controls window cannot be updated once a book has been selected for Inflation Accounting. This validation also prevents the Inflation Accounting Implementation and Revaluation Upload processes from processing books that have Group Depreciation enabled.</td>
</tr>
<tr>
<td>Limitation</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mass Property Assets</td>
<td>Categories assigned as Mass Property Eligible cannot be revalued. Inflation Accounting for Assets allows the assignment of a Mass Property Eligible category in the Inflation Accounting Options window, but users cannot enable the Allow Indexed Reval and Allow Prof Reval flags when the Mass Property Eligible flag is enabled. Once a category is assigned to an Inflation Accounting book through the Inflation Accounting Options window, a control is triggered that prevents the update of the Mass Property Eligible flag. For example, a category that was not previously eligible for Mass Property cannot be flagged as eligible, and a category that was previously flagged as eligible for Mass Property cannot become ineligible.</td>
</tr>
<tr>
<td>Negative Assets</td>
<td>Standalone assets entered with a negative cost are incompatible with Inflation Accounting for Assets, and are reported as exceptions instead of being processed. Any negative assets that are filtered out are displayed in the Exceptions window.</td>
</tr>
<tr>
<td>Prior Period Amortized Adjustments</td>
<td>Prior period amortized adjustments (cost, life or salvage value) cannot be backdated earlier than the beginning of the current fiscal year.</td>
</tr>
<tr>
<td>Transactions in the Same Period as Adjustments</td>
<td>Asset transactions, such as transfers or reclassifications cannot be performed against an asset that has already been the subject of an adjustment (cost, life or salvage value) within that period. Such transactions must be performed prior to the adjustment. They may also be performed in the following period and, if allowed, backdated to the earlier period.</td>
</tr>
<tr>
<td>Amortized Salvage Value Adjustment</td>
<td>When an amortized salvage value adjustment is performed, Inflation Accounting for Assets charges the portion of the adjustment that relates to prior periods immediately in the current period, with the remainder spread evenly over the remaining life so as to leave the historic salvage value as both the revalued and historic net book value.</td>
</tr>
</tbody>
</table>
Limitation | Description
--- | ---
Occasional Revaluation Using a Linear Revaluation Method | When depreciation is revalued as part of the occasional revaluation process, Inflation Accounting for Assets splits the accumulated depreciation between current and prior years in a linear ratio of the number of elapsed periods in the current year-to-date to prior year periods.
Provision Report | The projected value of depreciation in the Inflation Accounting for Assets Projection report is based solely on the depreciation charge for the last closed period.
Inactive asset distributions created by partial unit retirements, transfers, or reclassifications are not processed by the Projection report.
Reinstatement of Partial Retirements | Users cannot reinstate an asset that has been partially retired if the occasional revaluation process has been run between the original partial retirement and the reinstatement. The periodic depreciation process will fail if it encounters a reinstatement of a partial retirement.

### Inflation Accounting for Assets Setup

Oracle Assets and Oracle General Ledger must be installed and mandatory setup steps completed before setting up Inflation Accounting for Assets.

Inflation Accounting for Assets requires little setup in addition to that for Oracle Assets. Price indexes to be used to revalue assets must be defined, unless all assets are to be revalued by reference to professional revaluations. It is also necessary to define specific accounting flexfield combination values for posting general ledger entries as a result of asset revaluation.

### Price Indexes

Price indexes are held to represent the rate of change in the value of assets. Numerous indexes can be held in the system and the index that best reflects the price movements of a particular category of assets can be linked to that category of assets.

When an index is linked to an asset category it must cover the full time span of all assets within that category from the earliest date placed in service onwards.

Price indexes can be updated as necessary. Estimates of anticipated price index values can be entered and used in the Inflation Accounting: Projections Report. This report enables users to view the future depreciation charges for assets based on the estimated
price indexes.

**Note:** These estimates must be updated with the actual values before revaluations are carried out in normal operation.

For information on price indexes, see Setting Up Calendar Price Indexes for Inflation Accounting, *Oracle Public Sector Financials (International) Implementation Guide*.


### Inflation Accounting Options

The corporate book is linked to Inflation Accounting for Assets processes in the Inflation Accounting Options window. This enables users to do the following:

- Select the journal source code to be associated with all journal entries created by Inflation Accounting for Assets.

- Select the journal categories to be used for accounting entries generated by Inflation Accounting for Assets.

- Specify the default month of asset cost revaluation and associated depreciation to be used when adding an asset with a prior period date placed in service, or reclassifying an asset to another category.

- Select the additional accounts, category by category, that are specific to Inflation Accounting for Assets as follows:
  - backlog accumulated depreciation
  - general fund
  - operating expense
  - revaluation reserve
  - revaluation reserve retired

- Select the price index to be used in the revaluation of assets within that category.

- Allow indexed revaluation of assets within that category.

- Allow professional revaluation of assets within that category.

For information on the Inflation Accounting Options window, see Enabling Corporate Books, *Oracle Public Sector Financials (International) Implementation Guide*. 
**Security**

Inflation Accounting for Assets is compliant with the Oracle Assets Security by Book feature. Security by book enables the implementation of organizations and security hierarchies to determine which corporate books a user can access. For example, users within an organization can access books in their own and subordinate organizations, but cannot view books assigned to their parent organization.


**Inflation Accounting for Assets Implementation**

The implementation process enables users to select the most appropriate course of implementation, maximizing use of Modified Historic Cost Accounting (MHCA) data from previous releases of Oracle Public Sector Financials (International)'s MHCA functionality.

There are two types of Inflation Accounting for Assets users. The type of user is determined by which system was in use immediately prior to implementing Inflation Accounting for Assets. Users might need to move to Inflation Accounting for Assets from a previous release of MHCA, to re-implement, or to move from a legacy system.

For example, the first type of user might have used a previous version of Oracle Public Sector Financials (International)'s MHCA continuously to the date of migrating to Inflation Accounting for Assets functionality. The second type of user might have either never used a previous version of Oracle Public Sector Financials (International)'s MHCA or have stopped using a previous version at some point before the implementation date. A gap is therefore created in the MHCA history.

In either case, it is extremely important that the revalued balances being brought into Inflation Accounting for Assets reconcile with the equivalent balances in General Ledger. Inflation Accounting for Assets provides functionality to assist users in this reconciliation process. Part of this process involves the ability, if necessary, to update the proposed revalued costs and other accounting balances immediately prior to their transfer to Inflation Accounting for Assets as the revalued start position.

Care should be taken with this update function, as if an error is made at this stage, that error will be carried forward within Inflation Accounting for Assets and can only be corrected in the following ways.

- If an error is made in the revalued asset cost, depreciation, and backlog figures, it will be corrected automatically when the asset cost is next revalued as part of the occasional revaluation process. If this asset is not revalued prior to the end of its life, it must be retired to bring any remaining net book value into the Profit and Loss account.

- If an error is made in the Net Operating Account or General Fund balance, it is not
corrected by subsequent occasional revaluation processes and is carried forward until the asset is either reclassified or retired.

**Continuous MHCA Use to Date of Implementation**

In this situation, users have used Oracle Public Sector Financials (International)'s MHCA in a previous release and have a full MHCA history up to the date of implementation.

Implementation of Inflation Accounting for Assets enables users to select the MHCA tax book from which the data is to be extracted. This data includes the revaluation of asset costs, revaluation reserve, and backlog depreciation. To reconcile, and if necessary update, the extracted data, it is made available to users in the Inflation Accounting: Implementation Reconciliation window or downloaded to a spreadsheet via Web ADI.

Regardless of the chosen method, users can then update Inflation Accounting for Assets’ MHCA balances to ensure agreement with their general ledger account balances. Users can also manually input balances for the new Inflation Accounting for Assets accounts of Operating Account and General Fund. Users cannot update any historic or corporate book balances. After corrections are made, the balances can be transferred to Inflation Accounting for Assets as the new system starting position.

Although the history is imported from the MHCA tax book, the non-Inflation Accounting for Assets historic book values must agree with their corporate book equivalents. This is important since all future Inflation Accounting for Assets movements will be based on the corporate book. To ensure this, validation rules have been built into the MHCA tax book extract program to check that the following values agree:

- Asset cost
- Date placed in service
- Asset life
- Salvage value

If any of these values differ between the two books the assets are displayed in the reconciliation window with an exception. They are also displayed in an exception report. Users should correct the errors and restart the data preparation process.

**Gap in Use or No Previous Use of MHCA**

If no current MHCA history exists, Inflation Accounting for Assets extracts the historic balances from the corporate book and applies the new Inflation Accounting for Assets functionality to build the fully revalued starting position.

These asset balances are held in an implementation set of tables pending reconciliation to their equivalent general ledger account balances. This information is made available
in the Inflation Accounting: Implementation Reconciliation window and can be downloaded via Web ADI for users to work in a spreadsheet environment. The asset balances should be reconciled to the general ledger.

The extracted information can then be corrected in the Inflation Accounting: Implementation Reconciliation window or the spreadsheet. Although users can update the revalued amounts, they cannot update Oracle Assets’ corporate book values.

Once downloaded balances have been reconciled and if necessary amended, they can be uploaded via Web ADI to the Inflation Accounting for Assets implementation tables. Alternatively, if users have an existing file that meets the following criteria it may be directly loaded into the implementation tables:

- conforms to the implementation table format
- covers all assets that were initially extracted
- has historic asset balances that match those of the corporate book

After the balances held in the implementation tables are confirmed as correct, they can be transferred to the Inflation Accounting for Assets system as the starting position.

The usual scenario, that of new users implementing Oracle Assets and Inflation Accounting for Assets from a legacy system, means that assets are created in Oracle Assets with supplied accumulated and year-to-date depreciation balances. When the implementation process builds the new Inflation Accounting for Assets revalued balances, it applies rules to determine how the supplied depreciation amounts are spread over the asset’s elapsed life, and how much of the depreciation revaluation should be treated as depreciation expense and how much should be backlog accumulated depreciation. These rules are as follows:

- If an asset is added to the corporate book in the current fiscal year, the current year-to-date balance is deducted from the accumulated depreciation and the remaining balance is split linearly over all prior years.

- If the asset is added in a prior year with or without a supplied depreciation balance, the full accumulated depreciation is apportioned linearly over the elapsed life of the asset.

For information on the Inflation Accounting: Implementation Reconciliation window, see Reconciling Data, Oracle Public Sector Financials (International) Implementation Guide.

**Reporting**

As the implementation process generates the starting position for all future revaluations of assets, it is important to ensure that this starting position is correct. To assist in this process two reports are provided:

- Inflation Accounting Asset Exceptions Report, page 30-24
• Inflation Accounting: Implementation Reconciliation Report, page 30-24

**Inflation Accounting Asset Exceptions Report**

The initial data preparation stage of extracting asset information from the corporate or MHCA book requires that the information be validated. Any issues that are discovered in the validation process are shown in this report as exceptions.

Exceptions cover differences between the MHCA and corporate book values for the following:

- asset cost
- date placed in service
- asset life
- salvage value

These differences must be investigated and corrected. Once this is done, the data preparation process can be restarted.

Specific asset circumstances that do not require correction are also reported as follows:

- asset types that will not be processed by the revaluation process
  - fully retired assets
  - negative assets

- asset types that will only have the cost revalued by the revaluation process
  - non-depreciating assets that have an accumulated depreciation balance

**Note:** This report is not restricted to the implementation process; it can be run at any other time which might be useful to check for the listed specific asset circumstances.

**Inflation Accounting: Implementation Reconciliation Report**

This report shows details of all assets imported into Inflation Accounting for Assets. It can be run at any point during the reconciliation process, for example, before formal reconciliation is started, before export to the spreadsheet, or before final figures are transferred to Inflation Accounting for Assets as the new starting position.

**Mass Upload of Asset Valuations**

Inflation Accounting for Assets includes the facility to upload, validate, and process large quantities of existing assets that have been professionally revalued.
Upload of Professional Valuations

Users cut and paste professional valuation data from an existing spreadsheet into the Oracle Web Applications Desktop Integrator (Web ADI) spreadsheet template.

Users can receive valuations in one of the following forms:

- **Gross Book Value**
  
  The revalued cost is listed before deduction of the revalued accumulated depreciation. This is usually provided to users for smaller value items based on a supplier catalogue.

- **Net Book Value**
  
  The revalued cost is listed after deduction of the revalued accumulated depreciation. Such valuations are usually provided to users by professional valuers, based on a current saleable value as a part-used asset.

Inflation Accounting for Assets requires the valuation in the form of a Gross Book Value and to this end users are able to set a gross-up flag against each asset to translate any valuations that are provided as a Net Book Value. The Mass Upload process then performs the gross-up by reference to the ratio of the elapsed life to the full life.

The completed spreadsheet template is then uploaded to Inflation Accounting for Assets for validation.

’No Change’ Professional Revaluations

Users can include assets in the upload spreadsheet where the new gross cost is the same as the previous gross cost. If the next revaluation is an indexed revaluation, the ‘no change’ revaluation moves the calendar forward in terms of the base period from which the indexed revaluation starts.

The table below shows an example professional revaluation followed by an indexed revaluation with the impact from a ‘no change’ revaluation.

### ‘No Change’ Revaluation Example

<table>
<thead>
<tr>
<th>Date</th>
<th>Revaluation Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2000</td>
<td>Cost</td>
<td>30,000 index = 100</td>
</tr>
<tr>
<td>September 2001</td>
<td>Professional Revaluation</td>
<td>36,000 index = 110 - not used, depreciation revalued by a factor of 36000/30000, or 1.2.</td>
</tr>
<tr>
<td>Date</td>
<td>Revaluation Type</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>September 2002</td>
<td>Professional Revaluation</td>
<td>36,000 index = 120 - not used, revaluation factor unchanged as ratio is 36000/36000, or 1.0.</td>
</tr>
<tr>
<td>September 2003</td>
<td>Indexed Revaluation</td>
<td>index = 130 - previous cost of 36,000 is increased by a factor of 130/120 or 1.083, to 39,000.</td>
</tr>
</tbody>
</table>

In this example, when a 'no change' professional revaluation is followed by an indexed revaluation, the September 2003 indexed revaluation starts from the last revaluation period index of 120 in September 2002, rather than the last changing revaluation index of 110 in September 2001.

**Validation of Professional Valuations**

Exception validations are performed to check that the asset is active and valid for professional revaluation. Tolerance checks ensure that the revaluation is within selected tolerance limits.

**Download of Validation Results**

Users must view and correct all exception check failures. Any assets that cannot be corrected, for example if they were included wrongly, must be removed from the spreadsheet. Tolerance check failures can be removed or accepted.

**Transfer to Revaluation Process**

Once the spreadsheet is fully validated and contains no exception or tolerance failures, it is transferred to the occasional revaluation process for uploading into the Inflation Accounting for Assets tables. Normal revaluation processing involves a Preview and a Run mode of operation, with the Preview mode generating a report to allow users to confirm that results are satisfactory. The transfer to the revaluation process can be requested to automatically launch the Preview mode operation.

After the transfer, users can complete the process in the Revaluation window. The revaluations are only fully updated into the system once the Revaluation process has been successfully completed in Run mode.

For information on the Mass Upload of Revalued Assets process, see Inflation Accounting for Assets Mass Upload of Asset Valuations Procedures, page 32-1.

For information on Web ADI, see *Oracle Web Applications Desktop Integrator User’s Guide.*
Inflation Accounting for Assets Procedures

Definition

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

Overview

UK Government departments are required to provide financial statements which measure the resources consumed in achieving their objectives. All costs are included in this requirement, including the cost of using capital assets. These costs must be stated in current price terms to make them comparable across departments and properly reflect the resources consumed. Inflation accounting is used in particular for fixed assets, for example, buildings. The cost of all assets and their accumulated depreciation must be revalued to current day terms by reference to published price indexes and professional valuations.

The following types of occasional revaluation are available:

- Indexed revaluations
  These revaluations depend on a specific index value to calculate the revalued cost.

- Professional revaluations
  This revaluations require a new cost value to be provided.

The following windows are available in Inflation Accounting for Assets:

Indexed-Professional Revaluation Window

The Indexed - Professional Revaluation window enables users to enter the parameters for a revaluation run. The user can also perform indexed, professional, or both types of revaluations in one revaluation run.
Revaluation Window

The Revaluation window enables users to view individual assets for the category selected on the Indexed - Professional Revaluation window.

Indexed-Professional Revaluation Window

The Indexed - Professional Revaluation window enables users to enter the parameters for a revaluation run. The user can also perform indexed, professional, or both types of revaluations in one revaluation run.

Results - Revaluation Window

The Results - Revaluation window enables users to view the proposed effect of a professional revaluation.

Exceptions Window

The Exceptions window lists any assets that will not be included in the revaluation process, and provides explanations for the exclusions.

Inflation Accounting - Projection Window

The Inflation Accounting - Projection window enables users to run projections reports. The Projections report is a variable format report and projects depreciation charges into the future based on current assets and indexes. Revaluations are based on the revalued costs as at the last closed period and are revalued in each of the selected revaluation periods within the report range of periods. All active assets are available for projection, including non-depreciating assets but excluding fully retired assets. This report enables users to review future charges related to budgets and can be used in cash flow projections as a non-cash adjustment from a profit forecast.

Variable Format Reports

The Projections report is available as a variable format report, which means users can view and manipulate the report data in a number of desktop applications. For example, the information can be downloaded into Microsoft Excel to be sorted and analyzed using familiar spreadsheet features. The report can also be formatted as an HTML file and placed on a Web server.

To create a variable format report, an attribute set that contains formatting instructions is applied to the Projections report. In Oracle Applications, attribute sets are defined using the RXi Reports Administration Tool. A default attribute set is available for the Projections report, alternatively a user-defined attribute set can also be applied to the report. The report can be published using one of the following options: CSV, HTML, TEXT, or TAB.

For information on the RXi Reports Administration Tool, see Oracle Financials RXi Reports Administration Tool User Guide.
Inflation Accounting Inquiry Window

The Inflation Accounting Inquiry window is accessed from the Oracle Assets View Financial Information window. The View Financial Information window enables users to view historic values for an asset, and the Inflation Accounting Inquiry window displays the impact of inflation accounting on the values.

Revaluation History Window

The Revaluation History window is accessed from the Inflation Accounting Inquiry window and enables users to view the full history of cost revaluations affecting a particular asset. Cost revaluations resulting from occasional revaluation, reclassifications, prior period additions, cost adjustments, and the implementation toolkit are all displayed in the Revaluation History window. All revaluations identify whether the revaluation type is indexed, professional, or as a result of the implementation toolkit.

Prerequisites

- Inflation Accounting for Assets setup must be completed.

For information on setting up Inflation Accounting for Assets, see Inflation Accounting for Assets Setup, Oracle Public Sector Financials (International) Implementation Guide.

Performing Indexed-Professional Revaluation Procedure
To enter revaluation parameters and run a revaluation, perform the following steps.

1. Navigate to the Indexed - Professional Revaluation window as follows:

   **OPSF(I) Inflation Accounting - Revaluation**

2. In the Book field, select a book from the list of values.
   The Status, Revaluation ID, and Revaluation Date fields are automatically populated. All available categories for the book are listed in the Categories region.

3. In the Categories region, identify the asset categories to be revalued by selecting the check boxes next to the Category ID field.

4. For an indexed revaluation where there are no changes to the default indices for the selected categories, proceed to the Submitting the Revaluation Request in Preview Mode Procedure, page 31-6 to submit a revaluation preview. For a professional revaluation, proceed to step 5 to create the revaluation candidates.

5. To create asset revaluation records, click Create.
   A concurrent process is run which creates the records.

6. When the process is complete, query the form as follows:

   **View - Query by Example - Enter**
7. Enter search criteria as required.

8. Run the query as follows:
   
   **View - Query by Example - Run**

---

**Selecting Assets for Revaluation Procedure**

1. To view individual assets for the currently selected category, click **Assets**. All assets are selected for revaluation by default.

2. To reduce the list of selected assets, proceed to step 3. To use all assets in the revaluation, proceed to step 7.

3. Navigate to the Find Assets window as follows:
   
   **View - Find**

4. Enter search criteria as defined in the Find Assets Window Description.

5. Click **Find**.

6. To remove an asset from the revaluation process, deselect the Select check box next to the asset details.

7. To perform an indexed revaluation on an asset, select the Indexed radio button and proceed to step 11.
Note: If both a professional and an indexed revaluation of an asset are performed in the same month, the professional revaluation may override the indexed revaluation. However, a professional revaluation cannot be overridden by an indexed revaluation.

8. To perform a professional revaluation, select the Professional radio button.
   The New Cost field is enabled and the Select for Calculation check box is automatically selected.

9. In the New Cost field, enter the new asset cost.
   Once the new cost is entered, the Reval Rate (%) field displays the cost change as a percentage.

10. To view the accounting effect of a revaluation on the assets, click Calculate.
    For information on the results displayed, see Results - Revaluation Window Description, page 31-12.

11. To close the Results - Revaluation window and return to the Revaluation window, click Done.

12. Save or save and continue as follows:
    File - Save or Save and Proceed

13. When the revaluation parameters for the assets are complete, close the Revaluation window and return to the Indexed - Professional Revaluation window, by clicking Done.

Submitting the Revaluation Request in Preview Mode Procedure
1. To submit the revaluation as a preview, click Preview.

2. View Inflation Accounting: Asset Revaluation Preview report generated by the request as follows:
   View - Requests
   Note: If asset exceptions exist when a revaluation preview has completed, those exceptions are visible in the Revaluation window. The assets with exceptions are not included in the Revaluation Preview report.

3. To save the revaluation changes, return to the Indexed-Professional Revaluation window and proceed to the Viewing Exceptions Procedure.
1. Following Preview mode, any assets which Inflation Accounting for Assets cannot revalue are listed as exceptions. To view these assets, click **Exceptions**.

The table below lists the exception messages generated by the revaluation program.

### Exceptions Generated by Revaluation Program

<table>
<thead>
<tr>
<th>Number</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Period entered is not the last closed period.</td>
</tr>
<tr>
<td>2</td>
<td>The Asset has cost adjustments against it.</td>
</tr>
<tr>
<td>3</td>
<td>The Asset has pending retirement or reinstatement transactions.</td>
</tr>
<tr>
<td>4</td>
<td>New transactions have been processed prior to running revaluation. You can run revaluation in the next period only.</td>
</tr>
</tbody>
</table>
2. To close the window, click **Done**.

**Submiting the Revaluation Request in Run Mode Procedure**

1. To submit the revaluation, click **Run**.
   
The concurrent request is submitted.

2. View the request as follows:
   
   **View - Requests**

**Find Revaluations Window Description**

**Find Revaluations Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>optional</td>
<td>list of values</td>
<td>book name</td>
</tr>
<tr>
<td>Revaluation ID</td>
<td>optional</td>
<td>list of values</td>
<td>revaluation identification number</td>
</tr>
<tr>
<td>Clear</td>
<td>button</td>
<td></td>
<td>clears field currently selected</td>
</tr>
<tr>
<td>New</td>
<td>button</td>
<td></td>
<td>opens Indexed - Professional Revaluation window</td>
</tr>
</tbody>
</table>
### Field Name | Type | Features | Description
--- | --- | --- | ---
Find |  | button | searches for revaluations based on information entered in Book and Revaluation ID fields; opens Indexed - Professional Revaluation window and displays search results

---

**Indexed - Professional Revaluation Window Description**

### Field Name | Type | Features | Description
--- | --- | --- | ---
Status | display only |  | revaluation process status as follows: New, when revaluation criteria saved; In Process, while preview process running; Previewed, when preview process complete; Error, if preview process fails; Complete, when revaluation process successfully completed; field updated when revaluation required
Create Request | display only |  | automatically generated ID; created when user clicks Create or Preview button
Revaluation ID | display only |  | unique ID generated for revaluation record
Revaluation Date | display only |  | last date of current depreciation period for book
<table>
<thead>
<tr>
<th><strong>Field Name</strong></th>
<th><strong>Type</strong></th>
<th><strong>Features</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Revaluation Request</td>
<td>display only</td>
<td></td>
<td>automatically generated ID; created when user clicks Preview or Run button</td>
</tr>
<tr>
<td>Obsolete Revaluation</td>
<td>optional</td>
<td>check box</td>
<td>if selected, revaluation preview is obsoleted and cannot be viewed; if deselected revaluation preview can be viewed; action is irreversible once selected and confirmed.</td>
</tr>
<tr>
<td>[check box]</td>
<td>optional</td>
<td>check box</td>
<td>if selected, category selected for revaluation; if deselected, category not included in revaluation</td>
</tr>
<tr>
<td>Category ID</td>
<td>display only</td>
<td></td>
<td>category identification</td>
</tr>
<tr>
<td>Description</td>
<td>display only</td>
<td></td>
<td>category description</td>
</tr>
<tr>
<td>Deselect</td>
<td>button</td>
<td></td>
<td>deselects all currently selected categories and enables user to select individual categories as required; when categories deselected, button changes to Select All and toggles between Select All and Deselect All to enable user to select or deselect all categories</td>
</tr>
<tr>
<td>Assets</td>
<td>button</td>
<td></td>
<td>opens Revaluation window</td>
</tr>
<tr>
<td>Preview</td>
<td>button</td>
<td></td>
<td>submits revaluation request in preview mode</td>
</tr>
<tr>
<td>Exceptions</td>
<td>button</td>
<td></td>
<td>opens Exceptions window</td>
</tr>
</tbody>
</table>
# Revaluation Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select for Calculation</td>
<td>conditionally required</td>
<td>check box</td>
<td>if selected, indicates that effect of revaluation on asset can be viewed immediately by clicking Calculate; check box enabled only if Professional radio button selected</td>
</tr>
<tr>
<td>Allow Prof Update</td>
<td>check box</td>
<td></td>
<td>if selected, indicates that professional revaluation update allowed</td>
</tr>
<tr>
<td>Cancel</td>
<td>button</td>
<td></td>
<td>closes Revaluation window without saving changes and returns to Indexed - Professional Revaluation window</td>
</tr>
<tr>
<td>Deselect</td>
<td>button</td>
<td></td>
<td>deselects all currently selected categories and enables user to select individual categories as required; when categories deselected, button changes to Select All and toggles between Select All and Deselect All to enable user to select or deselect all categories</td>
</tr>
</tbody>
</table>

Inflation Accounting for Assets Procedures  31-11
## Find Assets Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Number</td>
<td>required</td>
<td>list of values</td>
<td>asset number range to be included in search</td>
</tr>
<tr>
<td>Clear</td>
<td>button</td>
<td></td>
<td>erases data from all fields</td>
</tr>
<tr>
<td>Find</td>
<td>button</td>
<td></td>
<td>searches for assets based on search criteria entered</td>
</tr>
</tbody>
</table>

## Results - Revaluation Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset</td>
<td>display only</td>
<td></td>
<td>asset number</td>
</tr>
<tr>
<td>Old Cost</td>
<td>display only</td>
<td></td>
<td>asset cost before revaluation</td>
</tr>
<tr>
<td>New Cost</td>
<td>display only</td>
<td></td>
<td>asset cost after revaluation</td>
</tr>
<tr>
<td>Old Depreciation Amount</td>
<td>display only</td>
<td></td>
<td>accumulated depreciation before revaluation</td>
</tr>
<tr>
<td>New Depreciation Amount</td>
<td>display only</td>
<td></td>
<td>accumulated depreciation after revaluation</td>
</tr>
<tr>
<td>Old Depreciation Reserve</td>
<td>display only</td>
<td></td>
<td>depreciation reserve before revaluation</td>
</tr>
<tr>
<td>New Depreciation Reserve</td>
<td>display only</td>
<td></td>
<td>depreciation reserve after revaluation</td>
</tr>
<tr>
<td>Field Name</td>
<td>Type</td>
<td>Features</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------</td>
<td>-------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Old Backlog</td>
<td>display only</td>
<td></td>
<td>backlog reserve before revaluation</td>
</tr>
<tr>
<td>New Backlog</td>
<td>display only</td>
<td></td>
<td>backlog reserve after revaluation</td>
</tr>
<tr>
<td>Old General Fund</td>
<td>display only</td>
<td></td>
<td>general fund before revaluation</td>
</tr>
<tr>
<td>New General Fund</td>
<td>display only</td>
<td></td>
<td>general fund after revaluation</td>
</tr>
<tr>
<td>Old Revaluation Reserve</td>
<td>display only</td>
<td></td>
<td>revaluation reserve amount before revaluation</td>
</tr>
<tr>
<td>New Revaluation Reserve</td>
<td>display only</td>
<td></td>
<td>revaluation reserve amount after revaluation</td>
</tr>
<tr>
<td>Old Operating Account</td>
<td>display only</td>
<td></td>
<td>operating account before revaluation</td>
</tr>
<tr>
<td>New Operating Account</td>
<td>display only</td>
<td></td>
<td>operating account after revaluation</td>
</tr>
</tbody>
</table>

**Exceptions Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>display only</td>
<td></td>
<td>asset category</td>
</tr>
<tr>
<td>Asset</td>
<td>display only</td>
<td></td>
<td>asset number</td>
</tr>
<tr>
<td>Exception</td>
<td>display only</td>
<td></td>
<td>exception message, as listed in the Exceptions Generated by Revaluation Program table, page 31-7</td>
</tr>
</tbody>
</table>
Running Projections Procedure

1. Navigate to the Inflation Accounting - Projection window as follows:

   **OPSF(I) Inflation Accounting - Projection**

2. In the Book field, select a book type code from the list of values.

3. Optionally, in the Category field, select a category from the list of values.

4. In the Major Category field, select a major asset category from the list of values.

5. In the Minor Category field, select a subsidiary asset category from the list of values.

6. To select all categories, click **Cancel**.

7. To close the Category Flexfield window, click **OK**.

8. In the Revaluation Period field, select a revaluation period number from the list of values.

9. In the End Period field, select a projection end period from the list of values.

10. In the RXi Attribute Set field, select the Projections attribute set to be applied to the report.

11. Click **Run**.

   The projections report is submitted as a concurrent request.

12. To re-run the completed projections report, click **View**.

13. View the request as follows:

   **View - Requests**
Inflation Accounting - Projection Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projection ID</td>
<td>display only</td>
<td></td>
<td>projection ID code; generated automatically when the Run button is clicked</td>
</tr>
<tr>
<td>Start Period</td>
<td>display only</td>
<td></td>
<td>current open depreciation period; automatically inserted when book name selected</td>
</tr>
<tr>
<td>Output Format</td>
<td>optional</td>
<td>list of values</td>
<td>default value is TEXT which prints the report in A4 landscape format; alternatively, select the required output format as follows: CSV for comma-separated values, HTML, or TAB for tab-delimited format</td>
</tr>
</tbody>
</table>

Projection Report Column Descriptions for Projections Attribute Set

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Balancing segment value from Chart of Accounts definitions.</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Cost center qualifier segment from Chart of Accounts definitions.</td>
</tr>
<tr>
<td>Major Category</td>
<td>Asset Major Category qualifier segment from the Asset Category Flexfield definition.</td>
</tr>
<tr>
<td>Column Heading</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Minor Category</td>
<td>Asset Minor Category qualifier segment from the Asset Category Flexfield definition.</td>
</tr>
<tr>
<td>Asset Number</td>
<td>Asset number as defined in Oracle Assets.</td>
</tr>
<tr>
<td>Asset Desc</td>
<td>Asset description as defined in Oracle Assets.</td>
</tr>
<tr>
<td>Period</td>
<td>Standard format period, for example, JAN:02-03; runs from start period to end period as selected in the report input parameters.</td>
</tr>
<tr>
<td>Period Index</td>
<td>Index for specified period.</td>
</tr>
<tr>
<td>Reval Cost Index</td>
<td>Index for period in which asset cost was last revalued.</td>
</tr>
<tr>
<td>Cost</td>
<td>Revalued cost of asset. In the projections period prior to the first projection report for cost revaluation, this value will be as per the last user indexed or professional revaluation.</td>
</tr>
<tr>
<td>Period Deprn</td>
<td>Based on last closed period revalued depreciation and updated by revaluations in the selected revaluation periods.</td>
</tr>
<tr>
<td>YTD Deprn</td>
<td>Accumulated depreciation figure for the year. If the selected periods run over a year-end, the YTD figure in the column will start again from zero.</td>
</tr>
<tr>
<td>Comments</td>
<td>Reports if a defined condition is encountered during report processing, for example, if an asset becomes fully reserved or this is a cost revaluation period.</td>
</tr>
</tbody>
</table>

**Note:** The following columns are available in the default RXi attribute set in addition to those shown in the Projections attribute set in the Projection Report Column Descriptions for Projections Attribute Set table, page 31-15:

- Concatenated Category
- Concatenated Category Description
- Category ID
- Fiscal Year
To use the Inflation Accounting for Assets zoom from Oracle Assets to show the effect of inflation accounting on the record displayed, perform the following steps.

1. In Oracle Assets, navigate to the Assets window as follows:
   Inquiry - Financial Information

2. Enter search information relevant to the assets required.

3. Click Find.

4. Select the asset to be viewed.

5. Click Books.

   For information on the View Financial Information window, see Viewing Assets, Oracle Assets User’s Guide.

6. Navigate to the Inflation Accounting Inquiry window as follows:
   View - Zoom
Note: The Zoom menu option is only available if the current record belongs to an Inflation Accounting for Assets book in the Oracle Assets View Financial Information window.

7. View data in the Inflation Accounting Inquiry window as described in the Inflation Accounting Inquiry Window Description, page 31-18 table.

8. To view the revaluation history of the asset, click **Revaluation History**.

![Revaluation History](image)

9. View data in the Revaluation History window as described in the Revaluation History Window Description table, page 31-25.

**Note:** The impact of retirements, partial retirements, and transfers is not reflected in the Revaluation History window.

**Inflation Accounting Inquiry Window Description**

**Inflation Accounting Inquiry Window Description, Header Region and Accumulated Balance Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Number</td>
<td>display only</td>
<td></td>
<td>selected asset number</td>
</tr>
<tr>
<td>Date Placed in Service</td>
<td>display only</td>
<td></td>
<td>date asset placed in service</td>
</tr>
<tr>
<td>Field Name</td>
<td>Type</td>
<td>Features</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------</td>
<td>----------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Years</td>
<td>display only</td>
<td></td>
<td>number of years in asset life, in addition to number of months displayed in Months field</td>
</tr>
<tr>
<td>Months</td>
<td>display only</td>
<td></td>
<td>number of months in asset life, in addition to number of years displayed in Years field</td>
</tr>
<tr>
<td>Latest Cost Revaluation</td>
<td>display only</td>
<td></td>
<td>latest cost revaluation for total accumulated balance of asset</td>
</tr>
<tr>
<td>Historic Cost</td>
<td>display only</td>
<td></td>
<td>historic cost of asset</td>
</tr>
<tr>
<td>Surplus/Deficit</td>
<td>display only</td>
<td></td>
<td>surplus or deficit amount; calculated by subtracting historic cost from latest cost revaluation</td>
</tr>
<tr>
<td>Backlog Depreciation</td>
<td>display only</td>
<td></td>
<td>backlog depreciation amount</td>
</tr>
<tr>
<td>Transfer to General Fund</td>
<td>display only</td>
<td></td>
<td>amount transferred to General Fund</td>
</tr>
<tr>
<td>Net</td>
<td>display only</td>
<td></td>
<td>net revaluation reserve balance; calculated by subtracting backlog depreciation and amount transferred to General Fund from surplus/deficit amount</td>
</tr>
<tr>
<td>Field Name</td>
<td>Type</td>
<td>Features</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Latest Cost Revaluation</td>
<td>display only</td>
<td>latest cost revaluation for total accumulated balance of asset; values appear in the Operating Account fields if the asset has a revaluation below the depreciated historic cost; in a period where a revaluation crosses the depreciated historic cost, values appear in both the Revaluation Reserve and Operating Account fields</td>
<td></td>
</tr>
<tr>
<td>Historic Cost</td>
<td>display only</td>
<td>historic cost of asset</td>
<td></td>
</tr>
<tr>
<td>Surplus/Deficit</td>
<td>display only</td>
<td>surplus or deficit amount; calculated by subtracting historic cost from latest cost revaluation</td>
<td></td>
</tr>
<tr>
<td>Backlog Depreciation</td>
<td>display only</td>
<td>backlog depreciation amount</td>
<td></td>
</tr>
<tr>
<td>Net</td>
<td>display only</td>
<td>net revaluation reserve balance; calculated by subtracting backlog depreciation amount from surplus/deficit amount</td>
<td></td>
</tr>
<tr>
<td>Historic</td>
<td>display only</td>
<td>historic depreciation for accumulated balance of asset</td>
<td></td>
</tr>
<tr>
<td>Expensed Revaluation</td>
<td>display only</td>
<td>expensed revaluation amount</td>
<td></td>
</tr>
<tr>
<td>Backlog</td>
<td>display only</td>
<td>backlog depreciation provision</td>
<td></td>
</tr>
<tr>
<td>Field Name</td>
<td>Type</td>
<td>Features</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------</td>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Total Depreciation</td>
<td>display only</td>
<td></td>
<td>total depreciation for total accumulated balance, calculated by adding historic depreciation, expensed revaluation, and backlog depreciation</td>
</tr>
<tr>
<td>Net Book Value</td>
<td>display only</td>
<td></td>
<td>net book value, calculated by subtracting total depreciation from latest cost revaluation</td>
</tr>
<tr>
<td>Current Open Period</td>
<td>display only</td>
<td></td>
<td>open period for the asset</td>
</tr>
<tr>
<td>OK</td>
<td>button</td>
<td></td>
<td>closes Inflation Accounting Inquiry window and displays View Financial Information window</td>
</tr>
</tbody>
</table>

**Inflation Accounting Inquiry Window Description, Year-to-date Balances Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latest Cost Revaluation</td>
<td>display only</td>
<td></td>
<td>latest cost revaluation for year-to-date balance of asset</td>
</tr>
<tr>
<td>Previous Cost Revaluation</td>
<td>display only</td>
<td></td>
<td>previous cost revaluation for asset</td>
</tr>
<tr>
<td>Surplus/Deficit</td>
<td>display only</td>
<td></td>
<td>surplus or deficit amount; calculated by subtracting previous cost from latest cost revaluation</td>
</tr>
<tr>
<td>Backlog Depreciation</td>
<td>display only</td>
<td></td>
<td>backlog depreciation amount</td>
</tr>
<tr>
<td>Transfer to General Fund</td>
<td>display only</td>
<td></td>
<td>amount transferred to General Fund</td>
</tr>
<tr>
<td>Field Name</td>
<td>Type</td>
<td>Features</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------</td>
<td>----------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Net</td>
<td>display only</td>
<td></td>
<td>net revaluation reserve balance; calculated by subtracting backlog depreciation and amount transferred to General Fund from surplus/deficit amount</td>
</tr>
<tr>
<td>Latest Cost Revaluation</td>
<td>display only</td>
<td></td>
<td>latest cost revaluation for year-to-date balance of asset; values appear in the Operating Account fields if the asset has a revaluation below the depreciated historic cost; in a period where a revaluation crosses the depreciated historic cost, values appear in both the Revaluation Reserve and Operating Account fields</td>
</tr>
<tr>
<td>Previous Cost Revaluation</td>
<td>display only</td>
<td></td>
<td>previous cost revaluation for asset</td>
</tr>
<tr>
<td>Surplus/Deficit</td>
<td>display only</td>
<td></td>
<td>surplus or deficit amount; calculated by subtracting previous cost from latest cost revaluation</td>
</tr>
<tr>
<td>Backlog Depreciation</td>
<td>display only</td>
<td></td>
<td>backlog depreciation amount</td>
</tr>
<tr>
<td>Net</td>
<td>display only</td>
<td></td>
<td>net revaluation reserve balance; calculated by subtracting backlog depreciation amount from surplus/deficit amount</td>
</tr>
<tr>
<td>Historic</td>
<td>display only</td>
<td></td>
<td>historic depreciation for year-to-date balance of asset</td>
</tr>
</tbody>
</table>
### Inflation Accounting for Assets Procedures

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expensed Revaluation</td>
<td>display only</td>
<td></td>
<td>expensed revaluation amount</td>
</tr>
<tr>
<td>Backlog</td>
<td>display only</td>
<td></td>
<td>backlog depreciation provision</td>
</tr>
<tr>
<td>Total Depreciation</td>
<td>display only</td>
<td></td>
<td>total depreciation for year-to-date balance, calculated by adding historic depreciation, expensed revaluation, and backlog depreciation</td>
</tr>
<tr>
<td>Current Open Period</td>
<td>display only</td>
<td></td>
<td>current open period for the asset</td>
</tr>
</tbody>
</table>

### Inflation Accounting Inquiry Window Description, Period Balances Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latest Cost Revaluation</td>
<td>display only</td>
<td></td>
<td>latest cost revaluation for current period balance of asset</td>
</tr>
<tr>
<td>Previous Cost Revaluation</td>
<td>display only</td>
<td></td>
<td>previous cost revaluation for asset</td>
</tr>
<tr>
<td>Surplus/Deficit</td>
<td>display only</td>
<td></td>
<td>surplus or deficit amount; calculated by subtracting previous cost from latest cost revaluation</td>
</tr>
<tr>
<td>Backlog Depreciation</td>
<td>display only</td>
<td></td>
<td>backlog depreciation amount</td>
</tr>
<tr>
<td>Transfer to General Fund</td>
<td>display only</td>
<td></td>
<td>amount transferred to General Fund</td>
</tr>
<tr>
<td>Field Name</td>
<td>Type</td>
<td>Features</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------</td>
<td>--------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Net</td>
<td>display only</td>
<td></td>
<td>net revaluation reserve balance; calculated by subtracting backlog</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>depreciation and amount transferred to General Fund from surplus/deficit</td>
</tr>
<tr>
<td>Latest Cost Revaluation</td>
<td>display only</td>
<td></td>
<td>latest cost revaluation for current period balance of asset; values appear in the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Operating Account fields if the asset has a revaluation below the depreciated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>historic cost; in a period where a revaluation crosses the depreciated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>historic cost, values appear in both the Revaluation Reserve and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Operating Account fields</td>
</tr>
<tr>
<td>Previous Cost Revaluation</td>
<td>display only</td>
<td></td>
<td>previous cost revaluation for asset</td>
</tr>
<tr>
<td>Surplus/Deficit</td>
<td>display only</td>
<td></td>
<td>surplus or deficit amount; calculated by subtracting previous cost from</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>latest cost revaluation</td>
</tr>
<tr>
<td>Backlog Depreciation</td>
<td>display only</td>
<td></td>
<td>backlog depreciation amount</td>
</tr>
<tr>
<td>Net</td>
<td>display only</td>
<td></td>
<td>net revaluation reserve balance; calculated by subtracting backlog</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>depreciation amount from surplus/deficit amount</td>
</tr>
<tr>
<td>Historic</td>
<td>display only</td>
<td></td>
<td>historic depreciation for the period balance of the asset</td>
</tr>
<tr>
<td>Field Name</td>
<td>Type</td>
<td>Features</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------</td>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Expensed Revaluation</td>
<td>display only</td>
<td></td>
<td>expensed revaluation amount</td>
</tr>
<tr>
<td>Backlog</td>
<td>display only</td>
<td></td>
<td>backlog depreciation provision</td>
</tr>
<tr>
<td>Total Depreciation</td>
<td>display only</td>
<td></td>
<td>total depreciation for period balance, calculated by adding historic depreciation, expensed revaluation, and backlog depreciation</td>
</tr>
<tr>
<td>Latest Closed Period</td>
<td>display only</td>
<td></td>
<td>most recently closed period for the asset</td>
</tr>
</tbody>
</table>

### Revaluation History Window Description

**Revaluation History Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>display only</td>
<td></td>
<td>asset number</td>
</tr>
<tr>
<td>Description</td>
<td>display only</td>
<td></td>
<td>asset description</td>
</tr>
<tr>
<td>Revaluation Type</td>
<td>display only</td>
<td></td>
<td>type of revaluation performed on asset: occasional, reclassification, cost adjustment, prior period addition, or implementation</td>
</tr>
<tr>
<td>Revaluation Method</td>
<td>display only</td>
<td></td>
<td>type of revaluation method used: indexed, professional, or implementation</td>
</tr>
<tr>
<td>Field Name</td>
<td>Type</td>
<td>Features</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Effective Period</td>
<td>display only</td>
<td></td>
<td>period during which catch-up routine took place on a reclassification or prior period addition</td>
</tr>
<tr>
<td>Period Entered</td>
<td>display only</td>
<td></td>
<td>period during which transaction was performed</td>
</tr>
<tr>
<td>Previous</td>
<td>display only</td>
<td></td>
<td>revalued cost before transaction took place</td>
</tr>
<tr>
<td>New</td>
<td>display only</td>
<td></td>
<td>current revalued cost</td>
</tr>
<tr>
<td>OK</td>
<td>button</td>
<td></td>
<td>closes Revaluation History window and displays Inflation Account Inquiry window</td>
</tr>
</tbody>
</table>
Overview

Uploading Assets

The Revaluation Upload process enables users to transfer large quantities of professional revaluation data relating to existing assets. The data is uploaded and validated using a spreadsheet, and errors that occur during validation can be downloaded and corrected. Once exception errors and tolerance errors have been corrected, the final version of the data is transferred to the Inflation Accounting for Assets revaluation tables. Optionally, revaluations can be transferred in Preview mode.

Web ADI

The Revaluation Upload process is accomplished using Oracle Web Applications Desktop Integrator (Web ADI) functionality. Web ADI delivers Oracle Applications functionality to desktop applications such as Microsoft Excel. Users can access Oracle Applications through the Web from a familiar, more productive desktop environment.

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

Note: The Web ADI integrators for Inflation Accounting do not support Oracle Assets security profiles.

Revaluation Upload Process Diagram

The diagram below shows the revaluation upload process with Web ADI. This diagram is described in Revaluation Upload Process Description, page 32-3.
Revaluation Upload Process Description

Revaluation Upload includes the following steps.

1. Create a new file for upload by downloading the Inflation Accounting: New File Integrator. This file contains three columns: the asset number, the revalued cost, and the grossing up flag.

2. Cut and paste assets into the New File Integrator spreadsheet. Each spreadsheet refers to a unique upload file name and contains the following information:
   - a unique, user-defined file name
   - the asset book to which the assets belong
   - tolerance limits, displayed as a percentage and an amount in the specified currency

3. Upload this file to the application. Assets are validated and any exception and tolerance errors are logged.

4. Download the Inflation Accounting: Exception Errors Integrator for review.

5. Correct errors in the Exception Errors spreadsheet. Exceptions can be either deleted or accepted.

6. Upload the modifications for validation.

7. Download the Inflation Accounting: Tolerance Errors Integrator for review.

8. Correct errors in the Tolerance Errors spreadsheet. Tolerances can be deleted, modified, or accepted.

9. Upload the modified file for validation.

10. Download the Inflation Accounting: Valid Assets Integrator for review.

11. Modify asset values if necessary.

12. Upload the modified file for validation. If further tolerance or exception errors are found, the appropriate integrators can be downloaded and modified again until the file is free of errors.

13. Run the Inflation Accounting: Transfer Revaluation Upload Data process to transfer the uploaded data to the Indexed-Professional Revaluation window. Optionally, users can run the Revaluation Preview automatically after the transfer process is complete.
Note: If security by book is enabled, the process only allows users to upload batch files that are associated with books to which access is granted.

Once the data is transferred, use the Indexed-Professional Revaluation window to continue processing the revaluation.

14. Optionally, download the Inflation Accounting: Transferred Assets Integrator to view and confirm the transferred data.

Prerequisites

- Inflation Accounting for Assets must be set up.

  For information on setting up Inflation Accounting for Assets, see Inflation Accounting for Assets Setup, Oracle Public Sector Financials (International) Implementation Guide.

- The Desktop Integration Menu must be attached to the Oracle Assets responsibility.

  For information on implementing Web ADI, see Oracle Web Applications Desktop Integrator Implementation Guide.

Defining Layouts and Mapping

The revaluation upload process is supplied with default mapping for importing text files, and a defined layout for fields in the created spreadsheets.

For information on mapping and layouts in Web ADI, see the Oracle Web Applications Desktop Integrator User Guide.

Uploading and Downloading Files

With the exception of the New File Integrator, all of the integrators display the status of the upload. The table below shows the status options.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validated, available for transfer to IAC</td>
<td>The file contains no assets with exceptions or tolerance issues, and is available to be transferred to the Inflation Accounting for Assets revaluation tables.</td>
</tr>
<tr>
<td>Exception errors encountered</td>
<td>The file has been validated and exceptions exist.</td>
</tr>
</tbody>
</table>
### Status Description

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tolerance errors encountered</td>
<td>The file has been validated and tolerance issues exist.</td>
</tr>
<tr>
<td>Transferred to IAC</td>
<td>The uploaded file has been transferred to the Inflation Accounting for Assets revaluation tables.</td>
</tr>
</tbody>
</table>

For information on the general procedures and available parameters for creating, uploading, and downloading documents in Web ADI, see Creating a Document, *Oracle Web Applications Desktop Integrator User Guide*.

### Inflation Accounting: New File Integrator

To create a new empty spreadsheet template for assets to be uploaded, specify settings in the Inflation Accounting: New File Integrator as follows:

1. Define a unique file name for the upload.
   
   **Note:** The file name must be 15 characters or less.

2. Specify the asset book for the file. Users can only select books set up for inflation accounting.

3. Specify the tolerance settings.
   
   **Note:** Tolerance checking is optional. If tolerance checking is enabled, at least one of the percentage and amount fields is mandatory. If both fields are defined, both are used during validation: for example, if tolerances of 4% and GBP400 are set, the difference between the previous and current revaluation must be less than 4% and less than GBP400 for the asset to pass tolerance validation.

4. Cut and paste assets and their new costs into the empty spreadsheet. For each asset, choose whether or not to gross-up the cost.

   If the Gross Up flag is set to Yes, the revaluation process automatically calculates the revalued cost from the net book value entered in the New Cost column. The revalued cost is calculated as follows:

   \[
   \text{(Net Book Value/Remaining Life in Months)} \times \text{Total Life in Months}
   \]

   For example, a building was placed in service on 01-APR-1990 and has a useful life of 60 years. In September 2005 the professional valuer reports a net book value of GBP270,000. The revalued cost is therefore calculated as follows:

   \[
   (270000 / 540 \text{ months}) \times 720 \text{ months} = \text{GBP360,000}
   \]

   This is the new revaluation figure that will be uploaded to the Indexed-Professional Revaluation window when the upload is transferred to the inflation accounting.
5. Select Upload from the Oracle menu to upload the spreadsheet.

**Inflation Accounting: Exception Errors Integrator**

To download and review any exception errors encountered during file validation, use the Inflation Accounting: Exception Errors Integrator. This integrator lists the following types of errors:

- Non-IAC category
- Professional revaluation not allowed
- Revaluation upload period is not the same as the latest closed period
- Period not closed
- Transactions pending
- Fully retired asset
- Duplicate asset

Users can modify the Exception Errors spreadsheet as follows:

1. To remove assets from the upload, select Delete in the Action column.
2. To retain assets in the upload, select Accept in the Action column. In all cases, this action is only valid after the conditions causing the error are corrected.
3. Select Upload from the Oracle menu to upload the spreadsheet.

*Note:* The Exception Errors integrator is only available if one or more of the listed exception errors were found when validating the file on upload.

**Inflation Accounting: Tolerance Errors Integrator**

To download and review any assets that do not satisfy the tolerance limits set for the upload, use the Inflation Accounting: Tolerance Errors Integrator. Users can modify the Tolerance Errors spreadsheet as follows:

1. To override the tolerance validation for individual assets, select Accept in the Action column.
2. To remove individual assets from the upload, select Delete in the Action column.
3. To adjust the revaluation amounts for individual assets, update the New Cost tables.
column and Gross Up flag.

**Note:** The New Cost that is automatically displayed on this downloaded spreadsheet is the total revalued cost after any grossing-up is applied. To enter the net book value, set the Gross Up flag to Yes.

4. Select Upload from the Oracle menu to upload the spreadsheet.

**Inflation Accounting: Valid Assets Integrator**

To view assets without errors, select the Inflation Accounting: Valid Assets Integrator. This option allows users to modify the new cost, delete individual assets from the upload, or delete the entire set of uploaded assets.

**Inflation Accounting: Transferred File Integrator**

To view transferred assets, select the Inflation Accounting: Transferred File Integrator. Because users cannot modify or upload data from this spreadsheet, it is only available from Web ADI in Reporting mode.

**Running the Inflation Accounting: Transfer Revaluation Upload Data Process**

To run the Inflation Accounting: Transfer Revaluation Upload Data process, perform the following steps.

1. Navigate to the Submit Request window as follows:

   **OPSF(I) Inflation Accounting - Reports**

2. Select the Single Request radio button.

3. In the Name field, select Inflation Accounting: Transfer Revaluation Upload Data from the list of values.

4. In the File Name field, select the required file for upload from the list of values.

5. In the Run Preview field, select one of the following options from the list of values:
   - Yes, to initiate the Revaluation Preview process
   - No, to upload data without running the Revaluation Preview process

6. To apply the parameters, click OK.

7. To send the request to the concurrent manager, click Submit.
8. To submit another request, click **Yes**, or to continue click **No**.

9. View the request in the concurrent manager as follows:
   
   **View - Requests**

**Related Topics**

Inflation Accounting: Transfer Revaluation Upload Data in the Integration Repository
(http://www-apps.us.oracle.com:1100/irep/).
Inflation Accounting for Assets Report Procedures

Definition
Inflation Accounting for Assets reports provide users with two types of reports, reconciliation and operational, to allow for reconciliation of Inflation Accounting for Assets balances with the General Ledger and control over the revaluation of the asset base.

Overview

Inflation Accounting for Assets Reconciliation Reports
Reconciliation reports enable users to reconcile revalued asset figures to the General Ledger.

Note: Reconciliation reports do not display revaluations that have been previewed and subsequently obsoleted in the Indexed-Professional Revaluation window.

Inflation Accounting: Backlog Detail Report
The Inflation Accounting: Backlog Detail Report is used to reconcile the backlog accumulated depreciation accounts within the General Ledger. The detail report provides the reconciliation information at asset level. Backlog is the revaluation amount calculated when prior year accumulated depreciation is revalued. The report is sorted by balancing segment, asset account, cost center, and asset number and print totals for each asset, account, cost center, and balancing segment.

The report shows the beginning balance, additions, depreciation, adjustments, retirements, reclassifications, transfers, and ending balance for each asset. The Inflation Accounting: Backlog Detail Report is consistent with the standard Asset Reserve Summary Report in format and in displaying debits as negative amounts and credits as positive amounts. Totals are displayed at cost center, account, company, and report.
Inflation Accounting: Backlog Summary Report

The Inflation Accounting: Backlog Summary Report is used to reconcile the backlog accumulated depreciation accounts within the General Ledger. The summary report provides the reconciliation information at account level. Backlog is the revaluation amount calculated when prior year accumulated depreciation is revalued.

The report is sorted by, and prints totals for each balancing segment and backlog accumulated depreciation account and cost center.

The report shows the beginning balance, additions, depreciation, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each backlog account and cost center. The Inflation Accounting: Backlog Summary Report is consistent with the standard Asset Reserve Summary Report in format and in displaying debits as negative amounts and credits as positive amounts.

Totals are displayed at account, company, and report levels.

Inflation Accounting: Cost Detail Report

The Inflation Accounting: Cost Detail Report is used to reconcile the asset cost accounts within the General Ledger. The detail report provides the reconciliation information at asset level.

The report is sorted by balancing segment, asset account, cost center, and asset number and print totals for each cost center, asset account, and balancing segment. Oracle Assets historic values are shown separately from Inflation Accounting for Assets cost revaluation for each account; a subtotal is shown afterwards. The report shows the beginning balance, additions, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each asset. The Inflation Accounting: Cost Detail Report is consistent with the standard Asset Cost Summary Report in displaying debits as positive amounts and credits as negative amounts. Totals are displayed at cost center, account, company, and report levels. The report displays two rows for each asset, one for the historic values and one for the Inflation Accounting for Assets values. A subtotal, which is the sum of the historic and Inflation Accounting for Assets values, is shown as well.

Inflation Accounting: Cost Summary Report

The Inflation Accounting: Cost Summary Report is used to reconcile the asset cost accounts within the General Ledger. The summary report provides the reconciliation information at account level.

The report is sorted by balancing segment, asset cost account, and cost center, and prints totals for each cost center, account, and balancing segment. The report shows the beginning balance, additions, adjustments, retirements, revaluations, reclassifications, transfers, and ending balance for each asset account and cost center. Two rows are displayed for each cost center, one displays the historic values and the other displays the inflation accounting for assets values. A subtotal, which is the sum of the historic
and inflation accounting for assets values, is also shown.

Totals are displayed at account, company, and report levels.

Inflation Accounting: Operating Expense Detail Report

The Inflation Accounting: Operating Expense Detail Report is used to reconcile the asset operating expense accounts within the General Ledger. The detail report provides the reconciliation information at asset level.

Unlike the other reconciliation reports which report on balance sheet accounts, this report details information for Profit and Loss accounts. This means it can only be run for the current fiscal year.

The report is sorted by balancing segment, asset account, cost center, and asset number and prints totals for each asset number, asset account, cost center, and balancing segment. In the same way as the Revaluation Reserve Summary and Detail reports show account movements, the Cost and Backlog lines show the Inflation Accounting for Assets amounts generated for each line type within that account, with a subtotal shown afterwards.

The report shows the additions, adjustments, revaluation, reclassifications, transfers, and total movements column for each asset. When an asset is retired, partially retired, or reinstated the cost, depreciation, and revaluation reserves are reversed and posted to a disposals gain or loss account. These transactions do not therefore appear in the Inflation Accounting: Operating Expense Detail Report and to avoid any confusion the Retirement column has been excluded from this report.

The Inflation Accounting: Operating Expense Detail Report displays credits and debits as follows.

- On the Operating Expense Cost line, debits are displayed as positive amounts and credits as negative amounts
- On the Operating Expense Backlog line, credits are displayed as positive amounts and debits as negative amounts
- On the Operating Expense Net line, debits are displayed as positive amounts and credits as negative amounts

Totals are displayed at cost center, account, company, and report levels.

Inflation Accounting: Operating Expense Summary Report

The Inflation Accounting: Operating Expense Summary Report is used to reconcile the asset operating accounts within the General Ledger. The summary report provides the reconciliation information at account level.

Unlike the other reconciliation reports which report on balance sheet accounts, this report details information for Profit and Loss accounts. This means it can only be run for the current fiscal year.
The report prints totals for operating account and balancing segment. The report is sorted by balancing segment, operating account, and cost center. Similar to the way in which the Revaluation Reserve Summary and Detail reports show account movements, the Cost and Backlog lines show the Inflation Accounting for Assets amounts generated for each line type within that account, with a subtotal shown afterwards.

The report shows additions, adjustments, revaluation, reclassifications, transfers, and a total movements column for each asset account and cost center. When an asset is retired, partially retired, or reinstated the cost, depreciation, and revaluation reserves are reversed and posted to a disposals gain/loss account. These transactions do not therefore appear in the Inflation Accounting: Operating Expense Summary Report and to avoid any confusion the Retirement column has been excluded.

The Inflation Accounting: Operating Expense Summary Report displays credits and debits as follows.

- On the Operating Expense Cost line, debits are displayed as positive amounts and credits as negative amounts
- On the Operating Expense Backlog line, credits are displayed as positive amounts and debits as negative amounts
- On the Operating Expense Net line, debits are displayed as positive amounts and credits as negative amounts

Totals are displayed at account, company, and report levels.

Inflation Accounting: Reserve Detail Report

The Inflation Accounting: Reserve Detail Report is used to reconcile the asset reserve accounts within the General Ledger. The detail report provides the reconciliation information at asset level. The report replicates and extends the Fixed Assets: Reserve Detail Report in that the inflation accounting values are shown in addition to the historic values. The report is sorted by balancing segment, asset account, cost center, and asset number, and prints totals for each asset, account, cost center, and balancing segment. Oracle Assets historic values are shown separately from Inflation Accounting for Assets Expense amounts for each account, a subtotal is shown afterwards for each Inflation Accounting for Assets balance type. The report shows the beginning balance, additions, depreciation, adjustments, retirements, revaluation, reclassifications, transfers, and ending balance for each asset. The Inflation Accounting: Reserve Detail Report is consistent with the standard Asset Reserve Summary Report in displaying debits as negative amounts and credits as positive amounts. Totals are displayed at cost center, account, company, and report levels.

Inflation Accounting: Reserve Summary Report

The Inflation Accounting: Reserve Summary Report is used to reconcile the asset reserve accounts within the General Ledger. The summary report provides the reconciliation information at account level. The report replicates and extends the Fixed Assets: Reserve Summary Report in that the inflation accounting values are shown in
addition to the historic values.

The report is sorted by, and prints totals for each balancing segment and depreciation reserve account, and cost center. Oracle Assets historic values are shown separately from Inflation Accounting for Assets amounts for each account, a subtotal is shown afterwards for each Inflation Accounting for Assets balance type.

The report shows the beginning balance, additions, depreciation, adjustments, retirements, revaluations, reclassifications, transfers, and ending balance for each asset account and cost center. The Inflation Accounting: Reserve Summary Report is consistent with the standard Asset Reserve Summary Report in displaying debits as negative amounts and credits as positive amounts.

Totals are displayed at account, company, and report levels.

**Inflation Accounting: Revaluation Reserve Detail Report**

The Inflation Accounting: Revaluation Reserve Detail Report is used to reconcile the asset revaluation reserve accounts within the General Ledger. The detail report provides the reconciliation information at asset level. The report replicates and extends the Fixed Assets: Revaluation Reserve Detail Report for users of Inflation Accounting for Assets.

The report is sorted by balancing segment, asset account, cost center, and asset number and prints totals for each asset, account, cost center, and balancing segment. Cost is the sum of the revaluation reserve movements generated by the revaluation of the asset cost. General Fund and Backlog show the Inflation Accounting for Assets revaluation reserve movements generated by each type for each account; a subtotal is shown afterwards.

The report shows the beginning balance, additions, depreciation, adjustments, retirements, revaluations, reclassifications, transfers, and ending balance for each asset. The Inflation Accounting: Revaluation Reserve Detail Report is consistent with the standard Asset Reserve Summary Report in displaying debits as negative amounts and credits as positive amounts. Totals are displayed at cost center, account, company, and report levels.

**Inflation Accounting: Revaluation Reserve Summary Report**

The Inflation Accounting: Revaluation Reserve Summary Report is used to reconcile the asset revaluation reserve accounts within the General Ledger. The summary report provides the reconciliation information at account level. The report replicates and extends the Fixed Assets: Revaluation Reserve Summary Report for users of Inflation Accounting for Assets.

The report prints totals for the revaluation reserve account and balancing segment. The report is sorted by balancing segment, revaluation reserve account, and cost center. Cost is the sum of the revaluation reserve movements generated by the revaluation of the asset cost. General Fund and Backlog show the Inflation Accounting for Assets revaluation reserve movements generated by each type for each account; a subtotal is shown afterwards.
The report shows the beginning balance, additions, adjustments, retirements, revaluations, reclassifications, transfers, and ending balance for each asset account and cost center. The Inflation Accounting: Revaluation Reserve Summary Report is consistent with the standard Asset Reserve Summary Report in displaying debits as negative amounts and credits as positive amounts.

Totals are displayed at account, company, and report levels.

**Inflation Accounting for Assets Operational Reports**

The operational reports enable users to run revaluation previews, assess the state of revalued assets, and obtain an overview of the revalued asset balances. The Inflation Accounting Asset Balance Reports show the current state of the account balances in respect of each asset. The Inflation Accounting Asset Balance Reports can be run at any time in respect for any closed asset period. The report includes all assets within the selected asset categories.

**Note:** Operational reports do not include revaluations that have been previewed and subsequently obsoleted in the Indexed-Professional Revaluation window.

In the operational reports, if a figure is expected to be a debit balance and it is a debit balance, it is shown positively. The same is true for credit balances, meaning that only exceptions appear as negative figures.

**RXi Reports Administration Tool**

The RXi reporting tool enables users to change the display format of the reports, thus allowing for a more generic reporting that can be used to cover a variety of business needs. If there is no requirement for a fixed definition of a report’s layout, RXi offers a much more flexible approach to reporting needs.

The Oracle Financials RXi Reports Administration Tool gives users flexibility in managing reporting requirements. The Oracle Financials RXi Reports Administration Tool enables users to do the following:

- choose the columns to be included in the report
- format selected columns
- order and group selected data
- edit report and column headings
- manage page size and other printing controls
- generate reports in text, HTML, CSV, and tab-delimited formats

For information on the RXi Reports Administration Tool, see *Oracle Financials RXi Reports Administration Tool User Guide*. 
**RX-i: Asset Balance Summary Report**

The RX-i: Asset Balance Summary Report provides a high level summary of the balances of groups of assets for a range of cost centers or categories.

The attribute set for the RX-i: Asset Balance Summary Report is as follows:

- Number for the Request ID
- Company
- Book
- Fiscal Year
- Period
- Cost Center
- Major Category
- Minor Category
- Revalued Cost
- Revaluation Reserve
- General Fund
- Operating Account
- Depreciation Reserve
- Backlog Depreciation Reserve

**RX-i: Asset Balance Depreciation Summary Report**

The RX-i: Asset Balance Depreciation Summary Report shows a high level summary of the make-up of the depreciation position for a group of assets in a range of cost centers or categories.

The attribute set for the RX-i: Asset Balance Depreciation Summary Report is as follows:

- Number for the Request ID
- Company
- Book
• Fiscal Year
• Period
• Cost Center
• Major Category
• Minor Category
• Revalued Cost
• Period Depreciation
• Year to Date Depreciation
• Depreciation Reserve
• Backlog Depreciation Reserve
• Total Depreciation Reserve

RX-i: Asset Balance Revaluation Reserve Summary Report

The RX-i: Asset Balance Revaluation Reserve Summary Report shows a high level summary of the make-up of the revaluation reserve for a group of assets in a range of cost centers or categories.

The attribute set for the RX-i: Asset Balance Revaluation Reserve Summary Report is as follows:

• Number for the Request ID
• Company
• Book
• Fiscal Year
• Period
• Cost Center
• Major Category
• Minor Category
• Revalued Cost
- Revaluation Reserve Cost
- Revaluation Reserve Backlog
- Revaluation Reserve General Fund
- Revaluation Reserve Net

**RX-i: Asset Balance Operating Expense Summary Report**

The RX-i: Asset Balance Operating Expense Summary Report shows a high level summary of the make-up of the operating expense for a group of assets in a range of cost centers or categories.

The attribute set for the RX-i: Asset Balance Operating Expense Summary Report is as follows:

- Number
- Company
- Book
- Fiscal Year
- Period
- Cost Center
- Major Category
- Minor Category
- Revalued Cost
- Operating Expense Cost
- Operating Expense Backlog
- Operating Expense Net

**RX-i: Asset Balance Detail Report**

The RX-i: Asset Balance Detail Report shows an asset distribution line breakdown of asset balances as of a selected period end.

**RX-i: Asset Balance Depreciation Detail Report**

The RX-i: Asset Balance Depreciation Detail Report shows an asset distribution line
breakdown of the depreciation position as of a selected period end.

**RX-i: Asset Balance Revaluation Reserve Detail Report**

The RX-i: Asset Balance Revaluation Reserve Detail Report shows an asset distribution breakdown of the revaluation reserve as of a selected period end.

**RX-i: Asset Balance Operating Expense Detail Report**

The RX-i: Asset Balance Operating Expense Detail Report shows an asset distribution breakdown of the operating expense as of a selected period end.

**Default Attribute Set for RXi Asset Balance Reports**

The default attribute set for RXi Asset Balance Reports is shown in the table below.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>number for the request ID</td>
</tr>
<tr>
<td>Company</td>
<td>company name as entered in Oracle Assets</td>
</tr>
<tr>
<td>Book Name</td>
<td>asset book name</td>
</tr>
<tr>
<td>Fiscal Year Name</td>
<td>Fiscal Year Name</td>
</tr>
<tr>
<td>Period</td>
<td>period</td>
</tr>
<tr>
<td>Cost Center</td>
<td>cost center</td>
</tr>
<tr>
<td>Asset Number</td>
<td>asset number</td>
</tr>
<tr>
<td>Asset Description</td>
<td>asset description</td>
</tr>
<tr>
<td>Major Category</td>
<td>major category qualifier value</td>
</tr>
<tr>
<td>Minor Category</td>
<td>minor category qualifier value</td>
</tr>
<tr>
<td>Revaluation Reserve Net</td>
<td>revaluation reserve net amount</td>
</tr>
<tr>
<td>Revaluation Reserve General Fund</td>
<td>revaluation reserve general fund amount</td>
</tr>
<tr>
<td>Column Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Revaluation Reserve Backlog</td>
<td>revaluation reserve backlog amount</td>
</tr>
<tr>
<td>Backlog</td>
<td>backlog amount</td>
</tr>
<tr>
<td>Depreciation Reserve</td>
<td>depreciation reserve amount</td>
</tr>
<tr>
<td>Operating Account</td>
<td>operating account amount</td>
</tr>
<tr>
<td>General Fund</td>
<td>general fund amount</td>
</tr>
<tr>
<td>Revaluation Reserve</td>
<td>revaluation reserve amount</td>
</tr>
<tr>
<td>Revaluation Cost</td>
<td>revaluation cost amount</td>
</tr>
<tr>
<td>Revaluation Reserve Cost</td>
<td>revaluation reserve cost amount</td>
</tr>
<tr>
<td>Depreciation Period</td>
<td>revalued period depreciation amount, which represents a linear proration of the accumulated depreciation amount stored in Oracle Assets and a linear proration of the revaluation to match the period</td>
</tr>
<tr>
<td>Year to Date Depreciation</td>
<td>revalued year to date depreciation, which represents a linear proration of the accumulated depreciation amount stored in Oracle Assets and a linear proration of the revaluation to match the appropriate periods of the current fiscal year</td>
</tr>
<tr>
<td>Depreciation Backlog</td>
<td>depreciation backlog amount values</td>
</tr>
<tr>
<td>Depreciation Total</td>
<td>depreciation total amount values</td>
</tr>
<tr>
<td>Operating Expense</td>
<td>operating expense amount</td>
</tr>
<tr>
<td>Operating Expense Backlog</td>
<td>operating expense backlog amount</td>
</tr>
<tr>
<td>Operating Expense Net</td>
<td>operating expense net amount</td>
</tr>
<tr>
<td>Parent Asset No.</td>
<td>asset parent number</td>
</tr>
<tr>
<td>Current Revaluation Factor</td>
<td>current revaluation factor</td>
</tr>
<tr>
<td>Column Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Cumulative Revaluation Factor</td>
<td>cumulative revaluation factor</td>
</tr>
<tr>
<td>Asset Tag</td>
<td>asset tag number</td>
</tr>
<tr>
<td>Balancing Segment</td>
<td>balancing segment account value</td>
</tr>
<tr>
<td>Serial Number</td>
<td>asset serial number</td>
</tr>
<tr>
<td>Date Placed in Service</td>
<td>date asset placed in service</td>
</tr>
<tr>
<td>Life in Months</td>
<td>asset life in months</td>
</tr>
<tr>
<td>Straightline Depreciation Rate</td>
<td>straightline depreciation rate</td>
</tr>
<tr>
<td>Depreciation Method</td>
<td>depreciation method</td>
</tr>
<tr>
<td>Concatenated Asset Key</td>
<td>concatenated asset key</td>
</tr>
<tr>
<td>Concatenated Location</td>
<td>concatenated location</td>
</tr>
<tr>
<td>Asset Cost Account</td>
<td>cost account value</td>
</tr>
<tr>
<td>IAC Revaluation Reserve Account</td>
<td>Inflation Accounting for Assets revaluation reserve account value</td>
</tr>
<tr>
<td>Depreciation Reserve Account</td>
<td>depreciation reserve account value</td>
</tr>
<tr>
<td>Depreciation Backlog Account</td>
<td>depreciation backlog account value</td>
</tr>
<tr>
<td>General Fund Account</td>
<td>general fund account value</td>
</tr>
<tr>
<td>Depreciation Expense Account</td>
<td>depreciation expense account value</td>
</tr>
<tr>
<td>Operating Expense Account</td>
<td>operating expense account value</td>
</tr>
<tr>
<td>Concatenated Category</td>
<td>concatenated category description</td>
</tr>
<tr>
<td>Organization Name</td>
<td>organization name</td>
</tr>
<tr>
<td>Functional Currency Code</td>
<td>functional currency code</td>
</tr>
</tbody>
</table>
Note: As full selection for display of the default attributes cannot be printed on 180 characters landscape format, the columns which are selected as part of the default attribute set have been restricted.

Inflation Accounting: Adjustments Report

This report displays the impact of transactions in Inflation Accounting for Assets.

The report can be run on a specific transaction type, or all transaction types. Displayed journal entries are broken down by asset category, company, and cost center.

Inflation Accounting: Transfer to GL Program

This program transfers Inflation Accounting for Assets journals to General Ledger in one of three modes: detail, summarized by transactions, or summarized by category.

Journals transferred to General Ledger in detail mode include additional information such as the adjustment, asset, and distribution IDs.

Generating Inflation Accounting for Assets Reconciliation Reports Procedures

To generate the Inflation Accounting for Assets reconciliation reports, perform the following steps.

1. Navigate to the Submit Request window as follows:
   
   **OPSF(I) Inflation Accounting - Reports**

2. Select the Single Request radio button.

3. In the Name field, select one of the following reports from the list of values:
   
   • Inflation Accounting: Backlog Detail Report
   • Inflation Accounting: Backlog Summary Report
   • Inflation Accounting: Cost Detail Report
   • Inflation Accounting: Cost Summary Report
   • Inflation Accounting: Operating Expense Detail Report
   • Inflation Accounting: Operating Expense Summary Report
   • Inflation Accounting: Reserve Detail Report
   • Inflation Accounting: Reserve Summary Report
   • Inflation Accounting: Revaluation Reserve Detail Report
• Inflation Accounting: Revaluation Reserve Summary Report

The Parameters pop-up window appears.

4. In the Book field, select the required inflation accounting book from the list of values.

5. In the Period From field, select the required starting period from the list of values.

6. In the Period To field, select the required end period from the list of values.

7. Optionally, enter the range of companies to be used in the report and click OK.

8. Optionally, enter the range of cost centers to be used in the report and click OK.

9. Optionally, enter the range of accounts to be used in the report and click OK.

   Note: As steps 8 to 10 are not mandatory, users can click Cancel at any time to close the pop-up dialog boxes.

10. To apply the parameters, click OK.

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

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

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

   View - Requests

Inflation Accounting: Backlog Detail Report Column Descriptions

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Number</td>
<td>asset number</td>
</tr>
<tr>
<td>Balance Type</td>
<td>balance type; historic or inflation accounting for asset balances revalued.</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>The backlog account balance for each backlog account and cost center at the beginning of the requested period range. Beginning Balance is the sum of Backlog Accumulated Depreciation at the beginning of the period range.</td>
</tr>
<tr>
<td>Column Heading</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Additions</td>
<td>This column is included for consistency with the Inflation Accounting for Assets Reserve Summary report. Additions are included within the period depreciation charge.</td>
</tr>
<tr>
<td>Depreciation</td>
<td>The change to the backlog accumulated depreciation reserve account resulting from revaluation of prior year accumulated depreciation that was calculated during the period range.</td>
</tr>
<tr>
<td>Adjustments</td>
<td>This column is included for consistency with the equivalent Oracle Assets reports. Life and Salvage value adjustments are not reflected in this column. Such adjustments are included within the period depreciation charge as an amalgamated figure and shown in the Depreciation column.</td>
</tr>
<tr>
<td>Retirements</td>
<td>The change to the backlog accumulated depreciation reserve due to a retirement taking place within the period range. Retirements are the sum of backlog-accumulated depreciation that is to be transferred to the Gain and Loss account. If a reinstatement is processed, the backlog accumulated depreciation revaluation to the date of original retirement is included in the retirement column as a cancellation of a retirement.</td>
</tr>
<tr>
<td>Revaluation</td>
<td>Displays revaluation of prior year accumulated depreciation. This is the impact of the occasional revaluation process on the backlog account.</td>
</tr>
<tr>
<td>Reclasses</td>
<td>The change to the backlog accumulated depreciation reserve due to a reclassification of the asset, taking place within the period range. Reclassification is the sum of the backlog accumulated depreciation impact from reclassification transactions. Same index; This is a simple transfer between different accounts, not cost centers, of backlog accumulated depreciation. Different index; This is the net of the following: Negation of the old category backlog accumulated depreciation. Rebuild of the new category backlog accumulated depreciation.</td>
</tr>
<tr>
<td>Column Heading</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Transfers</td>
<td>The change to the backlog accumulated depreciation reserve due to a transfer of the asset, taking place within the period range.</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>The backlog account balance for asset number at the end of the requested period range.</td>
</tr>
</tbody>
</table>

**Inflation Accounting: Backlog Summary Report Column Descriptions**

**Column Heading**

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td>cost center</td>
</tr>
<tr>
<td>Balance Type</td>
<td>balance type; historic or inflation accounting for assets balances revalued</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>The backlog account balance for each backlog account and cost center at the beginning of the requested period range. Beginning Balance is the sum of Backlog Accumulated Depreciation at the beginning of the period range.</td>
</tr>
<tr>
<td>Additions</td>
<td>This column is included for consistency with the Inflation Accounting for Assets Reserve Summary report. Additions are included within the depreciation charge.</td>
</tr>
<tr>
<td>Depreciation</td>
<td>The change to the backlog accumulated depreciation reserve account resulting from revaluation of prior year accumulated depreciation that was calculated during the period range.</td>
</tr>
<tr>
<td>Adjustments</td>
<td>This column is included for consistency with the equivalent Oracle Assets reports. Life and Salvage value adjustments are not reflected in this column. Such adjustments are included within the period depreciation charge as an amalgamated figure and shown in the Depreciation column.</td>
</tr>
<tr>
<td>Column Heading</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Retirements</td>
<td>The change to the backlog accumulated depreciation reserve due to a retirement taking place within the period range. Retirements are the sum of backlog-accumulated depreciation that is to be transferred to the Gain and Loss account. If a reinstatement is processed, the backlog accumulated depreciation revaluation to the date of original retirement is included in the retirement column as a cancellation of a retirement.</td>
</tr>
<tr>
<td>Revaluation</td>
<td>Displays revaluation of prior year accumulated depreciation. This is the impact of the occasional revaluation process on the backlog account.</td>
</tr>
<tr>
<td>Reclasses</td>
<td>The change to the backlog accumulated depreciation reserve due to a reclassification of the asset, taking place within the period range. Reclassification is the sum of the backlog accumulated depreciation impact from reclassification transactions. Same index; This is a simple transfer between different accounts, not cost centers, of backlog accumulated depreciation. Different index; This is the net of the following: Negation of the old category backlog accumulated depreciation. Rebuild of the new category backlog accumulated depreciation.</td>
</tr>
<tr>
<td>Transfers</td>
<td>The change to the backlog accumulated depreciation reserve due to a transfer of the asset, taking place within the period range.</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>The backlog account balance for cost center at the end of the requested period range.</td>
</tr>
</tbody>
</table>

**Inflation Accounting: Cost Detail Report Column Descriptions**

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Number</td>
<td>asset number</td>
</tr>
<tr>
<td>Column Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Balance Type</td>
<td>balance type; historic or inflation accounting for asset balances revalued</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>The asset account balance for each asset account and cost center at the beginning of the requested period range. The balance is the sum of the Inflation Accounting for Assets asset cost and Inflation Accounting for Assets revaluation at the beginning of the period range.</td>
</tr>
<tr>
<td>Additions</td>
<td>The total asset cost for current period asset additions as well as asset cost revaluation for prior period additions entered during the range of periods.</td>
</tr>
<tr>
<td>Adjustments</td>
<td>The sum of cost adjustments entered either via the Asset Workbench or the Prepare Mass Additions windows.</td>
</tr>
<tr>
<td>Retirements</td>
<td>The sum of revalued cost which is transferred to the Gain &amp; Loss account. If an asset is reinstated, the revalued cost amount is included in the Retirement column. It is a reduction of the normal retirement value in this column and will cause the total asset cost value to increase.</td>
</tr>
<tr>
<td>Revaluation</td>
<td>The sum of cost revaluations generated from the Occasional Revaluation process.</td>
</tr>
<tr>
<td>Reclasses</td>
<td>The sum of cost reclassification transactions.</td>
</tr>
<tr>
<td>Transfer</td>
<td>The sum of cost transfer transactions.</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>The balance carried forward at the end of the period range. The sum of asset cost and the Inflation Accounting for Assets revaluation at the end of the period range.</td>
</tr>
</tbody>
</table>
Inflation Accounting: Cost Summary Report Column Description

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td>cost center</td>
</tr>
<tr>
<td>Balance Type</td>
<td>balance type; historic or inflation accounting for assets balances revalued</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>The asset account balance for each asset account and cost center at the beginning of the requested period range. The balance is the sum of the Inflation Accounting for Assets asset cost and Inflation Accounting for Assets revaluation at the beginning of the period range.</td>
</tr>
<tr>
<td>Additions</td>
<td>The total asset cost for current period asset additions as well as asset cost revaluation for prior period additions entered during the range of periods.</td>
</tr>
<tr>
<td>Adjustments</td>
<td>The sum of cost adjustments entered either via the Asset Workbench or the Prepare Mass Additions windows.</td>
</tr>
<tr>
<td>Retirements</td>
<td>The sum of revalued cost which is transferred to the Gain &amp; Loss account. If an asset is reinstated, the revalued cost amount is included in the Retirement column. It is a reduction of the normal retirement value in this column and will cause the total asset cost value to increase.</td>
</tr>
<tr>
<td>Revaluation</td>
<td>The sum of cost revaluations generated from the Occasional Revaluation process.</td>
</tr>
<tr>
<td>Reclasses</td>
<td>The sum of cost reclassification transactions.</td>
</tr>
<tr>
<td>Transfer</td>
<td>The sum of cost transfer transactions.</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>The balance carried forward at the end of the period range. The sum of asset cost and the Inflation Accounting for Assets revaluation at the end of the period range.</td>
</tr>
</tbody>
</table>
## Inflation Accounting: Reserve Detail Report Column Descriptions

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Number</td>
<td>asset number</td>
</tr>
<tr>
<td>Balance Type</td>
<td>balance type; historic or inflation accounting for assets balances revalued</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>The asset account balance for each reserve account and cost center at the beginning of the requested period range. Beginning Balance is the sum of Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation elements at the beginning of the period range.</td>
</tr>
<tr>
<td>Additions</td>
<td>This column is always blank. It is included for consistency with the equivalent Oracle Assets reports.</td>
</tr>
<tr>
<td>Depreciation</td>
<td>The change to the depreciation reserve account resulting from Inflation Accounting for Assets revaluation of depreciation expense calculated during the period range. Depreciation expense revaluation generated by the prior period additions catch-up program is also included.</td>
</tr>
<tr>
<td>Adjustments</td>
<td>This column is included for consistency with the equivalent Oracle Assets reports. Life and Salvage value adjustments are not reflected in this column. Such adjustments are included within the period depreciation charge as an amalgamated figure and shown in the Depreciation column, following the same approach as the standard Oracle Assets Reserve Report.</td>
</tr>
<tr>
<td>Column Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Retirements</td>
<td>This change to the depreciation reserve is due to a retirement taking place within the period range. Retirements are the sum of depreciation revaluation, which is to be transferred to the Gain and Loss account. If a prior period retirement is processed involving a roll back of depreciation revaluation expense, this rollback amount will be included in the retirement column as a reduction of the depreciation element of the transfer to the Gain or Loss account. If a reinstatement is processed, the accumulated depreciation revaluation, backlog and expense, to the date of original retirement is included in the retirement column as a cancellation of a retirement. Any reinstatement catch-up revaluation depreciation expense that relates to the period from the date of retirement to the date of reinstatement should appear in the depreciation column.</td>
</tr>
<tr>
<td>Revaluation</td>
<td>Displays revaluation of current year-to-date depreciation. This is the impact from the occasional revaluation process.</td>
</tr>
<tr>
<td>Reclasses</td>
<td>This change to the depreciation reserve is due to a reclassification of the asset, taking place within the period range. Reclassifications are the sum of the depreciation impact from reclassification transactions. Same index; This is a simple transfer between different accounts, not cost centers of Accumulated Depreciation broken down into its historic and Inflation Accounting for Assets depreciation revaluation. Different index; This is the net of the following: Negation of the old category Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation. Rebuild of the new category Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation. Transfer of the negation of the old category Year-To-Date depreciation expense revaluation.</td>
</tr>
</tbody>
</table>
### Column Name Description

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>This change to the depreciation reserve is due to a transfer of the asset, taking place within the period range. Transfers are the sum of transfer transactions in respect of the Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation.</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>The asset account balance for each reserve account and cost center at the end of the requested period range. The balance carried forward is the sum of Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation elements at the end of the period range.</td>
</tr>
</tbody>
</table>

### Inflation Accounting: Reserve Summary Report Column Descriptions

**Inflation Accounting: Reserve Summary Report Column Descriptions**

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td>cost center</td>
</tr>
<tr>
<td>Balance Type</td>
<td>balance type; historic or inflation accounting for assets balances revalued</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>The asset account balance for each reserve account and cost center at the beginning of the requested period range. Beginning Balance is the sum of Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation elements at the beginning of the period range.</td>
</tr>
<tr>
<td>Additions</td>
<td>This column is always blank. It is included for consistency with the equivalent Oracle Assets reports.</td>
</tr>
<tr>
<td>Depreciation</td>
<td>The change to the depreciation reserve account resulting from Inflation Accounting for Assets revaluation of depreciation expense calculated during the period range. Depreciation expense revaluation generated by the prior period additions catch-up program is also included.</td>
</tr>
<tr>
<td>Column Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Adjustments</td>
<td>This column is included for consistency with the equivalent Oracle Asset reports. Life and Salvage value adjustments are not reflected in this column. Such adjustments are included within the period depreciation charge as an amalgamated figure and shown in the Depreciation column, following the same approach as the standard Oracle Assets Reserve Report.</td>
</tr>
<tr>
<td>Retirements</td>
<td>This change to the depreciation reserve is due to a retirement taking place within the period range. Retirements are the sum of depreciation revaluation, which is to be transferred to the Gain and Loss account. If a prior period retirement is processed involving a rollback of depreciation revaluation expense, this rollback amount will be included in the retirement column as a reduction of the depreciation element of the transfer to the Gain or Loss account. If a reinstatement is processed, the accumulated depreciation revaluation, backlog and expense, to the date of original retirement is included in the retirement column as a cancellation of a retirement. Any reinstatement catch-up revaluation depreciation expense that relates to the period from the date of retirement to the date of reinstatement should appear in the depreciation column.</td>
</tr>
<tr>
<td>Revaluation</td>
<td>Displays revaluation of current year-to-date depreciation. This is the impact from the occasional revaluation process.</td>
</tr>
<tr>
<td>Column Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Reclasses</td>
<td>This change to the depreciation reserve is due to a reclassification of the asset, taking place within the period range. Reclassifications are the sum of the depreciation impact from reclassification transactions. Same index; This is a simple transfer between different accounts, not cost centers of Accumulated Depreciation broken down into its historic and Inflation Accounting for Assets depreciation revaluation. Different index; This is the net of the following: Negation of the old category Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation. Rebuild of the new category Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation. Transfer of the negation of the old category Year-To-Date depreciation expense revaluation.</td>
</tr>
<tr>
<td>Transfers</td>
<td>This change to the depreciation reserve is due to a transfer of the asset, taking place within the period range. Transfers are the sum of transfer transactions in respect of the Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation.</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>The asset account balance for each reserve account and cost center at the end of the requested period range. The balance carried forward is the sum of Accumulated Depreciation, broken down into its historic and Inflation Accounting for Assets depreciation revaluation elements at the end of the period range.</td>
</tr>
</tbody>
</table>

**Inflation Accounting: Operating Expense Detail Report Column Descriptions**

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Number</td>
<td>asset number</td>
</tr>
<tr>
<td>Column Heading</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Balance Type</td>
<td>balance type; historic or inflation accounting for assets balances revalued</td>
</tr>
<tr>
<td>Additions</td>
<td>Additions is the total impact on the Operating Account from prior period and prior year additions entered during the range of periods.</td>
</tr>
<tr>
<td>Adjustments</td>
<td>Shows the movement due to the revaluation of the cost element of cost adjustments. The depreciation elements of cost adjustments and Life and Salvage value adjustments are shown within the Revaluation column.</td>
</tr>
<tr>
<td>Revaluation</td>
<td>Displays revaluation of prior year depreciation and revaluation of cost.</td>
</tr>
<tr>
<td>Reclasses</td>
<td>The change to the operating account amounts due to a reclassification of the asset taking place within the period range.</td>
</tr>
<tr>
<td>Transfers</td>
<td>The change to the operating account amounts due to a transfer of the asset taking place within the period range.</td>
</tr>
<tr>
<td>Total Movements</td>
<td>The total of movements which is the total of the Additions, Adjustments, Revaluation, Reclasses, and Transfers columns for each operating account and cost center for the requested period range.</td>
</tr>
</tbody>
</table>

**Inflation Accounting: Operating Expense Summary Report Column Descriptions**

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td>cost center</td>
</tr>
<tr>
<td>Balance Type</td>
<td>balance type; historic or inflation accounting for assets balances revalued</td>
</tr>
</tbody>
</table>
### Column Heading

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additions</td>
<td>Additions is the total impact on the Operating Account from prior period and prior year additions entered during the range of periods.</td>
</tr>
<tr>
<td>Adjustments</td>
<td>Shows the movement due to the revaluation of the cost element of cost adjustments. The depreciation elements of cost adjustments and Life and Salvage value adjustments are shown within the Revaluation column.</td>
</tr>
<tr>
<td>Revaluation</td>
<td>Displays revaluation of prior year depreciation and revaluation of cost.</td>
</tr>
<tr>
<td>Reclasses</td>
<td>The change to the operating account amounts due to a reclassification of the asset taking place within the period range.</td>
</tr>
<tr>
<td>Transfers</td>
<td>The change to the operating account amounts due to a transfer of the asset taking place within the period range.</td>
</tr>
<tr>
<td>Total Movements</td>
<td>The total of movements which is the total of the Additions, Adjustments, Revaluation, Reclasses, and Transfers columns for each operating account and cost center for the requested period range.</td>
</tr>
</tbody>
</table>

### Inflation Accounting: Revaluation Reserve Detail Report Column Descriptions

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Number</td>
<td>asset number</td>
</tr>
<tr>
<td>Balance Type</td>
<td>balance type; historic or inflation accounting for assets balances revalued</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>The asset account balance for each revaluation reserve account and cost center at the beginning of the requested period range.</td>
</tr>
<tr>
<td>Column Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Additions</td>
<td>Additions is the total impact on the revaluation reserve from prior period and prior year additions entered during the range of periods.</td>
</tr>
<tr>
<td>Adjustments</td>
<td>Shows the movement due to the revaluation of the cost element of cost adjustments. The depreciation elements of cost adjustments and Life and Salvage value adjustments are shown in the Revaluation column.</td>
</tr>
<tr>
<td>Retirements</td>
<td>A change to the revaluation reserve account can occur due to a retirement taking place within the period range. Retirements are the sum of revaluation reserve that is transferred to the revaluation reserve retired account. If an asset is reinstated, the general fund calculation to the point of retirement is shown in the Retirement column as a cancellation and the calculation from retirement date to reinstatement date is shown in the Retirement column under General Fund.</td>
</tr>
<tr>
<td>Revaluation</td>
<td>This column displays the revaluation of periodic depreciation, revaluation of prior year depreciation, and revaluation of cost.</td>
</tr>
<tr>
<td>Reclasses</td>
<td>A change to the revaluation reserve can occur due to a reclassification of the asset taking place within the period range.</td>
</tr>
<tr>
<td></td>
<td>Same index; This is a simple transfer between different accounts, not cost centers, of Revaluation Reserve broken down into its cost, general fund and backlog elements.</td>
</tr>
<tr>
<td></td>
<td>Different index; This is the net of the following:</td>
</tr>
<tr>
<td></td>
<td>Negation of the old category Revaluation Reserve movements broken down into its cost, general fund, and backlog elements.</td>
</tr>
<tr>
<td></td>
<td>Rebuild of the new category Revaluation Reserve movements broken down into its cost, general fund, and backlog elements.</td>
</tr>
<tr>
<td>Transfers</td>
<td>A change to the revaluation reserve can occur due to a transfer of the asset taking place within the period range.</td>
</tr>
</tbody>
</table>
### Column Name Description

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending Balance</td>
<td>The asset account balance for each revaluation reserve account and cost center at the end of the requested period range.</td>
</tr>
</tbody>
</table>

---

**Inflation Accounting: Revaluation Reserve Summary Report Column Descriptions**

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td>cost center</td>
</tr>
<tr>
<td>Balance Type</td>
<td>balance type; historic or inflation accounting for assets balances revalued</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>The asset account balance for each revaluation reserve account and cost center at the beginning of the requested period range.</td>
</tr>
<tr>
<td>Additions</td>
<td>Additions is the total impact on the revaluation reserve from prior period and prior year additions entered during the range of periods.</td>
</tr>
<tr>
<td>Adjustments</td>
<td>Shows the movement due to the revaluation of the cost element of cost adjustments. The depreciation elements of cost adjustments and Life and Salvage value adjustments are shown in the Revaluation column.</td>
</tr>
<tr>
<td>Retirements</td>
<td>A change to the revaluation reserve account can occur due to a retirement taking place within the period range. Retirements are the sum of revaluation reserve that is transferred to the revaluation reserve retired account. If an asset is reinstated, the general fund calculation to the point of retirement is shown in the Retirement column as a cancellation and the calculation from retirement date to reinstatement date is shown in the Retirement column under General Fund.</td>
</tr>
<tr>
<td>Revaluation</td>
<td>This column displays the revaluation of periodic depreciation, revaluation of prior year depreciation, and revaluation of cost.</td>
</tr>
</tbody>
</table>
### Column Name Description

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reclasses</td>
<td>A change to the revaluation reserve can occur due to a reclassification of the asset taking place within the period range. Same index; This is a simple transfer between different accounts, not cost centers, of Revaluation Reserve broken down into its cost, general fund and backlog elements. Different index; This is the net of the following: Negation of the old category Revaluation Reserve movements broken down into its cost, general fund, and backlog elements. Rebuild of the new category Revaluation Reserve movements broken down into its cost, general fund, and backlog elements.</td>
</tr>
<tr>
<td>Transfers</td>
<td>A change to the revaluation reserve can occur due to a transfer of the asset taking place within the period range.</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>The asset account balance for each revaluation reserve account and cost center at the end of the requested period range.</td>
</tr>
</tbody>
</table>

### Generating Inflation Accounting for Assets Operational Reports Procedures

#### Generating RXi Asset Balance Summary Report Set Procedure

To run the RXi Asset Balance Summary Report set, perform the following steps.

1. Navigate to the Submit Request window as follows:
   
   **OPSF(I) Inflation Accounting - Reports**

2. Select the Single Request radio button.

3. In the Name field, select RXi Asset Balance Summary Report Set from the list of values.

4. In the Report Name 1 field, select a summary report from the list of values. The following summary reports are available:
   
   - Asset Balance Depreciation Summary Report
• Asset Balance Operating Expense Summary Report
• Asset Balance Revaluation Reserve Summary Report
• Asset Balance Summary Report

5. In the Attribute Set 1 for Report 1 field, select an attribute set for the selected report from the list of values.

6. Optionally, repeat step 5 in the Report Name 2, Report Name 3, and Report Name 4 fields to select as many of the Asset Balance Summary Report set as required, and repeat step 6 to associate attribute sets with each selected report.

7. In the Output Format field, select a report output format from the list of values.

8. In the Book Name field, select an asset book from the list of values.

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

10. Place the cursor in the Category field.

11. Optionally, in the Major Category field, select a major asset category from the list of values.

12. Optionally, in the Minor Category field, select a subsidiary asset category from the list of values.

13. To close the Category Flexfield pop-up window, click OK.

14. Optionally, enter the cost center range to be included in the reports.

15. Click OK.

   Note: As steps 11 to 16 are not mandatory, users can click Cancel at any time to close the pop-up dialog boxes.

16. To apply the parameters, click OK.

17. To send the request to the concurrent manager, click Submit.

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

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

   View - Requests

Generating RXi Asset Balance Detail Reports Set Procedure

To run the RXi Asset Balance Detail Reports set, perform the following steps.
1. Navigate to the Submit Request window as follows:

   **OPSF(I) Inflation Accounting - Reports**

2. Select the Single Request radio button.

3. In the Name field, select RXi Asset Balance Detail Reports Set from the list of values.

4. In the Report Name 1 field, select a detail report from the list of values. The following summary reports are available:
   - Asset Balance Depreciation Detail Report
   - Asset Balance Detail Report
   - Asset Balance Operating Expense Detail Report
   - Asset Balance Revaluation Reserve Detail Report

5. In the Attribute Set 1 for Report 1 field, select an attribute set for the selected report from the list of values.

6. Optionally, repeat step 5 in the Report Name 2, Report Name 3, and Report Name 4 fields to select as many of the Asset Balance Summary Report set as required, and repeat step 6 to associate attribute sets with each selected report.

7. In the Output Format field, select a report output format from the list of values.

8. In the Book Name field, select an asset book from the list of values.

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

10. Place the cursor in the Category field.

11. Optionally, in the Major Category field, select a major asset category from the list of values.

12. Optionally, in the Minor Category field, select a subsidiary asset category from the list of values.

13. To close the Category Flexfield pop-up window, click **OK**.

14. Optionally, enter the cost center range to be included in the reports.

15. Click **OK**.

16. Optionally, in the From Asset field, select the lower end of the asset number range.
to be included in the reports.

17. Optionally, in the To Asset field, select the upper end of the asset number range to be included in the reports.

   Note: As steps 11 to 18 are not mandatory, users can click Cancel at any time to close the pop-up dialog boxes.

18. To apply the parameters, click OK.

19. To send the request to the concurrent manager, click Submit.

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

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

   View - Requests

Generating Inflation Accounting: Adjustments Report Procedure

To run the Inflation Accounting: Adjustments Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) Inflation Accounting - Reports

2. Select the Single Request radio button.

3. In the Name field, select Inflation Accounting: Adjustments Report from the list of values.

4. In the Book field, select the required inflation accounting book from the list of values.

5. In the Period From field, select the required starting period from the list of values.

6. In the Period To field, select the required end period from the list of values.

7. Select a major category from the list of values.

8. Select a minor category from the list of values and click OK.

9. Optionally, in the Transaction Type field, select a transaction type from the list of values.

   Note: Leaving the Transaction Type field blank runs the report on all transaction types.

10. To apply the parameters, click OK.
11. To send the request to the concurrent manager, click **Submit**.

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

13. View the request in the concurrent manager as follows:
   View - Requests

**Running Inflation Accounting: Transfer to GL Program Procedure**

To run the Inflation Accounting: Transfer to GL program:

1. Navigate to the Submit Request window as follows:
   OPSF(I) Inflation Accounting - Reports

2. Select the Single Request radio button.

3. In the Name field, select Inflation Accounting: Transfer to GL program from the list of values.

4. In the Book field, select the required inflation accounting book from the list of values.

5. In the Period Name field, select a period name from the list of values.

6. In the Import Journals field, select Yes to import journals.

7. In the Summarize Journal Entries field, select No for no summarization, Summarize on Journal Category to summarize by journal categories, or Summarize on Transaction Type to summarize by transaction type.

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

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

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

11. View the request in the concurrent manager as follows:
   View - Requests
Definition

The Installment Terms feature enables payment terms for transactions in Receivables to be modified.

Overview

Installment Terms functionality enables the user to modify the transaction payment terms for a particular transaction.

The user needs the Installment Terms functionality to change the current payment terms defined for a transaction. The user can extend the original terms by changing the terms from immediate payment to four equal monthly installments. This type of change assists the user with the debt collection process.

The user can change the transaction terms as frequently as required. The Modify Installment Terms functionality records and maintains an audit record of the changes that are made to payment terms.

The original Receivables transactions are entered in the standard Receivables window. The user can modify the invoice payment terms on a particular transaction in the Oracle Public Sector Financials (International) menu options. The transactions entered in the Receivables windows are immediately available to the user. There is no need to populate the data for use by Oracle Public Sector Financials (International).

Installment Terms can be updated after a receipt is recorded against a particular invoice. The balance displayed reflects the receipt against the transaction and new installments are based on the revised figures rather than the original figures for the transaction.

Limitations of Installment Terms

- Discounts associated with a payment term are not considered during the
recalculation of the payment schedules. Therefore any new payment schedule will not include discounts.

- Finance charges are not considered or supported in anyway.
- OPSF Dunning Functionality is not compliant with the OPSF Modify Installment Terms feature.

**Prerequisites**

You must enable the Installment Terms feature. For information, see Enabling Oracle Public Sector Financials (International) Features Procedure, *Oracle Public Sector Financials (International) Implementation Guide*.

**Installment Terms Process Flow Diagram**

The diagram below shows the Installment Terms process flow, as described in the accompanying text.
Installment Terms Setup

No additional setup is required for Installment Terms.
Installment Terms Reports

The Installment Terms: Installment Audit Report shows the changes made to installment terms for each supplier invoice in a specified date range.

Definition

The Installment Terms feature enables payment terms to be changed on a Receivables invoice sent to a customer.

Changing payment terms in response to a customer request for easier terms is an example of Installment Terms functionality.

Overview

The windows available for creating and altering payment terms are shown in the table below.

**Installment Terms Windows**

<table>
<thead>
<tr>
<th>Window Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify Installment Transactions Summary</td>
<td>Provides access to the Account Details window for a specific invoice.</td>
</tr>
<tr>
<td>Find Modify Installment Customers</td>
<td>Used to query invoices by a range of dates, range of transaction numbers, or by customer name.</td>
</tr>
<tr>
<td>Account Details</td>
<td>Used to view detailed information about an invoice and for displaying information about existing payment schedules. Provides access to the Modify Installment Terms window and the Audit Terms window.</td>
</tr>
</tbody>
</table>
The Installment Terms: Installment Audit Report provides an audit trail of changes to payment terms on invoices.

**Note:** Oracle Public Sector Financials (International) does not support the discounts functionality.


For information on the Payment Terms window, see Payment Terms, *Oracle Receivables User’s Guide*.

**Prerequisites**

Installment terms can be offered to customers only under the following conditions:

- Invoices may not have adjustments.
- Accrual based accounting must be used.
Modifying and Creating Payment Terms Procedure

To modify or create payment terms on a fully or partially unpaid invoice:

1. Navigate to the Modify Installment Transactions Summary window as follows:

   **OPSF(I) Installment Terms - Modify Installment Terms**

   **Note:** For information on fields shown on the Modify Installment Transactions Summary window, see the Transactions Summary window, Entering Transactions, *Oracle Receivables User’s Guide*.

2. To query specific customers or invoices, navigate to the Find Modify Installment Customers window as follows:

   **View - Find**
3. Enter search criteria in one or more fields of the Find Modify Installment Customers window.

   **Note:** It is mandatory that you enter a search criteria in one of the following fields: Transaction Numbers, Transaction Dates and Name.

4. Click **Find**.

   **Note:** You can leave the Operating Unit field blank or select a value. The list of values in this field depend on the operating unit that are assigned to the MO: Security Profile profile option. If the MO: Security Profile is not set and the MO: Operating Unit is set then the single operating unit defaults in this field.

5. Select the invoice to modify.

6. Click **Installments**.
7. To view installment term history for the invoice, click **Audit Terms**.

The Creation Date is the date when new installment terms were set up. The other fields in the Audit Terms window are identical to those for the Modify Installment Terms window.

8. To modify installment terms, click **Modify Terms** on the Account Details window.
9. Enter data in each field of the Modify Installment Terms window.

10. To save the changes, select the Modify Installment Terms check box and click **Save Changes**.

11. To modify payment terms, click **Payment Terms**.

    For information on the Payment Terms window, see Payment Terms, *Oracle Receivables User’s Guide*.

    After the update, the outstanding debt is recalculated to fit the new payment terms.

### Modify Installment Transactions Summary Window

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>operating unit of the installment terms transactions</td>
</tr>
<tr>
<td>Source</td>
<td>batch source value</td>
</tr>
<tr>
<td>Number</td>
<td>invoice number</td>
</tr>
<tr>
<td>Bill To Customer</td>
<td>bill-to customer name</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Class</td>
<td>invoice class</td>
</tr>
<tr>
<td>Complete</td>
<td>invoice status: if selected invoice complete; if deselected invoice incomplete</td>
</tr>
<tr>
<td>Comments</td>
<td>comments</td>
</tr>
<tr>
<td>Currency</td>
<td>invoice currency code</td>
</tr>
<tr>
<td>Date</td>
<td>invoice date</td>
</tr>
<tr>
<td>GL Date</td>
<td>date invoice applied to General Ledger</td>
</tr>
<tr>
<td>Reference</td>
<td>invoice number</td>
</tr>
<tr>
<td>Salesperson</td>
<td>salesperson</td>
</tr>
<tr>
<td>Ship To Customer</td>
<td>ship to customer name</td>
</tr>
<tr>
<td>Terms</td>
<td>payment terms</td>
</tr>
<tr>
<td>Type</td>
<td>transaction type</td>
</tr>
<tr>
<td>Flexfield</td>
<td>descriptive flexfield, not used</td>
</tr>
<tr>
<td>Installments</td>
<td>opens Account Details window</td>
</tr>
</tbody>
</table>

Find Modify Installment Customers Window

Find Modify Installment Customers Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>operating unit of the installment terms transactions</td>
</tr>
<tr>
<td>Transaction Numbers</td>
<td>transaction number, low to high range</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Transaction Dates</td>
<td>transaction date, low to high range</td>
</tr>
<tr>
<td>Name</td>
<td>bill-to customer name</td>
</tr>
<tr>
<td>Clear</td>
<td>erases data from fields</td>
</tr>
<tr>
<td>Find</td>
<td>searches for data based on parameters entered</td>
</tr>
</tbody>
</table>

## Account Details Window

**Account Details Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toggle Query Coordination</td>
<td>synchronizes detail records with master records</td>
</tr>
<tr>
<td>Number</td>
<td>invoice number</td>
</tr>
<tr>
<td>Seq</td>
<td>payment terms sequence number</td>
</tr>
<tr>
<td>Class</td>
<td>class</td>
</tr>
<tr>
<td>Days Late</td>
<td>number of days invoice late</td>
</tr>
<tr>
<td>Due Date</td>
<td>invoice due date</td>
</tr>
<tr>
<td>Currency</td>
<td>currency type</td>
</tr>
<tr>
<td>Original</td>
<td>original invoice amount</td>
</tr>
<tr>
<td>Balance Due</td>
<td>invoice balance currently due</td>
</tr>
<tr>
<td>Status</td>
<td>invoice payment status</td>
</tr>
<tr>
<td>Dispute Amount</td>
<td>invoice amount in dispute</td>
</tr>
<tr>
<td>Dispute Date</td>
<td>date when customer raised dispute</td>
</tr>
</tbody>
</table>
### Field Name Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative Balance Entered</td>
<td>cumulative balance in currency as entered</td>
</tr>
<tr>
<td>Cumulative Balance Functional</td>
<td>cumulative balance in functional currency</td>
</tr>
<tr>
<td>Total Balance Entered</td>
<td>total balance in currency as entered</td>
</tr>
<tr>
<td>Total Balance Functional</td>
<td>total balance in functional currency</td>
</tr>
<tr>
<td>Modify Terms</td>
<td>opens Modify Installment Terms window</td>
</tr>
<tr>
<td>Audit Terms</td>
<td>opens Audit Terms window</td>
</tr>
</tbody>
</table>

### Audit Terms Window

#### Audit Terms Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toggle Query Coordination</td>
<td>synchronizes detail records with master records</td>
</tr>
<tr>
<td>Start Date</td>
<td>date on which new payment terms take effect</td>
</tr>
<tr>
<td>Terms</td>
<td>payment terms required for invoice</td>
</tr>
<tr>
<td>User Name</td>
<td>user name of person who approved payment terms change</td>
</tr>
</tbody>
</table>

### Modify Installment Terms Window

#### Modify Installment Terms Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modified By</td>
<td>user name of person who approved payment terms changes</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Start date</td>
<td>date on which new payment terms take effect</td>
</tr>
<tr>
<td>Terms</td>
<td>payment terms required for invoice</td>
</tr>
</tbody>
</table>
Installment Terms Report Procedure

Overview

The Installment Terms: Installment Audit Report provides an audit trail of changes to payment terms on invoices, showing the names of the users who approved and changed the payment terms, the new installment terms, and the date on which the new terms take effect. The report is ordered as follows:

- Customer name
- Customer number
- Invoice number
- Date changed
- Approver
- User
- Revised terms
- Start date

Note: The report can be restricted to a single customer.

Generating Installment Terms: Installment Audit Report Procedure

To generate the Installment Terms: Installment Audit Report:

1. Navigate to the Submit Request window as follows:
OPSF(I) Installment Terms - Reports

2. Select the Single Request radio button.

3. In the Name field, select Installment Terms: Installment Audit Report from the list of values.
   
   **Note:** Dates entered in the From Date and To Date fields refer to the date of change to an invoice and not the date when installment terms start.

4. Select the operating unit.

5. In the From Date field, enter the earliest date to report on.

6. In the To Date field, enter the latest date to report on.

7. In the Customer Name field, select a customer's name from the list of values or leave blank to report on all customers having transactions in the specified operating unit.

8. Click **OK**.

9. Click **Submit**.

10. Click **Yes** to submit another request, else **No**.

11. View the request as follows:

   **View - Requests**
Internal Trading Process

Definition

Internal Trading for Oracle Public Sector Financials (International) provides a comprehensive and flexible financial system for raising charges from one part of an organization to one or more parts of the same organization.

Internal Trading Process Flow Diagram

The diagram below shows the basic process flow for Internal Trading, as described in the accompanying text.
The diagram below shows the process flow when Workflow is enabled, as described in the accompanying text.
Encumbrance and Budgetary Control Process Flow Diagram

The diagram below shows the process flow when encumbrancing is enabled.
Internal Trading Process Description

Internal Trading consists of the following steps:

1. The originator creates and submits an internal cross charge in the Enter Charges window.

   If encumbrancing is enabled, funds are reserved and the General Ledger Create Journal routine creates an encumbrance journal entry for the internal charge.
2. If Workflow is enabled, the service lines awaiting approval are sent for creation and receiver approval, and Workflow notification informs authorizers of service lines requiring attention. If Workflow is disabled, the cross charges are displayed to the authorizer in the Cross Charge Receiver Authorization window.

3. If the authorizer accepts the service line, General Ledger creates an actual journal for the amount accepted and posts the cross charge to General Ledger. If encumbrancing is enabled, General Ledger creates an encumbrance journal to reverse the funds reservation raised on submission.

4. If the authorizer rejects the service line, the following occurs:
   - The service line status in the Enter Charges window is updated to Rejected.
   - The originator can make changes to the rejected service line with the amount suggested by the authorizer or resubmit it for any amount.
   - The originator can also cancel the service line.

   If encumbrancing is enabled, the funds reservation is updated to reflect changes to the amount in the resubmitted service line.

5. When all service lines are accepted or canceled, General Ledger updates the cross charge header status in the Enter Charges window to Complete.

   **Note:** If Workflow is disabled, the Internal Trading: Automatic Approval of Service Lines Report can be run to automatically accept any service lines that are not accepted or rejected within the user-defined time limit.

---

**Setting Up Internal Trading**

**Setup Options**

**Override Segment**

This option defines one accounting flexfield segment and a user prompt for that segment.

When a cross charge is entered, the cost center and the specified accounting flexfield segment can be defined for each service line. These segments, combined with information linked to the cross charge originator and the service type, automatically generate the accounting flexfield code combinations to be used for the service line.
Workflow

Internal Trading can be used either with or without Workflow.

If Workflow is enabled, newly created cross charges require both creation and receiver approval. Creation approval ensures that cross charges are raised correctly before they are forwarded to the receiver. Receiver approval allows the receiving charge center to approve or reject the service lines before they are applied.

The Workflow approval hierarchies are controlled by the employee definitions entered in either Human Resources or Purchasing.

For information on employee definitions, see Human Resources Financial Options, Oracle Purchasing User’s Guide.

The approval limits are controlled by the journal approval limits defined in General Ledger.

For information on journal approval limits, see Setting Up Journal Approval, Oracle General Ledger User’s Guide.

When Workflow is disabled, only one level of approval is required.

Approval Options

If Workflow is enabled, a number of approval options can also be defined.

The user can specify one of the following approval methods:

- Start at the lowest approver and move up the hierarchy until a suitable approval limit is reached
- Start at the lowest approver and then move directly to the required approval limit
- Move directly to the employee with the required approval limit

The user can define if the cross charge originator can approve the service line, within the defined approval limits, or if creation approval must be undertaken by someone other than the originator.

The user can also define the time limit before automatic action is taken if a cross charge is neither approved nor rejected by the designated approver.

Encumbrance Accounting

Internal Trading can be used with or without encumbrance accounting.

If encumbrance accounting is enabled, cross charges must pass funds reservation before submission. Encumbrance journal entries are created to reflect the funds reservation. These journal entries are then either reversed when the service line is approved, when actual journals are created, or canceled when a service line is rejected.

If encumbrance accounting is disabled, no funds checking or funds reservation takes
Charge Centers

Charge centers identify different departments within an organization that can raise or receive cross charges. A charge center definition controls the following:

- charge center name
- accounting flexfield code combination ranges associated with the charge center
- first approver for each code combination range
- services provided and charged to other charge centers
- employees who can raise cross charges for the charge center

Internal Trading Procedures

Cross Charge Entry

A cross charge is raised to charge a different charge center for a service or services provided.

To enter a cross charge, the user must be defined as an employee and registered as an originator for the charge center.

A service type is defined for each line within the cross charge. This provides the starting point for the account generator to create the creation and receiving accounting flexfield code combinations. Segments in the creation accounting flexfield are then overwritten with values defined for the cross charge originator.

Values are entered for the creation and receiving cost centers, and for creation and receiving entries in the defined override segment. From this information, the final creation and receiver accounting flexfield codes are generated. The receiving accounting flexfield is used to identify the initial approver for the receiving charge center.

Once all required service lines are entered, the cross charge can be submitted. If encumbrance accounting is enabled, the cross charge must pass funds reservation before being submitted for approval.

Cross Charge Approval or Rejection

Once a cross charge is submitted for approval, it enters the approval cycle. Each service line is processed individually, as each service can require different levels of approval and can apply to different receiving charge centers.

If Workflow is enabled, the service line is passed up the employee hierarchy, according
to the Workflow approval setup, for creation approval. When creation approval is received, the service line is passed to the receiver approval process. The first approver is selected from the charge center definitions and the receiving accounting flexfield of the service. Once receiver approval is entered, the service line is complete and a journal entry can be created.

If Workflow is disabled, there is no creation approval process and the service line passes directly to receiver approval. The approver is selected from the charge center definition and the receiving accounting flexfield of the service. Only a single level of approval is required, after which the service line is complete and a journal entry can be created.

A rejection can be entered at any point in the approval cycle. If a service line is rejected, it is returned to the cross charge originator for review.

Cross Charge Resubmission or Cancellation

If a service line is rejected, either during creation or receiver approval, it is returned to the cross charge originator. The rejected service line can be either canceled or resubmitted.

If a service line is canceled and encumbrance accounting is enabled, any funds reserved by the cross charge line are released.

If a service line is resubmitted, the originator can change both the receiving account flexfield and the charge amount as required. If encumbrance accounting is enabled, the funds reservation for the service line is updated.

A service line can be rejected and resubmitted indefinitely.

Journal Creation

Encumbrance Journals

Encumbrance journal entries are created to update the funds reservations created by internal trading. These journal entries are created in the same way as other funds reservation journals, for example, Oracle Purchasing.

To create encumbrance journal entries, run the General Ledger Create Journals program using the standard report submission. This routine can be run as frequently as required.

For information on the Create Journals program, see Running the Create Journals Program, Oracle General Ledger User’s Guide.

Actual Journals

Actual journal entries are created to reflect complete service lines. When the Create Actual Journals routine is run, any approved service lines are selected for processing and the appropriate actual journal entry is created. This routine can be run as frequently as required.
Journal Entries Accounting Example

Without Funds Reservation

Raise Cross Charge with Three Service Lines

When a cross charge is created and submitted without encumbrance accounting, no journal entries are made.

Approve Service 1 and Create Journals

When a service completes the approval cycle, the Internal Trading: Create Actual Journals process can be run. This process creates an actual journal entry to transfer the funds from the receiving charge center to the creation charge center.

The table below shows the created journal entries.

<table>
<thead>
<tr>
<th>Description</th>
<th>Encumbrance Debit</th>
<th>Encumbrance Credit</th>
<th>Actual Debit</th>
<th>Actual Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service 1 - Creator Account</td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>Service 1 - Receiver Account</td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
</tr>
</tbody>
</table>

Reject Service 2, Update Amount, and Resubmit

When a service is rejected, no journal entries are created. Similarly, when a service is resubmitted after a rejection, no journal entries are created.

Approve Service 2 and Create Journals

When a service completes the approval cycle following rejection and resubmission, the Internal Trading: Create Actual Journals process can be run. This process creates an actual journal entry to transfer the funds from the receiving charge center to the creation charge center.

The table below shows the created journal entries.
## Approve Service 2 and Create Journals

<table>
<thead>
<tr>
<th>Description</th>
<th>Encumbrance Debit</th>
<th>Encumbrance Credit</th>
<th>Actual Debit</th>
<th>Actual Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service 2 - Creator Account</td>
<td></td>
<td></td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>Service 2 - Receiver Account</td>
<td></td>
<td></td>
<td>150.00</td>
<td></td>
</tr>
</tbody>
</table>

## Reject Service 3 and Cancel

When a service is rejected, no journal entries are created. Similarly, when a service is canceled after a rejection, no journal entries are created.

## With Funds Reservation

### Raise Cross Charge with Three Service Lines and Reserve Funds

When encumbrance accounting is enabled, a cross charge must reserve funds before it can be submitted.

The table below shows the created entries when funds are reserved.

<table>
<thead>
<tr>
<th>Description</th>
<th>Encumbrance Debit</th>
<th>Encumbrance Credit</th>
<th>Actual Debit</th>
<th>Actual Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service 1 - Creator Account</td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Service 1 - Receiver Account</td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Service 2 - Creator Account</td>
<td></td>
<td></td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>Service 2 - Receiver Account</td>
<td></td>
<td></td>
<td>200.00</td>
<td></td>
</tr>
</tbody>
</table>
These entries are converted into encumbrance journals when the General Ledger: Create Journals process is run.

**Approve Service 1 and Create Journals**

When a service completes the approval cycle, the Internal Trading: Create Actual Journals process can be run. This process creates an actual journal entry to transfer the funds from the receiver to the creator.

Reversing entries are made to release the funds reservation. These are converted into encumbrance journals when the General Ledger: Create Journals process is run.

The table below shows the created journal entries.

<table>
<thead>
<tr>
<th>Description</th>
<th>Encumbrance Debit</th>
<th>Encumbrance Credit</th>
<th>Actual Debit</th>
<th>Actual Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service 1 - Creator Account</td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>Service 1 - Receiver Account</td>
<td>100.00</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reject Service 2, Update Amount, and Resubmit**

When a service is rejected, no changes are made to the funds reservation and no journal entries are created.

If a service is resubmitted without a change to the amount or receiving account, no changes are made to the funds reservation and no journal entries are created.

If a service is resubmitted with a new amount, for example, 150 instead of 200, or the receiving account is altered, the original funds reservation is reversed and a new funds reservation is created. These reservations are converted into encumbrance journals when the General Ledger: Create Journals process is run.
The table below shows the created journal entries.

Reject Service 2, Update Amount, and Resubmit

<table>
<thead>
<tr>
<th>Description</th>
<th>Encumbrance Debit</th>
<th>Encumbrance Credit</th>
<th>Actual Debit</th>
<th>Actual Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service 2 - Creator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service 2 - Receiver</td>
<td>150.00</td>
<td>200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approve Service 2 and Create Journals

When a resubmitted service completes the approval cycle, the Internal Trading: Create Actual Journals process can be run. This process creates an actual journal entry to transfer the funds from the receiver to the creator.

Reversing entries are made to release the funds reservation. These are converted into encumbrance journals when the General Ledger: Create Journals process is run.

The table below shows the created journal entries.

Approve Service 2 and Create Journals

<table>
<thead>
<tr>
<th>Description</th>
<th>Encumbrance Debit</th>
<th>Encumbrance Credit</th>
<th>Actual Debit</th>
<th>Actual Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service 2 - Creator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service 2 - Receiver</td>
<td>150.00</td>
<td>150.00</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reject Service 3 and Cancel

When a rejected service is canceled, the funds reservation is reversed. This is converted into an encumbrance journal when the General Ledger: Create Journals process is run.

The table below shows the created journal entries.
Reject Service 3 and Cancel

<table>
<thead>
<tr>
<th>Description</th>
<th>Encumbrance Debit</th>
<th>Encumbrance Credit</th>
<th>Actual Debit</th>
<th>Actual Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service 3 - Creator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service 3 - Receiver</td>
<td></td>
<td></td>
<td>300.00</td>
<td></td>
</tr>
</tbody>
</table>

Cross Charge Status Values

This section shows the header and individual service status flags assigned throughout the Internal Trading process.

Raise Cross Charge with Three Service Lines

When a cross charge is entered, the header has a status of Partially Created.

The table below shows the cross charge and service line statuses at this stage.

Raise Cross Charge with Three Service Lines

<table>
<thead>
<tr>
<th>Header or Service Line</th>
<th>Status if Workflow Enabled</th>
<th>Status if Workflow Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Header</td>
<td>Partially Created</td>
<td>Partially Created</td>
</tr>
<tr>
<td>Service Line 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Line 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reserve Funds

When funds are reserved for a cross charge, the header status is unchanged, but the status of the service lines is updated to show the funds reservation.

The table below shows the cross charge and service line statuses at this stage.
Reserve Funds

<table>
<thead>
<tr>
<th>Header or Service Line</th>
<th>Status if Workflow Enabled</th>
<th>Status if Workflow Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Header</td>
<td>Partially Created</td>
<td>Partially Created</td>
</tr>
<tr>
<td>Service Line 1</td>
<td>Funds Reserved</td>
<td>Funds Reserved</td>
</tr>
<tr>
<td>Service Line 2</td>
<td>Funds Reserved</td>
<td>Funds Reserved</td>
</tr>
<tr>
<td>Service Line 3</td>
<td>Funds Reserved</td>
<td>Funds Reserved</td>
</tr>
</tbody>
</table>

Submit Cross Charge

When a cross charge is submitted, both the header and service statuses are updated. If Workflow is enabled, the service lines are sent for creation approval.

The table below shows the cross charge and service line statuses at this stage.

Submit Cross Charge

<table>
<thead>
<tr>
<th>Header or Service Line</th>
<th>Status if Workflow Enabled</th>
<th>Status if Workflow Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Header</td>
<td>Submitted</td>
<td>Submitted</td>
</tr>
<tr>
<td>Service Line 1</td>
<td>Awaiting Creation Approval</td>
<td>Awaiting Receiver Approval</td>
</tr>
<tr>
<td>Service Line 2</td>
<td>Awaiting Creation Approval</td>
<td>Awaiting Receiver Approval</td>
</tr>
<tr>
<td>Service Line 3</td>
<td>Awaiting Creation Approval</td>
<td>Awaiting Receiver Approval</td>
</tr>
</tbody>
</table>

Approve First Service Line

Note: This example applies only if Workflow is disabled.

When a service line is approved, the service status is updated. The header status is unaffected.

The table below shows the cross charge and service line statuses at this stage.
**Approve First Service Line**

<table>
<thead>
<tr>
<th>Header or Service Line</th>
<th>Status if Workflow Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Header</td>
<td>Submitted</td>
</tr>
<tr>
<td>Service Line 1</td>
<td>Approved</td>
</tr>
<tr>
<td>Service Line 2</td>
<td>Awaiting Receiver Approval</td>
</tr>
<tr>
<td>Service Line 3</td>
<td>Awaiting Receiver Approval</td>
</tr>
</tbody>
</table>

**Creation Approval for First Service Line**

**Note:** This example applies only if Workflow is enabled.

When a service line is creation approved, the service status is updated to Awaiting Receiver Approval. The header status is unaffected.

The table below shows the cross charge and service line statuses at this stage.

<table>
<thead>
<tr>
<th>Header or Service Line</th>
<th>Status if Workflow Enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Header</td>
<td>Submitted</td>
</tr>
<tr>
<td>Service Line 1</td>
<td>Awaiting Receiver Approval</td>
</tr>
<tr>
<td>Service Line 2</td>
<td>Awaiting Creation Approval</td>
</tr>
<tr>
<td>Service Line 3</td>
<td>Awaiting Creation Approval</td>
</tr>
</tbody>
</table>

**Reject Second and Third Service Lines**

**Note:** This example applies only if Workflow is disabled.

When a service line is rejected, the service status is updated. The header status is unaffected.

The table below shows the cross charge and service line statuses at this stage.
Reject Second and Third Service Lines

<table>
<thead>
<tr>
<th>Header or Service Line</th>
<th>Status if Workflow Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Header</td>
<td>Submitted</td>
</tr>
<tr>
<td>Service Line 1</td>
<td>Approved</td>
</tr>
<tr>
<td>Service Line 2</td>
<td>Rejected by Receiver</td>
</tr>
<tr>
<td>Service Line 3</td>
<td>Rejected by Receiver</td>
</tr>
</tbody>
</table>

Second and Third Service Lines Rejected in Creation

Note: This example applies only if Workflow is enabled.

When a service line is rejected in creation, the service status is updated. The header status is unaffected.

The table below shows the cross charge and service line statuses at this stage.

<table>
<thead>
<tr>
<th>Header or Service Line</th>
<th>Status if Workflow Enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Header</td>
<td>Submitted</td>
</tr>
<tr>
<td>Service Line 1</td>
<td>Awaiting Receiver Approval</td>
</tr>
<tr>
<td>Service Line 2</td>
<td>Rejected in Creation</td>
</tr>
<tr>
<td>Service Line 3</td>
<td>Rejected in Creation</td>
</tr>
</tbody>
</table>

Resubmit Second Service Line

When a service line is resubmitted, the service status is updated. The Header status is unaffected. If Workflow is enabled, the service line is again sent for creation approval.

The table below shows the cross charge and service line statuses at this stage.
Resubmit Second Service Line

<table>
<thead>
<tr>
<th>Header or Service Line</th>
<th>Status if Workflow Enabled</th>
<th>Status if Workflow Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Header</td>
<td>Submitted</td>
<td>Submitted</td>
</tr>
<tr>
<td>Service Line 1</td>
<td>Awaiting Receiver Approval</td>
<td>Approved</td>
</tr>
<tr>
<td>Service Line 2</td>
<td>Awaiting Creation Approval</td>
<td>Awaiting Receiver Approval</td>
</tr>
<tr>
<td>Service Line 3</td>
<td>Rejected in Creation</td>
<td>Rejected by Receiver</td>
</tr>
</tbody>
</table>

Approve Second Service Line

Note: This example applies only if Workflow is disabled.

When a service line is approved, the service status is updated. The header status is unaffected.

The table below shows the cross charge and service line statuses at this stage.

<table>
<thead>
<tr>
<th>Header or Service Line</th>
<th>Status if Workflow Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Header</td>
<td>Submitted</td>
</tr>
<tr>
<td>Service Line 1</td>
<td>Approved</td>
</tr>
<tr>
<td>Service Line 2</td>
<td>Approved</td>
</tr>
<tr>
<td>Service Line 3</td>
<td>Rejected by Receiver</td>
</tr>
</tbody>
</table>

Creation Approval for Second Service Line

Note: This example applies only if Workflow is enabled.

When a service line is creation approved, the service status is updated to Awaiting Receiver Approval. The header status is unaffected.

The table below shows the cross charge and service line statuses at this stage.
**Creation Approval for Second Service Line**

<table>
<thead>
<tr>
<th>Header or Service Line</th>
<th>Status if Workflow Enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Header</td>
<td>Submitted</td>
</tr>
<tr>
<td>Service Line 1</td>
<td>Awaiting Receiver Approval</td>
</tr>
<tr>
<td>Service Line 2</td>
<td>Awaiting Receiver Approval</td>
</tr>
<tr>
<td>Service Line 3</td>
<td>Rejected in Creation</td>
</tr>
</tbody>
</table>

**Receiver Approval for First and Second Service Lines**

*Note:* This example applies only if Workflow is enabled.

When a service line is approved, the service status is updated. As this transaction completes the processing for all service lines in this cross charge, the header status is updated to Complete.

The table below shows the cross charge and service line statuses at this stage.

<table>
<thead>
<tr>
<th>Header or Service Line</th>
<th>Status if Workflow Enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Header</td>
<td>Submitted</td>
</tr>
<tr>
<td>Service Line 1</td>
<td>Approved</td>
</tr>
<tr>
<td>Service Line 2</td>
<td>Approved</td>
</tr>
<tr>
<td>Service Line 3</td>
<td>Rejected in Creation</td>
</tr>
</tbody>
</table>

**Cancel Third Service Line**

When a service line is canceled, the service status is updated. As this transaction completes the processing for all service lines in this cross charge, the header status is updated to Complete.

The table below shows the cross charge and service line statuses at this stage.
Cancel Third Service Line

<table>
<thead>
<tr>
<th>Header or Service Line</th>
<th>Status if Workflow Enabled</th>
<th>Status if Workflow Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Header</td>
<td>Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>Service Line 1</td>
<td>Approved</td>
<td>Approved</td>
</tr>
<tr>
<td>Service Line 2</td>
<td>Approved</td>
<td>Approved</td>
</tr>
<tr>
<td>Service Line 3</td>
<td>Canceled</td>
<td>Canceled</td>
</tr>
</tbody>
</table>

Automatic Posting to General Ledger

Approval of Internal Trading cross charges results in the creation of actual journals. To ensure the creation of actual journals, it is recommended that the Internal Trading: Create Actual Journals routine is submitted within the Concurrent Manager to run on a regular basis, for example nightly.

To ensure the timely posting of internal charges, it is recommended that automatic posting for the journal source Internal Trading is enabled in the AutoPost Criteria window in General Ledger. Within this setup, encumbrance batches must be given a higher priority than actual batches to ensure that encumbrance batches are posted before the related actuals. This prevents unnecessary funds checking that could arise if the actuals are posted first.

References

For information on setting up Internal Trading, see Internal Trading Setup, Oracle Public Sector Financials (International) Implementation Guide.

For information on setting up encumbrance accounting, see User Profiles and Profile Options in Oracle Application Object Library, Oracle E-Business Suite Setup Guide.

For information on setting up budgetary control, see Defining Ledgers, Oracle General Ledger User’s Guide.
Overview

The Internal Trading process enables users to perform the following tasks:

- enter and submit internal cross charges to one or more charge centers within the same organization
- create encumbrance journals automatically for internal charge journals
- reserve and unreserve funds for internal charge entries using budgetary control
- view results of funds reservation
- approve or reject service lines within the cross charge with recommendations for modification
- create and post internal charge encumbrance and actual journals
- modify or resubmit service lines

Internal Trading features are detailed in the table below.

<table>
<thead>
<tr>
<th>Internal Trading Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Charge Centers, Ranges, Authorizers,</td>
<td>Accounting flexfield ranges constitute the charge centers. An authorizer is allocated to each accounting flexfield range to approve service lines for that charge center. Charge originators and service types are associated with each charge center.</td>
</tr>
<tr>
<td>Originators, and Services</td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Enter and Submit Cross Charges</td>
<td>When a cross charge is submitted for approval, if budgetary control and the Use Encumbrance setup option are enabled, funds are reserved.</td>
</tr>
<tr>
<td>Notification</td>
<td>When Workflow is enabled, Workflow notification informs authorizers of service lines requiring attention, and informs originators when a service line is approved or rejected.</td>
</tr>
<tr>
<td></td>
<td>When Workflow is disabled, authorizers are alerted if there are service lines awaiting attention when the Cross Charge Receiver Authorization window is invoked. Originators can confirm if service lines have been approved or rejected in the Charge Summary window.</td>
</tr>
<tr>
<td>Internal Charge Approval or Rejection</td>
<td>When rejecting a service line, authorizers are required to enter a reason for the rejection and a suggested value that is acceptable.</td>
</tr>
<tr>
<td>Resubmit Service Line</td>
<td>Originators can modify and resubmit service lines rejected by authorizers. If Workflow is enabled, originators can modify and resubmit service lines rejected in creation or receiving. If the Use Encumbrance setup option is enabled, the funds reservation changes to reflect the changed amount of the service line.</td>
</tr>
<tr>
<td>Cancel Service Line</td>
<td>Originators can cancel service lines rejected by authorizers. If Workflow is enabled, originators can cancel service lines rejected in creation or receiving. If the Use Encumbrance setup option is enabled, funds are unreserved.</td>
</tr>
<tr>
<td>Authorization Time Limit</td>
<td>If a time limit is set for authorization, any service lines that have not been accepted or rejected within that time can be automatically accepted by running a concurrent program.</td>
</tr>
<tr>
<td></td>
<td>If Workflow is enabled and there is no response to a request for approval notification within the defined time limit, the service line is automatically approved.</td>
</tr>
<tr>
<td></td>
<td>If the Use Double Timeout setup option is enabled, the final approver is given an additional amount of time, as defined in the setup options, and is informed with a notification.</td>
</tr>
</tbody>
</table>
Prerequisites

- Ledgers must be defined.
  To define ledgers, see Defining Ledgers, *Oracle General Ledger User’s Guide*.

- Setup options must be defined.
  To define setup options, see Setting Up Internal Trading Setup Options, *Oracle Public Sector Financials (International) Implementation Guide*.

- Charge centers, service types, and associated accounting ranges must be set up.
  To set up service types, see Setting Up Internal Trading Service Types, *Oracle Public Sector Financials (International) Implementation Guide*.
  To set up charge centers, see Defining Charge Centers, *Oracle Public Sector Financials (International) Implementation Guide*.

- Authorizers for the charge center must be defined.
  To define the account range for each authorizer, see Defining Charge Centers, *Oracle Public Sector Financials (International) Implementation Guide*.

- Originators for the charge center must be defined.
  To link accounting segments with originators, see Defining Charge Centers, *Oracle Public Sector Financials (International) Implementation Guide*.
Creating Internal Charge Entries Procedure

Creating an Internal Charge Header

To create an internal charge header, perform the following steps.

1. Navigate to the Enter Charges window as follows:
   
   OPSF(I) Internal Trading - Enter Cross Charges

2. In the Charge Name field, enter a unique internal charge name.

3. In the Charge Center field, select the charge center. Corresponding ledger name is displayed automatically.

4. In the GL Period field, select the accounting period for the internal charge from the list of values.

Creating Service Lines

To create service lines, perform the following steps.

1. Select the Main tab.
2. In the Num field, enter the service line number.

3. In the Service Description field, enter a description for the service line.

4. In the Service Type field, select the appropriate service type from the list of values.

5. In the Payment Type field, select either Payment or Charge from the drop-down list.

6. In the Amount field, enter a charge or payment amount.

7. Select the Creation tab.

8. In the Cost Center field, select the appropriate creation cost center for the internal cross charge from the list of values.

9. In the <configurable segment> field, if enabled, select the appropriate configurable accounting flexfield segment from the list of values.

   **Note:** The name of this field is defined when setting up internal trading. For information on setting up internal trading, see Setting Up Internal Trading Setup Options, Oracle Public Sector Financials (International) Implementation Guide. The creation account code is automatically generated in the Account field.

10. Select the Receiving tab.

11. In the Cost Center field, select the appropriate receiving cost center for the internal cross charge from the list of values.

12. In the <configurable segment> field, select the appropriate configurable accounting flexfield segment from the list of values.

   **Note:** The name of this field is defined when setting up internal trading. For information on setting up internal trading, see Setting Up Internal Trading Setup Options, Oracle Public Sector Financials (International) Implementation Guide. The receiving account code is automatically generated in the Account field.

**Submitting Service Lines**

1. When all service lines are entered, save or save and continue as follows:
   
   File - Save or Save and Proceed

2. Click Actions.

3. If the Use Encumbrance setup option is enabled, perform the following tasks:
• Click Reserve Funds.
  The required funds are reserved.

• Click Actions.

• Click View Results.
  The Budgetary Control Transactions window appears. Details of the funds
reservation are displayed.

• Click Done.

• Click Actions.

4. Click Submit for Approval.

5. To confirm the action, click OK.
  The new cross charge is submitted for approval.

  Note: If the Use Encumbrance setup option is selected, the General Ledger Create
Journal routine creates encumbrance journals after the funds are reserved. If
Workflow is enabled, the charge is sent for creation approval; otherwise, the charge
is available to the authorizers in the Cross Charge Receiver Authorization window.

---

**Enter Charges Window Description**

**Enter Charges Window Description, Header Region and Main Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Center</td>
<td>originator’s charge center</td>
</tr>
<tr>
<td>Raised By</td>
<td>user’s name as originator</td>
</tr>
<tr>
<td>Currency</td>
<td>cross charge currency</td>
</tr>
<tr>
<td>Status</td>
<td>internal cross charge status; not set until cross</td>
</tr>
<tr>
<td></td>
<td>charge submitted</td>
</tr>
<tr>
<td>Service Status</td>
<td>service line status</td>
</tr>
<tr>
<td>Submit Date</td>
<td>date cross charge submitted</td>
</tr>
</tbody>
</table>
### Enter Charges Window Description, Creation Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Num</td>
<td>service line number</td>
</tr>
<tr>
<td>Service Description</td>
<td>service line description</td>
</tr>
<tr>
<td>&lt;configurable segment&gt;</td>
<td>user-defined accounting flexfield segment; defaults to segment from charge originator's user flexfield segments; field name defined in Setting Up Internal Trading Setup Options, Oracle Public Sector Financials (International) Implementation Guide; if not defined, segment taken from creation account</td>
</tr>
<tr>
<td>Account</td>
<td>automatically generated creation account flexfield</td>
</tr>
<tr>
<td>Account Description</td>
<td>accounting flexfield description</td>
</tr>
</tbody>
</table>

### Enter Charges Window Description, Receiving Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Num</td>
<td>service line number</td>
</tr>
<tr>
<td>Service Description</td>
<td>service line description</td>
</tr>
<tr>
<td>Cost Center</td>
<td>service line accounting flexfield segment; defaults to segment from receiving account of selected service type; accounting flexfield created using this segment must fall within a valid range with an authorizer assigned to it</td>
</tr>
<tr>
<td>&lt;configurable segment&gt;</td>
<td>user-defined accounting flexfield segment; defaults to segment from receiving account of selected service type; accounting flexfield created using this segment must fall within a valid range with an authorizer assigned to it; prompt defined in Setting Up Internal Trading Setup Options Procedure, Oracle Public Sector Financials (International) Implementation Guide</td>
</tr>
</tbody>
</table>
### Actions Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Funds</td>
<td>reserves funds in cross charge encumbrance journal</td>
</tr>
<tr>
<td>Unreserve Funds</td>
<td>removes cross charge funds reservation</td>
</tr>
<tr>
<td>View Results</td>
<td>displays results of funds reservation for service lines</td>
</tr>
<tr>
<td>Submit for Approval</td>
<td>submits cross charge for approval</td>
</tr>
</tbody>
</table>
Approving Service Lines Procedure

Note: This procedure is only valid if Workflow is disabled. If Workflow is enabled, the Cross Charge Receiver Authorization window is unavailable.

To approve an internal cross charge service line:
1. Navigate to the Cross Charge Receiver Authorization window as follows: 
   **OPSF(I) Internal Trading - Approve Cross Charges**
2. In the Ledger Name field, select a ledger.
3. In the Authorize field, select Approve or Reject from the drop-down list.
4. If the service line is rejected, perform the following tasks:
   • In the Rejection Note field, enter the reason for rejection.
   • In the Suggested Amount field, enter a suggested amount.
- Optionally, in the Suggested Receiving Account field, select an alternative receiving account flexfield from the list of values.

## Cross Charge Receiver Authorization Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Name</td>
<td>ledger name</td>
</tr>
<tr>
<td>Select</td>
<td>if selected, marks service line as approved or rejected</td>
</tr>
<tr>
<td>Originator</td>
<td>originator who raised cross charge</td>
</tr>
<tr>
<td>Description</td>
<td>cross charge description as defined by originator</td>
</tr>
<tr>
<td>Receiving Acct</td>
<td>service line receiving account flexfield</td>
</tr>
<tr>
<td>Payment Type</td>
<td>service line payment type</td>
</tr>
<tr>
<td>Amount</td>
<td>service line credit or debit amount</td>
</tr>
<tr>
<td>Rejection Note</td>
<td>authorizer's reason for rejecting service line</td>
</tr>
<tr>
<td>Suggested Amount</td>
<td>suggested amount for rejected service line</td>
</tr>
<tr>
<td>Suggested Receiving Account</td>
<td>suggested change to receiving account flexfield</td>
</tr>
<tr>
<td>Receiving Account Description</td>
<td>receiving account flexfield description</td>
</tr>
<tr>
<td>Suggested Receiving Account Description</td>
<td>suggested receiving account flexfield description</td>
</tr>
<tr>
<td>Charge Center</td>
<td>charge center against which cross charge raised</td>
</tr>
</tbody>
</table>
To view a cross charge summary:

1. Navigate to the Find Cross Charges window as follows:
   **OPSF(I) Internal Trading - Charge Summary**

2. In the Query Level region, select the Header radio button.

3. Perform one or more of the following tasks:
   - In the Charge Name field, select the cross charge name.
   - In the Originator field, select the cross charge originator.
   - In the Currency field, select the currency used in the cross charge.
   - In the Ledger Name field, select the ledger.
   - In the Charge Status field, select the cross charge status.

4. Click Find.
   The Cross Charges Summary window appears.

5. To view information on the selected cross charge, click Open.
The Enter Charges window appears.

**Resubmitting Service Lines Procedure**

To resubmit a rejected service line:

1. Navigate to the Find Cross Charges window as follows:
   - **OPSF(I) Internal Trading - Charge Summary**
2. In the Ledger Name field, select a ledger.
3. In the Query Level region, select the Line radio button.
4. Perform one or more of the following tasks:
   - In the Service Status field, select the status of the individual service line from the list of values.
   - In the Service Name field, select the service type name from the list of values.
5. Click **Find**.
   - The Services window appears.
6. Optionally, in the Amount field, enter a new amount for the service line.

7. Optionally, in the Receiving Account field, select a new receiving account from the list of values.

8. If encumbrance accounting is enabled, reserve funds as follows:

   **Tools - Reserve Funds**

   **Note:** This action changes the service line status to Reserved Not Submitted. If the original service line query searched for service lines with the status Rejected by Receiver, the selected service line disappears from the Services window as it no longer meets the query requirements. To retrieve the service line, perform a new query and select Reserved Not Submitted from the list of values in the Service Status field.

9. Resubmit the service line as follows:

   **Tools - Resubmit**

---

**Canceling Service Lines Procedure**

To cancel a rejected service line:

1. Navigate to the Find Cross Charges window as follows:
OPSF(I) Internal Trading - Charge Summary

2. In the Query Level region, select the Line radio button.

3. Perform one or more of the following tasks:
   • In the Ledger Name field, select the ledger.
   • In the Service Status field, select the status of the individual service line from the list of values.
   • In the Service Name field, select the name of the service type from the list of values.

4. Click Find.
   The Services window appears.

5. Cancel the service line as follows:
   **Tools - Cancel Services**
   
   **Note:** This menu option is only enabled if the service line is rejected.

6. Click OK.

**Tools Menu**

The following table shows the options available on the Tools menu when viewing a cross charge summary or resubmitting rejected service lines.

**Tools Menu Options**

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Services</td>
<td>opens Services window to display service lines within selected cross charge; available in Cross Charges Summary window</td>
</tr>
<tr>
<td>Cancel Services</td>
<td>cancels selected service line; available in Services window if selected service line has status Rejected by Receiver or Rejected in Creation</td>
</tr>
<tr>
<td>Menu Option</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Approval History</td>
<td>displays approval history of selected cross charge or service line; available in Cross Charges Summary window and Services window</td>
</tr>
<tr>
<td>Reserve Funds</td>
<td>reserves funds for cross charge service line; available in Services window if encumbrancing enabled and rejected service line amount changed</td>
</tr>
<tr>
<td>Unreserve Funds</td>
<td>removes cross charge funds reservation; available in Services window if encumbracing enabled and funds reserved for selected service line</td>
</tr>
<tr>
<td>Resubmit</td>
<td>resubmits service line; available in Services window; funds must be reserved before resubmission if encumbrancing enabled and rejected service line amount changed</td>
</tr>
<tr>
<td>View Results</td>
<td>displays results of funds reservation for service lines; available in Services window if encumbrancing enabled</td>
</tr>
</tbody>
</table>

**Find Cross Charges Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Level</td>
<td>defines type of query; select Header to activate Charge Name, Originator, Currency, and Charge Status fields; select Line to activate Service Status and Service name fields; defaults to Header</td>
</tr>
<tr>
<td>Charge Name</td>
<td>cross charge name</td>
</tr>
<tr>
<td>Originator</td>
<td>cross charge originator</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Currency</td>
<td>cross charge currency</td>
</tr>
<tr>
<td>Charge Status</td>
<td>cross charge status; only displayed and active when Header radio button selected</td>
</tr>
<tr>
<td>Service Status</td>
<td>cross charge service line status; only displayed and active when Line radio button selected</td>
</tr>
<tr>
<td>Service Name</td>
<td>service line name</td>
</tr>
<tr>
<td>Clear</td>
<td>clears all fields and resets defaults</td>
</tr>
<tr>
<td>Find</td>
<td>activates query</td>
</tr>
</tbody>
</table>

Cross Charges Summary Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Name</td>
<td>cross charge name</td>
</tr>
<tr>
<td>Period</td>
<td>accounting period</td>
</tr>
<tr>
<td>Originator</td>
<td>cross charge originator</td>
</tr>
<tr>
<td>Currency</td>
<td>cross charge currency</td>
</tr>
<tr>
<td>Status</td>
<td>cross charge status</td>
</tr>
<tr>
<td>Services</td>
<td>opens Services window</td>
</tr>
<tr>
<td>New</td>
<td>opens Enter Charges window to enter a new cross charge</td>
</tr>
</tbody>
</table>
## Services Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Num</td>
<td>service line number</td>
</tr>
<tr>
<td>Ledger Name</td>
<td>ledger name</td>
</tr>
<tr>
<td>Service Name</td>
<td>service line name</td>
</tr>
<tr>
<td>Description</td>
<td>service line description</td>
</tr>
<tr>
<td>Payment Type</td>
<td>service line payment type</td>
</tr>
<tr>
<td>Status</td>
<td>service line status</td>
</tr>
<tr>
<td>Creation Account</td>
<td>service line creation account flexfield</td>
</tr>
<tr>
<td>Charge Name</td>
<td>name of cross charge containing service line</td>
</tr>
<tr>
<td>Originator</td>
<td>cross charge originator</td>
</tr>
<tr>
<td>Creation Account Description</td>
<td>creation account flexfield description</td>
</tr>
<tr>
<td>Receiving Account Description</td>
<td>receiving account flexfield description</td>
</tr>
<tr>
<td>Rejection Note</td>
<td>authorizer’s reason for rejecting service line; only displayed if rejected service line selected and Workflow disabled</td>
</tr>
<tr>
<td>Suggested Amount</td>
<td>new service line amount suggested by authorizer; only displayed if rejected service line selected and Workflow disabled</td>
</tr>
<tr>
<td>Suggested Receiving Account</td>
<td>new receiving account flexfield suggested by authorizer; only displayed if rejected service line selected and Workflow disabled</td>
</tr>
</tbody>
</table>
Definition

Internal Trading reports provide information about internal cross charges.

Overview

Internal Trading: Internal Charge Status Report

This report provides a listing of cross charge journal activity sorted by charge center, period, and payment type. The report can be filtered to include cross charges for a subset of charge centers for a selected range of accounting periods or for a selected status. Totals are generated for all cross charge lines and batches and for the charge center, as well as grand totals for all credit and debit amounts present in the report.

Internal Trading: Automatic Approval of Service Lines

If Workflow is disabled, this report accepts all cross charges that are not accepted or rejected within the system-defined time limit for each ledger.

Internal Trading: Create Actual Journals Report

This report creates actual journals for all cross charge lines which have been approved but not converted to actual journal entries.

Generating Internal Trading: Internal Charge Status Report Procedure

To generate the Internal Trading: Internal Charge Status Report:

1. Navigate to the Submit Request window as follows:
OPSF(I) Internal Trading - Reports
The Submit a New Request window appears.

2. Select Single Request.

3. Click OK.
The Submit Request window appears.

4. In the Name field, select Internal Trading: Internal Charge Status Report.

5. In the Ledger Name field, select the ledger.

6. In the Charge Center field, select the charge center.

7. In the Start Period field, select the earliest accounting period.

8. In the End Period field, select the latest accounting period.

9. To apply the parameters, click OK.

10. To submit the request to the concurrent manager, click Submit.

11. View the request in the concurrent manager as follows:
    View - Requests

Generating Internal Trading: Automatic Approval of Service Lines
Procedure

Note: This process does not generate any output.

To run the Internal Trading: Automatic Approval of Service Lines process:
1. Navigate to the Submit Request window as follows:
   OPSF(I) Internal Trading - Reports
   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click OK.
The Submit Request window appears.

4. In the Name field, select Internal Trading: Automatic Approval of Service Lines from the list of values.
5. Select a ledger. If you do not select a ledger, report will run for all ledgers in a Data Access Set associated to the responsibility.

6. To submit the request to the concurrent manager, click **Submit**.

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

**View - Requests**

---

**Generating Internal Trading: Create Actual Journals Procedure**

**Note:** This process does not generate any output.

To run the Internal Trading: Create Actual Journals process:

1. Navigate to the Submit Request window as follows:
   **OPSF(I) Internal Trading - Reports**
   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.
   The Submit Request window appears.

4. In the Name field, select Internal Trading: Create Actual Journals from the list of values.

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

6. In the Start Period, select the start period.

7. In the End Period, select the end period.

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

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

**View - Requests**
Multi-Period Posting Process

Definition
Multi-Period Posting enables expenses to be recognized over multiple periods when the supplier issues one invoice. With Multi-Period Posting, users register an invoice once to automatically prorate it over the required periods and accounting entries are generated accordingly.

Overview
Multi-Period Posting enables the user to define various accounting rules to spread expenses over multi-periods. For example, an accounting rule can be defined to evenly spread an expense, such as insurance or rent, evenly over 12 periods. Users can assign a predefined accounting rule to the relevant invoice distribution lines and the system automatically spreads the expense over the general ledger periods. Users can manually update the automatically prorated lines.

At month end, a process is run to select all non-posted multi-period posting distribution line postings for the specified period and interface them to General Ledger for posting. Before posting, users run a report to recognize and update all the non-posted multi-period posting entries for the current period. Alternatively, users can run this report to list all the multi-period posting entries for the month.

Note: Multi-Period Posting is only available for expense account distribution. The procedure excludes accruals, assets, and all other account types.

Multi-Period Posting Process Flow Diagram
The diagram below shows the Multi-Period Posting process, as described in the accompanying text.
Setting Up Multi-Period Posting

Set Up Accounting Rules

To spread expenses across a defined period, an accounting rule is created for each method required by the user defining the period, type of rule, and duration. An example of an accounting rule is 12 equal monthly postings.

Each accounting rule is set up with the following information:

- rule name and description
- accounting period

The accounting period defines the period over which the postings are made. The accounting period relates to the periods defined in the accounting calendar. This is
usually on a monthly or fiscal monthly basis.

- accounting rule types

Fixed duration type creates a rule with a predefined percentage for each period. For example, 12 months defaults to 8.333% per period and 8.334 in period 12. These periods can be amended during setup but must total 100%.

Variable duration type creates a rule where the first percentage only can be applied by the user, for example 20%. This allocates 20% in period 1, and the remaining 80% is divided in equal amounts across the remaining periods. The number of periods is not specified in the rule, but may be applied when the rule is applied to the expense distribution line. The default is one period.

### Assign Multi-Period Posting Setup

The default accounting rules control account information that is used for Multi-Period Posting as follows:

- journal category

  The journal category can be selected from a list of defined General Ledger journal categories. The choice of category is optional, for example, Other. The journal category enables the user to identify the batches within the General Ledger journal posting process.

- journal source

  The journal source can be selected from a list of defined General Ledger journal sources. Payables is usually selected as this is the source subledger. Journal inquiry in General Ledger allows drill-down to the source documents.

- default account rule

  An existing accounting rule can be selected.

- future postings account

  The General Ledger account can be defined as a control account for the multi-period posting.

- description

  The description defaults to the accounting flexfield description of the future posting account.

### Assign Default Accounting Rules

When an invoice is selected for Multi-Period Posting, the set of books default accounting rule is applied to all distribution lines. No action is automatically taken.
against an invoice expense distribution, but if the invoice is selected for Multi-Period Posting, a different accounting rule can be defaulted to the distribution line.

The default accounting rules by account are defined as follows:

- **account**
  
  The General Ledger account must be defined and requires a default accounting rule.

- **default account rule**
  
  An existing accounting rule must be selected.

  **Note:** If the General Ledger accounts defined previously were used, the associated rule is applied.

The default accounting rules defined for the set of books and for individual accounts can be changed when Multi-Period Posting is applied to the invoice.

## Selecting Invoices

### Enter Payables Invoices

The invoice is entered in Payables in the standard manner. At this stage in the process, users cannot spread payments over multiple periods as the table below illustrates:

**Enter Payables Invoices Example**

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense account 5050</td>
<td>debit GBP1200.00</td>
</tr>
<tr>
<td>AP Control account</td>
<td>credit GBP1200.00</td>
</tr>
</tbody>
</table>

For information on entering invoices, see Oracle Payables User’s Guide.

### Transfer Invoices to Multi-Period Posting

The invoices are selected from a list and transferred to the Multi-Period Posting process. They must be approved, but there are no further restrictions on their status, whether posted or paid.

When selected, the invoice is assigned a default accounting rule, as defined in the setup process. When the selection is complete, **Transfer Invoice** is clicked to start the multi-period posting invoice collection concurrent process. When the process is complete, the invoices are available in Multi-Period Posting.
**Enter Multi-Period Posting Distributions**

The required accounting rule is assigned to each expense distribution line of the invoice. The required invoices are found, the invoice is selected, and distribution lines are displayed. Only those lines relating to expenses that can have Multi-Period Posting accounting rules applied are displayed. The following entries can be made:

- **accounting rule**
  
  A different rule from the list can be selected, if required.

- **periods**
  
  If the rule is fixed, the periods cannot be altered. If the rule is variable, the number of periods over which the expense is to be applied are entered.

- **first posting date**
  
  The first posting date is the date of the first posting to General Ledger for the expense.

When the amendments are saved, the postings to be made to General Ledger can be viewed on the MPP Distribution window. The MPP Distribution window also displays the status of the postings as they are made.

**Subledger Entries**

This is a one-time posting to General Ledger crediting the expense and debiting the future postings control account as shown in the table below:

**Subledger Entries Example**

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense account (5050)</td>
<td>debit GBP100.00</td>
</tr>
<tr>
<td>Future postings (1370)</td>
<td>credit GBP100.00</td>
</tr>
</tbody>
</table>

**Detailed Distributions**

Based on a 12 month rule, the detailed distributions for each of the 12 periods is as shown in the table below:
### Detailed Distributions Example

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense account (5050)</td>
<td>debit GBP100.00</td>
</tr>
<tr>
<td>Future postings (1370)</td>
<td>credit GBP100.00</td>
</tr>
</tbody>
</table>

### Period End Processing

#### Payables Accounting Process

The first stage of the month-end process runs the standard Payables posting to General Ledger, which consists of the following procedures:

- recognize the accounting entry
- post to General Ledger
- import journal

These procedures move the standard Payables postings from invoices into General Ledger.

#### Multi-Period Posting Expense Recognition

The next stage of the month-end process recognizes the expense postings required to maintain the Multi-Period Posting invoices. This report can be run in the following modes:

- view
  View mode lists the accounting entries to be made for the period.
- update
  Update mode recognizes and updates the recognition indicator for the distribution postings related to Multi-Period Posting, ready for transfer to General Ledger.

In the first period for a Multi-Period Posting invoice, the recognition process identifies the subledger entries to credit the expense and debit the future postings account. The process recognizes the first of the 12 monthly postings crediting the future postings account and debiting the expense account. Subsequent monthly processes only post the remaining 11 monthly postings.
Multi-Period Posting Transfer to General Ledger

The final stage runs the Multi-Period Posting transfer to General Ledger that creates journal entries for General Ledger from the recognized multi-period postings and updates the posting status on the Multi-Period Posting distributions. Optionally, the process also runs the General Ledger journal import.
Multi-Period Posting Procedures

Definition

Multi-Period Posting in Oracle Public Sector Financials (International) is an extension to the standard Payables enter invoice facility that enables expenses to be recognized as they are incurred. For example, an insurance expense that covers a year may be paid in full at the start of the year, but the expense needs to be recognized in each period that it is used.

This functionality is similar to the invoicing and accounting rules features of standard Receivables. Multi-Period Posting enables accounting rules to be defined for use when creating multi-period posting lines.

Overview

The following Multi-Period Posting windows are available:

• recognizing invoices for Multi-Period Posting process using the Transfer Invoices window

• viewing and editing of Multi-Period Posting lines using the following:
  • Multi-Period Posting Invoices Summary window
  • Distributions Summary window
  • View MPP Distributions window
  • View MPP Offset Entries window
Prerequisites

- Accrual accounting must be used.
  To define accrual accounts, see Defining Accrual and Variance Accounts.

- Accounting rules must exist.
  To set up accounting rules, see Accounting Rules, Oracle Receivables User’s Guide.

- Future posting account must exist and be set to a valid value.
  To set up a future posting account, see Defining Accounts, Oracle General Ledger User’s Guide.

Recognizing Invoices for Multi-Period Posting Procedure

To recognize an invoice for Multi-Period Posting, perform the following steps.

1. Navigate to the Transfer Invoices window as follows:
   OPSF(I) Multi-Period Posting - Invoice Transfer

2. Select a line in the Invoices region.
   Note: The invoice must be approved before it can be transferred.
3. To add the invoice to the Selected Invoices region, click **Add**.

4. To remove an invoice from the Selected Invoices region, click **Remove**.

5. Save or save and continue as follows:

   **File - Save** or **Save and Proceed**

6. To transfer the selected invoice to Oracle Public Sector Financials (International) multi-period posting tables, click **Transfer Invoices**.

   A message is displayed, indicating that a transfer concurrent request was submitted.

7. When the concurrent process is complete, click **Requery**.

   The Selected Invoices region is cleared automatically to confirm invoices transferred successfully.

   **Note:** If the Selected Invoices region contains data after requerying the window, the invoice transfer was unsuccessful.

8. To establish why an invoice transfer was unsuccessful, click **View Log...** in the Requests window.

   For information on the Requests window, see Concurrent Requests Window, *Oracle E-Business Suite Setup Guide*.

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

   **View - Requests**

   For information on invoices, see Payables Workbench, *Oracle Payables User’s Guide*.

---

**Transfer Invoices Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>display only</td>
<td></td>
<td>vendor name</td>
</tr>
<tr>
<td>Date</td>
<td>display only</td>
<td></td>
<td>invoice date</td>
</tr>
<tr>
<td>Number</td>
<td>display only</td>
<td></td>
<td>invoice number</td>
</tr>
<tr>
<td>Currency</td>
<td>display only</td>
<td></td>
<td>invoice currency</td>
</tr>
</tbody>
</table>

---
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>display only</td>
<td></td>
<td>invoice amount</td>
</tr>
<tr>
<td>Accounting Rule</td>
<td>required</td>
<td>list of values</td>
<td>rule applied to invoice distribution line</td>
</tr>
<tr>
<td>Number</td>
<td>display only</td>
<td></td>
<td>invoice number</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>display only</td>
<td></td>
<td>vendor name</td>
</tr>
<tr>
<td>Accounting Rule</td>
<td>display only</td>
<td></td>
<td>rule applied to invoice distribution line</td>
</tr>
</tbody>
</table>

**Viewing and Editing Multi-Period Posting Lines Procedure**

Payables creates Multi-Period Posting lines when an accounting rule is attached to an invoice distribution.

To view and edit Multi-Period Posting lines, perform the following steps.

1. Navigate to the Multi-Period Posting Invoices Summary window as follows:
   
   **OPSF(I) Multi-Period Posting - Multi-Period Posting Distributions**
2. Query an invoice.

3. Click Distributions.

4. To cancel a multi-period posting distribution, select the Ignore MPP check box.

5. In the Accounting Rule field, select the required accounting rule from the list of values.

6. In the Durations field, if the Variable Duration accounting type is selected, enter the number of durations.

7. In the Start Date field, select the required date from the pop-up calendar.

8. Save or save and continue as follows:
   File - Save or Save and Proceed

9. To view detailed distributions, click Detailed Distributions.

10. To view offset entries for the invoice distribution lines, click Subledger Offset Entries.

### Multi-Period Posting Invoices Summary Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>display only</td>
<td></td>
<td>line type</td>
</tr>
<tr>
<td>Supplier</td>
<td>display only</td>
<td></td>
<td>supplier name</td>
</tr>
<tr>
<td>Supplier Num</td>
<td>display only</td>
<td></td>
<td>supplier number</td>
</tr>
<tr>
<td>Site</td>
<td>display only</td>
<td></td>
<td>site number</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>display only</td>
<td></td>
<td>invoice date</td>
</tr>
<tr>
<td>Invoice Num</td>
<td>display only</td>
<td></td>
<td>invoice number</td>
</tr>
<tr>
<td>Currency</td>
<td>display only</td>
<td></td>
<td>currency</td>
</tr>
</tbody>
</table>
### Field Name | Type | Features | Description  
---|---|---|---
Amount | display only |  | amount  
GL Date | display only |  | transfer to General Ledger date  

### Distributions Summary Window Description

### Field Name | Type | Features | Description  
---|---|---|---
Number | display only |  | distribution line number  
Type | display only |  | distribution type  
Amount | display only |  | distribution line amount  
Date | display only |  | date distribution line entered  
Distribution Account | display only |  | expense account  
Future Posting Account | display only |  | multi-period posting predated expense account for future postings  
Tax Code | display only |  | tax code  
VAT Code | display only |  | VAT code  
Distribution Account | display only |  | distribution account description  
Future Posting Account | display only |  | future posting account description  

Oracle Public Sector Financials (International) User Guide
**View MPP Distributions Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution Line</td>
<td>display only</td>
<td></td>
<td>distribution line</td>
</tr>
<tr>
<td>Accounting Rule</td>
<td>display only</td>
<td></td>
<td>rule applied to distribution line</td>
</tr>
<tr>
<td>Distribution Line Account</td>
<td>display only</td>
<td></td>
<td>distribution line account</td>
</tr>
<tr>
<td>Future Posting Account</td>
<td>display only</td>
<td></td>
<td>future posting account</td>
</tr>
<tr>
<td>MPP Line</td>
<td>display only</td>
<td></td>
<td>multi-period posting identifier</td>
</tr>
<tr>
<td>Amount</td>
<td>display only</td>
<td></td>
<td>amount to be recognized</td>
</tr>
<tr>
<td>Expense Recognized</td>
<td>check box</td>
<td></td>
<td>if selected, expense recognized for selected multi-period posting line</td>
</tr>
<tr>
<td>Period</td>
<td>display only</td>
<td></td>
<td>period</td>
</tr>
<tr>
<td>Posted</td>
<td>check box</td>
<td></td>
<td>indicates line posted to General Ledger</td>
</tr>
<tr>
<td>Posted Date</td>
<td>display only</td>
<td></td>
<td>indicates date line posted to General Ledger</td>
</tr>
<tr>
<td>MPP Line</td>
<td>display only</td>
<td></td>
<td>multi-period posting identifier</td>
</tr>
<tr>
<td>GL Date</td>
<td>display only</td>
<td></td>
<td>General Ledger posting date</td>
</tr>
<tr>
<td>Account</td>
<td>display only</td>
<td></td>
<td>account</td>
</tr>
<tr>
<td>Entered Debit</td>
<td>display only</td>
<td></td>
<td>entered debit amount</td>
</tr>
</tbody>
</table>
View MPP Offset Entries Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Features</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution Line Number</td>
<td>display only</td>
<td></td>
<td>distribution line number</td>
</tr>
<tr>
<td>Currency Code</td>
<td>display only</td>
<td></td>
<td>currency code</td>
</tr>
<tr>
<td>Account</td>
<td>display only</td>
<td></td>
<td>account</td>
</tr>
<tr>
<td>Entered Debit</td>
<td>display only</td>
<td></td>
<td>entered debit amount</td>
</tr>
<tr>
<td>Entered Credit</td>
<td>display only</td>
<td></td>
<td>entered credit amount</td>
</tr>
<tr>
<td>Accounted Debit</td>
<td>display only</td>
<td></td>
<td>accounted debit amount</td>
</tr>
<tr>
<td>Accounted Credit</td>
<td>display only</td>
<td></td>
<td>accounted credit amount</td>
</tr>
<tr>
<td>Expense Recognized</td>
<td>check box</td>
<td></td>
<td>amount recognized</td>
</tr>
<tr>
<td>Posted</td>
<td>check box</td>
<td></td>
<td>if selected, indicates line posted to General Ledger</td>
</tr>
<tr>
<td>Account</td>
<td>display only</td>
<td></td>
<td>account description</td>
</tr>
</tbody>
</table>
Multi-Period Posting Report Procedures

Definition

Multi-Period Posting reports are used to recognize and transfer expenses to General Ledger.

Overview

Multi-Period Posting: Expense Collection Report

The Multi-Period Posting: Expense Collection Report transfers an invoice batch to the Multi-Period Posting distribution line in addition to transferring by invoice number and vendor name.

The Multi-Period Posting: Expense Collection Report is used to cancel the multi-period posting distribution when a batch or invoice that was transferred to the Multi-Period Posting distribution line is cancelled.

The process inserts the following information:

- default multi-period posting accounting rule
- multi-period posting start date
- duration
- future posting account

Multi-Period Posting: General Ledger Transfer Report

The Multi-Period Posting: General Ledger Transfer Report transfers Multi-Period Posting distribution lines with recognized expenses.
Note: The Multi-Period Posting: Expense Recognition Report must be run prior to running the Multi-Period Posting: General Ledger Transfer Report.

Multi-Period Posting: Recognize Expense Program Report

The Multi-Period Posting: Recognize Expense Program Report displays multi-period posting lines over a certain period range enabling the user to recognize the Multi-Period Posting expenses for each period within the range.

The Multi-Period Posting: Recognize Expense Program Report can be viewed in the following modes:

- Preview
  Expenses viewed in preview mode are not recognized.

- Update
  Expenses viewed in update mode are permanently recognized. The accounting rule, start date, and duration are viewed in update mode, they cannot be updated in the MPP Distribution window.

The Multi-Period Posting: Recognize Expense Program Report is run at period end to show Multi-Period Posting lines waiting to be recognized.

The report provides the following information:

- period and currency
  The information is split at the highest level by accountancy period and currency so that the total amount to be posted into the period can be easily reviewed.

- expense account
  Multi-period lines are listed by expense account within each period, enabling totals for each account to be easily reviewed.

- detail line
  Vendors, type of invoice, and amounts are shown.

Generating Multi-Period Posting: Expense Collection Report Procedure

To generate the Multi-Period Posting: Expense Collection Report, perform the following steps.

1. Navigate to the Submit Request window as follows:
   OPSF(I) Multi-Period Posting - Reports

2. Select the Single Request radio button.
3. In the Name field, select Multi-Period Posting: Expense Collection Report from the list of values.

4. In the Mode field, select a mode from the list of values.

5. Optionally, enter parameters as follows:
   - Invoice Number or Vendor Name
   - Invoice Number and Vendor Name
   - Batch Number

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

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

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

9. View the request in the concurrent manager as follows:
   **View - Requests**

**Generating Multi-Period Posting: General Ledger Transfer Report Procedure**

To generate the Multi-Period Posting: General Ledger Transfer Report, perform the following steps.

1. Navigate to the Submit Request window as follows:
   **OPSF(I) Multi-Period Posting - Reports**

2. Select the Single Request radio button.

3. In the Name field, select Multi-Period Posting: General Ledger Transfer Report from the list of values.

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

5. In the End Period Name field, select an end period from the list of values.

6. In the Run GL Import field, select a parameter from the list of values as follows:
   - To automatically import a journal to the general ledger, select Yes.
   - To post a journal to be manually imported to the general ledger later, select No.
For information on manually importing journals, see Import Journals Window, Oracle General Ledger User’s Guide.

7. To apply the parameters, click OK.

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

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

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

Generating Multi-Period Posting: Recognize Expense Program Report Procedure

To generate the Multi-Period Posting: Recognize Expense Program Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) Multi-Period Posting - Reports

2. Select the Single Request radio button.

3. In the Name field, select Multi-Period Posting: Recognize Expense Program Report from the list of values.

4. In the Starting Period Name field, select the starting period from the list of values.

5. In the End Period Name field, select the end period from the list of values.

6. In the Expense Recognition Mode field, select a parameter from the list of values as follows:
   
   • To print a report without saving changes to the database, select Preview.
   
   • To print a report and commit changes to the database, select Update.

7. Optionally, enter a batch name or invoice number.

8. To apply the parameters, click OK.

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

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

11. View the request in the concurrent manager as follows:
View - Requests
Secondary Invoice Approval Process

Definition

Secondary Invoice Approval provides Payables with two levels of approvals for invoices. Invoices are first approved by individual business units, and then optionally finally approved for payment by a central unit with access to all departments’ invoices.

Setting Up Secondary Invoice Approval

The process for setting up Secondary Invoice Approval is as follows:

1. The system administrator sets the payment approvals required profile option at application level for Payables to determine if tertiary level approval is required by the secondary approval process.

   A Yes setting allows for a tertiary level of approval before an invoice is made available for payment. This means that an invoice requires two stages of approval after a successful AutoApproval before it can be paid.

   A No setting allows only for the secondary level of approval before an invoice is made available for payment. The invoice is ready for payment after one stage of approval, namely, the secondary approval authorization.

   Users can set the posting level of secondary approval holds to the General Ledger as postable or non-postable.

2. The database administrator uses the Maintain Secondary Approval Relationships window to set up departmental groups, approvers, and invoice clerks. All approvers and clerks must be valid users of Payables.

   The diagram below shows the relationship between the departmental group and the approvers and clerks as described in the accompanying text.
The departmental group enables a number of approvers to be assigned to a number of invoice clerks, to avoid authorization problems if an approver is absent or unavailable. In this way, it is possible to assign temporary approvers or have more than one person authorizing invoices.

An approver can be part of more than one departmental group, in which case the approver can authorize invoices for all those groups. Similarly, an invoice clerk can be a member of different departmental groups. Where this is the case, approvers in each of those groups can authorize that clerk’s invoices.

It is important to keep the relationship of group approvers and invoice clerks up-to-date. Otherwise, invoices can be entered without an approver to authorize them. Users should run the Secondary Invoice Approval: Secondary Approval of Invoices report to monitor invoices awaiting approval, or outside the exception range.


Approvers can also be assigned flexfield ranges to restrict the invoice lines each approver can approve. Approvers then drill-down to the individual invoice lines and distributions and approve them.

3. The database administrator sets up menus and responsibilities to determine who has access to which windows.

It is recommended that invoice clerks have access only to windows that enter invoices. Approvers must have access to all the approval windows authorizing invoices and be able to remove all holds except the payment approval hold. This hold can be removed only by users who have the central finance user profile option set to Yes.

**Note:** Misuse of the standard View and Authorize Secondary Approvals window releases secondary approval and payment approval holds, and bypasses secondary
Secondary Invoice Approval Process Diagram

The diagram below shows the Secondary Invoice Approval process diagram, as described in the accompanying text.

Secondary Invoice Approval Process Diagram

Using Oracle Payables with Secondary Invoice Approval

This section describes the additional steps required to enforce subsequent levels of approval prior to an invoice being selected for payment.

1. Invoice clerks enter invoices using the Invoice Workbench in Payables.

   Note: On the Invoice Actions window in Payables, the All option is not available in
the list of values in the Hold Name field. This is to prevent the release of secondary approval holds that are placed when the Validate check box and the Release check box are both selected.

For information on the Invoice Actions window, see Invoice Validation, Oracle Payables User’s Guide.

2. The system automatically approves invoices as in Payables. In Payables, this is usually the last entry against the invoice before final payment, unless further modifications are made to the invoice lines.

If any approval holds are placed against an invoice, with the exception of secondary approval holds, they are removed using the View Payment Holds tab of the View and Authorize Secondary Approvals window. This allows removal of all user-defined holds and most system-generated AutoApproval holds. It does not allow for removal of secondary approval holds or payment approval holds.

3. The secondary approval hold can be removed only by the appropriate secondary approver using the View and Authorize Secondary Approvals window. If necessary, the Secondary Invoice Approval: Secondary Approval of Invoices Report is run to review details of invoices requiring secondary approval and of any unassigned invoices.

If AutoApproval is not successful, for example, a distribution line does not match, the invoice is not approved, and the secondary approval hold cannot be released.

If further modifications are made to an invoice, the secondary approval hold is released. The invoice requires reapproval, and the process of secondary approval starts again.

4. Approvers approve invoices with a secondary approval hold using the View and Authorize Secondary Approvals window and optionally drill-down to the invoice lines and distributions.

Approvers release the secondary approval hold by selecting invoices and the Authorization check box. If the payment approval profile option is set to Yes, the system places a payment hold against the invoice after authorization; otherwise, the invoice is available for payment.

If necessary, the Secondary Invoice Approval: Secondary Approval of Invoices Report is run to review details of invoices that receive secondary approval. If secondary approval is set up to require payment approvals, it is recommended that the standard Invoice On Hold Report is run to track payment approvals.

5. If invoices have a payment approval hold set, users with the central finance user profile option set to Yes release these holds using the View Payment Holds tab of the View and Authorize Secondary Approvals window.

6. Invoices are selected for payment.
The payment process is unaffected by the secondary approval process and requires all invoices to be approved before they are available for payment.

Using Secondary Approval Example

This example illustrates how to use secondary approval. It assumes that the HR GROUP departmental group has one approver, JSMITH, and two invoice clerks, TSCOTT and TJONES. Additionally, the payment approval profile option is set to Yes so that a payment hold is placed on invoices after approval. JSMITH has the central finance user profile option set to Yes and is able to remove holds of this type.

1. Invoice INV 0310 is entered and successfully approved by invoice clerk TJONES. The system issues the message no holds have been placed or released, indicating that AutoApproval is successful. The Enter Invoices window places a secondary approval hold against the invoice. The Status field of the Invoices Summary window shows the text Needs Reapproval for this invoice.

2. The group approver JSMITH uses the View and Authorize Secondary Approvals window to list those invoices and authorizes INV 0310 for payment by selecting the Authorize check box.

3. The system places a payment approval hold on invoice INV 0310.

4. JSMITH, who also has the central finance user profile option set to Yes, uses the Invoice Holds window to view invoices with payment approval holds. The line for invoice INV 0310 shows that the secondary approval hold is released and that the payment approval hold is in place. JSMITH uses this window to release the hold.

5. JSMITH runs the Secondary Invoice Approval: Secondary Approval of Invoices Report. This provides details of the authorized invoices that receive secondary approval. The report is ordered by status, approver name, group name, invoice date, and invoice number.

References

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

For information on setting the posting level of secondary invoice holds, see Invoice Approvals, Oracle Payables User’s Guide.

For information on entering invoices in Payables, see Payables Workbench, Oracle Payables User’s Guide.

Secondary Invoice Approval Procedures

Definition

Secondary Invoice Approval in Payables provides two levels of approval for invoices. After passing the standard Payables AutoApproval process, invoices are approved by individual business units and can optionally be approved by a central unit with access to all departments’ invoices.

Business units can be further devolved by assigning flexfield ranges to approvers.

The secondary approval and payment approval holds placed by secondary invoice approval can be set to either postable or non-postable to General Ledger, giving Payables the ability to prevent or enable posting of expense distributions to the General Ledger.

For information on approvals, see Approval, Oracle Payables User’s Guide.

Overview

Approval Groups

Departmental groups, departmental approvers, and invoice clerks are set up as approval groups. Each approval group can be assigned a number of invoice clerks and approvers, and each approver can be assigned a flexfield range.

Secondary Approval Holds

When an invoice is approved using the AutoApproval process, it is marked with a secondary approval hold. If the invoice is modified, the secondary approval hold is released, and the invoice must pass through the AutoApproval process again.
Viewing and Authorizing Secondary Approvals
Departmental approvers are restricted to viewing and approving only invoices belonging to their group and invoices within their flexfield range. They can also view and approve individual invoice distribution lines assigned to them. Departmental approvers can approve invoices that are placed on secondary approval hold.

View and Authorize Secondary Approvals Window
Departmental approvers use the View Secondary Holds tab in the View and Authorize Secondary Approvals window to release secondary invoice approval holds and to drill-down to approve individual invoice lines and distributions.

Viewing and Authorizing Payment Holds
A profile option enables a central finance user to be defined who can approve invoices on which a payment hold is placed. If authorized, a central finance user with access to all departments can release payment holds using the View Payment Holds tab of the View and Authorize Secondary Approvals window. If the invoice is modified, both holds are released, and the invoice must pass through the AutoApproval process again.

If an invoice has multiple lines or distributions assigned to an approver, then all lines must be approved before a payment approval hold is placed on the invoice.

Prerequisites
- Departmental groups must be set up.
- Departmental approvers must be set up for each group.
- Flexfield ranges can be assigned to approvers.
- Invoice clerks must be set up for each group.
- Invoices must be entered.
- Invoices must pass AutoApproval.
- The central finance user profile option for the releaser must be set to Yes if an additional payment approval hold should be applied and if the payment approvals profile option is set to Yes.
- Secondary Invoice Approval holds must be set to postable or non-postable.

To set up secondary invoice approvals, see Approval, Oracle Payables User’s Guide.
Viewing and Authorizing Secondary Approvals Procedure

To view and authorize secondary approvals:

1. Navigate to the View and Authorize Secondary Approvals window as follows:
   
   **OPSF(I) Secondary Invoice Approval - Authorize SIA**

   **Note:** The database is automatically queried and displays all invoices awaiting approval.

2. Select the View Secondary Holds tab.

3. To further restrict the number of invoices displayed, query on any of the following:
   - Operating unit
   - Batch name
   - Supplier name
   - Invoice number
• Invoice date

• Amount

Invoices requiring Secondary Invoice Approval are displayed automatically.

4. To view all invoices that have no approver assigned or that are partially or completely excluded from an approval range, click View Exceptions.

   Note: This information is for display only and cannot be updated. Invoice exceptions can only be approved after the exception problem is corrected.

5. To view invoices lines for approval, click Lines.

6. To view invoice distributions for approval, click Distributions in the Approve Invoice Lines window.

7. To approve an invoice line or distribution, select Authorize in the appropriate window.

   If the Payment Approvals Required profile option for the application is set to No, the invoice is authorized for payment.

   If the Payment Approvals Required profile option for the application is set to Yes, a payment approval hold is set for the invoice.

8. To view exceptions, click View Exceptions or run the Secondary Invoice Approval: Secondary Approval of Invoices Report.


Viewing and Authorizing Payment Holds Procedure

To view and authorize payment holds:

1. Navigate to the View and Authorize Secondary Approvals window as follows:

   OPSF(I) Secondary Invoice Approval - Authorize SIA

   Note: The database is automatically queried and displays all invoices awaiting approval.

2. Select the View Payment Holds tab.
3. To further restrict the number of invoices displayed, query on any of the following:
   - Operating Unit
   - Batch name
   - Supplier name
   - Invoice number
   - Invoice date
   - Amount

   Invoices requiring payment approval are displayed automatically.

4. Click **View Invoice** to view invoice details.

5. To approve an invoice, select Authorize.

6. Run the Invoice on Hold report to view payment holds.


### View and Authorize Secondary Approvals Window Description

The following table describes the View Secondary Holds tab in the View and Authorize Secondary Approvals window.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Name</td>
<td>batch number or null</td>
</tr>
<tr>
<td>Supplier</td>
<td>supplier name</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>invoice number</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>invoice date</td>
</tr>
<tr>
<td>Amount</td>
<td>invoice amount</td>
</tr>
<tr>
<td>Entered By</td>
<td>invoice entry person</td>
</tr>
</tbody>
</table>


### Field Name Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorize</td>
<td>select to approve invoice</td>
</tr>
<tr>
<td>View Exceptions</td>
<td>displays invoices that have no approver assigned or that are partially or completely excluded from an approval range</td>
</tr>
<tr>
<td>Distributions</td>
<td>displays invoice distributions for approval</td>
</tr>
</tbody>
</table>

The following table describes the View Payments Holds tab in the View and Authorize Secondary Approvals window.

**View and Authorize Secondary Approvals Window Description, View Payments Holds Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Name</td>
<td>batch number or null</td>
</tr>
<tr>
<td>Supplier</td>
<td>supplier name</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>invoice number</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>invoice date</td>
</tr>
<tr>
<td>Amount</td>
<td>invoice amount</td>
</tr>
<tr>
<td>Entered By</td>
<td>invoice entry person</td>
</tr>
<tr>
<td>Authorize</td>
<td>select to approve invoice</td>
</tr>
<tr>
<td>View Invoice</td>
<td>displays invoices on payment hold</td>
</tr>
</tbody>
</table>
Secondary Invoice Approval Report Procedures

Definition

Secondary Invoice Approval reports provide details of invoices that require or have received secondary approval.

Note: If invoices that require secondary approvals also require payment approval, it is recommended that the Invoice On Hold Report is used to track payment approvals.

For information on the Invoice on Hold Report, see Invoice on Hold Report, Oracle Payables User’s Guide.

Overview

Secondary Invoice Approval: Flexfield Assignments Report

This report lists the flexfield assignment of authorizers within an approval group.

Secondary Invoice Approval: Secondary Approval of Invoices Report

This report lists invoices that require or have received secondary approval or modified invoice approval, those that have no approver assigned, or those that are partially or completely outside of an approval range. The report is ordered by status, approver name, group name, invoice date, and invoice number.

Generating Secondary Invoice Approval: Secondary Approval of Invoices Report Procedure

To generate the Secondary Invoice Approval: Secondary Approval of Invoices Report:
1. Navigate to the Submit Request window as follows:

   **OPSF(I) Secondary Invoice Approval - Reports**

2. Select the Single Request radio button.
   The Submit a New Request window appears.

3. In the Name field, select Secondary Invoice Approval: Secondary Approval of Invoices Report.

4. Select the operating unit and leave the parameter fields blank to submit a report for all values or do the following:
   - To submit a report on status type, select Status.
   - To submit a report on a group name, select Group Name.
   - To submit a report on an approver user name, enter Approver User Name.
     **Note:** The group name must be selected in the Group Name field.
   - To submit a report on a vendor name, select Vendor Name.
   - To submit a report on a batch name, select Batch Name.
   - To submit a report on an invoice number, enter Invoice Number.
     **Note:** The vendor name must be selected in the Vendor Name field.
   - To submit a report on an invoice start date, enter Invoice Start Date.
   - To submit a report on an invoice end date, enter Invoice End Date.

5. Click **OK**.

6. Click **Submit Request**.

7. Click **Yes** to submit another request, else **No**.

8. View the request as follows:

   **View - Requests**
Generating Secondary Invoice Approval: Flexfield Assignments Report

Procedure

To generate the Secondary Invoice Approval: Flexfield Assignments Report:

1. Navigate to the Submit Request window as follows:
   OPSF(I) Secondary Invoice Approval - Reports

2. Select the Single Request radio button.
   The Submit a New Request window appears.

3. In the Name field, select Secondary Invoice Approval: Flexfield Assignments Report.

4. Select the operating unit and leave the parameter fields blank to submit a report for all values or do the following:
   • Optionally, select an approval group.
   • Optionally, enter the approver’s name.
   • Select a flexfield from range.
   • Select a flexfield to range.

5. Click OK.

6. Click Submit Request.

7. Click Yes to submit another request, else No.

8. View the request as follows:
   View - Requests
Single Third Party Process

Definition

The Single Third Party feature identifies the connection between a supplier and a customer where it is the same entity. Creating a single third party enables the user to perform the following types of netting transactions:

- Objection to payment
- Assignment
- Payment excess
- Supplier reimbursement

Netting transaction security is controlled by profile options.

Netting transactions are separated by a netting prefix that is inserted in each invoice and transaction number created by the Single Third Party netting process.

Single Third Party Process Flow Diagram

The diagram below shows the Single Third Party process flow, as described in the accompanying text.
Setting Up Single Third Party

Enable Netting Transaction Types

Single third party supports the following netting types:

- Objection to payment
- Assignments
- Supplier reimbursement
- Payment excess

Each netting type requires an original transaction type and creates two netting transactions in Payables and Receivables. The netting types are predefined and cannot be modified.

Each netting type requires a netting control account. The netting control account must be the same for both Payables and Receivables. The account defined on the Netting Transaction Types window is used instead of the expense account in Payables and revenue account in Receivables.

If sequence numbering is always or partially used, the document category assignments must be set up before netting transaction types are set up. Document category assignments must be entered for the document category fields. If sequence numbering is not used, the document category field must be blank.

For information on document category assignments, see Sequence Assignments Window, Oracle E-Business Suite Setup Guide.

Set Profile Options for Single Third Party

The profile options must be set before using the Single Third Party feature as shown in the table below.
### Single Third Party Profile Options

<table>
<thead>
<tr>
<th>Profile Options</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objecting STP Allowed</td>
<td>This profile option controls creation of objecting third parties and objection to payment netting transactions. As the Objection to Payment netting type is allowed only for specific account officers this profile option can be assigned at user level.</td>
</tr>
<tr>
<td>Default Receivables Payment Term</td>
<td>The value assigned to this profile option is used as the payment term for Receivables netting transactions when imported by AutoInvoice.</td>
</tr>
<tr>
<td>Default Payables Payment Term</td>
<td>The value assigned to this profile option is used as the payment term for Payables netting documents when they are imported by Payables Open Interface request.</td>
</tr>
<tr>
<td>Receivables Batch Source</td>
<td>The batch source assigned to this profile is used for netting Receivables transactions when imported by AutoInvoice. If the multiple organizations feature is used and single third party is enabled for more than one operating unit, this profile option must be assigned at responsibility level as the Receivables batch source is an operating unit specific element.</td>
</tr>
<tr>
<td>Payables Batch Source</td>
<td>This value is used by the Payables Open Interface Report when importing Payables invoices and credit memos into Payables.</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>This unit of measure is used by AutoInvoice when importing Receivables transaction lines.</td>
</tr>
<tr>
<td>Interface Context</td>
<td>This profile option must be set to STP Netting. This context is predefined and should not be modified.</td>
</tr>
<tr>
<td>Netting Prefix</td>
<td>This profile option can be set only at site level. The value of this field is inserted as a prefix for each transaction number created by single third party netting.</td>
</tr>
</tbody>
</table>
Creating Single Third Parties

Single Third Party header and address information must be entered on the Single Third Party - Main window. When saving a new single third party, a supplier and a customer are created at the same time. The information entered on the Single Third Party - Main window populates the corresponding fields on the standard supplier, supplier site address, customer, or customer address windows, but can be updated only on the Single Third Party - Main and Single Third Party - Address Details windows.

When creating addresses for a single third party all the addresses are inserted in the supplier and customer database.

If an address is enabled as a supplier, but not enabled as a customer, the Active check box remains deselected for the address on the standard customer addresses window and no Receivables transaction can be entered.

If an address is enabled as a customer but not as a supplier, the Pay site and the Purchasing site check boxes remain deselected on the standard Supplier Site window and no invoices or purchase orders can be entered. If an address is created as a supplier both the Pay site and Purchasing site check boxes are deselected, but updating the Single Third Party - Main window does not change the status of the Purchasing site check box. The Purchasing Site check box can be updated on the standard supplier site window.

Information not entered in the Single Third Party - Main and Single Third Party - Address Details windows for example, default payment term and bank account assignments, must be entered on the standard supplier, supplier site, customer, or customer address windows.

Single third parties cannot be set up from suppliers or customers created using the standard Receivables and Payables windows. Single third parties are not displayed on the Single Third Party Netting Balance window if created in the standard Payables or Receivables windows, for example, if a new supplier site or customer address is added to an existing single third party on the supplier site or customer address window. Customer addresses and supplier sites created on the standard customer address or supplier site windows are not displayed on the Single Third Party Netting Balance window and any documents entered cannot be netted.

Viewing Single Third Party Netting Balances

The Single Third Party Netting Balance window is used to view the following:

- outstanding Payables balance
• outstanding Receivables balance
• net balance for third party
• individual third party addresses

The user can drill-down to individual transactions to review subledger details.

The balances displayed are not necessarily the same as the current outstanding amount for a given supplier or customer as the Single Third Party Netting Balance window displays transactions that are already posted to the General Ledger in the entered currency.

Only transactions that have class of invoice, credit memo, and debit memo are displayed on the Receivables side, but all Payables documents are displayed on the Payables side. Transactions with class guarantee, deposit, and chargeback are not displayed.

For each document the invoice number or transaction number and the outstanding amount are displayed. For example, if a Payables invoice of 100 is posted, the amount displayed is 100. If 30 is paid for that invoice the amount displayed is 70.

In Receivables, if an invoice of 100 is posted to the General Ledger, the amount displayed is 100. If 60 is received from the customer and applied to the invoice the amount displayed changes to 40. If a credit memo for 40 is issued for this invoice, the outstanding amount is zero and the invoice does not appear on the Single Third Party Netting Balance window.

Creating Netting Transactions

Netting transactions are initially displayed in the Single Third Party Netting Balance window. Transactions that are displayed in this window can be netted.

Adjust Receivables Balance Example

Company A is a supplier and a customer with the following outstanding invoices:
• Payables invoice of 100
• Receivables invoice of 150

A net receivable balance is displayed. An agreement with the third party states that only the net balance is paid.

Company A is queried on the Single Third Party Netting Balance window and the Payables invoice of 100 and the Receivables invoice of 150 are displayed. The Adjust AR Balance netting type is selected on the Netting Transactions window. When the Adjust AR Balance netting type is selected, only documents with positive amounts are available for selection in the Payables and Receivables regions on the Create Netting
Packages window. The documents for netting must be selected. The Create Batch button is clicked to display the netting batch created, including the netting transactions. The netting transaction numbers and amounts are reviewed. At this point the status of the batch is Available.

A Payables credit memo for -100 and a Receivables credit memo for -100 are created. Note that creating netting batches is irreversible and netting batches cannot be deleted.

When the netting batch is created but not submitted, the netting balance window displays the amount of netting transactions in the Netting in Progress field next to the original transaction.

The original Payables invoice still has 100 displayed in the Amount field and 100 in the Netting in Progress field. The Receivables transaction displays 150 in the Amount field and 100 in the Netting In Progress field.

When the netting batch is submitted, the netting transactions are imported into the subledgers using the AutoInvoice concurrent program in Receivables and Payables Open Interface concurrent program in Payables. The status of the netting batch changes to Complete. Transactions can be reviewed in the Single Third Party Netting Balance window. The Payables invoice is no longer displayed as it is netted. For the Receivables invoice, 50 is displayed in the Amount field.

Netting transactions can be viewed on the Invoice Entry window or Transactions window.

The Receivables credit memo is applied to the original Receivables invoice. The amount displayed for this invoice on the Single Third Party Netting Balance window is not affected as the amount of this credit memo is already deducted from the original amount.

On receipt of 50 from the customer the receipt is applied to the original invoice and the transaction is closed and does not appear on the Single Third Party Netting Balance window.

In Payables, the credit memo cannot be applied to the original invoice. The original invoice and the credit memo created by netting must be grouped and paid together.

**Adjust Payables Balance Example**

The Adjust Payables Balance example is similar to the Adjusting Receivables Balance example, but there is a net Payables balance as follows:

- Payables invoice of 200
- Receivables invoice of 170

An agreement with the third party states that only the net balance is paid. An Adjust AP Balance type netting batch is created. When Adjust AP Balance netting type is selected, only documents with positive amounts are available for selection in Payables and Receivables on the Create Netting Packages window.
The documents for netting are selected and the netting batch is created. The netting batch includes a Receivables credit memo for -170 and a Payables credit memo for -170.

The netting balance is reviewed before submitting the batch. The Amount field for the Payables invoice displays 200 and the Netting In Progress field displays 170. The Amount and the Netting In Progress fields display 170 for the Receivables invoice. After the netting batch is submitted and completed, the Payables invoice displays 30 in the Amount field and the Receivables invoice is no longer displayed as it is fully netted.

The Receivables credit memo created by netting must be applied to the original transaction. The credit memo and invoice are closed after the credit memo is applied.

The Payables invoice and credit memo must be grouped together for payment ensuring that only the net 30 is paid.

**Objection to Payment Example**

The Objection to Payment netting type is specific to French public sector organizations and has a higher level of security as it can be performed only by specific users.

A third party submits an invoice for 400, but a notification is sent from a public sector organization for example, the tax authority, stating that the same third party has an outstanding balance of 300.

Both organizations must be entered in the Single Third Party - Main window. The public sector organization must be entered as an objecting third party. Objecting third parties are available only when the Objecting STP Allowed profile option is set to Yes.

On receipt of notification, users with the authority to deal with this type of netting can process an Objection to Payment netting transaction. The invoice received from the first third party must be queried on the Single Third Party Netting Balance window. The Objection to Payment netting type is only available on the Netting Transactions window if it is enabled on the Netting Transaction Types window and the Objecting STP Allowed profile option is set to Yes.

Only Payables documents with positive amounts are displayed on the Create Netting Packages window. The objecting third party must be selected from the list of values. Only third parties created as objecting third parties are displayed in the list. The third party must be enabled as a supplier so that a valid pay site is available.

The user enters 300 in the Amount field and selects the invoice by scrolling down. The user creates a netting package and reviews the batch identifier, status, and netting transactions to be imported into Payables. The netting transactions are a credit memo of -300 for the original supplier and an invoice of 300 for the public sector organization.

After the netting batch is submitted there is a net outstanding balance of 100 for the original supplier and 300 for the public sector organization.

**Assignment Example**

The Assignment netting type is identical to the Objection to Payment netting type, but is
available for all users with the authority to perform netting transactions.

Partial or full amounts of an outstanding invoice for a third party can be assigned to another third party. The third party must be set up as a debt beneficiary single third party type on the Single Third Party - Main window and have at least one valid pay site.

After generating an assignment netting type from the original Payables invoice, a credit memo is created for the first third party and an invoice is created for the debt beneficiary.

**Payment Excess Example**

The Payment Excess netting type is used to return money to a customer. The customer must be recorded as a single third party with a valid bill-to address on the customer side and a valid pay site on the supplier side.

A Receivables credit memo must be recorded for the amount to be paid back. The document must be queried on the Single Third Party Netting Balance window. Only Receivables credit memos are displayed on the Create Netting Batches window after selecting the Payment Excess netting type.

During netting batch creation the batch identifier, status, and netting transactions can be reviewed.

The netting transactions created in the payment excess netting type are as follows:

- Receivables debit memo
- Payables invoice

The original Receivables credit memo must be applied to the debit memo to close both transactions.

Money is returned to the third party when the Payables invoice is paid.

**Supplier Reimbursement Example**

The Supplier Reimbursement netting type is similar to the Payment Excess netting type in Payables. A supplier reimbursement netting type is created to record money received from a supplier.

A Payables credit memo must be entered for this amount. The credit memo must be queried on the Single Third Party Netting Balance window, and the Supplier Reimbursement netting type selected. Only Payables documents with a negative amount appear on the Create Netting Packages window.

Submitting the netting batch creates an invoice in Payables and a debit memo in Receivables for the same amount.
Definition

Single Third Party is a single entry point for creating, viewing, and deactivating a third party that is both a customer and a supplier. Single Third Party also enables the third party to be tracked as a single legal entity within the application, which enables the calculation of a net balance.

WARNING: Netting is legal only in certain countries.

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

Overview

Calculating the net balance for a single third party involves the following tasks:

• defining a customer and a supplier as a single third party using the Single Third Party - Main and Single Third Party - Address Details windows

• querying and viewing the single third party net balance using the Find STP and Single Third Party Netting Balance windows

• specifying the netting transaction type to be used in the netting calculation using the Netting Transaction Types window

Netting single third party documents also involves the following:

• grouping the netted invoices into netting packages using the Create Netting Packages window

• submitting invoices for netting, as netting batches, using the Submit Netting Batches window

For information on setting up single third parties, see Single Third Party Setup, Oracle Public Sector Financials (International) Implementation Guide.
For information on netting transaction types, see Netting Transaction Types, page 47-2.

For information on netting packages and netting batches, see Netting Packages and Netting Batches, page 47-3.

As part of the single third party posting process, all netting documents for the net outstanding balance are automatically generated by the system.

Netting Process

The diagram below shows an overview of the netting process, as described in the accompanying text.

Netting Process Overview

Note: Netting transactions can only be performed by the accounts officers.

Netting Transaction Types

The netting transaction type is determined by the net balance for a third party. The netting transaction types available are described in the table below.
### Netting Transaction Types

<table>
<thead>
<tr>
<th>Netting Transaction Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objections to Payment</td>
<td>The netting transaction is a Payables invoice. The purpose of netting is to partially or fully assign this invoice to another third party. The invoice amount is specified on the Create Netting Packages window. The assignee third party needs to be set up as an objecting third party on the Single Third Party - Main window and needs to have an active pay site in the given operating unit. Netting creates a Payables credit memo for the original third party and a Payables invoice for the same amount for the objecting third party. This option can be performed by authorized account officers on receipt of a legal notification. This can be controlled by the value of the Single Third Party: Objecting Third Party Allowed profile option.</td>
</tr>
<tr>
<td>Payment Excesses</td>
<td>Nets a third party’s Receivables invoices and settlements. The original transaction needs to be a Receivables credit memo. Netting creates a Receivables debit memo and a Payables invoice for the same amount as the original credit memo amount.</td>
</tr>
<tr>
<td>Assignments</td>
<td>This netting type is identical to the Objection to Payment type except that it is available to all account officers. In addition, the assignee must be set up as a debt beneficiary type third party on the Single Third Party - Main window.</td>
</tr>
<tr>
<td>Supplier Reimbursements</td>
<td>Nets a third party’s Payables invoices and settlements when a credit memo is received. The original transaction must be a Payables credit memo. Netting creates a Receivables debit memo and a Payables invoice for the same amount as the original credit memo amount.</td>
</tr>
</tbody>
</table>

### Netting Packages and Netting Batches

The accounts officer creates netting packages using the Create Netting Packages window. Netting packages are collections of Payables and Receivables transactions for a single third party.

Netting batches are submitted using the Submit Netting Batches window. Submitting netting batches rather than netting packages has the advantage that netting and posting
can be performed independently. For example, the information that netting provides can be useful at any time, but submitting can be convenient at the end of each day.

**Prerequisites**

- If used, Oracle Subledger Accounting must be set up to post all transactions in General Ledger for a ledger.

To set up the Oracle Subledger Accounting, see Subledger Accounting Options Setup, *Oracle Subledger Accounting Implementation Guide*.

**Creating a Single Third Party Procedure**

To create a new single third party:

1. Navigate to the Single Third Party - Main window as follows:

   **OPSF(I) Single Third Party - Single Third Party Maintenance**

2. In the STP Name field, enter the name of the single third party.
   
   **Note:** The Active check box must be selected. This enables the system to calculate single third party balances. The Active check box is selected by default.

3. In the STP Type field, select a single third party type.

   The single third party type indicates that the third party is an objecting third party if the Objection to Payment netting type is selected, or a debt beneficiary if the Assignments netting type is selected.
4. If the single third party must be under a threshold control, select the Enforce Threshold check box.

5. In the Address region, enter address references to distinguish between third party addresses. The address reference is the site name, as defined in Payables.

6. To define an address reference as a customer location, a supplier site, or both, select the Customer or Supplier check box, or both.

   **Note:** To perform netting on an address reference, it must be defined as a customer, a supplier, or both and there must be a valid bill-to location. For more information, see Customers Overview, Oracle Receivables User Guide.

7. Define an address for the single third party as follows:
   - Select an address reference and click **Open**.
   - Enter data in the Single Third Party - Address Details window as described in the Single Third Party - Address Details Window Description table, page 47-6.

   The Single Third Party - Main window appears.

9. Click **New (B)** to create another single third party.

**Entering Customer Details**
To view customer details and enter additional information, perform the following steps.
1. In Receivables, navigate to the Customers - Standard window as follows:
   **Customers - Standard**

2. Enter search criteria or leave the fields blank to retrieve all records.

3. Click **Find**.

4. Select a customer name from the list.

For information on the Customers - Standard window, see Customers Overview, *Oracle Receivables User Guide*.

**Entering Supplier Details**

To view supplier details and enter additional information, perform the following steps.

1. In Payables, navigate to the Suppliers window as follows:
   **Suppliers - Inquiry**

2. Enter search criteria or leave the fields blank to retrieve all records.

3. Click **Find**.

For information on the Suppliers window, see Suppliers, *Oracle Payables User’s Guide*.

**Single Third Party - Address Details Window Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>Operating unit of the single third party.</td>
</tr>
<tr>
<td>Address Reference</td>
<td>Address reference; automatically displayed from Single Third Party - Main window</td>
</tr>
<tr>
<td>Country</td>
<td>Third party location; identical to Country in Payables or Receivables</td>
</tr>
<tr>
<td>EDI Location</td>
<td>Electronic Data Interchange location; identical to EDI Location in Receivables</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Address</td>
<td>Third party address; first line required; identical to Address in Payables or Receivables</td>
</tr>
<tr>
<td>Alternate Name</td>
<td>Alternate name to identify third party; identical to Alternate Name in Payables or Receivables</td>
</tr>
<tr>
<td>City</td>
<td>Third party location; identical to City in Payables or Receivables</td>
</tr>
<tr>
<td>State</td>
<td>Third party location; identical to State in Payables or Receivables</td>
</tr>
<tr>
<td>Postal Code</td>
<td>Third party postal code; identical to Postal Code in Payables or Receivables</td>
</tr>
<tr>
<td>Province</td>
<td>Third party location; identical to Province in Payables or Receivables</td>
</tr>
<tr>
<td>County</td>
<td>Third party location; identical to County in Payables or Receivables</td>
</tr>
<tr>
<td>Reference</td>
<td>Third party reference; defines combination of third party and address</td>
</tr>
<tr>
<td>Language</td>
<td>Language used by third party; identical to Language in Payables or Receivables</td>
</tr>
<tr>
<td>Category</td>
<td>Identical to Address Category in Receivables; used in analysis of customers</td>
</tr>
<tr>
<td>Alternate Address</td>
<td>Third party alternate address; identical to Alternate Address in Payables</td>
</tr>
</tbody>
</table>
Viewing Single Third Party Details and Outstanding Balance Procedure

To review details such as the address and the net outstanding balance for an existing single third party:

1. Navigate to the Single Third Party Netting Balance window as follows:
   **OPSF(I) Single Third Party - Netting Balance**

2. Perform one of the following actions:
   - In the Operating Unit field, enter an operating unit.
   - In the Third Party Name field, enter or select a third party name or leave the field blank.

3. Click **Find**.
The Single Third Party Netting Balance window appears. If the Third Party Name field is left blank, all records are retrieved. The up and down arrow keys can be used to scroll through all available single third parties.

4. To examine an invoice in more depth, select an invoice and click the drill-down button.

The standard Payables Invoices window or Receivables Transactions window appears.

5. In the Currencies Code field, select the currency code.

The functional currency is displayed by default. For example, in France the default currency is FRF for French Francs or EUR for Euros.

6. Select one or more of the single third party Site check boxes.

All Site check boxes are selected by default.

7. Click OK.

Invoice details that are entered in the given currency and posted to General Ledger as well as the outstanding third party balances are displayed in the Payables Invoices and Receivables Invoices regions.
### Single Third Party Netting Balance Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>Operating unit of the single third party.</td>
</tr>
<tr>
<td>Third Party Name</td>
<td>Third party name with associated address references</td>
</tr>
<tr>
<td>Currency Code</td>
<td>Currency used to calculate netting balance; default is functional currency</td>
</tr>
<tr>
<td>&lt;address reference&gt;</td>
<td>Single third party address reference automatically displayed from Single Third Party - Main window; by default, all address references selected; address references used to distinguish customer or supplier sites</td>
</tr>
<tr>
<td>Clear</td>
<td>Erases data from Payables Invoices and Receivables Invoices regions</td>
</tr>
<tr>
<td>OK</td>
<td>Populates Payables Invoices and Receivables Invoices regions with selected site data</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>Invoices from selected third party site or sites.</td>
</tr>
<tr>
<td>Amount</td>
<td>Outstanding invoice amount minus any amount already netted</td>
</tr>
<tr>
<td>Netting in Progress</td>
<td>Netting in progress; invoice amount involved in pending netting transaction</td>
</tr>
<tr>
<td>AP Balance</td>
<td>Balance in Payables for third party; Amount fields sum shown in selected currency</td>
</tr>
</tbody>
</table>

**Note:** Rules for displaying Payables invoices are as follows: General Ledger date must be before today's date, amount must be greater than zero, invoice must be posted.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Netting In Progress</td>
<td>Netting transactions total still being processed in Payables; sum of Netting in Progress fields</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>Billed invoices to selected third party sites.</td>
</tr>
<tr>
<td>Note:</td>
<td>Rules for displaying Receivables invoices are as follows: Receivables document status is Posted, General Ledger date must be before today’s date, amount must be greater than zero, valid value in the bill-to location. For information, see Customers Overview, Oracle Receivables User Guide.</td>
</tr>
<tr>
<td>Amount</td>
<td>Outstanding invoice amount minus any amount already netted</td>
</tr>
<tr>
<td>Netting in Progress</td>
<td>Netting in progress; invoice amount involved in pending netting transaction</td>
</tr>
<tr>
<td>AR Balance</td>
<td>Balance in Receivables for third party, shown in selected currency; sum of Amount fields</td>
</tr>
<tr>
<td>Netting In Progress</td>
<td>Netting transactions total still being processed in Receivables; sum of Netting in Progress fields</td>
</tr>
<tr>
<td>Balance (AP-AR)</td>
<td>Outstanding balance for selected third party site or sites; Payables Balance minus Receivables Balance</td>
</tr>
<tr>
<td>Netting In Progress</td>
<td>Netting transactions balance still being processed; Payables minus Receivables transactions</td>
</tr>
<tr>
<td>Netting Transactions</td>
<td>Opens Netting Transactions window</td>
</tr>
</tbody>
</table>
Creating Netting Transactions Procedure

To create netting transactions:

1. Navigate to the Single Third Party Netting Balance window as follows:
   
   OPSF(I) Single Third Party - Netting Balance

2. Perform one of the following actions:
   
   • In the Operating Unit field, enter an operating unit.
   
   • In the Third Party Name field, enter or select a third party name or leave the field blank.

3. Click Find.
   
   The Single Third Party Netting Balance window appears. If the Third Party Name field is left blank, all records are retrieved.

4. Select the currency code.
   
   The functional currency is displayed by default. For example, in France the default currency is FRF for French Francs or EUR for Euros.
5. Select one or more of the third party Site check boxes. All check boxes are selected by default.

6. Click OK.

Invoice details and the outstanding third party balance are shown in the selected currency and are displayed in the Payables Invoices and Receivables Invoices regions.

When adding or removing single third party sites, documents in the Payables and Receivables regions are automatically cleared.

7. To refresh the information, click OK.

8. To select a netting transaction type or to select invoices for netting, click **Netting Transactions**.

The Objection to Payment option is only available when the Objection to Payment netting type is selected, and the Single Third Party: Objecting STP Allowed profile option is set to Yes.

9. Enter data in the Netting Transactions window as described in the Netting Transactions Window Description table, page 47-14.

10. Click **Create Netting Packages**.

The Create Netting Packages window appears with the list of third party documents and amounts in both Payables and Receivables.
11. If the netting type is set to Objection to Payment, in the Objecting Third Party field, enter the objecting single third party and specify the amount to be reassigned.

12. If the netting type is set to Assignments, in the Debt Beneficiary Third Party field, enter the debt beneficiary single third party and specify the amount to be reassigned.

13. Click the up and down arrows for Payables and Receivables documents. The Package region displays a netting package with a package number. To examine previous netting packages, click Previous. The package number changes when Next and Previous are clicked.

14. To create a new netting package, click Next when the Package Number is equal to the Number of Packages Defined.

15. When all required netting packages are defined, click Create Batch. For information on the Submit Netting Batches window, see the Submit Netting Batches Window Description, page 47-18.

## Netting Transactions Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objections to Payment</td>
<td>Nets Payables invoices for given third party by creating Payables invoices for another third party, called objecting third party</td>
</tr>
<tr>
<td>Payment Excesses</td>
<td>Nets third party’s Receivables invoices and settlements</td>
</tr>
<tr>
<td>Assignments</td>
<td>Identical to Objections to Payment option except that it is available to all users, not only accounts officers</td>
</tr>
<tr>
<td>Supplier Reimbursement</td>
<td>Nets third party’s Payables invoices and settlements when credit memo received</td>
</tr>
<tr>
<td>Trx Match</td>
<td>Transaction match; matches Payables invoice number and Receivables transactions number; selected as default</td>
</tr>
</tbody>
</table>
Create Netting Packages Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Third Party</td>
<td>Displays single third party selected in Find STP window</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Currency</td>
<td>Displays currency selected in Single Third Party Netting Balance window</td>
</tr>
<tr>
<td>Objecting Third Party</td>
<td>Required if Objection to Payment is selected in the Netting Transactions window.</td>
</tr>
<tr>
<td>Amount</td>
<td>Required if Objection to Payment or Assignments is selected in Netting Transactions window.</td>
</tr>
<tr>
<td>Debt Beneficiary Third Party</td>
<td>Required if Assignments is selected in the Netting Transactions window.</td>
</tr>
<tr>
<td>Reference</td>
<td>Identical to Description on Invoice Entry window in Payables</td>
</tr>
<tr>
<td>Trx No</td>
<td>Transaction number; identical to invoice number in Enter Invoice window</td>
</tr>
<tr>
<td>Amount</td>
<td>Transaction amount not currently being netted</td>
</tr>
<tr>
<td>Netting Amount</td>
<td>Transaction amount currently being netted</td>
</tr>
<tr>
<td>Package Number</td>
<td>Package number for selected invoices</td>
</tr>
<tr>
<td>Reference</td>
<td>Identical to Reference on Transactions window in Receivables</td>
</tr>
<tr>
<td>Trx No</td>
<td>Transaction number</td>
</tr>
<tr>
<td>Amount</td>
<td>Transaction amount not currently being netted</td>
</tr>
<tr>
<td>Netting Amount</td>
<td>Transaction amount currently being netted</td>
</tr>
<tr>
<td>Number of Packages Defined</td>
<td>Total number of packages defined</td>
</tr>
</tbody>
</table>
Submitting Netting Batches Procedure

To submit netting batches:

1. Navigate to the Submit Netting Batches window as follows:
   **OPSF(I) Single Third Party - Submit Netting Batches**

2. Query a netting batch.

3. To display netting batch information, select the Details tab.

4. To display currency information, select the Currency tab.

5. Enter the exchange rate type, exchange date, and exchange rate for netting batches created in non-functional currencies.

6. To select a netting batch for submission, select the check box next to the netting batch.

7. To submit the selected netting batches, click **Submit**.

   A Payables or Receivables document is generated for all the transactions in the selected netting batch.
Submit Netting Batches Window Description

**Submit Netting Batches Window Description, Header Region and Details Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>Operating unit of the single third party</td>
</tr>
<tr>
<td>Batch Id</td>
<td>Unique batch number; automatically generated</td>
</tr>
<tr>
<td>Status</td>
<td>Batch status; valid values: Available or Complete</td>
</tr>
<tr>
<td>Trx Type</td>
<td>Netting transaction type</td>
</tr>
<tr>
<td></td>
<td>For information on netting transaction types,</td>
</tr>
<tr>
<td></td>
<td>see Overview, page 47-1</td>
</tr>
<tr>
<td>Number</td>
<td>Package number</td>
</tr>
<tr>
<td>Application</td>
<td>Payables or Receivables</td>
</tr>
<tr>
<td>Customer Name</td>
<td>Single third party name</td>
</tr>
<tr>
<td>Site</td>
<td>Single third party address reference</td>
</tr>
<tr>
<td>Trx Number</td>
<td>Transaction number; same as Trx No in Create Netting Packages window</td>
</tr>
<tr>
<td>Reference Num</td>
<td>Reference number; Payables document description;</td>
</tr>
<tr>
<td></td>
<td>Receivables document reference number</td>
</tr>
<tr>
<td>Amount</td>
<td>Netting amount total for each package</td>
</tr>
</tbody>
</table>

**Submit Netting Batches Window Description, Currency Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curr</td>
<td>Currency used in netting transaction</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rate Type</td>
<td>Currency conversion type; applicable to foreign currency only; defaults from original transaction; updateable only prior to submission</td>
</tr>
<tr>
<td>Exchange Date</td>
<td>Currency conversion date; applicable to foreign currency only; defaults from original transaction; updateable only prior to submission</td>
</tr>
<tr>
<td>Exchange Rate</td>
<td>Conversion rate; applicable to foreign currency only; defaults from original transaction; updateable only prior to submission; required field if User selected as conversion type</td>
</tr>
</tbody>
</table>
Standing Charges Process

Definition

Standing Charges in Oracle Public Sector Financials (International) is an extension to standard Receivables that enables the user to enter standing charge agreements. Standing charge agreements are used as a source to create and accurately control periodic invoices. The Standing Charges functionality enables the user to charge customers periodically and automatically create invoices without the need to enter duplicate information. The user can also amend the standing charge agreements and update the standing charge item prices.

Standing Charges Process Flow Diagram

The following diagram shows the Standing Charges process flow, as described in the accompanying text.
Standing Charges Process Flow Diagram

Enter Standing Charges Basic Setup

Set Up Periods

Set Up Charge Items

Enter Standing Charge Agreements

Run Preliminary Invoice Register

Run Generate Interface Data

Run AutoInvoice

Run Synchronize Standing Charges Program

Close Standing Charges Agreement
Setting Up Standing Charges

Set Extended System Options for Standing Charges

Extended system options control creation of the context and segments for the invoice transaction flexfield and line transaction flexfield. If you implement multiple organizations, then the context must be set up for each operating unit.

Receivables uses the transaction flexfields to uniquely identify each transaction and transaction line created by standing charges. Transactions and transaction lines are imported through AutoInvoice.

After entering data in the Extended System Options window, run the Receivables Global: Populate Data program. Select the Standing Charges parameter before running the program.

Set Up Billing and Charging Periods

Billing periods determine the frequency of standing charge invoice creation. Charge periods determine how often items are charged to the customers.

Set up billing and charging periods before entering standing charge items and standing charge agreements. There are four types of period component: Day, Week, Month and Year. If using a combination of components for a standing charge, the relationship must be set up in advance.

For example, there are three different periods set up as follows:

- Monthly
  
  Create a period for the component Month, entering the name as Monthly, description as Monthly, Unit of Measure as Month, and the Factor is set to 1.

- Quarterly
  
  Create a period for the component Month, entering the name as Quarterly, Description as Quarterly, Unit of Measure as Month, and the Factor is set to 3.

- Annually
  
  Create a period for component Annual, entering the name as Annually, Descriptor as Annually, Unit of Measure as Year, and the Factor is set to 1.

For example, Company A agrees with Customer B that charges are applied annually and bills issued quarterly. The relationship is set up as follows:

- Billing Period: Quarterly
- Charge Period: Annually
If there is a standing charge for another customer that is charged monthly and billed quarterly it is not necessary to set up the relationship between the two periods as they have the same component.

The unit of measure entered for the period is used as the unit of measure for the invoice lines created by Standing Charges.

**Entering Standing Charges and Creating Periodic Invoices**

**Enter Charge Items**

Creating standing charge items for each operating unit makes it easier to enter standing charge lines as default values can be assigned to each item, for example, charge period, tax code, revenue account, and price. The values are default values and are overridden when standing charge lines are entered.

**Enter Standing Charges**

When there is an agreement with the customer that a charge is invoiced periodically the details of the agreement can be entered in the system. You create items and assign them to an operating unit and a legal entity. The operating unit is derived from the batch source list of values which includes operating unit as display only.

Before entering a standing charge, the following information must be available:

- **Customer name**
  
  Define customers in the Customers window and enable bill-to and ship-to sites. For more information, see Customers, *Oracle Receivables User Guide*.

- **Period when standing charge agreement is active**
  
  Enter the start and end dates of this period. Invoices are created only during the active period for a given standing charge.

- **How often the customer is invoiced**
  
  Enter a value in the Frequency field. For example, if this value is three months, then an invoice that includes all the charges for the period, is sent every three months to the customer.

- **How often the customer is charged for a particular item**
  
  For example, if the value is monthly and the price of the charge item is 100, then the customer is charged 100 every month. Per the previous example, if the billing frequency is three months, the customer is billed 300 every quarter as the billing period includes three charge periods.

- **Using invoicing rules**
This is identical to the standard Receivables invoicing rule and is based on the same logic. If using an invoicing rule, then the accounting rule and the first accounting date must be assigned to the charge items.

- Next Due Date
  
The Next Due Date is used to calculate the billing periods.
  
  **Note:** This value cannot be modified after it is defined and invoices are created for the standing charge agreement. This date is updated by the Synchronize Standing Charges program that automatically calculates and updates the Next Due Date field using the value entered in the Frequency field.

- Next GL Date
  
The Synchronize Standing Charges process updates the Next GL Date and the First Date at charge line level if invoicing rules are used. The only difference is that the Next GL Date and the First Date for the accounting rule can be updated and the updated value is used for calculating the GL dates.

  For example, if the Next Due Date and the Next GL Date are both 01-JAN-2000 and the frequency is monthly, then after Receivables AutoInvoice creates the invoice for 01-JAN-2000, the Synchronize Standing Charges program updates the Next Due Date and the Next GL Date to 01-FEB-2000.

  If the Next GL Date is updated to 10-FEB-2000 and the invoice is created on 01-FEB-2000, then running the Synchronize Standing Charges program updates the Next Due Date to 01-MAR-2000 and the Next GL Date to 10-MAR-2000.

**Run Standing Charges: Preliminary Invoice Register Report**

After entering the standing charge agreement in the system the Standing Charges: Preliminary Invoice Register Report can be run to AutoInvoice. The following details are listed as follows:

- Charge reference
- Customer
- Billing period
- Charge period
- Item code
- Price
• Tax code

Run Standing Charges: Generate Interface Data Program

This program populates standing charge invoice data in the AutoInvoice tables. Run the Standing Charges: Preliminary Invoice Register Report with the same batch source and date before submitting the Standing Charges: Generate Interface Data program. The created invoices can be viewed and amended, ensuring that invoices are created with the correct details.

Run AutoInvoice

AutoInvoice is a standard Receivables program to import invoices into Receivables from feeder systems. Standing charges uses this program to import standing charge invoices into Receivables. The imported invoices have the same features as standard Receivables invoices and are included in customer accounts and can be listed by standard Receivables reports.

Use the transaction workbench to review the transactions created by Standing Charges and check that the invoices are created with the correct details. Standing charge invoices can be amended before posting them.

Run Standing Charges: Synchronize Standing Charges Program

Run the Standing Charges: Synchronize Standing Charges program to update the Next Due Date, Next GL Date at header level, and First Date at line level if invoicing rules are used. Running the Standing Charges: Synchronize Standing Charges program ensures that no duplicate invoices are created for the standing charges.

Note: One invoice can be created for each standing charge agreement in a standing charge period cycle. For example, a standing charge agreement has 01-JUN-2000 as the Next Due date and a weekly billing cycle. If the Standing Charges: Generate Interface Data program is run with the parameter Run Date: 01-JUL-2000 and the corresponding batch source, only one invoice is created for the due date 01-JUN-2000 and no invoices are created for subsequent due dates, for example, 08-JUN-2000, 15-JUN-2000.

No new invoices are created if an invoice is created for the standing charge in a period cycle and the Standing Charges: Synchronize Standing Charges program is not run to update the Next Due Date.

Note: The reports Preliminary Invoice Register Report, Generate Interface Data, Auto Invoice and Synchronize Standing Charges Data create data in Oracle Receivables.
Price Update Considerations

Standing Charges Item Price Update
Standing charge item prices can be amended at any time on the Standing Charge Items window. The users must enter the new current price and effective date. A record to track item price history is created each time an item price is modified.

Note: Modifying the item price on the Standing Charge Items window only affects newly created standing charges and does not modify the item prices on existing standing charge agreements.

Price Update using Standing Charge Details Window
Individual standing charge item prices can be modified on the Standing Charge Details window. Entering a new current price and effective date only modifies the item price for the current standing charge agreement and has no effect on the price of the same item included in another standing charge agreement or the price of future agreements using the same charge item.

The item price update does not modify item prices for the data already transferred to the AutoInvoice tables by generating interface data or the prices of the invoices already imported into Receivables.

Price Update using Global Price Update Window
Use the Global Price Update window to update the price of one or more items for each accessible operating unit. This is useful when the price of more than one item requires changing by the same amount or percentage or the price of one item must be modified in more than one existing standing charge agreement.

When running the global price update program, there are a number of options that are as follows:

• None
  Select None if updating item prices only. No standing charges are modified, the new prices apply only to standing charges entered after the effective date.

• All
  Select All if all the item prices and standing charges including the specific item or range of items require updating.

• Default
  Select Default if only standing charge lines with default charge item prices require
Review the Preliminary Price Update Report before committing the changes. This report is always submitted when changes are saved on the global price update window. The changes made by the global price update can be viewed in advance using the Global Price Update window, drilling down to review the standing charges affected.
Standing Charges Procedures

Definition

The Standing Charges procedures, also called periodic invoices, are used to define and maintain details of standing charge agreements that Receivables AutoInvoice functionality uses to periodically generate invoices.

Overview

The following Standing Charges features are available:

- Standing charge items
- Standing charge agreements
- Price history
- Invoice history
- Global price update
- Payment Instrument
- Generating invoices periodically based on the interval and criteria specified for the standing charge agreements

Use the Standing Charge Items window to define periodic items for goods and services and to access the Price History window for a specific item.

Use the Standing Charge window to maintain details of a customer’s standing charge agreements. Details can be set up that are consistent with the batch source. These are used for the automatic generation of periodic invoices for services that are charged on a regular basis, for example, weekly or monthly. Users can select the standing charge items predefined with the flexibility to override the charge item defaults.
The Standing Charges window provides access to the Price History window, which displays each standing charge detail line, and the Invoice History window, which displays the invoices generated to date for each standing charge.

The Price History window displays information about item price changes and also provides access to the standing charges summary window which displays information about standing charges that use the item.

If a price update record selected in the Price History window is created by the global price update process, then all affected standing charges that use the charge item updated by the price update can be viewed.

The Invoice History window displays information about invoices generated for a standing charge agreement.

Use the Global Price Update window to specify the global price update criteria and view all the charge items and the standing charge lines affected by the update criteria. When specifying the global update criteria, the user can preview the results and optionally deselect any of the selected charge items before the final update is confirmed.

**Note:** Only one price break can be in effect during the current or future periods.

Use the Payment Instrument window to define payment details for the standing charge agreement. The fields here are the same as in the Oracle Receivables Workbench. This allows uniformity in representing payment details across modules. This window allows you to add security codes and voice authorization details; the information is stored in an encrypted form, enhancing security for the application.

**Prerequisites**

- Standing Charges must be enabled in the Enable OPSF(I) Features window.
  
  To enable features, see step 6. Enabling Oracle Public Sector Financials (International) Features Procedure, Oracle Public Sector Financials (International) Implementation Guide.
  
  - Standing Charges setup must be complete.
    
    To set up Standing Charges, see Standing Charges Setup, Oracle Public Sector Financials (International) Implementation Guide.
Defining Standing Charge Items

To define a standing charge item:

1. Navigate to the Standing Charge Items window as follows:
   - OPSF(I) Standing Charges - Maintain Items

2. Enter the operating unit to which the items must be assigned in the Standing Charge Items window.

3. Enter data in each field of the Standing Charge Items window as described in the Standing Charge Items Window Description, page 49-3.

4. Save your work.

Standing Charge Items Window Description

The following table describes the fields in the Standing Charge Items window.

<table>
<thead>
<tr>
<th>Field name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>operating unit to which the standing items must be assigned to</td>
</tr>
<tr>
<td>Item Code</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Effective From</td>
<td></td>
</tr>
<tr>
<td>Effective To</td>
<td></td>
</tr>
<tr>
<td>Charge Details</td>
<td></td>
</tr>
<tr>
<td>Period Name</td>
<td></td>
</tr>
<tr>
<td>Tax Code</td>
<td></td>
</tr>
<tr>
<td>Revenue Account</td>
<td></td>
</tr>
<tr>
<td>Current Price</td>
<td></td>
</tr>
<tr>
<td>Revised Price</td>
<td></td>
</tr>
<tr>
<td>Revenue Account Description</td>
<td>operations-No Department-Accru</td>
</tr>
<tr>
<td>Field name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Item Code</td>
<td>item identifier</td>
</tr>
<tr>
<td>Enabled</td>
<td>indicates if charge item can be selected for a standing charge</td>
</tr>
<tr>
<td><strong>Note:</strong> Charge items can only be selected for a standing charge when enabled.</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>item description</td>
</tr>
<tr>
<td>Effective From</td>
<td>first date charge item is active</td>
</tr>
<tr>
<td><strong>Note:</strong> Charge items can only be selected for a standing charge if active for start date of standing charge.</td>
<td></td>
</tr>
<tr>
<td>To</td>
<td>last date charge item is active</td>
</tr>
<tr>
<td>Period Name</td>
<td>period name</td>
</tr>
<tr>
<td>Tax Code</td>
<td>tax code</td>
</tr>
<tr>
<td>Revenue Account</td>
<td>default revenue account</td>
</tr>
<tr>
<td>Current Price</td>
<td>item’s current price</td>
</tr>
<tr>
<td>Effective From</td>
<td>date current price effective</td>
</tr>
<tr>
<td>Revised Price</td>
<td>item’s revised price</td>
</tr>
<tr>
<td>Effective From</td>
<td>date revised price effective</td>
</tr>
<tr>
<td><strong>Note:</strong> Date required only if revised price is defined. A revised price earlier than the current price effective date cannot be entered.</td>
<td></td>
</tr>
<tr>
<td>Revenue Account</td>
<td>default revenue account description</td>
</tr>
<tr>
<td>Description</td>
<td>opens Item Price History window</td>
</tr>
</tbody>
</table>
Viewing Charge Item Price History

To view the price update history of a charge item:

1. Navigate to the Standing Charge Items window as follows:
   
   OPSF(I) Standing Charges - Maintain Items

2. Click Item Price History.
   
   The Item Price History window appears.

3. View data in the Item Price History window as described in the Item Price History Window Description, page 49-5.

4. Close the window.

Item Price History Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Name</td>
<td>charge item identifier</td>
</tr>
</tbody>
</table>
### Viewing Standing Charges

To view standing charges that use the allocated charge item:

1. Navigate to the Standing Charge Items window as follows:
   - **OPSF(I) Standing Charges - Maintain Items**

2. Click **Item Price History**.
   - The Item Price History window appears.
3. Click **Standing Charges**.
   The Standing Charges window appears.

   
   **Note:** The Standing Charges window shows data only if changes to the price are made globally. If the standing charge line details override the price details, then the line details are displayed and audited separately.

### Standing Charges Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Name</td>
<td>charge item name</td>
</tr>
<tr>
<td>Standing Charge Reference</td>
<td>standing charge reference that uses charge item</td>
</tr>
<tr>
<td>Current Price</td>
<td>item's price on standing charge</td>
</tr>
<tr>
<td>Current Eff. Date</td>
<td>date current price effective</td>
</tr>
<tr>
<td>Revised Price</td>
<td>item's price on standing charge</td>
</tr>
<tr>
<td>Revised Eff. Date</td>
<td>date revised price effective</td>
</tr>
<tr>
<td>Update Date</td>
<td>date standing charge item updated</td>
</tr>
</tbody>
</table>
Creating a Standing Charge Agreement

To set up a standing charge agreement:

1. Navigate to the Standing Charge window as follows:

   **OPSF(I) Standing Charges - Maintain Standing Charges**

2. Enter data in each field of the Standing Charge window as described in the Standing Charges Window Description, Main Tab, page 49-8, the Standing Charges Window Description, Details Tab, page 49-11, and the Standing Charges Window Description, Notes Tab, page 49-12.

3. Save your work.

**Standing Charge Window Description**

The following tables describe the fields in the Standing Charge window.

**Standing Charge Window Description, Main Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference</td>
<td>standing charge unique identifier</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Status</td>
<td>standing charge status; valid values: INCOMPLETE, ACTIVE, or CLOSED; INCOMPLETE indicates standing charge details not completed or agreed to; ACTIVE indicates standing charge active, invoices periodically generated; CLOSED indicates standing charge closed, invoices not generated</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> When entering a new standing charge, the status defaults to INCOMPLETE. Invoices are only generated from a standing charge when the status is set to ACTIVE. When invoices are generated from a standing charge, the status can never be returned to INCOMPLETE, but can be set to CLOSED to indicate that the standing charge is no longer active. The status can be changed from CLOSED to ACTIVE or ACTIVE to CLOSED at any time.</td>
</tr>
<tr>
<td>Batch Source</td>
<td>import batch source used to group generated invoices; cannot be modified after invoices generated from standing charge</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The Batch Source list of values includes the operating unit associated with each batch source name. After selecting a batch source, the Standing Charge window displays the associated operating unit.</td>
</tr>
<tr>
<td>Legal Entity</td>
<td>defaults to the legal entity that is attached to a batch source; can override the default legal entity.</td>
</tr>
<tr>
<td>Start Date</td>
<td>date standing charge agreement starts; cannot be modified after invoices generated from standing charge</td>
</tr>
<tr>
<td>Type</td>
<td>transaction type used for invoices to be generated from a standing charge; cannot be modified after invoices generated from standing charge</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Standing charges only allows selection of transaction types of the Class of Invoice.</td>
</tr>
<tr>
<td>End Date</td>
<td>date standing charge agreement ends; no standing charge invoices generated for periods after this date; can be modified after invoices generated from standing charge</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Name</td>
<td>ship-to customer name; can be modified following generation of invoices from standing charge but only if the Name field is blank</td>
</tr>
<tr>
<td>Number</td>
<td>ship-to customer number; can be modified following generation of invoices from standing charge but only if the Name field is blank</td>
</tr>
<tr>
<td>Address</td>
<td>ship-to customer address; details can be entered if Ship To field is blank; can be modified following generation of invoices from standing charge</td>
</tr>
<tr>
<td>Contact</td>
<td>contact name at ship-to address; can be modified following generation of invoices from standing charge; if the Address field is updated, the Contact field is automatically cleared, enabling users to choose a new contact related to the new address</td>
</tr>
<tr>
<td>Salesperson</td>
<td>salesperson; can be modified following generation of invoices from standing charge</td>
</tr>
<tr>
<td>Name</td>
<td>bill-to customer name; can be modified following generation of invoices from standing charge</td>
</tr>
<tr>
<td>Number</td>
<td>bill-to customer number; can be modified following generation of invoices from standing charge</td>
</tr>
<tr>
<td>Address</td>
<td>bill-to customer address; can be modified following generation of invoices from standing charge</td>
</tr>
<tr>
<td>Contact</td>
<td>contact name at bill-to address; can be modified following generation of invoices from standing charge; if the Address field is updated, the Contact field is automatically cleared, enabling users to choose a new contact related to the new address</td>
</tr>
</tbody>
</table>
### Standing Charge Window Description, Details Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoicing Rule</td>
<td>cannot be modified after standing charge saved</td>
</tr>
<tr>
<td>Next Due Date</td>
<td>date first standing charge invoice due; date updated by Standing Charges: Synchronize Standing Charges program; date that next invoice due always displayed; cannot be modified after invoices generated from standing charge</td>
</tr>
<tr>
<td>Next GL Date</td>
<td>next invoice General Ledger date created by standing charges; updated by Standing Charges: Synchronize Standing Charges concurrent program</td>
</tr>
<tr>
<td>Review Date</td>
<td>date standing charge to be reviewed; displayed in the Standing Charges: Listing Report as reminder that standing charge due for review; can be modified after invoices generated from standing charge</td>
</tr>
<tr>
<td>Frequency</td>
<td>billing period, interval at which standing charge invoices generated; cannot be modified after invoices generated from standing charge</td>
</tr>
<tr>
<td>Reminder Days</td>
<td>number of days before end date when standing charge reported as nearing its end date; displayed in Standing Charges: Listing Report as reminder that standing charge is about to end; can be modified after invoices generated from standing charge</td>
</tr>
<tr>
<td>Print Invoices</td>
<td>indicates if standing charge invoices to be printed; can be modified</td>
</tr>
<tr>
<td>Currency</td>
<td>displays functional currency</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>payment term for invoices created by standing charges</td>
</tr>
</tbody>
</table>
### Field Name

#### Description

- **Payment Method**: invoice payment method; can be modified after invoices generated from standing charge

  **Note**: Only the payment method that is defined for the bill-to address of the customer can be chosen. Only payment methods that are valid for the Next Due Date are available.

- **Bank Name**: bill-to customer’s bank name

- **Branch**: bill-to customer’s bank branch

- **Account**: bill-to customer’s bank account number

---

### Standing Charge Window Description, Notes Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>standing charge description; appears on generated standing charge invoices with date range invoiced; can be modified</td>
</tr>
<tr>
<td>Comments</td>
<td>standing charge comments; do not appear on generated standing charge invoices and can be used to record confidential information unavailable to the customer</td>
</tr>
<tr>
<td>Invoice History</td>
<td>opens Invoice History window</td>
</tr>
<tr>
<td>Charge Lines</td>
<td>opens Charge Details window</td>
</tr>
</tbody>
</table>
Setting Up Charge Lines

To set up information for the goods or services in a standing charge agreement:

1. Navigate to the Standing Charge window as follows:
   OPSF(I) Standing Charges - Maintain Standing Charges

2. Enter data in each field of the Standing Charge window as described in the
   Standing Charge Window Description, Main Tab, page 49-8, the Standing Charge
   Window Description, Details Tab, page 49-11, and the Standing Charge Window
   Description, Notes Tab, page 49-12.

3. Save your work.

4. Click Charge Lines.
   The Charge Details window appears.

5. Enter data in each field of the Charge Details window as described in the Charge
   Details Window Description, Main Tab, page 49-14, the Charge Details Window
   Description, Price Tab, page 49-14, the Charge Details Window Description,
   Accounting Tab, page 49-15 and the Charge Details Window Description, Tax Tab,
   page 49-17.

6. Save your work.
## Charge Details Window Description, Main Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seq.</td>
<td>unique sequential item number in standing charge agreement; duplicate number for same standing charge not allowed; can enter multiple charge lines against one standing charge; cannot be modified after saving standing charge</td>
</tr>
<tr>
<td>Item</td>
<td>item name; items restricted to those that are active for standing charge next due date; cannot be modified after invoices generated from standing charge</td>
</tr>
<tr>
<td>Description</td>
<td>charge item description; appears on generated standing charge invoices; can be modified after invoices generated from standing charge</td>
</tr>
<tr>
<td>Quantity</td>
<td>number of charge items in standing charge agreement; cannot be modified after invoices generated from standing charge</td>
</tr>
<tr>
<td>Charge Period</td>
<td>charge item’s charge period; cannot be modified after invoices generated from standing charge</td>
</tr>
</tbody>
</table>

**Note:** When a charge item is selected, the charge period, current and revised price, effective dates, description, and revenue account are set to the default values defined in the Charge Items window. These defaults can be overridden.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price History</td>
<td>opens Price History window</td>
</tr>
</tbody>
</table>

## Charge Details Window Description, Price Tab

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Price</td>
<td>charge item’s current price</td>
</tr>
</tbody>
</table>
## Field Name Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective From</td>
<td>date current price effective; must be on or before the standing charge date; current price</td>
</tr>
<tr>
<td></td>
<td>automatically updated using information defined for new price</td>
</tr>
<tr>
<td>New Price</td>
<td>charge item’s revised price; can be modified after invoices generated from standing charge</td>
</tr>
<tr>
<td>Effective From</td>
<td>date revised price effective; can be modified after invoices generated from standing charge</td>
</tr>
<tr>
<td>Previous Price</td>
<td>charge item’s previous price</td>
</tr>
<tr>
<td>Price History</td>
<td>opens Price History window</td>
</tr>
</tbody>
</table>

## Charge Details Window Description, Accounting Tab

**Charge Details Window Description, Accounting Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Account</td>
<td>charge item’s revenue account; defaults based on charge item if account set up for charge item;</td>
</tr>
<tr>
<td></td>
<td>generated for invoices by AutoAccounting if no account entered; can be modified after invoices</td>
</tr>
<tr>
<td></td>
<td>generated from standing charge</td>
</tr>
</tbody>
</table>

**Note:** This is required if a receivables account is entered.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Receivables Account | charge item's receivable account; defaults based on transaction type if account set up for transaction type; generated for invoices by AutoAccounting if no account entered; can be modified after invoices generated from standing charge  
  **Note:** This is required if a revenue account is entered. |
| Accounting Rule | accounting rule applied to invoices created by standing charges  
  **Note:** This is required if an invoicing rule is used for the standing charge. |
| Start Date      | first date invoice created by standing charges  
  **Note:** This is required if an invoicing rule is used for the standing charge. |
| Duration        | duration of invoice created by standing charges |
| Price History   | opens Price History window |
**Charge Details Window Description, Tax Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Tax Code     | charge item’s tax code; cannot be modified after invoices generated from standing charge  
**Note:** Tax code must be entered if standing charge requires tax to be calculated based on tax code. The tax rate related to this tax code is displayed.  |
| Tax Rate     | charge item’s tax rate                                                                                                                                 |
| Price History| opens Price History window                                                                                                                                 |

*Standing Charges Procedures*  49-17
To review the invoice history of a standing charge:

1. Navigate to the Standing Charge window as follows:
   **OPSF(I) Standing Charges - Maintain Standing Charges**

2. Query a standing charge to review the invoice history.

3. View the data in the Standing Charge window as described in the Standing Charge Window Description, page 49-8.

4. Click **Invoice History**.
   The Invoice History window appears.

5. View data in the Invoice History window as described in the Invoice History Window Description, page 49-19.
### Invoice History Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Reference</td>
<td>standing charge unique identifier</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>invoice date</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>invoice number</td>
</tr>
<tr>
<td>Amount</td>
<td>invoice amount</td>
</tr>
<tr>
<td>Comments</td>
<td>billing period included as part of invoice</td>
</tr>
<tr>
<td></td>
<td>description</td>
</tr>
<tr>
<td>Currency</td>
<td>invoice currency code</td>
</tr>
</tbody>
</table>
Viewing Price Update History

To view the price update history of a standing charge line item:

1. Navigate to the Standing Charge window as follows:
   **OPSF(I) Standing Charges - Maintain Standing Charges**

2. Enter data in each field of the Standing Charge window as described in the Standing Charge Window Description, page 49-8.

3. Save your work.

4. Click **Charge Lines**.
   The Charge Details window appears.

5. Enter data in each field of the Charge Details window as described in the Charge Details Window Description, page 49-14.

6. Click **Price History**.
   The Price History window appears.

7. View the price updates as described in the Price History Window Description, page 49-20.
### Price History Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge Reference</td>
<td>standing charge unique identifier</td>
</tr>
<tr>
<td>Description</td>
<td>item description</td>
</tr>
<tr>
<td>Item Code</td>
<td>item identifier</td>
</tr>
<tr>
<td>Current Price</td>
<td>charge item’s current price</td>
</tr>
<tr>
<td>Current Eff. Date</td>
<td>date current price effective</td>
</tr>
<tr>
<td>Revised Price</td>
<td>charge item’s revised price</td>
</tr>
<tr>
<td>Revised Eff. Date</td>
<td>date revised price effective</td>
</tr>
<tr>
<td>Update Date</td>
<td>date update occurred</td>
</tr>
</tbody>
</table>
Updating Global Price

To update an item’s price throughout the system:

1. Navigate to the Global Price Update window as follows:
   
   **OPSF(I) Standing Charges - Global Price Update**

2. Enter data in each field of the Global Price Update window as described in the Global Price Update Window Description, page 49-23.

3. Save your work.

4. To run the global price update program, select the **Run** check box.

5. Click **Standing Charges**.
   
   The Run ID window appears.

# Global Price Update Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>The items of the operating unit that need to be updated.</td>
</tr>
<tr>
<td>Item Code From</td>
<td>first item code included in global price update</td>
</tr>
<tr>
<td>Item Code To</td>
<td>last item code included in global price update</td>
</tr>
<tr>
<td>Run ID</td>
<td>run identifier for global price update</td>
</tr>
<tr>
<td>Effective Date</td>
<td>date price update effective; must be later than or same as current system date</td>
</tr>
<tr>
<td>Change Amount</td>
<td>amount to change price of charge item</td>
</tr>
<tr>
<td>Change Percentage</td>
<td>percentage to change price of charge item</td>
</tr>
<tr>
<td>Option</td>
<td>indicates if standing charge line items that fall within update criteria are updated: All, price update affects charge item and all standing charge lines having that item; Default, price update affects charge item and standing charge lines that have the current price of the charge item; None, price update affects charge item only and not standing charge lines</td>
</tr>
<tr>
<td>Status</td>
<td>displays status of global price update; valid values: Completed, Error, New, Run</td>
</tr>
<tr>
<td>Run</td>
<td>indicates if global price update should run; only available if Status is Error or New</td>
</tr>
<tr>
<td>Item Code</td>
<td>item code selected for global price update</td>
</tr>
<tr>
<td>Current Price</td>
<td>item's current price</td>
</tr>
<tr>
<td>Current Eff. Date</td>
<td>date current price effective</td>
</tr>
<tr>
<td>Revised Price</td>
<td>item's revised price</td>
</tr>
</tbody>
</table>
### Field Name Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised Eff. Date</td>
<td>date revised price effective</td>
</tr>
<tr>
<td>Update Price</td>
<td>item's new price</td>
</tr>
<tr>
<td>Update</td>
<td>indicates if item included in final global price update</td>
</tr>
<tr>
<td>Standing Charges</td>
<td>opens Run ID window</td>
</tr>
</tbody>
</table>

### Run ID Window Description

#### Run ID Window Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Code</td>
<td>global price update item code</td>
</tr>
<tr>
<td>Charge Reference</td>
<td>standing charge using item code selected for global price update</td>
</tr>
<tr>
<td>Current Price</td>
<td>standing charge line item’s current price</td>
</tr>
<tr>
<td>Current Eff. Date</td>
<td>date current price effective</td>
</tr>
<tr>
<td>Revised Price</td>
<td>standing charge line item’s revised price</td>
</tr>
<tr>
<td>Revised Eff. Date</td>
<td>date revised price effective</td>
</tr>
<tr>
<td>Update Price</td>
<td>standing charge line item’s new price</td>
</tr>
<tr>
<td>Update</td>
<td>indicates if standing charge line item included in final global price update</td>
</tr>
</tbody>
</table>
Standing Charges Reports

The following table describes the standing charges reports:

<table>
<thead>
<tr>
<th>Standing Charges Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing Charges: Generate Interface Data</td>
<td>Creates invoices for standing charges due for payment until a specific date. This report is run whenever required during a period.</td>
</tr>
<tr>
<td>AutoInvoice</td>
<td>Validates transaction data from other financial systems from which invoices, debit memos, credit memos, and on-account credits are created. Receivables rejects transactions with invalid information to guarantee data integrity. This report is run once at the end of each period. Note: Run this report in Oracle Receivables.</td>
</tr>
<tr>
<td>Standing Charges: Synchronize Standing Charges</td>
<td>Prevents duplicate charges by synchronizing standing charges with the AutoInvoice. This report is run once at the end of each period and immediately after the AutoInvoice Report is run.</td>
</tr>
<tr>
<td>Standing Charges: Charge Item Price History Report</td>
<td>Lists all price updates made to charge line items of a particular standing charge or range of standing charges.</td>
</tr>
<tr>
<td>Report Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Standing Charges: Item Price History</td>
<td>Lists price history details and related standing charge lines, if the update is made by a global price update request.</td>
</tr>
<tr>
<td>Standing Charges: Listing Report</td>
<td>Displays details of all standing charges, with options for displaying standing charges that are nearing their due date for invoice generation or are due for renewal.</td>
</tr>
<tr>
<td>Standing Charges: Transaction</td>
<td>Displays details of invoices generated from one or more standing charges.</td>
</tr>
<tr>
<td>Standing Charges: Preliminary Invoice Register</td>
<td>The output will display agreements which won't generate transaction in AR for some cases like: Tax Code has been end-dated, Period is disabled, or Item end-dated. Use this report to preview the results of a planned invoice run before submitting the generate invoice program.</td>
</tr>
</tbody>
</table>
Subledger Security Process

Definition

Subledger Security is an extension to Oracle Applications that enables the user to selectively partition data within a single install of Oracle Applications and provides a central system where all business units can access their own financial information.

Subledger Security has been part of the Oracle Public Sector Financials (International) product set since release 10.6 of Oracle Financials.

This release of Subledger Security has been significantly re-engineered both technically and functionally. The fundamental concepts of Subledger Security have not been altered.

Overview

Subledger Security is not to be associated with other products within the Oracle Public Sector Financials (International) suite.

Subledger Security is designed to be used as a tool by the systems administrator or database administrator, rather than as a standard end-user product. Subledger security is a requirement that is primarily a technical implementation of a business security policy.

**WARNING**: Subledger Security must be implemented and maintained only when end-users are not using Oracle Applications, for example, during system downtime. This is because Subledger Security works at the Oracle database table level. Subledger Security is not supported if Subledger Security is implemented or maintained when end-users are using an Oracle product.

Subledger Security is an addition to Oracle Applications and is transparent to the end-user after implementation.

Standard Oracle Application features and processes are not altered or extended because Subledger Security is implemented and maintained through a set of standalone...

Features

The following features are available in Subledger Security:

- Data Management, page 51-2
- Data Security, page 51-2
- Data Security Auditing, page 51-3
- Reports, page 51-3

Data management and data security are conceptually separate business requirements but are closely related to, and are physically indistinguishable within the implementation of Subledger Security.

Data Management

Subledger security facilitates management of transactions at a granular level using the Oracle Applications multiple organizations architecture. Users can view transactions belonging to their business units.

Data Security

Subledger Security enables transactions to be viewed by the business unit from which they originated and not by any other business unit. Users belonging to a business unit can view and modify transactions entered by users belonging to their business unit only. There is also a top level central business unit that can view all business unit transactions. Users belonging to this central business unit can view transactions belonging to all business units.

The table below describes the data management and data security windows and concurrent programs available in Subledger Security.

<table>
<thead>
<tr>
<th>Object</th>
<th>Type</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Tables</td>
<td>Window</td>
<td>Specify all Oracle Financials database tables that require security and need allocating to security groups.</td>
</tr>
</tbody>
</table>
### Object Type Purpose

<table>
<thead>
<tr>
<th>Object</th>
<th>Type</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Groups</td>
<td>Window</td>
<td>Specify all required security groups and process groups.</td>
</tr>
<tr>
<td>Maintain Allocations</td>
<td>Window</td>
<td>Allocate and maintain required Oracle database tables and process groups to a security group. Allocate and maintain Oracle database tables belonging to a process group.</td>
</tr>
<tr>
<td>Apply Security</td>
<td>Concurrent Program</td>
<td>Apply security policy as required.</td>
</tr>
<tr>
<td>Security Group Consolidations</td>
<td>Window</td>
<td>Consolidate or merge security groups.</td>
</tr>
</tbody>
</table>

### Data Security Auditing

Subledger Security provides an audited history of the major control actions that can be performed on the main business entities as follows:

- enable security
- re-enable security
- disable security
- delete security

The audited history enables an organization’s business analyst and systems administrator to recognize and reconcile the history profile of secured database tables.

Auditing history is accessible through window or report based inquiry.

### Reports

A comprehensive set of reports supports implementation and maintenance of Subledger Security. The Subledger Security reports provide information on the current and previous state of Subledger Security objects and the organization’s security structure, as shown in the table below.
### Subledger Security Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subledger Security: Group Status Report</td>
<td>Provides a list of groups and descriptions. Displays current enabled date.</td>
</tr>
<tr>
<td>Subledger Security: Secure Tables Status Report</td>
<td>Lists all tables defined as secure by the user, and displays the current status.</td>
</tr>
<tr>
<td>Subledger Security: Group Secure Tables Report</td>
<td>Lists all tables currently secured for each security group.</td>
</tr>
<tr>
<td>Subledger Security: Allocation Status Report</td>
<td>This report lists the following information: process groups and the secure tables allocated to them; security groups; allocated process groups and secure tables with the enabled or disabled status. This report shows all historic data and can be run for a given subledger security group, a process group, or a secure table.</td>
</tr>
<tr>
<td>Subledger Security: Object Status Report</td>
<td>Displays status of subledger security objects for each secure table. The report lists all corresponding subledger security table names, the policy on the secure table, the policy function used by the policy, and the database trigger on the secure table.</td>
</tr>
<tr>
<td>Subledger Security: Security Group Consolidations Report</td>
<td>Provides information relating to security group consolidations and enables an organization to reconcile business unit structure changes. Displays source security groups consolidated in the parent security group and historical information.</td>
</tr>
</tbody>
</table>

### Supported Products

Subledger Security is supported for the following Oracle Supply Chain and Oracle Financials modules:

- Purchasing
• Payables
• Payments
• Receivables
• Subledger Accounting

Prerequisites

This version of Subledger Security requires Oracle Applications release 11.5.2 or higher and Oracle database 8i (enterprise).

This version of Subledger Security cannot be implemented on previous versions of Oracle Financials or the Oracle database.

Subledger Security does require the use of Oracle Applications features such as:

• profile options
• responsibilities
• Oracle Applications users

Subledger Security does not require the alteration of any default or standard Oracle Applications processing.

Subledger Security Setup

The diagram below shows the strategy for implementing Subledger Security as described in the accompanying text.
**Determine Security Policy**

**Business Analysis**

The organization needs to conduct an analysis of their business requirements, and determine how to structure data management and data security requirements.

Structuring data management and security requires the construction of a two level hierarchy of central and secured business units. The organization must determine the business entities in Oracle Applications that need to be secured instead of securing all the entities in Oracle Applications. For example, the organization could secure transactional entities such as purchase orders or business entities such as suppliers.

This business analysis is beyond the scope of this chapter.
Translation of Business Analysis to Subledger Security Structure
This process requires translation of the business analysis into a structure that may be constructed through Subledger Security.

This involves definition of the following:

• secured tables
• security groups
• process groups

This process also requires that the relationship is determined between secured tables, security groups, and process groups.

Set Up Security
Security setup involves physical setup of the predetermined security policy.

For information on setting up security, see Subledger Security Setup, Oracle Public Sector Financials (International) Implementation Guide.

Apply Security
A valid security structure may be determined and set up, but must be applied to Oracle Applications to be effective.

For information on applying security, see Applying Security, Oracle Public Sector Financials (International) Implementation Guide.

Maintain Security
Ongoing maintenance of the security structure is required. Security maintenance enables the user to make changes to the business organization's requirements with regard to data management and data security and the re-representation of that structure within the subledger security system.

For information on maintaining security, see Consolidating Security Groups, Oracle Public Sector Financials (International) Implementation Guide.

Subledger Security Process Flow Diagram
The diagram below shows the Subledger Security process, as described in the accompanying text.
Subledger Security Process Flow Diagram

1. Set Application Level Profile Options
   - Define Secure Tables
     - Define Process Groups
       - Allocate Secure Tables and Process Groups
         - Apply Security
           - Maintain Schemas
             - Security Group Consolidation
               - Secure Existing Data

2. Set Site Level Profile Options
   - Define Security Groups
     - Define Responsibilities
       - Set Responsibility Level Profile Options
         - Define Users
Subledger Security Process

Set Application Level Profile Options

The application level profile option Initialization SQL statement - Custom must be set up for each application that requires subledger security. The application value must be set as follows:

```
begin igi_sls_context_pkg.set_sls_context; end;
```

**Note:** This is a mandatory step for subledger security. Therefore, users must seed this profile option for all the subledger security supported modules used at the application level.

Set Site Level Profile Options

The Subledger Security: Default Security Group profile option determines which security group a user belongs to by default, if this has not been already defined at responsibility level. If an Oracle Applications user is not assigned to a security group, the site level profile option is used to determine access to all secured tables in Subledger Security.

**Note:** The central security group is not defined in the Maintain Groups window, it is provided as seeded data.

The Subledger Security: Maintain History profile option enables security to be applicable when security is temporarily disabled for a database table. This profile option can be changed at any time.

**Note:** If the profile is set to N and security is disabled, any data entered is not visible to the user when security is re-enabled for the security group.

Define Security Groups

Subledger Security groups correspond to business units required by an organization. Each security group corresponds to a required business unit as determined through business analysis. Security groups are defined in the Maintain Groups window and are set up using the Security type. Security groups do not breach operating unit security, although logically security groups may exist across more than one operating unit. Each security group name must be unique.

Central security group is not implemented through a physical entity, but is provided as seeded data, and is used as a profile option value.

The main functions available for security groups are as follows:

- add
- remove
- enable
- disable
- history

For information on security groups, see Security Groups, page 51-16.

Define Responsibilities

Each responsibility must be defined as a Subledger Security responsibility in the Subledger Security: SLS Responsibility profile option. Each responsibility must be allocated to an applications user according to predefined business rules and is associated with a security group through the Subledger Security: Security Group profile option.

For information on responsibilities, see Responsibilities, page 51-17.

Set Responsibility Level Profile Options

The Subledger Security: SLS Responsibility profile option is the driving profile option of the set of profile options belonging to Subledger Security when determining the access privileges a user has when viewing secured data.
**Subledger Security: Responsibility Profile Option**

<table>
<thead>
<tr>
<th>SLS Responsibility</th>
<th>Security Group Derivation</th>
</tr>
</thead>
</table>
|                    | If CEN, this responsibility is central and has full access to all security groups data.  
|                    | If security group x, this responsibility has access to data belonging to security group x.  
|                    | If NULL then:  
|                    | If CEN, this responsibility is central and has full access to security group x.  
|                    | If security group x, this responsibility has access to data belonging to security group x.  
|                    | If NULL then:  
|                    | 3. No access; this responsibility does not have access to any secure data. |
| N                  | This is not a subledger security responsibility and has full access to all secure data. |
| NULL               | This is not a subledger security responsibility and has full access to all secure data. |

**Define Users**

This procedure is optional as users may be defined already.

Defining users specifies the Oracle application users to be used within the subledger secured system. A user is allocated Subledger Security enabled responsibilities for each application.

For information on application users, see Basic Subledger Security Principles, page 51-16.

**Define Secure Tables**

A list of database tables that can be allocated directly to security groups or indirectly
through process groups must be defined. The list includes all Oracle Applications
database tables, comprising business entities that require security as determined
through business analysis. Security is only applied to tables included in this list.

Tables must be allocated to a security group, either directly or through a process group,
and security enabled for the table to be secure. The secure table can be selected from a
list of values or entered manually, but is validated against database tables for the
pre-determined owner. The user can optionally provide a description for the secure
table. The database owner of these tables is selected from predefined application
database schemas and is provided as a lookup value. The predefined application
database schemas are Payables, Receivables, and Purchasing. A corresponding
Subledger Security table name is automatically generated for each secure table.

The Applied flag indicates if the required security rules are physically applied to the
secure table. For each secure table a corresponding Subledger Security table name is
also automatically generated.

The main functions available in the Maintain Tables window are as follows:

- add
- remove
- enable
- disable
- update access required
- history

**Define Process Groups**

Process groups enable transactional business entities to be defined. Oracle Applications
database tables comprising the business entities can be grouped together and allocated
to security groups. Process groups are defined in the Maintain Groups window and are
specified as being of type Process.

Oracle recommends that process groups contain unique database table sets. Allocating
database tables to more than one process group, when allocated to the same security
group, complicates security policy maintenance.

**Note:** Process groups are optional.

The main functions available for process groups are as follows:

- add
- remove
Allocate Secure Tables and Process Groups

Allocating Tables to Security Groups
Before allocating a table to a security group, the table must be defined in the Maintain Tables window. Tables can be allocated to more than one security group but can only be allocated once to the same security group.

The main functions available for allocating secure tables to security groups are as follows:

- add
- remove
- enable security
- disable security
- copy security group

Allocating Process Groups to Security Groups
Before allocating a process group to a security group, the process group must be predefined in the Maintain Groups window. Process groups can be allocated to more than one security group but cannot be allocated to another process group. A process group cannot be allocated more than once to the same security group. A process group can be allocated to a security group if at least one secure table is allocated to the process group. A database table can belong to more than one process group, but can only belong to a security group once. The security status of the database tables belonging to the process group determines the effective security when a process group is allocated to a security group.

The main functions available for allocating process groups to security groups are as follows:

- add
- remove
- enable security
- disable security

**Allocating Tables to Process Groups**

When allocating tables to process groups, a table can be allocated once to a process group. At least one table must be allocated to a process group, for the process group to be available for allocation to a security group.

The main functions available when allocating secure tables to process groups are as follows:
- add
- remove

**Apply Security**

Applying security affects definitions of the security system requirement as specified within the definition forms. Security is not effective until applied and successful.

Reports can be generated to view the effective security policy, for example, the Subledger Security: Group Secure Tables Report. Applying security generates and runs all Oracle database scripts needed to implement the required security policy.

The main functions available when applying security are as follows:
- create
- refresh

**Security Group Consolidation**

Consolidating security groups enables a business to change requirements, by allowing multiple security groups to be consolidated. Only one destination security group can be specified but one or more source security groups can be merged into the destination security group. All data belonging to the source security groups also belongs to the destination security group. Security on the source security groups should be disabled before the consolidation process. After consolidation takes place, the source security groups are deleted and cannot be modified or reused. An audit history is maintained. All process groups and secured tables belong to the destination security group.

**Note:** The destination security group must be predefined.

When consolidating tables, the following security rules apply:
- If a table is already allocated to the destination security group, the status remains unchanged.
• If the table belongs to more than one source group, the table remains enabled unless it is disabled in all of the source security groups.

• If the table exists in only one source security group, the status remains the same as the source security group.

Example

If security group A needs to be merged into security group B and security group B merged into security group C, it should be merged as follows:

A to C
B to C

The merge should not be specified as follows:

A to B
B to C

Security must be applied before the new security policy takes effect.

WARNING: Consolidation is an irreversible process.

Secure Existing Data

The Secure Existing Data Procedure enables users to secure existing data by assigning it to a security group. Once the data is assigned to a security group, only users with the correct permissions can view the data within that security group. This procedure will only look at the tables secured for the chosen security group. Only data that is not already assigned to a security group will be assigned to the selected security group.

Subledger Security Examples

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

Many medium-to-large organizations divide the business into profit centers. The common requirement is a central system where each profit center has access to their own financial information. This security is typically required to help business units manage an increased proportion of their own affairs without affecting other business units’ information, as well as for confidentiality between business units.

Subledger Security is based on two principles as follows:

• application context

• fine grained security

For information on application context, see Application Context, page 51-21.
Basic Subledger Security Principles

Security Groups

Security groups are the main building blocks of subledger security and represent an organization’s required business structure. Each security group’s data must be maintained separately.

There may be only one central security group that can view all other security groups’ data, as only a two level security hierarchy is allowed in Subledger Security.

Secure Tables

Subledger Security is based on securing database tables. Transactions and data within Oracle Applications are sorted within the Oracle relational database.

An organization must know which Oracle Applications database tables map to the transactions that it wants to secure for a security policy to work.

Subledger Security stores an identifying record for every transaction that is secured in Oracle Applications. This identifying record is stored in the corresponding Subledger Security database table, associated with each Oracle Applications database table that is part of the transaction.

A transaction may span more than one table. If a user removes security on one of the tables in the transaction, security integrity may be compromised. For this reason, Subledger Security introduces the process group concept for validation purposes only. Process groups are not mandatory, and security and Subledger Security can be implemented without using process group functionality.

Process groups are used to group together related database tables to ensure security integrity. Subledger security implements an Oracle policy and policy function for each secured database table. Policy functions and security can be disabled and re-enabled.

Note: Removing a secured database table from the system removes all subledger transactions’ identifying records and is irreversible.

Application Users

Oracle application users perform the daily work within Oracle Applications and belong to or are associated with one or more security groups or business entities.

Users may leave and rejoin security groups depending on business requirements.

Transactions or data do not belong to a specific application user, but belong to the security group. Application users may leave or join multiple security groups, but the data remains with the security group.
**Responsibilities**

Responsibilities determine how to associate or access data belonging to different security groups in Subledger Security.

Data cannot be directly associated with a specific application user as users may leave an organization or be absent. Users must be able to view data belonging to another application user in the same security group.

Access to data is achieved using individual responsibilities associated with a security group through a profile option, that is, a responsibility provides the link between application users and security groups.

Setting up responsibilities uses current Oracle Applications menus and function security. A security policy requires a set of responsibilities, one for each security group and Oracle Application, for example, Payables, Receivables, and also each operating unit. An application user may belong to more than one security group by allocating a responsibility crossing responsibility sets.

The table below demonstrates how an organization can implement a three security group structure across a multiple organization structure in Purchasing.

**Security Group Structure Example**

<table>
<thead>
<tr>
<th>Existing Responsibilities</th>
<th>Subledger Security Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO1 SuperUser</td>
<td>PO1 SuperUser security group 1</td>
</tr>
<tr>
<td></td>
<td>PO1 SuperUser security group 2</td>
</tr>
<tr>
<td></td>
<td>PO1 SuperUser security group 3</td>
</tr>
<tr>
<td>PO2 SuperUser</td>
<td>PO2 SuperUser security group 1</td>
</tr>
<tr>
<td></td>
<td>PO2 SuperUser security group 2</td>
</tr>
<tr>
<td></td>
<td>PO2 SuperUser security group 3</td>
</tr>
</tbody>
</table>

**Note:** The changes outlined in the Security Group Structure Example, page 51-17 imply an alteration of the organization's existing responsibility structure.
Security Groups, Users, and Responsibilities

The diagram illustrates an example of how Subledger Security might be set up for an organization with three separate business units. In this example Central Purchasing is divided into three security groups according to the three business units: Expense Goods, Inventory, and Services. Each security group has its own set of responsibilities that allows access to data contained only within the specific security group. Users with access to only one business unit will have responsibilities assigned for that security group, for example, User 2 or User 3. Users who have access to data in two business units are assigned responsibilities for both security groups, for example, User 1 has access to data from the Expense Goods business unit and the Services business unit. The Central User has access to all business groups and security units across the operating unit.

Allocating Database Tables to Security Groups, Full and Partial Security

The Central Purchasing department shown in the diagram below can be separated into three security groups: Expense Goods, Inventory, and Services. The diagram below shows how database tables are allocated to the three security groups.
The Database Tables Allocated to Security Groups diagram, page 51-19 may be translated into the security policy structure shown in the table below.

**Security Policy Structure Example**

<table>
<thead>
<tr>
<th>Table</th>
<th>Security Implication</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1 and T2</td>
<td>T1 and T2 belong to all three security groups. Both tables are fully secure as any users belonging to any of the security groups can see data belonging to their security group only.</td>
</tr>
<tr>
<td>Table</td>
<td>Security Implication</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>T3 and T4</td>
<td>T3 and T4 belong to only two of the three security groups. Both tables are partially secure across the security structure as users belonging to the Expense Goods security group can view not only their own data but also that of the other two security groups. This is because the table has not been secured for this security group. Users belonging to the Inventory and Services security groups are able to view their data only.</td>
</tr>
<tr>
<td>T5 and T6</td>
<td>T5 and T6 belong to only one security group. Users belonging to the Services security group can view only their own data. Users belonging to the other two security groups are not only able to view their own data, but also that of the Services security group.</td>
</tr>
<tr>
<td>T1 to T6</td>
<td>Users belonging to the central security group can view all data entered by users belonging to the hierarchically lower security groups.</td>
</tr>
</tbody>
</table>

**Note**: Any data existing before implementing Subledger Security is invisible to application users belonging to security groups. Application users can view and modify data created after Subledger Security is implemented. A central user can view all data.

**Secure Update Access**

This functionality is implemented in this version of Subledger Security in response to and in order to resolve a possible scenario as follows:

**Example: Payables Transfer to General Ledger**

Running the Payables transfer to General Ledger performs the following tasks:

- Payments are transferred to General Ledger.
- Invoices are transferred to General Ledger.
- Invoices are updated to indicate they are posted in Payables.

If this process is run from a central responsibility, all invoices are posted regardless of the security group to which they belong. However, if the Payables to General Ledger transfer is run individually for each business group and security group through the responsibility set belonging to a particular security group, the Secure Update flag needs to be set to Yes for AP_INVOICE_DISTRIBUTIONS_ALL to enable only each security groups invoices to be marked as posted.
If the Secure Update flag is not set to Yes, the first security group to run the Payables transfer program marks all unposted invoices as posted. The Secure Update flag enables all database update access codes to consider the security group when updating a secured database table.

**Note:** The Secure Update flag defaults to No. The flag only needs to be set to Yes when invoices need to be marked as posted.

### Application Context

Application context is a feature of the Oracle 8i database that enables runtime database variables to be stored in memory. This feature is used by Subledger Security to store the Subledger Security: Security Group profile option value, and enables an application user's security group to be determined at runtime.

Oracle Applications initializes the required Subledger Security application context as an application user logs on or switches responsibility.

The application context can only be defined at the Oracle Application level, for example, for Oracle Public Sector Applications (IGI). The application context is defined during Subledger Security installation and implementation. If the end-user needs to use Subledger Security for a different Oracle Application, for example, Receivables, the Subledger Security application context initialization script must be run for Receivables.

This initial step depends on the Oracle Applications implementation at the end-user site.

In a core Oracle Applications implementation of subledger security supported modules, this step must be performed for:

- Payables
- Receivables
- Purchasing
- Subledger Accounting
- Payments

### Security Group Consolidation

Security group consolidation enables subledger security to be maintained according to changes within the business environment. Consolidation enables multiple security groups and associated secure data to be merged or consolidated into one destination security group.

**Note:** All responsibility sets created before consolidation must be manually altered to reflect the new structure. All valid application users must be set up to use the new responsibilities.
All secured data associated with the pre-consolidation security groups is changed to reflect the new security group.

The destination security group must be an existing security group, although it may have been newly created and may not have any associated secure data.

**WARNING:** Security group consolidation is irreversible.

**Security Group Consolidation Example**

The table below shows security groups 1 and 3 consolidating into group 2. A database table is represented by T, for example, T1 and T2. A process group is represented by PG, for example, PG1 and PG2.

**Security Group Pre-Consolidation Example**

<table>
<thead>
<tr>
<th>Security Group 1 Allocatio...</th>
<th>Security Group 1 Table</th>
<th>Security Group 1 Security</th>
<th>Security Group 2 Allocatio...</th>
<th>Security Group 2 Table</th>
<th>Security Group 2 Security</th>
<th>Security Group 3 Allocatio...</th>
<th>Security Group 3 Table</th>
<th>Security Group 3 Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1</td>
<td>Enabled</td>
<td>T1</td>
<td>Disabled</td>
<td>T2</td>
<td>Enabled</td>
<td>T2</td>
<td>Disabled</td>
<td>T2</td>
</tr>
<tr>
<td>T2</td>
<td>Disabled</td>
<td>T2</td>
<td>Disabled</td>
<td>T2</td>
<td>Enabled</td>
<td>T2</td>
<td>Disabled</td>
<td>T2</td>
</tr>
<tr>
<td>T3</td>
<td>Enabled</td>
<td>T3</td>
<td>Disabled</td>
<td>T3</td>
<td>Disabled</td>
<td>T3</td>
<td>Disabled</td>
<td>T3</td>
</tr>
<tr>
<td>PG1</td>
<td>Disabled</td>
<td>PG1</td>
<td>Disabled</td>
<td>PG1</td>
<td>Disabled</td>
<td>PG1</td>
<td>Disabled</td>
<td>PG1</td>
</tr>
<tr>
<td>T3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T4</td>
<td>Disabled</td>
<td>T4</td>
<td>Enabled</td>
<td>T4</td>
<td>Disabled</td>
<td>T4</td>
<td>Disabled</td>
<td>T4</td>
</tr>
<tr>
<td>PG2</td>
<td>Disabled</td>
<td>PG2</td>
<td>Disabled</td>
<td>PG2</td>
<td>Disabled</td>
<td>PG2</td>
<td>Disabled</td>
<td>PG2</td>
</tr>
<tr>
<td>T4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T5</td>
<td>Disabled</td>
<td>T5</td>
<td>Disabled</td>
<td>T5</td>
<td>Enabled</td>
<td>T5</td>
<td>Enabled</td>
<td>T5</td>
</tr>
<tr>
<td>PG3</td>
<td>Enabled</td>
<td>PG3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

51-22 Oracle Public Sector Financials (International) User Guide
The table below shows security group 2 after consolidation takes place. A table is represented by T, for example T1 and T2. A process group is represented by PG, for example PG3 and PG4.

**Post Consolidation Destination Security Group Structure**

<table>
<thead>
<tr>
<th>Security Group 2 Allocation</th>
<th>Security Group 2 Table</th>
<th>Security Group 2 Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1</td>
<td></td>
<td>Enabled</td>
</tr>
<tr>
<td>T2</td>
<td></td>
<td>Disabled</td>
</tr>
<tr>
<td>T3</td>
<td></td>
<td>Enabled</td>
</tr>
<tr>
<td>T4</td>
<td></td>
<td>Enabled</td>
</tr>
<tr>
<td>PG1</td>
<td></td>
<td>Disabled</td>
</tr>
<tr>
<td>T3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PG2</td>
<td></td>
<td>Disabled</td>
</tr>
<tr>
<td>T4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Application Level Control

This section describes the various control levels that are available through the Subledger Security system, and indicates the impact of control actions on a security structure, as shown in the table below.

<table>
<thead>
<tr>
<th>Object Level</th>
<th>Actions</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure Tables</td>
<td>Enable</td>
<td>system wide control</td>
</tr>
<tr>
<td>Security Groups</td>
<td>Disable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Re-enable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remove</td>
<td></td>
</tr>
<tr>
<td>Process Groups</td>
<td>Disable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Re-enable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Remove</td>
<td></td>
</tr>
</tbody>
</table>
Object Level | Actions | Comments
---|---|---
Allocations | Tables allocated directly to security groups: Enable Disable Re-enable Remove | Specific security group allocation level control
Process groups allocated to security groups: Enable Disable Re-enable Remove
Tables allocated directly to process groups: Enable Remove

The table below outlines example scenarios that need to be considered within a Subledger Security implementation when control actions are performed.

**Subledger Security Implementation Example Scenarios**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Table belonging to one security group and no process groups.</td>
</tr>
<tr>
<td>B</td>
<td>Table belonging to more than one security group and no process groups.</td>
</tr>
<tr>
<td>C</td>
<td>Table belonging to one security group and one process group allocated to the security group.</td>
</tr>
</tbody>
</table>
### Scenario Description

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Table belonging to more than one security group and one process group.</td>
</tr>
<tr>
<td>E</td>
<td>Table belonging to more than one security group and more than one process group.</td>
</tr>
</tbody>
</table>

The table below shows example scenarios of process groups allocated to security groups.

**Process Group Allocated to Security Group Example Scenarios**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Process groups belonging to one security group with none of its associated tables directly within the security group.</td>
</tr>
<tr>
<td>G</td>
<td>Process group belonging to one security group with one or more of its associated tables directly within the security group.</td>
</tr>
<tr>
<td>H</td>
<td>Process group belonging to more than one security group with none of its associated tables directly within the security group.</td>
</tr>
<tr>
<td>I</td>
<td>Process group belonging to more than one security group with one or more of its associated tables directly within the security group.</td>
</tr>
</tbody>
</table>

The table below shows example scenarios of tables allocated to process groups.

**Table Allocated to Process Group Example Scenarios**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
<td>Table belonging to one process group, that belongs to one security group with that table not directly allocated to the security group.</td>
</tr>
</tbody>
</table>
Scenario Description

K Table belonging to one process group, that belongs to one security group with that table or more of the process groups tables directly allocated to the security group.

L Table belonging to one or more process groups, that belongs to one security group with that table not directly allocated to the security group.

M Table belonging to one or more process group, that belongs to one or more security group with table not directly allocated to the security group.

N Table belonging to one or more process groups, that belongs to one or more security groups with table not directly allocated to the security group.

O Table belonging to one or more process group, that belongs to one or more security group with that table directly allocated to the security group.

The table below outlines possible actions that may occur within the lifecycle of the Subledger Security implementation and the consequences of each action.

The following assumptions have been made in this example:

• All tables are populated with financials data.

• Each action is not dependent on a previous action.

Please refer to table for the security policy.

### Subledger Security Implementation Scenarios

<table>
<thead>
<tr>
<th>Level</th>
<th>Action</th>
<th>Entity</th>
<th>Scenario Code</th>
<th>Result or Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure Table</td>
<td>Disable Security</td>
<td>T1</td>
<td>A</td>
<td>Security disabled for T1 across the subledger security system.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Affects security group 2.</td>
</tr>
<tr>
<td>Level</td>
<td>Action</td>
<td>Entity</td>
<td>Scenario Code</td>
<td>Result or Effect</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
<td>--------</td>
<td>---------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Remove Table</td>
<td>T1</td>
<td>A</td>
<td>All subledger security data removed for T1 across the subledger security system.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Affects security group 2 and is irreversible.</td>
</tr>
<tr>
<td></td>
<td>Disable Security</td>
<td>T2</td>
<td>B</td>
<td>Security disabled for T2 across the subledger security system.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Affects security groups 1 and 2.</td>
</tr>
<tr>
<td></td>
<td>Disable Security</td>
<td>T3</td>
<td>C</td>
<td>Security disabled for T3 across the subledger security system.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Affects security group 1.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Affects T3 directly allocated to security group 1 and also process group 1.</td>
</tr>
<tr>
<td></td>
<td>Disable Security</td>
<td>T4</td>
<td>D</td>
<td>Security disabled for T4 across the subledger security system.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Affects security groups 1 and 2.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Affects T4 directly allocated to security groups 1 and 2 and security group 1 through process group 2.</td>
</tr>
<tr>
<td>Level</td>
<td>Action</td>
<td>Entity</td>
<td>Scenario Code</td>
<td>Result or Effect</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------</td>
<td>-----------------</td>
<td>---------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Disable Security</td>
<td>T5</td>
<td>E</td>
<td>Security disabled for T5 across the subledger security system. Affects security groups 1 and 2. Affects T5 directly allocated to both security groups and also security group 1 through process groups 1 and 2.</td>
</tr>
<tr>
<td>Process Group</td>
<td>Disable process groups security</td>
<td>PG3 and SG1</td>
<td>F</td>
<td>Disables process group 3 for security group 1. Implies that any tables allocated to this process group should also be disabled, depending on whether the process group’s tables are already associated with the security group, either directly or through another process group. In this case T6 belongs to PG3 only, security on T6 is disabled for security group 1. As T6 is not allocated to security group 2 or security group 1, this effectively implies that T6 is disabled through the subledger security system.</td>
</tr>
<tr>
<td>Level</td>
<td>Action</td>
<td>Entity</td>
<td>Scenario Code</td>
<td>Result or Effect</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------</td>
<td>--------------</td>
<td>---------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Disabled process group security</td>
<td>PG2 and SG1</td>
<td>G</td>
<td>Disables process group 2 through the subledger security system.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The actual effect is null because:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T4 belongs directly to security group 1 and 2 is enabled.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T5 belongs directly to security group 1 and 2 and is enabled, it also belongs to</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>security group 1 through process group 1 and is enabled.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level</td>
<td>Action</td>
<td>Entity</td>
<td>Scenario Code</td>
<td>Result or Effect</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------------------------------</td>
<td>-------------</td>
<td>---------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Table Allocated to Process Group</td>
<td>Remove tables from process group</td>
<td>T6 and PG3</td>
<td>J</td>
<td>Removes T6 from process group 3 and removes security and secured data on T6 if possible. In this case, T6 does not belong to either security group, directly or through another security group. All secured data is removed for T6. This process is irreversible. If the desired effect was to disable security on T6 for process group 3, rather than remove all secured data, it could have been performed in two ways as follows: Disable process group 3 system wide or disable process group 3 allocated to security group 1.</td>
</tr>
</tbody>
</table>
Definition

The Subledger Security reports provide information on the current and previous state of Subledger Security objects and organizations’ security structure.

Overview

Subledger Security: Allocation Status Report

The Subledger Security: Allocation Status Report displays all group allocations. The report is divided into the following sections:

- secure tables allocated to Subledger Security groups
- process groups allocated to Subledger Security groups
- secure tables allocated to process groups

Each of the report sections provide historical data relating to when the allocations were enabled or disabled.

The report can be generated for a specific security group, process group, or secure table.


Subledger Security: Group Status Report

The Subledger Security: Group Status Report displays information on all groups defined in the Subledger Security system. This report maps to the Maintain Groups window.
The report provides the following information:

- lists all security groups and process groups
- description
- indicates enabled or disabled state
- deletion dates
- security history of the group

**Subledger Security: Grouped Secure Tables Report**

The Subledger Security: Grouped Secure Tables Report displays all security groups with currently secured tables. This report maps to the distinct table information in the Maintain Allocations window.

**Subledger Security: Object Status Report**


The Subledger Security: Object Status Report provides the following information:

- corresponding Subledger Security table name for each secure database table
- policy on the secure table
- policy function used by the policy
- database trigger on the secure table
- index on secure table
- synonym for secure table
- grants required for secure table

**Subledger Security: Secure Tables Status Report**


The Subledger Security: Secure Tables Status Report lists all Oracle database table
names with the database table owner, descriptions, and the Subledger Security table name. This report provides information on various security information states. Historical information is also displayed.

**Subledger Security: Security Group Consolidations Report**

The Subledger Security: Security Group Consolidations Report provides information relating to security group consolidations and enables an organization to reconcile business unit structure changes.

The Subledger Security: Security Group Consolidations Report shows child security groups consolidated in the parent security group. Historical information is also provided, indicating when the consolidations took place.

**Subledger Security: User Allocation Status Report**

The Subledger Security: User Allocation Status Report enables an organization to view the functional changes required and the impact of the changes when a security policy or business change is required.

This report displays information relating to a security group, indicating the responsibilities that are associated with the security group and application users who are using those responsibilities.

**Subledger Security: Allocation Status Report**

To generate the Subledger Security: Allocation Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:
   
   **OPSF(I) System Administration - Subledger Security - Subledger Security Reports**

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: Allocation Status Report from the list of values.

4. In the SLS Security Group Name field, enter a security group name or leave blank to report on all security groups.

5. In the Process Group Name field, enter a process group name or leave blank to report on all process groups.

6. In the Secure Table Name field, enter a secure table name or leave blank to report on all secure tables.
7. To apply the parameters, click OK.

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

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

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

**Subledger Security: Group Status Report**

To generate the Subledger Security: Group Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:
   
   **OPSF(I) System Administration - Subledger Security - Subledger Security Reports**

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: Group Status Report from the list of values.

4. In the SLS Group Type field, select a group type from the list of values or leave blank to display all group types.

5. In the SLS Group Name field, enter a group name or leave blank to display all group names.

6. To apply the parameters, click OK.

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

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

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

**Subledger Security: Grouped Secure Tables Report**

To generate the Subledger Security: Grouped Secure Tables Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   **OPSF(I) System Administration - Subledger Security - Subledger Security**
Reports

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: Grouped Secure Tables Report from the list of values.

4. In the SLS Group Name field, enter a group name or leave blank to report on all group names.

5. In the Table Name field, enter a table name or leave blank to report on all table names.

6. To apply the parameters, click OK.

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

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

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

View - Requests

Subledger Security: Object Status Report

To generate the Subledger Security: Object Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) System Administration - Subledger Security - Subledger Security Reports

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: Object Status Report from the list of values.

4. In the Owner field, select the owner from the list or leave blank to report on all owners.

5. In the Secure Table Name field, enter a secure table name or leave blank to report on all secure tables.

6. To apply the parameters, click OK.

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

8. To submit another request, click Yes or to continue, click No.
9. View the request in the concurrent manager as follows:

   View - Requests

**Subledger Security: Secure Tables Status Report**

To generate the Subledger Security: Secure Tables Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:
   
   OPSF(I) System Administration - Subledger Security - Subledger Security Reports

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: Secure Tables Status Report from the list of values.

4. In the Owner field, select the owner from the list or leave blank to report on all owners.

5. In the Secure Table Name field, enter a secure table name or leave blank to report on all secure tables.

6. To apply the parameters, click OK.

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

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

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

   View - Requests

**Subledger Security: Security Group Consolidations Report**

To generate the Subledger Security: Security Group Consolidations Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

   OPSF(I) System Administration - Subledger Security - Subledger Security Reports

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: Security Group Consolidations Report
from the list of values.

4. In the Source Group field, enter a source group name or leave blank to display all source groups.

5. In the Destination Group field, enter a destination group name or leave blank to display all destination groups.

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

7. To send the print request to the concurrent manager, click **Submit Request**.

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

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

**Subledger Security: User Allocation Status Report**

To generate the Subledger Security: User Allocation Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:
   
   OPSF(I) System Administrator - Subledger Security - Subledger Security Reports

2. Select the Single Request radio button.

3. In the Name field, select Subledger Security: User Allocation Status Report from the list of values

4. In the SLS Security Group Name field, enter the security group name or leave blank to report on all security groups.

5. In the User Id field, enter a user identifier for a particular user or leave blank to report on all users.

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

7. To send the print request to the concurrent manager, click **Submit Request**.

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

9. View the request in the concurrent manager as follows:
   
   View - Requests
Oracle Public Sector Financials (International) Navigation Paths

Navigation

<table>
<thead>
<tr>
<th>Window</th>
<th>Navigation Path</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Inquiry</td>
<td>OPSF(I) General Ledger &gt; OPSF(I) Cash and Accruals Support &gt; Inquire Related Account</td>
<td>GL Accrual</td>
</tr>
<tr>
<td>Accounting Period Status</td>
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**Related Topics**

General Ledger Navigator Paths, *Oracle General Ledger User Guide*

Payables Navigator Paths, *Oracle Payables User Guide*


Definition

The Contract Commitment and Commitment Budgetary Control features in Oracle Public Sector Financials (International) are based on the Commitment Model. This appendix describes the Commitment Model and shows how the Commitment Model is applied.

Overview

The Commitment Model enables public sector organizations to manage their business using dual budgetary control. Therefore, the Commitment Model requires both commitment budgetary control and standard budgetary control.

The commitment budget represents the amount of encumbrances an organization is willing to enter into in a given period. The standard budget represents the amount an organization is willing to pay in a given period.

Commitment budgetary control measures encumbrance expenditure activity against the commitment budget. Standard budgetary control measures encumbrance expenditure activity and actual expenditure activity, which includes invoice and payment, against the standard budget.

A fundamental principle of the Commitment Model is that all expenditure activity must be encumbered before being paid. However, in standard budgetary control, not all expenditure activity must be encumbered before being paid.

To begin to understand dual budgetary control and the impact of the Commitment Model on standard budgetary control, this section provides an overview of the following:

Standard Budgetary Control

This section describes how standard budgetary control currently works in Oracle
Financials. A standard budget represents the estimated amount of anticipated or encumbered expenditures and actual expenditures. Standard budgetary control is based on measuring expenditure activity against the standard budget. The diagram below illustrates standard budgetary control expenditure activity.

**Standard Budgetary Control Expenditure Activity Diagram**

The diagram below shows the following Expenditure Types:

- Encumbrance Types
- Actuals

The Standard Budgetary Control Expenditure Activity Diagram, page B-2 shows that encumbered expenditure activity can progress through two stages, Commitment and Obligation. The Provisional encumbrance type is a provisional contract commitment that is created to set funds aside internally without creating a formal obligation or contract. An Obligation encumbrance type is created when a third party contract is entered.

Activities represented in the Actuals stage in the Standard Budgetary Control Expenditure Activity Diagram, page B-2 are Invoice and Payment.

The Standard Budgetary Control Expenditure Activity Diagram, page B-2 shows a confirmed contract commitment representing a formal contract with a third party. It is only when an Obligation encumbrance type is created that an invoice can be matched to the obligation and paid. Matching an invoice to an Obligation encumbrance type liquidates the encumbrance and records an actual. In standard budgetary control, invoices can be paid without encumbering funds, and an invoice is not required for payment.

The diagram below shows the scenarios possible in standard budgetary control.
The Standard Budgetary Control Scenarios Diagram, page B-3 illustrates the following standard budgetary control scenarios:

- Scenario 1 corresponds to the scenario shown in the Standard Budgetary Control Expenditure Activity Diagram, page B-2 where payment is made with expenditure activity progressing through Commitment and Obligation encumbrance types and invoice matching to an encumbrance.

- In Scenario 2, payment is made without a Commitment encumbrance type.

- In Scenario 3, payment is made without any encumbrance.

**Commitment Budgetary Control**

Commitment Budgetary Control focuses on the encumbrance expenditure activity. The expenditure activity type Actuals does not factor into commitment budgetary control. Commitment budgetary control is attained by measuring encumbrance activity against the commitment budget.

The diagram below shows commitment budgetary control expenditure activity. The encumbrance types include Commitment and Actuals. The Provisional Contract Commitment is shown as a Commitment encumbrance type and the Confirmed Contract Commitment is shown as an Obligation encumbrance type.
Commitment Budgetary Control Expenditure Activity Diagram

Within Commitment Budgetary Control, expenditure activity must progress through the two encumbrance types, Commitment and Actual. The Commitment encumbrance type includes encumbrances for the following:

- third party contract commitments in negotiation
- internal contract commitments in planning

The Actual encumbrance type includes encumbrances for the following:

- third party contract commitments
- confirmed internal contract commitments

The diagram below shows the scenario possible in Commitment Budgetary Control in which the Commitment encumbrance type can be transitioned to an Actual encumbrance type.
An Obligation encumbrance type in standard budgetary control encumbers only formal contracts with a third party, whereas an Actual encumbrance type in commitment budgetary control includes the third party obligation and a confirmed internal contract commitment that covers an expenditure, such as office supplies, where no formal contract with a supplier exists.

**Dual Budgetary Control**

Standard budgetary control provides complete budgetary control while commitment budgetary control provides budgetary control solely on the encumbrance activity. Therefore, both standard budgetary control and commitment budgetary control must be enabled to support the commitment budget.

With the Commitment Model, all expenditure activity must be encumbered before payment and all expenditure activity is checked against standard budgetary control and commitment budgetary control. As a result, the definition for the secondary encumbrance type in standard budgetary control, obligation, must be broadened.

The diagram below shows the standard budgetary control expenditure activity with the Commitment Model.
In the Standard Budgetary Control Expenditure Activity, Commitment Model Diagram, page B-6, the Commitment encumbrance type is unchanged. It continues to represent third party contract commitments in negotiation and contract commitments in planning that can be converted into a Confirmed encumbrance type without a formal obligation.

In the Standard Budgetary Control Expenditure Activity, Commitment Model Diagram, page B-6, the Obligation encumbrance type referred to in the Standard Budgetary Control Expenditure Activity Diagram, page B-2 has been broadened to a Confirmed encumbrance type. In addition to representing third party contract commitments that invoices can be matched against, this confirmed encumbrance type represents confirmed internal contract commitments where there is no formal obligation with a third party. The confirmed internal contract commitment represents internally encumbered funds that invoices can be matched against.

In the Standard Budgetary Control Expenditure Activity, Commitment Model Diagram, page B-6, the Invoice and Payment actuals remain the same as in regular standard budgetary control.

The diagram below depicts the scenario in which standard budgetary control encumbers all expenditure activity and can therefore be used with the Commitment Model. It progresses from Encumbrance Provisional to Encumbrance Confirmed to Invoice and ends with Payment.
The diagram below compares the Standard Model that includes standard budgetary control with the Commitment Model that includes dual budgetary control.

The Standard Model and Commitment Model Comparison diagram, page B-7 shows the following:

- Standard Model that includes the scenarios for standard budgetary control shown in the Standard Budgetary Control Scenarios diagram, page B-3
- Commitment Model that includes the scenario for standard budgetary control
shown in the Standard Budgetary Control Scenario, Commitment Model diagram, page B-7 and the scenario for commitment budgetary control shown in the Commitment Budgetary Control Scenario diagram, page B-5.

**Contract Commitment Feature**

The major objectives in the Contract Commitment feature design are as follows:

- Contract Commitment supports the encumbrance of contract activity from a contract perspective. Users can enter into contract commitment activity without the manufacturing type data required in Oracle Purchasing.

- Contract Commitment supports the Commitment Model, which means that it supports dual budgetary control.

**Contract Commitment Module without Commitment Budgetary Control**

The Contract Commitment feature supports organizations that must encumber contracts. Contract Commitment coexists with Purchasing giving organizations the opportunity to use Purchasing for inventory-related activity while using Contract Commitment for contract related activity.

The diagram below shows how the Contract Commitment feature without Commitment Budgetary Control integrates with Oracle Financials, and the Contract Commitment Module without Commitment Budgetary Control table, page B-10 describes the Contract Commitment feature without Commitment Budgetary Control diagram.
### Contract Commitment Module without Commitment Budgetary Control

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**Contract Commitment Module with Commitment Budgetary Control**

The Commitment Budgetary Control feature is designed to maintain budgetary control for the Commitment Model. Commitment Budgetary Control only addresses a subcomponent of standard budgetary control. Therefore, if the Commitment Model is implemented, complete budgetary control can only be accomplished with the simultaneous use of standard budgetary control.

The diagram below shows how the Contract Commitment and Commitment Budgetary Control features integrate with Oracle Financials, and the Contract Commitment Module with Commitment Budgetary Control table, page B-13 describes the Contract Commitment feature with Commitment Budgetary Control diagram. Note that process steps 10 through 14 in the Contract Commitment Module without Commitment Budgetary Control diagram, page B-9, do not exist in the Contract Commitment Module with Commitment Budgetary Control diagram, page B-13.
Contract Commitment Module with Commitment Budgetary Control Diagram

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<td>Check Funds</td>
<td>Interface</td>
<td>Oracle Payables</td>
<td>Oracle General Ledger</td>
<td>perform funds check against standard budget for invoice activity, actuals</td>
</tr>
<tr>
<td>4</td>
<td>SBC Information</td>
<td>Interface</td>
<td>Oracle General Ledger</td>
<td>Contract Commitment</td>
<td>standard budgetary control information resulting from either a request to check funds available or the reservation of contract commitment activity, encumbrances</td>
</tr>
<tr>
<td>5</td>
<td>Standard Encumbrance Activity</td>
<td>Interface</td>
<td>Contract Commitment</td>
<td>Oracle General Ledger</td>
<td>transfer of contract commitment activity, encumbrances</td>
</tr>
<tr>
<td>6</td>
<td>Check Funds</td>
<td>Interface</td>
<td>Contract Commitment</td>
<td>Oracle General Ledger</td>
<td>perform funds check against standard budget for contract commitments, encumbrances</td>
</tr>
<tr>
<td>7</td>
<td>Matching</td>
<td>Integration</td>
<td>Oracle Payables</td>
<td>Contract Commitment</td>
<td>matching of prepayment or invoices to confirmed contract commitments</td>
</tr>
<tr>
<td>Reference Number</td>
<td>Name</td>
<td>Type</td>
<td>From</td>
<td>To</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------------------</td>
<td>-----------</td>
<td>-----------------------------</td>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>8</td>
<td>View Contract Commitment Data</td>
<td>Reference</td>
<td>Oracle Projects</td>
<td>Contract Commitment</td>
<td>view of contract commitment data</td>
</tr>
<tr>
<td>9</td>
<td>Contract Information</td>
<td>Interface</td>
<td>Oracle Contracts</td>
<td>Contract Commitment</td>
<td>transfer of contract information, future</td>
</tr>
<tr>
<td>15</td>
<td>SBC Information</td>
<td>Interface</td>
<td>Oracle General Ledger</td>
<td>Oracle Public Sector Budgeting</td>
<td>standard budgetary control information resulting from either a request to check funds available or the recording of standard budget activity</td>
</tr>
<tr>
<td>16</td>
<td>Standard Encumbrance Activity</td>
<td>Interface</td>
<td>Oracle Public Sector Budgeting</td>
<td>Oracle General Ledger</td>
<td>transfer of standard budget activity</td>
</tr>
<tr>
<td>17</td>
<td>Check Funds</td>
<td>Interface</td>
<td>Oracle Public Sector Budgeting</td>
<td>Oracle General Ledger</td>
<td>perform funds check against standard budget activity</td>
</tr>
<tr>
<td>18</td>
<td>Commitment Budgetary Control (CBC)</td>
<td>Interface</td>
<td>Commitment Budgetary Control</td>
<td>Oracle Public Sector Budgeting</td>
<td>commitment budgetary control information resulting from either a request to check funds available or the recording of commitment budget activity</td>
</tr>
<tr>
<td>Reference Number</td>
<td>Name</td>
<td>Type</td>
<td>From</td>
<td>To</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------</td>
<td>---------------</td>
<td>-----------------------------</td>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>19</td>
<td>Commitment Budget Activity</td>
<td>Interface</td>
<td>Oracle Public Sector Budgeting</td>
<td>Commitment Budgetary Control</td>
<td>transfer of commitment budget activity</td>
</tr>
<tr>
<td>20</td>
<td>Check Funds</td>
<td>Interface</td>
<td>Oracle Public Sector Budgeting</td>
<td>Commitment Budgetary Control</td>
<td>perform funds check against commitment budget activity</td>
</tr>
<tr>
<td>21</td>
<td>CBC Information</td>
<td>Interface</td>
<td>Commitment Budgetary Control</td>
<td>Contract Commitment</td>
<td>commitment budgetary control information resulting from either a request to check funds available or the recording of contract commitment activity, encumbrances and actuals</td>
</tr>
<tr>
<td>22</td>
<td>Commitment Encumbrance and Actual Activity</td>
<td>Interface</td>
<td>Contract Commitment</td>
<td>Commitment Budgetary Control</td>
<td>transfer of contract commitment activity, encumbrances and actuals</td>
</tr>
<tr>
<td>23</td>
<td>Check Funds</td>
<td>Interface</td>
<td>Contract Commitment</td>
<td>Commitment Budgetary Control</td>
<td>perform funds check against commitment budget for contract commitments</td>
</tr>
</tbody>
</table>
Definition

This appendix addresses generation of reporting currency information for Commitment Budgetary Control (CBC) and standard budgetary control (SBC) when reporting currency is installed.

Overview

When Contract Commitment transactions are entered, the transactions are converted to the reporting functional currency at the time of original entry if functional currency is enabled. The ledger currency amounts and their associated reporting currency amounts are stored together in Contract Commitment. The transactions are posted to General Ledger in both the primary set of books and the reporting set of books.

The reporting currency is a currency other than the ledger currency for which report accounting data is required. A ledger for each of the reporting currencies must be defined.

For information on defining a ledger, see Defining Ledgers, Oracle General Ledger User’s Guide.

When a user enters transactions, reporting currency converts the transactions into ledger currency and each of the user’s reporting currencies as shown in the table below.
**Reporting Currency Transaction Conversion**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Currency Transactions</td>
<td>All transactions denominated in the user’s ledger currency are recorded in this currency. The transactions are also converted to each of the user’s reporting currency.</td>
</tr>
<tr>
<td>Foreign Currency Transactions</td>
<td>Transactions denominated in a foreign currency are converted automatically to the user’s ledger currency and to each reporting currency.</td>
</tr>
</tbody>
</table>

**Creating Commitment Budgetary Control Journal Entry Lines in Reporting Currency**

The trigger for CBC to generate CBC Journal Entry (JE) lines in the reporting currency is when the status of the ledger CBC JE lines changes from T for Temporary to P for Permanent. The ledger CBC JE lines are now permanent records, which means that the Funds Check for Funds Reservation passed in both CBC and SBC.

Based on General Ledger Conversion Rules, an API creates CBC JE Batches and CBC JE Lines in the IGC_CBC_MC_JE_BATCHES and IGC_CBC_ME_JE_LINES tables, respectively, for each reporting currency associated with the ledger.
Contract Commitment Legacy Conversion Procedures

Definition

The Contract Commitment feature provides a one-time migration of legacy information to Contract Commitment.

Overview

There are two phases to the migration process. In the first phase, users identify requirements for converting legacy data into contract commitment tables. Converting data into the contract commitment tables allows Contract Commitment to generate Required information, such as the CC Header ID, which is a not null field in CBC JE Lines and can be used later for audit purposes.

The second major conversion phase includes two subphases. In the first subphase, legacy account line data is converted for CBC JE Batches and CBC JE Lines. The second subphase includes converting all payment forecast legacy data into GL JE Batches, GL JE Headers, and GL JE Lines and updating GL Balances.

Users define the amount of detail or summarization of detail to be converted. Users can decide to convert data at the beginning of a new fiscal year or during the fiscal year. Converting at the beginning of the fiscal year allows for a clean break from the legacy application to the new application. Converting legacy data at the beginning of the fiscal year allows users to enter any contract commitments from day one of the new fiscal year.

Converting during the fiscal year may not provide a clean break, but by converting the legacy periods to the same periods in the new application, the end result can be the same as if conversion took place at the beginning of the fiscal year.
Legacy Conversion Process Flow Diagram

The diagram below shows the Open Interface Table process, the Commitment Budgetary Control Open Interface Table process, and the General Ledger Interface Table process. These processes are described in the following sections.
Legacy Conversion to Contract Commitment Tables

The CC Open Interface includes the following tables:

- CC Headers Interface Table
- CC Account Lines Interface Table
- CC Detail Payment Forecast Interface Table

Legacy conversion to contract commitment tables includes the following tasks:

- identify legacy data to be converted
- identify any validation rules associated with the conversion of each state of the contract
- generate Conversion Exception Report to identify any exceptions due to validation error or to let users know that no exceptions were found
- update Oracle Purchasing tables for Confirmed and Approved legacy data.
- call Oracle Projects API to create encumbrances for contract commitments linked to projects.

**CC API**

The CC API performs the following tasks:

- initiates the validation of the CC Headers Interface, CC Account Line Interface, and CC Detail Payment Forecast Lines Interface tables
- provides exception report
- inserts records into CC Headers table, CC Account Lines table, CC Detail Payment Forecast table, and CC Actions table

*Note:* If there are contract commitments linked to projects from Oracle Projects and encumbrance accounting is enabled, the PRC: Maintain Budgetary Control Balances process must be run to update the project budget. For information on this process, see *Oracle Projects User’s Guide.*

**Legacy Conversion to Commitment Budgetary Control Tables**

The CC Open Interface Table format provided the basis for the CBC Open Interface table, which is used for converting legacy data to CBC JE Batches and CBC JE Lines. The CC Open Interface table provides information for CBC JE Batches and CBC JE Lines for all new contract information created in contract commitment.

The CBC Open Interface is used to convert Provisional and Confirmed contracts that qualify based on the criteria described in the contract commitment tables.

An API is used to perform validations on data entered in the CBC Open Interface table and insert converted legacy data into CBC JE Batches and CBC JE Lines table.

Before converting CBC legacy information, contract commitment legacy data must be converted and recorded in the CC Headers table, the CC Account Line table, and the Detail Payment Forecast table.
CBC API

The CBC API performs the following tasks:

- validates data entered into the CBC Open Interface table
- inserts records into CBC JE Batches and CBC JE Lines
- creates a unique batch for each period of data entered into the CBC Open Interface Table

Conversion records inserted into CBC JE Batches and CBC JE Lines with the status Permanent must not be deleted from the table.

Reference fields 1 through 4 are reserved for CBC and SBC reference information to link transaction information back to a particular contract. If additional reference information is required by users beyond what is in reference fields 1 through 4, then reference fields 5 through 10 can be used for this purpose.

Legacy Conversion to Standard Budgetary Control (SBC), General Ledger

The GL Interface table format provides the basis for converting legacy data to General Ledger. Through the GL Import process the GL Interface table data is validated.

The GL Interface Table format is the means for entering SBC legacy data into General Ledger.

Related Topics

Contract Commitment Legacy Open Interface Program in the Integration Repository (http://www-apps.us.oracle.com:1100/irep/).

Commitment Budgetary Control Legacy Open Interface Program in the Integration Repository (http://www-apps.us.oracle.com:1100/irep/).

CC Headers Interface Table

<table>
<thead>
<tr>
<th>CC Headers Interface Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columns</td>
</tr>
<tr>
<td>INTERFACE_HEADER_ID</td>
</tr>
<tr>
<td>ORG_ID</td>
</tr>
<tr>
<td>Columns</td>
</tr>
<tr>
<td>------------------------------</td>
</tr>
<tr>
<td>CC_TYPE</td>
</tr>
<tr>
<td>CC_NUM</td>
</tr>
<tr>
<td>CC_VERSION_NUM</td>
</tr>
<tr>
<td>INTERFACE_PARENT_HEADER_ID</td>
</tr>
<tr>
<td>CC_STATE</td>
</tr>
<tr>
<td>CC_CTRL_STATUS</td>
</tr>
<tr>
<td>CC_ENCMBRNC_STATUS</td>
</tr>
<tr>
<td>CC_APPRVL_STATUS</td>
</tr>
<tr>
<td>VENDOR_ID</td>
</tr>
<tr>
<td>VENDOR_SITE_ID</td>
</tr>
<tr>
<td>VENDOR_CONTACT_ID</td>
</tr>
<tr>
<td>TERM_ID</td>
</tr>
<tr>
<td>Columns</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>LOCATION_ID</td>
</tr>
<tr>
<td>SET_OF_BOOKS_ID</td>
</tr>
<tr>
<td>CC_ACCT_DATE</td>
</tr>
<tr>
<td>CC_DESC</td>
</tr>
<tr>
<td>CC_START_DATE</td>
</tr>
<tr>
<td>CC_END_DATE</td>
</tr>
<tr>
<td>CC_OWNER_USER_ID</td>
</tr>
<tr>
<td>CC_PREPARER_USER_ID</td>
</tr>
<tr>
<td>CURRENCY_CODE</td>
</tr>
<tr>
<td>CONVERSION_TYPE</td>
</tr>
<tr>
<td>CONVERSION_DATE</td>
</tr>
<tr>
<td>CONVERSION_RATE</td>
</tr>
<tr>
<td>LAST_UPDATE_DATE</td>
</tr>
<tr>
<td>LAST_UPDATED_BY</td>
</tr>
<tr>
<td>LAST_UPDATE_LOGIN</td>
</tr>
<tr>
<td>CREATED_BY</td>
</tr>
<tr>
<td>CREATION_DATE</td>
</tr>
<tr>
<td>CC_CURRENT_USER_ID</td>
</tr>
<tr>
<td>WF_ITEM_TYPE</td>
</tr>
<tr>
<td>WF_ITEM_KEY</td>
</tr>
<tr>
<td>Columns</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>CONTEXT</td>
</tr>
<tr>
<td>ATTRIBUTE1</td>
</tr>
<tr>
<td>ATTRIBUTE2</td>
</tr>
<tr>
<td>ATTRIBUTE3</td>
</tr>
<tr>
<td>ATTRIBUTE4</td>
</tr>
<tr>
<td>ATTRIBUTE5</td>
</tr>
<tr>
<td>ATTRIBUTE6</td>
</tr>
<tr>
<td>ATTRIBUTE7</td>
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<td>ATTRIBUTE8</td>
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<tr>
<td>ATTRIBUTE9</td>
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<tr>
<td>ATTRIBUTE10</td>
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<td>ATTRIBUTE11</td>
</tr>
<tr>
<td>ATTRIBUTE12</td>
</tr>
<tr>
<td>ATTRIBUTE13</td>
</tr>
<tr>
<td>ATTRIBUTE14</td>
</tr>
<tr>
<td>ATTRIBUTE15</td>
</tr>
<tr>
<td>BATCH</td>
</tr>
<tr>
<td>PROCESS STATUS</td>
</tr>
</tbody>
</table>
### CC Headers Column Validations and Destinations

<table>
<thead>
<tr>
<th>Column</th>
<th>Validation</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERFACE_HEADER_ID</td>
<td>INTERFACE_HEADER_ID is unique in the table.</td>
<td>No destination</td>
</tr>
<tr>
<td>ORG_ID</td>
<td>Organization identifier must be the same as the organization identifier of the person logged on.</td>
<td>IGC_CC_HEADERS.ORG_ID</td>
</tr>
<tr>
<td>CC_TYPE</td>
<td>Valid contract commitment types are C for Cover, S for Standard, and R for Release.</td>
<td>IGC_CC_HEADERS.CC_TYPE</td>
</tr>
<tr>
<td>CC_NUM</td>
<td>CC_NUM is unique in table per ORG_ID.</td>
<td>IGC_CC_HEADERS.CC_NUM</td>
</tr>
<tr>
<td>CC_VERSION_NUM</td>
<td>If CC_VERSION_NUM is NOT NULL, then use CC_VERSION_NUM NOT NULL value and increment by 1. If CC_VERSION_NUM is NULL, then use 1 as default value for CC_VERSION_NUM.</td>
<td>IGC_CC_HEADERS.CC_VERSION_NUM</td>
</tr>
<tr>
<td>INTERFACE_PARENT_HEADER_ID</td>
<td>If contract commitment type is R, then Interface Parent Header ID cannot be NULL. If CC type is C or S, then Interface Parent Header ID must be NULL.</td>
<td>No destination</td>
</tr>
<tr>
<td>CC_STATE</td>
<td>Valid states to be converted are PR for Provisional, CM for Confirmed, and CT for Completed.</td>
<td>IGC_CC_HEADERS.CC_STATE</td>
</tr>
<tr>
<td>CC_CTRL_STATUS</td>
<td>Valid control statuses are C for Closed, E for Entered, or O for Open. If contract commitment status is O, then the contract commitment state must be CM for Confirmed, and the CC Approval Status must be AP for Approved.</td>
<td>IGC_CC_HEADERS.CC_CTRL_STATUS</td>
</tr>
<tr>
<td>Column</td>
<td>Validation</td>
<td>Destination</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>CC_ENCMBRNC_STATUS</td>
<td>Valid statuses are C for Confirmed and Encumbered, N for Not encumbered, and P for Provisional and Encumbered.</td>
<td>IGC_CC_HEADERS.CC_ENCMBRNC_STATUS</td>
</tr>
<tr>
<td></td>
<td>If Dual Budgetary Control is not enabled and the contract commitment state is PR, Provisional, then valid encumbrance status is N.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If Dual Budgetary Control is enabled and the contract commitment state is PR, then valid encumbrance statuses are N or P.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If Dual Budgetary Control is enabled and the contract commitment state is CM, then valid encumbrance statuses are N or C.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the contract commitment state is CM and CC Approval Status is AP, then the only valid encumbrance status is C.</td>
<td></td>
</tr>
<tr>
<td>CC_APPRVL_STATUS</td>
<td>Valid statuses are IN for Incomplete and AP for Approved.</td>
<td>IGC_CC_HEADERS.CC_APPRVL_STATUS</td>
</tr>
<tr>
<td>VENDOR_ID</td>
<td>Validate Vendor ID against the PO_VENDORS table to ensure that the Vendor ID exists in the table.</td>
<td>IGC_CC_HEADERS.VENDOR_ID</td>
</tr>
<tr>
<td></td>
<td>Validate Vendor ID is active.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENABLED_FLAG = Y</td>
<td>If the contract commitment state is CM for Confirmed, then Vendor ID is Required.</td>
</tr>
<tr>
<td>Column</td>
<td>Validation</td>
<td>Destination</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>VENDOR_SITE_ID</td>
<td>Validate Vendor Site ID against the PO_VENDOR_SITES_ALL table to ensure that the Vendor site identifier exists in the table.</td>
<td>IGC_CC_HEADERS.VENDOR_SITE_ID</td>
</tr>
<tr>
<td></td>
<td>Validate Vendor Site ID is active.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PURCHASING_SITE_FLAG = Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the contract commitment state is CM for Confirmed, then Vendor Site ID is Required.</td>
<td></td>
</tr>
<tr>
<td>VENDOR_CONTACT_ID</td>
<td>Validate Vendor Contact ID against the PO_VENDOR_CONTACTS table to ensure that the Vendor contact identifier exists in the table.</td>
<td>IGC_CC_HEADERS.VENDOR_CONTACT_ID</td>
</tr>
<tr>
<td></td>
<td>Validate Vendor Contact ID is active.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If Vendor ID is NULL, then this field must be NULL.</td>
<td></td>
</tr>
<tr>
<td>TERM_ID</td>
<td>Terms must be validated against the AP_TERMS_VAL_V view.</td>
<td>IGC_CC_HEADERS.TERM_ID</td>
</tr>
<tr>
<td>LOCATION_ID</td>
<td>Validate Location ID against the HR_LOCATIONS table to ensure that the Location ID exists in the table.</td>
<td>IGC_CC_HEADERS.LOCATION_ID</td>
</tr>
<tr>
<td></td>
<td>Validate Location ID is active, where BILL_TO_SITE_FLAG = Y.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If Vendor identifier is NULL, then this field must be NULL.</td>
<td></td>
</tr>
<tr>
<td>SET_OF_BOOKS_ID</td>
<td>Validate the Set of Books identifier; must be the Set of Books identifier of the person logged on.</td>
<td>IGC_CC_HEADERS.SET_OF_BOOKS_ID</td>
</tr>
<tr>
<td>Column</td>
<td>Validation</td>
<td>Destination</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>CC_ACCT_DATE</td>
<td>Validate that Account Date is on or between the State and End Date of the Contract. Account Date must fall within an open or future enterable period. Validate that Account Date is within the defined calendar.</td>
<td>IGC_CC_HEADERS.CC_ACCT_DATE</td>
</tr>
<tr>
<td>CC_DESC</td>
<td>No validation.</td>
<td>IGC_CC_HEADERS.CC_DESC</td>
</tr>
<tr>
<td>CC_START_DATE</td>
<td>Start Date must be less than or equal to End Date.</td>
<td>IGC_CC_HEADERS.CC_START_DATE</td>
</tr>
<tr>
<td></td>
<td>If commitment type is Release, then the entered Start Date must be within the start and end date for the corresponding Cover commitment. If commitment type is Cover, then Start Date must be less than or equal to the minimum start date of all its releases.</td>
<td></td>
</tr>
<tr>
<td>CC_END_DATE</td>
<td>If commitment type is Release, then the entered End Date must be within the start and end date for the corresponding Cover commitment. If commitment type is Cover, then the End Date must be greater than or equal to the maximum end date for all its releases.</td>
<td>IGC_CC_HEADERS.CC_END_DATE</td>
</tr>
<tr>
<td>CC_OWNER_USER_ID</td>
<td>Employee identification corresponds to the owner or employee. Mandatory. Employee must be active.</td>
<td>IGC_CC_HEADERS.CC_OWNER_USER_ID</td>
</tr>
<tr>
<td>CC_PREPARER_USER_ID</td>
<td>User identification corresponds to the owner or employee. Mandatory. Default value corresponds to FND_PROFILE.USER_ID.</td>
<td>IGC_CC_HEADERS.CC_PREPARER_USER_ID</td>
</tr>
<tr>
<td>Column</td>
<td>Validation</td>
<td>Destination</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>CURRENCY_CODE</td>
<td>Validate that currency code is the currency for the Set of Books identifier.</td>
<td>IGC_CC_HEADERS.CURRENCY_CODE</td>
</tr>
<tr>
<td></td>
<td>If the cover contract commitment is in nonfunctional currency, then all related releases must be entered using the same nonfunctional currency.</td>
<td></td>
</tr>
<tr>
<td>CONVERSION_TYPE</td>
<td>NULL; no validation.</td>
<td>IGC_CC_HEADERS.CONVERSION_TYPE</td>
</tr>
<tr>
<td>CONVERSION_DATE</td>
<td>NULL; no validation.</td>
<td>IGC_CC_HEADERS.CONVERSION_DATE</td>
</tr>
<tr>
<td>CONVERSION_RATE</td>
<td>NULL; no validation.</td>
<td>IGC_CC_HEADERS.CONVERSION_RATE</td>
</tr>
<tr>
<td>LAST_UPDATE_DATE</td>
<td>No validation.</td>
<td>IGC_CC_HEADERS.LAST_UPDATE_DATE</td>
</tr>
<tr>
<td>LAST_UPDATED_BY</td>
<td>No validation.</td>
<td>IGC_CC_HEADERS.LAST_UPDATED_BY</td>
</tr>
<tr>
<td>LAST_UPDATE_LOGIN</td>
<td>No validation.</td>
<td>IGC_CC_HEADERS.LAST_UPDATE_LOGIN</td>
</tr>
<tr>
<td>CREATED_BY</td>
<td>Validate if creator is valid Oracle user.</td>
<td>IGC_CC_HEADERS.CREATED_BY</td>
</tr>
<tr>
<td>CREATION_DATE</td>
<td>No validation.</td>
<td>IGC_CC_HEADERS.CREATION_DATE</td>
</tr>
<tr>
<td>CC_CURRENT_USER_ID</td>
<td>User identification corresponding to the owner or employee. Mandatory. Default value corresponds to FND_PROFILE-USER_ID.</td>
<td>IGC_CC_HEADERS.CC_CURRENT_USER_ID</td>
</tr>
<tr>
<td>WF_ITEM_TYPE</td>
<td>No validation.</td>
<td>IGC_CC_HEADERS.WF_ITEM_TYPE</td>
</tr>
<tr>
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<td>---------------------------------------</td>
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<td>IGC_CC_HEADERS.ATTRIBUTE1 - IGC_CC_HEADERS.ATTRIBUTE15</td>
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</table>

**CC Account Lines Interface Table**

**CC Account Lines Interface Table**

<table>
<thead>
<tr>
<th>Columns</th>
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<th>Comments</th>
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<tr>
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<td>User-derived number</td>
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<tr>
<td>INTERFACE_PARENT_HEADER_ID</td>
<td>NUMBER</td>
<td>User-derived number; provides the link of Cover to Releases</td>
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<tr>
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<tr>
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<td>CC_ACCT_ENCMBRNC_STATUS</td>
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<td>LAST_UPDATE_DATE</td>
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<td>ATTRIBUTE14</td>
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<tr>
<td>ATTRIBUTE15</td>
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<td>VARCHAR2(150)</td>
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<tr>
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<td>NUMBER</td>
<td>User-defined number</td>
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<tr>
<td>PROCESS_STATUS</td>
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<td>VARCHAR2(1)</td>
<td>New column; for future use</td>
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</table>
## CC Account Lines Column Validations and Destinations

<table>
<thead>
<tr>
<th>Columns</th>
<th>Validation</th>
<th>Destination</th>
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<tbody>
<tr>
<td>INTERFACE_HEADER_ID</td>
<td>Validate that INTERFACE_HEADER_ID exists in the CC_HEADER_INTERFACE table.</td>
<td>No destination</td>
</tr>
<tr>
<td>INTERFACE_ACCT_LINE_ID</td>
<td>Primary key for this table.</td>
<td>No destination</td>
</tr>
<tr>
<td>INTERFACE_PARENT_HEADER_ID</td>
<td>If contract commitment type is R, then Interface Parent Header cannot be NULL.</td>
<td>No destination</td>
</tr>
<tr>
<td></td>
<td>If contract commitment type is C or S, then Interface Parent Header must be NULL.</td>
<td></td>
</tr>
<tr>
<td>INTERFACE_PARENT_ACCT_LINE_ID</td>
<td>If contract commitment type is R, then Interface Account Line ID cannot be NULL.</td>
<td>No destination</td>
</tr>
<tr>
<td></td>
<td>If contract commitment type is C or S, then Interface Account Line ID must be NULL.</td>
<td></td>
</tr>
<tr>
<td>CC_CHARGE_CODE_COMBINATION_ID</td>
<td>Validate that Charge Code Combination ID (CCID) exists in the GL_CODE_COMBINATIONS table.</td>
<td>IGC_CC_ACCT_LINES.CC_CHARGE_CODE_COMBINATION_ID</td>
</tr>
<tr>
<td></td>
<td>Validate that the CCID is enabled.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If CCID End Date is not NULL, then check Account Date against End Date to ensure that it occurs on or before the End Date. Account Dates that occur after the End Date of the CCID End Date must create an error message.</td>
<td></td>
</tr>
<tr>
<td>CC_ACCT_LINE_NUM</td>
<td>No validation.</td>
<td>IGC_CC_ACCT_LINES.CC_ACCT_LINE_NUM</td>
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<tr>
<td>Columns</td>
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<td>Destination</td>
</tr>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------</td>
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<tr>
<td>CC_BUDGET_CODE_COMBINATION_ID</td>
<td>Validate that Budget Code Combination ID (CCID) exists in the GL_CODE_COMBINATIONS table.</td>
<td>IGC_CC_ACCT_LINES.CC_BUDGET_CODE_COMBINATION_ID</td>
</tr>
<tr>
<td></td>
<td>Validate that the CCID is enabled.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If CCID End Date is not NULL, then check Account Date against End Date to ensure that it occurs on or before the End Date. Account Dates that occur after the End Date of the CCID End Date must create an error message.</td>
<td></td>
</tr>
<tr>
<td>CC_ACCT_ENTERED_AMT</td>
<td>For cover type, must be greater than or equal to the sum of ACCT_ENTERED_AMT of related releases.</td>
<td>IGC_CC_ACCT_LINES.CC_ACCT_ENTERED_AMT</td>
</tr>
<tr>
<td></td>
<td>For cover type, must to equal to the sum of DET_PF_ENTERED_AMT.</td>
<td></td>
</tr>
<tr>
<td>CC_ACCT_FUNC_AMT</td>
<td>No validation.</td>
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</tr>
<tr>
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<td>No validation.</td>
<td>IGC_CC_ACCT_LINES.CC_ACCT_BILLED_AMT</td>
</tr>
<tr>
<td>CC_ACCT_UNBILLED_AMT</td>
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<tr>
<td>CC_ACCT_TAXABLE_FLAG</td>
<td>No validation.</td>
<td>IGC_CC_ACCT_LINES.CC_ACCT_TAXABLE_FLAG</td>
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<tr>
<td>TAX_ID</td>
<td>No validation.</td>
<td>IGC_CC_ACCT_LINES.TAX_ID</td>
</tr>
<tr>
<td>CC_ACCT_ENCMBRNC_AMT</td>
<td>For encumbered contracts, this must be equal to the ENTERED_AMT.</td>
<td>IGC_CC_ACCT_LINES.CC_ACCT_ENCMBRNC_AMT</td>
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<td>Cannot be NULL for encumbered contracts.</td>
<td>IGC_CC_ACCT_LINES.CC_ACCT_ENCMBRNC_DATE</td>
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<tr>
<td>Columns</td>
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<tr>
<td>---------------------------------</td>
<td>------------------------------------------------------</td>
<td>--------------------------------------------------</td>
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<tr>
<td>CC_ACCT_ENCMBRNC_STATUS</td>
<td>Must be the same as the header for Cover and Standard.</td>
<td>IGC_CC_ACCT_LINES.CC_ACCT_ENCMBRNC_STATUS</td>
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<td>PROJECT_ID</td>
<td>Validated against PA_PROJECTS_EXPEND_V.</td>
<td>IGC_CC_ACCT_LINES.PROJECT_ID</td>
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<tr>
<td>TASK_ID</td>
<td>Validated against PA_TASKS_EXPEND_V for the entered PROJECT_ID.</td>
<td>IGC_CC_ACCT_LINES.TASK_ID</td>
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<tr>
<td>EXPENDITURE_TYPE</td>
<td>No validation.</td>
<td>IGC_CC_ACCT_LINES.EXPENDITURE_TYPE</td>
</tr>
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<td>IGC_CC_ACCT_LINES.EXPENDITURE_ORG_ID</td>
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<tr>
<td>EXPENDITURE_ITEM_DATE</td>
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<tr>
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<td>No validation.</td>
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</tr>
<tr>
<td>LAST_UPDATED_BY</td>
<td>No validation.</td>
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</tr>
<tr>
<td>LAST_UPDATE_LOGIN</td>
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<td>CREATION_DATE</td>
<td>No validation.</td>
<td>IGC_CC_ACCT_LINES.CREATION_DATE</td>
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<td>CREATED_BY</td>
<td>Valid USER_ID from FND_USER.</td>
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<td>IGC_CC_ACCT_LINES.ATTRIBUTE1 - ATTRIBUTE15</td>
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### CC Detail Payment Forecast Interface Table

<table>
<thead>
<tr>
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<th>Comments</th>
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<td>NUMBER</td>
<td>User-derived number</td>
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<tr>
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<td>NOT NULL</td>
<td>NUMBER</td>
<td>User-derived number</td>
</tr>
<tr>
<td>CC_DET_PF_LINE_NUM</td>
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<td>User-derived number</td>
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<td>INTERFACE_PARENT_Account_LINE_ID</td>
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<td>Links cover to release</td>
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<tr>
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<td>Links cover to release</td>
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</tr>
<tr>
<td>BATCH</td>
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<td>User-defined number</td>
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<td>PROCESS STATUS</td>
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<td>VARCHAR2(1)</td>
<td>New column; for future use</td>
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</tbody>
</table>

**CC Detail Payment Forecast Column Validations and Destinations**

<table>
<thead>
<tr>
<th>Columns</th>
<th>Validation</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERFACE_ACCT_LINE_ID</td>
<td>Validate that INTERFACE_ACCT_LINE_ID exists in the CC_ACCOUNT_LINE_INTERFACE table.</td>
<td>No destination</td>
</tr>
<tr>
<td>INTERFACE_DET_PF_LINE_ID</td>
<td>Primary key for this table.</td>
<td>No destination</td>
</tr>
<tr>
<td>CC_DET_PF_LINE_NUM</td>
<td>No validation.</td>
<td>IGC_CC_DET_PF.CC_DET_PF_LINE_NUM</td>
</tr>
<tr>
<td>INTERFACE_PARENT_ACCOUNT_LINE_ID</td>
<td>If contract commitment type is R, then Interface Parent Account Line ID cannot be NULL. If contract commitment type is C or S, then Interface Parent Account Line ID must be NULL.</td>
<td>No destination</td>
</tr>
<tr>
<td>INTERFACE_PARENT_DET_PF_LINE_ID</td>
<td>If contract commitment type is R, then Interface Parent Detail Payment Forecast Line ID cannot be NULL. If contract commitment type is C or S, then Interface Parent Detail Payment Forecast Line ID must be NULL.</td>
<td>No destination</td>
</tr>
<tr>
<td>CC_DET_PF_ENTERED_AMT</td>
<td>In the case of cover contracts, it must be greater than or equal to the sum of ENTERED_AMT of related releases.</td>
<td>IGC_CC_DET_PF.CC_DET_PF_ENTERED_AMT</td>
</tr>
<tr>
<td>Columns</td>
<td>Validation</td>
<td>Destination</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>CC_DET_PF_FUNC_AMT</td>
<td>No validation.</td>
<td>IGC_CC_DET_PF.CC_DET_PF_FUNC_AMT</td>
</tr>
<tr>
<td>CC_DET_PF_DATE</td>
<td>Date must be for GL Open Period and CC Open and Future Entry periods.</td>
<td>IGC_CC_DET_PF.CC_DET_PF_DATE</td>
</tr>
<tr>
<td></td>
<td>If commitment type is Release, then the entered date must be the same as</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the Cover commitment; this is mandatory.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If commitment type is not Release, then the Detail Payment Forecast</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date is on or between the Start and End Date of the contract.</td>
<td></td>
</tr>
<tr>
<td>CC_DET_PF_BILLED_AMT</td>
<td>No validation.</td>
<td>IGC_CC_DET_PF.CC_DET_PF_BILLED_AMT</td>
</tr>
<tr>
<td>CC_DET_PF_UNBILLED_AMT</td>
<td>No validation.</td>
<td>IGC_CC_DET_PF.CC_DET_PF_UNBILLED_AMT</td>
</tr>
<tr>
<td>CC_DET_PF_ENCMBRNC_AMT</td>
<td>Must be the same as ENTERED_AMT for encumbered contracts.</td>
<td>IGC_CC_DET_PF.CC_DET_PF_ENCMBRNC_AMT</td>
</tr>
<tr>
<td>CC_DET_PF_ENCMBRNC_STATUS</td>
<td>Must be the same as ACCT_LINES in case of cover and standard contracts.</td>
<td>IGC_CC_DET_PF.CC_DET_PF_ENCMBRNC_STATUS</td>
</tr>
<tr>
<td>CC_DET_PF_ENCMBRNC_DATE</td>
<td>Date must be for GL Open Period and CC Open and Future Entry periods.</td>
<td>IGC_CC_DET_PF.CC_DET_PF_ENCMBRNC_DATE</td>
</tr>
<tr>
<td></td>
<td>If commitment type is Release, then the entered date must be the same as</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the Cover commitment; this is mandatory.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If commitment type is not Release, then the Detail Payment Forecast</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Encumbrance Date is on or between the Start and End Date of the contract.</td>
<td></td>
</tr>
<tr>
<td>Columns</td>
<td>Validation</td>
<td>Destination</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>LAST_UPDATE_DATE</td>
<td>No validation.</td>
<td>IGC_CC_DET_PF.LAST_UPDATE_DATE</td>
</tr>
<tr>
<td>LAST_UPDATED_BY</td>
<td>No validation.</td>
<td>IGC_CC_DET_PF.LAST_UPDATED_BY</td>
</tr>
<tr>
<td>LAST_UPDATE_LOGIN</td>
<td>No validation.</td>
<td>IGC_CC_DET_PF.LAST_UPDATE_LOGIN</td>
</tr>
<tr>
<td>CREATION_DATE</td>
<td>No validation.</td>
<td>IGC_CC_DET_PF.CREATION_DATE</td>
</tr>
<tr>
<td>CREATED_BY</td>
<td>Valid USER_ID from FND_USER.</td>
<td>IGC_CC_DET_PF.CREATED_BY</td>
</tr>
<tr>
<td>CONTEXT</td>
<td>No validation.</td>
<td>IGC_CC_DET_PF.CONTEXT</td>
</tr>
<tr>
<td>ATTRIBUTE1 - ATTRIBUTE15</td>
<td>No validation.</td>
<td>IGC_CC_DET_PF.ATTRIBUTE1 - IGC_CC_DET_PF.ATTRIBUTE15</td>
</tr>
</tbody>
</table>

**CBC Open Interface Table**

**CBC Open Interface Table**

<table>
<thead>
<tr>
<th>Columns</th>
<th>NULL</th>
<th>Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE_COMBINATION_ID</td>
<td>NOT NULL</td>
<td>NUMBER(15)</td>
<td></td>
</tr>
<tr>
<td>BATCH_LINE_NUM</td>
<td>NOT NULL</td>
<td>NUMBER(15)</td>
<td></td>
</tr>
<tr>
<td>CC_TRANSACTION_DATE</td>
<td>NOT NULL</td>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>CC_FUNC_DR_AMT</td>
<td></td>
<td>NUMBER(15)</td>
<td></td>
</tr>
<tr>
<td>CC_FUNC_CR_AMT</td>
<td></td>
<td>NUMBER</td>
<td></td>
</tr>
<tr>
<td>Columns</td>
<td>NULL</td>
<td>Type</td>
<td>Comments</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------</td>
<td>-------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>JE_SOURCE_NAME</td>
<td>NOT NULL</td>
<td>VARCHAR2(25)</td>
<td>Seeded source name within General Ledger. Description is Historical Data Conversion</td>
</tr>
<tr>
<td>JE_CATEGORY_NAME</td>
<td>NOT NULL</td>
<td>VARCHAR2(25)</td>
<td>Seeded category names in General Ledger. Provisional and Confirmed category names are seeded in General Ledger.</td>
</tr>
<tr>
<td>SET_OF_BOOKS_ID</td>
<td>NOT NULL</td>
<td>NUMBER(15)</td>
<td></td>
</tr>
<tr>
<td>ENCUMBRANCE_TYPE_ID</td>
<td>NOT NULL</td>
<td>NUMBER(15)</td>
<td>Encumbrance Type ID is based on what users defined in Dual Budgetary Control setup.</td>
</tr>
<tr>
<td>TRANSACTION_DESCRIPTION</td>
<td></td>
<td>VARCHAR2(240)</td>
<td>Concatenate Contract Number and Account Line Description of IGC_CC_HEADERS and IGC_CC_ACCT_LINES tables, respectively.</td>
</tr>
<tr>
<td>LAST_UPDATE_DATE</td>
<td>NOT NULL</td>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>LAST_UPDATED_BY</td>
<td>NOT NULL</td>
<td>NUMBER(15)</td>
<td>Based on user login information</td>
</tr>
<tr>
<td>LAST_UPDATE_LOGIN</td>
<td></td>
<td>NUMBER(15)</td>
<td></td>
</tr>
<tr>
<td>CREATION_DATE</td>
<td></td>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>CREATED_BY</td>
<td></td>
<td>NUMBER(15)</td>
<td>Based on user login information</td>
</tr>
<tr>
<td>Columns</td>
<td>NULL</td>
<td>Type</td>
<td>Comments</td>
</tr>
<tr>
<td>----------------</td>
<td>---------</td>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>REFERENCE_1</td>
<td>VARCHAR2(240)</td>
<td>If client requires converted legacy data to be tied back to a particular contract, then this must be a required field. Get CC_HEADER_ID from IGC_CC_HEADERS table.</td>
<td></td>
</tr>
<tr>
<td>REFERENCE_2</td>
<td>VARCHAR2(240)</td>
<td>If client requires converted legacy data to be tied back to a particular contract, then this must be a required field. Get CC-VERSION_NUM from IGC_CC_HEADERS table.</td>
<td></td>
</tr>
<tr>
<td>REFERENCE_3</td>
<td>VARCHAR2(240)</td>
<td>If client requires converted legacy data to be tied back to a particular contract, then this must be a required field. Get CC_ACCT_LINE_ID from IGC_CC_ACCT_LINES table.</td>
<td></td>
</tr>
<tr>
<td>REFERENCE_4</td>
<td>VARCHAR2(240)</td>
<td>Reserved for SBC; do not use.</td>
<td></td>
</tr>
<tr>
<td>REFERENCE_5</td>
<td>VARCHAR2(240)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFERENCE_6</td>
<td>VARCHAR2(240)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFERENCE_7</td>
<td>VARCHAR2(240)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFERENCE_8</td>
<td>VARCHAR2(240)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFERENCE_9</td>
<td>VARCHAR2(240)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFERENCE_10</td>
<td>VARCHAR2(240)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### CBC Open Interface Column Validations and Destinations

<table>
<thead>
<tr>
<th>Columns</th>
<th>Validation</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE_COMBINATION_ID</td>
<td>Validate that Charge Code Combination ID (CCID) exists in the GL_CODE_COMBINATIONS table. Validate that the CCID is enabled. If CCID End Date is not null, then check Account Date against End Date to ensure that date occurs before or on the End Date. Account Dates that occur after the End Date of the CCID End Date create an error message.</td>
<td>No destination</td>
</tr>
<tr>
<td>BATCH_LINE_NUM</td>
<td>Unique Batch Line Number per Set of Books</td>
<td>IGC_CBC_JE_LINES.BATCH_LINE_NUM</td>
</tr>
<tr>
<td>CC_TRANSACTION_DATE</td>
<td>If ENC_TYPE_ID is Provisional, then CC Transaction Date must fall within an open or future enterable period. If ENC_TYPE_ID is Confirmed, then CC Transaction Date must fall within an open period. If the contract commitment transaction date is not in the defined calendar, then an error message is displayed.</td>
<td>IGC_CBC_JE_LINES.CC_TRANSACTION_DATE</td>
</tr>
<tr>
<td>CC_FUNC_DR_AMT</td>
<td>No validation.</td>
<td>IGC_CBC_JE_LINES.CC_FUNC_DR_AMT</td>
</tr>
<tr>
<td>CC_FUNC_CR_AMT</td>
<td>No validation.</td>
<td>IGC_CBC_JE_LINES.CC_FUNC_CR_AMT</td>
</tr>
<tr>
<td>JE_SOURCE_NAME</td>
<td>Validate that source is Conversion.</td>
<td>IGC_CBC_JE_LINES.JE_SOURCE_NAME</td>
</tr>
<tr>
<td>JE_CATEGORY_NAME</td>
<td>Validate that Category is Provisional or Confirmed.</td>
<td>IGC_CBC_JE_LINES.JE_CATEGORY_NAME</td>
</tr>
<tr>
<td>Columns</td>
<td>Validation</td>
<td>Destination</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SET_OF_BOOKS_ID</td>
<td>Validate that the Set of Books ID is a valid ID value within the installed application.</td>
<td>IGC_CBC_JE_LINES.SET_OF_BOOKS_ID</td>
</tr>
<tr>
<td>ENCUMBRANCE_TYPE_D</td>
<td>Validate Encumbrance Type ID against those defined in the Contract Commitment Options window.</td>
<td>IGC_CBC_JE_LINES.ENCUMBRANCE_TYPE_D</td>
</tr>
<tr>
<td>TRANSACTION_DESCRIPTION</td>
<td>No validation.</td>
<td>IGC_CBC_JE_LINES.TRANSACTION_DESCRIPTION</td>
</tr>
<tr>
<td>LAST_UPDATE_DATE</td>
<td>No validation.</td>
<td>IGC_CBC_JE_LINES.LAST_UPDATE_DATE</td>
</tr>
<tr>
<td>LAST_UPDATED_BY</td>
<td>No validation.</td>
<td>IGC_CBC_JE_LINES.LAST_UPDATED_BY</td>
</tr>
<tr>
<td>LAST_UPDATE_LOGIN</td>
<td>No validation.</td>
<td>IGC_CBC_JE_LINES.LAST_UPDATE_LOGIN</td>
</tr>
<tr>
<td>CREATION_DATE</td>
<td>No validation.</td>
<td>IGC_CBC_JE_LINES.CREATION_DATE</td>
</tr>
<tr>
<td>CREATED_BY</td>
<td>No validation.</td>
<td>IGC_CBC_JE_LINES.CREATED_BY</td>
</tr>
<tr>
<td>REFERENCE_1 - REFERENCE_10</td>
<td>No validation.</td>
<td>IGC_CBC_JE_LINES.REFERENCE_1 - IGC_CBC_JE_LINES.REFERENCE_10</td>
</tr>
</tbody>
</table>

**Running the Contract Commitment Legacy Open Interface Program Procedure**

To run the Contract Commitment Legacy Open Interface Program, perform the following steps.

1. In Contract Commitment, navigate to the Submit Request window as follows:
   - **Reports - Run**

2. Select the Single Request radio button.
3. In the Name field, select Contract Commitment Legacy Open Interface Program from the list of values.

4. In the Process Phase field, select a process type from the list of values. 
   Note: Preliminary mode can be run multiple times to view contract commitments that pass and fail validation. In Final mode, encumbrances are created for contract commitments passing validations.

5. In the Batch ID field, select a batch number from the list of values.

6. To apply the parameters, click OK.

7. To send the request to the concurrent manager, click Submit.

8. View the request in the concurrent manager as follows:
   View - Requests

Running the Contract Commitment Budgetary Control Legacy Open Interface Program Procedure

To run the Contract Commitment Budgetary Control Legacy Open Interface Program, perform the following steps.

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

2. Select the Single Request radio button.

3. In the Name field, select Contract Commitment Budgetary Control Legacy Open Interface Program from the list of values.

4. To send the request to the concurrent manager, click Submit.

5. View the request in the concurrent manager as follows:
   View - Requests
Definition
The Contract Commitment Open API enables users to import contract commitment information from external sources, such as Oracle Core Contract and other non-Oracle systems.

Overview
Set API
Set API initializes the FND global variables and multiple organizations access control (MOAC). This API validates the ORG_ID and checks whether the user can access the ORG_ID based on the security profile. This API also sets the ORG context. The ORG context specifies the operating unit access, which can be single or multiple.

For information on parameters for Set API, see the Set API Parameters table, page E-4.

Create API
Create API creates a new contract commitment by importing contract commitment data from an external system. Only one contract commitment can be imported at a time. Imported contract commitments must have the following combination of states and statuses to be accepted by contract commitment:

- Provisional state
- Incomplete approval status
- Entered control status
- No encumbrance status
Create API imports Standard, Cover, and Release contract commitments, and it also imports partial contract commitment information. However, a release contract commitment can only be imported if its related cover commitment is approved. Internal contract commitment releases cannot be imported using Create API.

The only data imported for a new contract commitment is header information. This includes all fields in the CC header as follows:

- Contract Commitment Type
- Contract Commitment Number
- Contract Reference Number that represents the external contract number
- Parent Cover, if it is a Release
- State
- Control Status
- Encumbrance Status
- Approval Status
- Start Date
- Contract Owner
- Contract Preparer
- Currency Code
- Set of Books
- Organization Identification

The Create API enables users to query information in contract commitment that is imported from an external system. Because only CC header information is imported, users must query the contract commitment to add account line and detail payment forecast information.

The Create API takes into account Multi-Organization and Multiple Reporting Currencies functionality within Oracle applications.

The Create API provides a link between the external contract number and the contract commitment number in contract commitment.

**Contract Commitment Create API Process**

The Contract Commitment Create API process consists of the following steps:
1. The Contract Commitment Create API obtains data from the external system through parameters.

   For information on parameters for Create API, see the Create API Parameters table, page E-5.

2. The data passed from the external system is validated. If there are no errors, the IGC_CC_HEADERS table is populated with the data creating a new contract commitment.

   Note: The Create API process takes into consideration only the contract commitment Header information. The contract commitment from the external system is imported as a new contract into contract commitment irrespective of the commitment type. For Release commitment type, its related cover must exist in Contract Commitment with an Approved or Approved Encumbered approval status. Create API cannot import internal contract commitment releases.

3. If Create API finds errors in the data or validation fails, the following occurs:
   - The details of the error are written to the message stack.
   - The import process rolls back the transaction.
   - The contract is not created in Contract Commitment.

**Update API**

Update API updates standard and release contract commitment types in an external system and updates the Control Status of the associated contract commitment in Contract Commitment. Updating the control status includes the following tasks:

- opens a contract commitment for invoice matching
- closes a contract commitment for invoice matching
- places a contract commitment on hold
- releases a contract commitment from hold

When the hold is released on the contract commitment, Update API initiates the contract commitment approval process.

The Cover contract commitment type cannot be opened, closed, or put on hold.

To work with Update API, a contract commitment must meet the following conditions:

- The contract commitment must be in a state of Confirmed with an approval status of Approved or Approved Encumbered.
- The contract commitment in contract commitment must be linked to a contract
reference number in the external system.

Update API updates the Action History with the appropriate action taken.

For information on Update API parameters, see the Update API Parameters table, page E-11.

**Select API**

Select API retrieves the external reference number associated with a contract commitment in Contract Commitment. If the API returns the external reference number, it can be modified. If an external reference number does not exist, users can enter one.

For information on Select API parameters, see the Select API Parameters table, page E-12.

**Link API**

Link API links a contract commitment in Contract Commitment with an external contract. This API is used when a contract commitment exists in Contract Commitment and users want to link it to a contract in an external system.

For information on Link API parameters, see the Link API Parameters table, page E-12.

**Related Topics**


**SET API Parameters**

<table>
<thead>
<tr>
<th>Columns</th>
<th>Type</th>
<th>Comments</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>p_api_version_number</td>
<td>required</td>
<td>API version</td>
<td>Makes standard API check.</td>
</tr>
<tr>
<td>p_responsibility_id</td>
<td>required</td>
<td>Responsibility ID</td>
<td>To validate the ORG_ID and to set the ORG context based on the security profile the responsibility ID and the User ID are required as input values.</td>
</tr>
<tr>
<td>p_user_id</td>
<td>required</td>
<td>User ID</td>
<td></td>
</tr>
</tbody>
</table>
### Create API Parameters

<table>
<thead>
<tr>
<th>Columns</th>
<th>Type</th>
<th>Comments</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORG_ID</td>
<td>required</td>
<td></td>
<td>CC_HEADER_ID is derived by the Open API.</td>
</tr>
<tr>
<td>CC_TYPE</td>
<td>required</td>
<td>S for Standard; C for Cover; R for Release</td>
<td>The valid CC Types are Standard, Cover, and Release.</td>
</tr>
<tr>
<td>CC_REF_NUM</td>
<td>required</td>
<td>reference number from the external system;</td>
<td>no validation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>must be unique across Organization and Set of Books combination</td>
<td></td>
</tr>
<tr>
<td>CC_NUM</td>
<td>required</td>
<td>user-provided unique contract number; can be contract number currently used in the external system</td>
<td>Validate that CC_NUM is unique in the table. Commitment Number is unique across Organization. Validate that a cover contract commitment already exists in Contract Commitment if the commitment type is Release.</td>
</tr>
<tr>
<td>Columns</td>
<td>Type</td>
<td>Comments</td>
<td>Validation</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------</td>
<td>-----------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PARENT_HEADER_ID</td>
<td>required for Release</td>
<td>user-derived number; contract type only</td>
<td>If CC Type is Release, then the Interface Parent Header ID cannot be NULL.</td>
</tr>
<tr>
<td></td>
<td>contract type only</td>
<td>provides link of Cover to Releases</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If CC Type is Cover or Standard, then the Interface Parent Header ID must be NULL.</td>
</tr>
<tr>
<td>VENDOR_ID</td>
<td>optional</td>
<td></td>
<td>Validate the Vendor ID against the PO_VENDORS table to ensure that the Vendor ID exists in the table.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Validate that Vendor ID is active and that the PURCHASING_SITE_FLAG is Y for Yes.</td>
</tr>
<tr>
<td>VENDOR_SITE_ID</td>
<td>optional</td>
<td></td>
<td>Validate the Vendor Site ID against the PO-VENDOR-SITES table to ensure that the Vendor Site ID exists in the table.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Validate that Vendor Site ID is active and that the PURCHASING_SITE_FLAG is Y for Yes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If Vendor ID is NULL, then this field must also be NULL.</td>
</tr>
<tr>
<td>VENDOR_CONTACT_ID</td>
<td>optional</td>
<td></td>
<td>no validation</td>
</tr>
<tr>
<td>Columns</td>
<td>Type</td>
<td>Comments</td>
<td>Validation</td>
</tr>
<tr>
<td>---------------</td>
<td>----------</td>
<td>----------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TERM_ID</td>
<td>optional</td>
<td>AP_TERMS_VAL_V.NAME E must be used for validation. Terms are validated against the A_TERMS_VAL_V view. The list of values should contain the name, description, and term identification. The term name corresponds to the column AP_TERMS_VAL_V.NAM E.Active Payment Terms.</td>
<td></td>
</tr>
<tr>
<td>LOCATION_ID</td>
<td>optional</td>
<td>Validate Location ID against the HR_LOCATIONS table to ensure that the Location ID exists in the table. Validate that Location ID is active and that the BILL_TO_SITE_FLAG is Y for Yes. If Vendor ID is NULL, then this field must also be NULL.</td>
<td></td>
</tr>
<tr>
<td>SET_OF_BOOKS_ID</td>
<td>required</td>
<td>The SET_OF_BOOKS_ID must be the set of books identifier of the person logged in. The SET_OF_BOOKS_ID and the ORG_ID must be checked as a valid combination. Validate that the SET_OF_BOOKS_ID is a valid identification value within the installed application.</td>
<td></td>
</tr>
<tr>
<td>Columns</td>
<td>Type</td>
<td>Comments</td>
<td>Validation</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CC_DESC</td>
<td>optional</td>
<td>no validation</td>
<td></td>
</tr>
<tr>
<td>CC_START_DATE</td>
<td>required</td>
<td>Start Date must be less than or equal to the End Date.</td>
<td>If commitment type is Release, then the entered Start Date must be within the start and end date for the corresponding contract commitment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If commitment type is Cover, then the Start Date must be less than or equal to the minimum start date of all its releases.</td>
<td></td>
</tr>
<tr>
<td>CC_END_DATE</td>
<td>optional</td>
<td>If commitment type is Release, then the entered End Date must be within the start and end date for the corresponding contract commitment.</td>
<td>If commitment type is Cover, then the End Date must be greater than or equal to the maximum end date for all its releases.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If commitment type is Cover, then the End Date must be greater than or equal to the maximum end date for all its releases.</td>
<td></td>
</tr>
<tr>
<td>CC_OWNER_USER_ID</td>
<td>required</td>
<td>Employee Identification corresponding to the owner or employee name must be stored in IGC_CC_HEADERS.CC_OWNER_USER_ID column.</td>
<td>mandatory active employee</td>
</tr>
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<td>Columns</td>
<td>Type</td>
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<td>--------------------------------------------------------------------------</td>
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<td>The User Identification corresponding to the user name must be stored in</td>
<td>The User Identification corresponding to the user</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>name must be stored in the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>IGC_CC_HEADERS.CC_PREPARER_USER_ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>column.</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>Default value corresponds to</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FND_PROFILE.USER_ID.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Preparer User Identification must also be</td>
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<td>Validate that the currency code is the functional</td>
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<td>of Books ID.</td>
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<td></td>
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<td></td>
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<tr>
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<tr>
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<td></td>
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<tr>
<td>CONVERSION_DATE</td>
<td>optionally required</td>
<td>required if currency nonfunctional</td>
<td>NULL; no validation</td>
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<td></td>
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<tr>
<td>CONVERSION_RATE</td>
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<td>required if currency nonfunctional</td>
<td>NULL; no validation</td>
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<td></td>
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<td></td>
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<tr>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CREATION_DATE</td>
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<td></td>
<td>no validation</td>
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<table>
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<th>Columns</th>
<th>Type</th>
<th>Comments</th>
<th>Validation</th>
</tr>
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<tr>
<td>CC_CURRENT_USER_ID</td>
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<td>same as CC_PREPARER_USER_ID</td>
<td>The User Identification corresponding to the user name must be stored in the IGC_CC_HEADERS.CC_PREPARER_USER_ID column. Default value corresponds to FND_PROFILE.USER_ID. Preparer User Identification must also be copied to the IGC_CC_HEADERS_V.CC_CURRENT_USER_ID column. mandatory</td>
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</tr>
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<td></td>
<td>no validation</td>
</tr>
<tr>
<td>ATTRIBUTE8</td>
<td>optional</td>
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<td>no validation</td>
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<tr>
<td>Columns</td>
<td>Type</td>
<td>Comments</td>
<td>Validation</td>
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<tr>
<td>---------------------</td>
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<td>ATTRIBUTE12</td>
<td>optional</td>
<td></td>
<td>no validation</td>
</tr>
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<td>ATTRIBUTE13</td>
<td>optional</td>
<td></td>
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</tr>
<tr>
<td>ATTRIBUTE14</td>
<td>optional</td>
<td></td>
<td>no validation</td>
</tr>
<tr>
<td>ATTRIBUTE15</td>
<td>optional</td>
<td></td>
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</table>

**Update API Parameters**

**Update API Parameters**

<table>
<thead>
<tr>
<th>Columns</th>
<th>Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC_NUM</td>
<td>required</td>
<td>contract commitment number created through Create API</td>
</tr>
<tr>
<td>SET_OF_BOOKS_ID</td>
<td>required</td>
<td></td>
</tr>
<tr>
<td>ORG_ID</td>
<td>required</td>
<td></td>
</tr>
<tr>
<td>CONTROL_STATUS_CODE</td>
<td>required</td>
<td>OP indicates Open; CL indicates Close; OH indicates On Hold; RH indicates Release Hold.</td>
</tr>
<tr>
<td>LAST_LOGIN_ID</td>
<td>required</td>
<td></td>
</tr>
<tr>
<td>LAST_UPDATED_BY</td>
<td>required</td>
<td></td>
</tr>
</tbody>
</table>
## Select API Parameters

### Columns | Type | Comments
--- | --- | ---
SET_OF_BOOKS_ID | required | contract commitment number created through Create API
ORG_ID | required |
CC_NUM | required |

## Link API Parameters

### Columns | Type | Comments
--- | --- | ---
CC_REF_NUM | required | reference number from external system
ORG_ID | required |
SET_OF_BOOKS_ID | required |
CC_HEADER_ID | required | header identifier for contract commitment number in Contract Commitment
CC_NUM | required | contract commitment number in Contract Commitment
Contract Commitment and Oracle Payables Integration

Contract Commitment Invoice Matching

Payables shares contract commitment information from the Contract Commitment module to match invoices online. This integration is established using Oracle Purchasing tables. This ensures that only committed contracts are paid.

It is possible to match a single invoice to multiple contract commitments or to match multiple invoices to a single contract commitment account line.

Payables ensures that invoices are matched only to contract commitments for the supplier on the invoice and that the contract commitment and invoice currency match. When matching an invoice to a contract commitment, Payables creates invoice distributions using the contract commitment account and current year payment forecast information. If an invoice is incorrectly matched to a contract commitment, the invoice must be cancelled or the individual distributions reversed to cancel the match.

It is only possible to match invoices to Standard Contract Commitments and Release Contract Commitments if all of the following conditions are valid:

- State of the contract is Confirmed.
- Approval status of the contract is Approved.
- Document control status of the contract is Opened.

In all other cases, it is not possible to match an invoice to a contract commitment. An additional limitation of matching an invoice is that it is only possible to match against payment forecasts of the current fiscal year. It is not possible to match against a payment forecast with a date in a future fiscal year.

The following conditions apply:

- Users cannot cancel an invoice that is matched to a completed contract
Users cannot void payments for invoices that are matched to completed contract commitments.

### Integrated Supplier and Contract Commitment Information

Integrated information in Payables and Contract Commitment ensures consistency of information between applications and avoids the necessity of having to enter the information more than once.

Contract Commitment shares suppliers with Payables. A supplier can be entered in either application and used to create contract commitments. Within Payables, invoices can be created for the same supplier and the invoices matched to one or more contract commitment payment forecasts.

Payables shares the QuickCodes used during supplier entry. QuickCodes can be entered for the following types in the Payables QuickCodes window:

- Supplier Type
- Ship Via
- FOB
- Pay Group
- Minority Group

Although matching to contract commitments is based solely on amount, the same matching functionality currently available with Purchasing is used. As there is no material flow within Contract Commitment matching, an invoice to a contract commitment is always based on two-way matching, which means that quantity ordered is matched against quantity billed and invoice price is less than or equal to purchase order price.

If the invoice and the contract commitment do not match within the tolerances, the approval process places a matching hold on the invoice. The hold must be released before the invoice can be paid. In Contract Commitment, a warning that the billed amount exceeds the payment forecast is displayed unless the entered amount is greater than or equal to the billed amount. It does not prevent users from making changes to the contract commitment.

### Matching Purchase Order Tables

Contract Commitment uses the Purchase Order tables to support online matching. The table below describes the mapping of a contract commitment with a standard purchase order:
Mapping Purchase Orders to Contract Commitments

<table>
<thead>
<tr>
<th></th>
<th>Purchase Order</th>
<th>Contract Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Purchase order header</td>
<td>Contract Commitment header</td>
</tr>
<tr>
<td>2</td>
<td>Purchase order PO line</td>
<td>Contract Commitment accounting line</td>
</tr>
<tr>
<td>3</td>
<td>Purchase order shipment line</td>
<td>Contract Commitment accounting line</td>
</tr>
<tr>
<td>4</td>
<td>Purchase order distribution line</td>
<td>Contract Commitment payment forecast</td>
</tr>
</tbody>
</table>

If matching an invoice to a contract commitment, contract commitment information is translated to Purchasing information. As shown in the table above, a contract commitment accounting line is translated to a Purchase order shipment line. Current year payment forecasts are translated to Purchase order distribution lines with the approval flag set to Yes and future year payment forecasts are translated to Purchase order distribution lines with the approval flag set to No. If users are billed for a portion of an accounting line, they can distribute this amount to ensure that the correct distribution line and payment forecasts are charged. If users choose to match at the shipment line level, the amounts are distributed by ratio on the distribution line level.

The contract commitment matches can be reversed in the Distribution window of the Invoice Workbench. Invoices matched to contract commitments can be cancelled in the Actions window of the Invoice Workbench. If an invoice matched to a contract commitment is cancelled in addition to creating reversing distributions, Payables reduces the billed amount on the matched contract commitment payment forecast to their original amounts. These contract commitment payment forecasts can be matched to other invoices.

PO Default and QuickMatch Invoices

PO Default Invoice Type

If users know the contract commitment to match to but do not know which contract commitment account lines or payment forecasts to match to, the PO default is entered as the invoice type. When entering a PO default invoice type in the Invoice Workbench, Payables prompts users to enter the contract commitment number and automatically copies the supplier name, supplier number, supplier site, and currency from that contract commitment to the invoice.
When **Match** is clicked, Payables retrieves all contract commitment account lines associated with the specified contract commitment. Users can match to any account line or payment forecast.

**QuickMatch Invoice Type**

If users want to match an invoice to all account lines on a contract commitment, QuickMatch is entered as the invoice type. This is only possible if all payment forecasts are entered in the current fiscal year. If there is a payment forecast with a date that belongs to a future fiscal year, the contract commitment payment forecast is overbilled, and the invoice is put on hold. When entering a QuickMatch invoice type in the Invoice Workbench, Payables prompts users to enter the contract commitment number in the Purchase Orders window and automatically enters the supplier name, supplier number, supplier site, and the purchase order currency for the invoice currency.

When **Match** is clicked, Payables automatically navigates to the Match to Purchase Orders window and selects all account lines and payment forecasts that have an unbilled quantity. Users can choose to complete the match or override the matching information.

**Using Encumbrance Accounting with Contract Commitment**

Payables supports encumbrance accounting with Contract Commitment. Standard budgetary control is supported but commitment budgetary control is not. To use encumbrance accounting, the encumbered amount for contract commitment to which an invoice is mapped must initially be recorded. If there is a variance between the invoice and its matched contract commitment within the tolerances defined when the approval process approves the invoice, Payables automatically creates an encumbrance journal entry for the amount of the variance. This is only created for standard budgetary control. No encumbrance entries are created for commitment budgetary control if it is enabled.

**Note:** The approval process uses the Payables table AP_TRANSFER_ENCUMBRANCE if encumbrance accounting is enabled. Payables never drops this table but deletes the appropriate lines from this table at the beginning of the program each time the approval process is initiated. When posting the invoice to General Ledger, Payables relieves both the original encumbrance journal entries created when encumbering the contract commitment and the encumbrance journal entries automatically created for the variance. Payables then creates actual journal entries for the invoice transaction. The variance encumbrance journal entries and the actual journal entries update account balances only when posting the journal entries in General Ledger.

For information, see Encumbrances in Payables, *Oracle Payables User’s Guide*. 
account redistribution
Adjustment to account information of contract commitment. Total contract commitment amount is unchanged, but the accounts are changed or new account information is entered.

accrual dossier
Type of budget dossier for projects covering several years.

actual number
Automatically generated number when a dialog unit is created. An actual number is used in exchange protocol. See dialog unit and legal number.

address reference
Reference name or number used to uniquely identify a single third party site. See single third party.

adjusting the AP balance
Type of netting. Adjusting the Payables balance nets the Payables invoices with Receivables invoices for a given third party. See netting.

adjusting the AR balance
Type of netting. Adjusting the Receivables balance nets the Receivables invoices with Payables invoices for a given third party. See netting.

adjustment dossier
Expands the accounting flexfield range of a related dossier. The expansion must be within the same budget and budget organization assigned to the related dossier. It is also subject to any parent or child rules that are defined.

For example, if an adjustment dossier is related to a child dossier, the expansion must be within the flexfield boundary of the related parent dossier. See dossier, child dossier, and parent dossier.
application wide features
Oracle Public Sector Financials (International) features related to General Ledger and Oracle Assets. When enabled, these features apply to the entire application.

approval group
A hierarchy of approvers and invoice clerks for Secondary Invoice Approval.

approver
Used in Secondary Invoice Approval. See approval group.

assignments
Type of netting. Assignments net the Payables invoice for a given third party with the Payables invoice of another third party, known as the debt beneficiary third party. See netting.

authorizer
In Exchange Protocol, the authorizer manages expenditure, execution, and receipts. In Internal Trading, the authorizer approves or rejects interdepartmental cross charges.

boundary
Determines the end point of the interval for which available funds are verified.

budget journal
Used to enter budgets with budgeting extensions. Budget journals follow the structure of General Ledger journals, with the addition of one or more period entries for each journal line.

budget reports
Lets you prepare and review budgets for the current and subsequent years and provides information about how budgeting extensions in General Ledger are defined.

budgeting extensions
Public sector enhancements to budgeting in General Ledger.

cancel contract commitment
Applies to provisional contract commitments when contract commitment entries are cancelled to reverse encumbrances on the commitment budget and unreserve funds for commitment on standard budgets.

cancellation certificate
A specific type of dialog unit containing only Receivables credit memos. A cancellation certificate is also known as a reduction certificate. See dialog unit.
**cash and accruals support**
Public sector enhancements to Receivables that provide the ability to keep both a cash and an accruals set of books. See *combined basis accounting*.

**category**
Type of transaction, such as a contract, used in the definition of a budgetary control group. Users specify a category to set further budgetary control options for the specific category.

**central finance**
In Subledger Security, this is a profit center that has full access to information belonging to business units in the same hierarchy.

**central finance user**
In Secondary Invoice Approval, a user who can approve invoices that have a third level of invoice approval placed on them. The central finance user has access to invoices across all departments.

**central security group**
See *super user security group*.

**child dossier**
A dossier that is related to a parent dossier and is placed at a lower level of a dossier hierarchy than that of its parent. The source of a child dossier type must be within the destination of its parent. A child dossier can only have one parent. See *dossier* and *parent dossier*.

**collection certificate**
A specific type of dialog unit containing only Receivable credit memos. See *dialog unit*.

**combined basis accounting**
Public sector enhancements to General Ledger that provide the ability to keep both a cash and accruals set of books. See *cash and accruals support*.

**commitment budget**
Money available for closing contracts or other obligations.

**Commitment Budgetary Control**
Public sector functionality which lets you enter and maintain dual budgetary control apart from the standard budgetary control available in General Ledger. Commitment Budgetary Control lets you check availability of funds and reservation of funds against both the standard and the commitment budget online for all types of contract.
commitments.

**commitment model**
Enables public sector organizations to manage their business using dual budgeting, which includes standard budgetary control and commitment budgetary control.

**complementary dossier**
Modifies a related dossier by adding to or subtracting from the original budget amount. See *dossier*.

**completed contract commitment**
Applies to confirmed contract commitments. Contract commitments are completed when the matching of invoices to contract commitments is no longer possible. Unbilled or unspent funds are released on the standard budget and any remaining funds for commitment are returned to the commitment budget.

**confirmed contract commitment**
Represents a commitment with a legally enforceable agreement with a third party or with a confirmed internal commitment.

**construction industry scheme**
Public sector enhancements to Purchasing and Payables that comply with UK Government requirements for tracking and reporting construction subcontractor payment and tax details.

**construction in process**
Assets which are being constructed and are not yet depreciated.

**contract commitment**
Legally enforceable claim upon financial resources arising from an agreement with a natural person or legal entity.

**contract commitment decrease**
Adjustment to a contract commitment that decreases the contract commitment amount and one or more account information amounts. Payment forecast amounts are decreased accordingly.

**contract commitment increase**
Adjustment to a contract commitment that increases the contract commitment amount and one or more account information amounts. Payment forecasts amount are increased accordingly.
**cover contract commitment**

Contract commitment, arising from an agreement and therefore legally enforceable, under which standard contract commitments are subsumed and payments are effected.

**cross charge authorization**

In Internal Trading, the procedure where cross charges are accepted or rejected by an authorizer.

**dialog unit**

A collection of one or more documents of the same type, belonging to the same third party and site combination or the same third party if there is no site. Each dialog unit has a unique name and number. The individual documents in a dialog unit can be approved in one step.

**document limit**

A threshold for purchases or payments within a given financial year. A document limit is used in dossier.

**dossier**

A framework for budgetary transfer. Dossiers can have the following relationships to other dossiers: parent dossier, child dossier, complementary dossier, retirement dossier, and adjustment dossier.

**dunning letter charges**

Public sector enhancements to Purchasing and Payables, providing a versatile means of charging customers for dunning letters.

**Enhanced Funds Checker**

Public sector enhancements to General Ledger that enable more than one funding budget to be available when checking funds for journals, purchase requisitions, purchase orders, or invoices. Enhanced Funds Checker includes multiple funding budgets.

**event**

Any transaction that requires the encumbering of funds of a commitment budgetary control account.

**Exchange Protocol**

Exchange Protocol is the approval cycle for both Payables and Receivables documents. This protocol enables the authorizer department and the account officer department to communicate documents within the required framework. See authorizer.
**Extended Dunning Letter Charges**
The ability to add a charge for each dunning letter which is raised or to add a charge for each invoice which is outstanding on a dunning letter.

**future postings account**
A holding account for advance payments. A future postings account is used in Multi-Period Posting.

**global price update**
Updates an item price throughout the system. A global price update is used in Standing Charges.

**Hierarchical Drill-Down Inquiry**
Public sector enhancements to account inquiry in General Ledger.

**Inflation Accounting for Assets**
Public sector enhancement to Assets which restates assets to their current value in respect of cost and associated depreciation. This is an extension of the functionality provided by Modified Historic Cost Accounting.

**internal charge journal**
A journal from one charge center to another charge center. An internal charge journal is generated by Internal Trading.

**Internal Trading**
Public sector enhancements in General Ledger to improve control of departmental cross-charge authorization. Internal Trading tracks cross charges between charge centers within the same organization.

**invoice history**
Invoice history is used in standing charges. Provides details of each of the invoices generated to date for each standing charge.

**legal number**
Number generated automatically when a dialog unit reaches the point of acceptance. Legal numbers are used in exchange protocol. See point of acceptance and Exchange Protocol.

**mandate**
A specific type of dialog unit containing only Payables invoices that is also known as ordonnance. See dialog unit.
MHCA
See Modified Historic Cost Accounting.

MHCA depreciation
Depreciation expense based on the portion of an asset's value resulting from revaluation.

Modified Historic Cost Accounting
MHCA is a form of Current Cost Accounting (CCA) for fixed assets which revalues the historic cost of the asset.

Multi-Period Posting
Multi-Period Posting is an extension to the Payables Enter Invoice feature that enables expenses to be recognized as they are incurred.

multiple funding budgets
Enables funds checking and reservation across multiple single year budgets for journals, purchase requisitions, purchase orders, and invoices. Multiple funding budgets are used in enhanced funds checker.

multiple year budget
A single year budget held over multiple years that is used in Enhanced Funds Checker.

multiple year posting
When creating a provisional or confirmed contract commitment, it is possible to enter multiple payment forecasts. A payment date forecast amount is an amount that is expected to be paid on a future specified date.

netting
Netting is performed between Payables and Receivables for a single third party. Offsets an outstanding amount by creating a document in either Payables or Receivables. This function is available to accountants only. There are six types of netting transaction defined. See adjusting the AR balance, adjusting the AP balance, objection to payment, assignments, payment excesses/amounts overpaid, and supplier reimbursements.

netting batch
A collection of netting packages defined for netting at a later date. Netting batches are used in Single Third Party. See netting.

netting in progress
Documents, and their totals, that are defined for netting and are pending payment. Netting in progress is used in Single Third Party. See netting.
**netting package**
Collection of single third party documents for netting. Netting packages are used in Single Third Party. See *netting*.

**objection to payment**
Type of netting. Objection to payment nets the Payables invoice for a given third party with a Payables invoice from another third party, known as the objecting third party. See *netting*.

**offering installment terms**
Public sector enhancement to Receivables enabling customers of an organization to pay invoices in periodic installments.

**OPSF(I)**
Oracle Public Sector Financials (International).

**ordinary depreciation**
Depreciation for revalued assets consists of ordinary, MHCA, and backlog depreciation. Ordinary depreciation results from depreciation of the historic portion of the asset’s cost.

**ordonnance**
See *mandate*.

**parent dossier**
Dossier placed at the top of a dossier hierarchy that defines the original budget source for children dossiers. See *dossier* and *child dossier*.

**payback order**
A specific type of dialog unit containing only Payables credit memos. See *dialog unit*.

**payment dossier**
Type of budget dossier for managing funds in a single fiscal year.

**payment excesses/amounts overpaid**
Type of netting that nets a third party’s Receivables settlements or invoices. See *netting*.

**payment forecast**
Encumbrance to the standard budget. Payment forecasts are linked to encumbered provisional contract commitments or encumbered contract commitments. It represents the amount that is expected to be paid in a certain year.
payment forecast schedule
An Enhanced Funds Checker feature that enables how a payment budget is to be appropriated to be defined.

payment funds checking
An Enhanced Funds Checker feature for requisitions, purchase orders, and invoices. Determines the periods to check the funds against a payment budget.

payment redistribution
Adjustment to one or more payment forecasts related to the same account or different accounts. Payment forecasts are increased and decreased to maintain balance. The total amount of the contract commitment is not changed. Payment forecast amounts are changed within the payment schedule.

payment schedule
All payment forecasts related to the contract commitment account information. A payment schedule shows how the total amount of one contract commitment account information is allocated to the different budget years.

point of acceptance
Occurs when an accountant validates dialog units. Payment takes place when the validation is complete. Point of acceptance is used in exchange protocol. See dialog unit.

position hierarchy
Defined profiles, each with a number of allowed actions, that model a business process in a series of steps. Position hierarchies are used in the exchange protocol approval cycle.

price history
Provides details of each standing charge detail line. Price history is used in Standing Charges.

profile code
In Budgeting Extensions, a mechanism for spreading an annual budget figure over multiple accounting periods. It also provides lists of values for data entry windows.

profile method
Profile methods are used in next year budget creation. The types of profile options are latest, primary and real. Latest uses the profile code that is most recently assigned to the accounting flexfield. Primary uses the profile code that was first assigned to the accounting flexfield. Real ignores the profile code and uses the raw next year budget period figures for the accounting flexfield.
**provisional contract commitment**
A contract commitment for which an agreement is not yet legally enforceable because the contract is unsigned.

**range code**
A group of accounts created by storing and naming a user-defined range of accounting flexfields, accessed by the list of values on the budgeting extensions windows.

**reallocation certificate**
A specific type of dialog unit containing only Payables or Receivables mixed invoices. See *dialog unit*.

**reason code**
User-defined budget reasons, accessed by the lists of values on the Budgeting Extensions windows.

**receipt certificate**
A specific type of dialog unit containing only Receivables invoices. See *dialog unit*.

**reduction certificate**
A specific type of dialog unit containing only Receivables credit memos that is also known as a cancellation certificate. See *dialog unit*.

**releases of cover contract commitment**
Individual contract commitments with different suppliers can be related to one single contract commitment. These standard contract commitments are referred to as releases. Releases represent the agreements with parties that perform the activities to reach goals as agreed to in the agreement that relates to the cover contract commitment. Actual payments are made to parties to whom the standard contract commitments or releases are made.

**repeated periodic payments**
See *standing charges*.

**reprofiling**
A global adjustment to existing budgets by applying a new profile code. Used in budgeting extensions.

**reserve for encumbrance account**
Account used to record the encumbrance liability. When an encumbrance is created by a contract commitment that is not a release, General Ledger creates a balancing entry to the encumbrance account when the encumbrance journal is posted. An encumbrance
journal is created for both the contract commitment budget and the standard budget.

**retirement dossier**
Dossier that cancels a related dossier. To cancel the related dossier, the original budget journals that result from the related dossier must be reversed. A dossier that is retired cannot be associated to other dossiers. See dossier.

**revaluation of contract commitment**
Revaluation of contract commitment is performed when the entered currency for contract commitments is different than the functional currency defined in the set of books. Revaluation is concerned with currency fluctuation and its impact on current and future budgets.

**secondary approval holds**
The second stage in approving an invoice for payment. After an invoice passes AutoApproval, the invoice is marked with a secondary approval hold. A third level of approval is possible. See central finance user.

**Secondary Invoice Approval**
Public sector enhancement to Payables that provides a secure method of enforcing departmental approvals. See AutoApproval.

**single occurrence table**
A single occurrence of the secure table within the security group in subledger security. For example, if a secure table is allocated to a security group directly, it is not allocated to any subledger security process group for the same security group. If a secure table is allocated to a subledger security process group, it is not allocated directly to the security group to which the process group is allocated. The secure table is not allocated to any other process group allocated to the same security group.

**Single Third Party**
Single third party (STP) provides a single entry point for the customer or supplier and allows reconciliation of the outstanding balance that a single third party may have as a customer or a supplier. The authorizing department and the accounts department remain separated throughout the process.

**standard charge items**
Defines periodic items for goods and services.

**standard contract commitment**
Contract commitment for which an agreement is signed with a natural person or legal entity and on the basis of which payments are made. A legal entity can also be part of the national government.
**standing charges**
Public sector enhancement to Receivables. Standing charges are also known as repeated periodic payments that define and maintain details of standing charge agreements that Receivables uses to periodically generate invoices.

**status check**
Set of tests that Contract Commitment performs on a contract commitment to ensure that it is in a valid state before performing an approval action.

**Subledger Security**
Subledger Security is an extension to Oracle Financials that enables the user to selectively partition data within a single install of Oracle Financials. Subledger Security provides a system where all business units can access their own financial information only.

**Subledger Security extended table**
Used by Subledger Security to hold security group information for a secured table. Each Oracle Financials secured table has a corresponding subledger security extended table.

**submission check**
Set of tests on a contract commitment document to ensure that it is in an approvable state and therefore ready to be submitted for processing.

**super user security group**
The Subledger Security implementation of the central finance concept. The super user security group is not a physical security group, but is a profile option value associated with a responsibility. See security group.

**supplementary depreciation**
Addition of an asset to a prior financial year in the MHCA register, where the difference in prior year depreciation is based on historic and current costs. Supplementary depreciation is charged to the revaluation reserve and not the operating account.

**supplier reimbursements**
Type of netting. Supplier reimbursements net Payables settlements or invoices of a third party when a credit memo is received. See netting.

**total payment forecast**
The determined total value of a contract commitment is the expected total cost of the purpose of the contract commitment and is encumbered in the year the contract is confirmed or agreed upon.
**transaction matching**

**transition**
Changing state of contract commitment from provisional to confirmed, or from provisional to cancelled, or from confirmed to completed.

**transmission unit**
Conveys dialog units between the authorizer and the accountant. The dialog units within the transmission unit must be an identical type, but can contain multiple third parties. A transmission unit has a unique numbering system and is used in exchange protocol. See *dialog unit*.

**unbilled**
Amount of a contract commitment for which an invoice has not yet been received.

**version**
Particular version of a contract commitment. A new version is created due to changes in controlled information.

**year end process**
Actions required to enable the correct processing of transactions through Exchange Protocol approval at the end of a client's financial year.

**year-end processing of a contract commitment**
Process performed at year-end to adjust the contract commitment to make the payment forecast equal to the actually invoiced amount against the standard budget. The remainder is transferred to the next year’s payment forecast, or in case of an overspent situation, taken from the next year. In the case of a provisional contract commitment, the encumbrance on the standard budget is transferred to the next year’s standard budget.
# Index

## A

<table>
<thead>
<tr>
<th>Term</th>
<th>Description/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Details window</td>
<td>description, 35-8</td>
</tr>
<tr>
<td></td>
<td>example, 35-3</td>
</tr>
<tr>
<td>Account Generator</td>
<td>customizing, 17-1</td>
</tr>
<tr>
<td></td>
<td>default account process, 17-8</td>
</tr>
<tr>
<td></td>
<td>default budget account subprocess, 17-12</td>
</tr>
<tr>
<td></td>
<td>default charge account subprocess, 17-10</td>
</tr>
<tr>
<td>Generate Default Account Diagram, 17-5</td>
<td></td>
</tr>
<tr>
<td>Generate Default Budget Account Diagram,</td>
<td></td>
</tr>
<tr>
<td>17-12</td>
<td></td>
</tr>
<tr>
<td>Generate Default Charge Account Diagram,</td>
<td></td>
</tr>
<tr>
<td>17-9</td>
<td></td>
</tr>
<tr>
<td>Generate Project Account Diagram, 17-12</td>
<td></td>
</tr>
<tr>
<td>overview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>default account process, 17-2</td>
</tr>
<tr>
<td></td>
<td>project account subprocess, 17-12</td>
</tr>
<tr>
<td></td>
<td>subprocesses, 17-2</td>
</tr>
<tr>
<td>account redistribution, Glossary-1</td>
<td></td>
</tr>
<tr>
<td>Actions window</td>
<td>description, 38-8</td>
</tr>
<tr>
<td></td>
<td>example, 38-5</td>
</tr>
<tr>
<td>Approval pop-up window</td>
<td>example, 19-32</td>
</tr>
<tr>
<td>Approval window</td>
<td>description, 19-33</td>
</tr>
<tr>
<td>Approve Document window</td>
<td>description, 12-13</td>
</tr>
<tr>
<td></td>
<td>example, 12-13</td>
</tr>
<tr>
<td>Audit Terms window</td>
<td></td>
</tr>
</tbody>
</table>

## B

<table>
<thead>
<tr>
<th>Term</th>
<th>Description/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balanced Budget History Report</td>
<td>procedure, 7-5</td>
</tr>
<tr>
<td>boundary, Glossary-2</td>
<td></td>
</tr>
<tr>
<td>Budget History Inquiry Procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budget History Inquiry window description, 5-6</td>
</tr>
<tr>
<td></td>
<td>example, 5-2</td>
</tr>
<tr>
<td></td>
<td>Extended Account Inquiry window description, 5-9</td>
</tr>
<tr>
<td></td>
<td>example, 5-2</td>
</tr>
<tr>
<td></td>
<td>History Entries window description, 5-7</td>
</tr>
<tr>
<td></td>
<td>example, 5-2</td>
</tr>
<tr>
<td></td>
<td>History Periods window description, 5-8</td>
</tr>
<tr>
<td></td>
<td>example, 5-2</td>
</tr>
<tr>
<td></td>
<td>overview, 5-1</td>
</tr>
<tr>
<td></td>
<td>budget history inquiries, 5-1</td>
</tr>
<tr>
<td></td>
<td>public sector variance inquiries, 5-1</td>
</tr>
<tr>
<td></td>
<td>prerequisites, 5-2</td>
</tr>
<tr>
<td></td>
<td>procedures, 5-2</td>
</tr>
<tr>
<td></td>
<td>performing an inquiry using the budget history inquiry window, 5-3</td>
</tr>
<tr>
<td></td>
<td>performing a variance using the extended account inquiry window, 5-5</td>
</tr>
</tbody>
</table>
Index-2

Variance window
  description, 5-10
  example, 5-2
Budget History Inquiry window
  description, 5-6
  example, 5-2
Budgeting, Balanced Budget Input Journal
  Proforma Report
    procedure, 7-1
Budgeting, Balanced Budget Journal Input
  Proforma Report
    description, 7-2
Budgeting, Balanced Budget Journal Report
  procedure, 7-3, 7-3
Budgeting Extensions Process
  Budgeting Extensions Process Flow diagram, 4-1
  definition, 4-1
  overview, 4-1
  setting up budgeting extensions, 4-2
    define accounting combination budget control settings, 4-4
    define budget extension profile options, 4-4
    define budget range codes, 4-4
    define profile codes, 4-3
    define reason codes, 4-3
    enable budgeting extensions in the application object library, 4-2
    entering budget journals, 4-5
    maintaining budgets, 4-6
    next year budgeting, 4-6
Budgeting Extensions Process Flow diagram, 4-1
Budgeting Report Procedures
  overview, 7-1
Budget Process Impact Review Report
  procedure, 7-4
Budget Process Impact window
  description, 3-12
  example, 3-11
Budget Report Procedures
  Balanced Budget History Report procedure, 7-5
  Budgeting, Balanced Budget Journal Input
    Proforma Report
      description, 7-2
      procedure, 7-1
  Budgeting, Balanced Budget Journal Report procedure, 7-3
  Budgeting, Unbalanced Budget Journal Report procedure, 7-3
  Budget Process Impact Review Report procedure, 7-4
  generating Budget Setup Reports procedure, 7-5
  Unbalanced Budget History Report procedure, 7-5
Budget Setup Reports
  procedure, 7-1

cancel contract commitment, Glossary-2
category, Glossary-3
Category Flexfield window
  example, 31-14
Charge Details window
  description, 49-14, 49-14, 49-15, 49-17
Combined Basis Accounting Procedures
  introduction, 1-8
Combined Basis Accounting Process
  Combined Basis Accounting Process Flow diagram, 8-2
  definition, 8-1
  overview, 8-1
  reports, 8-5
    automatic cash postings error report, 8-5
    combined basis accounting cash basis drill down report, 8-6
    combined basis accounting cash basis execution report, 8-5
    combined basis accounting cash basis unposted items report, 8-5
    combined basis accounting journals entries report, 8-5
  setup, 8-2
    accounting entries, 8-3
    define set of books relationship in general ledger, 8-3
    enter receipt transactions in receivables, 8-4
    period status in OPSF(I) menu, 8-4
    run postings to general ledger, 8-4
Combined Basis Accounting Process Flow
Combined Basis Reports
- Detail report, 9-2
- overview, 9-1
- Payables report, 9-3
- Receivables report, 9-4
- commitment budget, Glossary-3

Commitment Budget Account Inquiry window
- description, 11-10
- example, 11-9

Commitment Budgetary Control Funds
Available Inquiry window
- description, 11-7
- example, 11-6

Commitment Budgetary Control integration with Oracle Purchasing
- definition, 12-1
- overview, 12-1
  - accounting date, 12-1
  - funds checking and validation, 12-2
  - journal creation, 12-3
  - single year validation, 12-2
  - year end process, 12-7
  - prerequisites, 12-12

Purchasing menu modifications, 12-14
Purchasing Process Modifications, 12-16
Purchasing window modifications, 12-13

Commitment Budgetary Control Procedures
- overview, 11-1
  - account inquiry, 11-2
  - review results of contract commitment and budgetary transactions, 11-5
  - querying accounts procedure, 11-9
  - querying funds available procedure, 11-6
  - querying journal entry procedure, 11-15

Commitment Budgetary Control Process
- execute commitment budgetary control
- budgetary control for cover contract commitment and releases, 10-5
- budgetary control for provisional and confirmed contract commitment, 10-4
- maintain commitment budgetary control
- define budgetary control, 10-2
- define commitment budget, 10-2
- overview, 10-1

Commitment Budget Journal Inquiry window
- description, 11-16
- example, 11-15

Commitment Budget Journal Lines window
- description, 11-16
- example, 11-15

Commitment Model
- contract commitment feature, B-8
- definition, B-1
- overview, B-1
  - commitment budgetary control, B-3
  - dual budgetary control, B-5
  - standard budgetary control, B-1
  - completed contract commitment, Glossary-4
  - confirmed contract commitment, Glossary-4

Construction Industry Scheme
- features, 14-6
- overview, 14-1

Construction Industry Scheme Procedures
- definition, 14-1
- prerequisites, 14-7

Construction Industry Scheme Process
- definition, 13-1
- process description, 13-2
- process flow diagram, 13-1

Construction Industry Scheme Reports
- overview, 15-1

Contract Commitment Account Generator Process
- account generator workflow item type attributes, 17-3
- definition, 17-1
- overview, 17-1

Contract Commitment and Oracle Payables Integration
- contract commitment invoice matching, F-1

Contract Commitment and Payables Integration
- integrated supplier and contract commitment
information, F-2
matching purchase order tables, F-2
po default and quickmatch invoices, F-3
po default invoice type, F-3
quickmatch invoice type, F-4
using encumbrance accounting with contract commitment, F-4
Contract Commitment Approval Process
Diagram, 18-5
Contract Commitment Approval Workflow Process
customizing, 18-10
item type attributes, 18-2
overview, 18-1
process diagram, 18-5
workflow process, 18-6
Contract Commitment Complete Cover
Commitment Exception Report procedure, 21-12
Contract Commitment Complete Cover Commitment Program procedure, 21-11
contract commitment decrease, Glossary-4
contract commitment increase, Glossary-4
Contract Commitment Legacy Conversion
CBC Open Interface Table, D-24
CC Account Lines Interface Table, D-14
CC Detail Payment Forecast Interface Table, D-20
CC Headers Interface Forecast Interface Table, D-5
contract commitment legacy open interface program procedure, D-28
definition, D-1
legacy conversion process flow diagram, D-2
overview, D-1
Contract Commitment Legacy Conversion Procedures, D-1
CBC API, D-5
CC API, D-4
legacy conversion to commitment budgetary control tables, D-4
legacy conversion to contract commitment tables, D-3
legacy conversion to standard budgetary control, D-5
Contract Commitment Legacy Conversion Process
commitment budgetary control legacy open interface program procedure, D-29
Contract Commitment Mass Payment Forecast Shift Process procedure, 21-16
Contract Commitment Open API
create API parameters, E-5
definition, E-1
link API parameters, E-12
overview, E-1
select API parameters, E-12
set API parameters, E-4
update API parameters, E-11
Contract Commitment Process
matching contract commitments to invoices process, 16-4
complete internal contract commitment releases, 16-6
create internal release contract commitments, 16-6
enter, encumber and approve internal contract commitments, 16-4
enter invoice header information, 16-5
match invoices to internal release contract commitments, 16-6
Matching Contract Commitments to Invoices Process Flow, 16-3
overview, 16-1
create and maintain contract commitment, 16-2
execute document control, 16-2
internal contract commitment matching, 16-3
processes, 16-3
reporting, 16-3
reporting currency, 16-2
set up contract commitment, 16-1
summarize contract commitment, 16-3
Contract Commitment Report Procedures definition, 21-1
overview, 21-1
internal release contract commitments, 21-1
mass payment forecast shift process, 21-8
revaluing contract commitments, 21-1
year-end process, 21-4
prerequisites, 21-11
Contract Commitment Revaluation Fix Exception Report
  procedure, 21-14
Contract Commitment Revalue Process
  procedure, 21-13
Contract Commitment Summary window
  description, 19-41
  example, 19-40
Contract Commitment window, Accounting and Distributions tabs
  description, 19-24
  example, 19-23
Contract Commitment window, Accounting and Projects tabs
  description, 19-24
Contract Commitment window, Forecast tab
  description, 19-28
  example, 19-27
Contract Commitment window, General and Action History tabs
  description, 19-17
Contract Commitment window, General and Details tabs
  description, 19-17
Contract Commitment window, General and Parties tabs
  description, 19-17
  example, 19-16
Contract Commitment Window, Summary tab
  description, 19-28
Control pop-up window
  example, 19-35
Control window
  description, 19-35
Copy Contract Commitment window
  description, 19-39
  example, 19-36
Correct Revaluation Variances Process
  procedure, 21-14
cover contract commitment, Glossary-5
Create Actual Journals Report
  procedure, 39-3
create balanced budget procedures, 2-2
Create Budget Journal Procedures
  Balanced Budget Journals window
  description, 2-8
  example, 2-2
create balanced budget procedures, 2-2
  complete the batch, 2-7
  create balanced budget batch, 2-4
  enter balanced budget batch journal lines, 2-4
  view balanced budget period amounts, 2-7
create unbalanced budget procedures, 2-11
  complete the batch, 2-16
  create unbalanced budget batch, 2-12
  enter unbalanced budget batch journal lines, 2-13
Journals window for balanced budget
  description, 2-9
  example, 2-2
Journals window for unbalanced budget
  description, 2-17
  example, 2-11
overview, 2-1
Periods window for balanced budget
  description, 2-10
  example, 2-2
Periods window for unbalanced budget
  description, 2-19
  example, 2-11
prerequisites, 2-1
Unbalanced Budget Journals window
  description, 2-16
  example, 2-11
Create Netting Packages window
  description, 47-12, 47-15
create unbalanced budget procedures, 2-11
Creating a Single Third Party
  entering customer details, 47-5
  entering supplier details, 47-6
procedure, 47-4
Creating Netting Transactions
  procedure, 47-12
cross charge authorization procedure, 38-9
Cross Charge Authorization window
  description, 38-10
  example, 38-9
Cross charge status values, 37-13
D

Detail Balances window
  description, 11-12
  example, 11-9

Detail report
  procedure, 9-2

diagrams
  Budgeting Extensions, 4-1
  Combined Basis Accounting, 8-2
  Construction Industry Scheme process flow, 13-1
  Contract Commitment Approval Process, 18-5
  Dossier, 22-2
  Encumbrance and Budgetary Control Process Flow, 37-3
  exchange protocol process flow, 24-3
  Generate Default Account, 17-5
  Generate Default Budget Account, 17-12
  Generate Default Charge Account, 17-9
  Generate Project Account, 17-12
  Generic Interface, 26-3
  Hierarchical Drill-Down Inquiry, 28-3
  Installment Terms, 34-2
  Matching Contract Commitments to Invoices Process Flow, 16-3
  Multi-Period Posting, 40-1
  No Encumbrance or Workflow Process Flow, 37-1
  Oracle Financials Modules Affected By or Enhanced in Oracle Public Sector Financials (International), 1-3, 1-4
  Oracle Public Sector Receivables (International), 1-11
  Secondary Invoice Approval Process, 43-3
  Single Third Party, 46-1
  Standing Charges Process Flow, 48-1
  Subledger Security, 51-7
  Subledger Security Implementation, 51-5
  Workflow Process Flow, 37-2

dialog units
  numbering, 25-4
  overview, 25-1
  seeking approval for, 25-31
  working with, 25-2
  Dialog Units Available window
    description, 25-27
    example, 25-20

Dialog Units window
  description, 25-18
  example, 25-17

Distributions Summary window
  description, 41-6
  example, 41-4

Dossier Hierarchy Inquiry window
  example, 23-11

Dossier Inquiry window
  description, 23-10, 23-12
  example, 23-9

Dossier Procedures
  accepting or rejecting dossiers procedure, 23-7
  checking and reserving funds procedure, 23-4
  definition, 23-1
  dossier inquiry procedure, 23-9
  introduction, 1-11
  overview, 23-2
  prerequisites, 23-3
  reassigning dossiers procedure, 23-8
  viewing dossier transaction hierarchies procedure, 23-11

Dossier Process
  definition, 22-1
  description, 22-3
  Dossier Process Flow diagram, 22-2
  overview, 22-1

Dossier Process Flow diagram, 22-2

Dossier window
  description, 23-5
  example, 23-4

Drill-Down Inquiry window
  description, 29-4

Dual Funds Check Pop-up window
  example, 12-14

E

encumbrance accounting and revaluation rules, 21-3

Encumbrance and Budgetary Control Process Flow diagram, 37-3

Encumbrance window
  description, 19-31
  example, 19-30
Enhanced Funds Checker Procedures
  introduction, 1-11
Enter Charges window
  description, 38-6
  example, 38-4
event, Glossary-5
Exceptions window
  description, 31-13
  example, 31-6
Exchange Protocol Procedures
  creating dialog units procedure, 25-9
  creating transmission units procedure, 25-20
  definition, 25-1
  generating transmission units from dialog units procedure, 25-19
  introduction, 1-11
  overview, 25-1
    approval hierarchies, 25-2
    dialog units, 25-1
    numbering dialog units and transmission units, 25-4
    processes, 25-5
    transmission units, 25-1
    working with dialog units and transmission units, 25-2
  prerequisites, 25-8
  recommendations, 25-8
  reviewing dialog units procedure, 25-17
  reviewing transmission units procedure, 25-29
  seeking approval for dialog units, 25-31
  transmitting transmission units procedure, 25-30
Exchange Protocol Process
  definition, 24-1
  exchange protocol process flow diagram, 24-3
  overview, 24-1
  processes, 24-5
    approval process, 24-10
    define dialog unit types, 24-7
    define exchange protocol numbering, 24-8
    define hierarchies, 24-5
    define profiles for exchange protocol, 24-6
    define transmission unit types, 24-8
    year end process, 24-12
  exchange protocol process flow diagram, 24-3
Extended Account Inquiry window
  description, 5-9
  example, 5-2
  extracting feeder file transactions, 27-3

F

  feeder file format, 6-1
Find Assets window
  description, 31-11
  example, 31-5
Find Batches window
  example, 11-15
Find Contract Commitment window
  description, 19-37
  example, 19-36
Find Cross Charges Window
  description, 38-15
Find Dialog Units window
  description, 25-12
  example, 25-9
Find Modify Installment Customers window
  description, 35-7
  example, 35-3
Find Revaluations window
  description, 31-8
  example, 31-3
Find STP window
  example, 47-8
Find Transactions window
  description, 25-15
  example, 25-9
Find Transmission Units window
  description, 25-23
  example, 25-20
  funds available
    cumulative funds available totals, 11-1
    overview, 11-1

G

  Generate Default Account Diagram, 17-5
  Generate Default Budget Account Diagram, 17-12
  Generate Default Charge Account Diagram, 17-9
  Generate Project Account Diagram, 17-12
  Generating Internal Charge Status Report
    procedure, 39-1
Generic Interface Procedures
archiving, purging, or restoring feeder system transactions procedure, 27-10

Generic Interface Process
definition, 26-1
feeder transaction inquiry, 26-7
file footer record, 26-12
file header record, 26-7
Generic Interface Process Flow diagram, 26-3
loading interface files, 26-6
overview, 26-1
prerequisites, 26-3
reloading interface files, 26-7
setup, 26-4
define feeder system descriptors, 26-5
define generic interface profile options, 26-6
define new journal source, 26-5
define period mappings, 26-5
define set of books mappings, 26-5
transaction lines record, 26-9
Generic Interface Process Flow diagram, 26-3
Global Price Update window
description, 49-23

Guarantee commitments, 19-3

H
Hierarchical Drill-Down Inquiry Procedure
introduction, 1-12
Hierarchical Drill-Down Inquiry Process
business rules, 28-4
History Entries window
, 5-2
description, 5-7
History Periods window
description, 5-8
example, 5-2

I
Impact Details window
description, 3-12
example, 3-11
import budget spreadsheet procedure, 6-9
creating data file, 6-9
extracting data from file, 6-10
loading data file, 6-9
Import Budget Spreadsheet Procedures
feeder file format description, 6-1
overview, 6-1
prerequisites, 6-1
Submit Budget Spreadsheet Extract
window, 6-10
Submit Budget Spreadsheet Extract window
description, 6-11
importing and posting feeder file transactions, 27-4
Include In Dialog Unit window
description, 25-16
example, 25-9
Indexed - Professional Revaluation window
description, 31-9
example, 31-3
Inflation Accounting for Assets Procedures, 31-1
definition, 31-1
mass upload of revalued assets, 32-1
overview, 32-1
prerequisites, 32-4
overview, 31-1
performing indexed revaluation procedure
entering rules and running revaluations, 31-3
selecting assets for revaluation, 31-5
submitting the revaluation request in
preview mode, 31-6
submitting the revaluation request in run
mode, 31-8
viewing exceptions, 31-6
performing revaluations procedure, 31-3
prerequisites, 31-3
projection report column descriptions, 31-15
running projections procedure, 31-14
viewing asset revaluation cost history
procedure, 31-17
Inflation Accounting for Assets Process
access to inflation accounting for assets
information, 30-11
extension to Oracle assets financial
information inquiry, 30-11
inflation accounting:adjustments report, 30-15
inflation accounting:asset balance
reports, 30-13
inflation accounting: projections report, 30-16
asset cost occasional revaluation phase, 30-2
amortization of revaluation reserve, 30-4
asset cost revaluation, 30-3
current year depreciation expense, 30-4
prior year accumulated depreciation, 30-3
definition, 30-1
inflation accounting for assets procedure
revaluation catch-up phase, 30-7
revaluation catch-up phase: current period transfers, 30-9
revaluation catch-up phase: prior period additions, 30-7
revaluation catch-up phase: prior period transfers, 30-9
revaluation catch-up phase: reclassification to another category, 30-9
revaluation catch-up phase: reinstatement, 30-10
revaluation catch-up phase: retirement, 30-10
inflation accounting for assets processing, 30-2
revaluation process, 30-5
inflation accounting for assets setup, 30-19
inflation accounting options, 30-20
price indexes, 30-19
limitations, 30-16
mass upload of revalued assets, 30-24
overview, 30-1
prerequisites, 30-2
security, 30-21
Inflation Accounting for Assets Report Procedures, 33-1
definition, 33-1
generating inflation accounting for assets report procedures, 33-13
overview, 33-1
inflation accounting for assets reports, 33-1
inflation accounting for assets reports: inflation accounting: adjustments report, 33-2
inflation accounting for assets reports: inflation accounting: asset balance reports, 33-2
Inflation Accounting Inquiry window
description, 31-18
example, 31-17
Inflation Accounting - Projection window
description, 31-15
example, 31-14
Installments Audit Report
procedure, 36-1
Installment Terms Procedure
definition, 35-1
modifying and creating payment terms procedure, 35-3
overview, 35-1
prerequisites, 35-2
Installment Terms Process
definition, 34-1
Installment Terms Process Flow diagram, 34-2
overview, 34-1
prerequisites, 34-2
reports, 34-4
setup, 34-3
Installment Terms Process Flow diagram, 34-2
Installment Terms Reports
Installments Audit Report, 36-1
overview, 36-1
internal charge entry procedure, 38-4
Internal Charge Status Report
overview, 39-1, 39-1
Internal Contract Commitment Releases window
description, 20-3
example, 20-2
Internal Release Contract Commitment Procedures
creating an internal release contract commitment procedure, 20-2
definition, 20-1
overview, 20-1
internal trading
Automatic Acceptance of Lines Report, 39-1
Automatic Approval of Service Lines Report, 39-2
Create Actual Journals Report, 39-3
Internal Charge Status Report, 39-1, 39-1
Internal Trading Procedures
Actions window
example, 38-5
canceling service lines procedure, 38-13
cross charge authorization procedure, 38-9
Cross Charge Authorization window
description, 38-10
example, 38-9
Enter Charges window
description, 38-6
example, 38-4
Find Cross Charges window
example, 38-11
internal charge entry procedure, 38-4
introduction, 1-13
overview, 38-1
prerequisites, 38-3
resubmitting service lines procedure, 38-12
tools menu, 38-14
viewing a cross charge summary procedure, 38-11
Internal Trading Process
Automatic posting to General Ledger, 37-19
cross charge status values, 37-13
definition, 37-1
Encumbrance and Budgetary Control Process
Flow diagram, 37-3
journal entries accounting example, 37-9
No Encumbrance or Workflow Process Flow
diagram, 37-1
procedures, 37-7
process description, 37-4
references, 37-19
setting up, 37-5
Workflow Process Flow diagram, 37-2
Internal Trading Reports
Automatic Acceptance of Lines Report, 39-1
definition, 39-1
Internal Charge Status Report, 39-1
overview, 39-1
Introduction
international implications
country or government specific features,
references, and notes, 1-5
globalizations, 1-5
Oracle Financials Modules Affected By or
Enhanced in Oracle Public Sector Financials
(International) diagram, 1-3, 1-4
Oracle Public Sector Financials (International)
Generic Interface, 1-12
Oracle Public Sector General Ledger
(International)
budgeting extensions:introduction, 1-7
Cash and Accruals Support, 1-8
Dossier, 1-11
Enhanced Funds Checker, 1-11
Hierarchical Drill-Down Inquiry, 1-12
Internal Trading, 1-13
Oracle Public Sector Payables (International)
Exchange Protocol, 1-11
Multi-Period Posting, 1-13
Secondary Invoice Approval, 1-14
Oracle Public Sector Receivables
(International)
Combined Basis Accounting, 1-8
diagram, 1-11
Offering Installment Terms, 1-13
Single Third Party, 1-14
Standing Charges, 1-15
Invoice History window
description, 49-19
J
journal inquiry
overview, 11-5
Journals window
description, 11-13, 29-7
example, 11-9
Journals window, full
description, 11-14
example, 11-9
Journals window for balanced budget
description, 2-9
example, 2-2
Journals window for unbalanced budget
description, 2-17
example, 2-11
L
loading feeder file transactions, 27-2
M
Maintain Budget Procedures
prerequisites, 3-1
previewing budget process impact procedure,
3-11

Maintain Contract Commitment Procedures
approving a contract commitment procedure, 19-32
approving contract commitment Workflow procedure, 19-33
changing a contract commitment's control status procedure, 19-35
creating a contract commitment from a template procedure, 19-36
entering accounting information procedure, 19-23
entering and viewing payment forecast information procedure, 19-27
entering general information procedure, 19-16
executing budgetary control procedure, 19-30
overview, 19-1
  action history, 19-14
  adjust contract commitment, 19-5
  budgetary control for provisional and confirmed contracts, 19-2
  contract commitment actions, 19-13
  contract commitment approval, 19-3
  contract commitment information, 19-1
  creating a contract commitment from a template, 19-15
  guarantee commitments, 19-3
  security, 19-14
  summarize contract commitment, 19-15
  version control, 19-12
summarizing a contract commitment procedure, 19-40
transitioning a contract commitment procedure, 19-34

Maintaining Budget Procedures
applying budget indexation procedure, 3-5
budget indexation
  applying budget indexation procedure, 3-5
Budget Process Impact window
description, 3-12
example, 3-11
budget reprofiling procedure, 3-2
creating a next year budget procedure, 3-8
Impact Details window
description, 3-12
example, 3-11
next year budget
  creating a next year budget procedure, 3-8
overview, 3-1
previewing budget process impact inquiry procedure, 3-11
Submit Budget Indexation window
description, 3-6
example, 3-5
Submit Budget Next Year Create window
description, 3-9
example, 3-8
Submit Budget Reprofile window
description, 3-3
example, 3-2
MassCancel
  Purchasing integration with Commitment Budgetary Control, 12-16
mass payment forecast shift
parameters, 21-8
validation rules, 21-10
Matching Contract Commitments to Invoices
Process Flow Diagram, 16-3
Modify Installment Terms window
description, 35-9
example, 35-3
Modify Installment Transactions Summary window
description, 35-6
example, 35-3
MPP Expense Collection Report
procedure, 42-2
MPP General Ledger Transfer Report
procedure, 42-3
MPP Recognize Expense Program Report
procedure, 42-4
Multi-Period Posting Invoices Summary window
description, 41-5
example, 41-4
Multi-Period Posting Procedures
definition, 41-1
introduction, 1-13
multi-period posting lines, view and edit, 41-4
overview, 41-1
prerequisites, 41-2
recognizing invoices for multi-period posting procedure, 41-2
Multi-Period Posting Process
  definition, 40-1
  Multi-Period Posting Process Flow diagram, 40-1
  overview, 40-1
  period end processing, 40-6
  selecting invoices, 40-4
  setting up, 40-2
Multi-Period Posting Process Flow diagram, 40-1
Multi-Period Posting Reports
  definition, 42-1
  overview, 42-1
multiple reporting currency
  creating CBC JE Lines in Reporting Currency, C-2
  definition, C-1
  overview, C-1
multiple year posting, Glossary-7

N
netting
  creating transactions, 46-6
  viewing balances, 46-5
Netting Transactions window
  description, 47-14
  example, 47-12
New Dialog Unit window
  description, 25-13
  example, 25-9
NewTransmission Unit window
  example, 25-20
New Transmission Unit window
  description, 25-24
No Encumbrance or Workflow Process Flow diagram, 37-1

O
Offering Installment Terms Procedures
  introduction, 1-13
  online inquiry
    overview
      cumulative funds available totals, 11-1
      funds available, 11-1
      journal inquiry, 11-5
open APIs
  overview

P
Payables report
  procedure, 9-3
  payment forecast, Glossary-8
  payment redistribution, Glossary-9
  payment schedule, Glossary-9
  Periods window for balanced budget
    description, 2-10
    example, 2-2
  Periods window for unbalanced budget
    description, 2-19
    example, 2-11
Price History window
  description, 49-5, 49-21
Product Overview
  oracle public sector financials international
    features, 1-7
  oracle public sector financials international
    features removed, 1-15
  overview, 1-1
  provisional contract commitment, Glossary-10
Purchasing
  integration with Commitment Budgetary Control
    MassCancel, 12-16
    menu modifications, 12-14
    process modifications, 12-16
    window modifications, 12-13
  year end process, 12-16

R
Receivables report
  procedure, 9-4
  releases of cover contract commitment, Glossary-10
  reports
    Automatic Acceptance of Lines, 39-1
    Automatic Approval of Service Lines, 39-2
    Balanced Budget History, 7-5
description, 47-6
element, 47-4
Single Third Party - Main window
element, 47-4
Single Third Party Netting Balance window
description, 47-10
element, 47-8
Single Third Party Procedures
creating a single third party, 47-4
creating netting transactions, 47-12
definition, 47-1
introduction, 1-14
overview, 47-1
prerequisites, 47-4
submitting netting batches, 47-17
viewing single third party details and outstanding balance, 47-8
Single Third Party Process
creating netting transactions, 46-6
creating single third parties, 46-5
definition, 46-1
setting up, 46-3
Single Third Party Process Flow diagram, 46-1
viewing netting balances, 46-5
Single Third Party Process Flow diagram, 46-1
standard contract commitment, Glossary-11
Standing Charge Items window
description, 49-3
Standing Charges Procedures
Charge Details window
description, 49-14, 49-14, 49-15, 49-17
Global Price Update window
description, 49-23
introduction, 1-15
Invoice History window
description, 49-19
Price History window
description, 49-5, 49-21
Run ID window
description, 49-24
Standing Charge Items window
description, 49-3
Standing Charges window
description, 49-7
Standing Charge window
description, 49-8
Standing Charges Process
entering standing charges and creating periodic invoices, 48-4
price update considerations, 48-7
Standing Charges window
description, 49-7
Standing Charge window
description, 49-8
status check, Glossary-12
Subledger Security Allocation Status Report
procedure, 52-3
Subledger Security Group Consolidations Report
procedure, 52-6
Subledger Security Grouped Secure Tables Report
procedure, 52-4
Subledger Security Group Status Report
procedure, 52-4
Subledger Security Object Status Report
procedure, 52-5
Subledger Security Process
allocate secure tables and process groups, 51-13
allocating database tables to security groups, full and partial security, 51-18
application context, 51-21
application level control, 51-24
application users, 51-16
apply security, 51-14
basic subledger security principles, 51-16
define process groups, 51-12
define responsibilities, 51-10
define secure tables, 51-11
define security groups, 51-9
define users, 51-11
description, 51-1
examples, 51-15
overview, 51-1
prerequisites, 51-5
process description, 51-9
responsibilities, 51-17
secure existing data, 51-15
secure tables, 51-16
secure update access, 51-20
security group consolidation, 51-14, 51-21
security groups, 51-16
set application level profile options, 51-9
set responsibility level profile options, 51-10
set site level profile options, 51-9
Subledger Security Implementation Process
Flow diagram, 51-5
Subledger Security Process Flow diagram, 51-7
Subledger Security Process Flow diagram, 51-7
Subledger Security Report Procedures
definition, 52-1
overview, 52-1
Subledger Security Secure Tables Status Report
type, 52-6
Subledger Security User Allocation Status Report
type, 52-7
submission check, Glossary-12
Submit Budget Indexation window
description, 3-6
example, 3-5
Submit Budget Next Year Create window
description, 3-9
example, 3-8
Submit Budget Reprofile window
description, 3-3
example, 3-2
Submit Budget Spreadsheet Extract window
description, 6-11
example, 6-10
Submit Netting Batches window
description, 47-18
example, 47-17
Submitting Netting Batches
procedure, 47-17
Summary Balances window
description, 11-11
example, 11-9

total payment forecast, Glossary-12
Transfer Invoices window
description, 41-3
example, 41-2
transition, Glossary-13
Transition pop-up window
example, 19-34
Transition window
description, 19-34
transmission units
numbering, 25-4
overview, 25-1
working with, 25-2
Transmission Units window
description, 25-29
example, 25-29

U
Unbalanced Budget History Report
procedure, 7-5
Unbalanced Budget Journals window
description, 2-16
example, 2-11
unbilled, Glossary-13

V
Variance window
description, 5-10
example, 5-2
version, Glossary-13
View and Authorize Secondary Approvals
window
description, 44-5
Viewing Single Third Party Details and
Outstanding Balance
procedure, 47-8
View MPP Distributions window
description, 41-7
example, 41-4
View MPP Offset Entries window
description, 41-8
example, 41-4
View Results window
description, 19-31
example, 19-30

W
windows
Account Details, 35-3
Actions, 38-5
Approval pop-up, 19-32
Approve Document, 12-13
Audit Terms, 35-3
Workflow Process Flow diagram, 37-2

Y

Year End process
  in Purchasing, 12-16
year-end process
  cover and releases, 21-6
  date validations, 21-7
  encumbrance accounting, 21-5
  exception list, 21-5
  insufficient available budget, 21-7
  matching invoices, 21-5
  process overview, 21-4
  provisional contract commitment, 21-6
Year-End Process
  procedure, 21-15
year-end processing of a contract commitment,
Glossary-13