

Oracle® Revenue Management and Billing  
Version 2.7.0.0.0

## Banking User Guide

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# Notices

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# Preface

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## About this Document

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This document lists and describes various features in Oracle Revenue Management and Billing which can be used in the Financial Services domain. It describes all screens related to these features and explains how to perform various tasks through these screens.

## Intended Audience

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This document is intended for the following audience:

- End-users
- System Administrators
- Consulting Team
- Implementation Team
- Development Team

## Organization of the Document

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Each banking feature is described in a separate chapter in this document. All screens related to the feature and tasks related to the screen are explained in each chapter. This document contains the following chapters:

Chapter Number	Chapter Name	Chapter Description
Chapter 1	Customer 360° View	Explains how to view in-depth information about the person or account in the <b>Customer 360° View</b> screen. It also explains how to view the enrolled products, effective price assignments, and effective price list assignments of a person or account. In addition, it explains how to view the detailed information about the bill.
Chapter 2	Invoicing Group	Describes the invoicing group and explains how to create a master account. It also explains how to add or remove a member from a master account.
Chapter 3	Pricing Management	Explains the different concepts of the pricing model supported in the application. It explains how to define a parameter, price item, price list, tiering criterion, variance parameter, and person to person relationship type sequence. It also explains how to define pricing for a price item, how to assign a price item to a person, account, or price list, and how to assign a price list to a person or account.
Chapter 4	Division	Describes the different types of division. It also explains how to define a division.

<b>Chapter Number</b>	<b>Chapter Name</b>	<b>Chapter Description</b>
Chapter 5	Approval Workflow	Describes the approval workflow process and explains how to perform various tasks involved in the process. It explains how to implement the approval workflow process for an entity, such as account, person, and so on. It explains how to define an approval workflow group, approval workflow chain, approval workflow criterion type, approval workflow group chain linkage, approval workflow reasons, and approval workflow settings.
Chapter 6	Multi-Currency Accounts	Lists and describes the business processes that are enhanced to implement the multi-currency accounts feature.
Chapter 7	Rules Engine	Describes how the rules engine function. It explains how to define, execute, and maintain business rules separately from the application code.
Chapter 8	Alternate Sequential Bill Numbers	Explains how to generate alternate sequential bill numbers which are either unique throughout the system or within the division.
Chapter 9	Currency Conversion	Lists and describes the business processes where the currency conversion feature can be enabled in the system. It explains how to enable the currency conversion feature for each business process. It also explains how to create different types of exchange rates in the system.
Chapter 10	Transaction Feed Management	Describes the transaction feed management process and its sub-processes. It explains how to execute each sub-process. It also explains how to view the details of various transactions uploaded in the system. In addition, it explains how to create a transaction source, transaction record type, transaction aggregation rule, aggregation schedule, and disaggregation request.
Chapter 11	On Demand Billing	Explains how to generate adhoc bills using the on demand billing process. It explains how to create a file type and file group, how to upload a usage data file, how to generate adhoc bills for a file group, and how to freeze the adhoc bills of a file group.
Chapter 12	Upload Validated Payment Data	Explains how to upload and validate the payment records before you move them to the staging area. It also explains how to create payment events and payments using the validated payment records.
Chapter 13	Freeze Payments on Notification	Explains how the system freezes or cancels the automatic payments, voids the refund requests and cancels the refund adjustments when the review comments are received from the auto clearing house.
Chapter 14	Construct	Describes the construct based billing and settlement feature. It explains how to create templates and different types of constructs, such as invoice construct, invoice and settlement construct, and settlement construct. It also explains how to view the billing and settlement hierarchy of a person or account.
Chapter 15	Trial Billing	Explains how to generate trial bills before the actual bill is generated for an account. It also explains how to view the trial bills in the system.
Chapter 16	Bill Tolerance	Explains how to define the tolerance limit for the bill amount. It also describes how the system behaves when the difference between the previous and current bill amount exceeds the positive or negative tolerance limit.
Chapter 17	GL Account Validation	Explains how to enable the static or dynamic GL account validation feature.

Chapter Number	Chapter Name	Chapter Description
Chapter 18	Upload Validated Adjustment Data	Explains how to validate and upload an adjustment data file and create adjustments through an adjustment upload request.
Chapter 19	Foreign Exchange Gain Loss	Explains how the system calculates the foreign exchange gain loss on the payment and adjustment financial transactions.
Chapter 20	Payment Request	Explains how to create or transfer payments through a payment request.
Chapter 21	Account Receivable Central	Explains how to use the <b>Account Receivable Central</b> screen to search for a bill which you need to offset against another bill. It explains how to perform single, mass, and cross currency offset against one or more bills. It also enables you to create a hold request, refund request, write off request, and dispute request through this screen.
Chapter 22	Offset Request	Explains how to offset the bill's outstanding amount against one or more bills through an offset request. It explains how to create the offset request types and offset requests in the system.
Chapter 23	Funding Request	Describes how to change the automatic payment amount through the funding process. It explains how to create the funding request types and funding requests in the system.
Chapter 24	Refund/Write Off Request	Describes how to refund a payment or credit bill or bill line item and write off a debit bill or bill line item through a refund or write off request, respectively. It explains how to create the refund or write off request types and refund or write off requests in the system.
Chapter 25	Hold Request	Describes how to hold some processes and/or bills at the account or person level for a time period through a hold request. It explains how to create the hold request types and hold requests in the system.
Chapter 26	Delinquency Central	Explains how to track the overdue processes of a delinquent account through the <b>Delinquency Central</b> screen. It also explains how to create a hold request, payment arrangement, and promise to pay for a delinquent account from this screen.
Chapter 27	Upload Request	Explains how to do the following through an upload request: <ul style="list-style-type: none"> <li>• Update bill cycle of accounts</li> <li>• Update contract riders in contracts</li> <li>• Create hold requests, refund requests, write off requests, or billable charges</li> <li>• Reinstate the policies</li> <li>• Create sort records for bill groups</li> <li>• Create derivation and pricing parameters for bill groups</li> </ul>
Chapter 28	General Ledger (GL) Accounting Template	Describes how to override the distribution code used for creating FT GL entries using the <b>GL Accounting Template</b> feature. It explains how to create the GL accounting templates for each process and sub processes combination.
Chapter 29	Accrual	Describes how to calculate, create, and reverse accrual for accounts. It explains how to create the accrual cycles, accrual types, and accruals for the accounts in the system.

Chapter Number	Chapter Name	Chapter Description
Chapter 30	Payment Agreement Request	Describes how to schedule payments in installments for a set of unpaid bills of an account through a payment agreement request. It explains how to create the payment agreement request types and payment agreement requests in the system.
Chapter 31	Dispute Request	Describes how to track and close a dispute against a particular bill, bill segment, and/or adjustment through a dispute request. It explains how to create the dispute request types and dispute requests in the system.
Chapter 32	Earnings Credit Rate	Explains how to create the financial transaction distribution (ECR) object when the adjustment and/or bill segment financial transaction created against an ECR contract is frozen. It also explains how to distribute the credit or debit amount on the financial transaction distribution object to different accounts based on the distribution hierarchy.
Chapter 33	Deferred Revenue Recognition	Describes how to recognize the deferred revenue in the system. It explains how to create a deferred revenue recognition template for each distribution code and contract type combination. It also explains how to generate the schedule for a deferred revenue recognition. In addition, it explains how to edit the deferred revenue recognition schedule.
Chapter 34	Product Lifecycle Management	Describes the entire lifecycle of a product from inception to service and then to the retirement. It explains how to create various types of products, such as standard and packaged products. It explains how to create a product service, product, and product versions in the system. It also explains how to enroll an account for different types of products.
Chapter 35	Subscription Billing	Describes the service based billing wherein the customers pay a subscription price to have access to a product or service. It explains how to create the subscription types and subscriptions on the accounts.
Appendix A	Most Commonly Used Tasks	Lists and describes some of the common tasks that you may perform while using the application.
Appendix B	Administration	Describes how to create UI maps and set various feature configurations in the system.

## Conventions

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The following conventions are used across this document:

Convention	Meaning
<b>boldface</b>	Boldface indicates graphical user interface elements associated with an action, or terms defined in the text.
<i>italic</i>	Italic indicates a document or book title.
Monospace	Monospace indicates information that an end-user needs to enter in the application.

## Related Documents

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You can refer to the following documents:

<b>Document Name</b>	<b>Description</b>
<i>Oracle Revenue Management and Billing Version 2.7.0.0.0 Release Notes</i>	Provides a brief description about the new features, enhancements, UI and database level changes, supported platforms, framework upgrade, supported upgrades, and technology upgrade made in this release. It also highlights the discontinued features, bug fixes, and known issues in this release.
<i>ORMB - Transaction Feed Management - Batch Execution Guide</i>	Describes the sequence in which the batches must be executed while performing various tasks in the Transaction Feed Management module.
<i>Oracle Revenue Management and Billing Batch Guide</i>	Lists and describes various ORMB batches.
<i>Oracle Revenue Management and Billing Installation Guide</i>	Lists the application server pre-requisites, supported platforms, and software and hardware requirements for installing the Oracle Revenue Management and Billing application. It explains how to install the Oracle Revenue Management and Billing application.
<i>Oracle Revenue Management and Billing Quick Installation Guide</i>	Provides high-level information on how to install the Oracle Revenue Management and Billing (ORMB) application and selected additional software.
<i>Oracle Revenue Management and Billing Database Administrator's Guide</i>	Provides information about the Oracle Database Server and Client required for installing the Oracle Revenue Management and Billing database. It explains how to install database with and without demo data. It provides database configuration guidelines including recommended settings for the Oracle Exadata Database machine.
<i>Oracle Revenue Management and Billing Server Administration Guide</i>	Explains the Oracle Revenue Management and Billing (ORMB) architecture and technical know-how required for configuring and using the ORMB application. It explains how to configure and deploy web and business application servers. In addition, it explains how to monitor client machines, web and/or business application servers, and database connections.
<i>Oracle Revenue Management and Billing Security Guide</i>	Lists the security features available in the Oracle Revenue Management and Billing application. It explains how to configure security for the Oracle Revenue Management and Billing application using the default security features.

## Change Log

<b>Revision</b>	<b>Last Update</b>	<b>Updated Section</b>	<b>Comments</b>
13.1	24-08-2018	Product Lifecycle Management	Updated Information
	24-08-2018	Upload Request	Updated Information
13.2	01-10-2018	Upload Request	Updated Information
	01-10-2018	General Ledger (GL) Accounting	Added Information
13.3	03-10-2018	Dispute Information	Updated Information
	03-10-2018	Payment Agreement Request	Updated Information

Revision	Last Update	Updated Section	Comments
13.4	25-10-2018	Transaction Feed Management	Added Information
	25-10-2018	Rules Engine	Added Information
	25-10-2018	Pricing Management	Added Information
	25-10-2018	Division	Added Information
13.5	29-11-2018	Transaction Feed Management	Added Information
13.6	06-12-2018	Transaction Feed Management	Updated Information
	06-12-2018	Currency Conversion	Updated Information
13.7	07-03-2019	Pricing Management	Removed the <b>Effective Pricing Information</b> section.
13.8	08-07-2019	Pricing Management	Updated Information Related to the Price Item and Parameter Screens
	08-07-2019	Upload Validated Adjustment Data	Updated Information in the Status Transition Topics
	08-07-2019	Payment Request	Updated Information in the Status Transition Topics
	08-07-2019	Offset Request	Updated Information in the Status Transition Topics
	08-07-2019	Funding Request	Updated Information in the Status Transition Topics
	08-07-2019	Refund/Write Off Request	Updated Information in the Status Transition Topics
	08-07-2019	Hold Request	Updated Information in the Status Transition Topics
	08-07-2019	Upload Request	Updated Information in the Status Transition Topics
	08-07-2019	General Ledger (GL) Accounting Template	Updated Information in the Status Transition Topics
	08-07-2019	Accrual	Updated Information in the Status Transition Topics
	08-07-2019	Payment Agreement Request	Updated Information in the Status Transition Topics
	08-07-2019	Dispute Request	Updated Information in the Status Transition Topics
08-07-2019	Funding Request	Updated Information	

<b>Revision</b>	<b>Last Update</b>	<b>Updated Section</b>	<b>Comments</b>
13.9	18-07-2019	Approval Workflow	Updated Information
13.10	06-08-2019	Pricing Management	Updated Information
13.11	21-08-2019	Accrual	Updated Information
13.12	16-10-2019	Subscription Billing	Updated Information
13.13	21-08-2020	Upload Validated Adjustment Data	Updated Information





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# Chapter 1

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## Customer 360° View

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### Topics:

- [Customer 360° View](#)
- [Customer 360° Information](#)
- [Bill Information](#)

Oracle Revenue Management and Billing provides you with the ability to quickly view in-depth information about the person by aggregating data from the application and presenting the same on a screen named **Customer 360° View**. This data can then be easily used for analysis. You can use the person or account details to view the 360° information of the person, such as:

- Basic details, characteristics, linked accounts, hierarchy, and the customer contacts of a person
- Basic details, characteristics, account persons list, automatic payment options, billing history, payment history, dispute details, hold details, and overdue processes details of the person's account
- Basic details of the bill, adjustments which are swept onto the bill, activities (such as, payment, offset, refund, or write off) through which the bill is settled, high level summary and details of the bill segments included the bill, active hold requests due to which the bill is kept on hold, offset requests through which the bill is offset against another bill, and refund and write off requests through which the bill or its bill segment is either refunded or written off.

In other words, this feature allows you to drill down to see or act on all current and historical revenue management and billing details. This allows you to professionally and efficiently handle customer inquiries and complaints at the first point of contact, raising your customer service from previously unattainable levels and reducing the associated time and cost.

## Customer 360° View

The **Customer 360° View** screen allows you to search for a person and account using various search criteria. You can then view 360° information of the person and the person's account, and vice-versa. By default, whenever you login to the application, the **Customer 360° View** screen appears. This screen consists of the following zone:

- [360° Search](#) on page 46

### 360° Search


The **360° Search** zone allows you to search a person and account using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for a person or account. The valid values are: <ul style="list-style-type: none"> <li>• Account</li> <li>• Person</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Person</b> option is selected.	
Division	Used to search persons or accounts which belong to a particular division.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.	
Customer Class	Used to search accounts which belongs to a particular customer class.	No
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	
Person Name	Used to search a particular person. If you specify the person name while searching for an account, the system searches all accounts where the person is the main customer.	No
	<b>Note:</b> If you are searching for an account, this field appears only when you click the <b>Advanced Search</b> link available in the right side of the <b>360° Search</b> zone.	
Person ID	Used to search a particular person.	No
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Person Identifier Type	Used to indicate the person identifier type based on which you want to search for a person.	Yes (Conditional)
	<b>Note:</b> If you search for a person information using the <b>Account</b> option from the <b>Search By</b> then, this field appears only when you click the <b>Advanced Search</b> link available in the right side of the <b>360° Search</b> zone.	<b>Note:</b> If you specify the person identifier as a search criteria, you have to select the person identifier type.
Person Identifier	Used to search a person with a particular identifier.	Yes (Conditional)
	<b>Note:</b> If you search for a person information using the <b>Account</b> option from the <b>Search By</b> then, this field appears only when you click the <b>Advanced Search</b> link available in the right side of the <b>360° Search</b> zone.	<b>Note:</b> If you specify the person identifier type as a search criteria, you have to enter the person identifier.
Person Type	Used to search persons of a particular type.	No
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list and click the <b>Advanced Search</b> link available in the right side of the <b>360° Search</b> zone.	
Segment	Used to search a person with a particular segment.	No
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list and click the <b>Advanced Search</b> link available in the right side of the <b>360° Search</b> zone.	
Prospect	Used to indicates whether the person is a prospective customer or not. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list and click the <b>Advanced Search</b> link available in the right side of the <b>360° Search</b> zone.	

Field Name	Field Description	Mandatory (Yes or No)
Address	Used to search persons with a particular address or accounts' whose main customer has a particular address.	No
	<b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list and click the <b>Advanced Search</b> link available in the right side of the <b>360° Search</b> zone.	
City	Used to search persons who belong to a particular city or accounts' whose main customer belong to a particular city.	No
	<b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list and click the <b>Advanced Search</b> link available in the right side of the <b>360° Search</b> zone.	
Phone Number	Used to search a person with a particular phone number or accounts' whose main customer has a particular phone number.	No
	<b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list and click the <b>Advanced Search</b> link available in the right side of the <b>360° Search</b> zone.	
Account ID	Used to search a particular account.	No
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	
Account Identifier Type	Used to indicate the account identifier type based on which you want to search for an account.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	<b>Note:</b> If you specify the account identifier as a search criteria, you have to select the account identifier type.
Account Identifier	Used to search an account with a particular identifier.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	<b>Note:</b> If you specify the account identifier type as a search criteria, you have to enter the account identifier.

Field Name	Field Description	Mandatory (Yes or No)
Account Category	Used to search accounts which belongs to a particular category. The valid values are: <ul style="list-style-type: none"> <li>• Invoice Account</li> <li>• Settlement Account</li> <li>• Usage Account</li> </ul>	No
Product	Used to search a particular product.  <b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list  The Search (  ) icon appears corresponding to this field. On clicking the Search icon, the <b>Product Search</b> window appears.	No
Characteristic Type	Used to search persons, accounts or policies with a particular type of characteristic.  <b>Note:</b> This field appears only when you click the <b>Advanced Search</b> link available in the right side of the <b>360° Search</b> zone.	No
Characteristic Value	Used to search persons, accounts or policies with a particular characteristic.  <b>Note:</b> This field appears only when you click the <b>Advanced Search</b> link available in the right side of the <b>360° Search</b> zone.  On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional)  <b>Note:</b> If you specify the characteristic type as a search criteria, you have to enter the characteristics value.

**Note:**


You must specify at least one search criterion while searching for a person or account. One more search criterion is required when you are searching for a person or account using the division and/or customer class.

If you have specified any other search criterion along with the person ID or account ID, the system ignores the additional search criterion and searches using the person ID or account ID respectively.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Person Information	Displays information about the person. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<p><b>Note:</b></p> <p>It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the respective person.</p> <p>This column appears only when you select the <b>Person</b> option from the <b>Search By</b> list.</p>
Person Name	Displays the name of the person.
	<p><b>Note:</b> This column appears only when you select the <b>Person</b> option from the <b>Search By</b> list.</p>
Primary Person Identifier Type	Indicates the primary identifier type associated with the person.
	<p><b>Note:</b> This column appears only when you select the <b>Person</b> option from the <b>Search By</b> list.</p>
Primary Person Identifier	Displays the primary person identifier.
	<p><b>Note:</b> This column appears only when you select the <b>Person</b> option from the <b>Search By</b> list.</p>
Account Information	Displays information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<p><b>Note:</b></p> <p>It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.</p> <p>This column appears only when you select the <b>Account</b> option from the <b>Search By</b> list.</p>
Division	Indicates the division to which the account belongs.
Customer Class	Indicates the customer class to which the account belongs.
	<p><b>Note:</b> This column appears only when you select the <b>Account</b> option from the <b>Search By</b> list.</p>
Primary Account Identifier Type	Indicates the primary identifier type associated with the account.
	<p><b>Note:</b> This column appears only when you select the <b>Account</b> option from the <b>Search By</b> list.</p>
Account Identifier	Displays the primary account identifier.
	<p><b>Note:</b> This column appears only when you select the <b>Account</b> option from the <b>Search By</b> list.</p>

Column Name	Column Description
Main Customer	Displays the name of the customer to which the account belongs.
	<b>Note:</b> This column appears only when you select the <b>Account</b> option from the <b>Search By</b> list.

**Note:** You can view the 360° information of the person or account by clicking the **View** () icon corresponding to the record in the **Search Results** section.

### **Related Topics**

For more information on...	See...
How to search for a person	<a href="#">Searching for a Person</a> on page 51
How to search for an account	<a href="#">Searching for an Account</a> on page 52
How to view the 360° information of a person	<a href="#">Viewing the 360° Information of a Person</a> on page 53
How to view the 360° information of an account	<a href="#">Viewing the 360° Information of an Account</a> on page 54

## **Searching for a Person**

### **Prerequisites**

To search for a person, you should have:

- Divisions, customer classes, person types, and person identifier types defined in the application
- Characteristic types defined in the application (where the characteristic entity is set to **Person**)

### **Procedure**

To search for a person:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, click **Customer 360° View**.  
The **Customer 360° View** screen appears.
3. Select the **Person** option from the **Search By** list to indicate that you want to search for a person.
4. Enter the required search criteria in the **360° Search** zone.

**Note:**


You must specify at least one search criterion while searching for a person. One more search criterion is required when you are searching for a person using the division .

You must specify the division when you are searching for a person using city.

If you have specified any other search criterion along with the person ID, the system ignores the additional search criterion and searches for the person using the person ID.

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. In this screen, you can only use the ‘%’ wildcard character in the **Person Name** and **Address** fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

The **Advanced Search** link appears in the right side of the **360° Search** zone. On clicking the **Advanced Search** link, additional fields appear in the zone which help you to refine the search.

If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

5. Click **Search**.

A list of persons that meet the search criteria appears in the **Search Results** section.

**Related Topics**

For more information on...	See...
Customer 360° View screen	<a href="#">Customer 360° View</a> on page 46
360° Search zone	<a href="#">360° Search</a> on page 46

**Searching for an Account****Prerequisites**

To search for an account, you should have:

- Divisions, customer classes, and account identifier types defined in the application
- Characteristic types defined in the application (where the characteristic entity is set to **Account**)

**Procedure**

To search for an account:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, click **Customer 360° View**.  
The **Customer 360° View** screen appears.
3. Select the **Account** option from the **Search By** list to indicate that you want to search for an account.
4. Enter the required search criteria in the **360° Search** zone.



**Note:**

You must specify at least one search criterion while searching for an account. One more search criterion is required when you are searching for an account using the division and/or customer class.

If you have specified any other search criterion along with the account ID, the system ignores the additional search criterion and searches for the account using the account ID.

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. In this screen, you can only use the '%' wildcard character in the **Person Name** and **Address** fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

The **Advanced Search** link appears in the right side of the **360° Search** zone. On clicking the **Advanced Search** link, additional fields appear in the zone which help you to refine the search.

If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

5. Click **Search**.


A list of accounts that meet the search criteria appears in the **Search Results** section.

**Related Topics**

For more information on...	See...
Customer 360° View screen	<a href="#">Customer 360° View</a> on page 46
360° Search zone	<a href="#">360° Search</a> on page 46

**Viewing the 360° Information of a Person****Procedure**

To view the 360° information of a person:

1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **View**  icon corresponding to the person whose details you want to view.

The **Person** tab in the **Customer 360° Information** screen appears.

3. View the required information of the person in the **Person** tab.
4. If required, you can view the details of the account where the person is the main customer in the **Account** tab.


**Related Topics**

For more information on...	See...
How to search for a person	<a href="#">Searching for a Person</a> on page 51
Customer 360° Information screen	<a href="#">Customer 360° Information</a> on page 57
Person tab	<a href="#">Customer 360° Information - Person</a> on page 58
Account tab	<a href="#">Customer 360° Information - Account</a> on page 63

## Viewing the 360° Information of an Account

### Procedure

To view the 360° information of an account:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **View** () icon corresponding to the account whose details you want to view.  
The **Account** tab in the **Customer 360° Information** screen appears.
3. View the required information of the account in the **Account** tab.
4. If required, you can view the details of the main customer of the account in the **Person** tab.


### Related Topics

For more information on...	See...
How to search for an account	<a href="#">Searching for an Account</a> on page 52
<b>Customer 360° Information</b> screen	<a href="#">Customer 360° Information</a> on page 57
<b>Account</b> tab	<a href="#">Customer 360° Information - Account</a> on page 63
<b>Person</b> tab	<a href="#">Customer 360° Information - Person</a> on page 58

## Viewing Price Lists Assigned to a Person

### Procedure

To view the price lists assigned to a person:

1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **360 Degree Information** () icon corresponding to the person whose details you want to view.  
The **Person** tab in the **Customer 360° Information** screen appears.
3. Click the **Pricing** tab.
4. View the price lists assigned to the person in the **Price List Assignments** zone.


### Related Topics

For more information on...	See...
How to search for a person	<a href="#">Searching for a Person</a> on page 51
<b>Customer 360° Information</b> screen	<a href="#">Customer 360° Information</a> on page 57
<b>Person</b> tab	<a href="#">Customer 360° Information - Person</a> on page 58
<b>Product &amp; Pricing</b> tab	<a href="#">Customer 360° Information - Product and Pricing</a> on page 72
<b>Price List Assignments</b> zone	<a href="#">Price List Assignments</a> on page 74

## Viewing Price Lists Assigned to an Account

### Procedure

To view the price lists assigned to an account:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **360 Degree Information** () icon corresponding to the person whose details you want to view.  
The **Account** tab in the **Customer 360° Information** screen appears.
3. Click the **Pricing** tab.
4. View the price lists assigned to the account in the **Price List Assignments** zone.



### Related Topics

For more information on...	See...
How to search for an account	<a href="#">Searching for an Account</a> on page 52
<b>Customer 360° Information</b> screen	<a href="#">Customer 360° Information</a> on page 57
<b>Account</b> tab	<a href="#">Customer 360° Information - Account</a> on page 63
<b>Product &amp; Pricing</b> tab	<a href="#">Customer 360° Information - Product and Pricing</a> on page 72
<b>Price List Assignments</b> zone	<a href="#">Price List Assignments</a> on page 74

## Viewing Price Items Assigned to a Person

### Procedure

To view the price items assigned to a person:

1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **360 Degree Information** () icon corresponding to the person whose details you want to view.  
The **Person** tab in the **Customer 360° Information** screen appears.
3. Click the **Pricing** tab.
4. In the **Price List Assignments** zone, click the **Broadcast** () icon corresponding to the price list whose price item details you want to view.  
The **Price List Price Items** zone appears.
5. View the price items of the price list assigned to the person in the **Price List Price Items** zone.

### Related Topics



For more information on...	See...
How to search for a person	<a href="#">Searching for a Person</a> on page 51
<b>Customer 360° Information</b> screen	<a href="#">Customer 360° Information</a> on page 57
<b>Person</b> tab	<a href="#">Customer 360° Information - Person</a> on page 58

For more information on...	See...
<b>Product &amp; Pricing</b> tab	<a href="#">Customer 360° Information - Product and Pricing</a> on page 72
<b>Price List Assignments</b> zone	<a href="#">Price List Assignments</a> on page 74
<b>Price List Price Items</b> zone	<a href="#">Price List Price Items</a> on page 74

## Viewing Price Items Assigned to an Account

### Procedure

To view the price lists assigned to an account:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **360 Degree Information** () icon corresponding to the person whose details you want to view.  
The **Account** tab in the **Customer 360° Information** screen appears.
3. Click the **Pricing** tab.
4. In the **Price List Assignments** zone, click the **Broadcast** () icon corresponding to the price list whose price item details you want to view.  
The **Price List Price Items** zone appears.
5. View the price items of the price list assigned to the account in the **Price List Price Items** zone.



### Related Topics


For more information on...	See...
How to search for an account	<a href="#">Searching for an Account</a> on page 52
<b>Customer 360° Information</b> screen	<a href="#">Customer 360° Information</a> on page 57
<b>Account</b> tab	<a href="#">Customer 360° Information - Account</a> on page 63
<b>Product and Pricing</b> tab	<a href="#">Customer 360° Information - Product and Pricing</a> on page 72
<b>Price List Assignments</b> zone	<a href="#">Price List Assignments</a> on page 74
<b>Price List Price Items</b> zone	<a href="#">Price List Price Items</a> on page 74

## Viewing Price Items Associated to a Product

### Procedure

To view the price items associated to a product:

1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **360 Degree Information** () icon corresponding to the person whose details you want to view.  
The **Person** tab in the **Customer 360° Information** screen appears.
3. Click the **360 Degree Information** () icon corresponding to a product in the **Enrolled Products** zone.  
The **Product and Pricing** tab appears.

- In the **Product** zone, click the **Broadcast** () icon corresponding to the product whose associated price items you want to view.
- View the price items associated to the product in the **Associated Price Items** zone.



#### Related Topics

For more information on...	See...
How to search for a person	<a href="#">Searching for a Person</a> on page 51
<b>Customer 360° Information</b> screen	<a href="#">Customer 360° Information</a> on page 57
<b>Account</b> tab	<a href="#">Customer 360° Information - Account</a> on page 63
<b>Product &amp; Pricing</b> tab	<a href="#">Customer 360° Information - Product and Pricing</a> on page 72
<b>Price List Assignments</b> zone	<a href="#">Price List Assignments</a> on page 74
<b>Price List Price Items</b> zone	<a href="#">Price List Price Items</a> on page 74

## Viewing Enrollment Details of a Product

### Procedure

To view the enrollment details of a product:

- Search for the person in the **Customer 360° View** screen.
- In the **Search Results** section, click the **360 Degree Information** () icon corresponding to the person whose details you want to view.  
The **Person** tab in the **Customer 360° Information** screen appears.
- View the required information of the person in the **Person** tab.
- In the **Enrolled Product** zone, click the **Broadcast** icon () corresponding to the product column whose enrollment details you want to view.  
The **Product Enrollment Information** zone appears.
- View the enrollment details of a product in the **Product Enrollment Information** zone.

#### Related Topics

For more information on...	See...
How to search for a person	<a href="#">Searching for a Person</a> on page 51
<b>Customer 360° Information</b> screen	<a href="#">Customer 360° Information</a> on page 57
<b>Person</b> tab	<a href="#">Customer 360° Information - Person</a> on page 58
<b>Enrolled Products</b> zone	<a href="#">Enrolled Products</a> on page 62
<b>Product Information</b> zone	<a href="#">Product Enrollment Information</a> on page 62

## Customer 360° Information

The **Customer 360° Information** screen allows you to view:

- Basic details, characteristics, hierarchy, linked accounts, and the customer contacts of a person
- Basic details, characteristics, linked persons details, auto pay details, billing history, payment history, dispute details, hold details, and overdue process details of the person's account
- Details of price list and price list price items, effective price assignments for account, effective price assignments for person

This screen consists of the following tabs:

- [Customer 360° Information - Person](#) on page 58
- [Customer 360° Information - Account](#) on page 63
- [Customer 360° Information - Product and Pricing](#) on page 72

**Note:** If a person does not have an account, no data appears in the **Account** tab.

## Customer 360° Information - Person

The **Person** tab displays person information, their characteristics, legal hierarchy, linked accounts, customer contacts, enrolled products, and product enrollment information. It consists of the following zones:

- [Person Information](#) on page 58
- [Person Characteristics](#) on page 60
- [Linked Accounts](#) on page 60
- [Person Legal Hierarchy](#) on page 61
- [Customer Contacts](#) on page 61
- [Enrolled Products](#) on page 62
- [Product Enrollment Information](#) on page 62

### Related Topics

For more information on...	See...
How to view the customer 360° information of a person	<a href="#">Viewing the 360° Information of a Person</a> on page 53

### Person Information

The **Person Information** zone displays information about the person. It contains the following sections:

- **Main** - Displays the basic details of the person. It contains the following fields:

Field Name	Field Description
Person Information	Displays information about the person. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the person.
Person Type	Indicates the type of the person.
Date of Birth	Displays the date when the person was born.  <b>Note:</b> This field appears only when the respective data is available for the person.

- **Person Identifiers** - Lists various types of identification associated with the person. It contains the following columns:

Column Name	Column Description
Person Identifier Type	Indicates the person identifier type.
Person Identifier	Displays the value of the person identifier type.

- **Contact Information** - Displays the contact details of the person. It contains the following fields:

Field Name	Field Description
Country	Indicates the country where the person is located.
Address 1	Displays the first line of the person's address. It may contain details, such as house number and apartment name.
Address 2	Displays the second line of the person's address. It may contain details, such as street name.
Address 3	Displays the third line of the person's address. It may contain the landmark details.
Address 4	Displays the fourth line of the person's address.
House Type	Indicates the type of the house.
Number 1	Displays the numeric information, if any, related to the address.
Number 2	Displays the numeric information, if any, related to the address.
In City Limit	Indicates whether the person resides within the city limit or not. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
City	Displays the city where the person is located.
Geographic Code	Displays the geographic code of the address.
County	Displays the county where the person is located.
State	Indicates the state where the city or county is located.
Postal	Displays the postal or zip code of the address.
Email ID	Displays the e-mail ID of the person.

**Note:** The above mentioned fields appear in the **Contact Information** section only when the respective data is available for the person.

- **Deal Information** - Displays the deal details of the person received from the external system. It contains the following columns:

Column Name	Column Description
Deal ID	Displays the deal ID. This is an identifier generated in the Deal Management system (such as, Oracle Revenue Management and Billing Analytics (ORMBA)).
Relationship Manager	Indicates the professional who is working to improve the relationship with the person with respect to the deal.

Column Name	Column Description
Prospect	Indicates whether the person is a prospective customer or not. The valid values are <b>Yes</b> or <b>No</b> .
Segment	Displays the segment to which the person belongs.


- **Phone Details** - Lists the phone details of the person. It contains the following columns:

Column Name	Column Description
Phone Type	Indicates the type of the phone number.
Phone Number	Displays the phone number of the person.

### Person Characteristics

The **Person Characteristics** zone lists the characteristics defined for the person. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the characteristic is effective for the person.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.
Description	Displays the description of the characteristic value.
	<b>Note:</b> The data appears in this column only when the type of characteristic value is set to <b>Predefined Value</b> or <b>Foreign Key Value</b> .

You can filter the list using the **Characteristic Type** field available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** () icon in the upper right corner of this zone.


**Note:** This zone lists the person characteristics in the descending order of the effective date.

### Linked Accounts

The **Linked Accounts** zone displays all the accounts of a person. It contains the following field:

Field Name	Field Description
Search By	Used to indicate the type of search to be performed. The valid values are: <ul style="list-style-type: none"> <li>• Linked Accounts</li> </ul>

In addition to the above field, this section contains the following columns:

Column Name	Column Description
Sr. No.	Displays the sequential number of the data.
360° Degree Information	On clicking the <b>360 Degree Information</b> (  ) icon, the <b>Accounts</b> tab appears with the details of the respective account.



Column Name	Column Description
Account Information	Displays information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Primary Account Identifier	Displays the primary account identifier type of the account.
Division	Displays the division to which the account belongs.

### Related Topics

For more information on...	See...
Enrolled Products zone	<a href="#">Enrolled Products</a> on page 62
Product Enrollment Information zone	<a href="#">Product Enrollment Information</a> on page 62

### Person Legal Hierarchy

The **Person Legal Hierarchy** zone lists the following in a tree view:

- Information string of accounts where the person is the main customer
- Information string of the parent persons
- Information strings of the child persons

Displays information about the person, account, child person, and parent person in a tree view. Each node in the tree has a link. The following table indicates the information string that appears in various scenarios:

If...	Then...
The person is the main customer of an account	The account information string appears. It has a link. On clicking the link, the information of an account appears in the <b>Account</b> screen.
The person has a child	The child person information string appears. It has a link. On clicking the link, the information of the child person appears in the <b>Person</b> screen.  <b>Note:</b> The child person information string does not appear only if the end date of the child person is earlier than the system date.
The person has a parent person	The person information string appears. It has a link. On clicking the link, the information of the person appears in the <b>Person</b> screen.

You will see the **Get More...** button in the bottom of the zone only when the person hierarchy list exceeds the 25 records.

### Customer Contacts

The **Customer Contacts** zone displays information about how and when the person was contacted. It contains the following columns:

Column Name	Column Description
Customer Contact Information	Displays information about the customer contact.  <b>Note:</b> It has a link. On clicking the link, the <b>Customer Contact</b> screen appears where you can view the details of the respective customer contact.

Column Name	Column Description
Contact Date	Displays the date when the person was contacted.
Contact Type	Indicates how the person was contacted.
Comments	Displays additional information about the customer contact.

You can filter the list using various search criteria (such as, **On or Before Contact Date**, **Contact Class**, **Contact Type**, and so on) available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** (🔍) icon in the upper right corner of this zone.

### Enrolled Products

The **Enrolled Products** zone displays information about products which are enrolled by a person. It contains the following fields:

Column Name	Column Description
Product	Displays the name of the product.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product</b> screen appears with the details of the respective product.
Product Type	Displays the type of the product.
Product Version	Displays the version of the enrolled product.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product Version</b> screen appears where you can view the details of the respective product version.

### Related Topics

For more information on...	See...
How to view the details of a product	<a href="#">Viewing the Product Details</a> on page 1919
How to view the product version details	<a href="#">Viewing the Product Version Details</a> on page 1920

### Product Enrollment Information

The **Enrolled Products** zone displays information about products which are enrolled by a person. It contains the following columns:

Column Name	Column Description
Account Information	Indicates the accounts on which the products have been enrolled. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Start Date	Displays the start date of the product enrollment.
End Date	Displays the end date of the product enrollment.
Product Priority	Displays the priority assigned to the product in terms of enrollment.

## Customer 360° Information - Account

The **Account** tab displays the basic details, characteristics, automatic payment options, billing history, payment history, dispute, hold, and overdue process details of an account. It consists of the following zones:

- [Account Information](#) on page 63
- [Account Persons](#) on page 66
- [Enrolled Products](#) on page 66
- [Auto Pay Details](#) on page 67
- [Account Characteristics](#) on page 66
- [Timeline](#) on page 67
- [Billing History](#) on page 70
- [Payment History](#) on page 71
- [Dispute Details](#) on page 71
- [Hold Details](#) on page 72
- [Overdue Process Details](#) on page 72

### Related Topics

For more information on...	See...
How to view the 360° information of an account	<a href="#">Viewing the 360° Information of an Account</a> on page 54

### Account Information

The **Account Information** zone displays the details of the account. It contains the following sections:

- **Main** – Displays the basic information about the account. It contains the following fields:

Field Name	Field Description
Account Information	Displays information about the account. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the account.
Division	Displays the division to which the account belongs.

- **Accounting Information** – Displays various accounting related information. It contains the following columns:

Field Name	Field Description
Eligible for Accrual	Displays whether an account is eligible for accrual or not. The valid values are <b>Yes</b> or <b>No</b> .
Account on Dispute	Displays whether an account is on dispute or not. The valid values are <b>Yes</b> or <b>No</b> .
Overdue Process for Account	Displays whether an account is having overdue process or not. The valid values are <b>Yes</b> or <b>No</b> .
ECR Offset Eligibility	Displays the ECR offset eligibility.

Field Name	Field Description
ECR Expiration Cycle	Displays the ECR expiration cycle.
Accrual Cycle	Displays the description of an accrual cycle which is set for an account.
Account on Hold	Displays whether an account is in hold or not. The valid values are <b>Yes</b> or <b>No</b> .
ECR Eligibility	Displays whether an account is eligible for ECR offset or not. The valid values are <b>Yes</b> or <b>No</b> .
ECR Offset Distribution Type	Displays the ECR offset distribution type.
ECR Account Distribution Priority	Displays the ECR account distribution priority.

- **Contact Information** – Displays the contact details of the account’s main customer. It contains the following fields:

Field Name	Field Description
Address Source	Indicates which address should be used to route the account’s bills and/or quotes via the postal service.
Country	Indicates the country where the main customer is located.
Address 1	Displays the first line of the main customer’s address. It may contain details, such as house number and apartment name.
Address 2	Displays the second line of the main customer’s address. It may contain details, such as street name.
Address 3	Displays the third line of the main customer’s address. It may contain the landmark details.
Address 4	Displays the fourth line of the main customer’s address.
House Type	Indicates the type of the house.
Number 1	Displays the numeric information, if any, related to the address.
Number 2	Displays the numeric information, if any, related to the address.
In City Limit	Indicates whether the main customer resides within the city limit or not. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
City	Displays the city where the main customer is located.
Geographic Code	Displays the geographic code of the address.
County	Displays the county where the main customer is located.
State	Indicates the state where the city or county is located.
Postal	Displays the postal or zip code of the address.

**Note:** Only **Address Source** field appears in the **Contact Information** section when the address source of the main customer is set to **Account Override**.

- **Account Identifiers** – Lists various types of identification associated with the account. It contains the following columns:

Column Name	Column Description
Account Identifier Type	Indicates the account identifier type.
Account Identifier	Displays the value of the account identifier type.

- **Billing Information** – Lists various types of identification associated with the account. It contains the following columns:

Column Name	Column Description
Bill Cycle	Displays the bill cycle of the account.
Last Bill	Displays the bill information string for the last bill of an account. It has a link. On clicking the link, the information of bill appears in the <b>Bill</b> screen.  <b>Note:</b> This field appears only when last bill information exists for the account.
Previous Bill	Displays the bill information string for the bill prior to the last bill of an account. It has a link. On clicking the link, the information of bill appears in the <b>Bill</b> screen.  <b>Note:</b> This field appears only when previous bill information exists for the account.
Auto Pay	Displays whether auto pay exists on an account or not. The valid values are <b>Yes</b> or <b>No</b> .
Next Bill Date	Displays the next date on which bill is scheduled to be generated for an account.  <b>Note:</b> This field appears only when next payment date exists for the account.
Pending Bill	Displays the bill information string for the pending bill of an account. It has a link. On clicking the link, the information of bill appears in the <b>Bill</b> screen.  <b>Note:</b> This field appears only when pending bill information exists for the account.

- **Financial Details** – Lists various types of identification associated with the account. It contains the following columns:

Column Name	Column Description
Current Balance	Displays the current balance of the account.
Payoff Balance	Displays the payoff balance for the account.
Overdue Amount	Displays the overdue amount of the account.
Dispute Amount	Displays the dispute amount of the account.
Last Payment Information	Displays the information string for the last payment on the account. It has a link. On clicking the link, the information of payment event appears in the <b>Payment Event</b> screen.  <b>Note:</b> This field appears only when last payment exists for the account.

## Account Characteristics

The **Account Characteristics** zone lists the characteristics defined for the account. It contains the following columns:


Column Name	Column Description
Effective Date	Displays the date from when the characteristic is effective for the account.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.
Description	Displays the description of the characteristic value.
	<b>Note:</b> The data appears in this column only when the type of characteristic value is set to <b>Predefined Value</b> or <b>Foreign Key Value</b> .

You can filter the list using the **Characteristic Type** field available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** () icon in the upper right corner of this zone.

## Account Persons

The **Account Persons** zone lists all the linked person information of the account. It contains the following columns:

Column Name	Column Description
Person Information	Displays information about the person. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the person.
Relationship Type	Indicates how the person is related to the account.
Main Customer	Displays whether the person is main customer or not. The valid values are <b>Yes</b> or <b>No</b> .
Financially Responsible	Displays whether the person is financially responsible or not. The valid values are <b>Yes</b> or <b>No</b> .

**Note:** You can view the 360° information of the person by clicking the **360 Degree Information** () icon corresponding to the record.

## Enrolled Products

The **Enrolled Products** zone displays information about products which are enrolled by a person. It contains the following columns:

Column Name	Column Description
Product	Displays information about the product details.
	<b>Note:</b> It has a link. On clicking the link, the screen appears with the details of the respective product.

Column Name	Column Description
Product Version	Displays the version of the enrolled product.
	<b>Note:</b> It has a link. On clicking the link, the screen appears with the details of the respective product version.
Start Date	Displays the start date of the product enrollment.
End Date	Displays the end date of the product enrollment.
Product Priority	Displays the product priority.
Product Type	Indicates the type of product.

### Auto Pay Details

The **Auto Pay Details** zone lists the automatic payment options available for the account. It contains the following columns:

Column Name	Column Description
Start Date	Displays the date from when the automatic payment option is effective.
End Date	Displays the date till when the automatic payment option is effective.
Auto Pay Source Code	Indicates the source of funds used to make the automatic payment. For example, debit card or credit card.
Last Four Digits of Card	Displays the last four digits of the debit or credit card.
	<b>Note:</b> The data appears in this column only when the external type of the auto pay source code's tender type is set to Credit Card Withdrawal.
Percentage	Indicates the percentage of automatic payment that must be made through the automatic payment option.
Priority	Indicates the order in which the automatic payment option should be considered for the effective date range.

### Timeline

The **Timeline** zone displays the following information in a graphical presentation:

- Number of regular bills created for the account in a particular month
- Number of adhoc bills created for the account in a particular month
- Number of payments created for the account in a particular month
- Number of dispute requests created for the account in a particular month
- Number of active hold requests created for the account in a particular month

It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Month	Used to indicate the month till when you want to display the above stated information.	Yes
	<b>Note:</b> By default, the current month appears in this field.	

Field Name	Field Description	Mandatory (Yes or No)
Year	Used to indicate the year till when you want to display the above stated information.	Yes
	<b>Note:</b> By default, the current year appears in this field.	

Depending on the month and year specified in the above fields, the data for the respective month and previous 11 months is presented in the grid. For example, if the Month and Year is set to April 2017, then the data for the May 2016, Jun 2016, Jul 2016, Aug 2016, Sep 2016, Oct 2016, Nov 2016, Dec 2016, Jan 2017, Feb 2017, Mar 2017, and Apr 2017 appears in the grid. To view the data for a different period, you must accordingly change the month and year and then click **Search** (🔍) icon.

You can use the **Previous Year** (⏪), **Previous Month** (⏴), **Next Month** (⏵), and **Next Year** (⏩) icons to change the values specified in the above mentioned fields.

The following table indicates the data and the manner in which the data is presented in the grid:

Row Name	Row Description						
Regular Bills	<p>A small icon appears for each regular bill created for the account in the respective month. For example, if three regular bills are created for the account in the month of Jan 2017, two bills are created in the month of Feb 2017, and one bill is created in the month of Apr 2017, then three icons appear in the Jan 2017 column, two icons appear in the Feb 2017 column, and one icon appears in the Apr 2017 column. A text indicating the day of the month on which the bill was due appears on the icon. You can either display the day of the due date or bill date on the icon depending on the requirement. The following table indicates the color in which the icon appears depending on the condition which is satisfied:</p> <table border="1"> <thead> <tr> <th>If the bill is...</th> <th>Then the icon appears in...</th> </tr> </thead> <tbody> <tr> <td>Fully Matched</td> <td>Green</td> </tr> <tr> <td>Unmatched</td> <td>Red</td> </tr> </tbody> </table> <p>On clicking the icon, the corresponding bill information appears at the bottom of the zone. It has a link. On clicking the link, the <b>Bill</b> screen appears where you can view the details of the bill.</p> <p><b>Note:</b></p> <p>If you want to display the day of the due date on the icon, you must set the <b>Date To Use (D-Due Date, B-Bill Date)</b> parameter in the <b>C1-TL-OI-EVT</b> algorithm to <b>D</b>. However, if you want to display the day of the bill date on the icon, you must set the <b>Date To Use (D-Due Date, B-Bill Date)</b> parameter in the <b>C1-TL-OI-EVT</b> algorithm to <b>B</b>.</p> <p>You can change the color in which the text appears on the icon and the color in which the icon appears when the above stated conditions are met through the <b>C1-TL-OI-EVT</b> algorithm.</p>	If the bill is...	Then the icon appears in...	Fully Matched	Green	Unmatched	Red
If the bill is...	Then the icon appears in...						
Fully Matched	Green						
Unmatched	Red						




Row Name	Row Description												
Adhoc Bills	<p>A small icon appears for each adhoc bill created for the account in the respective month. For example, if three adhoc bills are created for the account in the month of Jan 2017, two bills are created in the month of Feb 2017, and one bill is created in the month of Apr 2017, then three icons appear in the Jan 2017 column, two icons appear in the Feb 2017 column, and one icon appears in the Apr 2017 column. A text indicating the day of the month on which the bill was due appears on the icon. You can either display the day of the due date or bill date on the icon depending on the requirement. The following table indicates the color in which the icon appears depending on the condition which is satisfied:</p> <table border="1" data-bbox="467 485 1461 638"> <thead> <tr> <th data-bbox="475 493 964 533">If the bill is...</th> <th data-bbox="972 493 1461 533">Then the icon appears in...</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 541 964 581">Fully Matched</td> <td data-bbox="972 541 1461 581">Green</td> </tr> <tr> <td data-bbox="475 590 964 630">Unmatched</td> <td data-bbox="972 590 1461 630">Red</td> </tr> </tbody> </table> <p>On clicking the icon, the corresponding bill information appears at the bottom of the zone. It has a link. On clicking the link, the <b>Bill</b> screen appears where you can view the details of the bill.</p> <p><b>Note:</b></p> <p>If you want to display the day of the due date on the icon, you must set the <b>Date To Use (D-Due Date, B-Bill Date)</b> parameter in the <b>C1-TL-OI-EVT</b> algorithm to <b>D</b>. However, if you want to display the day of the bill date on the icon, you must set the <b>Date To Use (D-Due Date, B-Bill Date)</b> parameter in the <b>C1-TL-OI-EVT</b> algorithm to <b>B</b>.</p> <p>You can change the color in which the text appears on the icon and the color in which the icon appears when the above stated conditions are met through the <b>C1-TL-OI-EVT</b> algorithm.</p>	If the bill is...	Then the icon appears in...	Fully Matched	Green	Unmatched	Red						
If the bill is...	Then the icon appears in...												
Fully Matched	Green												
Unmatched	Red												
Payments	<p>A small icon appears for each payment created for the account in the respective month. For example, if one payment is created for the account in the month of Aug 2016, three payments are created in the month of Dec 2016, and four payments are created in the month of Mar 2017, then one icon appears in the Aug 2016 column, three icons appear in the Dec 2016 column, and four icons appear in the Mar 2017 column. A text indicating the day of the month on which the payment was created appears on the icon. The following table indicates the color in which the icon appears depending on the status of the payment:</p> <table border="1" data-bbox="467 1299 1461 1602"> <thead> <tr> <th data-bbox="475 1308 964 1348">Status</th> <th data-bbox="972 1308 1461 1348">Color</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 1356 964 1396">Frozen</td> <td data-bbox="972 1356 1461 1396">Green</td> </tr> <tr> <td data-bbox="475 1404 964 1444">Canceled</td> <td data-bbox="972 1404 1461 1444">Red</td> </tr> <tr> <td data-bbox="475 1453 964 1493">Freezable</td> <td data-bbox="972 1453 1461 1493">Blue</td> </tr> <tr> <td data-bbox="475 1501 964 1541">Error</td> <td data-bbox="972 1501 1461 1541">Red</td> </tr> <tr> <td data-bbox="475 1549 964 1589">Incomplete</td> <td data-bbox="972 1549 1461 1589">Yellow</td> </tr> </tbody> </table> <p>On clicking the icon, the corresponding payment information appears at the bottom of the zone. It has a link. On clicking the link, the <b>Payment</b> screen appears where you can view the details of the payment.</p> <p><b>Note:</b> You can change the color in which the text appears on the icon and the color in which the icon appears in the different status through the <b>C1-TL-PY-EVT</b> algorithm.</p>	Status	Color	Frozen	Green	Canceled	Red	Freezable	Blue	Error	Red	Incomplete	Yellow
Status	Color												
Frozen	Green												
Canceled	Red												
Freezable	Blue												
Error	Red												
Incomplete	Yellow												


Row Name	Row Description												
Dispute Requests	<p>A small icon appears for each dispute request created for the account in the respective month. For example, if one dispute request is created for the account in the month of Aug 2016, three dispute requests are created in the month of Dec 2016, and four dispute request are created in the month of Mar 2017, then one icon appears in the Aug 2016 column, three icons appear in the Dec 2016 column, and four icons appear in the Mar 2017 column. A text indicating the day of the month on which the dispute request was created appears on the icon. The following table indicates the color in which the icon appears depending on the status of the dispute request:</p> <table border="1" data-bbox="467 453 1463 758"> <thead> <tr> <th data-bbox="475 459 964 506">Status</th> <th data-bbox="969 459 1455 506">Color</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 512 964 558">Active</td> <td data-bbox="969 512 1455 558">Green</td> </tr> <tr> <td data-bbox="475 564 964 611">Approved</td> <td data-bbox="969 564 1455 611">Green</td> </tr> <tr> <td data-bbox="475 617 964 663">Rejected</td> <td data-bbox="969 617 1455 663">Red</td> </tr> <tr> <td data-bbox="475 669 964 716">Approval In Progress</td> <td data-bbox="969 669 1455 716">Orange</td> </tr> <tr> <td data-bbox="475 722 964 758">Draft</td> <td data-bbox="969 722 1455 758">Orange</td> </tr> </tbody> </table> <p>On clicking the icon, the corresponding dispute information appears at the bottom of the zone. It has a link. On clicking the link, the <b>Dispute Request</b> screen appears where you can view the details of the dispute.</p> <p><b>Note:</b> You can change the color in which the text appears on the icon and the color in which the icon appears in the different status through the <b>C1-TL-DP-EVT</b> algorithm.</p>	Status	Color	Active	Green	Approved	Green	Rejected	Red	Approval In Progress	Orange	Draft	Orange
Status	Color												
Active	Green												
Approved	Green												
Rejected	Red												
Approval In Progress	Orange												
Draft	Orange												
Processes on Hold	<p>A small icon appears for each active hold request for the account in the respective month depending upon the number of processes on hold. For example, if there is one active hold request having two processes on hold for the account in the month of Aug 2016 and two active hold requests as H1 and H2, having one process on hold for H1 hold request and four processes on hold for H2 hold request for the month of Dec 2016, then two icon appears in the Aug 2016 column and five icons appear in the Dec 2016 column. A text indicating the day of the month on which an entity was kept on hold appears on the icon. The following table indicates the color in which the icon appears depending on the status of the hold request:</p> <table border="1" data-bbox="467 1272 1463 1377"> <thead> <tr> <th data-bbox="475 1278 964 1325">Status</th> <th data-bbox="969 1278 1455 1325">Color</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 1331 964 1377">Active</td> <td data-bbox="969 1331 1455 1377">Green</td> </tr> </tbody> </table> <p>On clicking the icon, the corresponding hold information appears at the bottom of the zone. It has a link. On clicking the link, the <b>Hold Request</b> screen appears where you can view the details of the dispute.</p> <p><b>Note:</b> You can change the color in which the text appears on the icon and the color in which the icon appears in the different status through the <b>C1-TL-HR-EVT</b> algorithm.</p>	Status	Color	Active	Green								
Status	Color												
Active	Green												

### Billing History

The **Billing History** zone lists all the bill information of the account. It contains the following columns:

Column Name	Column Description
Bill Information	Displays information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Bill Information</b> screen appears where you can view the details of the bill.
Bill Amount	Displays the bill amount.
Unpaid Amount	Displays the unpaid amount of the bill.
Days Past Due	Displays the number of days past after the due date.
Billing Method	Displays the method used for generating bill.

You can filter the list using the **On or before Bill Date** field available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** () icon in the upper right corner of this zone.

**Note:** You can view additional information about the bill by clicking the **View** () icon corresponding to the bill in the **Billing History** zone.

### Related Topics

For more information on...	See...
How to view the details of a bill	<a href="#">Viewing the Bill Information</a> on page 83

### Payment History

The **Payment History** zone lists all the payment information of the account. It contains the following columns:

Column Name	Column Description
Payment Event Information	Displays information about the payment event.  <b>Note:</b> It has a link. On clicking the link, the <b>Payment Event</b> screen appears where you can view the details of the payment.
Payment Date	Displays the date when the payment was made.
Payment Amount	Displays the amount paid through the tender.
Payment Status	Displays the current status of payment. The valid values are: <ul style="list-style-type: none"> <li>• Canceled</li> <li>• Error</li> <li>• Freezable</li> <li>• Frozen</li> <li>• Incomplete</li> </ul>
Tender Source	Displays the tender source through which the payment was remitted.

### Dispute Details

The **Dispute Details** zone lists the dispute requests for the account. It contains the following columns:

Column Name	Column Description
Dispute Request Information	Displays information about the dispute request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Dispute Request</b> screen appears where you can view the details of the dispute request.
Dispute Amount	Displays the dispute amount.
Status	Indicates the status of the dispute request.

### Hold Details

The **Hold Details** zone lists the active hold requests due to which the account is kept on hold. It contains the following columns:

Column Name	Column Description
Hold Request Information	Displays information about the hold request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Hold Request</b> screen appears where you can view the details of the hold request.
Status	Indicates the status of the hold request.
Entity	Indicates the type of the entity. The valid values are: <ul style="list-style-type: none"> <li>• Person</li> <li>• Account</li> <li>• Bill</li> </ul>
Hold Reason	Displays the hold reason.
Hold Process	Indicates the process that is kept on hold for the entity.
Start Date	Displays the date from when the entity is kept on hold for the process.
End Date	Displays the date till when the entity is kept on hold for the process.

### Overdue Process Details

The **Overdue Process Details** zone lists the overdue processes of the account. It contains the following columns:

Column Name	Column Description
Overdue Process Information	Displays information about the overdue process. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Overdue Process</b> screen appears where you can view the details of the overdue process.
Overdue Amount	Displays the overdue amount for the account.
Number of Overdue Bills	Displays the total number of bills that are overdue.

## Customer 360° Information - Product and Pricing

The **Pricing** tab displays details of price list and price list price items, effective price assignments for account, effective price assignments for person. It consists of the following zones:

- [Product](#) on page 73
- [Price List Assignments](#) on page 74
- [Price List Price Items](#) on page 74
- [Effective Price Assignments for Account](#) on page 76
- [Effective Price Assignments for Person](#) on page 79
- [Associated Price Items](#) on page 73


### Related Topics

For more information on...	See...
How to view 360° information of a person	<a href="#">Viewing the 360° Information of a Person</a> on page 53
How to view 360° information of an account	<a href="#">Viewing the 360° Information of an Account</a> on page 54
How to view the price lists assigned to a person	<a href="#">Viewing Price Lists Assigned to a Person</a> on page 54
How to view the price lists assigned to an account	<a href="#">Viewing Price Items Assigned to an Account</a> on page 56
How to view the price items assigned to a person	<a href="#">Viewing Price Items Assigned to a Person</a> on page 55
How to view the price items assigned to an account	<a href="#">Viewing Price Items Assigned to an Account</a> on page 56

### **Product**

The **Product** zone displays information about products which are enrolled by a person. It contains the following fields:

Field Name	Field Description
Product	Displays information about the product details.  <b>Note:</b> It has a link. On clicking the link, the <b>Product</b> screen appears where you can view the details of the respective product.

**Note:** By default, the **Products** zone is displayed with the **Product Name** and **Product Version**. It also displays various **Product Service Price Items** that form a part of the product. To view the price items that are associated with the product, click the **Broadcast**  icon, corresponding to the product whose associated price items you want to view.

### **Associated Price Items**


The **Associated Price Items** zone displays information about the price items associated with the product. It contains the following columns:

Field Name	Field Description
Sequence No.	Displays the sequence number.
Pricing Information	Displays information about the pricing information of the product.  <b>Note:</b> It has a link. On clicking the link, the <b>Price Item Pricing</b> screen appears with the details of the respective product.
Price Item	Displays the price item.

## Price List Assignments

The **Price List Assignments** zone allows you to view and filter price lists that are currently assigned to the account or person. You will not find any records in this zone if the account does not have any price lists assigned to it. This zone contains the following columns:

Column Name	Column Description
Price List Information	Displays information about the price list which is assigned to the account or person.
	<b>Note:</b> It has a link. On clicking the link, the <b>Price List</b> screen appears with the details of the respective price list.
Assignment Level	<p>Indicates the level at which the price item pricing is defined in the customer hierarchy. The valid values are:</p> <ul style="list-style-type: none"> <li>• Account Agreed</li> <li>• Account Price List</li> <li>• Account Inherited Price List</li> <li>• Customer Agreed</li> <li>• Customer Price List</li> <li>• Default Price List</li> <li>• Global Price List</li> <li>• Customer Inherited Price List</li> <li>• Parent Customer Agreed</li> <li>• Parent Customer Price List</li> <li>• Parent Customer Inherited Price List</li> <li>• Product Default Price List</li> </ul>

On clicking the **Broadcast**  icon corresponding to the assigned price list, the **Price List Price Items** zone appears where you can view the price items assigned to the price list.

### Related Topics


For more information on...	See...
<b>Price List Price Items</b> zone	<a href="#">Price List Price Items</a> on page 74
How to view price lists assigned to an account	<a href="#">Viewing Price Lists Assigned to an Account</a> on page 55
How to view price lists assigned to a person	<a href="#">Viewing Price Lists Assigned to a Person</a> on page 54

## Price List Price Items

The **Price List Price Items** zone lists the price items that are assigned to the price list. You will not find any records in this zone if the price list does not have any price items assigned to it. This zone contains the following columns:

Column Name	Column Description
Pricing Information	Displays information about the price item pricing.
	<b>Note:</b> It has a link. On clicking the link, the <b>Price Item Pricing</b> screen appears where you can view the details of the price item pricing.

Column Name	Column Description
Pricing Parameters	Displays a comma-separated list of parameter values. The order in which parameter values appear in this column is controlled by the display order (which is defined while associating a parameter with a price item).
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
Pricing Status	Indicates the status of the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Draft</li> <li>• Active</li> <li>• Inactive</li> <li>• Proposed</li> <li>• Rejected</li> <li>• Template</li> </ul>
Effective Start Date	Displays the date from when the price item pricing is effective for the price list.
Effective End Date	Displays the date till when the price item pricing is effective for the price list.
Price Assignment Type	Indicates the type of the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .

By default, the **Price List Price Items** zone does not appear in the **Pricing** tab of the **Customer 360° Information** screen. It appears only when you click the **Broadcast** () icon corresponding to the assigned price list in the **Price List Assignments** zone.

You can filter the list using the **Price Item**, **Effective Start Date** fields available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** () icon in the upper right corner of this zone.

You can change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

### **Related Topics**

For more information on...	See...
How to view price items assigned to a person	<a href="#">Viewing Price Items Assigned to a Person</a> on page 55
How to view price items assigned to an account	<a href="#">Viewing Price Items Assigned to an Account</a> on page 56

## Effective Price Assignments for Account

The **Effective Price Assignments for Account** zone lists the price item pricing (i.e. price assignments) which are effective on the current date. In other words, it lists effective pricing for price items or price item bundles assigned to the account either directly or through the customer hierarchy. The order in which the price assignments are listed is controlled by the **Price Assignment Search** algorithm defined for the division to which the account belongs. If required, you can filter effective price assignments using various search criteria.

### Note:

The **Effective Price Assignments for Account** zone appears when the **Customer 360° Information** is searched for account.


If the effective pricing is available for the price item, regular bundle (to which the price item belongs), and parent (regular) bundle (i.e. to which the regular bundle belongs) at the same level, the system lists the pricing depending on the value defined for the **Prefer Price Item Over Bundle** parameter in the price assignment search algorithm. If the value of the **Prefer Price Item Over Bundle** parameter is set to **Y**, the system lists effective pricing which is available for the price item. If the effective pricing is not available for the price item, then the system lists effective pricing which is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system lists effective pricing which is available for the parent bundle at the same level. However, if the value of the **Prefer Price Item Over Bundle** parameter is set to **N**, the system lists effective pricing which is available for the parent bundle. If the effective pricing is not available for the parent bundle, then the system lists effective pricing which is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system lists effective pricing which is available for the price item at the same level.

This zone contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:



Field Name	Field Description	Mandatory (Yes or No)
Account ID	Indicates the account whose effective price assignments are listed in this zone.	Not applicable
Effective Pricing Date	Used to search price assignments which are effective on a particular date.	No
	<b>Note:</b> By default, this field is set to the system date.	
Pricing Status	Used to search price assignments with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Draft</li> <li>• Active</li> <li>• Pending For Approval</li> <li>• Proposed</li> </ul>	No
	<b>Note:</b> By default, the <b>Active</b> option is selected.	




Field Name	Field Description	Mandatory (Yes or No)
Show Default and Global Pricing	<p>Used to search price assignments inherited from the default or global price list. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b> – Used when you want to search price assignments inherited from either of the following: <ul style="list-style-type: none"> <li>• Product-specific default price list defined for the division</li> <li>• Default price list defined for the division</li> <li>• Global price list</li> </ul> </li> <li>• <b>No</b> – Used when you do not want to search price assignments inherited from either of the following: <ul style="list-style-type: none"> <li>• Product-specific default price list defined for the division</li> <li>• Default price list defined for the division</li> <li>• Global price list</li> </ul> </li> </ul> <p><b>Note:</b> By default, the <b>No</b> option is selected.</p>	No
Price Item	<p>Used to search price assignments of a particular price item or price item bundle.</p> <p><b>Note:</b> The <b>Search</b> () icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> window appears.</p>	No

- **Search Results** – On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Pricing Information	<p>Displays the concatenated string consisting of pricing information and pricing ID for the account.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>Price Item Pricing</b> screen appears with the details of the respective price item pricing.</p>
Price Item	Displays the price item or price item bundle code.
Pricing Parameters	<p>Used to specify multiple parameters based on which you want to determine the pricing utilization.</p> <p><b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b>.</p>

Column Name	Column Description
Price Assignment Type	Indicates the type of price assignment. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>
Assignment Level	Indicates the level at which the price item pricing is defined in the customer hierarchy. The valid values are: <ul style="list-style-type: none"> <li>• Account Agreed</li> <li>• Account Price List</li> <li>• Account Inherited Price List</li> <li>• Customer Agreed</li> <li>• Customer Price List</li> <li>• Default Price List</li> <li>• Global Price List</li> <li>• Customer Inherited Price List</li> <li>• Parent Customer Agreed</li> <li>• Parent Customer Price List</li> <li>• Parent Customer Inherited Price List</li> <li>• Product Default Price List</li> </ul>
Price List Information	Displays the information about the price list which is assigned to the account.
Rate Schedule	Indicates the rate schedule which is used for defining the price item pricing.
View Rate	<p>On Clicking the <b>View Rate</b> () icon, the <b>Effective Pricing Information</b> screen appears where you can view the details persisted rate.</p> <p><b>Note:</b> When the value of Price Item Type is defined as Rate, only then the icon would be available.</p>
Edit	<p>On clicking the <b>Edit</b> () icon, the <b>Price Item Pricing</b> screen appears where you can edit the details of the price item pricing.</p> <p><b>Note:</b> The <b>Edit</b> icon appears only when the assignment level is <b>Account Agreed</b>.</p>

Column Name	Column Description
Override	<p>On clicking the <b>Override</b>  icon, the <b>Price Item Pricing</b> screen appears where you can override the price item pricing.</p> <p><b>Note:</b></p> <p>You can override a price item pricing assigned at any level in the customer hierarchy. On overriding a price item pricing, a new price item pricing which is specific to the account is defined at the account level and is then called account agreed pricing.</p> <p>A customer agreed or account agreed price assignments are effective for a particular duration and do not expire until you specify the end date manually. However, if you set the <b>Expire Override Switch</b> option type of the <b>C1_EXP_OVRD</b> feature configuration to <b>Y</b>, the system will automatically expire an agreed pricing when the agreed pricing of a customer or an account without end date is overridden. If you do not want an agreed pricing to automatically expire when it is overridden, you must set the <b>Expire Override Switch</b> option type of the <b>C1_EXP_OVRD</b> feature configuration to <b>N</b>.</p>
Effective Start Date	Displays the date from when the price item pricing is effective.
Effective End Date	Displays the date till when the price item pricing is effective.
Pricing Currency	Indicates the currency in which the price item pricing is defined.
Parent Person	Displays the name of the parent or grandparent customer from whom the price item pricing is inherited.

**Note:** The number of records that can be displayed in the **Search Results** section is controlled via the **C1\_PR\_REC** feature configuration. You can change the number of records that can be displayed using the **Effective Pricing RecordSet Limit** option type of the **C1\_PR\_REC** feature configuration. For more information, refer to [Setting the C1\\_PR\\_REC Feature Configuration](#) on page 2045.

### Related Topics

For more information on...	See...
How to view 360° information of an account	<a href="#">Viewing the 360° Information of an Account</a> on page 54
<b>Customer 360° Information - Product &amp; Pricing</b> tab	<a href="#">Customer 360° Information - Product and Pricing</a> on page 72

### Effective Price Assignments for Person

The **Effective Price Assignments for Person** zone lists the price item pricing (i.e. price assignments) which are effective on the current date. In other words, it lists effective pricing for price items or price item bundles assigned to the person either directly or through the customer hierarchy. The order in which the price assignments are listed is controlled by the **Price Assignment Search** algorithm defined for the division to which the person belongs. If required, you can filter effective price assignments using various search criteria.

**Note:**


The **Effective Price Assignments for Person** zone appears when the **Customer 360° Information** is searched for person.

If the effective pricing is available for the price item, regular bundle (to which the price item belongs), and parent (regular) bundle (i.e. to which the regular bundle belongs) at the same level, the system lists the pricing depending on the value defined for the **Prefer Price Item Over Bundle** parameter in the price assignment search algorithm. If the value of the **Prefer Price Item Over Bundle** parameter is set to **Y**, the system lists effective pricing which is available for the price item. If the effective pricing is not available for the price item, then the system lists effective pricing which is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system lists effective pricing which is available for the parent bundle at the same level. However, if the value of the **Prefer Price Item Over Bundle** parameter is set to **N**, the system lists effective pricing which is available for the parent bundle. If the effective pricing is not available for the parent bundle, then the system lists effective pricing which is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system lists effective pricing which is available for the price item at the same level.

This zone contains the following two sections:



- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Person ID	Indicates the person whose effective price assignments are listed in this zone.	Not applicable
Effective Pricing Date	Used to search price assignments which are effective on a particular date.	No
	<b>Note:</b> By default, this field is set to the current date.	
Pricing Status	Used to search price assignments with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Draft</li> <li>• Active</li> <li>• Pending For Approval</li> <li>• Proposed</li> </ul>	No
	<b>Note:</b> By default, the <b>Active</b> option is selected.	

Field Name	Field Description	Mandatory (Yes or No)
Show Default and Global Pricing	<p>Used to indicate whether you want to search price assignments inherited from the default or global price list. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b> – Used when you want to search price assignments inherited from either of the following: <ul style="list-style-type: none"> <li>• Default price list defined for the division</li> <li>• Global price list</li> </ul> </li> <li>• <b>No</b> – Used when you do not want to search price assignments inherited from either of the following: <ul style="list-style-type: none"> <li>• Default price list defined for the division</li> <li>• Global price list</li> </ul> </li> </ul> <p><b>Note:</b> By default, the <b>No</b> option is selected.</p>	No
Price Item	<p>Used to search price assignments of a particular price item or price item bundle.</p> <p><b>Note:</b> The <b>Search</b> (  ) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> window appears.</p>	No

- **Search Results** – On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Pricing Information	<p>Displays the concatenated string consisting of pricing information and pricing ID for the person.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>Price Item Pricing</b> screen appears with the details of the respective price item pricing.</p>
Price Item	Displays the price item or price item bundle code.
Pricing Parameters	<p>Used to specify multiple parameters based on which you want to determine the pricing utilization.</p> <p><b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b>.</p>
Price Assignment Type	<p>Indicates the type of price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>

Column Name	Column Description
Assignment Level	<p>Indicates the level at which the price item pricing is defined in the customer hierarchy. The valid values are:</p> <ul style="list-style-type: none"> <li>• Customer Agreed</li> <li>• Customer Price List</li> <li>• Customer Inherited Price List</li> <li>• Default Price List</li> <li>• Global Price List</li> <li>• Parent Customer Agreed</li> <li>• Parent Customer Price List</li> <li>• Parent Customer Inherited Price List</li> </ul>
Price List Information	Displays the information about the price list which is assigned to the person.
Rate Schedule	Indicates the rate schedule which is used for defining the price item pricing.
Edit	<p>On clicking the <b>Edit</b> () icon, the <b>Price Item Pricing</b> screen appears where you can edit the details of the price item pricing.</p> <p><b>Note:</b> The <b>Edit</b> icon appears only when the assignment level is <b>Customer Agreed</b>.</p>
Override	<p>On clicking the <b>Override</b> () icon, the <b>Price Item Pricing</b> screen appears where you can override the price item pricing.</p> <p><b>Note:</b></p> <p>You can override a price item pricing assigned at any level in the customer hierarchy. On overriding a price item pricing, a new price item pricing which is specific to the account is defined at the account level and is then called account agreed pricing.</p> <p>A customer agreed or account agreed price assignments are effective for a particular duration and do not expire until you specify the end date manually. However, if you set the <b>Expire Override Switch</b> option type of the <b>C1_EXP_OVRD</b> feature configuration to <b>Y</b>, the system will automatically expire an agreed pricing when the agreed pricing of a customer or an account without end date is overridden. If you do not want an agreed pricing to automatically expire when it is overridden, you must set the <b>Expire Override Switch</b> option type of the <b>C1_EXP_OVRD</b> feature configuration to <b>N</b>.</p>
Effective Start Date	Displays the date from when the price item pricing is effective.
Effective End Date	Displays the date till when the price item pricing is effective.
Pricing Currency	Indicates the currency in which the price item pricing is defined.
Parent Person	Displays the name of the parent or grandparent customer from whom the price item pricing is inherited.



**Note:** The number of records that can be displayed in the **Search Results** section is controlled via the **C1\_PR\_REC** feature configuration. You can change the number of records that can be displayed using the **Effective Pricing RecordSet Limit** option type of the **C1\_PR\_REC** feature configuration. For more information, refer to [Setting the C1\\_PR\\_REC Feature Configuration](#) on page 2045.

**Related Topics**

For more information on...	See...
How to view 360° information of a person	<a href="#">Viewing the 360° Information of a Person</a> on page 53
<b>Customer 360° Information - Product &amp; Pricing</b> tab	<a href="#">Customer 360° Information - Product and Pricing</a> on page 72

**Viewing Enrollment Details of a Product****Procedure**

To view the enrollment details of a product:



1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **360 Degree Information** ( icon corresponding to the person whose details you want to view.  
The **Person** tab in the **Customer 360° Information** screen appears.
3. View the required information of the person in the **Person** tab.
4. In the **Enrolled Product** zone, click the **Broadcast** icon () corresponding to the product column whose enrollment details you want to view.  
The **Product Enrollment Information** zone appears.
5. View the enrollment details of a product in the **Product Enrollment Information** zone.

**Related Topics**

For more information on...	See...
How to search for a person	<a href="#">Searching for a Person</a> on page 51
<b>Customer 360° Information</b> screen	<a href="#">Customer 360° Information</a> on page 57
<b>Person</b> tab	<a href="#">Customer 360° Information - Person</a> on page 58
<b>Enrolled Products</b> zone	<a href="#">Enrolled Products</a> on page 62
<b>Product Information</b> zone	<a href="#">Product Enrollment Information</a> on page 62

**Viewing the Bill Information****Procedure**

To view the bill information:

1. Search for the account, whose bill details you want to view, in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **View** () icon corresponding to the account whose details you want to view.  
The **Account** tab in the **Customer 360° Information** screen appears.
3. In the **Billing History** zone, click the **View** () icon corresponding to the bill whose details you want to view.

The **Bill Information** screen appears. It consists of the following zones:

- [Bill Information](#) on page 85
  - [Settlement Activities](#) on page 86
  - [Hold Details](#) on page 86
  - [Offset Details](#) on page 87
  - [Bill Line Items](#) on page 87
  - [Garnishment Details](#) on page 88
  - [Refund and Write Off Details](#) on page 88
  - [Dispute Details](#)
4. View the basic details about the bill in the **Bill Information** zone.
  5. View the settlement activities of the bill in the **Settlement Activities** zone.
  6. View the active hold requests due to which the bill is kept on hold in the **Hold Details** zone.
  7. View the offset requests through which the bill is offset against another bill in the **Offset Details** zone.
  8. View the selected bill's bill line item in the **Bill Line Items** zone.
  9. View the garnishment adjustments of the bill in the **Garnishment Details** zone.
  10. View the refund and write off requests through which the bill or its bill segment is either refunded or written off in the **Refund and Write Off Details** zone.
  11. View the dispute requests that are created against the bill in the **Dispute Details** zone.


#### Related Topics

For more information on...	See...
How to search for an account	<a href="#">Searching for an Account</a> on page 52
<b>Customer 360° Information</b> screen	<a href="#">Customer 360° Information</a> on page 57
<b>Account</b> tab	<a href="#">Customer 360° Information - Account</a> on page 63
<b>Billing History</b> zone	<a href="#">Billing History</a> on page 70
<b>Bill Information</b> screen	<a href="#">Bill Information</a> on page 85

## Viewing Price Items Associated to a Product

### Procedure

To view the price items associated to a product:


1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **360 Degree Information**  icon corresponding to the person whose details you want to view.

The **Person** tab in the **Customer 360° Information** screen appears.

3. Click the **360 Degree Information**  icon corresponding to a product in the **Enrolled Products** zone.

The **Product and Pricing** tab appears.



4. In the **Product** zone, click the **Broadcast** () icon corresponding to the product whose associated price items you want to view.
5. View the price items associated to the product in the **Associated Price Items** zone.

### Related Topics

For more information on...	See...
How to search for a person	<a href="#">Searching for a Person</a> on page 51
<b>Customer 360° Information</b> screen	<a href="#">Customer 360° Information</a> on page 57
<b>Account</b> tab	<a href="#">Customer 360° Information - Account</a> on page 63
<b>Product &amp; Pricing</b> tab	<a href="#">Customer 360° Information - Product and Pricing</a> on page 72
<b>Price List Assignments</b> zone	<a href="#">Price List Assignments</a> on page 74
<b>Price List Price Items</b> zone	<a href="#">Price List Price Items</a> on page 74

## Bill Information

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The **Bill Information** screen allows you to view:

- Basic details about the bill
- Settlement activities, such as payment, offset, refund, or write off through which the bill is settled
- Active hold requests due to which the bill is kept on hold
- Offset requests through which the bill is offset against another bill
- Bill line items of the bill
- Garnishment adjustments of the bill
- Refund and write off requests through which the bill or its bill segment is either refunded or written off
- Dispute requests due to which bill is kept on hold

It consists of the following zones:

- [Bill Information](#) on page 85
- [Settlement Activities](#) on page 86
- [Hold Details](#) on page 86
- [Offset Details](#) on page 87
- [Bill Line Items](#) on page 87
- [Garnishment Details](#) on page 88
- [Refund and Write Off Details](#) on page 88
- [Dispute Details](#)

## Bill Information

The **Bill Information** zone displays the details of the bill. It contains the following section:

- **Main** — Displays the basic information about the bill. It contains the following fields:

Field Name	Field Description
Bill Information	Displays information about the bill. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears where you can view the details of the bill.
Account Information	Indicates the account for which the bill is generated. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the account.

## Settlement Activities

You may settle a bill by making a payment, offsetting a bill, refunding a bill, or by writing off a bill. The **Settlement Activities** zone lists the activities related to the bill settlement. It contains the following columns:

Column Name	Column Description
Activity Date	Displays the date when the settlement activity occurred.
Activity Type	Indicates the type of the activity. The valid values are: <ul style="list-style-type: none"> <li>• Payment</li> <li>• Offset</li> <li>• Refund</li> <li>• Write Off</li> </ul>
Amount	Indicates the amount settled through the activity.
Related Object Information	Displays additional information about the activity.
Related Object ID	Displays the payment, offset request, refund request, or write off request ID depending on the type of the activity.
	<b>Note:</b> It has a link. On clicking the link, the <b>Payment, Offset Request, Refund Request, or Write Off Request</b> screen appears where you can view the details of the respective activity.

## Hold Details

The **Hold Details** zone lists the active hold requests due to which the bill is kept on hold. It contains the following columns:

Column Name	Column Description
Hold Request Information	Displays information about the hold request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Hold Request</b> screen appears where you can view the details of the hold request.

Column Name	Column Description
Status	Indicates the status of the hold request.
Entity	Indicates the type of the entity. The valid values are: <ul style="list-style-type: none"> <li>• Person</li> <li>• Account</li> <li>• Bill</li> </ul>
Entity Information	Indicates the entity for which the hold request is created. In addition, this column has a context menu which helps in navigating to other screens in the application. <p><b>Note:</b> It has a link. On clicking the link, the <b>Person, Account, or Bill</b> screen appears where you can view the details of the respective entity.</p>
Start Date	Displays the date from when the entity is kept on hold.
End Date	Displays the date till when the entity is kept on hold.

## Offset Details

The **Offset Details** zone lists the offset requests through which the bill is offset against another bill. It contains the following columns:


Column Name	Column Description
Offset Request Information	Displays information about the offset request. <p><b>Note:</b> It has a link. On clicking the link, the <b>Offset Request</b> screen appears where you can view the details of the offset request.</p>
Offset Amount	Indicates the amount of the bill which is offset.
Creation Mode	Indicates the mode in which the offset request is created. The valid values are: <ul style="list-style-type: none"> <li>• Automatic</li> <li>• Manual</li> </ul>

## Bill Line Items

The **Bill Line Items** zone lists the information about the selected bill's bill line item. It contains the following columns:

Column Name	Column Description
Bill Line Item	Displays the bill line item of the selected bills. The valid value are: <ul style="list-style-type: none"> <li>• Bill Segment</li> <li>• Adjustment</li> </ul>
Bill Line Item Information	Displays information about the bill line item. <p><b>Note:</b> It has a link. On clicking the link, the <b>Bill Segment or Adjustment</b> screen appears with the details of respective bill line item or adjustments</p>
Amount	Displays the amount of the bill line item.

Column Name	Column Description
Contract Information	Displays additional information about the contract against which the bill segment or adjustment is created. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.

You can filter the list using the **Bill Segment Date From** and **To** fields available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** (  ) icon in the upper right corner of this zone.

## Garnishment Details

The **Garnishment Details** zone lists the garnishment adjustments that are created against the bill. It contains the following columns:


Column Name	Column Description
Garnishment Contract ID	Displays the garnishment contract ID. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the contract.
Garnishment Amount	Displays the garnishment amount.

## Refund and Write Off Details

The **Refund and Write Off Details** zone lists the refund and write off requests through which the bill or its bill segment is either refunded or written off. It contains the following columns:

Column Name	Column Description
Create Date/Time	Displays the date and time when the refund or write off request is created.
Refund/Write Off Request Information	Displays information about the refund or write off request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Refund Request</b> or <b>Write Off Request</b> screen appears depending on whether the request is for refund or write off.
Refund/Write Off Amount	Displays the total refund or write off amount.
Status	Indicates the status of the refund or write off request.
Action	Indicates whether the request is created for refund or write off. The valid values are: <ul style="list-style-type: none"> <li>• Refund</li> <li>• Write Off</li> </ul>
Account Information	Displays additional information about the account for which the refund or write off request is created. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the account.

Column Name	Column Description
Created By	Indicates the user who has created the refund or write off request.

You can filter the list using the **Action** field available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** (  ) icon in the upper right corner of this zone.

## Dispute Details

The **Dispute Details** zone lists the dispute requests for the account. It contains the following columns:

Column Name	Column Description
Dispute Request Information	Displays information about the dispute request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Dispute Request</b> screen appears where you can view the details of the dispute request.
Dispute Amount	Displays the dispute amount.
Status	Indicates the status of the dispute request.



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# Chapter 2

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## Invoicing Group

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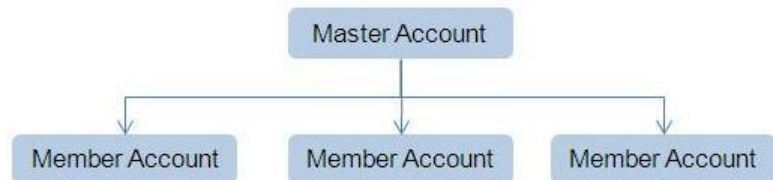
### Topics:

- [Manage Invoicing Groups](#)
- [Invoicing Group Maintenance — Add/Edit](#)
- [Invoicing Group Information](#)

Invoicing group allows you to combine the charges for multiple accounts onto one bill for each billing period. It consists of the following:

- **Master Account** - The group level account that controls the billing.
- **Member Accounts** - The accounts whose bills are aggregated at the group level.

The following figure is a graphical representation of an invoicing group:



You can create an invoicing group by adding member accounts to the master account. An account can be the master account in the invoicing group only when its **Invoice Group Account** characteristic type is set to **Y**. On the other hand, an account can be added as a member to the master account only when its **Invoice Group Account** characteristic type is set to **N**.

**Note:** You can define the Invoice Group Account characteristic for the account only when the **Invoice Group Account** option type in the **C1\_ACCTINFO** feature configuration is set. If the **Invoice Group Account** option type in the **C1\_ACCTINFO** feature configuration is not set, you will not be able to indicate whether the account is a master or member account. For more information, refer to [Setting the C1\\_ACCTINFO Feature Configuration](#) on page 2024.

There is no restriction on the number of accounts that can be added to the master account. The accounts in the invoicing group can belong to different persons and may have different currencies, but they should be from the same banking division and person hierarchy. If the member accounts have a different invoice currency from the master account, the member account's charges will be converted to the master account's currency during billing.

Balances are maintained at the master account level. Bills are added to the master account's balance, and payments are subtracted from that balance. However, the charges can be traced back to the originating member accounts. The master account cannot have charges of its own; all charges come from the member accounts. However, when an account does not belong to any master account, it is billed individually with its charges appearing on the bill.

The contracts linked at the member level are duplicated at the master level when member accounts are added to the master account. However, note that only contracts which are eligible for billing are duplicated at the master level. Once a contract is duplicated at the master level, you need to activate the contract at the master level. Otherwise, the charges will be billed to the member account instead of the master account.



## Manage Invoicing Groups

The **Manage Invoicing Groups** screen allows you to search for the master and member accounts using various search criteria. Through this screen, you can navigate to the **Invoicing Group Maintenance – Add/Edit** and **Invoicing Group Information** screens.

This screen contains the following two sections:

- Search Criteria
- Search Results

### Searching for a Master Account

#### Prerequisites

To search for a master account, you should have:

- Divisions, billing cycles, and customer classes defined in the application
- Master accounts created in the application

#### Procedure

To search for a master account:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, click **Manage Invoicing Groups**.

The **Manage Invoicing Groups** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Invoicing Group Assignment Type	Used to indicate whether you want to search for a master or member account.	Yes
Account ID	Used to specify the account ID.	No
Division	Used to specify the division whose accounts you want to search.	No
Account Identifier Type	Used to specify the account identifier type.	Yes (Conditional) <b>Note:</b> If you enter the account identifier as a search criteria, you have to select the account identifier type.
Account Identifier	Used to specify the value of the account identifier type.	Yes (Conditional) <b>Note:</b> If you specify the account identifier type as a search criteria, you have to enter the account identifier.

Field Name	Field Description	Mandatory (Yes or No)
Person Name	Used to specify the person whose accounts you want to search.	Yes (Conditional) <b>Note:</b> If you specify the billing cycle or person class as a search criteria, you have to specify the person name.
Billing Cycle	Used to specify the billing cycle during which the account is billed.	No
Person Class	Used to specify the customer class of the account.	No

The criteria are grouped as indicated by line separators between the criteria. Each group is independent from the other, and only one group is used at a time for searching. If you enter criteria in more than one group, the criteria from the first group is used for searching. For example, if you enter Account ID and Person Name (which are in different criteria groups), the system searches using Account ID, which appears before Person Name.

**Note:** You must specify at least one search criterion while searching for a master account.

3. Select **Master** from the **Invoicing Group Assignment Type** list.
4. Specify the search criteria in any of the criteria groups.
5. Click **Search**.

The master accounts that meet the search criteria and to which you have access based on the account's access group appear in the search results. The **Search Results** section contains the following columns:

Column Name	Column Description
Account ID	Displays the master account ID. <b>Note:</b> It has a link. On clicking the link, the <b>Invoicing Group Maintenance – Add/Edit</b> screen appears where you can view the details of the respective master account.
Account Identifier Type	Displays the account identifier type of the master account.
Account Identifier	Displays the value of the account identifier type.
Account Currency	Displays the invoice currency of the master account.
Division	Displays the division to which the master account belongs.
Person Name	Displays the name of the main customer.
Customer Class	Displays the customer class of the master account.
Billing Cycle	Displays the billing cycle during which the master account is billed.

### **Related Topics**

For more information on...	See...
<b>Manage Invoicing Groups</b> screen	<a href="#">Manage Invoicing Groups</a> on page 93

## Searching for a Member Account

### Prerequisites

To search for a member account, you should have:

- Divisions, billing cycles, and customer classes defined in the application
- Accounts added as a member to the master accounts

### Procedure

To search for a member account:

1. Click the **Menu** link in the **Application** toolbar.

A list appears.

2. From the **Main** menu, click **Manage Invoicing Groups**.

The **Manage Invoicing Groups** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Invoicing Group Assignment Type	Used to indicate whether you want to search for a master or member account.	Yes
Account ID	Used to specify the account ID.	No
Division	Used to specify the division whose accounts you want to search.	No
Account Identifier Type	Used to specify the account identifier type.	Yes (Conditional) <b>Note:</b> If you enter the account identifier as a search criteria, you have to select the account identifier type.
Account Identifier	Used to specify the value of the account identifier type.	Yes (Conditional) <b>Note:</b> If you specify the account identifier type as a search criteria, you have to enter the account identifier.
Person Name	Used to specify the person whose accounts you want to search.	Yes (Conditional) <b>Note:</b> If you specify the billing cycle or customer class as a search criteria, you have to specify the person name.
Billing Cycle	Used to specify the billing cycle during which the account is billed.	No
Customer Class	Used to specify the customer class of the account.	No

The criteria are grouped as indicated by line separators between the criteria. Each group is independent from the other, and only one group is used at a time for searching. If you enter criteria in more than one group, the criteria from the first group is used for searching. For example, if you enter Account ID and Person Name (which are in different criteria groups), the system searches using Account ID, which appears before Person Name.

**Note:** You must specify at least one search criterion while searching for a member account.

3. Select **Member** from the **Invoicing Group Assignment Type** list.
4. Specify the search criteria in any of the criteria groups.
5. Click **Search**.

The member accounts that meet the search criteria and to which you have access based on the account's access group appear in the search results. The **Search Results** section contains the following columns:

Column Name	Column Description
Account ID	Displays the member account ID. <b>Note:</b> It has a link. On clicking the link, the <b>Invoicing Group Information</b> screen appears where you can view the details of the respective member account.
Account Identifier Type	Displays the account identifier type of the member account.
Account Identifier	Displays the value of the account identifier type.
Account Currency	Displays the invoice currency of the member account. <b>Note:</b> If the member account has a different invoice currency from the master account, the member account's charges will be converted to the master account's currency during billing.
Division	Displays the division to which the member account belongs.
Person Name	Displays the main person of the member account.
Customer Class	Displays the customer class of the member account.
Master Account Identifier Type	Displays the primary account identifier type of the master account.
Master Account Identifier	Displays the value of the primary account identifier type.
Master Person Name	Displays the main person of the master account.
Billing Cycle	Displays the billing cycle during which the member account is billed.

#### Related Topics

For more information on...	See...
<b>Manage Invoicing Groups</b> screen	<a href="#">Manage Invoicing Groups</a> on page 93

## Viewing the Master Account Details

### Procedure

To view the master account details:

1. Search for the master account in the **Manage Invoicing Groups** screen.
2. In the **Search Results** section, click the link in the **Account ID** column corresponding to the master account whose details you want to view.

The **Invoicing Group Maintenance – Add/Edit** screen appears.

- View the accounts that are already added to the master account in the **Member Accounts** zone.

#### Related Topics

For more information on...	See...
How to search for a master account	<a href="#">Searching for a Master Account</a>
<b>Invoicing Group Maintenance – Add/Edit</b> screen	<a href="#">Invoicing Group Maintenance — Add/Edit</a>
<b>Member Accounts</b> zone	<a href="#">Member Accounts</a>

## Viewing the Member Account Details

### Procedure

To view the member account details:

- Search for the member account in the **Manage Invoicing Groups** screen.
- In the **Search Results** section, click the link in the **Account ID** column corresponding to the member account whose details you want to view.

The **Invoicing Group Information** screen appears.

- View the member account details in the **Selected Member Account** zone, and its master account details in the **Invoicing Group Information** zone.

#### Related Topics

For more information on...	See...
How to search for a member account	<a href="#">Searching for a Member Account</a>
<b>Invoicing Group Information</b> screen	<a href="#">Invoicing Group Information</a>
<b>Invoicing Group Information</b> zone	<a href="#">Invoicing Group Information</a>
<b>Selected Member Account</b> zone	<a href="#">Selected Member Account</a> on page 104

## Invoicing Group Maintenance — Add/Edit

The **Invoicing Group Maintenance – Add/Edit** screen allows you to view the details of the master account. It also allows you to add, edit, and remove member accounts from the master account. This screen consists of the following zones:

- [Account Information](#) on page 97
- [Member Accounts](#) on page 98
- [Edit Member Account Assignment](#) on page 98
- [Search Accounts to Add](#) on page 99
- [Add Member](#) on page 100

### Account Information

The **Account Information** zone displays the details of the master account. This zone contains the following fields:


Field Name	Field Description
Invoicing Group Assignment Type	Indicates that the selected account is a master account.
Person Name	Displays the name of the main customer.
Primary Account Identifier	Displays the primary account identifier type of the master account along with its value.
Customer Class	Displays the customer class of the master account.
Account Currency	Displays the invoice currency of the master account.
Billing Cycle	Displays the billing cycle during which the master account is billed.
Division	Displays the division to which the master account belongs.

**Note:** All fields in the **Account Information** zone are read-only.

## Member Accounts

The **Member Accounts** zone lists the member accounts of the master account. This zone contains the following columns:

Column Name	Column Description
Account Identifier Type	Displays the primary account identifier type of the member account.
Account Identifier	Displays the value of the primary account identifier type.
Account Currency	Displays the invoice currency of the member account. <b>Note:</b> During billing, the charges for the member account are calculated in this currency and then converted to the master account's currency.
Effective Start Date	Displays the date from when the charges for the member account appears on the bill of the master account.
Effective End Date	Displays the date till when the charges for the member account appears on the bill of the master account.
Person Name	Displays the name of the main customer.
Customer Class	Displays the customer class of the member account.
Billing Cycle	Displays the billing cycle during which the member account is billed. <b>Note:</b> If the account is removed from the master account, it will be billed during this billing cycle.

On clicking the **Broadcast**  icon corresponding to the member account, the **Edit Member Account Assignment** zone appears with the details of the respective member account.

## Edit Member Account Assignment


The **Edit Member Account Assignment** zone allows you to edit the assignment details of the member account. This zone contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Start Date	Used to modify the date from when you want the charges for the member account to appear on the bill of the master account.	Yes
	<b>Note:</b> You can modify the date only when it is a future date.	
Invoicing Group Assignment Type	Indicates that the account is a member account.	Not applicable
Effective End Date	Used to modify the date till when you want the charges for the member account to appear on the bill of the master account.	No
	<b>Note:</b> You can modify the date only when it is not a past date.	
Primary Account Identifier	Displays the primary account identifier type of the member account along with its value.	Not applicable

**Note:** If a bill is already generated for the master account, you cannot modify the effective start and end dates.

This zone contains the following two buttons:

Button Name	Button Description
Save	Used to save the changes made in this zone.
Remove Member	Used to remove the member from the master account.

By default, the **Edit Member Account Assignment** zone does not appear in the **Invoicing Group Maintenance – Add/Edit** screen. It appears only when you click the **Broadcast**  icon corresponding to the member account in the **Member Accounts** zone.

#### Related Topics

For more information on...	See...
How to edit the member account assignment details	<a href="#">Editing the Member Account Assignment Details</a> on page 102
How to remove a member from the master account	<a href="#">Removing a Member from the Master Account</a> on page 103

## Search Accounts to Add

The **Search Accounts to Add** zone lists accounts defined within the division and person hierarchy to which the master account belongs. The list also includes those accounts that are already added to the master account. You can filter the accounts using various search criteria. This zone contains the following two sections:


- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Account ID	Used to specify the account ID.	No

Field Name	Field Description	Mandatory (Yes or No)
Account Identifier Type	Used to specify the account identifier type.	Yes (Conditional) <b>Note:</b> If you enter the account identifier as a search criteria, you have to select the account identifier type.
Account Identifier	Used to specify the value of the account identifier type.	Yes (Conditional) <b>Note:</b> If you specify the account identifier type as a search criteria, you have to enter the account identifier.
Person Name	Used to specify the person whose accounts you want to search.	No
Billing Cycle	Used to specify the billing cycle of the account.	No
Customer Class	Used to specify the customer class of the account.	No

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Account ID	Displays the account ID.
Customer Name	Displays the name of the main customer.
Account Identifier Type	Displays the account identifier type.
Account Identifier	Displays the value of the account identifier type.
Account Currency	Displays the invoice currency of the account.
Division	Displays the division to which the account belongs.
Customer Class	Displays the customer class of the account.
Billing Cycle	Displays the billing cycle during which the account is billed.

On clicking the **Broadcast**  icon corresponding to the account, the **Add Member** zone appears with the details of the respective account.

### Related Topics

For more information on...	See...
How to add a member to the master account	<a href="#">Adding a Member to the Master Account</a> on page 101

## Add Member

The **Add Member** zone allows you to add a member to the master account. This zone contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Person Name	Displays the name of the main customer.	Not applicable



Field Name	Field Description	Mandatory (Yes or No)
Primary Account Identifier	Displays the primary account identifier type of the account along with its value.	Not applicable
Account Currency	Displays the invoice currency of the account.	Not applicable
Customer Class	Displays the customer class of the account.	Not applicable
Effective Start Date	Used to specify the date from when you want the charges for the member account to appear on the bill of the master account.  <b>Note:</b> The effective start date should be earlier than or equal to the member account's contract end date.	Yes
Billing Cycle	Displays the billing cycle during which the account is billed.	Not applicable

This zone contains the following button:

Button Name	Button Description
Save	Used to add a member to the master account.

By default, the **Add Member** zone does not appear in the **Invoicing Group Maintenance – Add/Edit** screen. It appears only when you click the **Broadcast**  icon corresponding to the account in the **Search Accounts to Add** zone.

### **Related Topics**

For more information on...	See...
How to add a member to the master account	<a href="#">Adding a Member to the Master Account</a> on page 101

## **Adding a Member to the Master Account**

### **Prerequisites**


To add a member to the master account, you should have:

- Accounts within the same banking division and person hierarchy where the value of the **Invoice Group Account** characteristic type is set to **N**
- Accounts with active contracts

**Note:** You cannot add an account as a member to a master account if that account is already a member of another master during that overlapping period.

### **Procedure**

To add a member to the master account:

1. Access the **Invoicing Group Maintenance – Add/Edit** screen.
2. In the **Search Accounts to Add** zone, click the **Broadcast**  icon corresponding to the account that you want to add to the master account.  
The **Add Member** zone appears.
3. Enter the date from when you want the charges for the member account to appear on the bill of the master account in the **Effective Start Date** field.

**Note:** The effective start date should be earlier than or equal to the member account's contract end date.

4. Click **Save**.

The account is added to the master account. The contracts at the member level are duplicated at the master level.

**Note:** Once a contract is duplicated at the master level, you need to activate the contract at the master level. Otherwise, the charges will be billed to the member account instead of the master account.

**Related Topics**



For more information on...	See...
How to access the <b>Invoicing Group Maintenance – Add/Edit</b> screen	<a href="#">Viewing the Master Account Details</a> on page 96
<b>Search Accounts to Add</b> zone	<a href="#">Search Accounts to Add</a> on page 99
<b>Add Member</b> zone	<a href="#">Add Member</a> on page 100

## Editing the Member Account Assignment Details

**Procedure**

You can edit the member account assignment details from both the **Invoicing Group Maintenance – Add/Edit** and **Invoicing Group Information** screens. To edit the member account assignment details:

1. Do either of the following:

If you want to	Then
Edit the member account assignment details from the <b>Invoicing Group Maintenance – Add/Edit</b> screen	<ol style="list-style-type: none"> <li>1. Access the <b>Invoicing Group Maintenance – Add/Edit</b> screen.</li> <li>2. In the <b>Member Accounts</b> zone, click the <b>Broadcast</b>  icon corresponding to the member account whose assignment details you want to edit.</li> </ol>
Edit the member account assignment details from the <b>Invoicing Group Information</b> screen	<ol style="list-style-type: none"> <li>1. Access the <b>Invoicing Group Information</b> screen.</li> <li>2. In the <b>Selected Member Account</b> zone, click the <b>Broadcast</b>  icon corresponding to the member account whose assignment details you want to edit.</li> </ol>

The **Edit Member Account Assignment** zone appears.

2. Modify the effective start and end dates, if required.

**Note:**

The effective start date should be earlier than or equal to the member account's contract end date. And, the effective end date cannot be earlier than the effective start date.

If a bill is already generated for the master account, you cannot modify the effective start and end dates.

**3. Click Save.**

The changes are saved.



**Related Topics**

For more information on...	See...
How to access the <b>Invoicing Group Maintenance – Add/Edit</b> screen	<a href="#">Viewing the Master Account Details</a> on page 96
How to access the <b>Invoicing Group Information</b> screen	<a href="#">Viewing the Member Account Details</a> on page 97
<b>Edit Member Account Assignment</b> zone	<a href="#">Edit Member Account Assignment</a> on page 98

**Removing a Member from the Master Account****Procedure**

You can remove a member from the master account through both the **Invoicing Group Maintenance – Add/Edit** and **Invoicing Group Information** screens. To remove a member from the master account:

**1. Do either of the following:**

If you want to	Then
Remove a member from the master account through the <b>Invoicing Group Maintenance – Add/Edit</b> screen	<ol style="list-style-type: none"> <li>1. Access the <b>Invoicing Group Maintenance – Add/Edit</b> screen.</li> <li>2. In the <b>Member Accounts</b> zone, click the <b>Broadcast</b>  icon corresponding to the member account that you want to remove from the master account.</li> </ol>
Remove a member from the master account through the <b>Invoicing Group Information</b> screen	<ol style="list-style-type: none"> <li>1. Access the <b>Invoicing Group Information</b> screen.</li> <li>2. In the <b>Selected Member Account</b> zone, click the <b>Broadcast</b>  icon corresponding to the member account that you want to remove from the master account.</li> </ol>

The **Edit Member Account Assignment** zone appears.

**2. Click Remove Member.**

The member is removed from the master account.

**Related Topics**

For more information on...	See...
How to access the <b>Invoicing Group Maintenance – Add/Edit</b> screen	<a href="#">Viewing the Master Account Details</a> on page 96
How to access the <b>Invoicing Group Information</b> screen	<a href="#">Viewing the Member Account Details</a> on page 97
<b>Edit Member Account Assignment</b> zone	<a href="#">Edit Member Account Assignment</a> on page 98

## Invoicing Group Information

The **Invoicing Group Information** screen allows you to view the details of the member account. It also allows you to edit and remove the member account from the master account. This screen consists of the following zones:

- [Invoicing Group Information](#) on page 104
- [Selected Member Account](#) on page 104
- [Edit Member Account Assignment](#) on page 105

## Invoicing Group Information

The **Invoicing Group Information** zone displays the master account details of the member account. This zone contains the following fields:

Field Name	Field Description
Invoicing Group Assignment Type	Indicates that this zone displays information about the member's master account.
Person Name	Displays the name of the main customer.
Primary Account Identifier	Displays the primary account identifier type of the master account along with its value.
Customer Class	Displays the customer class of the master account.
Account Currency	Displays the invoice currency of the master account.
Billing Cycle	Displays the billing cycle during which the master account is billed.
Division	Displays the division to which the master account belongs.


**Note:** All fields in the **Invoicing Group Information** zone are read-only.

## Selected Member Account

The **Selected Member Account** zone displays the details of the member account. This zone contains the following columns:

Column Name	Column Description
Account Identifier Type	Displays the primary account identifier type of the member account.
Account Identifier	Displays the value of the primary account identifier type.

Column Name	Column Description
Account Currency	Displays the invoice currency of the member account.
	<b>Note:</b> During billing, the charges for the member account are calculated in this currency and then converted to the master account's currency.
Effective Start Date	Displays the date from when the charges for the member account appears on the bill of the master account.
Effective End Date	Displays the date till when the charges for the member account appears on the bill of the master account.
Person Name	Displays the name of the main customer.
Customer Class	Displays the customer class of the member account.
Billing Cycle	Displays the billing cycle during which the member account is billed.
	<b>Note:</b> If the member account is removed from the master account, it will be billed during this billing cycle.

On clicking the **Broadcast**  icon corresponding to the member account, the **Edit Member Account Assignment** zone appears with the details of the respective member account.

## Edit Member Account Assignment

The **Edit Member Account Assignment** zone allows you to edit the assignment details of the member account. This zone contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Effective Start Date	Used to modify the date from when you want the charges for the member account to appear on the bill of the master account.	Yes
	<b>Note:</b> You can modify the date only when it is a future date. The effective start date should be earlier than or equal to the member account's contract end date.	
Invoicing Group Assignment Type	Indicates that the account is a member account.	Not applicable
Effective End Date	Used to modify the date till when you want the charges for the member account to appear on the bill of the master account.	No
	<b>Note:</b> You can modify the date only when it is not a past date. The effective end date cannot be earlier than the effective start date.	

Field Name	Field Description	Mandatory (Yes or No)
Primary Account Identifier	Displays the primary account identifier type of the member account along with its value.	Not applicable

**Note:** If a bill is already generated for the master account, you cannot modify the effective start and end dates.

This zone contains the following two buttons:

Button Name	Button Description
Save	Used to save the changes made in this zone.
Remove Member	Used to remove the member from the master account.

By default, the **Edit Member Account Assignment** zone does not appear in the **Invoicing Group Information** screen. It appears only when you click the **Broadcast**  icon corresponding to the member account in the **Selected Member Account** zone.

### Related Topics



For more information on...	See...
How to edit the member account assignment details	<a href="#">Editing the Member Account Assignment Details</a> on page 102
How to remove a member from the master account	<a href="#">Removing a Member from the Master Account</a> on page 103

## Editing the Member Account Assignment Details

### Procedure

You can edit the member account assignment details from both the **Invoicing Group Maintenance – Add/Edit** and **Invoicing Group Information** screens. To edit the member account assignment details:

1. Do either of the following:

If you want to	Then
Edit the member account assignment details from the <b>Invoicing Group Maintenance – Add/Edit</b> screen	<ol style="list-style-type: none"> <li>1. Access the <b>Invoicing Group Maintenance – Add/Edit</b> screen.</li> <li>2. In the <b>Member Accounts</b> zone, click the <b>Broadcast</b>  icon corresponding to the member account whose assignment details you want to edit.</li> </ol>
Edit the member account assignment details from the <b>Invoicing Group Information</b> screen	<ol style="list-style-type: none"> <li>1. Access the <b>Invoicing Group Information</b> screen.</li> <li>2. In the <b>Selected Member Account</b> zone, click the <b>Broadcast</b>  icon corresponding to the member account whose assignment details you want to edit.</li> </ol>

The **Edit Member Account Assignment** zone appears.

2. Modify the effective start and end dates, if required.

**Note:**

The effective start date should be earlier than or equal to the member account's contract end date. And, the effective end date cannot be earlier than the effective start date.

If a bill is already generated for the master account, you cannot modify the effective start and end dates.

3. Click **Save**.

The changes are saved.

### **Related Topics**



<b>For more information on...</b>	<b>See...</b>
How to access the <b>Invoicing Group Maintenance – Add/Edit</b> screen	<a href="#">Viewing the Master Account Details</a> on page 96
How to access the <b>Invoicing Group Information</b> screen	<a href="#">Viewing the Member Account Details</a> on page 97
<b>Edit Member Account Assignment</b> zone	<a href="#">Edit Member Account Assignment</a> on page 98

## **Removing a Member from the Master Account**

### **Procedure**

You can remove a member from the master account through both the **Invoicing Group Maintenance – Add/Edit** and **Invoicing Group Information** screens. To remove a member from the master account:

1. Do either of the following:

<b>If you want to</b>	<b>Then</b>
Remove a member from the master account through the <b>Invoicing Group Maintenance – Add/Edit</b> screen	<ol style="list-style-type: none"> <li>1. Access the <b>Invoicing Group Maintenance – Add/Edit</b> screen.</li> <li>2. In the <b>Member Accounts</b> zone, click the <b>Broadcast</b>  icon corresponding to the member account that you want to remove from the master account.</li> </ol>
Remove a member from the master account through the <b>Invoicing Group Information</b> screen	<ol style="list-style-type: none"> <li>1. Access the <b>Invoicing Group Information</b> screen.</li> <li>2. In the <b>Selected Member Account</b> zone, click the <b>Broadcast</b>  icon corresponding to the member account that you want to remove from the master account.</li> </ol>

The **Edit Member Account Assignment** zone appears.

**2. Click Remove Member.**

The member is removed from the master account.

**Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to access the <b>Invoicing Group Maintenance – Add/Edit</b> screen	<a href="#">Viewing the Master Account Details</a> on page 96
How to access the <b>Invoicing Group Information</b> screen	<a href="#">Viewing the Member Account Details</a> on page 97
<b>Edit Member Account Assignment</b> zone	<a href="#">Edit Member Account Assignment</a> on page 98



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# Chapter

# 3

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## Pricing Management

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### Topics:

- [Types of Pricing](#)
- [Multi Parameter Based Pricing](#)
- [Price Assignment Search Mechanism](#)
- [Person Relationship Type Sequence](#)
- [Pricing Eligibility](#)
- [Persisting Interest Rate for Rate Type Price Items](#)
- [Persisting Fee for Fee Type Price Items](#)
- [Repricing](#)
- [Two-Dimensional Pricing](#)
- [Types of Price Item Bundle](#)
- [Parameter](#)
- [Price Item](#)
- [Price List](#)
- [Pricing \(Account\)](#)
- [Pricing \(Person\)](#)
- [Price Item Pricing \(Used for Viewing\)](#)
- [Pricing Simulation](#)
- [Eligible Price List](#)
- [Rate Definition](#)
- [Tiering Criterion](#)
- [Variance Parameter](#)
- [Person to Person Relationship Type Sequence](#)

Oracle Revenue Management and Billing allows you to define prices for price item and services offered to the customers. These prices are either standard prices defined in the price lists or override prices that are specific to a customer or an account. The system allows you to define prices at various levels in a customer hierarchy (for example, at the account level, main customer level, or at the parent customer level). You can also define prices in the account's price list, main customer's price list, parent customer's price list, price list's parent price list. As prices can be defined at multiple places, the order in which the system searches for effective price item pricing will affect the price charged to the customer. The search order is configurable, and can vary with each division. You need to define the search order in the price assignment search algorithm (which is also known as crawling algorithm) and then attach the algorithm to the division. You can change the search order at any time.

You need to define the price assignment search algorithm using the C1\_PRASN algorithm type. The price assignment search algorithm is used while:

- Listing effective price item pricing for an account or a customer
- Fetching effective price item pricing while creating recurring and non-recurring bill segments
- Fetching effective post processing pricing while creating post processing bill segments
- Fetching effective price item pricing in the **Price Item Pricing Verification (C1-TXNVP)** batch

For more information about the price assignment search algorithm, see [Price Assignment Search Mechanism](#) on page 115.

Since a global customer is not associated to any division, the system cannot determine the price assignment search order for a global customer. Hence, the default search order is defined for global customers through the **C1\_PRASNORDR** feature configuration. You can change this default search order, if required.

The prices that are specific to a customer or an account are referred to as customer agreed or account agreed prices, respectively. You can override these agreed prices. Customer agreed or account agreed prices are effective for a particular duration and do not expire until you manually specify the end date. However, if you set the **Expire Override Switch** option type of the **C1\_EXP\_OVRD** feature configuration to **Y**, the system will automatically expire an agreed pricing when the agreed pricing of a customer or an account without end date is overridden. If you do not want an agreed pricing to automatically expire when it is overridden, you must set the **Expire Override Switch** option type of the **C1\_EXP\_OVRD** feature configuration to **N**.

The system allows you to define the following types of pricing:

- Flat Pricing
- Tiered Pricing

For more information about the types of pricing, see [Types of Pricing](#) on page 111.

The price for a price item or service may differ depending upon various transaction, customer or account attributes. Oracle Revenue Management and Billing provides a facility to define pricing for a price item based on multiple parameters. This multi parameter based pricing feature enables the price analyst to define price item and its parameters which influence pricing. You can then define pricing for the price item based on these parameters. Bundles are offered to customers to provide discounted rates. You can also define pricing for bundles based on multiple parameters. To enable the multi parameter based pricing feature, you must set the **Multi Price Parameter** option type of the **Multi Parameter Based Pricing (C1\_PPARM\_FLG)** feature configuration to **True**. For more information about the multi parameter based pricing feature, see [Multi Parameter Based Pricing](#) on page 111.

## Types of Pricing

The system allows you to define the following types of pricing:

- **Flat Pricing** — Used when you want to charge a fixed price per unit to the customer.
- **Tiered Pricing** — Used when standard flat pricing is not sufficient to meet the business needs. Through tiered pricing, you can offer more favorable pricing to the customers based on service quantity utilization. For example, CG Limited uses wire transfer services provided by a large bank. If CG Limited initiates up to 1,000 wire transfers, the fee charged by the bank will be \$5 per transfer. If CG Limited initiates more than 1,000 wire transfers, the fee will be \$3 per transfer. To introduce this flexibility in the pricing model, the following tiered pricing is defined:

Quantity Range	Rate (\$) per transfer
0 – 1000	5
1000+	3

You can define two types of tiered pricing:

- **Step Tiered Pricing** — The rate of the first tiering range is used to calculate the charge for the maximum quantity in the range, and for incremental service quantity utilization, the rate of the progressive tiering range is used. This happens till the utilized quantity is exhausted. For example, when you define the following step tiered pricing for Price Item A and the user consumes 60,000 units of the same, the system will charge the first 45,000 units at \$2 per unit and the remaining 15,000 units at \$1 per unit:

Quantity Range	Rate (\$) per unit
0 – 45000	2
45000+	1

- **Threshold Tiered Pricing** — The rate of the tiering range within which the service quantity utilization falls is used to calculate the charge for the entire volume. For example, when you define the following threshold tiered pricing for Price Item A and the user consumes 75,000 units of the same, the system will charge 75,000 units at \$1 per unit as the service quantity utilization falls within 45000+ tiering range:

Quantity Range	Rate (\$) per unit
0 – 45000	2
45000+	1

## Multi Parameter Based Pricing

Oracle Revenue Management and Billing provides a facility to define pricing for a price item based on multiple parameters. You can also define pricing for bundles based on multiple parameters. You can enable or disable the multi parameter based pricing feature by setting the **Multi Parameter Based Pricing (C1\_PPARM\_FLG)** feature configuration. For more information, see [Setting the C1\\_PPARM\\_FLG Feature Configuration](#) on page 2043.

If the multi parameter based pricing feature is disabled, you can define pricing for a price item based on the variance parameter. If the multi parameter based pricing feature is enabled, you can define pricing for a price item based on multiple parameters. For example:

Price Item A	Country	Currency
Pricing 1	US	USD

Price Item A	Country	Currency
Pricing 2	Germany	USD

Pricing 1 and Pricing 2 are defined for Price Item A based on two parameters — Country and Currency. Before you define pricing based on country and currency, you need to define these parameters in the system. Once you define these parameters, you need to associate them to the price item (i.e. Price item A).

Then, when you define Pricing 1 for Price item A, you need to set the following price item parameters:

- Country — US
- Currency — USD

Similarly, you need to define Pricing 2 with Country set to Germany and Currency set to USD.

The following table lists the tiering ranges defined in Pricing 1 where price item parameters are set to US, USD:

Tier Sequence	Rate	Tiering Criteria	Price Item	Price Parameters	Item	From	To
10	2	Number of Transactions	Price Item A	US, USD		0	5000
20	1	Number of Transactions	Price Item A	US, USD		5000	

The following table lists the tiering ranges defined in Pricing 2 where price item parameters are set to Germany, USD:

Tier Sequence	Rate	Tiering Criteria	Price Item	Price Parameters	Item	From	To
10	4	Number of Transactions	Price Item A	Germany, USD		0	1000
20	3	Number of Transactions	Price Item A	Germany, USD		1000	

Now, when the user performs 1500 transactions (in USD) of Price Item A in Germany, 12000 transactions (in USD) of Price Item A in US, the system creates two billable charges. In one billable charge (with Price Item A, US and USD combination), the system uses \$1 as the rate for calculating charges, and in another billable charge (with Price Item A, Germany and USD combination), the system uses \$3 as the rate for calculating charges.

Note that in this case the parameters based on which you have defined pricing and tiering ranges are same. You can use different parameters while defining pricing and tiering ranges, if required. You can also use another price item or bundle and its parameters while defining tiering ranges. For example:

The following table lists the tiering ranges of Pricing 1 defined for Price Item A where price item parameters are set to US, USD:

Tier Sequence	Rate	Tiering Criteria	Price Item	Price Parameters	Item	From	To
10	2	Number of Transactions	Price Item B	Germany, USD		0	100
20	1	Number of Transactions	Price Item B	Germany, USD		100	200
30	0.5	Number of Transactions	Price Item B	Germany, USD		200	

Now, when the user performs 1500 transactions (in USD) of Price Item A in US, 200 transactions (in USD) of Price Item B in Germany, the system creates one billable charge. The system adds the transactions with the following combinations and then determines the range of Price Item A within which the total units (i.e. 200) fall:

- Price Item B, Germany, USD

In this case, the total units fall in the 100 – 200 range of Price Item A, and therefore the system uses \$1 as the rate for calculating charges (i.e.  $1500 * 1 = 1500$ ).

Some parameters might be mandatory and some might be optional while defining price item pricing. You can define price item pricing based on these parameters at various levels, such as:

- Account Agreed
- Account Price List
- Account Inherited Price List
- Customer Agreed
- Customer Price List
- Customer Inherited Price List
- Parent Customer Agreed
- Parent Customer Price List
- Parent Customer Inherited Price List
- Default Price List
- Global Price List

As prices can be defined at multiple levels, the system first searches for exact match at all levels (using the search order). If the system finds the exact match at multiple levels, the price assignment at the higher precedence level is considered. Let us understand this with the help of an example.

Pricing 1 is defined for Price Item A with the following parameters at the Account Agreed level:

Parameter	Mandatory (Yes or No)	Priority	Value
Type	Yes	—	BT
Country	No	1	US
Currency	No	2	USD

Pricing 2 is defined for Price Item A with the following parameters at the Parent Customer Agreed level:

Parameter	Mandatory (Yes or No)	Priority	Value
Type	Yes	—	BT
Country	No	1	US
Currency	No	2	USD

Pricing 3 is defined for Price Item A with the following parameters at the Account Price List level:

Parameter	Mandatory (Yes or No)	Priority	Value
Type	Yes	—	BT
Country	No	1	US
Currency	No	2	—

Now, when the user performs transactions (with the type set to BT in US) of Price Item A in USD, the system searches for price with exact match (Type — BT, Country — US, and Currency — USD). The exact match is available at two levels — Account Agreed and Parent Customer Agreed. The system considers the price at the Account Agreed level because this level has higher precedence.

Depending on the search order defined for the division (to which the account belongs), the level with higher precedence changes. Accordingly, the price assignment at the higher precedence level is considered for calculating the charges.

If the system does not find the exact match at any level, it searches for the best fit match at all levels. Let us understand how the best fit match is determined with the help of an example.

Pricing 1 is defined for Price Item A with the following parameters:

Parameter	Mandatory (Yes or No)	Priority	Value
Type	Yes	—	BT
Country	No	1	US
Currency	No	2	-

Pricing 2 is defined for Price Item A with the following parameters:

Parameter	Mandatory (Yes or No)	Priority	Value
Type	Yes	—	BT
Country	No	1	-
Currency	No	2	USD

Pricing 3 is defined for Price Item A with the following parameters:

Parameter	Mandatory (Yes or No)	Priority	Value
Type	Yes	—	BT
Country	No	1	-
Currency	No	2	-

Pricing 4 is defined for Price Item A with the following parameters:

Parameter	Mandatory (Yes or No)	Priority	Value
Type	Yes	—	BT
Country	No	1	US
Currency	No	2	GBP

The system has Pricing 1, Pricing 2, Pricing 3, and Pricing 4 defined for Price Item A. Now, when the user performs transactions (with the type set to BT in US) of Price Item A in USD, the system does not find price with exact match (Type — BT, Country — US, and Currency — USD). Therefore, it searches for the best fit match.

While searching for the best fit match, the system rules out the optional parameter with lowest priority (i.e. Currency) and checks whether the price (with Type — BT and Country — US) is available. If the price is available, the system considers the price as the best fit match. Therefore, in this case, Pricing 1 is considered as the best fit match.

Suppose, if the price (with Type — BT and Country — US) is not available, then the system rules out the optional parameter with next lowest priority (i.e. Country) and checks whether the price (with Type — BT and Currency — USD) is available. If the price is available, the system considers the price as the best fit match. In this case, Pricing 2 would be considered as the best fit match. If the system finds the best fit match with same weight at multiple levels, the price assignment at the higher precedence level is considered.

## Price Assignment Search Mechanism

The price assignment search algorithm searches effective price item pricing based on the following parameters:

- **Search Order** — Used to indicate the order in which the system must search effective price item pricing at various levels in the customer hierarchy. This is a mandatory parameter. The valid values are:

If you select the following value...	Then the effective price item pricing is searched at the following levels in the specified order...
AGREED_PRICELIST	<ol style="list-style-type: none"> <li>1. <b>Account Agreed</b> — Means price item pricing is agreed for the account in the hierarchy.</li> <li>2. <b>Account Price List</b> — Means price item pricing is defined within the price list which is assigned to the account.</li> <li>3. <b>Account Inherited Price List</b> — Means price item pricing is inherited from the hierarchy defined for the price list which is assigned to the account.</li> <li>4. <b>Customer Agreed</b> — Means price item pricing is agreed for the customer in the hierarchy.</li> <li>5. <b>Customer Price List</b> — Means price item pricing is defined within the price list which is assigned to the customer.</li> <li>6. <b>Customer Inherited Price List</b> — Means price item pricing is inherited from the hierarchy defined for the price list which is assigned to the customer.</li> <li>7. <b>Parent Customer Agreed</b> — Means price item pricing is agreed for the parent customer in the hierarchy.</li> <li>8. <b>Parent Customer Price List</b> — Means price item pricing is defined within the price list which is assigned to the parent customer.</li> <li>9. <b>Parent Customer Inherited Price List</b> — Means price item pricing is inherited from the hierarchy defined for the price list which is assigned to the parent customer.</li> </ol>

If you select the following value...	Then the effective price item pricing is searched at the following levels in the specified order...
AGREED_FIRST	<ol style="list-style-type: none"> <li>1. <b>Account Agreed</b> — Means price item pricing is agreed for the account in the hierarchy.</li> <li>2. <b>Customer Agreed</b> — Means price item pricing is agreed for the customer in the hierarchy.</li> <li>3. <b>Parent Customer Agreed</b> — Means price item pricing is agreed for the parent customer in the hierarchy.</li> <li>4. <b>Account Price List</b> — Means price item pricing is defined within the price list which is assigned to the account.</li> <li>5. <b>Account Inherited Price List</b> — Means price item pricing is inherited from the hierarchy defined for the price list which is assigned to the account.</li> <li>6. <b>Customer Price List</b> — Means price item pricing is defined within the price list which is assigned to the customer.</li> <li>7. <b>Customer Inherited Price List</b> — Means price item pricing is inherited from the hierarchy defined for the price list which is assigned to the customer.</li> <li>8. <b>Parent Customer Price List</b> — Means price item pricing is defined within the price list which is assigned to the parent customer.</li> <li>9. <b>Parent Customer Inherited Price List</b> — Means price item pricing is inherited from the hierarchy defined for the price list which is assigned to the parent customer.</li> </ol>

**Note:** In these price assignment search orders, the account agreed level has highest precedence and parent customer inherited price list level has lowest precedence.

- **Default Price List ID** — Used to indicate the default price list. If the effective price item pricing is not available at any level in the customer hierarchy, the system checks whether the default price list is specified in the price assignment search algorithm. If the default price list is specified in the algorithm, the system checks whether effective price item pricing is available in the default price list.
- **Global Price List** — Used to indicate whether the system should consider the price item pricing defined in the global price list. If the effective price item pricing is not available in the default price list or if the default price list is not specified in the price assignment search algorithm, the system checks whether it should consider the price item pricing defined in the global price list. The valid values are:

- Y
- N

Finally, if the effective price item pricing is not available in either default and/or global price list, an error message occurs indicating that the effective price item pricing is not available in the system.

- **Prefer Price Item Over Bundle** — Used to indicate whether to prefer price item, regular bundle, or parent bundle pricing when the price item, regular bundle (to which the price item belongs), and parent (regular) bundle (i.e. to which the regular bundle belongs) are assigned at the same level. The valid values are:

- Y
- N



If the value of the **Prefer Price Item Over Bundle** parameter is set to **Y**, the system first searches whether effective pricing is available for the price item. If the effective pricing is not available for the price item, then the system searches whether effective pricing is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system searches whether effective pricing is available for the parent bundle at the same level. However, if the value of the **Prefer Price Item Over Bundle** parameter is set to **N**, the system first searches whether effective pricing is available for the parent bundle. If the effective pricing is not available for the parent bundle, then the system searches whether effective pricing is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system searches whether effective pricing is available for the price item at the same level.

- **Person Relationship Type Sequence Algorithm** — Used to attach an algorithm which is defined using the C1-CUSRLALGT algorithm type. The attached algorithm is used while searching effective price item pricing at the parent customer level. It indicates whether the system should search person to person relationship type sequence defined:
  - For the division, price item, and price item parameters combination
  - For the division
  - In the C1\_PER\_REL feature configuration

### Related Topics

For more information on...	See...
Person to Person Relationship Type Sequence	<a href="#">Person Relationship Type Sequence</a> on page 117

## Person Relationship Type Sequence

When the price assignment search algorithm searches effective price item pricing at the parent customer level, the system determines the parent customer's person to person relationship type whose price item pricing should be considered. The person to person relationship type sequence indicates the order in which relationship type should be considered while searching for effective price item pricing at the parent customer level. For example, if a customer has two parents – Parent 1 with the relationship type set to “Subsidiary” and Parent 2 with the relationship type set to “Franchise Owner”, and the following person to person relationship type sequence is defined in the system:

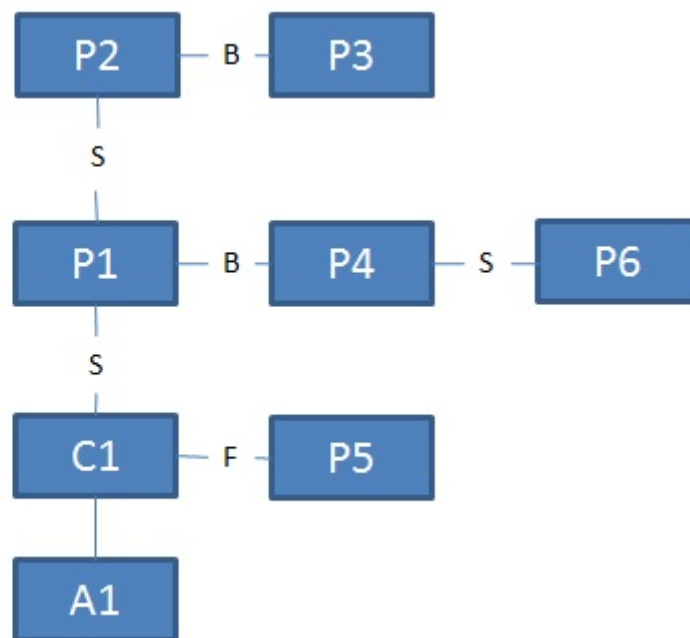
When the price assignment search algorithm searches effective price item pricing at the parent customer level, the system determines the parent customer's person to person relationship type whose price item pricing should be considered. The person to person relationship type sequence indicates the order in which relationship type should be considered while searching for effective price item pricing at the parent customer level. For example, if a customer has two parents – Parent 1 with the relationship type set to “Subsidiary” and Parent 2 with the relationship type set to “Franchise Owner”, and the following person to person relationship type sequence is defined in the system:

Sequence Number	Relationship Type
10	Subsidiary
20	Franchise Owner

In the above example, the system will inherit effective price item pricing (if available) from Parent 1 or within its hierarchy. If the effective price item pricing is not available in the Parent 1 hierarchy, the system will inherit effective price item pricing (if available) from Parent 2 or within its hierarchy. If the effective price item pricing is not available in the Parent 2 hierarchy, an error message occurs indicating that the effective price item pricing is not available.

While searching effective pricing at the parent customer level based on the person to person relationship type sequence, the system will use the depth first search mechanism. Let us understand this with the help of an example.

Person To Person Relationship Type Sequence	
Sequence Number	Relationship Type
10	Subsidiary (S)
20	Branch (B)
30	Franchise Owner (F)



In the above example, if the effective pricing is not available at the account or customer level, the system will search effective pricing at the parent customer level in the following order:

- P1 (because the first relationship type in the sequence is Subsidiary)
- P2 (grandparent of P1 irrespective of the relationship type)
- P3 (because the second relationship type in the sequence is Branch)
- P4 (because the second relationship type in the sequence is Branch)
- P6 (grandparent of P4 irrespective of the relationship type)
- P5 (because the third relationship type in the sequence is Franchise Owner)

The system provides you the flexibility to define person to person relationship type sequence:

- For each division, price item, and price item parameters combination
- For each division
- In the C1\_PER\_REL feature configuration

The system will first check whether the person to person relationship type sequence is defined for the division, price item, and price item parameters combination. If the person to person relationship type sequence is defined for the division, price item, and price item parameters combination, the system will search effective price item pricing at the parent customer level based on the sequence defined for the combination. However, if the person to person relationship type sequence is not defined for the division, price item, and price item parameters combination, the system will check whether the person to person relationship type sequence is defined for the division. If the person to person relationship type sequence is defined for the division, the system will search effective price item pricing at the parent customer level based on the sequence defined for the division. However, if the person to person relationship type sequence is not defined for the division, the system will consider the person to person relationship type sequence defined in the C1\_PER\_REL feature configuration and accordingly search the effective price item pricing at the parent customer level.

To enable the system to search person to person relationship type sequence at different levels, you need to create an algorithm of the C1-CUSRLALGT algorithm type and attach it to the **Person Relationship Type Sequence Algorithm** parameter in the price assignment search algorithm. The C1-CUSRLALGT algorithm type has the following parameters:

- **Check on Division, Price Item and Price Item Parameters Combination** - Used to indicate whether you want the system to search person to person relationship type sequence defined for the division, price item, and price item parameters combination. This is a mandatory parameter. The valid values are:

- Y
- N

By default, the value is set to **N**.

- **Check on Division** - Used to indicate whether you want the system to search person to person relationship type sequence defined for the division. This is a mandatory parameter. The valid values are:

- Y
- N

By default, the value is set to **N**.

- **Check on Feature Configuration** – Used to indicate whether you want the system to consider the person to person relationship type sequence defined in the **C1\_PER\_REL** feature configuration. This is a mandatory parameter. The valid values are:

- **A** – Used when you want to consider all person to person relationship types defined in the feature configuration (in the specified sequence).
- **F** – Used when you want to only consider the person to person relationship type defined with the lowest sequence in the feature configuration.
- **N** – Used when you do not want to consider the person to person relationship type sequence defined in the C1\_PER\_REL feature configuration.

By default, the value is set to **F**.

### Related Topics

For more information on...	See...
<b>Person to Person Relationship Type Sequence</b> screen	<a href="#">Person to Person Relationship Type Sequence</a> on page 431
How to set the C1_PER_REL feature configuration	<a href="#">Setting the C1_PER_REL Feature Configuration</a> on page 2042

## Pricing Eligibility

Oracle Revenue Management and Billing enables you to define pricing eligibility criteria using the account, person, and product attributes while defining a price item pricing. For example, a bank offers a product named 12 Month Standard Certificate of Deposit (CD). The interest rate charged to a person for this product differs based on two parameters – Deposit Amount and Person Type (Preferred and Non-Preferred). The following table lists the interest rates offered for the 12 Month Standard Certificate of Deposit (CD) product:

Deposit Amount	Non-Preferred	Preferred
Less than \$5,000	0.13%	0.20%
Greater than \$5,000	0.15%	0.22%

Earlier, you were able to define different interest rates based on different parameters using the rate eligibility feature at the rate component level. Considering the above example, you had to define four rate components. The respective rate component would appear while defining price item pricing based on the following:

- The value defined for the **Deposit Amount** characteristic on the account

- The value defined for the **Customer Type** characteristic on the main customer

However, now, you can implement the above scenario using a single rate component instead of maintaining four different rate components. Now, while defining price item pricing, you need to define four different price components for a rate component. For each price component, you need to define the pricing eligibility criteria in the following manner:

Price Component	Rate	Pricing Criteria	Eligibility	If True	If False
P1	0.13%	Deposit Amount > 5000		Check Next Condition	Return False
P1	0.13%	Person Type = Non-Preferred		Return True	Return False
P2	0.15%	Deposit Amount < 5000		Check Next Condition	Return False
P2	0.15%	Person Type = Non-Preferred		Return True	Return False
P3	0.20%	Deposit Amount > 5000		Check Next Condition	Return False
P3	0.20%	Person Type = Preferred		Return True	Return False
P4	0.22%	Deposit Amount < 5000		Check Next Condition	Return False
P4	0.22%	Person Type = Preferred		Return True	Return False

You can define pricing eligibility criteria only when the appropriate parameters are created in the system. These parameters must be mapped to either of the following:

- Account attributes, characteristics, usage amounts, or usage counters
- Person attributes, characteristics, usage amounts, or usage counters
- Product attributes or characteristics
- Service Quantity Identifier
- Custom algorithm which returns the appropriate value

In the above example, you can define the pricing eligibility criteria only when the following parameters are defined in the system:

Parameter	Source Entity	Source Type	Source Type Code	Value Type
Deposit Amount	Account	Usage Amount	Deposit Amount	Adhoc
Customer Type	Person	Characteristic	Person Type	Predefined

You can define pricing eligibility criteria for rate components whose tiering type is set to **Flat**, **Threshold**, or **Step**. Each criterion in the pricing eligibility criteria is executed in the specified sequence. If the value of the pricing eligibility criteria is **True**, the rate of the respective price component is passed to the rate component for further calculations.

## Persisting Interest Rate for Rate Type Price Items

While defining a price item, you can indicate whether the price item is available for pricing and billing or only for pricing. If the price item is available only for pricing, you can indicate the type of the price item. The valid values for the price item type are:

- Rate (i.e. Interest Rate)
- Fees

If the type of a price item is **Rate**, the system calculates and persist the rate for the price item. The rate is persisted only for the price item pricing which is either assigned or inherited by an account. If the account or person attributes are changed, the system allows you to recalculate and persist the interest rate for rate type price items. This process is known as **Repricing**.

#### Related Topics

For more information on...	See...
Repricing	<a href="#">Repricing</a> on page 121

## Persisting Fee for Fee Type Price Items

While defining a price item, you can indicate whether the price item is available for pricing and billing or only for pricing. If the price item is available only for pricing, you can indicate the type of the price item. The valid values for the price item type are:

- Rate
- Fees

The input elements Pricing Frequency, Advance Pricing should be populated if **Price Item** is available for **Pricing Only**, **Price Item Type** is **Fees** and **Price Assignment Type** is **Post-Processing**.

If the type of a price item is **Fee**, the system calculates and persist the fee for the price item.

**Note:** The **Process Fees Request and Persist Fees for an Account (C1-ACFEE)** batch is used to calculate and persist the fees for the account. It must be executed when a user wants to store fees.

#### Related Topics

For more information on...	See...
Repricing	<a href="#">Repricing</a> on page 121

## Repricing

If the account or person attributes are changed, the system allows you to recalculate and persist the interest rate for rate type price items. This process is known as **Repricing**. The **Repricing** process is triggered in the following scenarios when:

- You edit the attributes and characteristics of an account.
- You add or delete the usage amount and counter details of an account.
- You edit the attributes and characteristics of a person.
- You add or delete the usage amount and counter details of a person.
- You define or edit the price item pricing of an active price list which is assigned to an account or a person.
- You define, edit, override, or copy the price item pricing of an account or a person.
- You assign a price list to an account or a person, or edit the price list assignment details of an account or a person.

The system behaves in the following manner in the above scenarios:

Scenario	System Behaviour
On editing the attributes and characteristics of an account	<p>The system checks whether the account is eligible for repricing. If the account is eligible for repricing, the system checks whether a parameter for the account attribute or characteristic whichever is changed is already defined in the system. If the required parameters are available in the system, the system creates a repricing request for the account and effective date combination in the <b>CI_REPRC_REQ_DTL</b> table. On executing the <b>Process Repricing Request and Persist Pricing for an Account (C1-REPC2)</b> batch, you can recalculate and persist the rate for the account in the <b>CI_PRCE_CALC</b> table.</p> <p><b>Note:</b> On editing the account attributes, the effective date is set to the date when you edit the account attributes. However, on editing the account's characteristic, the effective date is set to the date from when the characteristic is effective for the account.</p>
On adding or deleting the usage amount and counter details of an account	<p>The system checks whether the account is eligible for repricing. If the account is eligible for repricing, the system checks whether a parameter for the usage amount or counter whichever is changed is already defined in the system. If the required parameters are available in the system, the system creates a repricing request for the account and effective date combination in the <b>CI_REPRC_REQ_DTL</b> table. On executing the <b>Process Repricing Request and Persist Pricing for an Account (C1-REPC2)</b> batch, you can recalculate and persist the rate for the account in the <b>CI_PRCE_CALC</b> table.</p> <p><b>Note:</b> The effective date is set to the date from when the usage amount or counter is effective for the account.</p>
On editing the attributes and characteristics of a person	<p>The system identifies all accounts which belong to the person and its child persons, and then checks whether the identified accounts are eligible for repricing. If one or more accounts are eligible for repricing, the system checks whether a parameter for the person attribute or characteristic whichever is changed is already defined in the system. If the required parameters are available in the system, the system creates a repricing request for the account and effective date combination in the <b>CI_REPRC_REQ_DTL</b> table. On executing the <b>Process Repricing Request and Persist Pricing for an Account (C1-REPC2)</b> batch, you can recalculate and persist the rate for the account in the <b>CI_PRCE_CALC</b> table.</p> <p><b>Note:</b></p> <p>Only accounts where the person and child person are the main customers are considered for repricing.</p> <p>On editing the person attributes, the effective date is set to the date when you edit the person attributes. However, on editing the person's characteristic, the effective date is set to the date from when the characteristic is effective for the person.</p>

Scenario	System Behaviour
On adding or deleting the usage amount and counter details of a person	<p>The system identifies all accounts which belong to the person and its child persons, and then checks whether the identified accounts are eligible for repricing. If one or more accounts are eligible for repricing, the system checks whether a parameter for the usage amount or counter whichever is changed is already defined in the system. If the required parameters are available in the system, the system creates a repricing request for the account and effective date combination in the <b>CI_REPRC_REQ_DTL</b> table. On executing the <b>Process Repricing Request and Persist Pricing for an Account (C1-REPC2)</b> batch, you can recalculate and persist the rate for the account in the <b>CI_PRCE_CALC</b> table.</p> <p><b>Note:</b></p> <p>Only accounts where the person and child person are the main customers are considered for repricing.</p> <p>The effective date is set to the date from when the usage amount or counter is effective for the person.</p>
On assigning a price list to an account or editing the price list assignment details of an account	<p>The system creates a repricing request for the account, price item, and effective date combination in the <b>CI_REPRC_REQ_DTL</b> table. If the price assignment end date and/or price list assignment end date is available, the system creates two repricing requests – one request where the effective date is set to the start date and another request where the effective date is set to the end date. The effective date is set to the price assignment start date or price list assignment start date depending on the following conditions:</p> <ul style="list-style-type: none"> <li>• If the Price Assignment Start Date is later than the Price List Assignment Start Date, then the effective date is set to Price Assignment Start Date.</li> <li>• If the Price Assignment Start Date is earlier than or equal to the Price List Assignment Start Date, then the effective date is set to Price List Assignment Start Date.</li> </ul> <p>However, the effective date is set to the price assignment end date or price list assignment end date depending on the following conditions:</p> <ul style="list-style-type: none"> <li>• If the Price Assignment End Date is earlier than the Price List Assignment End Date, then the effective date is set to Price Assignment End Date + 1 Day.</li> <li>• If the Price Assignment End Date is later than or equal to the Price List Assignment End Date, then the effective date is set to Price List Assignment End Date + 1 Day.</li> </ul> <p>On executing the <b>Process Repricing Request and Persist Pricing for an Account (C1-REPC2)</b> batch, you can recalculate and persist the rate for the account in the <b>CI_PRCE_CALC</b> table.</p> <p><b>Note:</b> The system creates the repricing request for the account irrespective of whether the account is eligible for repricing or not.</p>

Scenario	System Behaviour
<p>On assigning a price list to a person or editing the price list assignment details of a person</p>	<p>The system identifies all accounts which belong to the person and its child persons, and then creates a repricing request for the account, price item, and effective date combination in the <b>CI_REPRC_REQ_DTL</b> table. If the price assignment end date and/or price list assignment end date is available, the system creates two repricing requests – one request where the effective date is set to the start date and another request where the effective date is set to the end date. The effective date is set to the price assignment start date or price list assignment start date depending on the following conditions:</p> <ul style="list-style-type: none"> <li>• If the Price Assignment Start Date is later than the Price List Assignment Start Date, then the effective date is set to Price Assignment Start Date.</li> <li>• If the Price Assignment Start Date is earlier than or equal to the Price List Assignment Start Date, then the effective date is set to Price List Assignment Start Date.</li> </ul> <p>However, the effective date is set to the price assignment end date or price list assignment end date depending on the following conditions:</p> <ul style="list-style-type: none"> <li>• If the Price Assignment End Date is earlier than the Price List Assignment End Date, then the effective date is set to Price Assignment End Date + 1 Day.</li> <li>• If the Price Assignment End Date is later than or equal to the Price List Assignment End Date, then the effective date is set to Price List Assignment End Date + 1 Day.</li> </ul> <p><b>Note:</b> If the Price List Assignment Start Date and Price List Assignment End Date are earlier than the current date, repricing requests for the accounts are not created in the <b>CI_REPRC_REQ_DTL</b> table.</p> <p>On executing the <b>Process Repricing Request and Persist Pricing for an Account (C1-REPC2)</b> batch, you can recalculate and persist the rate for the account in the <b>CI_PRCE_CALC</b> table.</p> <p><b>Note:</b></p> <p>Only accounts where the person and child person are the main customers are considered for repricing.</p> <p>The system creates the repricing request for the account irrespective of whether the account is eligible for repricing or not.</p>
<p>On defining, editing, overriding, or copying the price item pricing of an account</p>	<p>The system creates a repricing request for the account, price item, and effective date combination in the <b>CI_REPRC_REQ_DTL</b> table. If the price assignment end date is specified, the system creates two repricing requests – one request where the effective date is set to the price assignment start date and another request where the effective date is set to the price assignment end date + 1 Day. On executing the <b>Process Repricing Request and Persist Pricing for an Account (C1-REPC2)</b> batch, you can recalculate and persist the rate for the account in the <b>CI_PRCE_CALC</b> table.</p> <p><b>Note:</b> The system creates the repricing request for the account irrespective of whether the account is eligible for repricing or not.</p>



Scenario	System Behaviour
On defining, editing, overriding, or copying the price item pricing of a person	<p>The system identifies all accounts which belong to the person and its child persons, and then creates a repricing request for the account, price item, and effective date combination in the <b>CI_REPRC_REQ_DTL</b> table. If the price assignment end date is specified, the system creates two repricing requests – one request where the effective date is set to the price assignment start date and another request where the effective date is set to the price assignment end date + 1 Day. On executing the <b>Process Repricing Request and Persist Pricing for an Account (C1-REPC2)</b> batch, you can recalculate and persist the rate for the account in the <b>CI_PRCE_CALC</b> table.</p> <p><b>Note:</b></p> <p>Only accounts where the person and child person are the main customers are considered for repricing.</p> <p>The system creates the repricing request for the account irrespective of whether the account is eligible for repricing or not.</p>
On defining or editing the price item pricing of an active price list which is assigned to an account or a person	<p>The system creates an entry for the price item pricing in the <b>CI_REPRC_ENTITY_DTL</b> table. On executing the <b>Identify Accounts for Repricing (C1-REPC1)</b> batch, the system identifies the following in the specified order:</p> <ol style="list-style-type: none"> <li>1. Price list on which the price item pricing is assigned</li> <li>2. Account or Person on which the price list is assigned</li> <li>3. All accounts which belong to the person and its child persons when the price list is assigned to a person</li> </ol> <p>Once the accounts are identified, the system checks whether the identified accounts are eligible for repricing. If one or more accounts are eligible for repricing, a repricing request is created for the account, price item, and effective date combination in the <b>CI_REPRC_REQ_DTL</b> table. If the price assignment end date is specified, the system creates two repricing requests – one request where the effective date is set to the price assignment start date and another request where the effective date is set to the price assignment end date + 1 Day. On executing the <b>Process Repricing Request and Persist Pricing for an Account (C1-REPC2)</b> batch, you can recalculate and persist the rate for the account in the <b>CI_PRCE_CALC</b> table.</p> <p><b>Note:</b> Only accounts where the person and child person are the main customers are considered for repricing.</p>

For more information about the **Identify Accounts for Repricing (C1-REPC1)** and **Process Repricing Request and Persist Pricing for an Account (C1-REPC2)** batches, refer to *Oracle Revenue Management and Billing Batch Guide*.

To enable the repricing feature, you need to do the following:

- Define an algorithm using the **C1-REPRCACCT** algorithm type and attach it to the **Audit** algorithm spot of the **C1-AccountBO** business object
- Define an algorithm using the **C1-REPRCACBC** algorithm type and attach it to the **Audit** algorithm spot of the **C1-ACCBALCNT** business object

- Define an algorithm using the **C1-REPRCPERS** algorithm type and attach it to the **Audit** algorithm spot of the **C1\_PERSON\_BO** business object
- Define an algorithm using the **C1-REPRCPPEBC** algorithm type and attach it to the **Audit** algorithm spot of the **C1-PERBALCNT** business object
- Define an algorithm using the **C1\_PLASGNAUD** algorithm type and attach it to the **Audit** algorithm spot of the **C1\_PLASGNADD** and **C1\_PLASGNEDIT** business objects
- Define an algorithm using the **C1-PRCASGNAD** algorithm type and attach it to the **Audit** algorithm spot of the **C1\_PRICEASGN\_BO** business object
- Define an algorithm using the **C1-REPRCPPLPA** algorithm type and attach it to the **Audit** algorithm spot of the **C1\_PRICEASGN\_BO** business object
- Define the required parameters for the account and person attributes, characteristics, usage amount and usage counter

## Two-Dimensional Pricing

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Oracle Revenue Management and Billing enables you to define two-dimensional pricing for a price item. In the two-dimensional pricing, you can offer rates based on utilization of two service quantity identifiers (SQIs). For example, the rate for a price item can vary for each customer depending on the number of ATM transactions and current monthly balance as shown below: Current Monthly Balance Number of ATM Transactions 0-25 25-50 50-75 75-100 0-10000 2 1.9 1.8 1.7 10000-50000 1.6 1.5 1.4 1.3 50000-100000 1.2 1.1 1.0 0.9 100000-500000 0.8 0.7 0.6 0.5 The system allows you to define two-dimensional pricing in a grid which has X-axis and Y-axis. Both, the X-axis and Y-axis should contain service quantity identifiers (SQIs). The two-dimensional pricing is composed of threshold and step tiered pricing. The X-axis is a threshold tier and Y-axis is a step tier. On creating two-dimensional pricing, one price component is created for each X-axis and Y-axis combination. The step tier is stored as the tiering range whereas the threshold tier is stored as the eligibility criteria in the price component. Note that the tiering ranges and eligibility criteria are automatically created in the price component. You cannot manually add a tiering range and eligibility criteria in the price component. You can define two-dimensional pricing only when the tiering type of the rate components in the rate schedule is set to STEP. A new field named Pricing Rule Type is added in the Price Item Pricing screen. If you select the Two-Dimensional option from the Pricing Rule Type list, you can define two-dimensional pricing for the price item. However, if you do not select the Two-Dimensional option from the Pricing Rule Type list, you can define traditional flat, step, or tiered pricing for the price item. Besides selecting the Two-Dimensional option from the Pricing Rule Type list, you also need to select the Pricing Eligibility option while defining the two-dimensional pricing for the price item.

## Types of Price Item Bundle

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The system allows you to define the following types of price item bundle:

- [Regular Bundle](#) on page 126
- [Phantom Bundle](#) on page 130
- [Ratio Bundle](#) on page 128

### Regular Bundle

In case of a regular bundle, pricing is defined at the bundle level. The system determines the rate by identifying the tiering range within which the total service quantities used for all price items in the bundle fall. Note that the rate is determined from the tiering range of the price component whose pricing eligibility criteria is met. Let us understand this with the help of an example.

Bundle X, which is a regular bundle, contains the following three price items:

- Price Item A

- Price Item B
- Price Item C

The following tiered pricing is defined for Bundle X:

Quantity Range	Rate (\$) per unit
1 – 3000	3
3001 – 4000	2
4001 – 8000	1

**Note:** In the above example, the assumption is that there only one rate component, one price component within the rate component, and pricing eligibility criteria is not defined for the price component.

Now, when the user consumes 1500 units of Price Item A, 1000 units of Price Item B, and 2000 units of Price Item C, the system adds the quantities of services used for all price items in Bundle X (i.e. 1500+1000+2000=4500), and then determines the range within which the total units (i.e. 4500) fall. In this case, the total units fall in the 4001 – 8000 range, and therefore the system uses \$1 as the rate for calculating charges.

If the multi parameter based pricing feature is enabled, you can define pricing for regular bundles based on multiple parameters. For example:

Bundle X	Country	Currency
Pricing 1	US	USD
Pricing 2	Germany	USD

Pricing 1 and Pricing 2 are defined for Bundle X based on two parameters — Country and Currency. Before you define pricing based on country and currency, you need to define these parameters in the system. Once you define these parameters, you need to associate them to the regular bundle (i.e. Bundle X) and then add price items (i.e. Price Item A, Price Item B, and Price Item C) to the bundle. Note that you can add a price item to a regular bundle only when the regular bundle and price item have same parameters associated with them for the specified date range. Therefore, before adding Price Item A, Price Item B, and Price Item C to Bundle X, you should ensure that Country and Currency are also associated with these price items.

Then, when you define Pricing 1 for Bundle X, you need to set the following price item parameters:

- Country — US
- Currency — USD

Similarly, you need to define Pricing 2 with Country set to Germany and Currency set to USD.

The following table lists the tiering ranges defined in Pricing 1 where price item parameters are set to US, USD:

Tier Sequence	Rate	Tiering Criteria	Price Item	Price Parameters	Item	From	To
10	2	Number of Transactions	Bundle X	US, USD		0	500
20	1	Number of Transactions	Bundle X	US, USD		500	

The following table lists the tiering ranges defined in Pricing 2 where price item parameters are set to Germany, USD:

Tier Sequence	Rate	Tiering Criteria	Price Item	Price Parameters	Item	From	To
10	4	Number of Transactions	Bundle X	Germany, USD		0	1000
20	3	Number of Transactions	Bundle X	Germany, USD		1000	

Now, when the user performs 500 transactions (in USD) of Bundle X in Germany, 1200 transactions (in USD) of Bundle X in US, the system creates two billable charges. In one billable charge (with Bundle X, US and USD combination), the system uses \$1 as the rate for calculating charges, and in another billable charge (with Bundle X, Germany and USD combination), the system uses \$4 as the rate for calculating charges.

## Ratio Bundle

In case of a ratio bundle, pricing is not defined at the bundle level. Instead, pricing is defined separately for each price item in the bundle.

A ratio expresses the magnitude of quantities relative to each other. It has two factors — Numerator and Denominator. For ratio bundle, the ratio of price item quantities is used to determine the rate for volume based pricing. To determine within which range of ratio limit does the price item utilization falls, the ratio of price item quantities is used. Once the range limits are determined, the rate specified for that range is applied to the quantity of the price item used. Let us understand this with the help of an example.

Bundle X, which is a ratio bundle, contains the following price items:

- **Price Item A** — It has been added to the bundle using the price item relationship type as Numerator. It has the following tiered pricing defined in the system:

Quantity Range	Rate (\$) per unit
0 – 0.6	4
0.6 – 0.9	3
0.9+	2

- **Price Item B** — It has been added to the bundle using the price item relationship type as Numerator. It has the following tiered pricing defined in the system:

Quantity Range	Rate (\$) per unit
0 – 0.6	5
0.6 – 0.9	4
0.9+	3

- **Price Item C** — It has been added to the bundle using the price item relationship type as Denominator. It has the following tiered pricing defined in the system:

Quantity Range	Rate (\$) per unit
0 – 0.6	3
0.6 – 0.9	2
0.9+	1

Now, when the user consumes 500 units of Price Item A, 2500 units of Price Item B, and 4000 units of Price Item C, the system calculates the ratio of price item quantities (i.e.  $(500+2500)/4000=0.75$ ). Once the ratio is calculated, the system determines the range of each price item within which the ratio (i.e. 0.75) falls. In this case, the ratio falls in the 0.6 – 0.9 range of Price Item A, B, and C. Therefore, the system uses \$3, \$4, and \$2, respectively, as the rate for calculating charges (i.e.  $(500*3)=1500$ ,  $(2500*4)=10000$ , and  $(4000*2)=8000$ ).

If the multi parameter based pricing feature is enabled, you can determine the price item utilization in a ratio bundle based on multiple parameters. For example:

Bundle X	Country	Currency
Price Item A	US	USD

<b>Bundle X</b>	<b>Country</b>	<b>Currency</b>
Price Item B	Germany	USD
Price Item C	England	USD

Price Item A, Price Item B, and Price Item C are added in Bundle X. Price Item A, Price Item B, and Price Item C utilization in Bundle X is determined based on two parameters — Country and Currency. Before you add price item to a ratio bundle, you need to define these parameters in the system. Once you define these parameters, you need to associate them to the price items (i.e. Price Item A, Price Item B, and Price Item C) and then add these price items to the bundle (i.e. Bundle X).

While adding Price Item A to Bundle X, you need to set the following price item parameters:

- Country — US
- Currency — USD

Similarly, you need to add Price Item B to Bundle X with Country set to Germany and Currency set to USD, and Price Item C with Country set to England and Currency set to USD.

The following table lists the tiered pricing defined for Price Item A:

<b>Tier Sequence</b>	<b>Rate</b>	<b>Tiering Criteria</b>	<b>Price Item</b>	<b>Price Parameters</b>	<b>Item</b>	<b>From</b>	<b>To</b>
10	5	Number of Transactions	Bundle X			0	1.75
20	4	Number of Transactions	Bundle X			1.75	2.50
30	3	Number of Transactions	Bundle X			2.50	

The following table lists the tiered pricing defined for Price Item B:

<b>Tier Sequence</b>	<b>Rate</b>	<b>Tiering Criteria</b>	<b>Price Item</b>	<b>Price Parameters</b>	<b>Item</b>	<b>From</b>	<b>To</b>
10	5	Number of Transactions	Bundle X			0	3.5
20	4	Number of Transactions	Bundle X			3.5	

The following table lists the tiered pricing defined for Price Item C:

<b>Tier Sequence</b>	<b>Rate</b>	<b>Tiering Criteria</b>	<b>Price Item</b>	<b>Price Parameters</b>	<b>Item</b>	<b>From</b>	<b>To</b>
10	2	Number of Transactions	Bundle X			0	2.0
20	1	Number of Transactions	Bundle X			2.0	

Now, when the user performs 5000 transactions (in USD) of Price Item A in US, 6000 transactions (in USD) of Price Item B in Germany, and 5000 transactions (in USD) of Price Item C in England, the system creates three billable charges — one for each price item (i.e. Price Item A, Price Item B, and Price Item C). The system calculates the ratio of transactions with the following combinations and then determines the range of each price item within which the ratio (i.e. 2.2) falls:

- Price Item A, US, USD
- Price Item B, Germany, USD
- Price Item C, England, USD

In this case, the ratio falls in the 1.75 – 2.50 range of Price Item A, the 0 – 3.5 range of Price Item B, and in the 2.0 — Infinite range of Price Item C. Therefore, the system uses \$4, \$5, and \$1 as the rate for calculating charges (i.e.  $(5000*4)=20000$  ,  $(6000*5)=30000$  , and  $(5000*1)=5000$ ).

You can also add a price item more than once in a ratio bundle with different set of parameters. For example:

Bundle X	Relationship Type	Country	Currency
Price Item A	Numerator	US	USD
Price Item A	Numerator	England	USD
Price Item B	Numerator	Germany	USD
Price Item C	Denominator	England	USD
Price Item C	Denominator	US	USD

In this case, the system calculates the ratio of transactions with the following combinations and then determines the range of each price item (i.e. Price Item A, Price Item B, and Price Item C) within which the ratio falls:

- Price Item A, US, USD
- Price Item A, England, USD
- Price Item B, Germany, USD
- Price Item C, England, USD
- Price Item C, US, USD

## Phantom Bundle

In case of a phantom bundle, pricing is not defined at the bundle level. Instead, pricing is defined separately for each price item in the bundle. The system determines the price by identifying the tiering range of each price item within which the total quantities of services used for all price items in the bundle fall. Let us understand this with the help of an example.

Bundle A, which is a phantom bundle, contains the following two price items:

- **Price Item X** — The following tiered pricing is defined for Price Item X:

Quantity Range	Rate (\$) per unit
1 – 3000	3
3001 – 6000	2

- **Price Item Y** — The following tiered pricing is defined for Price Item Y:

Quantity Range	Rate (\$) per unit
1 – 5000	2
5001 – 10000	1

Now, when the user consumes 2500 units of Price Item X and 3500 units of Price Item Y, the system adds the quantities of services used for all price items in Bundle A (i.e.  $2500+3500=6000$ ), and then determines the range of each price item within which the total units (i.e. 6000) fall. In this case, the total units fall in the 3001 – 6000 range of Price Item X and the 5001 – 10000 range of Price Item Y, and therefore the system uses \$2 and \$1, respectively, as the rate for calculating charges (i.e.  $(2500*2)=5000$  and  $(3500*1)=3500$ ). This helps the customer to take advantage of the lowest rate.

If the multi parameter based pricing feature is enabled, you can determine the price item utilization in a phantom bundle based on multiple parameters. For example:

Bundle A	Country	Currency
Price Item X	US	USD
Price Item Y	Germany	USD

Price Item X and Price Item Y are added in Bundle A. Price Item X and Price Item Y utilization in Bundle A is determined based on two parameters — Country and Currency. Before you add price item to a phantom bundle, you need to define these parameters in the system. Once you define these parameters, you need to associate them to the price items (i.e. Price Item X and Price Item Y) and then add these price items to the bundle (i.e. Bundle A).

While adding Price Item X to Bundle A, you need to set the following price item parameters:

- Country — US
- Currency — USD

Similarly, you need to add Product Y to Bundle A with Country set to Germany and Currency set to USD.

The following table lists the tiered pricing defined for Price Item X:

Tier Sequence	Rate	Tiering Criteria	Price Item	Price Parameters	Item	From	To
10	3	Number of Transactions	Bundle A			0	5000
20	2	Number of Transactions	Bundle A			5000	10000
30	1	Number of Transactions	Bundle A			10000	

The following table lists the tiered pricing defined for Price Item Y:

Tier Sequence	Rate	Tiering Criteria	Price Item	Price Parameters	Item	From	To
10	5	Number of Transactions	Bundle A			0	5000
20	4	Number of Transactions	Bundle A			5000	

Now, when the user performs 5000 transactions (in USD) of Price Item Y in Germany, 6000 transactions (in USD) of Price Item X in US, the system creates two billable charges — one for Price Item X and another for Price Item Y. The system adds the transactions with the following combinations and then determines the range of each price item within which the total units (i.e. 11000) fall:

- Price Item X, US, USD
- Price Item Y, Germany, USD

In this case, the total units fall in the 10000 – Infinite range of Price Item X and the 5000 – Infinite range of Price Item Y, and therefore the system uses \$1 and \$4, respectively, as the rate for calculating charges (i.e.  $(5000*4)=20000$  and  $(6000*1)=6000$ ).

You can also add a price item more than once in a phantom bundle with different set of parameters. For example:

Bundle A	Country	Currency
Price Item X	US	USD
Price Item X	Germany	USD
Price Item Y	Germany	USD
Price Item Y	US	USD

In this case, the system adds the transactions with the following combinations and then determines the range of each price item (i.e. Price Item X and Price Item Y) within which the total units fall:

- Price Item X, US, USD
- Price Item X, Germany, USD
- Price Item Y, Germany, USD

- Price Item Y, US, USD

## Parameter

The pricing for a price item may differ depending upon various transaction, person, account, or product attributes. Oracle Revenue Management and Billing provides a facility to define pricing for a price item based on multiple parameters. In addition, you can define the pricing, price list, and product eligibility criteria using one or more parameters.

Each parameter must be mapped to the following:

- **Source Entity** - Indicates the entity from where the parameter value is derived. A source entity can be account, person, product, transaction, service quantity identifier, or an algorithm.
- **Source Type** - Indicates the type of source from where the parameter value is derived. A source type can be field, characteristic, usage amount, or usage counter.
- **Source Type Code** - Indicates the source (such as, field, characteristic, usage amount, usage counter, SQI, or algorithm) from where the parameter value is derived.

The system allows you to define the following types of parameters:

- **Adhoc** - Used to store an adhoc value.
- **Predefined** - Used to store a predefined value. For example, you can create a parameter named **Country** where the value type is set to **Predefined** and the following predefined values are added in the parameter:

Parameter Value	Description
AUT	Austria
AUS	Australia
CAN	Canada
CHN	China

In such case, while defining the pricing for a price item using the **Country** parameter, you can use any one of the above mentioned parameter values.

- **Reference** - Used to store a value which is already present in a table. For example, you can create a parameter named **Country** where the value type is set to **Reference** and the reference entity is set to **CI\_COUNTRY\_L** (i.e. where the description of all countries is stored). In such case, while defining the pricing for a price item using the **Country** parameter, you can specify a country which is present in the **CI\_COUNTRY\_L** table in the parameter value.

## Parameter (Used for Searching)

The **Parameter** screen allows you to define, edit, delete and copy a parameter. It contains the following zone:

- [Search Parameter](#) on page 132

### Search Parameter

The **Search Parameter** zone allows you to search for a parameter using various search criteria. It contains the following two sections:

- **Search Criteria** - The **Search Criteria** section contains the following fields:





Field Name	Field Description	Mandatory (Yes or No)
Parameter	Used to search a particular parameter.	No



Field Name	Field Description	Mandatory (Yes or No)
Value Type	Used to search parameters in which you can store a particular type of value. The valid values are: <ul style="list-style-type: none"> <li>• Adhoc</li> <li>• Predefined</li> <li>• Reference</li> </ul>	No
Source Entity	Used to search parameters whose value is derived from a particular entity. The valid values are: <ul style="list-style-type: none"> <li>• Account</li> <li>• Algorithm</li> <li>• Person</li> <li>• Product</li> <li>• Service Quantity Identifier</li> <li>• Transaction</li> </ul>	No
Source Type	Used to search parameters whose value is derived from a particular type of source. The valid values are: <ul style="list-style-type: none"> <li>• Characteristic</li> <li>• Field</li> <li>• Usage Amount</li> <li>• Usage Counter</li> </ul>	No
Description	Used to search parameters with a particular description.	No

- **Search Results** - On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Parameter	Displays the parameter name.
Value Type	Indicates the type of value that you can store in the parameter. The valid values are: <ul style="list-style-type: none"> <li>• Adhoc</li> <li>• Predefined</li> <li>• Reference</li> </ul>
Description	Displays the description of the parameter.

Column Name	Column Description
Source Entity	Indicates the entity from where the parameter value is derived. The valid values are: <ul style="list-style-type: none"> <li>Account</li> <li>Algorithm</li> <li>Person</li> <li>Product</li> <li>Service Quantity Identifier</li> <li>Transaction</li> </ul>
Source Type	Indicates the type of source from where the parameter value is derived. The valid values are: <ul style="list-style-type: none"> <li>Characteristic</li> <li>Field</li> <li>Usage Amount</li> <li>Usage Counter</li> </ul>
View	On clicking the <b>View</b> (  ) icon, the <b>Parameter</b> screen appears where you can view the details of the parameter.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Parameter</b> screen appears where you can edit the details of the parameter.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the parameter. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Note:</b></p> <p>You can delete a parameter only when the following conditions are met:</p> <ul style="list-style-type: none"> <li>It is not yet associated to any price item or price item bundle.</li> <li>It is not yet used while defining the pricing, price list, or product eligibility criteria.</li> </ul> </div>
Copy	On clicking the <b>Copy</b> (  ) icon, the <b>Parameter</b> screen appears where you can define a new parameter using an existing parameter.

**Note:** Pagination is used to display limited number of records in the **Search Results** section. You can use the navigation links, such as **Previous** and **Next** to navigate between pages.

### Related Topics

For more information on...	See...
How to search for a parameter	<a href="#">Searching for a Parameter</a> on page 135
How to edit a parameter	<a href="#">Editing a Parameter</a> on page 141
How to delete a parameter	<a href="#">Deleting a Parameter</a> on page 147
How to copy a parameter	<a href="#">Copying a Parameter</a> on page 148
How to view the details of a parameter	<a href="#">Viewing the Parameter Details</a> on page 154

## Searching for a Parameter

### Procedure

To search for a parameter:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **P** and then click **Parameter**.  
The **Parameter** screen appears.
3. Enter the search criteria in the **Search Parameter** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of parameters that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>Parameter</b> screen	<a href="#">Parameter (Used for Searching)</a> on page 132
<b>Search Parameter</b> zone	<a href="#">Search Parameter</a> on page 132

## Defining a Parameter

### Prerequisites

To define a parameter, you should have:

- Validation algorithm defined using the **C1\_PPARM\_VAL** algorithm type (in case you want to validate an adhoc parameter value)
- An algorithm defined using the **C1-PPARM-ENT** algorithm type (in case you want to use the algorithm while validating the pricing eligibility criteria)

### Note:

A sample algorithm type named **C1\_PPARM\_VAL** is shipped with the product. At present, it allows you to specify any special characters except ampersand (&), comma (,), underscore (\_), equal to (=), tilde (~), and semi-colon(;) in the parameter value.

A sample algorithm type named **C1-PPARM-ENT** is shipped with the product. At present, it returns a boolean value true. You can build custom logic in this algorithm which returns a value. This value can then be compared against the parameter value specified in the pricing eligibility criteria.

### Procedure

To define a parameter:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.

- From the **Admin** menu, select **P** and then click **Parameter**.



The **Parameter** screen appears.

- Click the **Add** button in the **Page Title** area of the **Parameter** screen.

The **Parameter** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Parameter	Used to specify the parameter name.	Yes
	<b>Note:</b> You cannot specify any special character except underscore (_) in the parameter name.	
Source Entity	Used to indicate the entity from where the parameter value should be derived. The valid values are: <ul style="list-style-type: none"> <li>Account</li> <li>Algorithm</li> <li>Person</li> <li>Product</li> <li>Service Quantity Identifier</li> <li>Transaction</li> </ul>	Yes
Description	Used to specify the description for the parameter.	Yes
Source Type	Used to indicate the type of source from where the parameter value should be derived. The valid values are: <ul style="list-style-type: none"> <li>Characteristic</li> <li>Field</li> <li>Usage Amount</li> <li>Usage Counter</li> </ul>	Yes
	<b>Note:</b> This field appears only when the <b>Account</b> , <b>Person</b> , or <b>Product</b> option is selected from the <b>Source Entity</b> list.  The <b>Usage Amount</b> and <b>Usage Counter</b> options do not appear in the <b>Source Type</b> list when the <b>Product</b> option is selected from the <b>Source Entity</b> list.	
Value Type	Used to indicate the type of value that you want to store in the parameter. The valid values are: <ul style="list-style-type: none"> <li>Adhoc</li> <li>Predefined</li> <li>Reference</li> </ul>	Yes

Field Name	Field Description	Mandatory (Yes or No)																																	
Source Type Code	Used to indicate the source, such as field, characteristic, usage amount, usage counter, SQI, or algorithm, from where the parameter value should be derived.	Yes																																	
	<p><b>Note:</b></p> <p>This field does not appear when the <b>Transaction</b> option is selected from the <b>Source Entity</b> list.</p> <p>The following table indicates the values that are listed in the <b>Source Type Code</b> field depending on the source entity and source type combination:</p>																																		
	<table border="1"> <thead> <tr> <th data-bbox="540 611 688 688">Source Entity</th> <th data-bbox="688 611 850 688">Source Type</th> <th data-bbox="850 611 1109 688">Source Type Code</th> </tr> </thead> <tbody> <tr> <td data-bbox="540 688 688 867">Account</td> <td data-bbox="688 688 850 867">Characteristic</td> <td data-bbox="850 688 1109 867">Lists all characteristics where the characteristic entity is set to <b>Account</b>.</td> </tr> <tr> <td data-bbox="540 867 688 951">Account</td> <td data-bbox="688 867 850 951">Field</td> <td data-bbox="850 867 1109 951">Lists all fields of the <b>CI_ACCT</b> table.</td> </tr> <tr> <td data-bbox="540 951 688 1098">Account</td> <td data-bbox="688 951 850 1098">Usage Amount</td> <td data-bbox="850 951 1109 1098">Lists all values defined for the <b>BAL_FLG</b> lookup field.</td> </tr> <tr> <td data-bbox="540 1098 688 1245">Account</td> <td data-bbox="688 1098 850 1245">Usage Counter</td> <td data-bbox="850 1098 1109 1245">Lists all values defined for the <b>CNT_FLG</b> lookup field.</td> </tr> <tr> <td data-bbox="540 1245 688 1423">Person</td> <td data-bbox="688 1245 850 1423">Characteristic</td> <td data-bbox="850 1245 1109 1423">Lists all characteristics where the characteristic entity is set to <b>Person</b>.</td> </tr> <tr> <td data-bbox="540 1423 688 1507">Person</td> <td data-bbox="688 1423 850 1507">Field</td> <td data-bbox="850 1423 1109 1507">Lists all fields of the <b>CI_PER</b> table.</td> </tr> <tr> <td data-bbox="540 1507 688 1654">Person</td> <td data-bbox="688 1507 850 1654">Usage Amount</td> <td data-bbox="850 1507 1109 1654">Lists all values defined for the <b>BAL_FLG</b> lookup field.</td> </tr> <tr> <td data-bbox="540 1654 688 1801">Person</td> <td data-bbox="688 1654 850 1801">Usage Counter</td> <td data-bbox="850 1654 1109 1801">Lists all values defined for the <b>CNT_FLG</b> lookup field.</td> </tr> <tr> <td data-bbox="540 1801 688 1980">Product</td> <td data-bbox="688 1801 850 1980">Characteristic</td> <td data-bbox="850 1801 1109 1980">Lists all characteristics where the characteristic entity is set to <b>Product</b>.</td> </tr> <tr> <td data-bbox="540 1980 688 2085">Product</td> <td data-bbox="688 1980 850 2085">Field</td> <td data-bbox="850 1980 1109 2085">Lists all fields of the <b>C1_PRODUCT</b> table.</td> </tr> </tbody> </table>	Source Entity	Source Type	Source Type Code	Account	Characteristic	Lists all characteristics where the characteristic entity is set to <b>Account</b> .	Account	Field	Lists all fields of the <b>CI_ACCT</b> table.	Account	Usage Amount	Lists all values defined for the <b>BAL_FLG</b> lookup field.	Account	Usage Counter	Lists all values defined for the <b>CNT_FLG</b> lookup field.	Person	Characteristic	Lists all characteristics where the characteristic entity is set to <b>Person</b> .	Person	Field	Lists all fields of the <b>CI_PER</b> table.	Person	Usage Amount	Lists all values defined for the <b>BAL_FLG</b> lookup field.	Person	Usage Counter	Lists all values defined for the <b>CNT_FLG</b> lookup field.	Product	Characteristic	Lists all characteristics where the characteristic entity is set to <b>Product</b> .	Product	Field	Lists all fields of the <b>C1_PRODUCT</b> table.	
Source Entity	Source Type	Source Type Code																																	
Account	Characteristic	Lists all characteristics where the characteristic entity is set to <b>Account</b> .																																	
Account	Field	Lists all fields of the <b>CI_ACCT</b> table.																																	
Account	Usage Amount	Lists all values defined for the <b>BAL_FLG</b> lookup field.																																	
Account	Usage Counter	Lists all values defined for the <b>CNT_FLG</b> lookup field.																																	
Person	Characteristic	Lists all characteristics where the characteristic entity is set to <b>Person</b> .																																	
Person	Field	Lists all fields of the <b>CI_PER</b> table.																																	
Person	Usage Amount	Lists all values defined for the <b>BAL_FLG</b> lookup field.																																	
Person	Usage Counter	Lists all values defined for the <b>CNT_FLG</b> lookup field.																																	
Product	Characteristic	Lists all characteristics where the characteristic entity is set to <b>Product</b> .																																	
Product	Field	Lists all fields of the <b>C1_PRODUCT</b> table.																																	

Field Name	Field Description	Mandatory (Yes or No)						
	<table border="1"> <thead> <tr> <th>Source Entity</th> <th>Source Type</th> <th>Source Type Code</th> </tr> </thead> <tbody> <tr> <td>Algorithm</td> <td>—</td> <td>Lists all algorithms which are defined using the <b>C1-PPARM-ENT</b> algorithm type.</td> </tr> </tbody> </table>	Source Entity	Source Type	Source Type Code	Algorithm	—	Lists all algorithms which are defined using the <b>C1-PPARM-ENT</b> algorithm type.	
Source Entity	Source Type	Source Type Code						
Algorithm	—	Lists all algorithms which are defined using the <b>C1-PPARM-ENT</b> algorithm type.						
Validation Algorithm	<p>Used to indicate the algorithm using which you want to validate the adhoc parameter value.</p> <p><b>Note:</b> This field appears only when the <b>Adhoc</b> option is selected from the <b>Value Type</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Validation Algorithm</b> field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	No						
Reference Entity	<p>Used to indicate the table whose primary key (column) you want to set as the reference entity.</p> <p><b>Note:</b> This field appears only when the <b>Reference</b> option is selected from the <b>Value Type</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Reference Entity</b> field. On clicking the <b>Search</b> icon, the <b>Reference Table Search</b> window appears.</p> <p>You can only specify a language table, where the <b>DESCR</b> column is available, in the <b>Reference Entity</b> field.</p>	Yes						
Field Name	<p>Indicates the column which is the primary key of the table. The parameter value is then validated against the primary column of the table.</p> <p><b>Note:</b> This field appears only when the <b>Reference</b> option is selected from the <b>Value Type</b> list.</p>	Not applicable						

In addition, this screen contains the following two sections:



- **Parameter Values** - Used to define predefined values for the parameter. It contains the following fields in the grid:

Field Name	Field Description	Mandatory (Yes or No)
Parameter Value	Used to specify the parameter value.	Yes
	<b>Note:</b> You can specify any special characters except ampersand (&), comma (,), underscore (_), equal to (=), tilde (~), and semi-colon(;) in the predefined parameter value.	
Description	Used to specify the description for the parameter value.	Yes

**Note:**

The **Parameter Values** section appears only when the **Predefined** option is selected from the **Value Type** list.

At least one parameter value should be defined for a parameter where the value type is set to **Predefined**.

If you want to define more than one predefined value for the parameter, click the **Add** () icon and then specify the details. However, if you want to remove a predefined value of the parameter, click the **Delete** () icon corresponding to the parameter value.

- **Parameter Usage** - Used to indicate where the parameter can be used in the system. It contains the following options:

Option Name	Option Description	Mandatory (Yes or No)																
Price Item	<p>Used to indicate whether the parameter can be associated with a price item or price item bundle. If a parameter is associated with a price item or price item bundle, you can use the parameter while defining the price item pricing.</p> <p><b>Note:</b> The following table lists the source entity and source type combinations when the <b>Price Item</b> option is disabled in the <b>Parameter Usage</b> section:</p> <table border="1" data-bbox="581 590 1110 842"> <thead> <tr> <th>Source Entity</th> <th>Source Type</th> </tr> </thead> <tbody> <tr> <td>Account</td> <td>Usage Amount</td> </tr> <tr> <td>Account</td> <td>Usage Counter</td> </tr> <tr> <td>Person</td> <td>Usage Amount</td> </tr> <tr> <td>Person</td> <td>Usage Counter</td> </tr> </tbody> </table> <p>The following table lists the source entity and source type combinations when the <b>Price Item</b> option does not appear in the <b>Parameter Usage</b> section:</p> <table border="1" data-bbox="581 1010 1110 1192"> <thead> <tr> <th>Source Entity</th> <th>Source Type</th> </tr> </thead> <tbody> <tr> <td>Algorithm</td> <td>—</td> </tr> <tr> <td>Service Identifier</td> <td>Quantity</td> </tr> </tbody> </table>	Source Entity	Source Type	Account	Usage Amount	Account	Usage Counter	Person	Usage Amount	Person	Usage Counter	Source Entity	Source Type	Algorithm	—	Service Identifier	Quantity	<p>Yes (Conditional)</p> <p><b>Note:</b> You must select this option when you want to associate the parameter with a price item.</p>
Source Entity	Source Type																	
Account	Usage Amount																	
Account	Usage Counter																	
Person	Usage Amount																	
Person	Usage Counter																	
Source Entity	Source Type																	
Algorithm	—																	
Service Identifier	Quantity																	
Pricing Eligibility Criteria	<p>Used to indicate whether the parameter can be used while defining the pricing eligibility criteria.</p> <p><b>Note:</b> This option does not appear when the <b>Transaction</b> option is selected from the <b>Source Entity</b> list.</p>	<p>Yes (Conditional)</p> <p><b>Note:</b> You must select this option when you want to define a pricing eligibility criteria using the parameter.</p>																
Price List Eligibility Criteria	<p>Used to indicate whether the parameter can be used while defining the price list eligibility criteria.</p> <p><b>Note:</b> This option does not appear when the <b>Transaction</b> option is selected from the <b>Source Entity</b> list.</p>	<p>Yes (Conditional)</p> <p><b>Note:</b> You must select this option when you want to define a price list eligibility criteria using the parameter.</p>																



Option Name	Option Description	Mandatory (Yes or No)
Product Eligibility Criteria	Used to indicate whether the parameter can be used while defining the product eligibility criteria.	Yes (Conditional)
	<b>Note:</b> This option does not appear when the <b>Algorithm</b> , <b>Service Quantity Identifier</b> , or <b>Transaction</b> option is selected from the <b>Source Entity</b> list.	<b>Note:</b> You must select this option when you want to define a product eligibility criteria using the parameter.

**Note:** You must select at least one option in the **Parameter Usage** section.

- Enter the required details in the **Parameter** screen depending on whether you want to create an adhoc, predefined, or reference parameter.
- Click **Save**.

The parameter is defined.

**Note:** If a parameter is already defined using the source entity, source type, and source type code combination, the system will not allow you to define another parameter with the same combination.

### Related Topics

For more information on...	See...
<b>Parameter</b> screen	<a href="#">Parameter (Used for Searching)</a> on page 132

### Editing a Parameter

#### Prerequisites

To edit a parameter, you should have:

- Validation algorithm defined using the **C1\_PPARM\_VAL** algorithm type (in case you want to validate an adhoc parameter value)
- An algorithm defined using the **C1-PPARM-ENT** algorithm type (in case you want to use the algorithm while validating the pricing eligibility criteria)


#### Note:

A sample algorithm type named **C1\_PPARM\_VAL** is shipped with the product. At present, it allows you to specify any special characters except ampersand (&), comma (,), underscore (\_), equal to (=), tilde (~), and semi-colon(;) in the parameter value.

A sample algorithm type named **C1-PPARM-ENT** is shipped with the product. At present, it returns a boolean value true. You can build custom logic in this algorithm which returns a value. This value can then be compared against the parameter value specified in the pricing eligibility criteria.

### Procedure



To edit a parameter:

- Search for the parameter in the **Parameter** screen.
- In the **Search Results** section, click the **Edit**  icon in the **Edit** column corresponding to the parameter whose details you want to edit.

The **Parameter** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Parameter	Displays the parameter name.	Not applicable
Source Entity	Used to indicate the entity from where the parameter value should be derived. The valid values are: <ul style="list-style-type: none"> <li>Account</li> <li>Algorithm</li> <li>Person</li> <li>Product</li> <li>Service Quantity Identifier</li> <li>Transaction</li> </ul>	Yes
Description	Used to specify the description for the parameter.	Yes
Source Type	Used to indicate the type of source from where the parameter value should be derived. The valid values are: <ul style="list-style-type: none"> <li>Characteristic</li> <li>Field</li> <li>Usage Amount</li> <li>Usage Counter</li> </ul> <p><b>Note:</b> This field appears only when you select the <b>Account</b>, <b>Person</b>, or <b>Product</b> option from the <b>Source Entity</b> list. The <b>Usage Amount</b> and <b>Usage Counter</b> options do not appear in the <b>Source Type</b> list when the <b>Product</b> option is selected from the <b>Source Entity</b> list.</p>	Yes
Value Type	Indicates the type of value that you can store in the parameter. The valid values are: <ul style="list-style-type: none"> <li>Adhoc</li> <li>Predefined</li> <li>Reference</li> </ul>	Not applicable

Field Name	Field Description	Mandatory (Yes or No)																																	
Source Type Code	Used to indicate the source, such as, field, characteristic, usage amount, usage counter, SQI, or algorithm, from where the parameter value should be derived.	Yes																																	
	<p><b>Note:</b></p> <p>This field does not appear when the <b>Transaction</b> option is selected from the <b>Source Entity</b> list.</p> <p>The following table indicates the values that are listed in the <b>Source Type Code</b> field depending on the source entity and source type combination:</p>																																		
	<table border="1"> <thead> <tr> <th data-bbox="540 611 688 688">Source Entity</th> <th data-bbox="688 611 850 688">Source Type</th> <th data-bbox="850 611 1109 688">Source Type Code</th> </tr> </thead> <tbody> <tr> <td data-bbox="540 688 688 867">Account</td> <td data-bbox="688 688 850 867">Characteristic</td> <td data-bbox="850 688 1109 867">Lists all characteristics where the characteristic entity is set to <b>Account</b>.</td> </tr> <tr> <td data-bbox="540 867 688 951">Account</td> <td data-bbox="688 867 850 951">Field</td> <td data-bbox="850 867 1109 951">Lists all fields of the <b>CI_ACCT</b> table.</td> </tr> <tr> <td data-bbox="540 951 688 1098">Account</td> <td data-bbox="688 951 850 1098">Usage Amount</td> <td data-bbox="850 951 1109 1098">Lists all values defined for the <b>BAL_FLG</b> lookup field.</td> </tr> <tr> <td data-bbox="540 1098 688 1245">Account</td> <td data-bbox="688 1098 850 1245">Usage Counter</td> <td data-bbox="850 1098 1109 1245">Lists all values defined for the <b>CNT_FLG</b> lookup field.</td> </tr> <tr> <td data-bbox="540 1245 688 1413">Person</td> <td data-bbox="688 1245 850 1413">Characteristic</td> <td data-bbox="850 1245 1109 1413">Lists all characteristics where the characteristic entity is set to <b>Person</b>.</td> </tr> <tr> <td data-bbox="540 1413 688 1497">Person</td> <td data-bbox="688 1413 850 1497">Field</td> <td data-bbox="850 1413 1109 1497">Lists all fields of the <b>CI_PER</b> table.</td> </tr> <tr> <td data-bbox="540 1497 688 1644">Person</td> <td data-bbox="688 1497 850 1644">Usage Amount</td> <td data-bbox="850 1497 1109 1644">Lists all values defined for the <b>BAL_FLG</b> lookup field.</td> </tr> <tr> <td data-bbox="540 1644 688 1791">Person</td> <td data-bbox="688 1644 850 1791">Usage Counter</td> <td data-bbox="850 1644 1109 1791">Lists all values defined for the <b>CNT_FLG</b> lookup field.</td> </tr> <tr> <td data-bbox="540 1791 688 1969">Product</td> <td data-bbox="688 1791 850 1969">Characteristic</td> <td data-bbox="850 1791 1109 1969">Lists all characteristics where the characteristic entity is set to <b>Product</b>.</td> </tr> <tr> <td data-bbox="540 1969 688 2085">Product</td> <td data-bbox="688 1969 850 2085">Field</td> <td data-bbox="850 1969 1109 2085">Lists all fields of the <b>C1_PRODUCT</b> table.</td> </tr> </tbody> </table>	Source Entity	Source Type	Source Type Code	Account	Characteristic	Lists all characteristics where the characteristic entity is set to <b>Account</b> .	Account	Field	Lists all fields of the <b>CI_ACCT</b> table.	Account	Usage Amount	Lists all values defined for the <b>BAL_FLG</b> lookup field.	Account	Usage Counter	Lists all values defined for the <b>CNT_FLG</b> lookup field.	Person	Characteristic	Lists all characteristics where the characteristic entity is set to <b>Person</b> .	Person	Field	Lists all fields of the <b>CI_PER</b> table.	Person	Usage Amount	Lists all values defined for the <b>BAL_FLG</b> lookup field.	Person	Usage Counter	Lists all values defined for the <b>CNT_FLG</b> lookup field.	Product	Characteristic	Lists all characteristics where the characteristic entity is set to <b>Product</b> .	Product	Field	Lists all fields of the <b>C1_PRODUCT</b> table.	
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Field Name	Field Description	Mandatory (Yes or No)						
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Source Entity	Source Type	Source Type Code						
Algorithm	—	Lists all algorithms which are defined using the <b>C1-PPARM-ENT</b> algorithm type.						
Validation Algorithm	<p>Used to indicate the algorithm using which you want to validate the adhoc parameter value.</p> <p><b>Note:</b> This field appears only when the <b>Adhoc</b> option is selected from the <b>Value Type</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Validation Algorithm</b> field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	No						
Reference Entity	<p>Used to indicate the table whose primary key (column) you want to set as the reference entity.</p> <p><b>Note:</b> This field appears only when the <b>Reference</b> option is selected from the <b>Value Type</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Reference Entity</b> field. On clicking the <b>Search</b> icon, the <b>Reference Table Search</b> window appears.</p> <p>You can only specify a language table, where the <b>DESCR</b> column is available, in the <b>Reference Entity</b> field.</p>	Yes						
Field Name	<p>Indicates the column which is the primary key of the table. The parameter value is then validated against the primary column of the table.</p> <p><b>Note:</b> This field appears only when the <b>Reference</b> option is selected from the <b>Value Type</b> list.</p>	Not applicable						

In addition, this screen contains the following two sections:



- **Parameter Values** - Used to define predefined values for the parameter. It contains the following fields in the grid:

Field Name	Field Description	Mandatory (Yes or No)
Parameter Value	Used to specify the parameter value.	Yes
	<b>Note:</b> You can specify any special characters except ampersand (&), comma (,), underscore (_), equal to (=), tilde (~), and semi-colon(;) in the predefined parameter value.	
Description	Used to specify the description for the parameter value.	Yes

**Note:**

The **Parameter Values** section appears only when the **Predefined** option is selected from the **Value Type** list.

At least one parameter value should be defined for a parameter where the value type is set to **Predefined**.

If you want to define more than one predefined value for the parameter, click the **Add** () icon and then specify the details. However, if you want to remove a predefined value of the parameter, click the **Delete** () icon corresponding to the parameter value.

You cannot delete a predefined parameter value which is already used in the system.

- **Parameter Usage** - Used to indicate where the parameter can be used in the system. It contains the following options:

Option Name	Option Description	Mandatory (Yes or No)																
Price Item	<p>Used to indicate whether the parameter can be associated with a price item or price item bundle. If a parameter is associated with a price item or price item bundle, you can use the parameter while defining the price item pricing.</p> <p><b>Note:</b> The following table lists the source entity and source type combinations when the <b>Price Item</b> option is disabled in the <b>Parameter Usage</b> section:</p> <table border="1" data-bbox="581 590 1110 842"> <thead> <tr> <th>Source Entity</th> <th>Source Type</th> </tr> </thead> <tbody> <tr> <td>Account</td> <td>Usage Amount</td> </tr> <tr> <td>Account</td> <td>Usage Counter</td> </tr> <tr> <td>Person</td> <td>Usage Amount</td> </tr> <tr> <td>Person</td> <td>Usage Counter</td> </tr> </tbody> </table> <p>The following table lists the source entity and source type combinations when the <b>Price Item</b> option does not appear in the <b>Parameter Usage</b> section:</p> <table border="1" data-bbox="581 1010 1110 1192"> <thead> <tr> <th>Source Entity</th> <th>Source Type</th> </tr> </thead> <tbody> <tr> <td>Algorithm</td> <td>—</td> </tr> <tr> <td>Service Identifier</td> <td>Quantity</td> </tr> </tbody> </table>	Source Entity	Source Type	Account	Usage Amount	Account	Usage Counter	Person	Usage Amount	Person	Usage Counter	Source Entity	Source Type	Algorithm	—	Service Identifier	Quantity	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when you want to associate the parameter with a price item.</p>
Source Entity	Source Type																	
Account	Usage Amount																	
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Person	Usage Amount																	
Person	Usage Counter																	
Source Entity	Source Type																	
Algorithm	—																	
Service Identifier	Quantity																	
Pricing Eligibility Criteria	<p>Used to indicate whether the parameter can be used while defining the pricing eligibility criteria.</p> <p><b>Note:</b> This option does not appear when the <b>Transaction</b> option is selected from the <b>Source Entity</b> list.</p>	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when you want to define a pricing eligibility criteria using the parameter.</p>																
Price List Eligibility Criteria	<p>Used to indicate whether the parameter can be used while defining the price list eligibility criteria.</p> <p><b>Note:</b> This option does not appear when the <b>Transaction</b> option is selected from the <b>Source Entity</b> list.</p>	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when you want to define a price list eligibility criteria using the parameter.</p>																

Option Name	Option Description	Mandatory (Yes or No)
Product Eligibility Criteria	Used to indicate whether the parameter can be used while defining the product eligibility criteria.	Yes (Conditional)
	<b>Note:</b> This option does not appear when the <b>Algorithm</b> , <b>Service Quantity Identifier</b> , or <b>Transaction</b> option is selected from the <b>Source Entity</b> list.	<b>Note:</b> This field is required when you want to define a product eligibility criteria using the parameter.

**Note:**

You must select at least one option in the **Parameter Usage** section.

If the parameter is already associated to a price item or used while defining the pricing, price list, or product eligibility criteria, you cannot deselect the respective option in the **Parameter Usage** section.

3. Modify the required details in the **Parameter** screen.
4. Click **Save**.

The changes made to the parameter are saved.

**Related Topics**

For more information on...	See...
How to search for a parameter	<a href="#">Searching for a Parameter</a> on page 135

**Deleting a Parameter****Procedure**

To delete a parameter:

1. Search for the parameter in the **Parameter** screen.
2. In the **Search Results** section, click the **Delete** (🗑️) icon in the **Delete** column corresponding to the parameter that you want to delete.

A message appears confirming whether you want to delete the parameter.

**Note:**

You can delete a parameter only when the following conditions are met:

- It is not yet associated to any price item or price item bundle.
- It is not yet used while defining the pricing, price list, or product eligibility criteria.

3. Click **OK**.

The parameter is deleted.

**Related Topics**

For more information on...	See...
How to search for a parameter	<a href="#">Searching for a Parameter</a> on page 135

## Copying a Parameter

Instead of creating a parameter from scratch, you can define a new parameter using an existing parameter. This is possible through copying a parameter. When you copy a parameter, the predefined values, validation algorithm, and reference entity (depending upon the value type) are copied along with other parameter details. You can then edit the details, if required.

**Note:** You cannot change the type of value that you can store in the new parameter (which is created using an existing parameter).

### Prerequisites

To copy a parameter, you should have:

- Parameter (whose copy you want to create) defined in the application
- Validation algorithm defined using the **C1\_PPARM\_VAL** algorithm type (in case you want to validate an adhoc parameter value)
- An algorithm defined using the **C1-PPARM-ENT** algorithm type (in case you want to use the algorithm while validating the pricing eligibility criteria)


### **Note:**

A sample algorithm type named **C1\_PPARM\_VAL** is shipped with the product. At present, it allows you to specify any special characters except ampersand (&), comma (,), underscore (\_), equal to (=), tilde (~), and semi-colon(;) in the parameter value.

A sample algorithm type named **C1-PPARM-ENT** is shipped with the product. At present, it returns a boolean value true. You can build custom logic in this algorithm which returns a value. This value can then be compared against the parameter value specified in the pricing eligibility criteria.

### Procedure

To copy a parameter:

1. Search for the parameter in the **Parameter** screen.
2. In the **Search Results** section, click the **Copy** () icon in the **Copy** column corresponding to the parameter whose copy you want to create.



The **Parameter** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Parameter	Used to specify the parameter name.	Yes
	<b>Note:</b> You cannot specify any special character except underscore (_) in the parameter name.	



Field Name	Field Description	Mandatory (Yes or No)
Source Entity	Used to indicate the entity from where the parameter value should be derived. The valid values are: <ul style="list-style-type: none"> <li>• Account</li> <li>• Algorithm</li> <li>• Person</li> <li>• Product</li> <li>• Service Quantity Identifier</li> <li>• Transaction</li> </ul>	Yes
Description	Used to specify the description for the parameter.	Yes
Source Type	Used to indicate the type of source from where the parameter value should be derived. The valid values are: <ul style="list-style-type: none"> <li>• Characteristic</li> <li>• Field</li> <li>• Usage Amount</li> <li>• Usage Counter</li> </ul> <div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p><b>Note:</b></p> <p>This field appears only when you select the <b>Account</b>, <b>Person</b>, or <b>Product</b> option from the <b>Source Entity</b> list.</p> <p>The <b>Usage Amount</b> and <b>Usage Counter</b> options do not appear in the <b>Source Type</b> list when the <b>Product</b> option is selected from the <b>Source Entity</b> list.</p> </div>	Yes
Value Type	Indicates the type of value that you can store in the parameter. The valid values are: <ul style="list-style-type: none"> <li>• Adhoc</li> <li>• Predefined</li> <li>• Reference</li> </ul>	Not applicable

Field Name	Field Description	Mandatory (Yes or No)																																	
Source Type Code	Used to indicate the source, such as, field, characteristic, usage amount, usage counter, SQI, or algorithm, from where the parameter value should be derived.	Yes																																	
	<p><b>Note:</b></p> <p>This field does not appear when the <b>Transaction</b> option is selected from the <b>Source Entity</b> list.</p> <p>The following table indicates the values that are listed in the <b>Source Type Code</b> field depending on the source entity and source type combination:</p> <table border="1"> <thead> <tr> <th>Source Entity</th> <th>Source Type</th> <th>Source Type Code</th> </tr> </thead> <tbody> <tr> <td>Account</td> <td>Characteristic</td> <td>Lists all characteristics where the characteristic entity is set to <b>Account</b>.</td> </tr> <tr> <td>Account</td> <td>Field</td> <td>Lists all fields of the <b>CI_ACCT</b> table.</td> </tr> <tr> <td>Account</td> <td>Usage Amount</td> <td>Lists all values defined for the <b>BAL_FLG</b> lookup field.</td> </tr> <tr> <td>Account</td> <td>Usage Counter</td> <td>Lists all values defined for the <b>CNT_FLG</b> lookup field.</td> </tr> <tr> <td>Person</td> <td>Characteristic</td> <td>Lists all characteristics where the characteristic entity is set to <b>Person</b>.</td> </tr> <tr> <td>Person</td> <td>Field</td> <td>Lists all fields of the <b>CI_PER</b> table.</td> </tr> <tr> <td>Person</td> <td>Usage Amount</td> <td>Lists all values defined for the <b>BAL_FLG</b> lookup field.</td> </tr> <tr> <td>Person</td> <td>Usage Counter</td> <td>Lists all values defined for the <b>CNT_FLG</b> lookup field.</td> </tr> <tr> <td>Product</td> <td>Characteristic</td> <td>Lists all characteristics where the characteristic entity is set to <b>Product</b>.</td> </tr> <tr> <td>Product</td> <td>Field</td> <td>Lists all fields of the <b>C1_PRODUCT</b> table.</td> </tr> </tbody> </table>	Source Entity	Source Type	Source Type Code	Account	Characteristic	Lists all characteristics where the characteristic entity is set to <b>Account</b> .	Account	Field	Lists all fields of the <b>CI_ACCT</b> table.	Account	Usage Amount	Lists all values defined for the <b>BAL_FLG</b> lookup field.	Account	Usage Counter	Lists all values defined for the <b>CNT_FLG</b> lookup field.	Person	Characteristic	Lists all characteristics where the characteristic entity is set to <b>Person</b> .	Person	Field	Lists all fields of the <b>CI_PER</b> table.	Person	Usage Amount	Lists all values defined for the <b>BAL_FLG</b> lookup field.	Person	Usage Counter	Lists all values defined for the <b>CNT_FLG</b> lookup field.	Product	Characteristic	Lists all characteristics where the characteristic entity is set to <b>Product</b> .	Product	Field	Lists all fields of the <b>C1_PRODUCT</b> table.	
Source Entity	Source Type	Source Type Code																																	
Account	Characteristic	Lists all characteristics where the characteristic entity is set to <b>Account</b> .																																	
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Field Name	Field Description	Mandatory (Yes or No)						
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Source Entity	Source Type	Source Type Code						
Algorithm	—	Lists all algorithms which are defined using the <b>C1-PPARM-ENT</b> algorithm type.						
Validation Algorithm	<p>Used to indicate the algorithm using which you want to validate the adhoc parameter value.</p> <p><b>Note:</b> This field appears only when the <b>Adhoc</b> option is selected from the <b>Value Type</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Validation Algorithm</b> field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	No						
Reference Entity	<p>Used to indicate the table whose primary key (column) you want to set as the reference entity.</p> <p><b>Note:</b> This field appears only when the <b>Reference</b> option is selected from the <b>Value Type</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Reference Entity</b> field. On clicking the <b>Search</b> icon, the <b>Reference Table Search</b> window appears.</p> <p>You can only specify a language table, where the <b>DESCR</b> column is available, in the <b>Reference Entity</b> field.</p>	Yes						
Field Name	<p>Indicates the column which is the primary key of the table. The parameter value is then validated against the primary column of the table.</p> <p><b>Note:</b> This field appears only when the <b>Reference</b> option is selected from the <b>Value Type</b> list.</p>	Not applicable						

In addition, this screen contains the following two sections:



- **Parameter Values** - Used to define predefined values for the parameter. It contains the following fields in the grid:

Field Name	Field Description	Mandatory (Yes or No)
Parameter Value	Used to specify the parameter value.	Yes
	<b>Note:</b> You can specify any special characters except ampersand (&), comma (,), underscore (_), equal to (=), tilde (~), and semi-colon(;) in the predefined parameter value.	
Description	Used to specify the description for the parameter value.	Yes

**Note:**

The **Parameter Values** section appears only when the **Predefined** option is selected from the **Value Type** list.

At least one parameter value should be defined for a parameter where the value type is set to **Predefined**.

If you want to define more than one predefined value for the parameter, click the **Add** () icon and then specify the details. However, if you want to remove a predefined value of the parameter, click the **Delete** () icon corresponding to the parameter value.

- **Parameter Usage** - Used to indicate where the parameter can be used in the system. It contains the following options:

Option Name	Option Description	Mandatory (Yes or No)																
Price Item	Used to indicate whether the parameter can be associated with a price item or price item bundle. If a parameter is associated with a price item or price item bundle, you can use the parameter while defining the price item pricing.	Yes (Conditional)																
	<p><b>Note:</b></p> <p>The following table lists the source entity and source type combinations when the <b>Price Item</b> option is disabled in the <b>Parameter Usage</b> section:</p> <table border="1" data-bbox="581 590 1107 842"> <thead> <tr> <th>Source Entity</th> <th>Source Type</th> </tr> </thead> <tbody> <tr> <td>Account</td> <td>Usage Amount</td> </tr> <tr> <td>Account</td> <td>Usage Counter</td> </tr> <tr> <td>Person</td> <td>Usage Amount</td> </tr> <tr> <td>Person</td> <td>Usage Counter</td> </tr> </tbody> </table> <p>The following table lists the source entity and source type combinations when the <b>Price Item</b> option does not appear in the <b>Parameter Usage</b> section:</p> <table border="1" data-bbox="581 1010 1107 1192"> <thead> <tr> <th>Source Entity</th> <th>Source Type</th> </tr> </thead> <tbody> <tr> <td>Algorithm</td> <td>—</td> </tr> <tr> <td>Service Identifier</td> <td>Quantity</td> </tr> </tbody> </table>	Source Entity	Source Type	Account	Usage Amount	Account	Usage Counter	Person	Usage Amount	Person	Usage Counter	Source Entity	Source Type	Algorithm	—	Service Identifier	Quantity	<p><b>Note:</b> This field is required when you want to associate the parameter with a price item.</p>
	Source Entity	Source Type																
Account	Usage Amount																	
Account	Usage Counter																	
Person	Usage Amount																	
Person	Usage Counter																	
Source Entity	Source Type																	
Algorithm	—																	
Service Identifier	Quantity																	
Pricing Eligibility Criteria	Used to indicate whether the parameter can be used while defining the pricing eligibility criteria.	Yes (Conditional)																
Price List Eligibility Criteria	Used to indicate whether the parameter can be used while defining the price list eligibility criteria.	Yes (Conditional)																
	<p><b>Note:</b> This option does not appear when the <b>Transaction</b> option is selected from the <b>Source Entity</b> list.</p>	<p><b>Note:</b> This field is required when you want to define a price list eligibility criteria using the parameter.</p>																

Option Name	Option Description	Mandatory (Yes or No)
Product Eligibility Criteria	Used to indicate whether the parameter can be used while defining the product eligibility criteria.	Yes (Conditional)
	<b>Note:</b> This option does not appear when the <b>Algorithm</b> , <b>Service Quantity Identifier</b> , or <b>Transaction</b> option is selected from the <b>Source Entity</b> list.	<b>Note:</b> This field is required when you want to define a product eligibility criteria using the parameter.

**Note:** You must select at least one option in the **Parameter Usage** section.

- Enter the required details in the **Parameter** screen depending on whether you want to create an adhoc, predefined, or reference parameter.
- Click **Save**.

The parameter is defined.

**Note:** If a parameter is already defined using the source entity, source type, and source type code combination, the system will not allow you to define another parameter with the same combination.

### Related Topics

For more information on...	See...
How to search for a parameter	<a href="#">Searching for a Parameter</a> on page 135

### Viewing the Parameter Details

#### Procedure

To view the details of a parameter:

- Search for the parameter in the **Parameter** screen.
- In the **Search Results** section, click the **View** (🔍) icon in the **View** column corresponding to the parameter whose details you want to view.  
The **Parameter** screen appears.
- View the details of the parameter in the **Parameter** screen.

### Related Topics

For more information on...	See...
How to search for a parameter	<a href="#">Searching for a Parameter</a> on page 135
<b>Parameter</b> screen	<a href="#">Parameter (Used for Viewing)</a> on page 154
<b>Parameter</b> zone	<a href="#">Parameters</a> on page 178

### Parameter (Used for Viewing)

The **Parameter** screen allows you to view the details of a parameter. It contains the following zone:

- [Parameter](#) on page 155

## Parameter

The **Parameter** zone displays the details of the parameter. It contains the following sections:

- **Main** – Displays basic information about the parameter. It contains the following fields:

Field Name	Field Description
Parameter	Displays the parameter name.
Description	Displays the description of the parameter.
Value Type	Indicates the type of value that you can store in the parameter. The valid values are: <ul style="list-style-type: none"> <li>• Adhoc</li> <li>• Predefined</li> <li>• Reference</li> </ul>
Validation Algorithm	Indicates the algorithm which is used to validate the adhoc parameter value. <p><b>Note:</b> This field appears only when the <b>Adhoc</b> option is selected from the <b>Value Type</b> list. It has a link. On clicking the link, the <b>Algorithm</b> screen appears where you can view the details of the respective algorithm.</p>
Referenced Table	Indicates the table whose primary key (i.e. column) is used to validate the parameter value. <p><b>Note:</b> This field appears only when the <b>Reference</b> option is selected from the <b>Value Type</b> list. It has a link. On clicking the link, the <b>Table</b> screen appears where you can view the details of the respective table.</p>
Source Entity	Indicates the entity from where the parameter value is derived. The valid values are: <ul style="list-style-type: none"> <li>• Account</li> <li>• Algorithm</li> <li>• Person</li> <li>• Product</li> <li>• Service Quantity Identifier</li> <li>• Transaction</li> </ul>

Field Name	Field Description
Source Type	<p>Indicates the type of source from where the parameter value is derived. The valid values are:</p> <ul style="list-style-type: none"> <li>• Characteristic</li> <li>• Field</li> <li>• Usage Amount</li> <li>• Usage Counter</li> </ul> <p><b>Note:</b> This field appears only when the <b>Account</b>, <b>Person</b>, or <b>Product</b> option is selected from the <b>Source Entity</b> list.</p>
Source Type Code	<p>Indicates the source, such as field, characteristic, usage amount, usage counter, SQI, or algorithm, from where the parameter value is derived.</p> <p><b>Note:</b> This field does not appear when the <b>Transaction</b> option is selected from the <b>Source Entity</b> list.</p>

- **Parameter Usage** – Indicates where the parameter can be used in the system. It contains the following options:

Option Name	Option Description						
Price Item	<p>Indicates whether the parameter can be associated with a price item or price item bundle. If a parameter is associated with a price item or price item bundle, you can use the parameter while defining the price item pricing.</p> <p>The following table lists the source entity and source type combinations when the <b>Price Item</b> option does not appear in the <b>Parameter Usage</b> section:</p> <table border="1"> <thead> <tr> <th>Source Entity</th> <th>Source Type</th> </tr> </thead> <tbody> <tr> <td>Algorithm</td> <td>—</td> </tr> <tr> <td>Service Quantity Identifier</td> <td>—</td> </tr> </tbody> </table>	Source Entity	Source Type	Algorithm	—	Service Quantity Identifier	—
Source Entity	Source Type						
Algorithm	—						
Service Quantity Identifier	—						
Pricing Eligibility Criteria	<p>Indicates whether the parameter can be used while defining the pricing eligibility criteria.</p> <p><b>Note:</b> This option does not appear when the <b>Transaction</b> option is selected from the <b>Source Entity</b> list.</p>						
Price List Eligibility Criteria	<p>Indicates whether the parameter can be used while defining the price list eligibility criteria.</p> <p><b>Note:</b> This option does not appear when the <b>Transaction</b> option is selected from the <b>Source Entity</b> list.</p>						
Product Eligibility Criteria	<p>Indicates whether the parameter can be used while defining the product eligibility criteria.</p> <p><b>Note:</b> This option does not appear when the <b>Algorithm</b>, <b>Service Quantity Identifier</b>, or <b>Transaction</b> option is selected from the <b>Source Entity</b> list.</p>						

- **Parameter Values** - Lists the predefined values of the parameter. It contains the following columns in the grid:



Column Name	Column Description
Parameter Value	Displays the parameter value.
Description	Displays the description of the parameter value.

**Note:** The **Parameter Values** section appears only when the **Predefined** option is selected from the **Value Type** list.

### Related Topics

For more information on...	See...
Parameter screen	<a href="#">Parameter (Used for Viewing)</a> on page 154

## Price Item

A bank may offer wide range of services to customers and accordingly charge them fees and/or interest for a service. You can define each charge as a price item in Oracle Revenue Management and Billing. Once a price item is defined, you can define pricing for the price item. The price item pricing can be a standard price defined in the price list or override price that is specific to a person or an account. The system allows you to define price item pricing at various levels in a person hierarchy (for example, at the account level, main customer level, or at the parent customer level). You can also define price item pricing in the account's price list, main customer's price list, parent customer's price list, and price list's parent price list.

You can associate one or more price items with each other, and thereby group them for various reasons, such as reporting, billing, and so on. You can also create a price item bundle and then add price items within the price item bundle. The main objective behind grouping price items or creating price item bundles is to offer discounts based on the volume across price items, facilitate minimum or maximum charge calculations across price items, or offer common price across price items. While associating a price item with the parent price item or adding a price item to the price item bundle, you need to specify how the two price items are related to each other.

The system allows you to define the following types of price item bundle:

- [Regular Bundle](#) on page 126
- [Phantom Bundle](#) on page 130
- [Ratio Bundle](#) on page 128

The system allows you to define price items and price item bundles which are available for only pricing or pricing and billing. If the price item is available for only pricing, you can indicate the type of the price item. The valid values are:

- Rate (i.e. Interest Rate)
- Fees

If the type of a price item is **Rate**, the system calculates and persist the rate for the price item. The rate is persisted only for the price item pricing which is either assigned or inherited by an account. You cannot define a price item bundle when it is available for only pricing and when the price item type is set to **Rate**. When you define a price item or price item bundle which is available for only pricing, the contract type defined in the **Default Contract Type** option type of the **Pricing Configuration (C1\_PRICING)** feature configuration is automatically associated with the price item or price item bundle.

You can associate a price item or price item bundle to one or more divisions. You can assign a price item or price item bundle to an account, person, or price list only when the account, person, or price list belongs to the division to which the price item or price item bundle is associated. You can define a set of characteristics for a price item or price item bundle which are common across divisions or specific to a division. You can associate one or more parameters to a price item. These parameters can then be used for aggregating transactions and defining the price item pricing. Note that you can associate parameters only to regular price item bundles and not to ratio and phantom price item bundles.

## Price Item (Used for Searching)

The **Price Item** screen allows you to search for a price item or price item bundle using various search criteria. It allows you to create and edit a price item or price item bundle. In addition, it allows you to copy a price item bundle only when **Multi Price Parameter** option type of the **Multi Parameter Based Pricing (C1\_PPARM\_FLG)** feature configuration is set to **False**. This screen consists of the following zones:

- [Search Price Item](#) on page 158

### Search Price Item

The **Search Price Item** zone allows you to search for a price item or price item bundle using various search criteria. It contains the following two sections:


- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for a price item or price item bundle using the price item details. The valid value is: <ul style="list-style-type: none"> <li>• Price Item Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Price Item Details</b> option is selected.	
Price Item	Used to search a particular price item or price item bundle.	No
Description	Used to search a price item or price item bundle with a particular description.	No
Division	Used to search price items or price item bundles which are associated with a particular division.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	
Global Price List	Used to search price items or price item bundles which can be assigned to a global price list. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No
Price Item Usage	Used to search price items or price item bundles which can be used for only pricing or pricing and billing. The valid values are: <ul style="list-style-type: none"> <li>• Pricing</li> <li>• Pricing and Billing</li> </ul>	No
	<b>Note:</b> By default, the <b>Pricing and Billing</b> option is selected.	

Field Name	Field Description	Mandatory (Yes or No)
Bundle	Used to indicate whether you want to search a price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No
Price Item Type	Used to search a particular type of price items or price item bundles. The valid values are: <ul style="list-style-type: none"> <li>• Fees</li> <li>• Rate</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Pricing</b> option from the <b>Price Item Usage</b> list.	

**Note:** You must specify at least one search criterion while searching for a price item or price item bundle.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Price Item Information	Displays information about the price item or price item bundle.
	<b>Note:</b> It has a link. On clicking the link, the <b>Price Item</b> screen appears where you can view the details of the respective price item or price item bundle.
Bundle Type	Indicates the type of the price item bundle. If the price item bundle is available for pricing and billing, the valid values are: <ul style="list-style-type: none"> <li>• Phantom</li> <li>• Ratio</li> <li>• Regular</li> </ul> However, if the price item bundle is available for only pricing and the <b>Price Item Type</b> is set to <b>Fees</b> , the valid value is: <ul style="list-style-type: none"> <li>• Regular</li> </ul>
Price Item Type	Indicates the type of the price item or price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• Rate</li> <li>• Fees</li> </ul>
Price Item Usage	Indicates whether the price item or price item bundle is used for only pricing or pricing and billing. The valid values are: <ul style="list-style-type: none"> <li>• Pricing</li> <li>• Pricing and Billing</li> </ul>
Copy	On clicking the <b>Copy</b> (  ) icon, the <b>Price Item</b> screen appears where you can create a new price item or price item bundle using an existing price item or price item bundle.

Column Name	Column Description
Price Item Assigned To	On clicking the <b>View</b> (🔍) icon in the <b>Price Item Assigned To</b> column, the <b>Price Item Assignments</b> screen appears where you can view the active price lists, persons, and accounts to which the price item or price item bundle is assigned.
Price Item Relationship	On clicking the <b>View</b> (🔍) icon in the <b>Price Item Relationship</b> column, the <b>Price Item Relationship</b> screen appears where you can view the list of the price items and price item bundles associated with the parent price item or added to the price item bundle.

**Note:** Pagination is used to display limited number of records in the **Search Results** section. You can use the navigation links, such as **Previous** and **Next** to navigate between pages.

### Related Topics

For more information on...	See...
How to search for a price item or price item bundle	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
How to view the details of a price item or price item bundle	<a href="#">Viewing the Price Item or Price Item Bundle Details</a> on page 175
How to copy a price item or price item bundle	<a href="#">Copying a Price Item or Price Item Bundle</a> on page 172
<b>Price Item Assignments</b> screen	<a href="#">Price Item Assignments</a> on page 199
<b>Price Item Relationship</b> screen	<a href="#">Price Item Relationship</a> on page 185

### Searching for a Price Item or Price Item Bundle

#### Prerequisites

To search for a price item or price item bundle, you should have:

- Divisions defined in the application
- Price items or price item bundles associated with the division to which the user belongs

#### Procedure

To search for a price item or price item bundle:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Price Item**.  
A sub-menu appears.
3. Click the **Search** option from the **Price Item** sub-menu.  
The **Price Item** screen appears.
4. Enter the search criteria in the **Search Price Item** zone depending on whether you want to search for a price item or price item bundle.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

## 5. Click **Search**.

A list of price items or price item bundles that meet the search criteria appears in the **Search Results** section.

**Note:** Pagination is used to display limited number of records in the **Search Results** section. You can use the navigation links, such as **Previous** and **Next** to navigate between pages.

### Related Topics

For more information on...	See...
<b>Price Item</b> screen	<a href="#">Price Item (Used for Searching)</a> on page 158
<b>Search Price Item</b> zone	<a href="#">Search Price Item</a> on page 158

## Defining a Price Item or Price Item Bundle

### Prerequisites

To define a price item or price item bundle, you should have:

- Contract types defined in the application
- Value defined for the **Default Contract Type** option type in the **Pricing Configuration (C1\_PRICING)** feature configuration

### Procedure

To define a price item or price item bundle:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Price Item**.  
A sub-menu appears.
3. Click the **Add** option from the **Price Item** sub-menu.

The **Price Item** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the price item or price item bundle.
- **Parameters** - Used to associate a parameter with the price item or price item bundle. These associated parameters are then used for aggregating transactions and/or for defining the price item pricing.

#### **Note:**

The **Parameters** section appears in the **Price Item** screen only when the **Multi Price Parameter** option type of the **Multi Parameter Based Pricing (C1\_PPARM\_FLG)** feature configuration is set to **True**.


You cannot associate parameters to ratio and phantom price item bundles. Therefore, while defining the ratio and phantom price item bundles, the **Parameters** section does not appear in the **Price Item** screen.

- **Divisions** - Used to associate the price item or price item bundle with one or more divisions. It also allows you to define division-specific SQIs and characteristics for the price item or price item bundle.
- **Price Item Characteristics** - Used to define characteristics (which are applicable across divisions) for the price item or price item bundle.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Price Item	Used to specify the price item or price item bundle.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Description	Used to specify the description for the price item or price item bundle.	Yes
Price Item Usage	Used to indicate whether the price item or price item bundle is used for only pricing or pricing and billing. The valid values are: <ul style="list-style-type: none"> <li>• Pricing</li> <li>• Pricing and Billing</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Pricing and Billing</b> option is selected.	
Price Item Type	Used to indicate the type of the price item or price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• Rate</li> <li>• Fees</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Fees</b> option is selected. This field appears only when you select the <b>Pricing</b> option from the <b>Price Item Usage</b> list. You cannot define a price item bundle when it is available for only pricing and when the price item type is set to <b>Rate</b> .	
Bundle	Used to indicate whether you want to define a price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes
	<b>Note:</b> By default, the <b>No</b> option is selected.	

Field Name	Field Description	Mandatory (Yes or No)
Bundle Type	Used to indicate the type of the price item bundle. If the price item bundle is available for pricing and billing, the valid values are: <ul style="list-style-type: none"> <li>Phantom</li> <li>Ratio</li> <li>Regular</li> </ul>	Yes (Conditional)
	<p><b>Note:</b></p> <p>This field is enabled only when you select the <b>Pricing and Billing</b> option from the <b>Price Item Usage</b> list and the <b>Yes</b> option from the <b>Bundle</b> list.</p> <p>All the above mentioned values are available in the list when you are defining a price item bundle which is available for pricing and billing. However, when you are defining a price item bundle which is available for only pricing and when the price item type is set to <b>Fees</b>, you can only define a regular price item bundle. Therefore, by default, the value is set to <b>Regular</b> when you select the <b>Pricing</b> option from the <b>Price Item Usage</b> list and the <b>Yes</b> option from the <b>Bundle</b> list.</p> <p>You cannot define a price item bundle when it is available for only pricing and when the price item type is set to <b>Rate</b>.</p>	<p><b>Note:</b> This field is required when you are creating a price item bundle.</p>
Global Price List	Used to indicate whether the price item or price item bundle can be assigned to a global price list. The valid values are: <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Yes
	<p><b>Note:</b> By default, the <b>No</b> option is selected.</p>	
Contract Type	Used to indicate the contract type that you want to associate with the price item or price item bundle.	Yes
	<p><b>Note:</b></p> <p>This field appears only when you select the <b>Pricing and Billing</b> option from the <b>Price Item Usage</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Contract Type</b> field. On clicking the <b>Search</b> icon, the <b>Contract Type Search</b> window appears.</p>	

**Tip:** Alternatively, you can access the **Price Item** screen by clicking the **Add** button in the **Page Title** area of the **Price Item** screen.

4. Enter the required details in the **Main** section.

5. Associate parameters with the price item or price item bundle, if required.
6. Associate the price item or price item bundle to the required divisions.
7. Define the required division-specific SQIs for the price item or price item bundle.
8. Define division-specific characteristics for the price item or price item bundle, if required.
9. Define characteristics for the price item or price item bundle, if required.
10. Click **Save**.

The price item is defined.

**Note:** When you define a price item or price item bundle which is available for only pricing, the contract type defined in the **Default Contract Type** option type of the **Pricing Configuration (C1\_PRICING)** feature configuration is automatically associated to the price item or price item bundle.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Price Item</b> screen	<a href="#">Price Item (Used for Searching)</a> on page 158
<b>Search Price Item</b> zone	<a href="#">Search Price Item</a> on page 158
How to associate a price item or price item bundle with a parameter	<a href="#">Associating a Parameter with a Price Item or Price Item Bundle</a> on page 164
How to associate a price item or price item bundle with a division	<a href="#">Associating a Price Item or Price Item Bundle with a Division</a> on page 167
How to associate a price item or price item bundle with an SQI in a particular division	<a href="#">Defining Division-Specific SQIs for a Price Item or Price Item Bundle</a> on page 170
How to define a characteristic for a price item or price item bundle in a particular division	<a href="#">Defining Division-Specific Characteristics for a Price Item or Price Item Bundle</a> on page 168
How to define a characteristic for a price item or price item bundle	<a href="#">Defining a Characteristic for a Price Item or Price Item Bundle</a> on page 171
How to set the <b>Pricing Configuration (C1_PRICING)</b> feature configuration	<a href="#">Setting the C1_PRICING Feature Configuration</a>

### **Associating a Parameter with a Price Item or Price Item Bundle**

#### **Prerequisites**

To associate a parameter with a price item or price item bundle, you should have:

- Parameters defined in the application (where the **Price Item** option is selected in the **Parameter Usage** section)

#### **Procedure**


To associate a parameter with a price item or price item bundle:

1. Click the **Parameters** or **Show All** link in the **Section** pane when you are defining, editing, or copying a price item or price item bundle.

The **Parameters** section appears. It contains the following fields in a grid:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Effective Start Date	Used to specify the date from when the parameter is effective for the price item or price item bundle.	Yes




Field Name	Field Description	Mandatory (Yes or No)
Effective End Date	Used to specify the date till when the parameter is effective for the price item or price item bundle.	No
Parameter	Used to indicate the parameter that you want to associate with the price item or price item bundle.	Yes
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to the <b>Parameter</b> field. On clicking the <b>Search</b> icon, the <b>Parameter Search</b> window appears.</p> <p>In the <b>Parameter Search</b> window, the system allows you to search only those parameters where the parameter usage is set to <b>Price Item</b>.</p>	
Business Label	Used to specify a business label for the parameter. If the business label is defined for a parameter, the business label appears instead of the parameter name.	No
Display Order	Used to indicate the order in which the parameter and its value should be displayed in the price item parameter information string across the application.	Yes
Parameter Usage	Used to indicate whether you want to use the parameter for aggregation and/or for defining the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• <b>Aggregation</b> – Indicates that you want to use the parameter for aggregating transactions.</li> <li>• <b>Pricing</b> – Indicates that you want to use the parameter for aggregating transactions and defining the price item pricing.</li> </ul>	Yes
Mandatory	Used to indicate whether the parameter is mandatory while defining the price item pricing.	No
Priority	Used to indicate the priority in which optional parameters should be considered while determining best fit price for the price item or price item bundle.	Yes (Conditional)
	<b>Note:</b> This field is disabled when the <b>Mandatory</b> option is selected.	<b>Note:</b> This field is required when the <b>Mandatory</b> option is not selected.


**Note:**

The **Parameters** section appears in the **Price Item** screen only when the **Multi Price Parameter** option type of the **Multi Parameter Based Pricing (C1\_PPARM\_FLG)** feature configuration is set to **True**.

You cannot associate parameters to ratio and phantom price item bundles. Therefore, while defining, editing, or copying ratio and phantom price item bundles, the **Parameters** section does not appear in the **Price Item** screen.

2. Enter the required details in the **Parameters** section.
3. If you want to associate more than one parameter with the price item or price item bundle, click the **Add**  icon and then repeat steps 2.

**Note:**

However, if you want to remove a parameter from the price item or price item bundle, click the **Delete** () icon corresponding to the parameter. You can edit the parameter details and remove a parameter from the price item or price item bundle only when the parameter or any other parameter from the same date range is not yet used for aggregation or for defining the price item pricing.

You can add a parameter which will be used for aggregation (in other words, where the **Parameter Usage** field is set to **Aggregation**) anytime, whenever required. However, you can add a parameter which will be used for pricing (in other words, where the **Parameter Usage** field is set to **Pricing**) only when any other parameter from the same date range is not yet used for aggregation or for defining the price item pricing.

**4. Click Save.**

The parameters are associated with the price item or price item bundle.

**Note:** The priority for all parameters which are mandatory is set to 0.

**Related Topics**

For more information on...	See...
How to define a price item or price item bundle	<a href="#">Defining a Price Item or Price Item Bundle</a> on page 161
How to edit a price item or price item bundle	<a href="#">Editing a Price Item or Price Item Bundle</a> on page 182
How to copy a price item or price item bundle	<a href="#">Copying a Price Item or Price Item Bundle</a> on page 172
How to define valid predefined parameter values for a price item or price item bundle	<a href="#">Defining Valid Predefined Parameter Values for a Price Item or Price Item Bundle</a> on page 166

**Defining Valid Predefined Parameter Values for a Price Item or Price Item Bundle****Prerequisites**

To define valid predefined parameter values for a price item or price item bundle, you should have:


- Values defined for the predefined parameter which is associated with the price item or price item bundle

**Procedure**


To define valid predefined parameter values for a price item or price item bundle:


1. Click the **Parameters** or **Show All** link in the **Section** pane when you are defining, editing, or copying a price item or price item bundle.


The **Parameters** section appears.

2. Click the **Add** () icon in the **Parameter** column corresponding to the predefined parameter for which you want to define valid values for the price item or price item bundle.

The following field appears in the grid:

Field Name	Field Description	Mandatory (Yes or No)
Parameter Value	Used to indicate the predefined parameter value which you can use for the price item or price item bundle while defining the pricing.	Yes (Conditional)
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to the <b>Parameter Value</b> field. On clicking the <b>Search</b> icon, the <b>Predefined Parameter Value Search</b> window appears.</p> <p>On specifying the valid predefined parameter value for a price item or price item bundle, the description of the valid predefined parameter value appears corresponding to the <b>Parameter Value</b> field.</p>	<p><b>Note:</b> This field is required when you are defining valid predefined parameter values for the price item or price item bundle.</p>

- Select the predefined parameter value from the respective field.
- If you want to define more than one valid predefined parameter value for the price item or price item bundle, click the **Add**  icon and then repeat step 3.

**Note:** However, if you want to remove a valid predefined parameter value from the price item or price item bundle, click the **Delete**  icon corresponding to the parameter value.

- Click **Save**.

The valid predefined parameter values are defined for the price item or price item bundle.

### **Related Topics**

For more information on...	See...
How to associate a parameter with a price item or price item bundle	<a href="#">Associating a Parameter with a Price Item or Price Item Bundle</a> on page 164

### **Associating a Price Item or Price Item Bundle with a Division**

#### **Prerequisites**

To associate a price item or price item bundle with a division, you should have:


- Divisions defined in the application


#### **Procedure**


To associate a price item or price item bundle with a division:


- Click the **Divisions** or **Show All** link in the **Section** pane when you are defining, editing, or copying a price item or price item bundle.

The **Divisions** section appears. It contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
SQIs	On clicking the <b>Add</b>  icon, you can define division-specific SQIs for the price item or price item bundle.	No

Field Name	Field Description	Mandatory (Yes or No)
Division Characteristics	On clicking the <b>Add</b> (  ) icon, you can define division-specific characteristics for the price item or price item bundle.	No
Division	Used to indicate the division to which you want to associate the price item or price item bundle.  <b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	Yes

- Enter the required details in the **Divisions** section.
- If you want to associate the price item or price item bundle with more than one division, click the **Add** (  ) icon and then repeat step 2.

**Note:** However, if you want to remove the price item or price item bundle from a division, click the **Delete** (  ) icon corresponding to the division.

- Define division-specific SQIs for the price item or price item bundle, if required.
- Define division-specific characteristics for the price item or price item bundle, if required.
- Click **Save**.

The price item or price item bundle is associated to the division.

**Tip:** Alternatively, you can associate a price item or price item bundle to a division using the **Division** screen.

### Related Topics

For more information on...	See...
How to define a price item or price item bundle	<a href="#">Defining a Price Item or Price Item Bundle</a> on page 161
How to edit a price item or price item bundle	<a href="#">Editing a Price Item or Price Item Bundle</a> on page 182
How to copy a price item or price item bundle	<a href="#">Copying a Price Item or Price Item Bundle</a> on page 172
How to define division-specific characteristics for a price item or price item bundle	<a href="#">Defining Division-Specific Characteristics for a Price Item or Price Item Bundle</a> on page 168
How to define division-specific SQIs for a price item or price item bundle	<a href="#">Defining Division-Specific SQIs for a Price Item or Price Item Bundle</a> on page 170

### Defining Division-Specific Characteristics for a Price Item or Price Item Bundle

#### Prerequisites

To define division-specific characteristics for a price item or price item bundle, you should have:


- Characteristic types defined in the application (where the characteristic entity is set to **Division/Price Item Combination**)
- Price items or price item bundles associated to the division to which the user belongs

#### Procedure


To define division-specific characteristics for a price item or price item bundle:


1. Click the **Divisions** or **Show All** link in the **Section** pane when you are defining, editing, or copying a price item or price item bundle.


The **Divisions** section appears.

2. Click the **Add** () icon in the **Division Characteristics** column corresponding to the division for which you want to define division-specific price item or price item bundle characteristics.

The following fields appear in the grid:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the price item or price item bundle characteristic is effective for the division.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a division-specific characteristic for the price item or price item bundle.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Division/Price Item Combination</b> .	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a division-specific characteristic for the price item or price item bundle.
Characteristic Value	Used to specify the value for the characteristic type. <b>Note:</b> If you select a predefined characteristic type, the <b>Search</b> (  ) icon appears corresponding to the <b>Characteristic Value</b> field. On clicking the <b>Search</b> icon, the <b>Predefined Characteristic Search</b> window appears.  On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a division-specific characteristic for the price item or price item bundle.

3. Enter the required details in the **Divisions** section.
4. If you want to define more than one division-specific characteristic for the price item or price item bundle, click the **Add** () icon and then repeat step 3.

**Note:** However, if you want to remove a division-specific characteristic from the price item or price item bundle, click the **Delete** () icon corresponding to the characteristic.

5. Click **Save**.

The division-specific characteristics are defined for the price item or price item bundle.

### Related Topics

For more information on...	See...
How to define a price item or price item bundle	<a href="#">Defining a Price Item or Price Item Bundle</a> on page 161
How to edit a price item or price item bundle	<a href="#">Editing a Price Item or Price Item Bundle</a> on page 182
How to copy a price item or price item bundle	<a href="#">Copying a Price Item or Price Item Bundle</a> on page 172
How to associate a price item or price item bundle with a division	<a href="#">Associating a Price Item or Price Item Bundle with a Division</a> on page 167

## Defining Division-Specific SQIs for a Price Item or Price Item Bundle

### Prerequisites

To define division-specific SQIs for a price item or price item bundle, you should have:


- SQIs defined in the application
- Price items or price item bundles associated with the division to which the user belongs

### Procedure


To define division-specific SQIs for a price item or price item bundle:


1. Click the **Divisions** or **Show All** link in the **Section** pane when you are defining, editing, or copying a price item or price item bundle.


The **Divisions** section appears.

2. Click the **Add** () icon in the **SQIs** column corresponding to the division for which you want to define division-specific price item or price item bundle SQIs.

The following field appears in the grid:

Field Name	Field Description	Mandatory (Yes or No)
SQI	Used to indicate the SQI to which you want to associate the price item or price item bundle in the division.	Yes (Conditional)
	<p><b>Note:</b></p> <p>The <b>Search</b> () icon appears corresponding to the <b>SQI</b> field. On clicking the <b>Search</b> icon, the <b>Service Quantity Identifier Search</b> window appears.</p> <p>On indicating the SQI, the description of the SQI appears corresponding to the <b>SQI</b> field.</p>	<p><b>Note:</b> This field is required when you are defining a division-specific SQI for the price item or price item bundle.</p>

3. Enter the required details in the **Divisions** section.
4. If you want to define more than one division-specific SQI for the price item or price item bundle, click the **Add** () icon and then repeat step 3.

**Note:** However, if you want to remove a division-specific SQI from the price item or price item bundle, click the **Delete** () icon corresponding to the SQI.

5. Click **Save**.

The division-specific SQIs are defined for the price item or price item bundle.

**Related Topics**

For more information on...	See...
How to define a price item or price item bundle	<a href="#">Defining a Price Item or Price Item Bundle</a> on page 161
How to edit a price item or price item bundle	<a href="#">Editing a Price Item or Price Item Bundle</a> on page 182
How to copy a price item or price item bundle	<a href="#">Copying a Price Item or Price Item Bundle</a> on page 172
How to associate a price item or price item bundle with a division	<a href="#">Associating a Price Item or Price Item Bundle with a Division</a> on page 167

**Defining a Characteristic for a Price Item or Price Item Bundle****Prerequisites**

To define a characteristic for a price item or price item bundle, you should have:


- Characteristic types defined in the application (where the characteristic entity is set to **Price Item**)

**Procedure**

To define a characteristic for a price item or price item bundle:

1. Click the **Price Item Characteristics** or **Show All** link in the **Section** pane when you are defining, editing, or copying a price item or price item bundle.

The **Price Item Characteristics** section appears. It contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the price item or price item bundle.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the price item or price item bundle.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Price Item</b> .	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the price item or price item bundle.
Characteristic Value	Used to specify the value for the characteristic type. <b>Note:</b> If you select a predefined characteristic type, the <b>Search</b>  icon appears corresponding to the <b>Characteristic Value</b> field. On clicking the <b>Search</b> icon, the <b>Predefined Characteristic Search</b> window appears. On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the price item or price item bundle.

2. Enter the required details in the **Price Item Characteristics** section.

- If you want to define more than one characteristic for the price item or price item bundle, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the price item or price item bundle, click the **Delete** (🗑️) icon corresponding to the characteristic.

- Click **Save**.

The characteristics are defined for the price item or price item bundle.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to define a price item or price item bundle	<a href="#">Defining a Price Item or Price Item Bundle</a> on page 161
How to edit a price item or price item bundle	<a href="#">Editing a Price Item or Price Item Bundle</a> on page 182
How to copy a price item or price item bundle	<a href="#">Copying a Price Item or Price Item Bundle</a> on page 172

### **Copying a Price Item or Price Item Bundle**

Instead of creating a price item or price item bundle from scratch, you can create a new price item or price item bundle using an existing price item or price item bundle. This is possible through copying a price item or price item bundle. On copying a price item or price item bundle, the details including the parameters, divisions, division-specific characteristics, division-specific SQIs, and characteristics are copied to the new price item or price item bundle. You can then edit the details, if required.

#### **Prerequisites**

To copy a price item or price item bundle, you should have:

- Price item or price item bundle (whose copy you want to create) defined in the application
- Price item or price item bundle (whose copy you want to create) associated with the division to which the user belongs
- Contract types defined in the application
- Value defined for the **Default Contract Type** option type in the **Pricing Configuration (C1\_PRICING)** feature configuration

#### **Procedure**

To copy a price item or price item bundle:

- Search for the price item or price item bundle in the **Price Item** screen.
- In the **Search Results** section, click the **Copy** (📄) icon in the **Copy** column corresponding to the price item or price item bundle using which you want to define a new price item or price item bundle.

The **Price Item** screen appears. It contains the following sections:

- Main** – Used to specify basic details about the price item or price item bundle.
- Parameters** – Used to associate a parameter with the price item or price item bundle. These associated parameters are then used for aggregating transactions and/or for defining the price item pricing.



**Note:**


The **Parameters** section appears in the **Price Item** screen only when the **Multi Price Parameter** option type of the **Multi Parameter Based Pricing (C1\_PPARM\_FLG)** feature configuration is set to **True**.

You cannot associate parameters to ratio and phantom price item bundles. Therefore, while defining ratio and phantom price item bundles, the **Parameters** section does not appear in the **Price Item** screen.

- **Divisions** – Used to associate the price item or price item bundle with one or more divisions. It also allows you to define division-specific SQIs and characteristics for the price item or price item bundle.
- **Price Item Characteristics** – Used to define characteristics (which are applicable across divisions) for the price item or price item bundle.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Price Item	Used to specify the price item or price item bundle.	Yes
Description	Used to specify the description for the price item or price item bundle.	Yes
Price Item Usage	Used to indicate whether the price item or price item bundle is used for only pricing or pricing and billing. The valid values are: <ul style="list-style-type: none"> <li>• Pricing</li> <li>• Pricing and Billing</li> </ul>	Yes
Price Item Type	Used to indicate the type of the price item or price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• Rate</li> <li>• Fees</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b></p> <p>This field appears only when you select the <b>Pricing</b> option from the <b>Price Item Usage</b> list.</p> <p>You cannot define a price item bundle when it is available for only pricing and when the price item type is set to <b>Rate</b>.</p> </div>	Yes
Bundle	Used to indicate whether you want to define a price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Bundle Type	Used to indicate the type of the price item bundle. The valid values are: <ul style="list-style-type: none"> <li>Phantom</li> <li>Ratio</li> <li>Regular</li> </ul>	Yes (Conditional)
	<p><b>Note:</b></p> <p>This field is enabled only when you select the <b>Pricing and Billing</b> option from the <b>Price Item Usage</b> list and the <b>Yes</b> option from the <b>Bundle</b> list.</p> <p>All the above mentioned values are available in the list when you are defining a price item bundle which is available for pricing and billing. However, when you are defining a price item bundle which is available for only pricing and when the price item type is set to <b>Fees</b>, you can only define a regular price item bundle. Therefore, by default, the value is set to <b>Regular</b> when you select the <b>Pricing</b> option from the <b>Price Item Usage</b> list and the <b>Yes</b> option from the <b>Bundle</b> list.</p> <p>You cannot define a price item bundle when it is available for only pricing and when the price item type is set to <b>Rate</b>.</p>	<p><b>Note:</b> This field is required when you are creating a price item bundle.</p>
Global Price List	Used to indicate whether the price item or price item bundle can be assigned to a global price list. The valid values are: <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Yes
Contract Type	Used to indicate the contract type that you want to associate with the price item or price item bundle.	Yes
	<p><b>Note:</b></p> <p>This field appears only when you select the <b>Pricing and Billing</b> option from the <b>Price Item Usage</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Contract Type</b> field. On clicking the <b>Search</b> icon, the <b>Contract Type Search</b> window appears.</p>	

3. Enter the required details in the **Main** section.
4. Associate, edit, or disassociate parameters from the price item or price item bundle, if required.
5. Associate or disassociate the price item or price item bundle from the required divisions.
6. Define or remove the division-specific SQIs from the price item or price item bundle, if required.
7. Define or remove the division-specific characteristics for the price item or price item bundle, if required.

8. Define, edit, or remove characteristics from the price item or price item bundle, if required.
9. Click **Save**.

The new price item is defined.

**Note:**

When you define a new price item or price item bundle which is available for only pricing, the contract type defined in the **Default Contract Type** option type of the **Pricing Configuration (C1\_PRICING)** feature configuration is automatically associated to the price item or price item bundle.

The system allows you to add a price item to the new price item bundle only when:

- Price item and price item bundle (whose copy you are creating) are associated to the same contract type.
- Price item is associated with the division to which the price item bundle (whose copy you are creating) is associated.
- Another price item bundle with the same price item, relationship type, and date range combination does not exist in the system.

**Related Topics**

For more information on...	See...
How to search for a price item or price item bundle	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
How to associate a parameter with a price item or price item bundle	<a href="#">Associating a Parameter with a Price Item or Price Item Bundle</a> on page 164
How to associate a price item or price item bundle with a division	<a href="#">Associating a Price Item or Price Item Bundle with a Division</a> on page 167
How to define division-specific SQIs for a price item or price item bundle	<a href="#">Defining Division-Specific SQIs for a Price Item or Price Item Bundle</a> on page 170
How to define division-specific characteristics for a price item or price item bundle	<a href="#">Defining Division-Specific Characteristics for a Price Item or Price Item Bundle</a> on page 168
How to define characteristics for a price item or price item bundle	<a href="#">Defining a Characteristic for a Price Item or Price Item Bundle</a> on page 171
How to set the <b>Pricing Configuration (C1_PRICING)</b> feature configuration	<a href="#">Setting the C1_PRICING Feature Configuration</a>

**Viewing the Price Item or Price Item Bundle Details**

**Procedure**

To view the details of a price item or price item bundle:

1. Search for the price item or price item bundle in the **Price Item** screen.
2. In the **Search Results** section, click the link in the **Price Item Information** column corresponding to the price item or price item bundle whose details you want to view.

The **Price Item** screen appears. It contains the following zones:

- [Price Item](#) on page 177
- [Parameters](#) on page 178
- [Predefined Parameter Values for Price Item](#) on page 179

- [Divisions](#) on page 179
  - [Division-Specific Characteristics for Price Item](#) on page 180
  - [Division-Specific SQIs for Price Item](#) on page 180
  - [Price Item Relationship](#) on page 181
3. View the basic details and characteristics of the price item or price item bundle in the **Price Item** zone.
  4. View the parameters associated with the price item or price item bundle in the **Parameters** zone.
  5. View the valid predefined parameter values of the price item or price item bundle in the **Predefined Parameter Values for Price Item** zone.
  6. View the divisions to which the price item or price item bundle is associated in the **Divisions** zone.
  7. View the division-specific characteristics of the price item or price item bundle in the **Division-Specific Characteristics for Price Item** zone.
  8. View the division-specific SQIs of the price item or price item bundle in the **Division-Specific SQIs for Price Item** zone.
  9. View the price items or price item bundles related to the parent price item or price item bundle in the **Price Item Relationship** zone.


#### Related Topics

For more information on...	See...
How to search for a price item or price item bundle	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
<b>Price Item</b> screen	<a href="#">Price Item (Used for Viewing)</a> on page 176

### Price Item (Used for Viewing)

The **Price Item** screen allows you to view the details of the price item or price item bundle. It also allows you to edit the details of the price item or price item bundle. It contains the following zones:


- **Price Item** – Displays the basic details of the price item or price item bundle.
- **Parameters** – Lists the parameters which are associated with the price item or price item bundle.
- **Predefined Parameter Values for Price Item** – Lists the predefined parameter values which are valid for the price item or price item bundle.

**Note:** By default, the **Predefined Parameter Values for Price Item** zone does not appear in the **Price Item** screen. It appears only when you click the **Broadcast**  icon corresponding to a parameter in the **Parameters** zone.

- **Divisions** – Lists the divisions to which the price item or price item bundle is associated.
- **Division-Specific Characteristics for Price Item** – Lists the characteristics which are defined for the price item or price item bundle in the respective division.

**Note:** By default, the **Division-Specific Characteristics for Price Item** zone does not appear in the **Price Item** screen. It appears only when you click the **Broadcast**  icon corresponding to a division in the **Divisions** zone.

- **Division-Specific SQIs for Price Item** – Lists the SQIs to which the price item or price item bundle is associated in the respective division.

**Note:** By default, the **Division-Specific SQIs for Price Item** zone does not appear in the **Price Item** screen. It appears only when you click the **Broadcast**  icon corresponding to a division in the **Divisions** zone.

- **Price Item Relationship** – Lists the price items or price item bundles which are associated with the parent price item or added in the price item bundle.

## Price Item

The **Price Item** zone displays the details of the price item or price item bundle. It contains the following sections:

- **Main** – Displays basic information about the price item or price item bundle. It contains the following fields:

Field Name	Field Description
Price Item	Displays information about the price item or price item bundle.
Description	Displays the description of the price item or price item bundle.
Price Item Usage	Indicates whether the price item or price item bundle is used for only pricing or pricing and billing. The valid values are: <ul style="list-style-type: none"> <li>• Pricing</li> <li>• Pricing and Billing</li> </ul>
Price Item Type	Indicates the type of the price item or price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• Rate</li> <li>• Fees</li> </ul>
	<b>Note:</b> This field appears only when you select the <b>Pricing</b> option from the <b>Price Item Usage</b> list.
Bundle	Indicates whether the price item is a bundle. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Bundle Type	Indicates the type of the price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• Phantom</li> <li>• Ratio</li> <li>• Regular</li> </ul>
	<b>Note:</b> This field appears only when you select the <b>Yes</b> option from the <b>Bundle</b> list.
Global Price List	Indicates whether the price item or price item bundle is assigned to a global price list. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Contract Type	Displays the contract type to which the price item or price item bundle is associated.

- **Price Item Characteristics** – Lists the characteristics defined for the price item or price item bundle. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the characteristic is effective for the price item or price item bundle.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** – This section contains the following button:

Button Name	Button Description
Edit	Used to edit the details of the price item or price item bundle.

- **Record Information** – This section contains the following field:

Field Name	Field Description
Business Object	Indicates the business object using which the price item or price item bundle is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

### **Related Topics**


For more information on...	See...
Price Item screen	<a href="#">Price Item (Used for Viewing)</a> on page 176
How to edit a price item or price item bundle	<a href="#">Editing a Price Item or Price Item Bundle</a> on page 182

### **Parameters**

The **Parameters** zone lists the parameters to which the price item or price item bundle is associated. It contains the following columns:

Column Name	Column Description
Effective Start Date	Displays the date from when the parameter is effective for the price item or price item bundle.
Effective End Date	Displays the date till when the parameter is effective for the price item or price item bundle.
Parameter	Indicates the parameter to which the price item or price item bundle is associated.  <b>Note:</b> It has a link. On clicking the link, the <b>Parameter</b> screen appears where you can view the details of the respective parameter.
Business Label	Displays the business label of the parameter. If the business label is defined for a parameter, the business label appears instead of the parameter name.
Display Order	Indicates the order in which the parameter and its value should be displayed in the price item parameter information string across the application.

Column Name	Column Description
Parameter Usage	Indicates whether the parameter is used for aggregation and/or for defining the pricing of the price item or price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• <b>Aggregation</b> – Indicates that the parameter is used for aggregating transactions.</li> <li>• <b>Pricing</b> – Indicates that the parameter is used for aggregating transactions and defining the price item pricing.</li> </ul>
Mandatory	Indicates whether the parameter is mandatory while defining the price item pricing.
Priority	Indicates the priority in which optional parameters should be considered while determining best fit price for the price item or price item bundle.

On clicking the **Broadcast**  icon corresponding to a parameter, the **Predefined Parameter Values for Price Item** zone appears where you can view the valid predefined parameter values of the price item or price item bundle.


#### Related Topics

For more information on...	See...
<b>Price Item</b> screen	<a href="#">Price Item (Used for Viewing)</a> on page 176
<b>Predefined Parameter Values</b> zone	<a href="#">Defining Valid Predefined Parameter Values for a Price Item or Price Item Bundle</a> on page 166

#### Predefined Parameter Values for Price Item

The **Predefined Parameter Values for Price Item** zone lists the predefined parameter values which are valid for the price item or price item bundle. It contains the following columns:

Column Name	Column Description
Parameter Value	Displays the predefined parameter value.
Description	Displays the description of the predefined parameter value.

By default, the **Predefined Parameter Values for Price Item** zone does not appear in the **Price Item** screen. It appears only when you click the **Broadcast**  icon corresponding to a parameter in the **Parameters** zone.


#### Related Topics


For more information on...	See...
<b>Price Item</b> screen	<a href="#">Price Item (Used for Viewing)</a> on page 176
<b>Parameters</b> zone	<a href="#">Parameters</a> on page 178

#### Divisions

The **Divisions** zone lists the divisions to which the price item or price item bundle is associated. It contains the following column:

Column Name	Column Description
Division	Indicates the division to which the price item or price item bundle is associated.  <b>Note:</b> It has a link. On clicking the link, the <b>Division</b> screen appears where you can view the details of the respective division.

On clicking the **Broadcast**  icon corresponding to a division, the **Division-Specific Characteristics for Price Item** and **Division-Specific SQIs for Price Item** zones appear.

You can filter the list using the **Division** field available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters**  icon in the upper right corner of this zone.

### Related Topics

For more information on...	See...
<b>Price Item</b> screen	<a href="#">Price Item (Used for Viewing)</a> on page 176
<b>Division-Specific Characteristics for Price Item</b> zone	<a href="#">Division-Specific Characteristics for Price Item</a> on page 180
<b>Division-Specific SQIs for Price Item</b> zone	<a href="#">Division-Specific SQIs for Price Item</a> on page 180

### **Division-Specific Characteristics for Price Item**

The **Division-Specific Characteristics for Price Item** zone lists the characteristics defined for a price item or price item bundle in a specific division. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the price item or price item bundle characteristic is effective for the division.
Characteristic Type	Indicates the characteristic type.  <b>Note:</b> It has a link. On clicking the link, the <b>Characteristic Type</b> screen appears where you can view the details of the respective characteristic type.
Characteristic Value	Displays the value of the characteristic type.

By default, the **Division-Specific Characteristics for Price Item** zone does not appear in the **Price Item** screen. It appears only when you click the **Broadcast**  icon corresponding to a division in the **Divisions** zone.


### Related Topics

For more information on...	See...
<b>Price Item</b> screen	<a href="#">Price Item (Used for Viewing)</a> on page 176
<b>Divisions</b> zone	<a href="#">Divisions</a> on page 179

### **Division-Specific SQIs for Price Item**

The **Division-Specific SQIs for Price Item** zone lists the SQIs to which the price item or price item bundle is associated in a specific division. It contains the following column:

Column Name	Column Description
SQI	Indicates the SQI to which the price item or price item bundle is associated in the division.

By default, the **Division-Specific SQIs for Price Item** zone does not appear in the **Price Item** screen. It appears only when you click the **Broadcast**  icon corresponding to a division in the **Divisions** zone.

### Related Topics




For more information on...	See...
Price Item screen	<a href="#">Price Item (Used for Viewing)</a> on page 176
Divisions zone	<a href="#">Divisions</a> on page 179

### Price Item Relationship

The **Price Item Relationship** zone lists the price items or price item bundles which are associated with the parent price item or added to the price item bundle. It contains the following columns:

Column Name	Column Description
Price Item Information	Displays information about the price item or price item bundle.
	<b>Note:</b> It has a link. On clicking the link, the <b>Price Item</b> screen appears where you can view the details of the respective price item.
Effective Start Date	Displays the date from when the price item or price item bundle is associated with the parent price item or added to the price item bundle.
Effective End Date	Displays the date till when the price item or price item bundle is associated with the parent price item or added to the price item bundle.
Relationship Type	Indicates how the price item or price item bundle is related with the parent price item or price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• Bundle</li> <li>• Custom</li> <li>• Denominator</li> <li>• Numerator</li> <li>• Other</li> <li>• Price Item</li> <li>• Service</li> <li>• Service Group</li> </ul>
Bundle Type	Indicates the type of the price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• Phantom</li> <li>• Ratio</li> <li>• Regular</li> </ul>
	<b>Note:</b> The data appears in this column only when the associated price item is a bundle.

You can filter the list using various search criteria (such as, **Price Item**, **Description**, **Effective Start Date**, and **Relationship Type**) available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** (  ) icon in the upper right corner of this zone.

You can change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

You can associate or disassociate a price item or price item bundle from a parent price item and add or remove a price item or price item bundle from a price item bundle by clicking the **Add/Edit** link in the upper right corner of this zone.

### Related Topics

For more information on...	See...
<b>Price Item</b> screen	<a href="#">Price Item (Used for Viewing)</a> on page 176
How to associate a price item or price item bundle with a parent price item	<a href="#">Associating a Price Item or Price Item Bundle with a Parent Price Item</a> on page 188
How to add a price item or price item bundle to a price item bundle	<a href="#">Adding a Price Item or Price Item Bundle to a Price Item Bundle</a> on page 191
How to disassociate a price item or price item bundle from a parent price item	<a href="#">Disassociating a Price Item or Price Item Bundle from a Parent Price Item</a> on page 196
How to remove a price item or price item bundle from a price item bundle	<a href="#">Removing a Price Item or Price Item Bundle from a Price Item Bundle</a> on page 197

## Editing a Price Item or Price Item Bundle

### Prerequisites

To edit a price item or price item bundle, you should have:

- Contract types defined in the application
- Value defined for the **Default Contract Type** option type in the **Pricing Configuration (C1\_PRICING)** feature configuration

### Procedure

To edit a price item or price item bundle:

1. Search for the price item or price item bundle in the **Price Item** screen.
2. In the **Search Results** section, click the link in the **Price Item Information** column corresponding to the price item or price item bundle whose details you want to edit.  
The **Price Item** screen appears.
3. Click the **Edit** button in the **Price Item** zone.

The **Price Item** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the price item or price item bundle.
- **Parameters** – Used to associate a parameter with the price item or price item bundle. These associated parameters are then used for aggregating transactions and/or for defining the price item pricing.

#### Note:

The **Parameters** section appears in the **Price Item** screen only when the **Multi Price Parameter** option type of the **Multi Parameter Based Pricing (C1\_PPARM\_FLG)** feature configuration is set to **True**.


You cannot associate parameters to ratio and phantom price item bundles. Therefore, while editing the ratio and phantom price item bundles, the **Parameters** section does not appear in the **Price Item** screen.

- **Divisions** – Used to associate the price item or price item bundle with one or more divisions. It also allows you to define division-specific SQIs and characteristics for the price item or price item bundle.
- **Price Item Characteristics** – Used to define characteristics (which are applicable across divisions) for the price item or price item bundle.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Price Item	Displays the price item or price item bundle.	Not applicable

Field Name	Field Description	Mandatory (Yes or No)
Description	Used to specify the description for the price item or price item bundle.	Yes
Price Item Usage	Used to indicate whether the price item or price item bundle is used for only pricing or pricing and billing. The valid values are: <ul style="list-style-type: none"> <li>• Pricing</li> <li>• Pricing and Billing</li> </ul>	Yes
	<b>Note:</b> The system does not allow you to change the price item usage from <b>Pricing and Billing</b> to <b>Pricing</b> for a price item or price item bundle.	
Price Item Type	Used to indicate the type of price item or price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• Rate</li> <li>• Fees</li> </ul>	Yes
	<b>Note:</b> This field appears only when the <b>Price Item Usage</b> field is set to <b>Pricing</b> .	
Bundle	Indicates whether the price item is a bundle. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Not applicable
Bundle Type	Used to indicate the type of the price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• Phantom</li> <li>• Ratio</li> <li>• Regular</li> </ul>	Yes (Conditional)
	<b>Note:</b> This field is enabled only when you select the <b>Pricing and Billing</b> option from the <b>Price Item Usage</b> list and the <b>Yes</b> option from the <b>Bundle</b> list.  All the above mentioned values are available in the list when you are editing a price item bundle which is available for pricing and billing. However, when you are editing a price item bundle which is available for only pricing and when the price item type is set to <b>Fees</b> , you can only define a regular price item bundle. Therefore, by default, the value is set to <b>Regular</b> when the <b>Pricing</b> option is selected from the <b>Price Item Usage</b> list and the <b>Yes</b> option from the <b>Bundle</b> list.	<b>Note:</b> This field is required when you are editing a price item bundle.

Field Name	Field Description	Mandatory (Yes or No)
Global Price List	Used to indicate whether the price item or price item bundle can be assigned to a global price list. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes
Contract Type	Used to indicate the contract type that you want to associate with the price item or price item bundle. <p><b>Note:</b></p> <p>This field appears only when the <b>Price Item Usage</b> field is set to <b>Pricing and Billing</b>.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Contract Type</b> field. On clicking the <b>Search</b> icon, the <b>Contract Type Search</b> window appears.</p>	Yes

4. Modify the required details in the **Main** section.
5. Associate or disassociate a parameter from the price item or price item bundle, if required.

**Note:**

You can edit the parameter details and remove a parameter from the price item or price item bundle only when the parameter or any other parameter from the same date range is not yet used for aggregation or for defining the price item pricing.

You can add a parameter which will be used for aggregation (in other words, where the **Parameter Usage** field is set to **Aggregation**) anytime, whenever required. However, you can add a parameter which will be used for pricing (in other words, where the **Parameter Usage** field is set to **Pricing**) only when any other parameter from the same date range is not yet used for aggregation or for defining the price item pricing.

6. Associate or disassociate the price item or price item bundle from the divisions, if required.

**Note:** If the price item or price item bundle is associated to a division to which you do not have access, then the corresponding row in the **Divisions** section is grayed out.

7. Define, edit, or remove division-specific SQIs from the price item or price item bundle, if required.
8. Define, edit, or remove division-specific characteristics from the price item or price item bundle, if required.
9. Define, edit, or remove characteristics from the price item or price item bundle, if required.
10. Click **Save**.

The changes made to the price item or price item bundle are saved.

**Related Topics**

For more information on...	See...
How to search for a price item or price item bundle	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
How to associate a price item or price item bundle with a parameter	<a href="#">Associating a Parameter with a Price Item or Price Item Bundle</a> on page 164

For more information on...	See...
How to associate a price item or price item bundle with a division	<a href="#">Associating a Price Item or Price Item Bundle with a Division</a> on page 167
How to associate a price item or price item bundle with an SQI in a particular division	<a href="#">Defining Division-Specific SQIs for a Price Item or Price Item Bundle</a> on page 170
How to define a characteristic for a price item or price item bundle in a particular division	<a href="#">Defining Division-Specific Characteristics for a Price Item or Price Item Bundle</a> on page 168
How to define a characteristic for a price item or price item bundle	<a href="#">Defining a Characteristic for a Price Item or Price Item Bundle</a> on page 171
How to set the <b>Pricing Configuration (C1_PRICING)</b> feature configuration	<a href="#">Setting the C1_PRICING Feature Configuration</a>

## Price Item Relationship

Oracle Revenue Management and Billing allows you to associate two or more price items with each other, and thereby group them for various reasons, such as reporting, billing, and so on. In other words, you can define a price item to price item relationship. The price item to which a set of price items are associated is called a parent price item. You can also create a price item bundle and then add price items to the price item bundle. The main objective behind grouping price items or creating price item bundles is to offer discounts based on the volume across price items, facilitate minimum or maximum charge calculations across price items, or offer common price across price items.

While associating a price item with a parent price item or adding a price item to a price item bundle, you need to specify how the price item is related to the parent price item or price item bundle. You can add a price item to a price item bundle using the following relationship types:

- **Bundle** – Used while adding price items in the regular and phantom price item bundles.
- **Denominator** – Used while adding price items in the ratio price item bundles.
- **Numerator** – Used while adding price items in the ratio price item bundles.

However, you can associate a price item or price item bundle with a parent price item using the following relationship types:

- Other
- Custom
- Price Item
- Service
- Service Group

### Note:

You cannot add same set of price items using the same relationship type while defining two or more bundles with the same bundle type. For example, you cannot add P1 and P2 using the relationship type as Bundle while defining regular bundles named BUN1 and BUN2. However, you can use same set of price items while defining two or more price item to price item relationships.

If the multi parameter based pricing feature is enabled, you can add same set of price item and price item parameter combination (using the same relationship type) in more than one bundle (having the same bundle type) provided the price item parameter values are different.

The **Price Item Relationship** screen allows you to view the price items that are already associated with the parent price item or added to the price item bundle. It also allows you to associate or disassociate a price item or price item bundle

from the parent price item, or add or remove a price item or price item bundle from the price item bundle. This screen consists of the following zone:

- [Assigned Price Items](#) on page 186

### Assigned Price Items

The **Assigned Price Items** zone lists the price items or price item bundles that are already associated with the parent price item or added to the price item bundle. You will not find any records in this zone if the parent price item does not have any price item or price item bundle associated with it or if the price item bundle does not have any price item or price item bundle added to it. It contains the following sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Price Item	Used to search a particular price item or price item bundle which is associated with the parent price item or added to the price item bundle.	No
Description	Used to search price items or price item bundles with a particular description.	No
Effective Start Date	Used to search price items or price item bundles which are associated with the parent price item or added to the price item bundle from a particular date.	No
Relationship Type	Used to search price items or price item bundles which are related to the parent price item or added to the price item bundle using a particular relationship type. The valid values are: <ul style="list-style-type: none"> <li>• Bundle</li> <li>• Custom</li> <li>• Denominator</li> <li>• Numerator</li> <li>• Other</li> <li>• Price Item</li> <li>• Service</li> <li>• Service Group</li> </ul>	No

- **Search Results** – On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Price Item Information	Displays information about the price item or price item bundle.
	<b>Note:</b> It has a link. On clicking the link, the <b>Price Item</b> screen appears where you can view the details of the respective price item or price item bundle.
Effective Start Date	Displays the date from when the price item or price item bundle is associated with the parent price item or added to the price item bundle.
Effective End Date	Displays the date till when the price item or price item bundle is associated with the parent price item or added to the price item bundle.

Column Name	Column Description
Relationship Type	<p>Indicates how the price item or price item bundle is related to the parent price item or price item bundle. The valid values are:</p> <ul style="list-style-type: none"> <li>• Bundle</li> <li>• Custom</li> <li>• Denominator</li> <li>• Numerator</li> <li>• Other</li> <li>• Price Item</li> <li>• Service</li> <li>• Service Group</li> </ul> <p><b>Note:</b> The <b>Bundle</b> relationship type is used while adding price items in the regular and phantom price item bundles. The <b>Denominator</b> and <b>Numerator</b> relationship types are used while adding price items in the ratio price item bundles. And, all other relationship types, such as <b>Other</b>, <b>Custom</b>, <b>Price Item</b>, <b>Service</b>, and <b>Service Group</b> are used while associating price items to the parent price item.</p>
Price Item Parameters	Indicates the parameters based on which you want to determine pricing for the price item.

You can associate or disassociate a price item or price item bundle from a parent price item, or add or remove a price item or price item bundle from a price item bundle by clicking the **Add/Edit** link in the upper right corner of this zone.

### **Related Topics**

For more information on...	See...
<b>Price Item Relationship</b> screen	<a href="#">Price Item Relationship</a> on page 185
How to view the price items or price item bundles associated with a parent price item	<a href="#">Viewing the Price Items or Price Item Bundles Associated with a Parent Price Item</a> on page 188
How to view the price items or price item bundles added to a price item bundle	<a href="#">Viewing the Price Items or Price Item Bundles Added to a Price Item Bundle</a> on page 188
How to associate a price item or price item bundle with a parent price item	<a href="#">Associating a Price Item or Price Item Bundle with a Parent Price Item</a> on page 188
How to add a price item or price item bundle to a price item bundle	<a href="#">Adding a Price Item or Price Item Bundle to a Price Item Bundle</a> on page 191
How to disassociate a price item or price item bundle from a parent price item	<a href="#">Disassociating a Price Item or Price Item Bundle from a Parent Price Item</a> on page 196
How to remove a price item or price item bundle from a price item bundle	<a href="#">Removing a Price Item or Price Item Bundle from a Price Item Bundle</a> on page 197
How to filter the price items or price item bundles associated with a parent price item	<a href="#">Filtering the Price Items or Price Item Bundles Associated with a Parent Price Item</a> on page 197
How to filter the price items or price item bundles added to a price item bundle	<a href="#">Filtering the Price Items or Price Item Bundles Added to a Price Item Bundle</a> on page 198

## Viewing the Price Items or Price Item Bundles Associated with a Parent Price Item

### Procedure

To view the price items or price item bundles associated with a parent price item:

1. Search for the price item in the **Price Item** screen.
2. In the **Search Results** section, click the **Price Item Relationship** (☰) icon in the **Price Item Relationship** column corresponding to the price item whose relationship details you want to view.  
The **Price Item Relationship** screen appears.
3. View the price items or price item bundles that are associated with the parent price item in the **Assigned Price Items** zone.

### Related Topics

For more information on...	See...
How to search for a price item	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
<b>Price Item Relationship</b> screen	<a href="#">Price Item Relationship</a> on page 185
<b>Assigned Price Items</b> zone	<a href="#">Assigned Price Items</a> on page 186

## Viewing the Price Items or Price Item Bundles Added to a Price Item Bundle

### Procedure

To view the price items or price item bundles added to a price item bundle:

1. Search for the price item bundle in the **Price Item** screen.
2. In the **Search Results** section, click the **Price Item Relationship** (☰) icon in the **Price Item Relationship** column corresponding to the price item bundle whose relationship details you want to view.  
The **Price Item Relationship** screen appears.
3. View the price items or price item bundles that are added to the price item bundle in the **Assigned Price Items** zone.

### Related Topics

For more information on...	See...
How to search for a price item bundle	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
<b>Price Item Relationship</b> screen	<a href="#">Price Item Relationship</a> on page 185
<b>Assigned Price Items</b> zone	<a href="#">Assigned Price Items</a> on page 186

## Associating a Price Item or Price Item Bundle with a Parent Price Item

### Prerequisites

To associate a price item or price item bundle with a parent price item, you should have:

- Parent price item associated with the division to which the user belongs
- Price item or price item bundle associated to at least one division to which the parent price item belongs.



### Procedure

To associate a price item or price item bundle with a parent price item:




1. Search for the parent price item in the **Price Item** screen.
2. In the **Search Results** section, click the **Price Item Relationship** (🔍) icon in the **Price Item Relationship** column corresponding to the parent price item to which you want to associate a price item or price item bundle.  
The **Price Item Relationship** screen appears.
3. Click the **Add/Edit** link in the upper right corner of the **Assigned Price Items** zone.  
The **Price Item Relationship** screen appears. It contains the following fields in a grid:


Field Name	Field Description	Mandatory (Yes or No)
Price Item	Used to indicate the price item or price item bundle that you want to associate with the parent price item.	Yes
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> window appears.	
Relationship Type	Used to indicate how the price item or price item bundle is related with the parent price item. The valid values are: <ul style="list-style-type: none"> <li>• Bundle</li> <li>• Custom</li> <li>• Denominator</li> <li>• Numerator</li> <li>• Other</li> <li>• Price Item</li> <li>• Service</li> <li>• Service Group</li> </ul>	Yes
	<b>Note:</b> You can use the <b>Other</b> , <b>Custom</b> , <b>Price Item</b> , <b>Service</b> , or <b>Service Group</b> relationship type while associating a price item or price item bundle to the parent price item.	
Effective Start Date	Used to specify the date from when you want to associate the price item or price item bundle with the parent price item.	Yes
	<b>Note:</b> The effective start date cannot be later than the effective end date.	
Effective End Date	Used to specify the date till when you want to associate the price item or price item bundle with the parent price item.	No
	<b>Note:</b> The effective end date cannot be earlier than the effective start date.	

Field Name	Field Description	Mandatory (Yes or No)
Price Item Parameters	<p>Used to specify the parameters and their values based on which you want to determine pricing for the price item or price item bundle.</p> <p><b>Note:</b></p> <p>This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b>.</p> <p>The <b>Search</b> () icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Parameters</b> screen appears.</p> <p>You must not use the <b>Price Item Parameters</b> field while associating a price item or price item bundle with a parent price item. This is because it is designed to be used while adding a price item or price item bundle to the ratio and phantom price item bundles.</p>	Not applicable
Characteristics	<p>On clicking the <b>Add</b> () icon, you can define relationship-specific characteristics for the price item or price item bundle.</p>	Not applicable

- Enter the required details in the **Price Item Relationship** screen.

**Note:** You can associate the same set of price items or price item bundles using the same relationship type to more than one parent price item. For example, you can associate the **P1** and **P2** price items using the **Service** relationship type to the **PP1** and **PP2** price items.

- Define relationship-specific characteristics for the price item or price item bundle, if required.
- If you want to associate more than one price item or price item bundle with the parent price item, click the **Add** () icon and then repeat the steps from 4 to 5.

**Note:** However, if you want to disassociate a price item or price item bundle from a parent price item, click the **Delete** () icon corresponding to the price item or price item bundle.

- Click **Save**.

The price item or price item bundle is associated with the parent price item.

### Related Topics

For more information on...	See...
How to search for a parent price item	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
<b>Price Item Relationship</b> screen	<a href="#">Price Item Relationship</a> on page 185
<b>Assigned Price Items</b> zone	<a href="#">Assigned Price Items</a> on page 186
How to define relationship-specific characteristics for a price item or price item bundle	<a href="#">Defining Relationship-Specific Characteristics for a Price Item or Price Item Bundle</a> on page 195

## Adding a Price Item or Price Item Bundle to a Price Item Bundle

### Prerequisites

To add a price item or price item bundle to a price item bundle, you should have:

- Price item bundle (to which you want to add a price item or price item bundle) associated with the division to which the user belongs
- Price item bundle (to which you want to add a price item or price item bundle) and price item or price item bundle (which you want to add) associated to the same contract type
- Parameters associated with the price item or price item bundle (which you want to add) when you want to determine pricing for the price item based on the parameters in the ratio and phantom price item bundles
- Regular price item bundle (to which you want to add a price item or price item bundle) and price item or price item bundle (which you want to add) associated with the same parameters

**Note:** Not only the parameters, but also their details such as parameter usage, mandatory flag, and priority should be identical. Also, the date from when the parameters are effective for the price item bundle (to which you want to add a price item or price item bundle) should be earlier than or equal to the date from when the parameters are effective for the price item or price item bundle (which you want to add).

- Price item or price item bundle (which you want to add) associated to at least one division to which the price item bundle (to which you want to add a price item or price item bundle) belongs



### Procedure

To add a price item or price item bundle to a price item bundle:

1. Search for the price item bundle in the **Price Item** screen.
2. In the **Search Results** section, click the **View** (🔍) icon in the **Price Item Relationship** column corresponding to the price item bundle to which you want to add a price item or price item bundle. The **Price Item Relationship** screen appears.
3. Click the **Add/Edit** link in the upper right corner of the **Assigned Price Items** zone.

The **Price Item Relationship** screen appears. It contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Price Item	Used to indicate the price item or price item bundle that you want to add to the price item bundle.	Yes
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to the <b>Price Item</b> field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> window appears.	

Field Name	Field Description	Mandatory (Yes or No)
Relationship Type	<p>Used to indicate how the price item or price item bundle is related to the price item bundle. The valid values are:</p> <ul style="list-style-type: none"> <li>• Bundle</li> <li>• Custom</li> <li>• Denominator</li> <li>• Numerator</li> <li>• Other</li> <li>• Price Item</li> <li>• Service</li> <li>• Service Group</li> </ul> <p><b>Note:</b> You can use the <b>Bundle</b> relationship type while adding a price item or price item bundle in the regular and phantom price item bundles. However, you can use the <b>Denominator</b> and <b>Numerator</b> relationship type while adding a price item or price item bundle in the ratio price item bundles.</p>	Yes
Effective Start Date	<p>Used to specify the date from when the price item or price item bundle is added to the price item bundle.</p> <p><b>Note:</b> The effective start date cannot be later than the effective end date.</p>	Yes
Effective End Date	<p>Used to specify the date till when the price item or price item bundle is added to the price item bundle.</p> <p><b>Note:</b> The effective end date cannot be earlier than the effective start date.</p>	No
Price Item Parameters	<p>Used to specify the parameters and their values based on which you want to determine pricing for the price item or price item bundle.</p> <p><b>Note:</b></p> <p>This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b>.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Price Item Parameters</b> field. On clicking the <b>Search</b> icon, the <b>Price Item Parameters</b> screen appears.</p>	No
Characteristics	<p>On clicking the <b>Add</b>  icon, you can define relationship-specific characteristics for the price item or price item bundle.</p>	Not applicable

4. Enter the required details in the **Price Item Relationship** screen.


**Note:**


You can add a price item or price item bundle to a regular price item bundle only when the regular price item bundle (to which you want to add a price item or price item bundle) and price item or price item bundle (which you want to add) are associated with the same parameters for the specified date range.

You cannot add the same set of price items using the same relationship type to two or more price item bundles with the same bundle type. For example, you cannot add **P1** and **P2** using the **Bundle** relationship type to the **BUN1** and **BUN2** regular price item bundles.

If the multi parameter based pricing feature is enabled, you can add the same set of price item and price item parameter combination (using the same relationship type) to more than one bundle (with the same bundle type) provided the price item parameter values are different.

You cannot add the same price item or price item bundle in numerator and denominator while defining a ratio price item bundle.

5. Define relationship-specific characteristics for the price item or price item bundle, if required.
6. If you want to add more than one price item or price item bundle to the price item bundle, click the **Add** () icon and then repeat the steps from 4 to 5.

**Note:** However, if you want to remove a price item or price item bundle from a price item bundle, click the **Delete** () icon corresponding to the price item or price item bundle.

7. Click **Save**.

The price item or price item bundle is added to the price item bundle.

**Related Topics**

For more information on...	See...
How to search for a price item bundle	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
<b>Price Item Relationship</b> screen	<a href="#">Price Item Relationship</a> on page 185
<b>Assigned Price Items</b> zone	<a href="#">Assigned Price Items</a> on page 186
How to set the parameters for a price item or price item bundle	<a href="#">Setting the Parameters for a Price Item or Price Item Bundle</a> on page 193
How to define relationship-specific characteristics for a price item or price item bundle	<a href="#">Defining Relationship-Specific Characteristics for a Price Item or Price Item Bundle</a> on page 195


**Setting the Parameters for a Price Item or Price Item Bundle****Prerequisites**

To set the parameters for a price item or price item bundle, you should have:

- Parameters (where the **Parameter Usage** field is set to **Pricing**) associated with the price item or price item bundle

**Procedure**


To set the parameters for a price item or price item bundle:

1. Click the **Search** () icon corresponding to the **Price Item Parameters** field.

The **Price Item Parameters** screen appears. It contains the following fields:

Field Name	Field Description
Price Item	Indicates the price item or price item bundle for which you want to set the parameters.
Description	Displays the description of the price item or price item bundle.

In addition, this screen contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Price Item Parameter	Indicates the parameter which is associated with the price item or price item bundle.	Not applicable
	<b>Note:</b> Here, the system displays the price item parameter where the <b>Parameter Usage</b> field is set to <b>Pricing</b> .	
Mandatory	Indicates whether the parameter is mandatory while defining the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Not applicable
Priority	Indicates the priority in which optional parameters should be considered while determining best fit price for the price item or price item bundle.	Not applicable
	<b>Note:</b> The priority for all parameters which are mandatory is set to 0.	
Parameter Value	Used to specify the parameter value.	Yes (Conditional)
	<b>Note:</b> If the parameter value type is <b>Predefined</b> or <b>Reference</b> , the <b>Search</b>  icon appears corresponding to the <b>Parameter Value</b> field. On clicking the <b>Search</b> icon, you can search for a parameter value.  You can specify any special characters except ampersand (&), comma (,), underscore (_), equal to (=), tilde (~), and semi-colon(;) in the parameter value.	
		<b>Note:</b> This field is required when you want to determine pricing for the price item or price item bundle based on the parameter.

2. Enter the required details in the **Price Item Parameters** screen.
3. Click **OK**.

A comma-separated list of values appear in the **Price Item Parameters** column corresponding to the price item or price item bundle. The order in which parameter values appear in the price item parameter information string is controlled by the display order (which is defined while associating a parameter with a price item).

**Note:** The value specified for a parameter whose value type is set to **Adhoc** is validated using the validation algorithm attached to the respective parameter.

### Related Topics

For more information on...	See...
How to add a price item or price item bundle to a price item bundle	<a href="#">Adding a Price Item or Price Item Bundle to a Price Item Bundle</a> on page 191

## Defining Relationship-Specific Characteristics for a Price Item or Price Item Bundle


### Prerequisites

To define relationship-specific characteristics for a price item or price item bundle, you should have:


- Characteristic types defined in the application (where the characteristic entity is set to **Price Item Relationship**)


### Procedure


To define relationship-specific characteristics for a price item or price item bundle:

1. Click the **Add** (  ) icon in the **Characteristics** column corresponding to the price item or price item bundle for which you want to define relationship-specific characteristics.

A grid appears corresponding to the price item or price item bundle with the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the relationship-specific characteristic is effective for the price item or price item bundle.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a relationship-specific characteristic for the price item or price item bundle.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Price Item Relationship</b> .	Yes (Conditional) <b>Note:</b> This field is required when you are defining a relationship-specific characteristic for the price item or price item bundle.
Characteristic Value	Used to specify the value for the characteristic type. <b>Note:</b> If you select a predefined characteristic type, the <b>Search</b> (  ) icon appears corresponding to the <b>Characteristic Value</b> field. On clicking the <b>Search</b> icon, the <b>Predefined Characteristic Search</b> window appears. On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a relationship-specific characteristic for the price item or price item bundle.

2. Enter the required details in the **Characteristics** grid.
3. If you want to define more than one relationship-specific characteristic for the price item or price item bundle, click the **Add** (  ) icon and then repeat step 2.

**Note:** However, if you want to remove a relationship-specific characteristic from the price item or price item bundle, click the **Delete** () icon corresponding to the characteristic.

4. Click **Save**.

The relationship-specific characteristics are defined for the price item or price item bundle.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to associate a price item or price item bundle with a parent price item	<a href="#">Associating a Price Item or Price Item Bundle with a Parent Price Item</a> on page 188
How to add a price item or price item bundle to a price item bundle	<a href="#">Adding a Price Item or Price Item Bundle to a Price Item Bundle</a> on page 191

## **Disassociating a Price Item or Price Item Bundle from a Parent Price Item**



### **Prerequisites**

To disassociate a price item or price item bundle from a parent price item, you should have:

- Parent price item associated with the division to which the user belongs

### **Procedure**

To disassociate a price item or price item bundle from a parent price item:

1. Search for the parent price item in the **Price Item** screen.
2. In the **Search Results** section, click the **View** () icon in the **Price Item Relationship** column corresponding to the parent price item from which you want to disassociate a price item or price item bundle. The **Price Item Relationship** screen appears.
3. Click the **Add/Edit** link in the upper right corner of the **Assigned Price Items** zone. The **Price Item Relationship** screen appears.
4. Filter the price items or price item bundles associated to the parent price item, if required.
5. In the **Search Results** section, click the **Delete** () icon corresponding to the price item or price item bundle that you want to disassociate from the parent price item.
6. Click **Save**.

The price item or price item bundle is disassociated from the parent price item.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a parent price item	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
<b>Price Item Relationship</b> screen	<a href="#">Price Item Relationship</a> on page 185
<b>Assigned Price Items</b> zone	<a href="#">Assigned Price Items</a> on page 186
How to filter the price items or price item bundles associated with the parent price item	<a href="#">Filtering the Price Items or Price Item Bundles Associated with a Parent Price Item</a> on page 197



## Removing a Price Item or Price Item Bundle from a Price Item Bundle

### Prerequisites

To remove a price item or price item bundle from a price item bundle, you should have:

- Price item bundle associated with the division to which the user belongs

### Procedure

To remove a price item or price item bundle from a price item bundle:

1. Search for the price item bundle in the **Price Item** screen.
2. In the **Search Results** section, click the **View** (🔍) icon in the **Price Item Relationship** column corresponding to the price item bundle from which you want to remove a price item or price item bundle. The **Price Item Relationship** screen appears.
3. Click the **Add/Edit** link in the upper right corner of the **Assigned Price Items** zone. The **Price Item Relationship** screen appears.
4. Filter the price items or price item bundles added to the price item bundle, if required.
5. In the **Search Results** section, click the **Delete** (🗑) icon corresponding to the price item or price item bundle that you want to remove from the price item bundle.
6. Click **Save**.  
The price item or price item bundle is removed from the price item bundle.

### Related Topics

For more information on...	See...
How to search for a price item bundle	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
<b>Price Item Relationship</b> screen	<a href="#">Price Item Relationship</a> on page 185
<b>Assigned Price Items</b> zone	<a href="#">Assigned Price Items</a> on page 186
How to filter the price items or price item bundles added to the price item bundle	<a href="#">Filtering the Price Items or Price Item Bundles Added to a Price Item Bundle</a> on page 198

## Filtering the Price Items or Price Item Bundles Associated with a Parent Price Item

### Prerequisites

To filter the price items or price item bundles associated with a parent price item, you should have:

- Parent price item associated with the division to which the user belongs

### Procedure

To filter the price items or price item bundles associated with a parent price item:

1. Search for the parent price item in the **Price Item** screen.
2. In the **Search Results** section, click the **View** (🔍) icon in the **Price Item Relationship** column corresponding to the parent price item whose details you want to view. The **Price Item Relationship** screen appears.
3. Enter the search criteria in the **Assigned Price Items** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

#### 4. Click **Search**.

The search results are filtered based on the specified criteria.

#### Related Topics

For more information on...	See...
How to search for a parent price item	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
<b>Price Item Relationship</b> screen	<a href="#">Price Item Relationship</a> on page 185
<b>Assigned Price Items</b> zone	<a href="#">Assigned Price Items</a> on page 186

### Filtering the Price Items or Price Item Bundles Added to a Price Item Bundle

#### Prerequisites

To filter the price items or price item bundles added to a price item bundle, you should have:

- Price item bundle associated with the division to which the user belongs

#### Procedure

To filter the price items or price item bundles added to a price item bundle:

1. Search for the price item bundle in the **Price Item** screen.
2. In the **Search Results** section, click the **View** (🔍) icon in the **Price Item Relationship** column corresponding to the price item bundle whose details you want to view.

The **Price Item Relationship** screen appears.

3. Enter the search criteria in the **Assigned Price Items** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

#### 4. Click **Search**.

The search results are filtered based on the specified criteria.

#### Related Topics

For more information on...	See...
How to search for a price item bundle	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
<b>Price Item Relationship</b> screen	<a href="#">Price Item Relationship</a> on page 185
<b>Assigned Price Items</b> zone	<a href="#">Assigned Price Items</a> on page 186

## Price Item Assignments

The **Price Item Assignments** screen allows you to view the active price lists, persons, and accounts where the price item or price item bundle is assigned. It contains the following zones:

- [Active Price Lists where Price Item is Assigned](#) on page 199
- [Persons to whom Price Item is Assigned](#) on page 199
- [Accounts where Price Item is Assigned](#) on page 200

### Active Price Lists where Price Item is Assigned

The **Active Price Lists where Price Item is Assigned** zone lists the active price lists where the pricing is defined for the price item or price item bundle. It contains the following columns:

Column Name	Column Description
Price List Information	Displays information about the price list.
	<b>Note:</b> It has a link. On clicking the link, the <b>Price List</b> screen appears where you can view the details of the respective price list.
Effective Start Date	Displays the date from when the price list is effective.
Effective End Date	Displays the date till when the price list is effective.
Availability Start Date	Displays the date from when the price list is available for assignment.
Availability End Date	Displays the date till when the price list is available for assignment.

### Related Topics

For more information on...	See...
<b>Price Item Assignments</b> screen	<a href="#">Price Item Assignments</a> on page 199
How to view the price lists, persons, or accounts where a price item is assigned	<a href="#">Viewing the Price Lists, Persons, or Accounts where a Price Item is Assigned</a> on page 200

### Persons to whom Price Item is Assigned

The **Persons to whom Price Item is Assigned** zone lists the persons where the pricing is defined for the price item or price item bundle. It contains the following columns:

Column Name	Column Description
Person ID	Indicates the person to whom the price item is assigned.
Person Information	Displays information about the person. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the respective person.
Price Assignment Start Date	Displays the date from when the price item is assigned to the person.
Price Assignment End Date	Displays the date till when the price item is assigned to the person.
Division	Indicates the division to which the person belongs.

Column Name	Column Description
Price Assignment ID	Indicates the price item pricing which is assigned to the person.

### **Related Topics**

For more information on...	See...
<b>Price Item Assignments</b> screen	<a href="#">Price Item Assignments</a> on page 199
How to view the price lists, persons, or accounts where a price item is assigned	<a href="#">Viewing the Price Lists, Persons, or Accounts where a Price Item is Assigned</a> on page 200

### **Accounts where Price Item is Assigned**

The **Accounts where Price Item is Assigned** zone lists the accounts where the pricing is defined for the price item or price item bundle. It contains the following columns:

Column Name	Column Description
Account ID	Indicates the account where the price item is assigned.
Account Information	Displays information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Price Assignment Start Date	Displays the date from when the price item is assigned to the account.
Price Assignment End Date	Displays the date till when the price item is assigned to the account.
Division	Indicates the division to which the account belongs.
Price Assignment ID	Indicates the price item pricing which is assigned to the account.

### **Related Topics**

For more information on...	See...
<b>Price Item Assignments</b> screen	<a href="#">Price Item Assignments</a> on page 199
How to view the price lists, persons, or accounts where a price item is assigned	<a href="#">Viewing the Price Lists, Persons, or Accounts where a Price Item is Assigned</a> on page 200

### **Viewing the Price Lists, Persons, or Accounts where a Price Item is Assigned**


#### **Prerequisites**

To view the price lists, persons, or accounts where the price item or price item bundle is assigned, you should have:

- Price item or price item bundle assigned to a price list, person, or account

#### **Procedure**

To view the price lists, persons, or accounts where the price item or price item bundle is assigned:

1. Search for the price item or price item bundle in the **Price Item** screen.
2. In the **Search Results** section, click the **View**  icon in the **Price Item Assigned To** column corresponding to the price item or price item bundle whose assignment details you want to view.

The **Price Item Assignments** screen appears.

3. View the price lists where the pricing is defined for the price item or price item bundle in the **Active Price Lists where Price Item is Assigned** zone.
4. View the accounts where the pricing is defined for the price item or price item bundle in the **Accounts where Price Item is Assigned** zone.
5. View the persons where the pricing is defined for the price item or price item bundle in the **Person to whom Price Item is Assigned** zone.

### Related Topics

For more information on...	See...
How to search for a price item or price item bundle	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
<b>Price Item Assignments</b> screen	<a href="#">Price Item Assignments</a> on page 199
<b>Active Price Lists where Price Item is Assigned</b> zone	<a href="#">Active Price Lists where Price Item is Assigned</a> on page 199
<b>Accounts where Price Item is Assigned</b> zone	<a href="#">Accounts where Price Item is Assigned</a> on page 200
<b>Person to whom Price Item is Assigned</b> zone	<a href="#">Persons to whom Price Item is Assigned</a> on page 199

## Price List

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A price list allows you to define standard prices for a group of price items. In other words, a price list is a rate card for price items or services which are offered to the accounts or persons. You can create more than one price list. For example, you can create a price list for large, medium-sized, and small customers. You can also create a set of price lists for different regions. You can define two types of price lists — **Standard** and **Promotional**. You can also set eligibility criteria for the price list with effective start date, end date, and description. At present, there is no functionality associated with the price list type. The implementation team can use the price list type to define the custom logic as per the business requirements.

A price list and price item pricing within the price list are effective for a particular duration. You can define multiple pricing for the same price item and variance parameter or product parameters combination within a price list only when the price item pricing date range is different. You can assign the same price item in multiple price lists and define different pricing for the price item in each price list based on the business requirements.

The system enables you to specify the duration for which the price list is available for assignment to an account or a person. However, note that at present, the availability start and end dates are not used in the product while assigning a price list to an account or a person. If required, the implementation team can build the custom logic using the availability start and end dates in the product.

Once you create a price list, you have to assign price items to the price list and define pricing for each price item assigned to the price list. The price lists are then assigned to accounts or persons to indicate the prices that will be charged for various price items or services offered to them. You can assign multiple price lists to an account or a person for an overlapping date range. But, you need to specify the priority or order for the price list in which the pricing from the price list should be considered. You can also assign the same price list to multiple accounts or persons.

You can define whether the account or person can avail the price item pricing listed on the parent or grandparent price list if it is not available on the assigned price list. In other words, you can define whether the account or person can inherit price item pricing from the price list hierarchy.

The system allows you to create the following:

- **Default Price List** – You can create a price list and set it as a default price list for a particular division. To define a default price list for a division, you need to set the value for the **Default Price List ID** parameter in the price assignment search algorithm which is attached to the division. If the effective price item pricing is not available

at any level in the customer hierarchy, the system checks whether the default price list is specified in the price assignment search algorithm. If the default price list is specified in the algorithm, the system checks whether effective price item pricing is available in the default price list and accordingly uses the price item pricing. You can have the same price list as a the default price list for multiple divisions.

- **Global Price List** – You can create one global price list in the system. It is used only when the price item pricing is not available at any level in the customer hierarchy and in the default price list associated with the division. You can assign only those price items in the global price list whose the **Global Price List** option is set to **Yes**. The global price list is used while searching an effective price item pricing only when the **Global Price List** parameter in the price assignment search algorithm (attached to the division) is set to **Y**. Finally, if the effective price item pricing is not available in the default and/or global price list, an error message occurs indicating that the effective price item pricing is not available in the system.
- **Template Price List** – You can define a template price list and assign template price item pricing to a template price list. You cannot assign template price list to an account or a person. You can only create a copy of a template price item pricing which is assigned to a template price list. Once you create a copy of the template price item pricing, you can save the new price item pricing in either **Active** or **Proposed** status.

## Price List (Used for Searching)

The **Price List** screen allows you to search for a price list using various search criteria. It also allows you to create a price list. This screen consists of the following zones:


- [Search Price List](#) on page 202
- [Price List Price Items](#) on page 205

### Search Price List

The **Search Price List** zone allows you to search for a price list using various search criteria. This zone contains the following two sections:





- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search a price list.	Yes
Price List ID	Used to search price lists with a particular ID	No
Price List Description	Used to search price lists with a particular description.	No
Effective Start Date	Used to search price lists which are effective from a particular date.	No
Effective End Date	Used to search price lists which are effective till a particular date.	No
Price List Type	Used to search a particular type of price lists. The valid values are: <ul style="list-style-type: none"> <li>• Standard</li> <li>• Promotional</li> </ul>	No
	<b>Note:</b> By default, the <b>Standard</b> option is selected.	

Field Name	Field Description	Mandatory (Yes or No)
Global Price List	Used to indicate whether you want to search global price list. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No
Availability Start Date	Used to search price lists which are available for assignment from a particular date.  <b>Note:</b> This field appears only when the <b>Advanced Search</b> link is clicked.	No
Availability End Date	Used to search price lists which are available for assignment till a particular date.  <b>Note:</b> This field appears only when the <b>Advanced Search</b> link is clicked.	No
Status	Used to search price lists with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Proposed</li> <li>• Template</li> </ul> <b>Note:</b> This field appears only when the <b>Advanced Search</b> link is clicked.	No
Division	Used to search price lists which are associated with a particular division.  <b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	No
Parent Price List ID	Used to search price lists which can inherit pricing from a particular parent price list.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price List Search</b> window appears. This field appears only when the <b>Advanced Search</b> link is clicked.	No
Parent Price List Effective Date	Used to search price lists which can inherit pricing from a parent price list on a particular date.  <b>Note:</b> This field appears only when the <b>Advanced Search</b> link is clicked.	No

**Note:** You must specify at least one search criterion while searching for a price list.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Price List Information	Displays the concatenated string consisting of price list information and price list ID which are separated by a colon (:). <b>Note:</b> It has a link. On clicking the link, the <b>Price List</b> screen appears where you can view the details of the respective price list.
Status	Indicates the status of the price list. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Proposed</li> <li>• Template</li> </ul>
Effective Start Date	Displays the date from when the price list is effective.
Effective End Date	Displays the date till when the price list is effective.
Availability Start Date	Displays the date from when the price list is available for assignment to an account or a person.
Availability End Date	Displays the date till when the price list is available for assignment to an account or a person.
Copy	On clicking the <b>Copy</b> (  ) icon, the <b>Copy Price List</b> screen appears where you can create a new price list using an existing price list.
Price List Pricing	On clicking the <b>Price List Pricing</b> (  ) icon, the <b>Price List Price Item Pricing</b> screen appears where you can view price list price items and assign price items.
Price List Assigned To	On clicking the <b>Price List Assigned To</b> (  ) icon, the <b>Price List Assignments</b> screen appears where you can view the details of the price list assigned.
Eligible Accounts/ Persons	On clicking the <b>Eligible Accounts/Persons</b> (  ) icon, the <b>Persons and Accounts Eligible for Price List Assignment</b> screen appears where you can view the details of the price list and can also search for eligible accounts and persons to be assigned to the price list.

**Note:** However, when you search for a price list by specifying the date (which can be current, past or future date) in the **Parent Price List Effective Date** field, the system retrieves the price lists that meet the search criteria along with the details of the parent price list that is effective on that date.

By default, the **Filter** area is visible. You can hide the **Filter** area by clicking the **Filters** () icon in the upper right corner of this zone.

The **Price List Price Items** zone appears on clicking the broadcast **Broadcast** () icon corresponding to the price list.

#### **Related Topics**

For more information on...	See...
<b>Price List Price Items</b> zone	<a href="#">Price List Price Items</a> on page 221





For more information on...	See...
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
How to view price items assigned to a price list	<a href="#">Viewing Price Items Assigned to a Price List</a> on page 207
How to view the details of a price list	<a href="#">Viewing the Price List Details</a> on page 214
How to copy a price list	<a href="#">Copying a Price List</a> on page 214
How to view price list price items and assign price items	<a href="#">Price List Price Item Pricing</a> on page 220
How to view the details of the price list assigned	<a href="#">Price List Assignments</a> on page 264
How to search for eligible accounts and persons to be assigned to the price list.	<a href="#">Persons and Accounts Eligible for Price List Assignment</a> on page 266

### Price List Price Items

The **Price List Price Items** zone lists price items that are assigned to the price list. You will not find any records in this zone if the price list does not have any price items assigned to it. This zone contains the following columns:

Column Name	Column Description
Pricing Information	<p>Displays the concatenated string consisting of pricing information and pricing ID which are separated by a colon (:) for the price list.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>View Price Item Pricing</b> window appears with the details of the respective pricing.</p>
Pricing Parameters	<p>Used to specify multiple parameters based on which you want to determine the pricing utilization.</p> <p><b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b>.</p>
Pricing Status	<p>Displays the status of pricing for the price item. The valid values are:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>
Effective Start Date	Displays the date from when the price item pricing is effective for the price list.
Effective End Date	Displays the date till when the price item pricing is effective for the price list.
Price Assignment Type	<p>Indicates the type of the price item pricing. The valid values are:</p> <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul> <p><b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b>.</p>

By default, the **Price List Price Items** zone does not appear in the **Price List** screen. It appears only when you click the **Broadcast**  icon corresponding to the price list in the **Search Price List** zone.

You can filter the list using various search criteria (such as, **Price Item** and **Effective Start Date**) available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters**  icon in the upper right corner of this zone.

You can change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to view price items assigned to a price list	<a href="#">Viewing Price Items Assigned to a Price List</a> on page 207
How to remove a price item from the price list	<a href="#">Removing a Price Item from a Price List</a> on page 228
How to view price item pricing for the price list	<a href="#">View Price Item Pricing</a>

## **Searching for a Price List**

### **Prerequisites**

To search for a price list, you should have:

- Divisions defined in the application
- Price list associated with the division to which the user belongs

### **Procedure**

To search for a price list:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Price List**.  
A sub-menu appears.
3. Click the **Search** option from the **Price List** sub-menu.  
The **Price List** screen appears.
4. Enter the search criteria in the **Search Price List** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of price lists that meet the search criteria appears in the **Search Results** section.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Price List</b> screen	<a href="#">Price List (Used for Viewing)</a> on page 215
<b>Search Price List</b> zone	<a href="#">Search Price List</a> on page 202

## Viewing Price Items Assigned to a Price List

### Prerequisites

To view price items assigned to a price list, you should have:

- An algorithm defined using the **C1-PLPINFO** algorithm type and attached to **Pricelist Products Assignment Information** system event in the **Algorithms** tab of the **Installation Options – Framework** screen

### Procedure

To view price items assigned to a price list:

1. Search for the price list in the **Price List** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the price list whose price items you want to view.

The **Price List Price Items** zone appears.

3. View the price items that are assigned to the price list in the **Price List Price Items** zone.

### Related Topics

For more information on...	See...
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
<b>Price List Price Items</b> zone	<a href="#">Price List Price Items</a> on page 205

## Creating a Price List

### Procedure

To create a price list:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Price List**.  
A sub-menu appears.
3. Click the **Add** option from the **Price List** sub-menu.

The **Price List** screen appears. It consists of the following sections:

- **Main** – Used to specify basic details about the price list.
- **Hierarchy** – Used to define parent price list for the price list for a particular duration.
- **Divisions** – Used to associate price list with one or more divisions.
- **Eligibility Criteria** – Used to define eligibility criteria for price list.
- **Characteristics** – Used to define characteristics for the price list.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Price List Description	Used to specify the description for the price list.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Effective Start Date	Used to specify the date from when the price list is effective.	Yes
	<b>Note:</b> By default, the current date appears in this field.	
Effective End Date	Used to specify the date till when the price list is effective.	No
	<b>Note:</b> The effective end date cannot be earlier than the effective start date.	
Price List Type	Used to indicate the type of the price list. The valid values are: <ul style="list-style-type: none"> <li>• Standard</li> <li>• Promotional</li> </ul>	Yes
	<b>Note:</b> By default, the value is set to <b>Standard</b> .	
Global Price List	Used to indicate whether the price list is a global price list. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes
Availability Start Date	Used to the specify the date from when the price list is available for assignment to an account or a person.	No
	<b>Note:</b> At present, the availability start date is not used in the price item while assigning a price list to an account or a person. It is available for future use.	
Availability End Date	Used to the specify the date till when the price list is available for assignment to an account or a person.	No
	<b>Note:</b> The availability end date cannot be earlier than the availability start date.  At present, the availability end date is not used in the price item while assigning a price list to an account or a person. It is available for future use.	
Validity Period (in Days)	Used to specify the period in days for which the price list is valid. It is used to calculate price list assignment validity end date while assigning the price list to an account or a person.	No

Field Name	Field Description	Mandatory (Yes or No)
Status	Used to indicate the status of the price list. The valid values are: <ul style="list-style-type: none"> <li>• <b>Active</b> – Used to indicate that the price list is used for billing.</li> <li>• <b>Proposed</b> – Used to indicate that the price list is used for quotations.</li> <li>• <b>Template</b> – Used to indicate that the price list is a template price list.</li> </ul>	Yes
	<b>Note:</b> By default, the value is set to <b>Active</b> .	

**Tip:** Alternatively, you can access the **Price List** screen by clicking the **Add** button in the **Page Title** area of the **Price List** screen.

4. Enter the required details in the **Main** section.

**Note:** By default the **Main** section is displayed.

5. Click the **Show All** link from the **Section** to view all the sections and define or associate the following:

- Define parent price list for the price list, if required.
- Associate price list with one or more divisions, if required.
- Define eligibility criteria for the price list, if required.
- Define characteristics for the price list, if required.

6. Click **Save**.

**Note:** The price list ID is generated automatically when the price list is created.

### Related Topics

For more information on...	See...
<b>Price List</b> screen	<a href="#">Price List (Used for Viewing)</a> on page 215
<b>Price List</b> search screen	<a href="#">Price List (Used for Searching)</a> on page 202
How to define the price list hierarchy	<a href="#">Defining the Price List Hierarchy</a> on page 209
How to define characteristics for a price list	<a href="#">Defining Characteristics for a Price List</a> on page 211
How to associate a price list with a division	<a href="#">Associating a Price List with a Division</a> on page 212
How to define eligibility criteria for the price list	<a href="#">Defining Eligibility Criteria for a Price List</a> on page 213

### Defining the Price List Hierarchy

Oracle Revenue Management and Billing allows you to define the price list hierarchy. It helps you to inherit the price item pricing from the parent price list if the price item pricing is not available in the price list (assigned to the account, person, or parent person). And, if the price item pricing is not available in the parent price list, the system will search for the price item pricing in the parent's parent price list (i.e. in the grandparent price list) and continue till it reaches the last level in the hierarchy.

In other words, when you define the price list hierarchy and assign the price list to an account or a person, the account or person can avail the price item pricing listed on the parent or grandparent price list if it is not available on the assigned

price list. However, if the price item pricing is available on both the assigned and parent price lists, the system derives the price item pricing from the assigned price list.


You can define multiple parent price lists for a price list. But, only one parent price list is effective for a particular duration. Two or more price lists can have the same parent price list.

### **Procedure**


To define the price list hierarchy:


1. Click the **Hierarchy** or **Show All** link from the **Section** in the **Price List** window when you are creating or editing a price list.

The **Hierarchy** section appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Parent Price List Effective From Date	Used to specify the date from when the price list can inherit pricing from the parent price list.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a parent price list for the price list.
Parent Price List Effective To Date	Used to specify the date till when the price list can inherit pricing from the parent price list.	No
	<b>Note:</b> The effective to date cannot be earlier than the effective from date and later than price list effective end date.	
Parent Price List ID	Used to specify the ID of the parent price list.	Yes (Conditional)
	<b>Note:</b> On specifying the ID for a parent price list, the description of the parent price list appears corresponding to the <b>Parent Price List ID</b> field.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price List Search</b> window appears.	<b>Note:</b> This field is required when you are defining a parent price list for the price list.


2. Enter the required details in the **Hierarchy** section.

**Note:** You can search for a price list by clicking the **Search**  icon corresponding to the **Parent Price List ID** field.

3. If you want to define more than one parent price list for the price list, click the **Add**  icon and then repeat step 2.

#### **Note:**

You can define multiple parent price lists for a price list. But, only one parent price list is effective for a particular duration. Also, while defining parent price list for a price list, you can only specify a price list which is effective during the specified duration.

If you want to remove a parent price list from the price list hierarchy, click the **Delete**  icon corresponding to the parent price list.

#### 4. Click **Save**.

The parent price lists are defined for the price list.

#### Related Topics

For more information on...	See...
How to create a price list	<a href="#">Creating a Price List</a> on page 207
How to edit a price list	<a href="#">Editing a Price List</a> on page 218

### Defining Characteristics for a Price List

#### Prerequisites

To define characteristics for a price list, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Price List**)

#### Procedure

To define characteristics for a price list:

1. Click the **Characteristics** or **Show All** link from the **Section** in the **Price List** window when you are creating or editing a price list.


The **Characteristics** section appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the price list.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the price list.
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
		<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Price List</b> . <b>Note:</b> This field is required when you are defining a characteristic for the price list.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
		<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field. <b>Note:</b> This field is required when you are defining a characteristic for the price list.

2. Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search** (🔍) icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

3. If you want to define more than one characteristic for the price list, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the price list, click the **Delete** () icon corresponding to the characteristic.

4. Click **Save**.

The characteristics are defined for the price list.

### **Related Topics**

For more information on...	See...
How to create a price list	<a href="#">Creating a Price List</a> on page 207
How to edit a price list	<a href="#">Editing a Price List</a> on page 218

### **Associating a Price List with a Division**

You can assign a price list only to those accounts or persons which belong to the division to which the price list is associated. Therefore, you need to associate the price list with appropriate divisions.

#### **Prerequisites**

To associate a price list with a division, you should have:

- Divisions defined in the application


#### **Procedure**


To associate a price list with a division:

1. Click the **Divisions** or **Show All** link from the **Section** in the **Price List** window when you are creating or editing a price list.

The **Divisions** section appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to indicate the division to which you want to associate the price list.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	

2. Select the required division from the list.
3. If you want to associate the price list with more than one division, click the **Add** () icon and then repeat step 2.

**Note:** However, if you want to remove the price list from a division, click the **Delete** () icon corresponding to the division.

4. Click **Save**.

The price list is associated with the divisions.

**Tip:** Alternatively, you can associate a price list with a division using the **Division** screen.

### **Related Topics**



For more information on...	See...
How to create a price list	<a href="#">Creating a Price List</a> on page 207
How to edit a price list	<a href="#">Editing a Price List</a> on page 218

## Defining Eligibility Criteria for a Price List

### Prerequisites

To define eligibility criteria for a price list, you should have:


- The **Parameter Available For** section is updated with check box – Price List Eligibility Criteria selected while defining the parameter


### Procedure


To define eligibility criteria for a price list:

- Click the **Eligibility Criteria** or **Show All** link from the **Section** in the **Price List** window when you are creating or editing a price list.

The **Eligibility Criteria** section appears. It contains the following fields:

Column Name	Column Description	Mandatory (Yes or No)
Criteria	On clicking the <b>Add</b> (  ) icon, you can associate eligibility-criteria of parameter for the price list.	Yes (Conditional)
Effective Start Date	Used to specify the date from when the criteria is effective for the price list.	Yes (Conditional)
Effective End Date	Used to specify the date till when the criteria is effective for the price list.	Yes (Conditional)
Description	Used to specify the description for the criteria type.	No

- Enter the required details in the **Eligibility Criteria**
- If you want to define more than one eligibility criteria for the price list, click the **Add** (  ) icon and then repeat step 2.

**Note:** However, if you want to remove the eligibility criteria, click the **Delete** (  ) icon corresponding to the criteria.

- Associate eligibility-criteria of parameter for the price list, if required.
- Click **Save**.

The eligibility criteria are defined for the price list.

### Related Topics

For more information on...	See...
How to create a price list	<a href="#">Creating a Price List</a> on page 207
How to edit a price list	<a href="#">Editing a Price List</a> on page 218
How to associate eligibility-criteria of parameter for a price list	<a href="#">Associating Eligibility-Criteria of Parameters for a Price List</a>

## Copying a Price List


### Prerequisites

To copy a price list, you should have:

- Price list (whose copy you want to create) defined in the application
- Price list (whose copy you want to create) associated with the division to which the user belongs

### Procedure

To copy a price list:

1. Search for the price list in the **Price List** screen.
2. In the **Search Results** section, click the **Copy**  icon in the **Copy** column corresponding to the price list using which you want to create a new price list.

The **Price List** window appears. It contains the following sections:

- **Main** – Used to specify basic details about the price list.
  - **Hierarchy** – Used to define parent price list for the price list for a particular duration.
  - **Divisions** – Used to associate price list with one or more divisions.
  - **Eligibility Criteria** – Used to define eligibility criteria for price list.
  - **Characteristics** – Used to define characteristics for the price list.
3. Enter the required details in the **Main** section.
  4. Add, edit, or remove the parent price list details in **Hierarchy** section, if required.
  5. Add, edit, or remove the details in the **Divisions** section, if required.
  6. Add, edit, or remove the price list eligibility criteria and parameter eligibility-criteria for price list in the **Eligibility Criteria** section, if required.
  7. Add, edit, or remove the details in the **Characteristics** section, if required.
  8. Click **Save**.

**Note:** The price list ID is generated automatically when the price list is created.

### Related Topics

For more information on...	See...
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
How to create a price list	<a href="#">Creating a Price List</a> on page 207
How to edit a price list	<a href="#">Editing a Price List</a> on page 218

## Viewing the Price List Details

### Procedure

To view the details of a price list:

1. Search for the price list in the **Price List** screen.
2. In the **Search Results** section, click the link in the **Price List Information** column corresponding to the price list whose details you want to view.

The **Price List** screen appears. It contains the following tab:

- **Main** – Displays information about the price list. It contains the following zones:
    - **Price List** – Displays the basic details of the price item or price item bundle.
    - **Eligibility Criteria** – Lists the eligibility criteria to which the price list is associated.
3. View the details of the price list in the **Price List** screen.
  4. View the eligibility criteria to which the price list is associated in the **Eligibility Criteria** zone.

### Related Topics

For more information on...	See...
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
<b>Price List</b> screen	<a href="#">Price List (Used for Viewing)</a> on page 215

## Price List (Used for Viewing)

The **Price List** screen allows you to view the details of a price list. It also allows you to edit a price list. It consists of the following tab:

- **Main** – Displays information about the price list. It contains the following zones:
  - **Price List** – Displays the details of the price list.
  - **Eligibility Criteria** – Displays the eligibility criteria for the price list.

### Price List

The **Price List** zone displays the details of the price list. This zone contains the following sections:

- **Main** – This section provides basic information about the price list. It contains the following fields:

Field Name	Field Description
Price List ID	Displays the price list ID.
Price List Description	Displays the description for the price list.
Effective Start Date	Displays the date from when the price list is effective.
Effective End Date	Displays the date till when the price list is effective.
Price List Type	Indicates the type of the price list. The valid values are: <ul style="list-style-type: none"> <li>• Standard</li> <li>• Promotional</li> </ul>
Global Price List	Indicates whether the price list is a global price list. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Availability Start Date	Displays the date from when the price list is available for assignment to an account or a person.
Availability End date	Displays the date till when the price list is available for assignment to an account or a person.
Validity Period (in Days)	Displays the period in days for which the price list is valid. It is used to calculate price list assignment validity end date while assigning the price list to an account or a person.

Field Name	Field Description
Status	Indicates the status of the price list. The valid values are: <ul style="list-style-type: none"> <li>• <b>Active</b> – Indicates that the price list is used for billing.</li> <li>• <b>Proposed</b> – Indicates that the price list is used for quotations.</li> <li>• <b>Template</b> – Indicates that the price list is a template price list.</li> </ul>

- **Hierarchy** – This section displays the parent price list for a particular duration. It contains the following columns:

Column Name	Column Description
Parent Price List ID	Displays the ID of the parent price list.
Parent Price List Effective From Date	Displays the date from when the price list can inherit pricing from the parent price list.
Parent Price List Effective To Date	Displays the date till when the price list can inherit pricing from the parent price list.

- **Divisions** – This section displays the price list with one or more divisions. It contains the following column:

Column Name	Column Description
Division	Displays the division to which you want to associate the price list.  <b>Note:</b> It has a link. On clicking the link, the <b>Division</b> screen appears where you can view the details of the respective division.

- **Characteristics** – This section displays characteristics for the price list. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the characteristic is effective for the price list.
Characteristic Type	Displays the characteristic type.
Characteristic Value	Displays the value for the characteristic type.

- **Record Actions** – This section contains the following button:

Button Name	Button Description
Edit	Used to edit the details of the price list.

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the price list is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

### Related Topics

For more information on...	See...
Price List screen	<a href="#">Price List (Used for Viewing)</a> on page 215
How to edit a price list	<a href="#">Editing a Price List</a> on page 218

## Eligibility Criteria

The **Eligibility Criteria** zone displays the eligibility criteria of the price list. It contains the following columns:

Field Name	Field Description
Effective Start Date	Displays the date from when the criteria is effective for the price list.
Effective End Date	Displays the date till when the criteria is effective for the price list.
Description	Displays the description for the criteria type.
Sequence Number	Indicates the order in which the price list eligibility criteria should be executed.
Parameter	Indicates the parameter (on the left hand side) is used in the pricing eligibility criteria.
Operator	Displays the relational operator to define the relation between the parameter name and value.
Parameter Value Type	Indicates whether the parameter (on the left hand side) must be compared against another parameter (on the right hand side) or directly against a parameter value.
Parameter	Indicates the parameter (on the right hand side) against which you want to compare the parameter (on the left hand side).
Parameter Value	Indicates the parameter value against which you want to compare the parameter (on the left hand side).
Is True	Indicates what happens when the condition is true (satisfied). The valid values are: <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> – Indicates that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> – Indicates that the action specified in the <b>Rule False Action</b> field should be executed</li> <li>• <b>Rule Is True</b> – Indicates that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>
Is False	Indicates what happens when the condition is false (not satisfied). The valid values are: <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> – Indicates that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> – Indicates that the action specified in the <b>Rule False Action</b> field should be executed</li> <li>• <b>Rule Is True</b> – Indicates that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>

Field Name	Field Description
Is Insufficient	<p>Indicates what happens when the data is insufficient. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> – Indicates that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> – Indicates that the action specified in the <b>Rule False Action</b> field should be executed</li> <li>• <b>Rule Is True</b> – Indicates that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>

### Related Topics

For more information on...	See...
Price List screen	<a href="#">Price List (Used for Viewing)</a> on page 215

### Editing a Price List

#### Procedure

To edit a price list:

1. Search for the price list in the **Price List** screen.
2. Click the **Edit** button in the **Record Actions** section.

The **Price List** window appears. It consists of the following sections:

- **Main** – Used to specify basic details about the price list.
- **Hierarchy** – Used to define parent price list for the price list for a particular duration.
- **Divisions** – Used to associate price list with one or more divisions.
- **Eligibility Criteria** – Used to define eligibility criteria for price list.
- **Characteristics** – Used to define characteristics for the price list.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Price List Description	Used to specify the description for the price list.	Yes
Effective Start Date	<p>Used to specify the date from when the price list is effective.</p> <p><b>Note:</b> The system will not allow you to change the effective start date when:</p> <ul style="list-style-type: none"> <li>• There is a price item assigned to the price list on that date.</li> <li>• The price list is assigned to an account or a person on that date.</li> </ul>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Effective End Date	Used to specify the date till when the price list is effective.	No
	<b>Note:</b> The effective end date cannot be earlier than the effective start date.	
Price List Type	Used to indicate the type of the price list. The valid values are: <ul style="list-style-type: none"> <li>• Standard</li> <li>• Promotional</li> </ul>	Yes
Global Price List	Used to indicate whether the price list is a global price list. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes
Availability Start Date	Used to the specify the date from when the price list is available for assignment to an account or a person.	No
	<b>Note:</b> At present, the availability start date is not used in the product while assigning a price list to an account or a person. It is available for future use.	
Availability End Date	Used to the specify the date till when the price list is available for assignment to an account or a person.	No
	<b>Note:</b> The availability end date cannot be earlier than the availability start date.  At present, the availability end date is not used in the product while assigning a price list to an account or a person. It is available for future use.	
Validity Period (in Days)	Used to specify the period in days for which the price list is valid. It is used to calculate price list assignment validity end date while assigning the price list to an account or a person.	No

Field Name	Field Description	Mandatory (Yes or No)
Status	<p>Used to indicate the status of the price list. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Active</b> – Used to indicate that the price list is used for billing. This value appears only when you are editing a proposed price list</li> <li>• <b>Proposed</b> – Used to indicate that the price list is used for quotations.</li> <li>• <b>Template</b> – Used to indicate that the price list is a template price list.</li> </ul>	Yes
	<b>Note:</b> You cannot change the status of an active and template price list.	

3. Modify the details in the **Main** section, if required.

**Note:** By default the **Main** section is displayed.

4. Click the **Show All** link from the **Section** to view all the sections and define or associate the following:
- Add, edit or remove parent price list from the price list hierarchy, if required.
  - Associate or remove the price list from the divisions, if required.

**Note:** You can only view those divisions to which you have access in the **Division** list. If the price list is associated to a division to which you do not have access, then the division is grayed out.

- Define, edit, or remove eligibility criteria from the price list, if required
  - Define, edit, or remove characteristics from the price list, if required.
5. Click **Save**.

The changes made to the price list are saved.

### **Related Topics**

For more information on...	See...
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
How to define the price list hierarchy	<a href="#">Defining the Price List Hierarchy</a> on page 209
How to define characteristics for a price list	<a href="#">Defining Characteristics for a Price List</a> on page 211
How to associate a price list with a division	<a href="#">Associating a Price List with a Division</a> on page 212
How to define eligibility criteria for the price list	<a href="#">Defining Eligibility Criteria for a Price List</a> on page 213

## **Price List Price Item Pricing**

Once a price list is created, you can either assign a price item to the price list and then define pricing for the price item, or you can copy an existing price item pricing and assign it to the price list. The **Price List Price Item Pricing** screen allows you to:

- View and filter the price items that are assigned to the price list
- Search and assign price items to the price list
- Copy a price item pricing and assign it to the price list






This screen consists of the following zones:

- [Price List Price Items](#) on page 221
- [Search Price Item](#) on page 222

### Price List Price Items

The **Price List Price Items** zone lists price items that are assigned to the price list. You will not find any records in this zone if the price list does not have any price items assigned to it. This zone contains the following columns:

Column Name	Column Description
Pricing Information	Displays the details of price item pricing.
Pricing Parameters	Displays a comma-separated list of parameter values. The order in which parameter values appear in this column is controlled by the display order (which is defined while associating a parameter with a price item).  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
Pricing Status	Indicates the status of the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Proposed</li> <li>• Rejected</li> <li>• Template</li> </ul>
Effective Start Date	Displays the date from when the price item pricing is effective for the price list.
Effective End Date	Displays the date till when the price item pricing is effective for the price list.
Price Assignment Type	Indicates the type of the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul> <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
Edit	On clicking the <b>Edit</b> (  ) icon, you can edit the price item from the price list.
Delete	On clicking the <b>Delete</b> (  ) icon, you can remove the price item from the price list.  <b>Note:</b> The <b>Delete</b> icon appears in this column only when the price list is not yet assigned to any account or person.  This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .

You can filter the list using various search criteria (such as, **Price Item** and **Effective Start Date**) available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** (  ) icon in the upper right corner of this zone.

You can change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to edit a price item from the price list	<a href="#">Editing a Price Item Pricing</a>
How to remove a price item from the price list	<a href="#">Removing a Price Item from a Price List</a> on page 228

### **Search Price Item**

You can assign a price item or price item bundle to a price list and then define pricing for the price item or price item bundle, or you can copy an existing price item pricing and assign it to a price list. The **Search Price Item** zone allows you to search for a price item pricing which is assigned to an account, person, or a price list. You can then create a new price item pricing using an existing price item pricing through copying the price item pricing. Once you create a copy of an existing price item pricing, the new price item pricing is assigned to the price list. On copying a price item pricing, the pricing details including the price components, eligibility and tiering criteria for each price component, and characteristics are copied to the new price item pricing. You can then edit the details, if required.

The system allows you to create a copy of active, proposed, inactive, rejected, and template price item pricing. Once you create the copy of a template price item pricing, you can save the new price item pricing in either **Active** or **Proposed** status.


The **Search Price Item** zone contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Search By	Used to indicate whether you want to search price item, pricing assigned to price list and override pricing for an account, or person. The valid values are: <ul style="list-style-type: none"> <li>• Price Item</li> <li>• Price list Pricing</li> <li>• Account Override Pricing</li> <li>• Person Override Pricing</li> </ul>	Yes
Price Item	Used to search a particular price item or price item bundle.	No
Description	Used to search price items or price item bundles with a particular description.  <b>Note:</b> This field appears only when you select the <b>Price Item</b> option from the <b>Search By</b> list.	No
Global Price List	Used to search price items or price item bundles which can be assigned to a global price list. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No



Field Name	Field Description	Mandatory (Yes or No)
Bundle	Used to indicate whether you want to search for price item bundles. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No
Price List ID	Used to search pricing of price items or price item bundles which are assigned to a particular price list.  <b>Note:</b> This field appears only when you select the <b>Price List Pricing</b> option from the <b>Search By</b> list.	No
Effective Start Date	Used to search price item pricing on price lists which are effective from a particular date onwards.  <b>Note:</b> This field appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.	No
Effective End Date	Used to search price item pricing on price lists which are effective till a particular date.  <b>Note:</b> This field appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.	No
Pricing Status	Used to search price item pricing with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Proposed</li> <li>• Rejected</li> <li>• Template</li> </ul> <b>Note:</b> This field appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.	No
Price Assignment Type	Used to search a particular type of the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul> <b>Note:</b> This field appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.	No

Field Name	Field Description	Mandatory (Yes or No)
Account ID	Used to search pricing of price items or price item bundles which are assigned to a particular account.	Yes
	<b>Note:</b> This field appears only when you select the <b>Account Override Pricing</b> option from the <b>Search By</b> list.	
Person ID	Used to search pricing of price items or price item bundles which are assigned to a particular person.	Yes
	<b>Note:</b> This field appears only when you select the <b>Person Override Pricing</b> option from the <b>Search By</b> list.	

<b>Note:</b> You must specify at least one search criterion while searching for a price item or price item bundle. You can search for an account, person by clicking the <b>Search</b>  icon corresponding to the respective field.
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- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The search results include only those price items or price item bundles that are associated with the division to which the price list belongs. It may also include price items or price item bundles that are already assigned to the price list in case those price items or price item bundles match the search criteria.

The **Search Results** section contains the following columns:

Column Name	Column Description
Assign	On clicking the <b>Assign</b>  icon, the <b>Price Item Pricing</b> screen appears where you can define a new price item pricing.
Price Item Information	Displays details of the price item or price item bundle.
	<b>Note:</b> It has a link. On clicking the link, the <b>Price Item</b> screen appears where you can view the details of the respective price item or price item bundle.
Copy	On clicking the <b>Copy</b>  icon, the <b>Price Item Pricing</b> screen appears where you can define a new price item pricing using an existing price item pricing.
Pricing Information	Displays details of the price item pricing.
	<b>Note:</b> It has a link. On clicking the link, the <b>View Price Item Pricing</b> window appears with the details of the respective price item pricing.

Column Name	Column Description
Account Information	<p data-bbox="570 212 1468 302">Indicates the account to which the price item pricing is assigned. In addition, this column has a context menu which helps in navigating to other screens in the application.</p> <p data-bbox="570 331 1468 632"><b>Note:</b> This column appears only when you select the <b>Account Override Pricing</b> option from the <b>Search By</b> list. It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account. The account information string appears only when an algorithm defined using the <b>C1-AC-INFO</b> algorithm type is attached to the <b>Account Information</b> system event in the <b>Algorithms</b> tab of the <b>Installation Options – Framework</b> screen.</p>
Person Information	<p data-bbox="570 688 1468 779">Indicates the person to which the price item pricing is assigned. In addition, this column has a context menu which helps in navigating to other screens in the application.</p> <p data-bbox="570 808 1468 1108"><b>Note:</b> This column appears only when you select the <b>Person Override Pricing</b> option from the <b>Search By</b> list. It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the respective person. The person information string appears only when an algorithm defined using the <b>PERS-INFO</b> algorithm type is attached to the <b>Person Information</b> system event in the <b>Algorithms</b> tab of the <b>Installation Options – Framework</b> screen.</p>
Price List Information	<p data-bbox="570 1165 1468 1255">Indicates the price list to which the price item pricing is assigned. In addition, this column has a context menu which helps in navigating to other screens in the application.</p> <p data-bbox="570 1285 1468 1480"><b>Note:</b> This column appears only when you select the <b>Price List Pricing</b> option from the <b>Search By</b> list. It has a link. On clicking the link, the <b>Price List</b> screen appears where you can view the details of the respective person.</p>
Variance Parameter	<p data-bbox="570 1535 1468 1562">Indicates the variance parameter which is used for defining the price item pricing.</p> <p data-bbox="570 1591 1468 1682"><b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b>.</p>

Column Name	Column Description
Pricing Parameters	Displays a comma-separated list of parameter values. The order in which parameter values appear in this column is controlled by the display order (which is defined while associating a parameter with a price item or price item bundle).
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
Effective Start Date	Displays the date from when the price item pricing is effective.
Effective End Date	Displays the date till when the price item pricing is effective.
Pricing Currency	Indicates the currency in which the price item pricing is defined.
Pricing Status	Indicates the status of the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Proposed</li> <li>• Rejected</li> <li>• Template</li> </ul>
Rate Schedule	Indicates the rate schedule which is used for defining the price item pricing.
Price Assignment Usage	Indicates whether the price item pricing is applicable to all customers or only to new customers. The valid values are: <ul style="list-style-type: none"> <li>• AC</li> <li>• NC</li> </ul>
Price Assignment Type	Indicates the type of the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
Price Item	Displays the price item or price item bundle code.
	<b>Note:</b> It has a link. On clicking the link, the <b>Price Item Pricing</b> screen appears where you can define the pricing for the respective price item or price item bundle.
Description	Displays the description of the price item or price item bundle.
Global Price List	Indicates whether the price item or price item bundle can be assigned to a global price list. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>

Column Name	Column Description
Unit of Measure	Indicates the unit of measure associated with the price item or price item bundle.
Bundle	Indicates whether the price item is a bundle or not. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>
Owner ID	Displays the ID of the person for whose account the price list is created.
Party ID	Displays the third party ID.
Price List ID	Indicates the price list to which the price item pricing is assigned.  <b>Note:</b> This column appears only when you select the <b>Price List Pricing</b> option from the <b>Search By</b> list.
Price Assignment ID	Displays the price assignment ID.
Price Assignment Owner Type Flag	Displays whether price list or party is the owner of the price assignment.
Bundle Type	Indicates the type of the price item bundle. If the price item bundle is available for pricing and billing, the valid values are: <ul style="list-style-type: none"> <li>• Phantom</li> <li>• Ratio</li> <li>• Regular</li> </ul> <p>However, if the price item bundle is available for only pricing and the price item type is <b>Fees</b> then the valid value is <b>Regular</b>.</p> <b>Note:</b> This column appears only when you select the <b>Yes</b> option from the <b>Bundle</b> list.
Price Item Type	Indicates the type of the price item or price item bundle. The valid values are: <ul style="list-style-type: none"> <li>• Rate</li> <li>• Fees</li> </ul>

### Related Topics

For more information on...	See...
How to view price item pricing	<a href="#">View Price Item Pricing</a>
How to assign a price item to a price list	<a href="#">Assigning a Price Item to a Price List</a>
<b>Price Item Pricing</b> window	<a href="#">Price Item Pricing</a>
How to copy a price item pricing and assign it to a price list	<a href="#">Copying a Price Item Pricing</a>
How to view price items assigned to a price list	<a href="#">Viewing Price Items Assigned to a Price List</a> on page 227

### **Viewing Price Items Assigned to a Price List**

#### Procedure

To view price items assigned to a price list:

1. Search for the price list in the **Price List** screen.
2. In the **Search Results** section, click the **Price Item Pricing** (🔍) icon from the **Price Item Pricing** column corresponding to the price list whose price items you want to view.

The **Price List Price Item Pricing** screen appears.

3. View the price items that are assigned to the price list in the **Price List Price Items** zone.

#### Related Topics

For more information on...	See...
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
<b>Price List Price Item Pricing</b> screen	<a href="#">Price List Price Item Pricing</a> on page 220
<b>Price List Price Items</b> zone	<a href="#">Price List Price Items</a> on page 221

### Removing a Price Item from a Price List

#### Procedure

To remove a price item from a price list:

1. Search for the price list in the **Price List** screen.
2. In the **Search Results** section, click the **Price List Pricing** (🔍) icon corresponding to the price list from which you want to remove a price item.

The **Price List Price Item Pricing** screen appears.

3. Filter the list in the **Price List Price Items** zone, if required.
4. Click the **Delete** (🗑️) icon in the **Delete** column corresponding to the price item that you want to remove from the price list.

A message appears confirming whether you want to remove the price item from the price list.

**Note:** The **Delete** icon appears in the **Delete** column only when the price list is not yet assigned to any account or person.

5. Click **OK**.

The price item is removed from the price list.

#### Related Topics

For more information on...	See...
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206

### Viewing a Price Item Pricing

#### Procedure

To view a price item pricing and assignment details:

1. Search for the price list in the **Price List** screen.
2. In the **Search Results** section, click the **Price List Pricing** (🔍) icon corresponding to the price list whose details you want to view.

The **Price List Price Item Pricing** screen appears.

3. Price assignments effective for the price list appears in the **Price List Price Items** zone.



- Click the link in the **Pricing Information** column corresponding to the price list whose pricing details you want to view.

The **Price Item Pricing** screen appears. It contains the following zones:

- **Price Item Pricing** – Displays the price item pricing details. It contains the following sections:
  - **Pricing Information** – Displays the pricing information of the price item.
  - **TFM Information** – Displays the transaction feed management information of the price item.
  - **Characteristics** – Displays the details of price item pricing characteristics.
  - **Price Item and Parameter Information** – Displays the price item parameter details.
  - **Record Actions** – Displays the record actions of the price item pricing.
  - **Record Information** – Displays the record information of the price item pricing.
- **Rate and Price Component Summary** – Displays the rate and price component summary of the price item.
- **Rate Components** – Displays the rate components of the price item.
- **Price Components** – Displays the details of price components of the price item.
- **Tiering Criteria** – Displays the tiering criteria of the price item pricing.

**Note:** This zone appears only when **Tiering Type** for the rate component is **STEP** or **Threshold**

- **Pricing Eligibility Criteria** – Displays the pricing eligibility criteria of the price item pricing.

**Note:** This zone appears only when eligibility checkbox is selected in the **Price Item Pricing** screen and details for pricing eligibility criteria is added in the **Price Component** screen.

- View the basic details of price item pricing in the **Price Item Pricing** zone.
- View the rate and price component summary of price item in the **Rate and Price Component Summary** zone.
- View the rate components of price item in the **Rate Components** zone.
- View the details of price components of price item in the **Price Components** zone.
- View the tiering criteria of price item pricing in the **Tiering Criteria** zone.
- View the pricing eligibility criteria of price item pricing in the **Pricing Eligibility Criteria** zone.

#### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
<b>Price List Price Item Pricing</b> screen	<a href="#">Price List Price Item Pricing</a> on page 220
<b>Price List Price Items</b> zone	<a href="#">Price List Price Items</a> on page 205
<b>Price Item Pricing</b> screen	<a href="#">Price Item Pricing (Used for Viewing)</a> on page 340
<b>Price Item Pricing</b> zone	<a href="#">Price Item Pricing</a> on page 341
<b>Rate and Price Component Summary</b> zone	<a href="#">Rate and Price Component Summary</a> on page 344
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
<b>Tiering Criteria</b> zone	<a href="#">Tiering Criteria</a> on page 346
<b>Pricing Eligibility Criteria</b> zone	<a href="#">Pricing Eligibility Criteria</a> on page 347

## Editing a Price Item Pricing of a Price List


### Prerequisites

To edit a price item pricing of a price list, you should have:


- Transactions mapped to the price item defined in the application
- Rate schedules, rate versions, rate components defined in the application
- Parameters associated with the price item (in case you want to define price item pricing based on those parameters)

### Procedure

To edit a price item pricing of a price list:

1. Search for the price list in the **Price List** screen.
2. In the **Search Results** section, click the **Price List Pricing** (  ) icon corresponding to the price list whose details you want to view.

The **Price List Price Item Pricing** screen appears.

3. Price assignments effective for the price list appears in the **Price List Price Items** zone.
4. Click the **Edit** (  ) icon in the **Edit** column corresponding to the price item pricing whose details you want to edit.

The **Price Item Pricing** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the price item pricing.
- **TFM Information** – Used to specify the transaction feed management information about the price item pricing.

**Note:** This section appears in the **Price Item Pricing** screen only when the value for the **Show Default Values in Price Item Pricing** option type for **C1\_FM** feature configuration is set to **Y** and **Price Item Available For** is **Pricing and Billing**.

- **Characteristics** – Used to define characteristics for the price item pricing.
- **Price Item and Parameter Information** – Used to define the parameter details segment for the price item pricing.

**Note:** This section appears only when **Price Assignment Type** is **Regular**.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Start Date	Used to specify the date from when the price item pricing is effective.	Yes
	<p><b>Note:</b></p> <p>The effective start date cannot be later than the effective end date.</p> <p>If you change the effective start and end dates while editing a price item pricing, you need to specify the parameters which are effective during that date range.</p> <p>This field will be in read-only mode when the price assignment has been used.</p>	
End Date	Used to specify the date till when the price item pricing is effective.	No
	<p><b>Note:</b> The effective end date cannot be earlier than the effective start date.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Price Assignment Type	<p>Used to indicate the type of price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Regular</b> – Used to indicate that the pricing must be used to generate regular bill segment.</li> <li>• <b>Post Processing</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on usage accounts. The post processing bill segment is generated when you generate the bill for the usage account and not when you bill the usage account through an invoice account.</li> </ul> <div data-bbox="607 642 1203 884" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> The post processing bill segment is generated when the <b>Post Processing Sequence (PPSEQ)</b> characteristic is defined for the price item and when the price item is associated with another price item using the <b>Price Item</b> relationship type.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Invoice Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on an invoice account, and, as a result, the post processing bill segment is generated on the invoice account.</li> </ul> <div data-bbox="607 1108 1203 1192" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Price Item Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on both invoice and usage accounts, but the post processing bill segment is generated only on the invoice account.</li> </ul> <div data-bbox="607 1417 1203 1501" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div>	Yes
Pricing Eligibility	<p>Used to select pricing eligibility criteria for price item pricing.</p> <div data-bbox="545 1577 1203 1692" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This field will be enabled for selection if the checkbox is not selected. If the checkbox appears selected then this field will be in read-only mode.</p> </div>	No

Field Name	Field Description	Mandatory (Yes or No)
Pricing Status	<p>Used to indicate the status of the price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Draft</b> – Indicates that the price assignment is created as a draft.</li> <li>• <b>Active</b> – Indicates that the price assignment is used for billing.</li> <li>• <b>Inactive</b> – Indicates that the price assignment is no longer used for billing.</li> <li>• <b>Proposed</b> – Indicates that the price assignment is to be used for quotations.</li> <li>• <b>Template</b> – Indicates that the price assignment is a template price list.</li> </ul> <p><b>Note:</b> If a price assignment is in <b>Active</b> status, you can change its status to <b>Inactive</b>. If a price assignment is in <b>Draft</b> status, you cannot change its status to <b>Proposed</b>.</p>	Yes
Pricing Currency	Used to indicate the currency in which you want to define the price item pricing.	Yes
Rate Schedule	<p>Used to specify the rate schedule that you want to use while defining price item pricing.</p> <p><b>Note:</b> Rate schedules control how the bills for the price item will be calculated. The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Rate Schedule Search</b> screen appears.</p>	Yes
Pricing Rule Type	<p>Used to indicate the pricing rule type. The valid value is:</p> <ul style="list-style-type: none"> <li>• Two-Dimensional</li> </ul>	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when you are editing a two-dimensional pricing rule.</p>
Print Zero	<p>Used to indicate whether zero pricing should be displayed in the bill. The valid values are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p><b>Note:</b> By default, <b>Yes</b> is selected.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Price Assignment Usage	Used to indicate whether the price item pricing is applicable to all customers or only to new customers. The valid values are: <ul style="list-style-type: none"> <li>All Customers</li> <li>New Customers</li> </ul>	Yes
Pricing Frequency	Used to indicate pricing frequency for the price item.	Yes
	<b>Note:</b> This field appears only when <b>Price Item</b> is defined as <b>Only Pricing</b> and <b>Price Item Type</b> is defined as <b>Fees</b> .	

5. Modify the details in the **Main** section, if required.
6. Edit the TFM Information in a price item pricing, if required.
7. Edit the characteristics for a price item pricing, if required.
8. Edit the parameters for a price item pricing, if required.
9. Click **Save**.

The changes made to the price item pricing are saved.

### **Related Topics**

For more information on...	See...
<b>Price List Price Item Pricing</b> screen	<a href="#">Price List Price Item Pricing</a> on page 220
<b>Price List Price Items</b> zone	<a href="#">Price List Price Items</a> on page 205
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
How to define a price item pricing.	<a href="#">Defining a Price Item Pricing</a> on page 349
How to define characteristics for a price item pricing.	<a href="#">Defining Characteristics for a Price Item Pricing</a> on page 238
How to define parameters for a price item pricing.	<a href="#">Defining Parameters for a Price Item Pricing</a> on page 239
How to define TFM Information in a price item pricing.	<a href="#">Defining TFM Information in a Price Item Pricing</a> on page 240

### **Assigning a Price Item to a Price List**

#### **Prerequisites**

To assign a price item to a price list, you should have:

- Transactions mapped to the price item defined in the application
- Rate schedules, rate versions, and rate components defined in the application
- Parameters associated with the price item (in case you want to define price item pricing based on multiple parameters)

#### **Procedure**


To assign a price item to a price list:

1. Search for the price list in the **Price List** screen.

- In the **Search Results** section, click the **Price List Pricing** () icon corresponding to the price list whose details you want to view.

The **Price List Price Item Pricing** screen appears.

- Search for the price item that you want to assign to the price list in the **Search Price Item or Price Item Pricing** zone.

- In the **Search Results** section, click the **Assign** () icon in the **Assign** column corresponding to the price item that you want to assign to the price list.

The **Price Item Pricing** screen appears. It contains the following sections:

- Main** – Used to specify basic details about the price item pricing.
- TFM Information** – Used to specify the transaction feed management information about the price item pricing.

**Note:** This section appears in the **Price Item Pricing** screen only when the value for the **Show Default Values in Price Item Pricing** option type for **C1\_FM** feature configuration is set to **Y** and **Price Item Available For** is **Pricing and Billing**.

- Characteristics** – Used to define characteristics for the price item pricing.
- Price Item and Parameter Information** – Used to define the parameter details segment for the price item pricing.

**Note:** This section appears only when **Price Assignment Type** is **Processing**.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Start Date	Used to specify the date from when the price item pricing is effective.	Yes
	<p><b>Note:</b></p> <p>By default, the current system date appears in this field.</p> <p>The effective start date cannot be later than the effective end date.</p>	
End Date	Used to specify the date till when the price item pricing is effective.	No
	<p><b>Note:</b> The effective end date cannot be earlier than the effective start date.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Price Assignment Type	<p>Used to indicate the type of price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Regular</b> – Used to indicate that the pricing must be used to generate regular bill segment.</li> <li>• <b>Post Processing</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on usage accounts. The post processing bill segment is generated when you generate the bill for the usage account and not when you bill the usage account through an invoice account.</li> </ul> <div data-bbox="602 642 1195 884" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> The post processing bill segment is generated when the <b>Post Processing Sequence (PPSEQ)</b> characteristic is defined for the price item and when the price item is associated with another price item using the <b>Price Item</b> relationship type.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Invoice Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on an invoice account, and, as a result, the post processing bill segment is generated on the invoice account.</li> </ul> <div data-bbox="602 1108 1195 1192" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Price Item Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on both invoice and usage accounts, but the post processing bill segment is generated only on the invoice account.</li> </ul> <div data-bbox="602 1417 1195 1501" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div>	Yes
Pricing Eligibility	Used to select pricing eligibility criteria for price item pricing.	No
Pricing Status	<p>Used to indicate the status of the price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Draft</b> – Indicates that the price assignment is created as a draft.</li> <li>• <b>Proposed</b> – Indicates that the price assignment is used for quotations.</li> <li>• <b>Template</b> – Indicates that the price assignment is a template price list.</li> </ul>	Yes



Field Name	Field Description	Mandatory (Yes or No)
Pricing Currency	Used to indicate the currency in which you want to define the price item pricing.	Yes
Rate Schedule	Used to specify the rate schedule that you want to use while defining price item pricing.  <b>Note:</b> Rate schedules control how the bills for the price item will be calculated.  The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Rate Schedule Search</b> screen appears.	Yes
Pricing Rule Type	Used to indicate the pricing rule type. The valid value is: <ul style="list-style-type: none"> <li>Two-Dimensional</li> </ul>	Yes (Conditional)  <b>Note:</b> This field is required when you are defining a two-dimensional pricing rule.
Print Zero	Used to indicate whether zero pricing should be displayed in the bill. The valid values are: <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul> <b>Note:</b> By default, <b>Yes</b> is selected.	Yes
Price Assignment Usage	Used to indicate whether the price item pricing is applicable to all customers or only to new customers. The valid values are: <ul style="list-style-type: none"> <li>All Customers</li> <li>New Customers</li> </ul>	Yes
Pricing Frequency	Used to indicate pricing frequency for the price item.  <b>Note:</b> This field appears only when <b>Price Item</b> is defined as <b>Only Pricing</b> and <b>Price Item Type</b> is defined as <b>Fees</b> .	Yes

- Enter the required details in the **Main** section.
- Define TFM Information in a price item pricing, if required.
- Define characteristics for a price item pricing, if required.
- Define parameters for a price item pricing, if required.
- Click **Save**.

The pricing is defined for the price item.

**Note:** A bundle cannot be assigned if its child price items are already assigned to a price list and vice versa, in the same date range.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Price List Price Item Pricing</b> screen	<a href="#">Price List Price Item Pricing</a> on page 220
<b>Search Price Item or Price Item Pricing</b> zone	<a href="#">Search Price Item</a> on page 222
How to search for an person	<a href="#">Searching for a Price List</a> on page 206
How to define characteristics for a price item pricing.	<a href="#">Defining Characteristics for a Price Item Pricing</a> on page 238
How to define parameters for a price item pricing.	<a href="#">Defining Parameters for a Price Item Pricing</a> on page 239
How to define TFM Information in a price item pricing.	<a href="#">Defining TFM Information in a Price Item Pricing</a> on page 240

### **Defining Characteristics for a Price Item Pricing**

#### **Prerequisites**

To define characteristics for a price item pricing, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Price Item**)

#### **Procedure**

To define characteristics for a price item pricing that is assigned to an account:

1. Ensure that the **Characteristics** section is expanded when you are defining a price item pricing.

The **Characteristics** section contains the following columns:

<b>Column Name</b>	<b>Column Description</b>	<b>Mandatory (Yes or No)</b>
Effective Date	Used to specify the date from when the characteristic is effective for the price item pricing.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the price item pricing.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Price Item Pricing</b> .	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the price item pricing.

Column Name	Column Description	Mandatory (Yes or No)
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<p><b>Note:</b></p> <p>If you select a predefined characteristic type, the <b>Search</b> (🔍) icon appears corresponding to the <b>Characteristic Value</b> field. On clicking the <b>Search</b> icon, the <b>Predefined Characteristic Search</b> window appears.</p> <p>On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.</p>	<p><b>Note:</b> This field is required when you are defining a characteristic for the price item pricing.</p>

- Enter the required details in the **Characteristics** section.
- If you want to define more than one characteristic for the price item pricing, click the **Add** (+) icon and then repeat step 3.

**Note:** However, if you want to remove a characteristic from the price item pricing, click the **Delete** (🗑️) icon corresponding to the characteristic.

- Click **Save**.

The characteristics are defined for the price item pricing.

### **Related Topics**

For more information on...	See...
How to define a price item pricing	<a href="#">Defining a Price Item Pricing</a> on page 349
How to edit a price item pricing	<a href="#">Editing a Price Item Pricing</a> on page 393
How to override a price item pricing	<a href="#">Overriding a Price Item Pricing</a> on page 402

## **Defining Parameters for a Price Item Pricing**

### **Prerequisites**

To define parameters for a price item pricing, you should have:

- Parameters associated with the price item, in case, you want to define price item pricing based on multiple parameters

### **Procedure**

To define parameter details segment for a price item pricing that is assigned to an account:

- Ensure that the **Price Item and Parameter Information** section is expanded when you are defining a price item pricing.

The **Price Item and Parameter Information** section contains the following field:

Field Name	Field Description
Price Item	Indicates the price item or price item bundle whose pricing details are listed in this section.

In addition, this section contains a grid which has the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Parameter	Used to indicate the parameter that you want to associate with the price item pricing.	Yes
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Parameter Search</b> window appears. The parameter search results displays only those parameters where the <b>Price Item</b> check box is selected	
Parameter Information	Displays a comma-separated string which contains of the following: <ul style="list-style-type: none"> <li>• Parameter Description</li> <li>• Mandatory (Yes or No)</li> <li>• Priority</li> </ul>	Not applicable
Parameter Value	Used to specify the value of the parameter.	Yes

2. Enter the required details in the **Price Item and Parameter Information** section.
3. If you want to define more than one parameter information for the price item pricing, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove a parameter information from the price item pricing, click the **Delete** (🗑️) icon corresponding to the parameter.

4. Click **Save**.

The parameters are defined for the price item pricing.

### Related Topics

For more information on...	See...
How to define a price item pricing	<a href="#">Defining a Price Item Pricing</a> on page 349
How to edit a price item pricing	<a href="#">Editing a Price Item Pricing</a> on page 393
How to override a price item pricing	<a href="#">Overriding a Price Item Pricing</a> on page 402

### **Defining TFM Information in a Price Item Pricing**

#### **Prerequisites**

To define the TFM information in a price item pricing, you should have:

- Transactions mapped to the price item defined in the application
- Aggregation or Rating Criteria data to be defined for the price item pricing

#### **Procedure**

To define the TFM information in a price item pricing:

1. Ensure that the **TFM Information** section is expanded when you are defining a price item pricing.

The **TFM Information** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Ignore Transaction	Used to indicate whether the transactions mapped to the price item is considered for billing. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes
Aggregate Transactions	Used to indicate whether the transactions mapped to the price item is aggregated for billing. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes
Aggregation Schedule	Used to indicate the transaction aggregation cycle. The valid values are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Quaterly</li> <li>• Yearly</li> </ul>	Yes
Transaction Rating Criteria	Used to indicate how and when the transaction legs mapped to the price item are rated. The valid values are: <ul style="list-style-type: none"> <li>• Aggregate Transactions and Then Rate Aggregated SQs</li> <li>• Do Not Rate Transactions</li> <li>• Rate Transaction and Aggregate Calc Lines Across Transaction</li> </ul>	Yes

- Enter the required details in the **TFM Information** section.

**Note:** **TFM Information** section appears when the value for **Show Default Values in Price Item Pricing** option type of **C1\_FM feature configuration** is set to **Y** and **Price Item Available For** is **Pricing and Billing**.

- Click **Save**.

The transactions are defined for the price item pricing.

### **Related Topics**

For more information on...	See...
How to define a price item pricing for an account	<a href="#">Assigning a Price Item to an Account</a> on page 299
How to edit a price item pricing for an account	<a href="#">Editing a Price Item Pricing of an Account</a> on page 291
How to override a price item pricing for an account	<a href="#">Overriding a Price Item Pricing of an Account</a> on page 295
How to define a price item pricing for a person	<a href="#">Assigning a Price Item to a Person</a> on page 333
How to edit a price item pricing for a person	<a href="#">Editing a Price Item Pricing of a Person</a> on page 325
How to override a price item pricing for a person	<a href="#">Overriding a Price Item Pricing of a Person</a> on page 329

For more information on...	See...
How to define a price item pricing for a price list	<a href="#">Assigning a Price Item to a Price List</a> on page 234
How to edit a price item pricing for a price list	<a href="#">Editing a Price Item Pricing of a Price List</a> on page 230

## Price List Assignment

Once a price list is defined, you can assign it to accounts or persons to indicate the prices that will be charged for the price items or services offered to the accounts or persons. You can assign multiple price lists to an account or a person along with the priority or order in which the pricing should be considered. You can also define whether the account or person can avail the price item pricing listed on the parent or grandparent price list if it is not available on the assigned price list. In other words, you can define whether the account or person can inherit the price item pricing from the price list hierarchy.

For example, suppose you have PL1 (with priority 10) and PL2 (with priority 20) assigned to an account or a person. While determining pricing for a price item, the system will search for the price item pricing in PL1. If the system does not find the price item pricing in PL1, it will search for the price item pricing in PL2. The system will behave in this manner only when the price list inheritance for PL1 is set to **No** during the price list assignment.

If the price list inheritance while assigning PL1 and PL2 to an account or a person is set to **Yes**, the system will search for the price item pricing in PL1. If the system does not find the price item pricing in PL1, it will search for the price item pricing from the price list hierarchy defined for PL1. However, if the system does not find the price item pricing from the price list hierarchy of PL1, it will then search for the price item pricing in PL2 (assigned to the account or person with priority 20). If the system still does not find the price item pricing in PL2, it will search for the price item pricing from the price list hierarchy defined for PL2.

The **Price List Assignment** screen allows you to search and assign a price list to the account or person. It also allows you to view the price lists that are already assigned to the account or person. This screen consists of the following zones:

- [Price List Assignments](#) on page 242
- [Price List Price Items](#) on page 244
- [Search Price List for Assignment](#)

### Price List Assignments

The **Price List Assignments** zone allows you to view and filter price lists that are currently assigned to the account or person. You can also search for the price lists assigned to the account or person which either inactive or expired. You will not find any records in this zone if the account does not have any price lists assigned to it. This zone contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for current, inactive, or historical price list assignments. The valid values are: <ul style="list-style-type: none"> <li>• Current Price List Assignments</li> <li>• Inactive Price List Assignments</li> <li>• Historical Price List Assignments</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Current Price List Assignments</b> option is selected.	


Field Name	Field Description	Mandatory (Yes or No)
Price List ID	Used to search a particular price list assigned to an account or a person.	No
Price List Description	Used to search price lists which are assigned to the account or person having a particular description.	No
Effective Start Date	Used to search price lists which are assigned to the account or person from a particular date.	No
Effective End Date	Used to search price lists which are assigned to the account or person till a particular date.	No
Assignment Status	<p>Used to search price list assignments with a particular status. The valid values are:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Rejected</li> <li>• Proposed</li> <li>• Inactive</li> </ul> <p><b>Note:</b> The <b>Inactive</b> option is not available in the <b>Assignment Status</b> list when you have selected the <b>Current Price List Assignments</b> or <b>Historical Price List Assignments</b> option from the <b>Search By</b> list. This field is disabled, and by default, the <b>Inactive</b> option is selected when you select the <b>Inactive Price List Assignments</b> option from the <b>Search By</b> list.</p>	No
Price List Inheritance	<p>Used to search price list assignments where the account or person can inherit price item pricing from the price list hierarchy. The valid values are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No

**Note:** You must specify at least one search criterion while searching for price list assignments.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Price List Information	<p>Displays information about the price list which is assigned to the account or person.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>Price List</b> screen appears with the details of the respective price list.</p>
Effective Start Date	Displays the date from when the price list is assigned to the account or person.
Effective End Date	Displays the date till when the price list is assigned to the account or person.

Column Name	Column Description
Priority	Indicates the order in which the assigned price list must be considered while determining the price item pricing for the account or person.
Assignment Status	Indicates the status of the price list assignment. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Rejected</li> <li>• Proposed</li> <li>• Inactive</li> </ul>
Price List Inheritance	Indicates whether the account or person can avail the price item pricing listed on the parent or grandparent price list if it is not available on the assigned price list. In other words, it indicates whether the account or person can inherit the price item pricing from the price list hierarchy.
Edit	On clicking the <b>Edit</b>  icon, the <b>Price List Assignment</b> screen appears where you can edit the price list assignment.

On clicking the **Broadcast**  icon corresponding to the assigned price list, the **Price List Price Items** zone appears where you can view the price items assigned to the price list.

### **Related Topics**

For more information on...	See...
<b>Price List Price Items</b> zone	<a href="#">Price List Price Items</a> on page 221
How to view price items assigned to the price list	<a href="#">Viewing Price Items Assigned to a Price List</a> on page 250
How to edit the price list assignment details of an account	<a href="#">Editing the Price List Assignment Details of an Account</a> on page 258
How to edit the price list assignment details of a person	<a href="#">Editing the Price List Assignment Details of a Person</a> on page 261
How to view price lists assigned to an account	<a href="#">Viewing Price Lists Assigned to an Account</a> on page 248
How to view price lists assigned to a person	<a href="#">Viewing Price Lists Assigned to a Person</a> on page 249


### **Price List Price Items**


The **Price List Price Items** zone lists the price items that are assigned to the price list. You will not find any records in this zone if the price list does not have any price items assigned to it. This zone contains the following columns:

Column Name	Column Description
Pricing Information	Displays information about the price item pricing.  <b>Note:</b> It has a link. On clicking the link, the <b>View Price Item Pricing</b> screen appears where you can view the details of the price item pricing.



Column Name	Column Description
Pricing Parameters	Displays a comma-separated list of parameter values. The order in which parameter values appear in this column is controlled by the display order (which is defined while associating a parameter with a price item).
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
Pricing Status	Indicates the status of the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Proposed</li> <li>• Rejected</li> <li>• Template</li> </ul>
Effective Start Date	Displays the date from when the price item pricing is effective for the price list.
Effective End Date	Displays the date till when the price item pricing is effective for the price list.
Price Assignment Type	Indicates the type of the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .

By default, the **Price List Price Items** zone does not appear in the **Price List Assignment** screen. It appears only when you click the **Broadcast**  icon corresponding to the assigned price list in the **Price List Assignments** zone.

You can filter the list using various search criteria (such as, **Price Item** and **Effective Start Date**) available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters**  icon in the upper right corner of this zone.

You can change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

### Related Topics

For more information on...	See...
How to view price items assigned to a price list	<a href="#">Viewing Price Items Assigned to a Price List</a> on page 250

### Search Price List for Assignment

The **Search Price List for Assignment** zone allows you to search for a price list that you want to assign to the account or person. This zone contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search against all price lists or against those price lists which are already assigned to an account or a person. The valid values are: <ul style="list-style-type: none"> <li>• Price List</li> <li>• Assigned Price List</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Price List</b> option is selected.	
Price List ID	Used to search a particular price list.	No
Price List Description	Used to search price lists with a particular description.	No
Effective Start Date	If you have selected the <b>Price List</b> option from the <b>Search By</b> list, this field is used to search price lists which are effective from a particular date onwards. However, if you have selected the <b>Assigned Price List</b> option from the <b>Search By</b> list, this field is used to search price lists which are assigned to an account or a person from a particular date onwards.	No
Effective End Date	If you have selected the <b>Price List</b> option from the <b>Search By</b> list, this field is used to search price lists which are effective till a particular date. However, if you have selected the <b>Assigned Price List</b> option from the <b>Search By</b> list, this field is used to search price lists which are assigned to an account or a person till a particular date.	No
Account ID	Used to search price lists assigned to a particular account.	No
	<b>Note:</b> This field appears only when you have selected the <b>Assigned Price List</b> option from the <b>Search By</b> list.	
Person ID	Used to search price lists assigned to a particular person.	No
	<b>Note:</b> This field appears only when you have selected the <b>Assigned Price List</b> option from the <b>Search By</b> list.	
Status	Used to search price lists with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Proposed</li> </ul>	No
	<b>Note:</b> This field appears only when you have selected the <b>Price List</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Price List Type	Used to search a particular type of price lists. The valid values are: <ul style="list-style-type: none"> <li>Standard</li> <li>Promotional</li> </ul>	No
	<b>Note:</b> This field appears only when you have selected the <b>Price List</b> option from the <b>Search By</b> list.	
Only Eligible Price Lists	Used to search price lists which are eligible for the account or person.	No
	<b>Note:</b> This field appears only when you have selected the <b>Price List</b> option from the <b>Search By</b> list.	
Eligibility Date	Used to search price lists which are eligible for the account or person from a particular date.	No
	<b>Note:</b> This field appears only when you have selected the <b>Price List</b> option from the <b>Search By</b> list.  By default, the current date appears in this field when the <b>Only Eligible Price Lists</b> option is selected. You can change the value, if required.	

**Note:** You must specify at least one search criterion while searching for a price list.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The search results include only those price lists that are associated with the division to which the account belongs. It may also include price lists that are already assigned to the account in case those price lists match the search criteria.

The **Search Results** section contains the following columns:

Column Name	Column Description
Assign	On clicking the <b>Assign</b> (  ) icon, the <b>Price List Assignment</b> screen appears where you can assign the price list to the account or person.
Price List Information	Displays the information about the price list.
	<b>Note:</b> It has a link. On clicking the link, the <b>Price List</b> screen appears where you can view the details of the respective price list.
Account Information	Displays the information about the account.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.

Column Name	Column Description
Person Information	Displays the information about the person.
	<b>Note:</b> It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the respective person.
Effective Start Date	If you have selected the <b>Price List</b> option from the <b>Search By</b> list, the date from when the price list is effective appears in this column. However, if you have selected the <b>Assigned Price List</b> option from the <b>Search By</b> list, the date from when the price list is assigned to the account or person appears in this column.
Effective End Date	If you have selected the <b>Price List</b> option from the <b>Search By</b> list, the date till when the price list is effective appears in this column. However, if you have selected the <b>Assigned Price List</b> option from the <b>Search By</b> list, the date till when the price list is assigned to the account or person appears in this column.
Availability Start Date	Displays the date from when the price list is available for assignment to an account or a person.
Availability End Date	Displays the date till when the price list is available for assignment to an account or a person.


### Related Topics

For more information on...	See...
How to assign a price list to an account	<a href="#">Assigning a Price List to an Account</a> on page 251
How to assign a price list to a person	<a href="#">Assigning a Price List to a Person</a> on page 254

### Viewing Price Lists Assigned to an Account

#### Procedure

To view the price lists assigned to an account:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the account whose details you want to view.

A menu appears.

3. Click the **Go To Price List Assignment** menu option.

The **Price List Assignment** screen appears. It contains the following zones:

- **Price List Assignments** – Lists the price lists that are already assigned to the account.
- **Price List Price Items** – Lists the price items that are assigned to the price list.
- **Search Price List for Assignment** – Enables you to search for a price list that you want to assign to the account.

4. Do either of the following:

If...	Then
If you want to view the price lists which are currently assigned to an account	<ol style="list-style-type: none"> <li>1. Ensure that the <b>Current Price List Assignments</b> option is selected from the <b>Search By</b> list.</li> </ol>

If...	Then
	<p>2. Enter the required search criteria and then click <b>Search</b>.</p> <p>The price lists which are currently assigned to the account appears in the search results.</p>
If you want to view the price lists assigned to an account which are inactive	<p>1. Select the <b>Inactive Price List Assignments</b> option from the <b>Search By</b> list.</p> <p>2. Enter the required search criteria and then click <b>Search</b>.</p> <p>The price lists assigned to an account which are inactive appears in the search results.</p>
If you want to view the price lists assigned to an account which are expired	<p>1. Select the <b>Historical Price List Assignments</b> option from the <b>Search By</b> list.</p> <p>2. Enter the required search criteria and then click <b>Search</b>.</p> <p>The price lists assigned to an account which are expired appears in the search results.</p>


### Related Topics

For more information on...	See...
How to search for an account	<a href="#">Searching for an Account</a> on page 52
<b>Price List Assignment</b> screen	<a href="#">Price List Assignment</a> on page 242
<b>Price List Assignments</b> zone	<a href="#">Price List Assignments</a> on page 242

### Viewing Price Lists Assigned to a Person

#### Procedure

To view the price lists assigned to a person:

1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the person whose details you want to view.

A menu appears.

3. Click the **Go To Price List Assignment** menu option.

The **Price List Assignment** screen appears. It contains the following zones:

- **Price List Assignments** – Lists the price lists that are already assigned to the person.
- **Price List Price Items** – Lists the price items that are assigned to the price list.
- **Search Price List for Assignment** – Enables you to search for a price list that you want to assign to the person.

4. Do either of the following:

If...	Then
If you want to view the price lists which are currently assigned to a person	<ol style="list-style-type: none"> <li>1. Ensure that the <b>Current Price List Assignments</b> option is selected from the <b>Search By</b> list.</li> <li>2. Enter the required search criteria and then click <b>Search</b>.</li> </ol> <p>The price lists which are currently assigned to the person appears in the search results.</p>
If you want to view the price lists assigned to a person which are inactive	<ol style="list-style-type: none"> <li>1. Select the <b>Inactive Price List Assignments</b> option from the <b>Search By</b> list.</li> <li>2. Enter the required search criteria and then click <b>Search</b>.</li> </ol> <p>The price lists assigned to a person which are inactive appears in the search results.</p>
If you want to view the price lists assigned to a person which are expired	<ol style="list-style-type: none"> <li>1. Select the <b>Historical Price List Assignments</b> option from the <b>Search By</b> list.</li> <li>2. Enter the required search criteria and then click <b>Search</b>.</li> </ol> <p>The price lists assigned to a person which are expired appears in the search results.</p>

### **Related Topics**

For more information on...	See...
How to search for a person	<a href="#">Searching for a Person</a> on page 51
Price List Assignment screen	<a href="#">Price List Assignment</a> on page 242
Price List Assignments zone	<a href="#">Price List Assignments</a> on page 242

### **Viewing Price Items Assigned to a Price List**

#### **Prerequisites**

To view the price items assigned to a price list, you should have:





- An algorithm defined using the **C1-PLPINFO** algorithm type and attached to **Pricelist Products Assignment Information** system event in the **Algorithms** tab of the **Installation Options – Framework** screen

#### **Procedure**

To view the price items assigned to a price list:

1. Do either of the following:

If you want to view...	Then...
Price items assigned to the price list which is assigned to the account	<ol style="list-style-type: none"> <li>1. Search for the account in the <b>Customer 360° View</b> screen.</li> </ol>

If you want to view...	Then...
	<ol style="list-style-type: none"> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the account whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Price List Assignment</b> menu option. The <b>Price List Assignment</b> screen appears.</li> <li>4. In the <b>Price List Assignments</b> zone, click the <b>Broadcast</b> () icon corresponding to the assigned price list whose price items you want to view.</li> </ol>
Price items assigned to the price list which is assigned to the person	<ol style="list-style-type: none"> <li>1. Search for the person in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the person whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Price List Assignment</b> menu option. The <b>Price List Assignment</b> screen appears.</li> <li>4. In the <b>Price List Assignments</b> zone, click the <b>Broadcast</b> () icon corresponding to the assigned price list whose price items you want to view.</li> </ol>

The **Price List Price Items** zone appears.

2. View the price items that are assigned to the price list in the **Price List Price Items** zone.

#### **Related Topics**

For more information on...	See...
How to search for an account	<a href="#">Searching for an Account</a> on page 52
How to search for a person	<a href="#">Searching for a Person</a> on page 51
Price List Assignment screen	<a href="#">Price List Assignment</a> on page 242
Price List Assignments zone	<a href="#">Price List Assignments</a> on page 242
Price List Price Items zone	<a href="#">Price List Price Items</a> on page 244

### **Assigning a Price List to an Account**


#### **Prerequisites**

To assign a price list to an account, you should have:

- Price list defined in the application
- Price list associated with the division to which the account belongs

#### **Procedure**

To assign a price list to an account:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the account whose details you want to edit.

A menu appears.

3. Click the **Go To Price List Assignment** menu option.

The **Price List Assignment** screen appears. It contains the following zones:


- **Price List Assignments** – Lists the price lists that are already assigned to the account.
  - **Price List Price Items** – Lists the price items that are assigned to the price list.
  - **Search Price List for Assignment** – Enables you to search for a price list that you want to assign to the account.
4. In the **Search Price List for Assignment** zone, select the **Price List** or **Assigned Price List** option from the **Search By** list depending on whether you want to search against all price lists or against those price lists which are already assigned to an account or a person.
  5. Enter the search criteria in the **Search Price List for Assignment** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

6. Click **Search**.

A list of price lists that meet the search criteria appears in the **Search Results** section.

**Note:** The search results include only those price lists that are associated with the division to which the account belongs. It may also include price lists that are already assigned to the account in case those price lists match the search criteria.

7. In the **Search Results** section, click the **Assign** () icon corresponding to the price list that you want to assign to the account.

The **Price List Assignment** screen appears. It consists of the following sections:

- **Main** – Used to specify basic information while assigning the price list to the account.
- **Characteristics** – Used to define characteristics for the price list assignment.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Account Information	Indicates the account to which you want to assign the price list.	Not applicable
Price List Information	Displays the information about the price list.	Not applicable



Field Name	Field Description	Mandatory (Yes or No)								
Effective Start Date	Used to specify the date from when you want to assign the price list to the account.	Yes								
	<b>Note:</b> The price list assignment start date cannot be earlier than the price list effective start date or later than the price list effective end date.									
Effective End Date	Used to specify the date till when you want to assign the price list to the account.	No								
	<p><b>Note:</b></p> <p>The effective end date cannot be earlier than the effective start date.</p> <p>If the validity period is specified for the price list, the price list assignment end date should be earlier than or equal to the following whichever is earlier:</p> <ul style="list-style-type: none"> <li>• Price list assignment validity end date (which is price list assignment start date + validity period)</li> <li>• Price list effective end date</li> </ul> <p>Let us understand this with the help of the following example:</p> <table border="1"> <tbody> <tr> <td><b>Price List Effective Start Date</b></td> <td>01-Jan-2015</td> </tr> <tr> <td><b>Price List Effective End Date</b></td> <td>31-Jan-2015</td> </tr> <tr> <td><b>Validity Period</b></td> <td>15 Days</td> </tr> <tr> <td><b>Price List Assignment Start Date</b></td> <td>15-Jan-2015</td> </tr> <tr> <td><b>Price List Assignment Validity End Date</b></td> <td>30-Jan-2015 (i.e. 15-Jan-2015 + 15 Days)</td> </tr> </tbody> </table> <p>In the above example, the price list assignment end date must be earlier than or equal to the price list assignment validity end date because the price list assignment validity end date is earlier than the price list effective end date.</p>		<b>Price List Effective Start Date</b>	01-Jan-2015	<b>Price List Effective End Date</b>	31-Jan-2015	<b>Validity Period</b>	15 Days	<b>Price List Assignment Start Date</b>	15-Jan-2015
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<b>Price List Assignment Validity End Date</b>	30-Jan-2015 (i.e. 15-Jan-2015 + 15 Days)									
Priority	Used to specify the order in which the price list should be considered while determining the price item pricing for the account.	Yes								
Price List Inheritance	<p>Used to indicate whether the account can avail the price item pricing listed on the parent or grandparent price list if it is not available on the price list. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b> – Used to indicate that the account can inherit the price item pricing from the price list hierarchy.</li> <li>• <b>No</b> – Used to indicate that the account cannot inherit the price item pricing from the price list hierarchy.</li> </ul>	Yes								

Field Name	Field Description	Mandatory (Yes or No)
Assignment Status	Used to indicate the status of the price list assignment. The valid values are: <ul style="list-style-type: none"> <li>• <b>Active</b> – Used to indicate that you want to use the price item pricing on the price list for billing.</li> <li>• <b>Proposed</b> – Used to indicate that you want to use the price item pricing on the price list for quotations.</li> </ul>	Yes

8. Enter the required details in the **Main** section.
9. Define characteristics for the price list assignment, if required.
10. Click **Save**.

The price list is assigned to the account.

### **Related Topics**

For more information on...	See
How to search for an account	<a href="#">Searching for an Account</a> on page 52
<b>Price List Assignment</b> screen	<a href="#">Price List Assignment</a> on page 242
<b>Search Price List for Assignment</b> zone	<a href="#">Search Price List for Assignment</a> on page 245
How to define characteristics for a price list assignment	<a href="#">Defining Characteristics for a Price List Assignment</a> on page 257

## **Assigning a Price List to a Person**


### **Prerequisites**

To assign a price list to a person, you should have:

- Price list defined in the application
- Price list associated with the division to which the person belongs

### **Procedure**

To assign a price list to a person:

1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the person whose details you want to edit.

A menu appears.

3. Click the **Go To Price List Assignment** menu option.

The **Price List Assignment** screen appears. It contains the following zones:

- **Price List Assignments** – Lists the price lists that are already assigned to the person.
  - **Price List Price Items** – Lists the price items that are assigned to the price list.
  - **Search Price List for Assignment** – Enables you to search for a price list that you want to assign to the person.
4. In the **Search Price List for Assignment** zone, select the **Price List** or **Assigned Price List** option from the **Search By** list depending on whether you want to search against all price lists or against those price lists which are already assigned to an account or a person.


5. Enter the search criteria in the **Search Price List for Assignment** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

6. Click **Search**.

A list of price lists that meet the search criteria appears in the **Search Results** section.

**Note:** The search results include only those price lists that are associated with the division to which the person belongs. It may also include price lists that are already assigned to the person in case those price lists match the search criteria.

7. In the **Search Results** section, click the **Assign**  icon corresponding to the price list that you want to assign to the person.

The **Price List Assignment** screen appears. It consists of the following sections:

- **Main** – Used to specify basic information while assigning the price list to the person.
- **Characteristics** – Used to define characteristics for the price list assignment.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Person Information	Indicates the person to whom you want to assign the price list.	Not applicable
Price List Information	Displays the information about the price list.	Not applicable
Effective Start Date	Used to specify the date from when you want to assign the price list to the person.	Yes
	<b>Note:</b> The price list assignment start date cannot be earlier than the price list effective start date or later than the price list effective end date.	

Field Name	Field Description	Mandatory (Yes or No)										
Effective End Date	<p>Used to specify the date till when you want to assign the price list to the person.</p> <p><b>Note:</b></p> <p>The effective end date cannot be earlier than the effective start date.</p> <p>If the validity period is specified for the price list, the price list assignment end date should be earlier than or equal to the following whichever is earlier:</p> <ul style="list-style-type: none"> <li>• Price list assignment validity end date (which is price list assignment start date + validity period)</li> <li>• Price list effective end date</li> </ul> <p>Let us understand this with the help of the following example:</p> <table border="1" data-bbox="521 751 1141 1129"> <tbody> <tr> <td><b>Price List Effective Start Date</b></td> <td>01-Jan-2015</td> </tr> <tr> <td><b>Price List Effective End Date</b></td> <td>31-Jan-2015</td> </tr> <tr> <td><b>Validity Period</b></td> <td>15 Days</td> </tr> <tr> <td><b>Price List Assignment Start Date</b></td> <td>15-Jan-2015</td> </tr> <tr> <td><b>Price List Assignment Validity End Date</b></td> <td>30-Jan-2015 (i.e. 15-Jan-2015 + 15 Days)</td> </tr> </tbody> </table> <p>In the above example, the price list assignment end date must be earlier than or equal to the price list assignment validity end date because the price list assignment validity end date is earlier than the price list effective end date.</p>	<b>Price List Effective Start Date</b>	01-Jan-2015	<b>Price List Effective End Date</b>	31-Jan-2015	<b>Validity Period</b>	15 Days	<b>Price List Assignment Start Date</b>	15-Jan-2015	<b>Price List Assignment Validity End Date</b>	30-Jan-2015 (i.e. 15-Jan-2015 + 15 Days)	No
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<b>Validity Period</b>	15 Days											
<b>Price List Assignment Start Date</b>	15-Jan-2015											
<b>Price List Assignment Validity End Date</b>	30-Jan-2015 (i.e. 15-Jan-2015 + 15 Days)											
Priority	Used to specify the order in which the price list should be considered while determining the price item pricing for the person.	Yes										
Price List Inheritance	<p>Used to indicate whether the person can avail the price item pricing listed on the parent or grandparent price list if it is not available on the price list. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b> – Used to indicate that the person can inherit the price item pricing from the price list hierarchy.</li> <li>• <b>No</b> – Used to indicate that the person cannot inherit the price item pricing from the price list hierarchy.</li> </ul>	Yes										

Field Name	Field Description	Mandatory (Yes or No)
Assignment Status	Used to indicate the status of the price list assignment. The valid values are: <ul style="list-style-type: none"> <li>• <b>Active</b> – Used to indicate that you want to use the price item pricing on the price list for billing.</li> <li>• <b>Proposed</b> – Used to indicate that you want to use the price item pricing on the price list for quotations.</li> </ul>	Yes

8. Enter the required details in the **Main** section.
9. Define characteristics for the price list assignment, if required.
10. Click **Save**.

The price list is assigned to the person.

### **Related Topics**

For more information on...	See
How to search for a person	<a href="#">Searching for a Person</a> on page 51
<b>Price List Assignment</b> screen	<a href="#">Price List Assignment</a> on page 242
<b>Search Price List for Assignment</b> zone	<a href="#">Search Price List for Assignment</a> on page 245
How to define characteristics for a price list assignment	<a href="#">Defining Characteristics for a Price List Assignment</a>

## **Defining Characteristics for a Price List Assignment**

### **Prerequisites**

To define characteristics for a price list assignment, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Price List Assignment**)

### **Procedure**

To define characteristics for a price list assignment:

1. Ensure that the **Characteristics** section is expanded when you are defining or editing characteristics for a price list assignment.

The **Characteristics** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the price list assignment.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the price list assignment.
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
		<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Price List Assignment</b> .
		<b>Note:</b> This field is required when you are defining a characteristic for the price list assignment.

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the price list assignment.

- Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search** (🔍) icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

- If you want to define more than one characteristic for the price list assignment, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the price list assignment, click the **Delete** (🗑️) icon corresponding to the characteristic.

- Click **Save**.

The characteristics are defined for the price list assignment.

### Related Topics

For more information on...	See...
How to assign a price list to an account	<a href="#">Assigning a Price List to an Account</a> on page 251
How to assign a price list to a person	<a href="#">Assigning a Price List to a Person</a> on page 254
How to edit the price list assignment details of an account	<a href="#">Editing the Price List Assignment Details of an Account</a> on page 258
How to edit the price list assignment details of a person	<a href="#">Editing the Price List Assignment Details of a Person</a> on page 261

### **Editing the Price List Assignment Details of an Account**

#### **Procedure**

To edit the price list assignment details of an account:

- Search for the account in the **Customer 360° View** screen.
- In the **Search Results** section, click the **Show Context Menu** (☰) icon corresponding to the account whose details you want to edit.



A menu appears.

- Click the **Go To Price List Assignment** menu option.

The **Price List Assignment** screen appears. It contains the following zones:

- **Price List Assignments** – Lists the price lists that are already assigned to the account.
- **Price List Price Items** – Lists the price items that are assigned to the price list.
- **Search Price List for Assignment** – Enables you to search for a price list that you want to assign to the account.

## 4. Do either of the following:

If you want to...	Then...
Edit the details of the price list assignment which is currently effective	<ol style="list-style-type: none"> <li data-bbox="846 275 1399 338">1. Select the <b>Current Price List Assignments</b> option from the <b>Search By</b> list.</li> <li data-bbox="846 365 1399 506">2. Enter the required search criteria and then click <b>Search</b>.  The price lists which are currently assigned to the account appears in the search results.</li> <li data-bbox="846 533 1399 674">3. In the <b>Search Results</b> section, click the <b>Edit</b> (  ) icon in the <b>Edit</b> column corresponding to the price list whose assignment details you want to edit.</li> </ol>
Edit the details of the price list assignment which is expired	<ol style="list-style-type: none"> <li data-bbox="846 728 1399 791">1. Select the <b>Historical Price List Assignments</b> option from the <b>Search By</b> list.</li> <li data-bbox="846 819 1399 959">2. Enter the required search criteria and then click <b>Search</b>.  The price lists assigned to an account which are expired appears in the search results.</li> <li data-bbox="846 987 1399 1127">3. In the <b>Search Results</b> section, click the <b>Edit</b> (  ) icon in the <b>Edit</b> column corresponding to the price list whose assignment details you want to edit.</li> </ol>

The **Price List Assignment** screen appears. It consists of the following sections:

- **Main** – Used to specify basic information while assigning the price list to the account.
- **Characteristics** – Used to define characteristics for the price list assignment.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Account Information	Indicates the account whose price list assignment details you want to edit.	Not applicable
Price List Information	Displays the information about the price list.	Not applicable
Effective Start Date	Displays the date from when the price list is assigned to the account.	Not applicable

Field Name	Field Description	Mandatory (Yes or No)										
Effective End Date	<p>Used to specify the date till when you want to assign the price list to the account.</p> <p><b>Note:</b></p> <p>The effective end date cannot be earlier than the effective start date.</p> <p>If the validity period is specified for the price list, the price list assignment end date should be earlier than or equal to the following whichever is earlier:</p> <ul style="list-style-type: none"> <li>• Price list assignment validity end date (which is price list assignment start date + validity period)</li> <li>• Price list effective end date</li> </ul> <p>Let us understand this with the help of the following example:</p> <table border="1" data-bbox="516 747 1138 1129"> <tbody> <tr> <td><b>Price List Effective Start Date</b></td> <td>01-Jan-2015</td> </tr> <tr> <td><b>Price List Effective End Date</b></td> <td>31-Jan-2015</td> </tr> <tr> <td><b>Validity Period</b></td> <td>15 Days</td> </tr> <tr> <td><b>Price List Assignment Start Date</b></td> <td>15-Jan-2015</td> </tr> <tr> <td><b>Price List Assignment Validity End Date</b></td> <td>30-Jan-2015 (i.e. 15-Jan-2015 + 15 Days)</td> </tr> </tbody> </table> <p>In the above example, the price list assignment end date must be earlier than or equal to the price list assignment validity end date because the price list assignment validity end date is earlier than the price list effective end date.</p>	<b>Price List Effective Start Date</b>	01-Jan-2015	<b>Price List Effective End Date</b>	31-Jan-2015	<b>Validity Period</b>	15 Days	<b>Price List Assignment Start Date</b>	15-Jan-2015	<b>Price List Assignment Validity End Date</b>	30-Jan-2015 (i.e. 15-Jan-2015 + 15 Days)	No
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<b>Price List Assignment Validity End Date</b>	30-Jan-2015 (i.e. 15-Jan-2015 + 15 Days)											
Priority	Used to specify the order in which the price list should be considered while determining the price item pricing for the account.	Yes										
Price List Inheritance	<p>Used to indicate whether the account can avail the price item pricing listed on the parent or grandparent price list if it is not available on the price list. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b> – Used to indicate that the account can inherit the price item pricing from the price list hierarchy.</li> <li>• <b>No</b> – Used to indicate that the account cannot inherit the price item pricing from the price list hierarchy.</li> </ul>	Yes										



Field Name	Field Description	Mandatory (Yes or No)
Assignment Status	<p>Used to indicate the status of the price list assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Active</b> – Used to indicate that you want to use the price item pricing on the price list for billing. This value appears only when you are editing an active and proposed price list assignment.</li> <li>• <b>Proposed</b> – Used to indicate that you want to use the price item pricing on the price list for quotations. This value appears only when you are editing a proposed price list assignment.</li> <li>• <b>Rejected</b> – Used to indicate that you want to reject the price list assignment. This value appears only when you are editing a proposed price list assignment.</li> <li>• <b>Inactive</b> – Used to indicate that you no longer want to use the price list assignment. This value appears only when you are editing an active price list assignment.</li> </ul>	Yes
	<p><b>Note:</b> You cannot change the status of a rejected price list assignment.</p>	

5. Modify the required details in the **Main** section.
6. Define, edit, or remove characteristics from the price list assignment, if required.
7. Click **Save**.

The changes made to the price list assignment are saved.


### Related Topics

For more information on...	See
How to search for an account	<a href="#">Searching for an Account</a> on page 52
<b>Price List Assignment</b> screen	<a href="#">Price List Assignment</a> on page 242
<b>Price List Assignments</b> zone	<a href="#">Price List Assignments</a> on page 242
How to define characteristics for a price list assignment	<a href="#">Defining Characteristics for a Price List Assignment</a> on page 257

### **Editing the Price List Assignment Details of a Person**

#### Procedure

To edit the price list assignment details of a person:

1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the person whose details you want to edit.

A menu appears.

3. Click the **Go To Price List Assignment** menu option.

The **Price List Assignment** screen appears. It contains the following zones:

- **Price List Assignments** – Lists the price lists that are already assigned to the person.
- **Price List Price Items** – Lists the price items that are assigned to the price list.
- **Search Price List for Assignment** – Enables you to search for a price list that you want to assign to the person.

4. Do either of the following:

If you want to...	Then...
Edit the details of the price list assignment which is currently effective	<ol style="list-style-type: none"> <li>1. Select the <b>Current Price List Assignments</b> option from the <b>Search By</b> list.</li> <li>2. Enter the required search criteria and then click <b>Search</b>.  The price lists which are currently assigned to the person appears in the search results.</li> <li>3. In the <b>Search Results</b> section, click the <b>Edit</b> (✎) icon in the <b>Edit</b> column corresponding to the price list whose assignment details you want to edit.</li> </ol>
Edit the details of the price list assignment which is expired	<ol style="list-style-type: none"> <li>1. Select the <b>Historical Price List Assignments</b> option from the <b>Search By</b> list.</li> <li>2. Enter the required search criteria and then click <b>Search</b>.  The price lists assigned to a person which are expired appears in the search results.</li> <li>3. In the <b>Search Results</b> section, click the <b>Edit</b> (✎) icon in the <b>Edit</b> column corresponding to the price list whose assignment details you want to edit.</li> </ol>

The **Price List Assignment** screen appears. It consists of the following sections:

- **Main** – Used to specify basic information while assigning the price list to the person.
- **Characteristics** – Used to define characteristics for the price list assignment.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Person Information	Indicates the person whose price list assignment details you want to edit.	Not applicable
Price List Information	Displays the information about the price list.	Not applicable
Effective Start Date	Displays the date from when the price list is assigned to the person.	Not applicable

Field Name	Field Description	Mandatory (Yes or No)										
Effective End Date	<p>Used to specify the date till when the price list is assigned to the person.</p> <p><b>Note:</b></p> <p>The effective end date cannot be earlier than the effective start date.</p> <p>If the validity period is specified for the price list, the price list assignment end date should be earlier than or equal to the following whichever is earlier:</p> <ul style="list-style-type: none"> <li>• Price list assignment validity end date (which is price list assignment start date + validity period)</li> <li>• Price list effective end date</li> </ul> <p>Let us understand this with the help of the following example:</p> <table border="1" data-bbox="516 747 1138 1129"> <tbody> <tr> <td><b>Price List Effective Start Date</b></td> <td>01-Jan-2015</td> </tr> <tr> <td><b>Price List Effective End Date</b></td> <td>31-Jan-2015</td> </tr> <tr> <td><b>Validity Period</b></td> <td>15 Days</td> </tr> <tr> <td><b>Price List Assignment Start Date</b></td> <td>15-Jan-2015</td> </tr> <tr> <td><b>Price List Assignment Validity End Date</b></td> <td>30-Jan-2015 (i.e. 15-Jan-2015 + 15 Days)</td> </tr> </tbody> </table> <p>In the above example, the price list assignment end date must be earlier than or equal to the price list assignment validity end date because the price list assignment validity end date is earlier than the price list effective end date.</p>	<b>Price List Effective Start Date</b>	01-Jan-2015	<b>Price List Effective End Date</b>	31-Jan-2015	<b>Validity Period</b>	15 Days	<b>Price List Assignment Start Date</b>	15-Jan-2015	<b>Price List Assignment Validity End Date</b>	30-Jan-2015 (i.e. 15-Jan-2015 + 15 Days)	No
<b>Price List Effective Start Date</b>	01-Jan-2015											
<b>Price List Effective End Date</b>	31-Jan-2015											
<b>Validity Period</b>	15 Days											
<b>Price List Assignment Start Date</b>	15-Jan-2015											
<b>Price List Assignment Validity End Date</b>	30-Jan-2015 (i.e. 15-Jan-2015 + 15 Days)											
Priority	Used to specify the order in which the price list should be considered while determining the price item pricing for the person.	Yes										
Price List Inheritance	<p>Used to indicate whether the person can avail the price item pricing listed on the parent or grandparent price list if it is not available on the price list. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b> – Used to indicate that the person can inherit the price item pricing from the price list hierarchy.</li> <li>• <b>No</b> – Used to indicate that the person cannot inherit the price item pricing from the price list hierarchy.</li> </ul>	Yes										

Field Name	Field Description	Mandatory (Yes or No)
Assignment Status	<p>Used to indicate the status of the price list assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Active</b> – Used to indicate that you want to use the price item pricing on the price list for billing. This value appears only when you are editing an active and proposed price list assignment.</li> <li>• <b>Proposed</b> – Used to indicate that you want to use the price item pricing on the price list for quotations. This value appears only when you are editing a proposed price list assignment.</li> <li>• <b>Rejected</b> – Used to indicate that you want to reject the price list assignment. This value appears only when you are editing a proposed price list assignment.</li> <li>• <b>Inactive</b> – Used to indicate that you no longer want to use the price list assignment. This value appears only when you are editing an active price list assignment.</li> </ul> <p><b>Note:</b> You cannot change the status of a rejected price list assignment.</p>	Yes

5. Modify the required details in the **Main** section.
6. Define, edit, or remove characteristics from the price list assignment, if required.
7. Click **Save**.

The changes made to the price list assignment are saved.

### Related Topics

For more information on...	See
How to search for a person	<a href="#">Searching for a Person</a> on page 51
<b>Price List Assignment</b> screen	<a href="#">Price List Assignment</a> on page 242
<b>Price List Assignments</b> zone	<a href="#">Price List Assignments</a> on page 242
How to define characteristics for a price list assignment	<a href="#">Defining Characteristics for a Price List Assignment</a>

## Price List Assignments

The **Price List Assignments** screen allows you to view the price list assignments of a particular price list. This screen consists of the following zones:

- [Persons to whom Price List is Assigned](#) on page 265
- [Accounts where Price List is Assigned](#) on page 264

### Accounts where Price List is Assigned

The **Accounts where Price List is Assigned** zone displays the details of the accounts where price list is assigned. This zone contains the following fields:

Field Name	Field Description
Account ID	Displays the account ID.
Account Information	Displays information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Price List Assignment Start Date	Displays the price list assignment start date.
Price List Assignment End Date	Displays the price list assignment end date.
Division	Displays the division to which the account belongs.
Price List Assignment ID	Displays the price list assignment ID.

### Related Topics

For more information on...	See...
How to search a price list	<a href="#">Searching for a Price List</a> on page 206
How to view accounts and persons where price list is assigned	<a href="#">Viewing Accounts and Persons where Price List is Assigned</a> on page 266

### Persons to whom Price List is Assigned

The **Persons to whom Price List is Assigned** zone displays the details of the persons where price list is assigned. This zone contains the following fields:

Field Name	Field Description
Person ID	Displays the person ID.
Person Information	Displays information about the person. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the respective person.
Price List Assignment Start Date	Displays the price list assignment start date.
Price List Assignment End Date	Displays the price list assignment end date.
Division	Displays the division to which the person belongs.
Price List Assignment ID	Displays the price list assignment ID.

### Related Topics

For more information on...	See...
How to search a price list	<a href="#">Searching for a Price List</a> on page 206

For more information on...	See...
How to view accounts and persons where price list is assigned	<a href="#">Viewing Accounts and Persons where Price List is Assigned</a> on page 266

## Viewing Accounts and Persons where Price List is Assigned

### Prerequisites

To view accounts and persons where price list is assigned, you should have:

- Accounts and persons created in the application
- Price list defined and assigned to the accounts and persons

### Procedure

To view accounts and persons where price list is assigned:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Price List**.  
The **Price List** screen appears.
3. You can search for a price list by entering the search criteria in the **Search Price List** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of price lists that meet the search criteria appears in the search results.
5. In the **Search Results** section, click the **Assigned To** (🔍) icon in the **Assigned To** column corresponding to the price list whose details you want to view.  
The **Price List Assignments** screen appears.
6. You can view the accounts and persons list where price list is assigned in the **Price List Assignments** screen.

### Related Topics

For more information on...	See...
How to search a price list	<a href="#">Searching for a Price List</a> on page 206
<b>Accounts where Price List is Assigned</b> zone	<a href="#">Accounts where Price List is Assigned</a> on page 264
<b>Persons to whom Price List is Assigned</b> zone	<a href="#">Persons to whom Price List is Assigned</a> on page 265

## Persons and Accounts Eligible for Price List Assignment

The **Persons and Accounts Eligible for Price List Assignment** screen allows you to view the details of a price list. It also allows you to search for multiple eligible accounts or persons and assign them to the price list. This screen consists of the following zones:

- [Eligible Accounts](#) on page 267
- [Eligible Persons](#) on page 267

## Eligible Accounts

The **Eligible Accounts** zone allows you to search the eligible accounts for price list assignments. Moreover, it also allows you to assign the multiple eligible accounts to a price list. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to indicate the division whose accounts you want to search.	Yes
Effective Date	Used to indicate the date from when the accounts are eligible for price list assignment.	No
Account ID	Used to indicate the account ID.	No

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Account Information	Displays the information about the eligible accounts where price list can be assigned. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Assigned	Displays whether the account is assigned to the price list or not. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

## Eligible Persons

The **Eligible Persons** zone allows you to search the eligible persons for price list assignments. Moreover, it also allows you to assign the multiple eligible persons to a price list. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to indicate the division whose persons you want to search.	Yes
Effective Date	Used to indicate the date from when the persons are eligible for price list assignment.	No
Person ID	Used to indicate the person ID.	No

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Person Information	Displays the information about the eligible persons where price list can be assigned. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the respective person.
Assigned	Displays whether the person is assigned to the price list or not. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

### **Related Topics**

For more information on...	See...
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
How to view the accounts and persons eligible for price list assignments	<a href="#">Viewing Accounts and Persons Eligible for Price List Assignment</a>
How to define characteristics for a Price List Assignment	<a href="#">Defining Characteristics for a Price List Assignment</a> on page 271

## **Assigning a Price List to One or More Eligible Accounts**

### **Prerequisites**

To assign a price list to one or more eligible accounts, you should have:

- Price list defined in the application
- Accounts created in the application
- Price list should be associated with the division to which accounts belong.

### **Procedure**

To assign a price list to one or more eligible accounts:

1. Search for the eligible accounts in the **Eligible Accounts** zone of **Persons and Accounts Eligible for Price List Assignment** screen.
2. In the **Search Results** section, select the one or more accounts that you want to assign to the price list.
3. Click the **Assign** button available in the upper left corner of this section

The **Price List Assignment** screen appears. This screen contains following two sections:

- **Main** — Used to specify basic details about the price list. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Price List Information	Displays the additional information about the price list.	Not applicable
Effective Start Date	Used to specify the date from when the price list is effective.	Yes
Effective End Date	Used to specify the date till when the price list is effective.	No



Field Name	Field Description	Mandatory (Yes or No)
Priority	Used to specify the order in which the price list should be considered while determining the price item pricing for the account.	No
Price List Inheritance	Used to indicate whether the account can avail the price item pricing listed on the parent or grandparent price list if it is not available on the price list. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No
Assignment Status	Used to indicate the status of the price list assignment. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Proposed</li> </ul>	No
Priority Indicator	Used to set the priority of the price list assignment. The valid values are: <ul style="list-style-type: none"> <li>• <b>Highest</b> — Used when you want the price list assignment to have the highest priority. It checks whether there are any other price list assignments for the account, derives the priority of each such price list assignment, and then sets the priority of the new price list assignment to the existing price list assignment with highest priority minus one.</li> <li>• <b>Lowest</b> — Used when you want the price list assignment to have the lowest priority. It checks whether there are any other price list assignments for the account, derives the priority of each such price list assignment, and then sets the priority of the new price list assignment to the existing price list assignment with lowest priority plus one.</li> </ul>	No

- **Characteristics** — Used to define characteristics for the price list.

#### 4. Click **Save**.

Selected accounts are assigned to the price list.

#### **Related Topics**

For more information on...	See...
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
<b>Eligible Persons</b> zone	<a href="#">Eligible Persons</a> on page 267
<b>Eligible Accounts</b> zone	<a href="#">Eligible Accounts</a> on page 267
How to define characteristics for a Price List Assignment	<a href="#">Defining Characteristics for a Price List Assignment</a> on page 271

## Assigning a Price List to One or More Eligible Persons

### Prerequisites

To assign a price list to one or more eligible persons, you should have:

- Price list defined in the application
- Persons created in the application
- Price list should be associated with the division to which persons belong.

### Procedure

To assign a price list to one or more eligible persons:

1. Search for the eligible Persons in the **Eligible Persons** zone of **Persons and Accounts Eligible for Price List Assignment** screen.
2. In the **Search Results** section, select the one or more persons that you want to assign to the price list.
3. Click the **Assign** button available in the upper left corner.

The **Price List Assignment** screen appears. This screen contains following two sections:

- **Main** — Used to specify basic details about the price list. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Price List Information	Displays the additional information about the price list.	Not applicable
Effective Start Date	Used to specify the date from when the price list is effective.	Yes
Effective End Date	Used to specify the date till when the price list is effective.	No
Priority	Used to specify the order in which the price list should be considered while determining the price item pricing for the person.	No
Price List Inheritance	Used to indicate whether the account can avail the price item pricing listed on the parent or grandparent price list if it is not available on the price list. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No
Assignment Status	Used to indicate the status of the price list assignment. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Proposed</li> </ul>	No

Field Name	Field Description	Mandatory (Yes or No)
Priority Indicator	Used to set the priority of the price list assignment. The valid values are: <ul style="list-style-type: none"> <li><b>Highest</b> — Used when you want the price list assignment to have the highest priority. It checks whether there are any other price list assignments for the person, derives the priority of each such price list assignment, and then sets the priority of the new price list assignment to the existing price list assignment with highest priority minus one.</li> <li><b>Lowest</b> — Used when you want the price list assignment to have the lowest priority. It checks whether there are any other price list assignments for the person, derives the priority of each such price list assignment, and then sets the priority of the new price list assignment to the existing price list assignment with lowest priority plus one.</li> </ul>	No

- **Characteristics** — Used to define characteristics for the price list.

#### 4. Click **Save**.

Selected persons are assigned to the price list.

#### **Related Topics**

For more information on...	See...
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
<b>Eligible Persons</b> zone	<a href="#">Eligible Persons</a> on page 267
<b>Eligible Accounts</b> zone	<a href="#">Eligible Accounts</a> on page 267
How to define characteristics for a Price List Assignment	<a href="#">Defining Characteristics for a Price List Assignment</a> on page 271

### **Defining Characteristics for a Price List Assignment**

#### **Prerequisites**

To define characteristics for a price list assignment, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Price List Assignment**)

#### **Procedure**


To define characteristics for a price list assignment:


1. Click the **Characteristics** tab in the **Price List Assignment** screen when you are assigning a price list to multiple persons or accounts and also editing the price list assignment details of multiple persons or accounts.


The **Characteristics** tab appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the price list assignment.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the price list assignment.
Characteristic Type	Used to indicate the characteristic type.  <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Price List Assignment</b> .	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the price list assignment.
Characteristic Value	Used to specify the value for the characteristic type.  <b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the price list assignment.

- Enter the required details in the **Characteristics** tab.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

- If you want to define more than one characteristic for the price list assignment, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the price list assignment, click the **Delete**  icon corresponding to the characteristic.

- Click **Save**.

The characteristics are defined for the price list assignment.

### Related Topics

For more information on...	See...
How to assign a price list to a person	<a href="#">Assigning a Price List to a Person</a> on page 254
How to edit the price list assignment details of a person	<a href="#">Editing the Price List Assignment Details of a Person</a> on page 261

## Pricing (Account)

The **Pricing (Account)** screen allows you to:

- View effective price assignments of an account
- View the details of an assigned or inherited price item pricing
- Search and assign price items or price item bundles to an account

- Edit or override a price item pricing
- Copy a price item pricing and assign it to an account

This screen consists of the following zones:

- [Effective Price Assignments for Account](#) on page 273
- [Search Price Item](#) on page 278

## Effective Price Assignments for Account

The **Effective Price Assignments for Account** zone lists the price item pricing (i.e. price assignments) which are effective on the current date. In other words, it lists effective pricing for price items or price item bundles assigned to the account either directly or through the customer hierarchy. The order in which the price assignments are listed is controlled by the **Price Assignment Search** algorithm defined for the division to which the account belongs. If required, you can filter effective price assignments using various search criteria.

**Note:** If the effective pricing is available for the price item, regular bundle (to which the price item belongs), and parent (regular) bundle (i.e. to which the regular bundle belongs) at the same level, the system lists the pricing depending on the value defined for the **Prefer Price Item Over Bundle** parameter in the price assignment search algorithm. If the value of the **Prefer Price Item Over Bundle** parameter is set to **Y**, the system lists effective pricing which is available for the price item. If the effective pricing is not available for the price item, then the system lists effective pricing which is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system lists effective pricing which is available for the parent bundle at the same level. However, if the value of the **Prefer Price Item Over Bundle** parameter is set to **N**, the system lists effective pricing which is available for the parent bundle. If the effective pricing is not available for the parent bundle, then the system lists effective pricing which is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system lists effective pricing which is available for the price item at the same level.


This zone contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Account ID	Indicates the account whose effective price assignments are listed in this zone.	Not applicable
Effective Pricing Date	Used to search price assignments which are effective on a particular date.	No
	<b>Note:</b> By default, this field is set to the system date.	

Field Name	Field Description	Mandatory (Yes or No)
Assignment Level	<p>Used to search price assignments at a particular level in the customer hierarchy. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Account Agreed</b> – Means price item pricing is agreed for the account.</li> <li>• <b>Account Price List</b> – Means price item pricing is defined in the price list which is assigned to the account.</li> <li>• <b>Account Inherited Price List</b> – Means price item pricing is inherited from the parent price list hierarchy defined for the price list which is assigned to the account.</li> <li>• <b>Customer Agreed</b> – Means price item pricing is agreed for the main customer in the customer hierarchy.</li> <li>• <b>Customer Price List</b> – Means price item pricing is defined in the price list which is assigned to the main customer.</li> <li>• <b>Default Price List</b> – Means price item pricing defined in the price list is available in the default price list.</li> <li>• <b>Global Price List</b> – Means price item pricing defined in the price list is available in the global price list.</li> <li>• <b>Customer Inherited Price List</b> – Means price item pricing is inherited from the parent price list hierarchy defined for the price list which is assigned to the main customer.</li> <li>• <b>Parent Customer Agreed</b> – Means price item pricing is agreed for the parent customer in the customer hierarchy.</li> <li>• <b>Parent Customer Price List</b> – Means price item pricing is defined in the price list which is assigned to the parent customer.</li> <li>• <b>Parent Customer Inherited Price List</b> – Means price item pricing is inherited from the parent price list hierarchy defined for the price list which is assigned to the parent customer.</li> <li>• <b>Product Default Price List</b> – Means product defined in the price list is available in the default price list.</li> </ul>	No
Parent Person	Used to search price assignments which are inherited from a particular parent customer.	No

Field Name	Field Description	Mandatory (Yes or No)
Pricing Status	Used to search price assignments with a particular status. The valid values are: <ul style="list-style-type: none"> <li>Active</li> <li>Proposed</li> </ul>	No
	<b>Note:</b> By default, the <b>Active</b> option is selected.	
Show Default and Global Pricing	Used to search price assignments inherited from the default or global price list. The valid values are: <ul style="list-style-type: none"> <li><b>Yes</b> – Used when you want to search price assignments inherited from either of the following: <ul style="list-style-type: none"> <li>Product-specific default price list defined for the division</li> <li>Default price list defined for the division</li> <li>Global price list</li> </ul> </li> <li><b>No</b> – Used when you do not want to search price assignments inherited from either of the following: <ul style="list-style-type: none"> <li>Product-specific default price list defined for the division</li> <li>Default price list defined for the division</li> <li>Global price list</li> </ul> </li> </ul>	No
	<b>Note:</b> By default, the <b>No</b> option is selected.	
Price Item	Used to search price assignments of a particular price item or price item bundle.	No
Description	Used to search price assignments of a price item or price item bundle having a particular description.	No
Search Type	Used to search the price list using the following values: <ul style="list-style-type: none"> <li>Best Fit</li> <li>Exact Match</li> </ul>	No
	<b>Note:</b> By default, the <b>Exact Match</b> option is selected.	

**Note:** The **Search**  icon appears corresponding to the **Price Item** field. On clicking the **Search** icon, you can search for a price item.


- **Price Item Parameters** – The **Price Item Parameters** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Parameter	Used to search price assignments which are defined using a particular parameter.	No
	<b>Note:</b> This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .	
Parameter Value	Used to search price assignments which are defined using a particular parameter value.	No
	<b>Note:</b> This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .	

**Note:**

The **Search**  icon appears corresponding to the **Parameter** field. On clicking the **Search** icon, you can search for a parameter.


You can only use those parameters where the source entity is set to **Transaction**.


The **Search**  icon appears corresponding to the **Parameter Value** field only when the value type of the parameter is **Predefined** or **Reference**. If the value type of the parameter is **Predefined** then on clicking the **Search** icon, you can search for a predefined parameter value. However, if the value type of the parameter is **Reference** then on clicking the **Search** icon, you can search for a reference parameter value.

- **Search Results** – On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Pricing Information	Displays the concatenated string consisting of pricing information and pricing ID for the account.
	<b>Note:</b> It has a link. On clicking the link, the <b>View Price Item Pricing</b> screen appears with the details of the respective price item pricing.
Price Item	Displays the price item or price item bundle code.
Pricing Parameters	Used to specify multiple parameters based on which you want to determine the pricing utilization.
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .



Column Name	Column Description
Price Assignment Type	Indicates the type of price assignment. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>
Assignment Level	Indicates the level at which the price item pricing is defined in the customer hierarchy. The valid values are: <ul style="list-style-type: none"> <li>• Account Agreed</li> <li>• Account Price List</li> <li>• Account Inherited Price List</li> <li>• Customer Agreed</li> <li>• Customer Price List</li> <li>• Default Price List</li> <li>• Global Price List</li> <li>• Customer Inherited Price List</li> <li>• Parent Customer Agreed</li> <li>• Parent Customer Price List</li> <li>• Parent Customer Inherited Price List</li> <li>• Product Default Price List</li> </ul>
Price List Information	Displays the information about the price list which is assigned to the account.
Rate Schedule	Indicates the rate schedule which is used for defining the price item pricing.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Price Item Pricing</b> screen appears where you can edit the details of the price item pricing.
	<b>Note:</b> The <b>Edit</b> icon appears only when the assignment level is <b>Account Agreed</b> .

Column Name	Column Description
Override	<p>On clicking the <b>Override</b>  icon, the <b>Price Item Pricing</b> screen appears where you can override the price item pricing.</p> <p><b>Note:</b></p> <p>You can override a price item pricing assigned at any level in the customer hierarchy. On overriding a price item pricing, a new price item pricing which is specific to the account is defined at the account level and is then called account agreed pricing.</p> <p>A customer agreed or account agreed price assignments are effective for a particular duration and do not expire until you specify the end date manually. However, if you set the <b>Expire Override Switch</b> option type of the <b>C1_EXP_OVRD</b> feature configuration to <b>Y</b>, the system will automatically expire an agreed pricing when the agreed pricing of a customer or an account without end date is overridden. If you do not want an agreed pricing to automatically expire when it is overridden, you must set the <b>Expire Override Switch</b> option type of the <b>C1_EXP_OVRD</b> feature configuration to <b>N</b>.</p>
Effective Start Date	Displays the date from when the price item pricing is effective.
Effective End Date	Displays the date till when the price item pricing is effective.
Pricing Currency	Indicates the currency in which the price item pricing is defined.
Parent Person	Displays the name of the parent or grandparent customer from whom the price item pricing is inherited.

**Note:** The number of records that can be displayed in the **Search Results** section is controlled via the **C1\_PR\_REC** feature configuration. You can change the number of records that can be displayed using the **Effective Pricing RecordSet Limit** option type of the **C1\_PR\_REC** feature configuration. For more information, refer to [Setting the C1\\_PR\\_REC Feature Configuration](#) on page 2045.

### Related Topics

For more information on...	See...
How to view effective price assignments of an account	<a href="#">Viewing Effective Price Assignments of an Account</a> on page 283
How to override a price item pricing	<a href="#">Overriding a Price Item Pricing</a> on page 402
How to edit a price item pricing	<a href="#">Editing a Price Item Pricing</a>
How to filter effective price assignments of an account	<a href="#">Filtering Effective Price Assignments of an Account</a> on page 284

### Search Price Item

You can either assign a price item to a price list and then define pricing for the price item, or you can copy an existing price item pricing and assign it to a price list. The **Search Price Item** zone allows you to search for a price item pricing which is assigned to an account, person, or a price list. You can then create a new price item pricing using an existing price item pricing through copying the price item pricing. Once you create a copy of an existing price item pricing, the new price item pricing is assigned to the price list. On copying a price item pricing, the pricing details including the price components, eligibility and tiering criteria for each price component, and characteristics are copied to the new price item pricing. You can then edit the details, if required.

The system allows you to create a copy of active, proposed, inactive, rejected, and template price item pricing. Once you create the copy of a template price item pricing, you can save the new price item pricing in either **Active** or **Proposed** status.

The **Search Price Item** zone contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to search whether you want to search price item pricing for a price item, account, person, or a price list. The valid values are: <ul style="list-style-type: none"> <li>• Price Item</li> <li>• Price List Pricing</li> <li>• Account Override Pricing</li> <li>• Person Override Pricing</li> </ul>	Yes
Price Item	Used to search pricing for a particular price item or price item bundle.	No
Description	Used to search price items or price item bundles with a particular description.	No
	<b>Note:</b> This field appears only when you select the <b>Price Item</b> option from the <b>Search By</b> list.	
Global Price List	Used to search price items or price item bundles which can be assigned to a global price list. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Price Item</b> option from the <b>Search By</b> list.	
Bundle	Used to search whether the price item is a bundle or not. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Price Item</b> option from the <b>Search By</b> list.	
Price List ID	Used to search the price list to which the price item pricing is assigned.	No
	<b>Note:</b> This field appears only when you select the <b>Price List Pricing</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Effective Start Date	Used to search price item pricing on price lists which are effective from a particular date onwards.	No
	<b>Note:</b> This field appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.	
Effective End Date	Used to search price item pricing on price lists which are effective till a particular date.	No
	<b>Note:</b> This field appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.	
Pricing Status	Used to search price item pricing with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Proposed</li> <li>• Rejected</li> <li>• Template</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.	
Price Assignment Type	Used to search a particular type of the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.	
Account ID	Used to search pricing of price items which are assigned to a particular account.	No
	<b>Note:</b> This field appears only when you select the <b>Account Override Pricing</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Person ID	Used to search pricing of price items which are assigned to a particular person.	No
	<b>Note:</b> This field appears only when you select the <b>Person Override Pricing</b> option from the <b>Search By</b> list.	



**Note:**

You must specify at least one search criterion while searching for a price item or price item bundle.

The **Search**  icon appears corresponding to the **Price List ID**, **Price Item**, **Account ID**, and **Person ID** fields. On clicking the **Search** icon, you can search for a price list, price item, an account, and person.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The search results include only those price items or price item bundles that are associated with the division to which the account belongs. It may also include price items or price item bundles that are already assigned to the account in case those price items or price item bundles match the search criteria.

The **Search Results** section contains the following columns:

Column Name	Column Description
Assign	On clicking the <b>Assign</b>  icon, the <b>Price Item Pricing</b> screen appears where you can define a new price item pricing.
	<b>Note:</b> This column appears only when you select the <b>Price Item</b> option from the <b>Search By</b> list.
Price Item Information	Displays details of the price item or price item bundle.
	<b>Note:</b> It has a link. On clicking the link, the <b>Price Item</b> screen appears where you can view the details of the respective price item or price item bundle. This column appears only when you select the <b>Price Item</b> option from the <b>Search By</b> list.
Copy	On clicking the <b>Copy</b>  icon, the <b>Price Item Pricing</b> screen appears where you can define a new price item pricing using an existing price item pricing.
Pricing Information	Displays details of the price item pricing.
	<b>Note:</b> This column appears only when you select the <b>Price List Pricing</b> , <b>Account Override Pricing</b> , or <b>Person Override Pricing</b> option from the <b>Search By</b> list.

Column Name	Column Description
Account Information	<p data-bbox="570 207 1461 302">Indicates the account to which the price item pricing is assigned. In addition, this column has a context menu which helps in navigating to other screens in the application.</p> <p data-bbox="570 327 1461 663"><b>Note:</b> This column appears only when you select the <b>Account Override Pricing</b> option from the <b>Search By</b> list. It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account. The account information string appears only when an algorithm defined using the <b>C1-AC-INFO</b> algorithm type is attached to the <b>Account Information</b> system event in the <b>Algorithms</b> tab of the <b>Installation Options – Framework</b> screen.</p>
Person Information	<p data-bbox="570 684 1461 779">Indicates the person to which the price item pricing is assigned. In addition, this column has a context menu which helps in navigating to other screens in the application.</p> <p data-bbox="570 804 1461 1119"><b>Note:</b> This column appears only when you select the <b>Person Override Pricing</b> option from the <b>Search By</b> list. It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the respective person. The person information string appears only when an algorithm defined using the <b>PERS-INFO</b> algorithm type is attached to the <b>Person Information</b> system event in the <b>Algorithms</b> tab of the <b>Installation Options – Framework</b> screen.</p>
Price List Information	<p data-bbox="570 1161 1461 1255">Indicates the price list to which the price item pricing is assigned. In addition, this column has a context menu which helps in navigating to other screens in the application.</p> <p data-bbox="570 1281 1461 1491"><b>Note:</b> This column appears only when you select the <b>Price List Pricing</b> option from the <b>Search By</b> list. It has a link. On clicking the link, the <b>Price List</b> screen appears where you can view the details of the respective price list.</p>
Pricing Parameters	<p data-bbox="570 1530 1461 1625">Displays a comma-separated list of parameter values. The order in which parameter values appear in this column is controlled by the display order (which is defined while associating a parameter with a price item or price item bundle).</p> <p data-bbox="570 1650 1461 1745"><b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b>.</p>
Effective Start Date	<p data-bbox="570 1782 1461 1814">Displays the date from when the price item pricing is effective.</p> <p data-bbox="570 1839 1461 1902"><b>Note:</b> This column appears only when you select the <b>Price List Pricing</b>, <b>Account Override Pricing</b>, or <b>Person Override Pricing</b> option from the <b>Search By</b> list.</p>

Column Name	Column Description
Effective End Date	Displays the date till when the price item pricing is effective.
	<b>Note:</b> This column appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.
Pricing Currency	Indicates the currency in which the price item pricing is defined.
	<b>Note:</b> This column appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.
Rate Schedule	Indicates the rate schedule which is used for defining the price item pricing.
	<b>Note:</b> It has a link. On clicking the link <b>Rate Schedule</b> screen appears. This column appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.
Price Assignment Usage	Indicates whether the price item pricing is applicable to all customers or only to new customers. The valid values are: <ul style="list-style-type: none"> <li>• All Customers</li> <li>• New Customers</li> </ul>
	<b>Note:</b> This column appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.
Price Assignment Type	Indicates the type of the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .

### Related Topics

For more information on...	See...
How to assign a price item or price item bundle to an account	<a href="#">Assigning a Price Item or Price Item Bundle to an Account</a>
How to copy a price item pricing	<a href="#">Copying a Price Item Pricing</a> on page 288

## Viewing Effective Price Assignments of an Account


### Prerequisites

To view effective price assignments of an account, you should have:

- Price items or price item bundles assigned to the account either directly or through the customer hierarchy

**Procedure**

To view effective price assignments of an account:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the account whose details you want to view.  
A menu appears.
3. Click the **Go To Effective Pricing** menu option.  
The **Pricing (Account)** screen appears.
4. View the pricing for price items or price item bundles assigned to the account (either directly or through the customer hierarchy) in the **Effective Price Assignments for Account** zone.
5. Filter the effective price assignments of the account, if required.

**Related Topics**

For more information on...	See...
How to search for an account	<a href="#">Searching for an Account</a>
<b>Pricing (Account)</b> screen	<a href="#">Pricing (Account)</a> on page 272
<b>Effective Price Assignments for Account</b> zone	<a href="#">Effective Price Assignments for Account</a> on page 273
How to filter effective price assignments of an account	<a href="#">Filtering Effective Price Assignments of an Account</a> on page 284


**Filtering Effective Price Assignments of an Account****Prerequisites**

To filter effective price assignments of an account, you should have:

- Price items or price item bundles defined in the application
- Parameters defined in the application (where the source entity is set to **Transaction**)
- Price items or price item bundles assigned to the account either directly or through the customer hierarchy


**Procedure**


To filter effective price assignments of an account:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the account whose details you want to view.  
A menu appears.
3. Click the **Go To Effective Pricing** menu option.  
The **Pricing (Account)** screen appears.
4. Enter the search criteria in the **Effective Price Assignments for Account** zone.



**Note:**

You can search for a price item, parameter, or parameter value by clicking the **Search** () icon corresponding to the respective field.

If you want to add more than one parameter in the search criteria, click the **Add** () icon and then enter the parameter name and its value. However, if you want to remove a parameter from the search criteria, click the

**Delete** () icon corresponding to the parameter.

You can only use those parameters where the source entity is set to **Transaction**.

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

### 5. Click **Search**.

A list of price assignments which are effective on the specified date and that meet the search criteria are listed in the **Effective Price Assignments for Account** zone.

### Related Topics

For more information on...	See...
How to search for an account	<a href="#">Searching for an Account</a>
<b>Pricing (Account)</b> screen	<a href="#">Pricing (Account)</a> on page 272
<b>Effective Price Assignments for Account</b> zone	<a href="#">Effective Price Assignments for Account</a> on page 273

## Exporting Effective Price Assignments of an Account


### Prerequisites

To export effective price assignments of an account in the CSV format, you should have:

- Price items or price item bundles assigned to the account either directly or through the customer hierarchy

### Procedure

To export effective price assignments of an account in the CSV format:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the account whose details you want to view.

A menu appears.

3. Click the **Go To Effective Pricing** menu option.

The **Pricing (Account)** screen appears.

4. Filter the effective price assignments of the account, if required.
5. Click the **Export to Excel** link in the **Effective Price Assignment** zone.

A message appears confirming whether you want to open or save the EffectivePricing.csv file.

6. Select the **Save As** option from the **Save** list.

The **Save As** dialog box appears.

7. Browse to the location where you want to save the file.
8. Enter the file name in the respective field, and click **Save**.

The search results are exported in the CSV format.

9. Open the CSV file in Microsoft Excel.

The sheet contains the following columns:

Column Name	Column Description
Price Item	Displays the price item or price item bundle code.
Description	Displays the description of the price item or price item bundle.
Variance	Indicates the variance parameter which is used for defining the price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
Price Item Parameters	Displays a comma-separated list of parameter values. The order in which parameter values appear in this column is controlled by the display order (which is defined while associating a parameter with a price item). A tool tip appears when you hover over this column corresponding to the price item. It indicates the price item parameters and their values which are used for defining the price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
Price Assignment Type	Indicates the type of price assignment. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing — Invoice Based</li> <li>• Post Processing — Price Item Based</li> </ul>
Assignment Level	Indicates the level at which the price item pricing is defined in the customer hierarchy. The valid values are: <ul style="list-style-type: none"> <li>• Account Agreed</li> <li>• Account Price List</li> <li>• Account Inherited Price List</li> <li>• Customer Agreed</li> <li>• Customer Price List</li> <li>• Customer Inherited Price List</li> <li>• Parent Customer Agreed</li> <li>• Parent Customer Price List</li> <li>• Parent Customer Inherited Price List</li> </ul>

Column Name	Column Description
Price List Description	Displays the description of the price list.
	<b>Note:</b> The description appears only when the assignment level is <b>Account Price List, Account Inherited Price List, Customer Price List, Customer Inherited Price List, Parent Customer Price List, or Parent Customer Inherited Price List.</b>
Rate Description	Displays the description of the rate schedule which is used for defining the price item pricing.
Rate Component Information	Displays a comma-separated string which consists of the following: <ul style="list-style-type: none"> <li>• Rate Component Sequence</li> <li>• Tiering Setup of the Rate Component</li> </ul>
Price Component Sequence	Indicates the sequence number of the price component.
Price Component Description	Displays the description of the price component.
Rate	Indicates the rate defined for the price component.
Effective Start Date	Displays the date from when the price item pricing is effective.
Effective End Date	Displays the date till when the price item pricing is effective.
Pricing Currency	Indicates the currency in which the price item pricing is defined.
From	Displays the lower limit of the tiering range.
To	Displays the upper limit of the tiering range.
Price Assignment Usage	Indicates whether the price item pricing is applicable to all customers or only to the new customers. The valid values are: <ul style="list-style-type: none"> <li>• AC</li> <li>• NC</li> </ul>
Price Assignment ID	Displays the price assignment ID.
Parent Level	Indicates the numerical level of the parent in the customer hierarchy from whom the price item pricing is inherited.
Price List ID	Indicates the price list from where the price item pricing is inherited.
Price List Start Date	Displays the date from when the price list is effective.
Parent Person	Displays the name of the parent or grandparent customer from whom the price item pricing is inherited.
Parent Pricelist Level	Indicates the parent level when price item pricing is inherited from the price list hierarchy. If the pricing is inherited from the assigned price list, the parent price list level will be 0. However, if the pricing is inherited from the parent price list in the hierarchy, the parent price list level will be 1. And, if the pricing is inherited from the grandparent price list in the hierarchy, the parent price list level will be 2, and so on.

Column Name	Column Description
Ignore Transaction	Indicates whether the transactions mapped to the price item is considered for billing. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>
Aggregate Transaction	Indicates whether the transactions mapped to the price item is aggregated for billing. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>
Aggregation Schedule	Indicates the transaction aggregation cycle. The valid values are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Quarterly</li> <li>• Yearly</li> </ul>
Tiering Criterion	Indicates the tiering criterion which is used in the tiering range.
Tiering Price Item	Indicates whether the price item is billed individually or at the price item bundle level.

### Related Topics

For more information on...	See...
How to search for an account	<a href="#">Searching for an Account</a> on page 52
<b>Pricing (Account)</b> screen	<a href="#">Pricing (Account)</a> on page 272
<b>Effective Price Assignment</b> zone	<a href="#">Effective Price Assignments for Account</a> on page 273

## Copying a Price Item Pricing


### Prerequisites

To copy a price item pricing and assign it to an account, you should have:

- Account (to which you want to assign the price item pricing) defined in the application
- Account associated with the division to which the user belongs
- Price item pricing (whose copy you want to create) defined in the application

### Procedure

To copy a price item pricing and assign it to an account:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the account whose details you want to view.  
A menu appears.
3. Click the **Go To Effective Pricing** menu option.


The **Pricing (Account)** screen appears.

- In the **Search Price Item** zone, select the required option from the **Search By** list to indicate whether you want to search price item pricing assigned to an account, person, or a price list.

The fields in the **Search Criteria** section change depending on the option that you select from the **Search By** list.

- Enter the search criteria in the **Search Price Item** zone to search for the price item pricing whose copy you want to create and assign it to the account.
- Click **Search**.

A list of price assignments that meet the search criteria appears in the **Search Results** section.

- In the **Search Results** section, click the **Copy** () icon in the **Copy** column corresponding to the price item pricing whose copy you want to create.

The **Price Item Pricing** screen appears.

- Modify the required pricing details.

**Note:**

If you change the effective start and end dates while copying a price item pricing, you need to specify the parameters which are effective during that date range.

While copying a price item pricing, you can not only edit the existing tiering combination details, but can also add additional tiering combinations until the maximum tiering combinations limit is met.

If you are creating a copy of active, proposed, inactive, rejected, or template price item pricing, you can save the new price item pricing in the **Active** or **Proposed** status.

- Edit the characteristics of the price item pricing, if required.
- Click **Save**.

A new price item pricing is defined and assigned to the account.


### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for an account	<a href="#">Searching for an Account</a>
<b>Pricing (Account)</b> screen	<a href="#">Pricing (Account)</a> on page 272
<b>Search Price Item</b> zone	<a href="#">Search Price Item</a> on page 278
How to edit a price item pricing	<a href="#">Editing a Price Item Pricing</a>
How to edit characteristics of a price item pricing	<a href="#">Editing the Price Item Pricing Characteristics</a>

## **Viewing a Price Item Pricing**

### **Procedure**

To view a price item pricing and assignment details:

- Search for the account in the **Customer 360° View** screen.
- In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the account whose details you want to view.

A menu appears.

- Click the **Go To Effective Pricing** menu option.

The **Pricing (Account)** screen appears.

- Price assignments effective for the account appears in the **Effective Price Assignments for Account** zone.
- In the **Search Results** section, click the link in the **Pricing Information** column corresponding to the price item whose pricing details you want to view.

The **Price Item Pricing** screen appears. It contains the following zones:

- Price Item Pricing** – Displays the price item pricing details. It contains the following sections:
  - Pricing Information** – Displays the pricing information of the price item.
  - TFM Information** – Displays the transaction feed management information of the price item.
  - Characteristics** – Displays the details of price item pricing characteristics.
  - Price Item and Parameter Information** – Displays the price item parameter details.
  - Record Actions** – Displays the record actions of the price item pricing.
  - Record Information** – Displays the record information of the price item pricing.
- Rate and Price Component Summary** – Displays the rate and price component summary of the price item.
- Rate Components** – Displays the rate components of the price item.
- Price Components** – Displays the details of price components of the price item.
- Tiering Criteria** – Displays the tiering criteria of the price item pricing.

**Note:** This zone appears only when **Tiering Type** for the rate component is **STEP** or **Threshold**

- Pricing Eligibility Criteria** – Displays the pricing eligibility criteria of the price item pricing.

**Note:** This zone appears only when eligibility checkbox is selected in the **Price Item Pricing** screen and details for pricing eligibility criteria is added in the **Price Component** screen.

- View the basic details of price item pricing in the **Price Item Pricing** zone.
- View the rate and price component summary of price item in the **Rate and Price Component Summary** zone.
- View the rate components of price item in the **Rate Components** zone.
- View the details of price components of price item in the **Price Components** zone.
- View the tiering criteria of price item pricing in the **Tiering Criteria** zone.
- View the pricing eligibility criteria of price item pricing in the **Pricing Eligibility Criteria** zone.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for an account	<a href="#">Searching for an Account</a>
<b>Pricing (Account)</b> screen	<a href="#">Pricing (Account)</a> on page 272
<b>Effective Price Assignments for Account</b> zone	<a href="#">Effective Price Assignments for Account</a> on page 273
<b>Price Item Pricing</b> screen	<a href="#">Price Item Pricing (Used for Viewing)</a> on page 340
<b>Price Item Pricing</b> zone	<a href="#">Price Item Pricing</a> on page 341
<b>Rate and Price Component Summary</b> zone	<a href="#">Rate and Price Component Summary</a> on page 344
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344

For more information on...	See...
Price Components zone	<a href="#">Price Components</a> on page 345
Tiering Criteria zone	<a href="#">Tiering Criteria</a> on page 346
Pricing Eligibility Criteria zone	<a href="#">Pricing Eligibility Criteria</a> on page 347

## Editing a Price Item Pricing of an Account

### Prerequisites

To edit a price item pricing of an account, you should have:

- Transactions mapped to the price item defined in the application
- Rate schedules, rate versions, rate components defined in the application
- Parameters associated with the price item (in case you want to define price item pricing based on those parameters)

### Procedure

To edit a price item pricing of an account:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** (☰) icon corresponding to the account whose details you want to view.  
A menu appears.
3. Click the **Go To Effective Pricing** menu option.  
The **Pricing (Account)** screen appears.
4. Price assignments effective for the account appears in the **Effective Price Assignments for Account** zone.
5. In the **Search Results** section, click the **Edit** (✎) icon in the **Edit** column corresponding to the price item pricing whose details you want to edit.

The **Price Item Pricing** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the price item pricing.
- **TFM Information** – Used to specify the transaction feed management information about the price item pricing.

**Note:** This section appears in the **Price Item Pricing** screen only when the value for the **Show Default Values in Price Item Pricing** option type for **C1\_FM** feature configuration is set to **Y** and **Price Item Available For** is **Pricing and Billing**.

- **Characteristics** – Used to define characteristics for the price item pricing.
- **Price Item and Parameter Information** – Used to define the parameter details segment for the price item pricing.

**Note:** This section appears only when **Price Assignment Type** is **Regular**.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Start Date	Used to specify the date from when the price item pricing is effective.	Yes
	<p><b>Note:</b></p> <p>The effective start date cannot be later than the effective end date.</p> <p>If you change the effective start and end dates while editing a price item pricing, you need to specify the parameters which are effective during that date range.</p> <p>This field will be in read-only mode when the price assignment has been used.</p>	
End Date	Used to specify the date till when the price item pricing is effective.	No
	<p><b>Note:</b> The effective end date cannot be earlier than the effective start date.</p>	



Field Name	Field Description	Mandatory (Yes or No)
Price Assignment Type	<p>Used to indicate the type of price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Regular</b> – Used to indicate that the pricing must be used to generate regular bill segment.</li> <li>• <b>Post Processing</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on usage accounts. The post processing bill segment is generated when you generate the bill for the usage account and not when you bill the usage account through an invoice account.</li> </ul> <div data-bbox="607 642 1117 915" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> The post processing bill segment is generated when the <b>Post Processing Sequence (PPSEQ)</b> characteristic is defined for the price item and when the price item is associated with another price item using the <b>Price Item</b> relationship type.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Invoice Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on an invoice account, and, as a result, the post processing bill segment is generated on the invoice account.</li> </ul> <div data-bbox="607 1171 1117 1255" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Price Item Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on both invoice and usage accounts, but the post processing bill segment is generated only on the invoice account.</li> </ul> <div data-bbox="607 1512 1117 1596" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div>	Yes
Pricing Eligibility	<p>Used to select pricing eligibility criteria for price item pricing.</p> <div data-bbox="545 1703 1117 1818" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This field will be enabled for selection if the checkbox is not selected. If the checkbox appears selected then this field will be in read-only mode.</p> </div>	No

Field Name	Field Description	Mandatory (Yes or No)
Pricing Status	<p>Used to indicate the status of the price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Draft</b> – Indicates that the price assignment is created as a draft.</li> <li>• <b>Active</b> – Indicates that the price assignment is used for billing.</li> <li>• <b>Inactive</b> – Indicates that the price assignment is no longer used for billing.</li> <li>• <b>Proposed</b> – Indicates that the price assignment is used for quotations.</li> </ul> <p><b>Note:</b> If a price assignment is in <b>Active</b> status, you can change its status to <b>Inactive</b>. If a price assignment is in <b>Draft</b> status, you cannot change its status to <b>Proposed</b>.</p>	Yes
Pricing Currency	Used to indicate the currency in which you want to define the price item pricing.	Yes
Rate Schedule	<p>Used to specify the rate schedule that you want to use while defining price item pricing.</p> <p><b>Note:</b> Rate schedules control how the bills for the price item will be calculated. The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Rate Schedule Search</b> screen appears.</p>	Yes
Pricing Rule Type	<p>Used to indicate the pricing rule type. The valid value is:</p> <ul style="list-style-type: none"> <li>• Two-Dimensional</li> </ul>	Yes (Conditional)  <p><b>Note:</b> This field is required when you are editing a two-dimensional pricing rule.</p>
Print Zero	<p>Used to indicate whether zero pricing should be displayed in the bill. The valid values are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p><b>Note:</b> By default, <b>Yes</b> is selected.</p>	Yes
Pricing Frequency	<p>Used to indicate pricing frequency for the price item.</p> <p><b>Note:</b> This field appears only when <b>Price Item</b> is defined as <b>Only Pricing</b> and <b>Price Item Type</b> is defined as <b>Fees</b>.</p>	Yes

6. Modify the details in the **Main** section, if required.
7. Edit the TFM Information in a price item pricing, if required.
8. Edit the characteristics for a price item pricing, if required.
9. Edit the parameters for a price item pricing, if required.
10. Click **Save**.

The changes made to the price item pricing are saved.

### Related Topics

For more information on...	See...
How to search for an account	<a href="#">Searching for an Account</a>
<b>Pricing (Account)</b> screen	<a href="#">Pricing (Account)</a> on page 272
<b>Effective Price Assignments for Account</b> zone	<a href="#">Effective Price Assignments for Account</a> on page 273
How to define a price item pricing.	<a href="#">Defining a Price Item Pricing</a> on page 349
How to define characteristics for a price item pricing.	<a href="#">Defining Characteristics for a Price Item Pricing</a> on page 238
How to define parameters for a price item pricing.	<a href="#">Defining Parameters for a Price Item Pricing</a> on page 239
How to define TFM Information in a price item pricing.	<a href="#">Defining TFM Information in a Price Item Pricing</a> on page 240

## Overriding a Price Item Pricing of an Account



### Prerequisites

To override a price item pricing of an account, you should have:

- Transactions mapped to the price item defined in the application
- Rate schedules, rate versions, rate components defined in the application
- Parameters associated with the price item (in case you want to define price item pricing based on multiple parameters)

### Procedure

To override a price item pricing of an account:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the account whose details you want to view.  
A menu appears.
3. Click the **Go To Effective Pricing** menu option.  
The **Pricing (Account)** screen appears.
4. Price assignments effective for the account appears in the **Effective Price Assignments for Account** zone.
5. In the **Search Results** section, click the **Override** () icon in the **Override** column corresponding to the price item pricing whose details you want to override.

The **Price Item Pricing** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the price item pricing.

- **TFM Information** – Used to specify the transaction feed management information about the price item pricing.

**Note:** This section appears in the **Price Item Pricing** screen only when the value for the **Show Default Values in Price Item Pricing** option type for **C1\_FM** feature configuration is set to **Y** and **Price Item Available For** is **Pricing and Billing**.

- **Characteristics** – Used to define characteristics for the price item pricing.
- **Price Item and Parameter Information** – Used to define the parameter details segment for the price item pricing.

**Note:** This section appears only when **Price Assignment Type** is **Regular**.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Start Date	Used to specify the date from when the price item pricing is effective.	Yes
	<p><b>Note:</b></p> <p>The effective start date cannot be later than the effective end date.</p> <p>If you change the effective start and end dates while overriding a price item pricing, you need to specify the parameters which are effective during that date range.</p> <p>This field will be in read-only mode when the price assignment has been used.</p>	
End Date	Used to specify the date till when the price item pricing is effective.	No
	<p><b>Note:</b> The effective end date cannot be earlier than the effective start date.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Price Assignment Type	<p>Used to indicate the type of price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Regular</b> – Used to indicate that the pricing must be used to generate regular bill segment.</li> <li>• <b>Post Processing</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on usage accounts. The post processing bill segment is generated when you generate the bill for the usage account and not when you bill the usage account through an invoice account.</li> </ul> <div data-bbox="592 611 1183 850" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> The post processing bill segment is generated when the <b>Post Processing Sequence (PPSEQ)</b> characteristic is defined for the price item and when the price item is associated with another price item using the <b>Price Item</b> relationship type.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Invoice Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on an invoice account, and, as a result, the post processing bill segment is generated on the invoice account.</li> </ul> <div data-bbox="592 1077 1183 1157" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Price Item Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on both invoice and usage accounts, but the post processing bill segment is generated only on the invoice account.</li> </ul> <div data-bbox="592 1383 1183 1463" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div>	Yes
Pricing Eligibility	<p>Used to select pricing eligibility criteria for price item pricing.</p> <div data-bbox="532 1577 1183 1688" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This field will be in enabled for selection if the checkbox is not selected. If the checkbox appears selected then this field will be in read-only mode.</p> </div>	No

Field Name	Field Description	Mandatory (Yes or No)
Pricing Status	Used to indicate the status of the price assignment. The valid values are: <ul style="list-style-type: none"> <li>• <b>Draft</b> – Indicates that the price assignment is created as a draft.</li> <li>• <b>Proposed</b> – Indicates that the price assignment is used for quotations.</li> </ul>	Yes
	<b>Note:</b> If a price assignment is in <b>Draft</b> status, you cannot change its status to <b>Proposed</b> .	
Pricing Currency	Used to indicate the currency in which you want to override the price item pricing.	Yes
Rate Schedule	Used to specify the rate schedule that you want to use while defining price item pricing.	Yes
	<b>Note:</b> Rate schedules control how the bills for the price item will be calculated.  The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Rate Schedule Search</b> screen appears.	
Pricing Rule Type	Used to indicate the pricing rule type. The valid value is: <ul style="list-style-type: none"> <li>• Two-Dimensional</li> </ul>	Yes (Conditional)
		<b>Note:</b> This field is required when you are overriding a two-dimensional pricing rule.
Print Zero	Used to indicate whether zero pricing should be displayed in the bill. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes
	<b>Note:</b> By default, <b>Yes</b> is selected.	
Pricing Frequency	Used to indicate pricing frequency for the price item.	Yes
	<b>Note:</b> This field appears only when <b>Price Item</b> is defined as <b>Only Pricing</b> and <b>Price Item Type</b> is defined as <b>Fees</b> .	

6. Modify the details in the **Main** section, if required.
7. Modify the TFM Information in a price item pricing, if required.
8. Modify the characteristics for a price item pricing, if required.
9. Modify the parameters for a price item pricing, if required.

**Note:** If you change the effective end date while overriding a price item pricing, you need to specify the parameters which are effective during the date range of start and end date.

**10. Click Save.**

The price item pricing is overridden.

**Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for an account	<a href="#">Searching for an Account</a>
<b>Pricing (Account)</b> screen	<a href="#">Pricing (Account)</a> on page 272
<b>Effective Price Assignments for Account</b> zone	<a href="#">Effective Price Assignments for Account</a> on page 273
How to define a price item pricing.	<a href="#">Defining a Price Item Pricing</a> on page 349
How to define characteristics for a price item pricing.	<a href="#">Defining Characteristics for a Price Item Pricing</a> on page 238
How to define parameters for a price item pricing.	<a href="#">Defining Parameters for a Price Item Pricing</a> on page 239
How to define TFM Information in a price item pricing.	<a href="#">Defining TFM Information in a Price Item Pricing</a> on page 240



**Assigning a Price Item to an Account****Prerequisites**

To assign a price item to an account, you should have:

- Transactions mapped to the price item defined in the application
- Rate schedules, rate versions, and rate components defined in the application
- Parameters associated with the price item (in case you want to define price item pricing based on multiple parameters)

**Procedure**

To assign a price item to an account:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the account whose details you want to view.  
A menu appears.
3. Click the **Go To Effective Pricing** menu option.  
The **Pricing (Account)** screen appears.
4. Search for the price item that you want to assign to the account in the **Search Price Item or Price Item Pricing** zone.
5. In the **Search Results** section, click the **Assign** () icon in the **Assign** column corresponding to the price item that you want to assign to the account.

The **Price Item Pricing** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the price item pricing.
- **TFM Information** – Used to specify the transaction feed management information about the price item pricing.

**Note:** This section appears in the **Price Item Pricing** screen only when the value for the **Show Default Values in Price Item Pricing** option type for **C1\_FM** feature configuration is set to **Y** and **Price Item Available For** is **Pricing and Billing**.

- **Characteristics** – Used to define characteristics for the price item pricing.
- **Price Item and Parameter Information** – Used to define the parameter details segment for the price item pricing.

**Note:** This section appears only when **Price Assignment Type** is **Processing**.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Start Date	Used to specify the date from when the price item pricing is effective.	Yes
	<p><b>Note:</b></p> <p>By default, the current system date appears in this field.</p> <p>The effective start date cannot be later than the effective end date.</p>	
End Date	Used to specify the date till when the price item pricing is effective.	No
	<p><b>Note:</b> The effective end date cannot be earlier than the effective start date.</p>	



Field Name	Field Description	Mandatory (Yes or No)
Price Assignment Type	<p>Used to indicate the type of price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Regular</b> – Used to indicate that the pricing must be used to generate regular bill segment.</li> <li>• <b>Post Processing</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on usage accounts. The post processing bill segment is generated when you generate the bill for the usage account and not when you bill the usage account through an invoice account.</li> </ul> <div data-bbox="607 611 1206 852" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> The post processing bill segment is generated when the <b>Post Processing Sequence (PPSEQ)</b> characteristic is defined for the price item and when the price item is associated with another price item using the <b>Price Item</b> relationship type.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Invoice Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on an invoice account, and, as a result, the post processing bill segment is generated on the invoice account.</li> </ul> <div data-bbox="607 1077 1206 1157" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Price Item Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on both invoice and usage accounts, but the post processing bill segment is generated only on the invoice account.</li> </ul> <div data-bbox="607 1388 1206 1467" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div>	Yes
Pricing Eligibility	Used to select pricing eligibility criteria for price item pricing.	No
Pricing Status	<p>Used to indicate the status of the price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Draft</b> – Indicates that the price assignment is created as a draft.</li> <li>• <b>Proposed</b> – Indicates that the price assignment is used for quotations.</li> </ul>	Yes
Pricing Currency	Used to indicate the currency in which you want to define the price item pricing.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Rate Schedule	Used to specify the rate schedule that you want to use while defining price item pricing.	Yes
	<p><b>Note:</b></p> <p>Rate schedules control how the bills for the price item will be calculated.</p> <p>The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Rate Schedule Search</b> screen appears.</p>	
Pricing Rule Type	Used to indicate the pricing rule type. The valid value is:	Yes (Conditional)
	<ul style="list-style-type: none"> <li>Two-Dimensional</li> </ul> <p><b>Note:</b> This field is required when you are defining a two-dimensional pricing rule.</p>	
Print Zero	Used to indicate whether zero pricing should be displayed in the bill. The valid values are:	Yes
	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul> <p><b>Note:</b> By default, <b>Yes</b> is selected.</p>	
Pricing Frequency	Used to indicate pricing frequency for the price item.	Yes
	<p><b>Note:</b> This field appears only when <b>Price Item</b> is defined as <b>Only Pricing</b> and <b>Price Item Type</b> is defined as <b>Fees</b>.</p>	

- Enter the required details in the **Main** section.
- Define TFM Information in a price item pricing, if required.
- Define characteristics for a price item pricing, if required.
- Define parameters for a price item pricing, if required.
- Click **Save**.

The pricing is defined for the price item.

**Note:** A bundle cannot be assigned if its child price items are already assigned to an account and vice versa, in the same date range.

### Related Topics

For more information on...	See...
<b>Pricing (Account)</b> screen	<a href="#">Pricing (Account)</a> on page 272
<b>Search Price Item or Price Item Pricing</b> zone	<a href="#">Search Price Item</a> on page 278
How to search for an account	<a href="#">Searching for an Account</a>

For more information on...	See...
How to define characteristics for a price item pricing.	<a href="#">Defining Characteristics for a Price Item Pricing</a> on page 238
How to define parameters for a price item pricing.	<a href="#">Defining Parameters for a Price Item Pricing</a> on page 239
How to define TFM Information in a price item pricing.	<a href="#">Defining TFM Information in a Price Item Pricing</a> on page 240

## Defining Characteristics for a Price Item Pricing

### Prerequisites

To define characteristics for a price item pricing, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Price Item**)

### Procedure


To define characteristics for a price item pricing that is assigned to an account:

1. Ensure that the **Characteristics** section is expanded when you are defining a price item pricing.

The **Characteristics** section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the price item pricing.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the price item pricing.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Price Item Pricing</b> .	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the price item pricing.
Characteristic Value	Used to specify the value for the characteristic type. <b>Note:</b> If you select a predefined characteristic type, the <b>Search</b> (🔍) icon appears corresponding to the <b>Characteristic Value</b> field. On clicking the <b>Search</b> icon, the <b>Predefined Characteristic Search</b> window appears. On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the price item pricing.

2. Enter the required details in the **Characteristics** section.
3. If you want to define more than one characteristic for the price item pricing, click the **Add** (+) icon and then repeat step 3.

**Note:** However, if you want to remove a characteristic from the price item pricing, click the **Delete** () icon corresponding to the characteristic.

4. Click **Save**.

The characteristics are defined for the price item pricing.

### **Related Topics**

For more information on...	See...
How to define a price item pricing	<a href="#">Defining a Price Item Pricing</a> on page 349
How to edit a price item pricing	<a href="#">Editing a Price Item Pricing</a> on page 393
How to override a price item pricing	<a href="#">Overriding a Price Item Pricing</a> on page 402

## Defining Parameters for a Price Item Pricing

### **Prerequisites**

To define parameters for a price item pricing, you should have:

- Parameters associated with the price item, in case, you want to define price item pricing based on multiple parameters

### **Procedure**


To define parameter details segment for a price item pricing that is assigned to an account:

1. Ensure that the **Price Item and Parameter Information** section is expanded when you are defining a price item pricing.

The **Price Item and Parameter Information** section contains the following field:

Field Name	Field Description
Price Item	Indicates the price item or price item bundle whose pricing details are listed in this section.

In addition, this section contains a grid which has the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Parameter	Used to indicate the parameter that you want to associate with the price item pricing.  <b>Note:</b> The <b>Search</b> (  ) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Parameter Search</b> window appears. The parameter search results displays only those parameters where the <b>Price Item</b> check box is selected	Yes
Parameter Information	Displays a comma-separated string which contains of the following: <ul style="list-style-type: none"> <li>Parameter Description</li> <li>Mandatory (Yes or No)</li> <li>Priority</li> </ul>	Not applicable

Column Name	Column Description	Mandatory (Yes or No)
Parameter Value	Used to specify the value of the parameter.	Yes

- Enter the required details in the **Price Item and Parameter Information** section.
- If you want to define more than one parameter information for the price item pricing, click the **Add (+)** icon and then repeat step 2.

**Note:** However, if you want to remove a parameter information from the price item pricing, click the **Delete** (🗑️) icon corresponding to the parameter.

- Click **Save**.

The parameters are defined for the price item pricing.

### Related Topics

For more information on...	See...
How to define a price item pricing	<a href="#">Defining a Price Item Pricing</a> on page 349
How to edit a price item pricing	<a href="#">Editing a Price Item Pricing</a> on page 393
How to override a price item pricing	<a href="#">Overriding a Price Item Pricing</a> on page 402

## Defining TFM Information in a Price Item Pricing

### Prerequisites

To define the TFM information in a price item pricing, you should have:

- Transactions mapped to the price item defined in the application
- Aggregation or Rating Criteria data to be defined for the price item pricing

### Procedure

To define the TFM information in a price item pricing:

- Ensure that the **TFM Information** section is expanded when you are defining a price item pricing.

The **TFM Information** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Ignore Transaction	Used to indicate whether the transactions mapped to the price item is considered for billing. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes
Aggregate Transactions	Used to indicate whether the transactions mapped to the price item is aggregated for billing. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Aggregation Schedule	Used to indicate the transaction aggregation cycle. The valid values are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Quaterly</li> <li>• Yearly</li> </ul>	Yes
Transaction Rating Criteria	Used to indicate how and when the transaction legs mapped to the price item are rated. The valid values are: <ul style="list-style-type: none"> <li>• Aggregate Transactions and Then Rate Aggregated SQs</li> <li>• Do Not Rate Transactions</li> <li>• Rate Transaction and Aggregate Calc Lines Across Transaction</li> </ul>	Yes

2. Enter the required details in the **TFM Information** section.

**Note:** **TFM Information** section appears when the value for **Show Default Values in Price Item Pricing** option type of **C1\_FM feature configuration** is set to **Y** and **Price Item Available For** is **Pricing and Billing**.

3. Click **Save**.

The transactions are defined for the price item pricing.

### **Related Topics**

For more information on...	See...
How to define a price item pricing for an account	<a href="#">Assigning a Price Item to an Account</a> on page 299
How to edit a price item pricing for an account	<a href="#">Editing a Price Item Pricing of an Account</a> on page 291
How to override a price item pricing for an account	<a href="#">Overriding a Price Item Pricing of an Account</a> on page 295
How to define a price item pricing for a person	<a href="#">Assigning a Price Item to a Person</a> on page 333
How to edit a price item pricing for a person	<a href="#">Editing a Price Item Pricing of a Person</a> on page 325
How to override a price item pricing for a person	<a href="#">Overriding a Price Item Pricing of a Person</a> on page 329
How to define a price item pricing for a price list	<a href="#">Assigning a Price Item to a Price List</a> on page 234
How to edit a price item pricing for a price list	<a href="#">Editing a Price Item Pricing of a Price List</a> on page 230

## **Pricing (Person)**

The **Pricing (Person)** screen allows you to:

- View effective price assignments of a person
- View the details of an assigned or inherited price item pricing
- Search and assign price items or price item bundles to a person

- Edit or override a price item pricing
- Copy a price item pricing and assign it to a person

You can also view effective price assignments of a global person (i.e. a person who is not associated to any division) in this screen. The pricing for all price items or price item bundles assigned to the global person either directly or through a price list appears in this screen. However, you will be able to view pricing for only those price items or price item bundles that are associated to the division to which you have access.

Since a global person is not associated to any division, the system cannot determine the price assignment search order for a global person. Hence, the default search order is defined for global persons through the **C1\_PRASNORDR** feature configuration. This feature configuration contains the **Price Assignment Algorithm** option type where you need to specify the algorithm which contains default search order for global persons. You can change this default search order, if required. The valid search order values are — **AGREED\_PRICELIST** and **AGREED\_FIRST**. You can also create a custom search order, if required.

This screen consists of the following zones:

- [Effective Price Assignments for Person](#) on page 307
- [Search Price Item](#) on page 312

## Effective Price Assignments for Person

The **Effective Price Assignments for Person** zone lists the price item pricing (i.e. price assignments) which are effective on the current date. In other words, it lists effective pricing for price items or price item bundles assigned to the person either directly or through the customer hierarchy. The order in which the price assignments are listed is controlled by the **Price Assignment Search** algorithm defined for the division to which the person belongs. If required, you can filter effective price assignments using various search criteria.

**Note:** If the effective pricing is available for the price item, regular bundle (to which the price item belongs), and parent (regular) bundle (i.e. to which the regular bundle belongs) at the same level, the system lists the pricing depending on the value defined for the **Prefer Price Item Over Bundle** parameter in the price assignment search algorithm. If the value of the **Prefer Price Item Over Bundle** parameter is set to **Y**, the system lists effective pricing which is available for the price item. If the effective pricing is not available for the price item, then the system lists effective pricing which is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system lists effective pricing which is available for the parent bundle at the same level. However, if the value of the **Prefer Price Item Over Bundle** parameter is set to **N**, the system lists effective pricing which is available for the parent bundle. If the effective pricing is not available for the parent bundle, then the system lists effective pricing which is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system lists effective pricing which is available for the price item at the same level.

This zone contains the following two sections:


- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Person ID	Indicates the person whose effective price assignments are listed in this zone.	Not applicable
Effective Pricing Date	Used to search price assignments which are effective on a particular date.	No
	<b>Note:</b> By default, this field is set to the current date.	

Field Name	Field Description	Mandatory (Yes or No)
Assignment Level	<p>Used to search price assignments at a particular level in the customer hierarchy. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Customer Agreed</b> – Means price item pricing is agreed for the main customer in the customer hierarchy.</li> <li>• <b>Customer Price List</b> – Means price item pricing is defined in the price list which is assigned to the main customer.</li> <li>• <b>Customer Inherited Price List</b> – Means price item pricing is inherited from the parent price list hierarchy defined for the price list which is assigned to the main customer.</li> <li>• <b>Default Price List</b> – Means price item pricing defined in the price list is available in the default price list.</li> <li>• <b>Global Price List</b> – Means price item pricing defined in the price list is available in the global price list.</li> <li>• <b>Parent Customer Agreed</b> – Means price item pricing is agreed for the parent customer in the customer hierarchy.</li> <li>• <b>Parent Customer Price List</b> – Means price item pricing is defined in the price list which is assigned to the parent customer.</li> <li>• <b>Parent Customer Inherited Price List</b> – Means price item pricing is inherited from the parent price list hierarchy defined for the price list which is assigned to the parent customer.</li> </ul>	No
Parent Person	Used to search price assignments which are inherited from a particular parent customer.	No
Pricing Status	<p>Used to search price assignments with a particular status. The valid values are:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Proposed</li> </ul> <p><b>Note:</b> By default, the <b>Active</b> option is selected.</p>	No



Field Name	Field Description	Mandatory (Yes or No)
Show Default and Global Pricing	<p>Used to indicate whether you want to search price assignments inherited from the default or global price list. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b> – Used when you want to search price assignments inherited from either of the following: <ul style="list-style-type: none"> <li>• Default price list defined for the division</li> <li>• Global price list</li> </ul> </li> <li>• <b>No</b> – Used when you do not want to search price assignments inherited from either of the following: <ul style="list-style-type: none"> <li>• Default price list defined for the division</li> <li>• Global price list</li> </ul> </li> </ul>	No
	<b>Note:</b> By default, the <b>No</b> option is selected.	
Price Item	Used to search price assignments of a particular price item or price item bundle.	No
Description	Used to search price assignments of a price item or price item bundle having a particular description.	No
Search Type	<p>Used to search the price list using the following values:</p> <ul style="list-style-type: none"> <li>• Best Fit</li> <li>• Exact Match</li> </ul>	No
	<b>Note:</b> By default, the <b>Exact Match</b> option is selected.	

**Note:** The **Search**  icon appears corresponding to the **Price Item** field. On clicking the **Search** icon, you can search for a price item.

- **Price Item Parameters** – The **Price Item Parameters** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Parameter	<p>Used to search price assignments which are defined using a particular parameter.</p>	No
	<p><b>Note:</b></p> <p>This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b>.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Parameter Value	Used to search price assignments which are defined using a particular parameter value.	No
	<b>Note:</b> This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .	

**Note:**



The **Search**  icon appears corresponding to the **Parameter** field. On clicking the **Search** icon, you can search for a parameter.

You can only use those parameters where the source entity is set to **Transaction**.

The **Search**  icon appears corresponding to the **Parameter Value** field only when the value type of the parameter is **Predefined** or **Reference**. If the value type of the parameter is **Predefined** then on clicking the **Search** icon, you can search for a predefined parameter value. However, if the value type of the parameter is **Reference** then on clicking the **Search** icon, you can search for a reference parameter value.

- **Search Results** – On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Pricing Information	Displays the concatenated string consisting of pricing information and pricing ID for the person.
	<b>Note:</b> It has a link. On clicking the link, the <b>View Price Item Pricing</b> screen appears with the details of the respective price item pricing.
Price Item	Displays the price item or price item bundle code.
Pricing Parameters	Used to specify multiple parameters based on which you want to determine the pricing utilization.
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
Price Assignment Type	Indicates the type of price assignment. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>

Column Name	Column Description
Assignment Level	<p>Indicates the level at which the price item pricing is defined in the customer hierarchy. The valid values are:</p> <ul style="list-style-type: none"> <li>• Customer Agreed</li> <li>• Customer Price List</li> <li>• Customer Inherited Price List</li> <li>• Default Price List</li> <li>• Global Price List</li> <li>• Parent Customer Agreed</li> <li>• Parent Customer Price List</li> <li>• Parent Customer Inherited Price List</li> </ul>
Price List Information	Displays the information about the price list which is assigned to the account.
Rate Schedule	Indicates the rate schedule which is used for defining the price item pricing.
Edit	<p>On clicking the <b>Edit</b>  icon, the <b>Price Item Pricing</b> screen appears where you can edit the details of the price item pricing.</p> <p><b>Note:</b> The <b>Edit</b> icon appears only when the assignment level is <b>Customer Agreed</b>.</p>
Override	<p>On clicking the <b>Override</b>  icon, the <b>Price Item Pricing</b> screen appears where you can override the price item pricing.</p> <p><b>Note:</b></p> <p>You can override a price item pricing assigned at any level in the customer hierarchy. On overriding a price item pricing, a new price item pricing which is specific to the account is defined at the account level and is then called account agreed pricing.</p> <p>A customer agreed or account agreed price assignments are effective for a particular duration and do not expire until you specify the end date manually. However, if you set the <b>Expire Override Switch</b> option type of the <b>C1_EXP_OVRD</b> feature configuration to <b>Y</b>, the system will automatically expire an agreed pricing when the agreed pricing of a customer or an account without end date is overridden. If you do not want an agreed pricing to automatically expire when it is overridden, you must set the <b>Expire Override Switch</b> option type of the <b>C1_EXP_OVRD</b> feature configuration to <b>N</b>.</p>
Effective Start Date	Displays the date from when the price item pricing is effective.
Effective End Date	Displays the date till when the price item pricing is effective.
Pricing Currency	Indicates the currency in which the price item pricing is defined.
Parent Person	Displays the name of the parent or grandparent customer from whom the price item pricing is inherited.

**Note:** The number of records that can be displayed in the **Search Results** section is controlled via the **C1\_PR\_REC** feature configuration. You can change the number of records that can be displayed using the **Effective Pricing RecordSet Limit** option type of the **C1\_PR\_REC** feature configuration. For more information, refer to [Setting the C1\\_PR\\_REC Feature Configuration](#) on page 2045.

**Related Topics**

For more information on...	See...
How to view effective price assignments of a person	<a href="#">Viewing Effective Price Assignments of a Person</a> on page 317
How to override a price item pricing	<a href="#">Override Price Item Pricing</a>
How to edit a price item pricing	<a href="#">Editing a Price Item Pricing</a>
How to filter effective price assignments of a person	<a href="#">Filtering Effective Price Assignments of a Person</a> on page 318

**Search Price Item**

You can either assign a price item to a price list and then define pricing for the price item, or you can copy an existing price item pricing and assign it to a price list. The **Search Price Item** zone allows you to search for a price item pricing which is assigned to an account, person, or a price list. You can then create a new price item pricing using an existing price item pricing through copying the price item pricing. Once you create a copy of an existing price item pricing, the new price item pricing is assigned to the price list. On copying a price item pricing, the pricing details including the price components, eligibility and tiering criteria for each price component, and characteristics are copied to the new price item pricing. You can then edit the details, if required.

The system allows you to create a copy of active, proposed, inactive, rejected, and template price item pricing. Once you create the copy of a template price item pricing, you can save the new price item pricing in either **Active** or **Proposed** status.

The **Search Price Item** zone contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to search whether you want to search price item pricing for a price item, account, person, or a price list. The valid values are: <ul style="list-style-type: none"> <li>• Price Item</li> <li>• Price List Pricing</li> <li>• Account Override Pricing</li> <li>• Person Override Pricing</li> </ul>	Yes
Price Item	Used to search pricing for a particular price item or price item bundle.	No
Description	Used to search price items or price item bundles with a particular description.	No
	<b>Note:</b> This field appears only when you select the <b>Price Item</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Global Price List	Used to search price items or price item bundles which can be assigned to a global price list. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Price Item</b> option from the <b>Search By</b> list.	
Bundle	Used to search whether the price item is a bundle or not. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Price Item</b> option from the <b>Search By</b> list.	
Price List ID	Used to search the price list to which the price item pricing is assigned.	No
	<b>Note:</b> This field appears only when you select the <b>Price List Pricing</b> option from the <b>Search By</b> list.	
Effective Start Date	Used to search price item pricing on price lists which are effective from a particular date onwards.	No
	<b>Note:</b> This field appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.	
Effective End Date	Used to search price item pricing on price lists which are effective till a particular date.	No
	<b>Note:</b> This field appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Pricing Status	Used to search price item pricing with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Proposed</li> <li>• Rejected</li> <li>• Template</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.	
Price Assignment Type	Used to search a particular type of the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.	
Account ID	Used to search pricing of price items which are assigned to a particular account.	No
	<b>Note:</b> This field appears only when you select the <b>Account Override Pricing</b> option from the <b>Search By</b> list.	
Person ID	Used to search pricing of price items which are assigned to a particular person.	No
	<b>Note:</b> This field appears only when you select the <b>Person Override Pricing</b> option from the <b>Search By</b> list.	

**Note:**



You must specify at least one search criterion while searching for a price item or price item bundle.

The **Search**  icon appears corresponding to the **Price List ID, Price Item, Account ID, and Person ID** fields. On clicking the **Search** icon, you can search for a price list, price item, an account, and person.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The search results include only those price items or price item bundles that are associated with the division to which the person belongs. However, if the person does not belong to any division, the search will be performed

against all price items or price item bundles defined in the system. It may also include price items or price item bundles that are already assigned to the person in case those price items or price item bundles match the search criteria.

The **Search Results** section contains the following columns:

Column Name	Column Description
Assign	<p>On clicking the <b>Assign</b> () icon, the <b>Price Item Pricing</b> screen appears where you can define a new price item pricing.</p> <p><b>Note:</b> This column appears only when you select the <b>Price Item</b> option from the <b>Search By</b> list.</p>
Price Item Information	<p>Displays details of the price item or price item bundle.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>Price Item</b> screen appears where you can view the details of the respective price item or price item bundle. This column appears only when you select the <b>Price Item</b> option from the <b>Search By</b> list.</p>
Copy	<p>On clicking the <b>Copy</b> () icon, the <b>Price Item Pricing</b> screen appears where you can define a new price item pricing using an existing price item pricing.</p>
Pricing Information	<p>Displays details of the price item pricing.</p> <p><b>Note:</b> This column appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.</p>
Account Information	<p>Indicates the account to which the price item pricing is assigned. In addition, this column has a context menu which helps in navigating to other screens in the application.</p> <p><b>Note:</b> This column appears only when you select the <b>Account Override Pricing</b> option from the <b>Search By</b> list. It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account. The account information string appears only when an algorithm defined using the <b>C1-AC-INFO</b> algorithm type is attached to the <b>Account Information</b> system event in the <b>Algorithms</b> tab of the <b>Installation Options – Framework</b> screen.</p>

Column Name	Column Description
Person Information	<p>Indicates the person to which the price item pricing is assigned. In addition, this column has a context menu which helps in navigating to other screens in the application.</p> <p><b>Note:</b></p> <p>This column appears only when you select the <b>Person Override Pricing</b> option from the <b>Search By</b> list.</p> <p>It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the respective person.</p> <p>The person information string appears only when an algorithm defined using the <b>PERS-INFO</b> algorithm type is attached to the <b>Person Information</b> system event in the <b>Algorithms</b> tab of the <b>Installation Options – Framework</b> screen.</p>
Price List Information	<p>Indicates the price list to which the price item pricing is assigned. In addition, this column has a context menu which helps in navigating to other screens in the application.</p> <p><b>Note:</b></p> <p>This column appears only when you select the <b>Price List Pricing</b> option from the <b>Search By</b> list.</p> <p>It has a link. On clicking the link, the <b>Price List</b> screen appears where you can view the details of the respective price list.</p>
Pricing Parameters	<p>Displays a comma-separated list of parameter values. The order in which parameter values appear in this column is controlled by the display order (which is defined while associating a parameter with a price item or price item bundle).</p> <p><b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b>.</p>
Effective Start Date	<p>Displays the date from when the price item pricing is effective.</p> <p><b>Note:</b> This column appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.</p>
Effective End Date	<p>Displays the date till when the price item pricing is effective.</p> <p><b>Note:</b> This column appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.</p>
Pricing Currency	<p>Indicates the currency in which the price item pricing is defined.</p> <p><b>Note:</b> This column appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.</p>



Column Name	Column Description
Rate Schedule	Indicates the rate schedule which is used for defining the price item pricing.
	<p><b>Note:</b></p> <p>It has a link. On clicking the link <b>Rate Schedule</b> screen appears.</p> <p>This column appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.</p>
Price Assignment Usage	Indicates whether the price item pricing is applicable to all customers or only to new customers. The valid values are: <ul style="list-style-type: none"> <li>• All Customers</li> <li>• New Customers</li> </ul>
	<p><b>Note:</b> This column appears only when you select the <b>Price List Pricing, Account Override Pricing, or Person Override Pricing</b> option from the <b>Search By</b> list.</p>
Price Assignment Type	Indicates the type of the price item pricing. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>
	<p><b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b>.</p>

### Related Topics

For more information on...	See...
How to copy a price item pricing	<a href="#">Copying a Price Item Pricing</a> on page 322
How to assign a price item or price item bundle to a person	<a href="#">Assigning a Price Item or Price Item Bundle to a Person</a>

## Viewing Effective Price Assignments of a Person


### Prerequisites

To view effective price assignments of a person, you should have:

- Price items or price item bundles assigned to the person either directly or through the customer hierarchy

### Procedure

To view effective price assignments of a person:

1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the person whose details you want to view.

A menu appears.

3. Click the **Go To Effective Pricing** menu option.

The **Pricing (Person)** screen appears.

4. View the pricing for price items or price item bundles assigned to the person (either directly or through the customer hierarchy) in the **Effective Price Assignments for Person** zone.
5. Filter the effective price assignments of the person, if required.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a person	<a href="#">Searching for a Person</a>
<b>Pricing (Person)</b> screen	<a href="#">Pricing (Person)</a> on page 306
<b>Effective Price Assignments for Person</b> zone	<a href="#">Effective Price Assignments for Person</a> on page 307
How to filter effective price assignments of a person	<a href="#">Filtering Effective Price Assignments of a Person</a> on page 318

## **Filtering Effective Price Assignments of a Person**


### **Prerequisites**

To filter effective price assignments of a person, you should have:


- Price items or price item bundles defined in the application
- Parameters defined in the application (where the source entity is set to **Transaction**)
- Price items or price item bundles assigned to the person either directly or through the customer hierarchy


### **Procedure**

To filter effective price assignments of a person:

1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the person whose details you want to view.  
A menu appears.
3. Click the **Go To Effective Pricing** menu option.  
The **Pricing (Person)** screen appears.
4. Enter the search criteria in the **Effective Price Assignments for Person** zone.

**Note:**

You can search for a price item, parameter, or parameter value by clicking the **Search** () icon corresponding to the respective field.

If you want to add more than one parameter in the search criteria, click the **Add** () icon and then enter the parameter name and its value. However, if you want to remove a parameter from the search criteria, click the

**Delete** () icon corresponding to the parameter.

You can only use those parameters where the source entity is set to **Transaction**.

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

### 5. Click **Search**.

A list of price assignments which are effective on the specified date and that meet the search criteria are listed in the **Effective Price Assignments for Person** zone.

#### Related Topics

For more information on...	See...
How to search for a person	<a href="#">Searching for a Person</a>
<b>Pricing (Person)</b> screen	<a href="#">Pricing (Person)</a> on page 306
<b>Effective Price Assignments for Person</b> zone	<a href="#">Effective Price Assignments for Person</a> on page 307

## Exporting Effective Price Assignments of a Person


### Prerequisites

To export effective price assignments of a person in the CSV format, you should have:

- Price items or price item bundles assigned to the person either directly or through the customer hierarchy

### Procedure

To export effective price assignments of a person in the CSV format:

1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the person whose details you want to view.

A menu appears.

3. Click the **Go To Effective Pricing** menu option.

The **Pricing (Person)** screen appears.

4. Filter the effective price assignments of the person, if required.
5. Click the **Export to Excel** link in the **Effective Price Assignment** zone.

A message appears confirming whether you want to open or save the EffectivePricing.csv file.

6. Select the **Save As** option from the **Save** list.

The **Save As** dialog box appears.

7. Browse to the location where you want to save the file.
8. Enter the file name in the respective field, and click **Save**.

The search results are exported in the CSV format.

9. Open the CSV file in Microsoft Excel.

The sheet contains the following columns:

Column Name	Column Description
Price Item	Displays the price item or price item bundle code.
Description	Displays the description of the price item or price item bundle.
Variance	Indicates the variance parameter which is used for defining the price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
Price Item Parameters	Displays a comma-separated list of parameter values. The order in which parameter values appear in this column is controlled by the display order (which is defined while associating a parameter with a price item). A tool tip appears when you hover over this column corresponding to the price item. It indicates the price item parameters and their values which are used for defining the price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
Price Assignment Type	Indicates the type of price assignment. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>
Assignment Level	Indicates the level at which the price item pricing is defined in the customer hierarchy. The valid values are: <ul style="list-style-type: none"> <li>• Customer Agreed</li> <li>• Customer Price List</li> <li>• Customer Inherited Price List</li> <li>• Parent Customer Agreed</li> <li>• Parent Customer Price List</li> <li>• Parent Customer Inherited Price List</li> </ul>
Price List Description	Displays the description of the price list.  <b>Note:</b> The description appears only when the assignment level is <b>Customer Price List, Customer Inherited Price List, Parent Customer Price List, or Parent Customer Inherited Price List</b> .

Column Name	Column Description
Rate Description	Displays the description of the rate schedule which is used for defining the price item pricing.
Rate Component Information	Displays a comma-separated string which consists of the following: <ul style="list-style-type: none"> <li>• Rate Component Sequence</li> <li>• Tiering Setup of the Rate Component</li> </ul>
Price Component Sequence	Indicates the sequence number of the price component.
Price Component Description	Displays the description of the price component.
Rate	Indicates the rate defined for the price component.
Effective Start Date	Displays the date from when the price item pricing is effective.
Effective End Date	Displays the date till when the price item pricing is effective.
Pricing Currency	Indicates the currency in which the price item pricing is defined.
From	Displays the lower limit of the tiering range.
To	Displays the upper limit of the tiering range.
Price Assignment Usage	Indicates whether the price item pricing is applicable to all customers or only to the new customers. The valid values are: <ul style="list-style-type: none"> <li>• AC</li> <li>• NC</li> </ul>
Price Assignment ID	Displays the price assignment ID.
Parent Level	Indicates the numerical level of the parent in the customer hierarchy from whom the price item pricing is inherited.
Price List ID	Indicates the price list from where the price item pricing is inherited.
Price List Start Date	Displays the date from when the price list is effective.
Parent Person	Displays the name of the parent or grandparent customer from whom the price item pricing is inherited.
Parent Pricelist Level	Indicates the parent level when price item pricing is inherited from the price list hierarchy. If the pricing is inherited from the assigned price list, the parent price list level will be 0. However, if the pricing is inherited from the parent price list in the hierarchy, the parent price list level will be 1. And, if the pricing is inherited from the grandparent price list in the hierarchy, the parent price list level will be 2, and so on.
Ignore Transaction	Indicates whether the transactions mapped to the price item is considered for billing. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>

Column Name	Column Description
Aggregate Transaction	Indicates whether the transactions mapped to the price item is aggregated for billing. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>
Aggregation Schedule	Indicates the transaction aggregation cycle. The valid values are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Quarterly</li> <li>• Yearly</li> </ul>
Tiering Criterion	Indicates the tiering criterion which is used in the tiering range.
Tiering Price Item	Indicates whether the price item or price item bundle's total usage is considered for determining the rate.

### **Related Topics**

For more information on...	See...
<b>Pricing (Person)</b> screen	<a href="#">Pricing (Person)</a> on page 306
<b>Effective Price Assignment</b> zone	<a href="#">Effective Price Assignments for Person</a> on page 307
How to search for a person	<a href="#">Searching for a Person</a> on page 51

## **Copying a Price Item Pricing**


### **Prerequisites**

To copy a price item pricing and assign it to a person, you should have:

- Person (to which you want to assign the price item pricing) defined in the application
- Person associated with the division to which the user belongs
- Price item pricing (whose copy you want to create) defined in the application

### **Procedure**

To copy a price item pricing and assign it to a person:

1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the person whose details you want to view.

A menu appears.

3. Click the **Go To Effective Pricing** menu option.


The **Pricing (Person)** screen appears.

4. In the **Search Price Item** zone, select the required option from the **Search By** list to indicate whether you want to search price item pricing assigned to an account, person, or a price list.

The fields in the **Search Criteria** section change depending on the option that you select from the **Search By** list.

5. Enter the search criteria in the **Search Price Item** zone to search for the price item pricing whose copy you want to create and assign it to the person.
6. Click **Search**.

A list of price assignments that meet the search criteria appears in the **Search Results** section.

7. In the **Search Results** section, click the **Copy** () icon in the **Copy** column corresponding to the price item pricing whose copy you want to create.

The **Price Item Pricing** screen appears.

8. Modify the required pricing details.

**Note:**

If you change the effective start and end dates while copying a price item pricing, you need to specify the parameters which are effective during that date range.

While copying a price item pricing, you can not only edit the existing tiering combination details, but can also add additional tiering combinations until the maximum tiering combinations limit is met.

If you are creating a copy of active, proposed, inactive, rejected, or template price item pricing, you can save the new price item pricing in the **Active** or **Proposed** status.

9. Edit the characteristics of the price item pricing, if required.

10. Click **Save**.

A new price item pricing is defined and assigned to the person.


### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a person	<a href="#">Searching for a Person</a>
<b>Pricing (Person)</b> screen	<a href="#">Pricing (Person)</a> on page 306
<b>Search Price Item</b> zone	<a href="#">Search Price Item</a> on page 312
How to edit a price item pricing	<a href="#">Editing a Price Item Pricing</a>
How to edit characteristics of a price item pricing	<a href="#">Editing the Price Item Pricing Characteristics</a>

## **Viewing a Price Item Pricing**

### **Procedure**

To view a price item pricing and assignment details:

1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the person whose details you want to view.  
A menu appears.
3. Click the **Go To Effective Pricing** menu option.  
The **Pricing (Person)** screen appears.
4. Price assignments effective for the person appears in the **Effective Price Assignments for Person** zone.

5. In the **Search Results** section, click the link in the **Pricing Information** column corresponding to the price item whose pricing details you want to view.

The **Price Item Pricing** screen appears. It contains the following zones:

- **Price Item Pricing** – Displays the price item pricing details. It contains the following sections:
  - **Pricing Information** – Displays the pricing information of the price item.
  - **TFM Information** – Displays the transaction feed management information of the price item.
  - **Characteristics** – Displays the details of price item pricing characteristics.
  - **Price Item and Parameter Information** – Displays the price item parameter details.
  - **Record Actions** – Displays the record actions of the price item pricing.
  - **Record Information** – Displays the record information of the price item pricing.
- **Rate and Price Component Summary** – Displays the rate and price component summary of the price item.
- **Rate Components** – Displays the rate components of the price item.
- **Price Components** – Displays the details of price components of the price item.
- **Tiering Criteria** – Displays the tiering criteria of the price item pricing.

**Note:** This zone appears only when **Tiering Type** for the rate component is **STEP** or **Threshold**

- **Pricing Eligibility Criteria** – Displays the pricing eligibility criteria of the price item pricing.

**Note:** This zone appears only when eligibility checkbox is selected in the **Price Item Pricing** screen and details for pricing eligibility criteria is added in the **Price Component** screen.

6. View the basic details of price item pricing in the **Price Item Pricing** zone.
7. View the rate and price component summary of price item in the **Rate and Price Component Summary** zone.
8. View the rate components of price item in the **Rate Components** zone.
9. View the details of price components of price item in the **Price Components** zone.
10. View the tiering criteria of price item pricing in the **Tiering Criteria** zone.
11. View the pricing eligibility criteria of price item pricing in the **Pricing Eligibility Criteria** zone.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a person	<a href="#">Searching for a Person</a>
<b>Pricing (Person)</b> screen	<a href="#">Pricing (Person)</a> on page 306
<b>Effective Price Assignments for Account</b> zone	<a href="#">Effective Price Assignments for Person</a> on page 307
<b>Price Item Pricing</b> screen	<a href="#">Price Item Pricing (Used for Viewing)</a> on page 340
<b>Price Item Pricing</b> zone	<a href="#">Price Item Pricing</a> on page 341
<b>Rate and Price Component Summary</b> zone	<a href="#">Rate and Price Component Summary</a> on page 344
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
<b>Tiering Criteria</b> zone	<a href="#">Tiering Criteria</a> on page 346
<b>Pricing Eligibility Criteria</b> zone	<a href="#">Pricing Eligibility Criteria</a> on page 347



## Editing a Price Item Pricing of a Person

### Prerequisites

To edit a price item pricing of a person, you should have:

- Transactions mapped to the price item defined in the application
- Rate schedules, rate versions, rate components defined in the application
- Parameters associated with the price item (in case you want to define price item pricing based on those parameters)

### Procedure

To edit a price item pricing of a person:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** (☰) icon corresponding to the person whose details you want to view.

A menu appears.

3. Click the **Go To Effective Pricing** menu option.

The **Pricing (Person)** screen appears.

4. Price assignments effective for the person appears in the **Effective Price Assignments for Person** zone.

5. In the **Search Results** section, click the **Edit** (✎) icon in the **Edit** column corresponding to the price item pricing whose details you want to edit.

The **Price Item Pricing** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the price item pricing.
- **TFM Information** – Used to specify the transaction feed management information about the price item pricing.

**Note:** This section appears in the **Price Item Pricing** screen only when the value for the **Show Default Values in Price Item Pricing** option type for **C1\_FM** feature configuration is set to **Y** and **Price Item Available For** is **Pricing and Billing**.

- **Characteristics** – Used to define characteristics for the price item pricing.
- **Price Item and Parameter Information** – Used to define the parameter details segment for the price item pricing.

**Note:** This section appears only when **Price Assignment Type** is **Regular**.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Start Date	Used to specify the date from when the price item pricing is effective.	Yes
	<p><b>Note:</b></p> <p>The effective start date cannot be later than the effective end date.</p> <p>If you change the effective start and end dates while editing a price item pricing, you need to specify the parameters which are effective during that date range.</p> <p>This field will be in read-only mode when the price assignment has been used.</p>	
End Date	Used to specify the date till when the price item pricing is effective.	No
	<p><b>Note:</b> The effective end date cannot be earlier than the effective start date.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Price Assignment Type	<p>Used to indicate the type of price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Regular</b> – Used to indicate that the pricing must be used to generate regular bill segment.</li> <li>• <b>Post Processing</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on usage accounts. The post processing bill segment is generated when you generate the bill for the usage account and not when you bill the usage account through an invoice account.</li> </ul> <div data-bbox="607 642 1117 915" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> The post processing bill segment is generated when the <b>Post Processing Sequence (PPSEQ)</b> characteristic is defined for the price item and when the price item is associated with another price item using the <b>Price Item</b> relationship type.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Invoice Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on an invoice account, and, as a result, the post processing bill segment is generated on the invoice account.</li> </ul> <div data-bbox="607 1171 1117 1255" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Price Item Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on both invoice and usage accounts, but the post processing bill segment is generated only on the invoice account.</li> </ul> <div data-bbox="607 1512 1117 1596" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div>	Yes
Pricing Eligibility	<p>Used to select pricing eligibility criteria for price item pricing.</p> <div data-bbox="545 1705 1117 1818" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This field will be enabled for selection if the checkbox is not selected. If the checkbox appears selected then this field will be in read-only mode.</p> </div>	No

Field Name	Field Description	Mandatory (Yes or No)
Pricing Status	<p>Used to indicate the status of the price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Draft</b> – Indicates that the price assignment is created as a draft.</li> <li>• <b>Active</b> – Indicates that the price assignment is used for billing.</li> <li>• <b>Inactive</b> – Indicates that the price assignment is no longer used for billing.</li> <li>• <b>Proposed</b> – Indicates that the price assignment is used for quotations.</li> </ul> <p><b>Note:</b> If a price assignment is in <b>Active</b> status, you can change its status to <b>Inactive</b>. If a price assignment is in <b>Draft</b> status, you cannot change its status to <b>Proposed</b>.</p>	Yes
Pricing Currency	Used to indicate the currency in which you want to define the price item pricing.	Yes
Rate Schedule	<p>Used to specify the rate schedule that you want to use while defining price item pricing.</p> <p><b>Note:</b> Rate schedules control how the bills for the price item will be calculated. The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Rate Schedule Search</b> screen appears.</p>	Yes
Pricing Rule Type	<p>Used to indicate the pricing rule type. The valid value is:</p> <ul style="list-style-type: none"> <li>• Two-Dimensional</li> </ul>	Yes (Conditional)
		<b>Note:</b> This field is required when you are editing a two-dimensional pricing rule.
Print Zero	<p>Used to indicate whether zero pricing should be displayed in the bill. The valid values are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p><b>Note:</b> By default, <b>Yes</b> is selected.</p>	Yes
Pricing Frequency	<p>Used to indicate pricing frequency for the price item.</p> <p><b>Note:</b> This field appears only when <b>Price Item</b> is defined as <b>Only Pricing</b> and <b>Price Item Type</b> is defined as <b>Fees</b>.</p>	Yes

6. Modify the details in the **Main** section, if required.
7. Edit the TFM Information in a price item pricing, if required.
8. Edit the characteristics for a price item pricing, if required.
9. Edit the parameters for a price item pricing, if required.
10. Click **Save**.

The changes made to the price item pricing are saved.

### Related Topics

For more information on...	See...
How to search for a person	<a href="#">Searching for a Person</a>
<b>Pricing (Person)</b> screen	<a href="#">Pricing (Person)</a> on page 306
<b>Effective Price Assignments for Person</b> zone	<a href="#">Effective Price Assignments for Person</a> on page 307
How to define a price item pricing.	<a href="#">Defining a Price Item Pricing</a> on page 349
How to define characteristics for a price item pricing.	<a href="#">Defining Characteristics for a Price Item Pricing</a> on page 238
How to define parameters for a price item pricing.	<a href="#">Defining Parameters for a Price Item Pricing</a> on page 239
How to define TFM Information in a price item pricing.	<a href="#">Defining TFM Information in a Price Item Pricing</a> on page 240

## Overriding a Price Item Pricing of a Person



### Prerequisites

To override a price item pricing of a person, you should have:

- Transactions mapped to the price item defined in the application
- Rate schedules, rate versions, rate components defined in the application
- Parameters associated with the price item (in case you want to define price item pricing based on multiple parameters)

### Procedure

To override a price item pricing of a person:

1. Search for the person in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the person whose details you want to view.  
A menu appears.
3. Click the **Go To Effective Pricing** menu option.  
The **Pricing (Person)** screen appears.
4. Price assignments effective for the person appears in the **Effective Price Assignments for Person** zone.
5. In the **Search Results** section, click the **Override** () icon in the **Override** column corresponding to the price item pricing whose details you want to override.

The **Price Item Pricing** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the price item pricing.

- **TFM Information** – Used to specify the transaction feed management information about the price item pricing.

**Note:** This section appears in the **Price Item Pricing** screen only when the value for the **Show Default Values in Price Item Pricing** option type for **C1\_FM** feature configuration is set to **Y** and **Price Item Available For** is **Pricing and Billing**.

- **Characteristics** – Used to define characteristics for the price item pricing.
- **Price Item and Parameter Information** – Used to define the parameter details segment for the price item pricing.

**Note:** This section appears only when **Price Assignment Type** is **Regular**.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Start Date	Used to specify the date from when the price item pricing is effective.	Yes
	<p><b>Note:</b></p> <p>The effective start date cannot be later than the effective end date.</p> <p>If you change the effective start and end dates while overriding a price item pricing, you need to specify the parameters which are effective during that date range.</p> <p>This field will be in read-only mode when the price assignment has been used.</p>	
End Date	Used to specify the date till when the price item pricing is effective.	No
	<p><b>Note:</b> The effective end date cannot be earlier than the effective start date.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Price Assignment Type	<p>Used to indicate the type of price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Regular</b> – Used to indicate that the pricing must be used to generate regular bill segment.</li> <li>• <b>Post Processing</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on usage accounts. The post processing bill segment is generated when you generate the bill for the usage account and not when you bill the usage account through an invoice account.</li> </ul> <div data-bbox="607 642 1117 915" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> The post processing bill segment is generated when the <b>Post Processing Sequence (PPSEQ)</b> characteristic is defined for the price item and when the price item is associated with another price item using the <b>Price Item</b> relationship type.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Invoice Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on an invoice account, and, as a result, the post processing bill segment is generated on the invoice account.</li> </ul> <div data-bbox="607 1171 1117 1255" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Price Item Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on both invoice and usage accounts, but the post processing bill segment is generated only on the invoice account.</li> </ul> <div data-bbox="607 1512 1117 1596" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div>	Yes
Pricing Eligibility	<p>Used to select pricing eligibility criteria for price item pricing.</p> <div data-bbox="545 1705 1117 1818" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This field will be in enabled for selection if the checkbox is not selected. If the checkbox appears selected then this field will be in read-only mode.</p> </div>	No

Field Name	Field Description	Mandatory (Yes or No)
Pricing Status	Used to indicate the status of the price assignment. The valid values are: <ul style="list-style-type: none"> <li>• <b>Draft</b> – Indicates that the price assignment is created as a draft.</li> <li>• <b>Proposed</b> – Indicates that the price assignment is used for quotations.</li> </ul>	Yes
	<b>Note:</b> If a price assignment is in <b>Draft</b> status, you cannot change its status to <b>Proposed</b> .	
Pricing Currency	Used to indicate the currency in which you want to override the price item pricing.	Yes
Rate Schedule	Used to specify the rate schedule that you want to use while defining price item pricing.	Yes
	<b>Note:</b> Rate schedules control how the bills for the price item will be calculated.  The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Rate Schedule Search</b> screen appears.	
Pricing Rule Type	Used to indicate the pricing rule type. The valid value is: <ul style="list-style-type: none"> <li>• Two-Dimensional</li> </ul>	Yes (Conditional)
		<b>Note:</b> This field is required when you are overriding a two-dimensional pricing rule.
Print Zero	Used to indicate whether zero pricing should be displayed in the bill. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes
	<b>Note:</b> By default, <b>Yes</b> is selected.	
Pricing Frequency	Used to indicate pricing frequency for the price item.	Yes
	<b>Note:</b> This field appears only when <b>Price Item</b> is defined as <b>Only Pricing</b> and <b>Price Item Type</b> is defined as <b>Fees</b> .	

6. Modify the details in the **Main** section, if required.
7. Modify the TFM Information in a price item pricing, if required.
8. Modify the characteristics for a price item pricing, if required.
9. Modify the parameters for a price item pricing, if required.

**Note:** If you change the effective end date while overriding a price item pricing, you need to specify the parameters which are effective during the date range of start and end date.



**10. Click Save.**

The price item pricing is overridden.

**Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Pricing (Person)</b> screen	<a href="#">Pricing (Person)</a> on page 306
<b>Effective Price Assignments for Person</b> zone	<a href="#">Effective Price Assignments for Person</a> on page 307
How to search for a person	<a href="#">Searching for a Person</a>
How to define a price item pricing	<a href="#">Defining a Price Item Pricing</a> on page 349
How to define characteristics for a price item pricing	<a href="#">Defining Characteristics for a Price Item Pricing</a> on page 238
How to define parameters for a price item pricing	<a href="#">Defining Parameters for a Price Item Pricing</a> on page 239
How to define TFM Information in a price item pricing	<a href="#">Defining TFM Information in a Price Item Pricing</a> on page 240



**Assigning a Price Item to a Person****Prerequisites**

To assign a price item to a person, you should have:

- Transactions mapped to the price item defined in the application
- Rate schedules, rate versions, and rate components defined in the application
- Parameters associated with the price item (in case you want to define price item pricing based on multiple parameters)

**Procedure**

To assign a price item to a person:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the person whose details you want to view.  
A menu appears.
3. Click the **Go To Effective Pricing** menu option.  
The **Pricing (Person)** screen appears.
4. Search for the price item that you want to assign to the person in the **Search Price Item or Price Item Pricing** zone.
5. In the **Search Results** section, click the **Assign** () icon in the **Assign** column corresponding to the price item that you want to assign to the person.

The **Price Item Pricing** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the price item pricing.
- **TFM Information** – Used to specify the transaction feed management information about the price item pricing.

**Note:** This section appears in the **Price Item Pricing** screen only when the value for the **Show Default Values in Price Item Pricing** option type for **C1\_FM** feature configuration is set to **Y** and **Price Item Available For** is **Pricing and Billing**.

- **Characteristics** – Used to define characteristics for the price item pricing.
- **Price Item and Parameter Information** – Used to define the parameter details segment for the price item pricing.

**Note:** This section appears only when **Price Assignment Type** is **Processing**.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Start Date	Used to specify the date from when the price item pricing is effective.	Yes
	<p><b>Note:</b></p> <p>By default, the current system date appears in this field.</p> <p>The effective start date cannot be later than the effective end date.</p>	
End Date	Used to specify the date till when the price item pricing is effective.	No
	<p><b>Note:</b> The effective end date cannot be earlier than the effective start date.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Price Assignment Type	<p>Used to indicate the type of price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Regular</b> – Used to indicate that the pricing must be used to generate regular bill segment.</li> <li>• <b>Post Processing</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on usage accounts. The post processing bill segment is generated when you generate the bill for the usage account and not when you bill the usage account through an invoice account.</li> </ul> <div data-bbox="607 611 1166 852" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> The post processing bill segment is generated when the <b>Post Processing Sequence (PPSEQ)</b> characteristic is defined for the price item and when the price item is associated with another price item using the <b>Price Item</b> relationship type.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Invoice Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on an invoice account, and, as a result, the post processing bill segment is generated on the invoice account.</li> </ul> <div data-bbox="607 1077 1166 1157" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div> <ul style="list-style-type: none"> <li>• <b>Post Processing – Price Item Based</b> – Used to indicate that the pricing must be used to generate post processing bill segment. This type of price assignment can be done on both invoice and usage accounts, but the post processing bill segment is generated only on the invoice account.</li> </ul> <div data-bbox="607 1388 1166 1467" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> This will not be applicable for price item which are defined for <b>Only Pricing</b>.</p> </div>	Yes
Pricing Eligibility	Used to select pricing eligibility criteria for price item pricing.	No
Pricing Status	<p>Used to indicate the status of the price assignment. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Draft</b> – Indicates that the price assignment is created as a draft.</li> <li>• <b>Proposed</b> – Indicates that the price assignment is used for quotations.</li> </ul>	Yes
Pricing Currency	Used to indicate the currency in which you want to define the price item pricing.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Rate Schedule	Used to specify the rate schedule that you want to use while defining price item pricing.	Yes
	<p><b>Note:</b></p> <p>Rate schedules control how the bills for the price item will be calculated.</p> <p>The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Rate Schedule Search</b> screen appears.</p>	
Pricing Rule Type	Used to indicate the pricing rule type. The valid value is:	Yes (Conditional)
	<ul style="list-style-type: none"> <li>• Two-Dimensional</li> </ul>	
Print Zero	Used to indicate whether zero pricing should be displayed in the bill. The valid values are:	Yes
	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p><b>Note:</b> By default, <b>Yes</b> is selected.</p>	
Pricing Frequency	Used to indicate pricing frequency for the price item.	Yes
	<p><b>Note:</b> This field appears only when <b>Price Item</b> is defined as <b>Only Pricing</b> and <b>Price Item Type</b> is defined as <b>Fees</b>.</p>	

- Enter the required details in the **Main** section.
- Define TFM Information in a price item pricing, if required.
- Define characteristics for a price item pricing, if required.
- Define parameters for a price item pricing, if required.
- Click **Save**.

The pricing is defined for the price item.

**Note:** A bundle cannot be assigned if its child price items are already assigned to a person and vice versa, in the same date range.

### Related Topics

For more information on...	See...
<b>Pricing (Person)</b> screen	<a href="#">Pricing (Person)</a> on page 306
<b>Search Price Item or Price Item Pricing</b> zone	<a href="#">Search Price Item</a> on page 312
How to search for an person	<a href="#">Searching for a Person</a>
How to define characteristics for a price item pricing.	<a href="#">Defining Characteristics for a Price Item Pricing</a> on page 238

For more information on...	See...
How to define parameters for a price item pricing.	<a href="#">Defining Parameters for a Price Item Pricing</a> on page 239
How to define TFM Information in a price item pricing.	<a href="#">Defining TFM Information in a Price Item Pricing</a> on page 240

## Defining Characteristics for a Price Item Pricing

### Prerequisites

To define characteristics for a price item pricing, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Price Item**)

### Procedure


To define characteristics for a price item pricing that is assigned to an account:

1. Ensure that the **Characteristics** section is expanded when you are defining a price item pricing.

The **Characteristics** section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the price item pricing.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the price item pricing.
Characteristic Type	Used to indicate the characteristic type.  <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Price Item Pricing</b> .	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the price item pricing.
Characteristic Value	Used to specify the value for the characteristic type.  <b>Note:</b> If you select a predefined characteristic type, the <b>Search</b> (🔍) icon appears corresponding to the <b>Characteristic Value</b> field. On clicking the <b>Search</b> icon, the <b>Predefined Characteristic Search</b> window appears.  On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the price item pricing.

2. Enter the required details in the **Characteristics** section.
3. If you want to define more than one characteristic for the price item pricing, click the **Add** (+) icon and then repeat step 3.

**Note:** However, if you want to remove a characteristic from the price item pricing, click the **Delete** () icon corresponding to the characteristic.

4. Click **Save**.

The characteristics are defined for the price item pricing.

### **Related Topics**

For more information on...	See...
How to define a price item pricing	<a href="#">Defining a Price Item Pricing</a> on page 349
How to edit a price item pricing	<a href="#">Editing a Price Item Pricing</a> on page 393
How to override a price item pricing	<a href="#">Overriding a Price Item Pricing</a> on page 402

## Defining Parameters for a Price Item Pricing

### **Prerequisites**

To define parameters for a price item pricing, you should have:

- Parameters associated with the price item, in case, you want to define price item pricing based on multiple parameters

### **Procedure**


To define parameter details segment for a price item pricing that is assigned to an account:

- Ensure that the **Price Item and Parameter Information** section is expanded when you are defining a price item pricing.

The **Price Item and Parameter Information** section contains the following field:

Field Name	Field Description
Price Item	Indicates the price item or price item bundle whose pricing details are listed in this section.

In addition, this section contains a grid which has the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Parameter	Used to indicate the parameter that you want to associate with the price item pricing.  <b>Note:</b> The <b>Search</b> (  ) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Parameter Search</b> window appears. The parameter search results displays only those parameters where the <b>Price Item</b> check box is selected	Yes
Parameter Information	Displays a comma-separated string which contains of the following: <ul style="list-style-type: none"> <li>Parameter Description</li> <li>Mandatory (Yes or No)</li> <li>Priority</li> </ul>	Not applicable

Column Name	Column Description	Mandatory (Yes or No)
Parameter Value	Used to specify the value of the parameter.	Yes

- Enter the required details in the **Price Item and Parameter Information** section.
- If you want to define more than one parameter information for the price item pricing, click the **Add (+)** icon and then repeat step 2.

**Note:** However, if you want to remove a parameter information from the price item pricing, click the **Delete** (🗑️) icon corresponding to the parameter.

- Click **Save**.

The parameters are defined for the price item pricing.

### Related Topics

For more information on...	See...
How to define a price item pricing	<a href="#">Defining a Price Item Pricing</a> on page 349
How to edit a price item pricing	<a href="#">Editing a Price Item Pricing</a> on page 393
How to override a price item pricing	<a href="#">Overriding a Price Item Pricing</a> on page 402

## Defining TFM Information in a Price Item Pricing

### Prerequisites

To define the TFM information in a price item pricing, you should have:

- Transactions mapped to the price item defined in the application
- Aggregation or Rating Criteria data to be defined for the price item pricing

### Procedure

To define the TFM information in a price item pricing:

- Ensure that the **TFM Information** section is expanded when you are defining a price item pricing.

The **TFM Information** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Ignore Transaction	Used to indicate whether the transactions mapped to the price item is considered for billing. The valid values are: <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Yes
Aggregate Transactions	Used to indicate whether the transactions mapped to the price item is aggregated for billing. The valid values are: <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Aggregation Schedule	Used to indicate the transaction aggregation cycle. The valid values are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Quaterly</li> <li>• Yearly</li> </ul>	Yes
Transaction Rating Criteria	Used to indicate how and when the transaction legs mapped to the price item are rated. The valid values are: <ul style="list-style-type: none"> <li>• Aggregate Transactions and Then Rate Aggregated SQs</li> <li>• Do Not Rate Transactions</li> <li>• Rate Transaction and Aggregate Calc Lines Across Transaction</li> </ul>	Yes

2. Enter the required details in the **TFM Information** section.

**Note:** **TFM Information** section appears when the value for **Show Default Values in Price Item Pricing** option type of **C1\_FM feature configuration** is set to **Y** and **Price Item Available For** is **Pricing and Billing**.

3. Click **Save**.

The transactions are defined for the price item pricing.

### **Related Topics**

For more information on...	See...
How to define a price item pricing for an account	<a href="#">Assigning a Price Item to an Account</a> on page 299
How to edit a price item pricing for an account	<a href="#">Editing a Price Item Pricing of an Account</a> on page 291
How to override a price item pricing for an account	<a href="#">Overriding a Price Item Pricing of an Account</a> on page 295
How to define a price item pricing for a person	<a href="#">Assigning a Price Item to a Person</a> on page 333
How to edit a price item pricing for a person	<a href="#">Editing a Price Item Pricing of a Person</a> on page 325
How to override a price item pricing for a person	<a href="#">Overriding a Price Item Pricing of a Person</a> on page 329
How to define a price item pricing for a price list	<a href="#">Assigning a Price Item to a Price List</a> on page 234
How to edit a price item pricing for a price list	<a href="#">Editing a Price Item Pricing of a Price List</a> on page 230

## **Price Item Pricing (Used for Viewing)**

Once the pricing is defined for a price item pricing which is assigned to a account, person, or price list, the **Price Item Pricing** screen allows you to:

- Edit the details of a price item pricing
- Delete a price item pricing



- Submit a price item pricing for processing
- View the details of price components of the rate component
- View the details of tiering criteria, pricing eligibility criteria of a price component
- Add price components of the rate components
- Add tiering components, pricing eligibility criteria of the price components
- Edit price components, tiering criteria, pricing eligibility criteria
- Delete price components, tiering criteria, pricing eligibility criteria

**Note:**

When the price assignment is in **Draft** status and when:

- Approval Workflow is off then status is changed from **Draft** to **Active**.
- Approval Workflow is on then status is changed from **Draft** to **Pending in Approval**.

## Price Item Pricing

The **Price Item Pricing** zone displays the details of the price item pricing. It contains the following sections:

- **Pricing Information** – Displays the pricing information of the price item. It contains the following fields:

Field Name	Field Description
Start Date	Displays the date from when the price item pricing is effective.
End Date	Displays the date till when the price item pricing is effective.
Rate Schedule	Indicates the rate schedule used while defining price item pricing. <b>Note:</b> It has a link. On clicking the link, the <b>Rate Schedule</b> screen appears where you can view the details of the rate schedule.
Print Zero	Indicates the zero pricing displayed in the bill. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Pricing Currency	Indicates the currency in which the price item pricing is defined. <b>Note:</b> It has a link. On clicking the link, the <b>Currency</b> screen appears where you can view the details of the currency.
Pricing Status	Indicates the status of the price assignment. The valid values are: <ul style="list-style-type: none"> <li>• Draft</li> <li>• Active</li> <li>• Inactive</li> <li>• Proposed</li> <li>• Rejected</li> <li>• Template</li> </ul>

Field Name	Field Description
Price Assignment Type	Indicates the type of price assignment. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>
Pricing Eligibility	Displays the pricing eligibility criteria for price item pricing.
Price Assignment Usage	Indicates whether the price item pricing is applicable to all customers or only to new customers. The valid values are: <ul style="list-style-type: none"> <li>• All Customers</li> <li>• New Customers</li> </ul>
Pricing Rule Type	Indicates the pricing rule type. The valid value is: <ul style="list-style-type: none"> <li>• Two-Dimensional</li> </ul>

- **TFM Information** – Displays the transactions mapped to the price item pricing. It contains the following fields:

Field Name	Field Description
Ignore Transaction	Indicates whether the transactions mapped to the price item is considered for billing or not. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Aggregate Transactions	Indicates whether the transactions mapped to the price item is aggregated for billing or not. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Aggregation Schedule	Indicates the transaction aggregation cycle. The valid values are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Quaterly</li> <li>• Yearly</li> </ul>
Transaction Rating Criteria	Indicates how and when the transaction legs mapped to the price item are rated. The valid values are: <ul style="list-style-type: none"> <li>• Aggregate Transactions and Then Rate Aggregated SQs</li> <li>• Do Not Rate Transactions</li> </ul>

**Note:**

**TFM Information** section appears when the value for **Show Default Values in Price Item Pricing** option type of **C1\_FM feature configuration** is set to **Y** and **Price Item Available For** is **Pricing and Billing**.

**TFM Information** section does not appear when the **Price Item Available For** is **Only Pricing** and the **Price Item Type** is **Fees** then, only the **Pricing Frequency** field appears.

- **Characteristics** – Lists the characteristics defined for the price item pricing. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the characteristic is effective for the price item pricing.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Price Item and Parameter Information** – Displays the parameter details segment for the price item pricing. It contains the following field:

Field Name	Field Description
Price Item	Indicates the price item or price item bundle whose pricing details are listed in this section.

In addition, this section contains the following columns:

Column Name	Column Description
Parameter	Indicates the parameter that is associated with the price item pricing.
Parameter Value	Displays the parameter value.

- **Record Actions** – This section contains the following buttons:

Column Name	Column Description
Edit	Used to define, edit the price item pricing. It is also used to remove the characteristics, price item and parameter information of price item pricing.
	<b>Note:</b> The <b>Edit</b> button appears only when the price item pricing is in the <b>Draft</b> status.
Delete	Used to delete the price item pricing.
	<b>Note:</b> The <b>Delete</b> button appears only when the price item pricing is in the <b>Draft</b> status.
Submit	Used to submit the price item pricing for validation and processing.
	<b>Note:</b> The <b>Submit</b> button appears only when the price item pricing is in the <b>Draft</b> status.

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the price item pricing is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

## Rate and Price Component Summary

The **Rate and Price Component Summary** zone lists the following in a tree view:

- Information string of price component with tiers where the rate schedule is flat.
- Information string of price component with tiers where the rate schedule is step.
- Information string of price component with tiers where the rate schedule is threshold.

## Rate Components

The **Rate Components** zone lists rate components and its details for price item pricing that are assigned to an account, person, or price list. This zone contains the following columns:

Column Name	Column Description
Sequence	Indicates the sequence number of the rate component.
Rate Components	Displays a comma-separated string which consists of the following: <ul style="list-style-type: none"> <li>• Rate Component ID</li> <li>• Rate Component Sequence Number</li> <li>• Tiering Setup of the Rate Component</li> </ul>
Add Price Component	On clicking the <b>Add Price Component</b> button, the <b>Price Component</b> screen appears where you can add the price component for the rate component.
	<b>Note:</b> This button appears only when the <b>Pricing Status</b> of the price item pricing is in <b>Draft, Proposed</b> and <b>Template</b> status.

On clicking the broadcast **Broadcast** (📡) icon corresponding to the rate component, the **Price Components** zone appears with the details of the price components for the respective rate component.

You can change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

### Related Topics

For more information on...	See...
How to view a Price Item Pricing	<a href="#">Price Item Pricing (Used for Viewing)</a> on page 340
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
How to define a price component for a rate component	<a href="#">Defining a Price Component for a Rate Component</a> on page 356
How to view price components of a rate component	<a href="#">Viewing the Price Components of a Rate Component</a> on page 351

## Price Components

The **Price Components** zone lists details of price components of the rate component for price item pricing that are assigned to an account, person, or price list. This zone contains the following columns:

Column Name	Column Description
Sequence	Indicates the sequence number of the price component.
Show Price Component	Indicates whether to display the price components or not. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Description	Displays a comma-separated string which consists of the following: <ul style="list-style-type: none"> <li>• Tiering Setup of the Price Component</li> <li>• Description of the Price Component</li> </ul>
Rate Value	Indicates the rate defined for the price component.
Edit	On clicking the <b>Edit</b> (✎) icon, the <b>Price Component</b> screen appears where you can edit the details of the price component.
Delete	On clicking the <b>Delete</b> (🗑) icon, you can delete the price component. <p><b>Note:</b> The <b>Delete</b> icon appears only when the price assignment is in <b>Draft</b>, <b>Proposed</b> or <b>Template</b> status.</p>

By default, the **Price Components** zone does not appear in the **Price Item Pricing** screen. It appears only when you click the broadcast **Broadcast** (📡) icon corresponding to a rate component in the **Rate Components** zone.

On clicking the **Broadcast** (📡) icon corresponding to a price component, the **Tiering Criteria** and **Pricing Eligibility Criteria** zones appear with details of the respective tiering, pricing eligibility criteria.

### Note:

The **Tiering Criteria** zone appears only when **Tiering Type** for the rate component is **STEP** or **Threshold**.

The **Pricing Eligibility Criteria** zone appears only when eligibility checkbox is selected in the **Price Item Pricing** screen and details for pricing eligibility criteria is added in the **Price Component** screen.

You can define price component for a rate component by clicking the **Add** link in the upper right corner of this zone.

You can change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

### Related Topics

For more information on...	See...
How to view a Price Item Pricing	<a href="#">Price Item Pricing (Used for Viewing)</a> on page 340
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Tiering Criteria</b> zone	<a href="#">Tiering Criteria</a> on page 346
<b>Pricing Eligibility Criteria</b> zone	<a href="#">Pricing Eligibility Criteria</a> on page 347
How to define a price component for a rate component	<a href="#">Defining a Price Component for a Rate Component</a> on page 356

For more information on...	See...
How to define a tiering criteria for a price component	<a href="#">Defining a Tiering Criteria for a Price Component</a> on page 360
How to view the tiering criteria of a price component	<a href="#">Viewing the Tiering Criteria of a Price Component</a> on page 353
How to define a pricing eligibility criteria for a price component	<a href="#">Defining a Pricing Eligibility Criteria for a Price Component</a> on page 363
How to view the pricing eligibility criteria of a price component	<a href="#">Viewing the Pricing Eligibility Criteria of a Price Component</a> on page 354

## Tiering Criteria

The **Tiering Criteria** zone lists the detail of tiering criterions that are used in the tiering range. This zone contains the following columns:

Column Name	Column Description
Sequence	Indicates the sequence number of the tiering criteria.
Tiering Criterion	Indicates the tiering criterion.
Price Item	Displays the price item.
Parameter Information	Displays information about the parameter associated with the price item.
Lower Limit	Displays the lower limit of the tiering range.
Upper Limit	Displays the upper limit of the tiering range.
Edit	On clicking the <b>Edit</b> (✎) icon, the <b>Price Component</b> screen appears where you can edit the details of the tiering criteria.
Delete	On clicking the <b>Delete</b> (🗑) icon, you can delete the tiering criteria.
	<b>Note:</b> The <b>Delete</b> icon appears only when the price assignment is in <b>Draft</b> , <b>Proposed</b> or <b>Template</b> status.

By default, the **Tiering Criteria** zone does not appear in the **Price Item Pricing** screen. It appears only when you click the broadcast **Broadcast** (📡) icon corresponding to a price component in the **Price Components** zone.

### Note:

The **Tiering Criteria** zone appears only when **Tiering Type** for the rate component is **STEP** or **Threshold**.

You can define tiering criteria for a price component by clicking the **Add** link in the upper right corner of this zone.

You can change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

### Related Topics

For more information on...	See...
How to view a Price Item Pricing	<a href="#">Price Item Pricing (Used for Viewing)</a> on page 340
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345

For more information on...	See...
How to define a price component for a rate component	<a href="#">Defining a Price Component for a Rate Component</a> on page 356
How to define a tiering criteria for a price component	<a href="#">Defining a Tiering Criteria for a Price Component</a> on page 360
How to view the tiering criteria of a price component	<a href="#">Viewing the Tiering Criteria of a Price Component</a> on page 353

## Pricing Eligibility Criteria

The **Pricing Eligibility Criteria** zone lists the detail of parameters used while defining the pricing eligibility criteria. This zone contains the following columns:

Column Name	Column Description
Sequence	Indicates the sequence number of the tiering criteria.
Parameter	Indicates the parameter (on the left hand side) is used in the pricing eligibility criteria.
Operator	Displays the relational operator defined for the relation between the parameter name and value.
Parameter Value Type	Indicates whether the parameter (on the left hand side) is compared against another parameter (on the right hand side) or directly against a parameter value.
Parameter	Indicates the parameter (on the right hand side) against which you have compared the parameter (on the left hand side).
Parameter Value	Indicates the parameter value against which you have compared the parameter (on the left hand side).
Is True	Indicates what happens when the condition is true (satisfied). The valid values are: <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> – Indicates that the condition with consecutive sequence number is executed.</li> <li>• <b>Rule Is False</b> – Indicates that the action specified in the <b>Rule False Action</b> field is executed.</li> <li>• <b>Rule Is True</b> – Indicates that the action specified in the <b>Rule True Action</b> field is executed.</li> </ul>
Is False	Indicates what happens when the condition is false (not satisfied). The valid values are: <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> – Indicates that the condition with consecutive sequence number is executed.</li> <li>• <b>Rule Is False</b> – Indicates that the action specified in the <b>Rule False Action</b> field is executed</li> <li>• <b>Rule Is True</b> – Indicates that the action specified in the <b>Rule True Action</b> field is executed.</li> </ul>

Column Name	Column Description
Is Insufficient	Indicates what happens when the data is insufficient. The valid values are: <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> – Indicates that the condition with consecutive sequence number is executed.</li> <li>• <b>Rule Is False</b> – Indicates that the action specified in the <b>Rule False Action</b> field is executed</li> <li>• <b>Rule Is True</b> – Indicates that the action specified in the <b>Rule True Action</b> field is executed.</li> </ul>
Edit	On clicking the <b>Edit</b> (✎) icon, the <b>Price Component</b> screen appears where you can edit the details of the pricing eligibility criteria.
Delete	On clicking the <b>Delete</b> (🗑) icon, you can delete the pricing eligibility criteria.
	<b>Note:</b> The <b>Delete</b> icon appears only when the price assignment is in <b>Draft, Proposed</b> or <b>Template</b> status.

By default, the **Pricing Eligibility Criteria** zone does not appear in the **Price Item Pricing** screen. It appears only when you click the broadcast **Broadcast** (📡) icon corresponding to a price component in the **Price Components** zone.

**Note:**

The **Pricing Eligibility Criteria** zone appears only when eligibility checkbox is selected in the **Price Item Pricing** screen and details for pricing eligibility criteria is added in the **Price Component** screen.

You can define pricing eligibility criteria for a price component by clicking the **Add** link in the upper right corner of this zone.

You can change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

**Related Topics**

For more information on...	See...
How to view a Price Item Pricing	<a href="#">Price Item Pricing (Used for Viewing)</a> on page 340
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
How to define a price component for a rate component	<a href="#">Defining a Price Component for a Rate Component</a> on page 356
How to define a pricing eligibility criteria for a price component	<a href="#">Defining a Pricing Eligibility Criteria for a Price Component</a> on page 363
How to view the pricing eligibility criteria of a price component	<a href="#">Viewing the Pricing Eligibility Criteria of a Price Component</a> on page 354

## Two-Dimensional Pricing

The **Two-Dimensional Pricing** zone displays the details of the two-dimensional pricing. It contains the following field:

Field Name	Field Description
Pricing Information	Displays the concatenated string consisting of pricing information and pricing ID which are separated by a comma(,) for an account, person or price list.



In addition, this section contains the following fields in a grid:

Field Name	Field Description
Step Criterion	Displays the <b>Price Criteria</b> of the price component
Threshold Parameter	Displays the parameter of the price component eligibility
Tiering Range	Displays the tiering range of the pricing.

## Defining a Price Item Pricing

### Prerequisites



To define pricing for a price item, you should have:

- Transactions mapped to the price item defined in the application
- Rate schedules, rate versions, and rate components defined in the application
- Tiering criteria defined in the application
- Tiering setup for the rate components defined in the application
- Pricing eligibility defined in the application
- Parameters associated with the price item (in case you want to define price item pricing based on multiple parameters)

### Procedure

To define pricing for a price item:


1. Do either of the following:

If you want to...	Then...
Define pricing for a price item that you want assign to a customer	<ol style="list-style-type: none"> <li>1. Access the <b>Pricing (Person)</b> screen.</li> <li>2. Search for the price item that you want to assign to the customer.</li> <li>3. In the <b>Search Results</b> section, click the <b>Assign</b>  icon in the <b>Assign</b> column corresponding to the price item that you want to assign to the customer.</li> </ol>
Define pricing for a price item that you want assign to an account	<ol style="list-style-type: none"> <li>1. Access the <b>Pricing (Account)</b> screen.</li> <li>2. Search for the price item that you want to assign to the account.</li> <li>3. In the <b>Search Results</b> section, click the <b>Assign</b>  icon in the <b>Assign</b> column corresponding to the price item that you want to assign to the account.</li> </ol>
Define pricing for a price item that you want assign to a price list	<ol style="list-style-type: none"> <li>1. Access the <b>Price list Price Item Pricing</b> screen.</li> </ol>


If you want to...	Then...
	<ol style="list-style-type: none"> <li>2. Search for the price item that you want to assign to the price list.</li> <li>3. In the <b>Search Results</b> section, click the link in the <b>Price Item</b> column corresponding to the price item that you want to assign to the price list.</li> </ol>




The **Price Item Pricing** screen appears.

2. Enter the transaction feed management information that you want to map to the price item pricing.
3. Enter the date from when the price item pricing is effective in the **Effective Start Date** field.
4. Select the currency, in which you want to define the pricing, from the **Pricing Currency** list.
5. Enter the rate schedule that you want to use while defining price item pricing.
  - Parameter details segment is displayed in the **Price Item and Parameter Information** section.

**Note:** You can specify multiple parameter codes associated with the price items, search for a price item parameters using the **Search**  icon corresponding to the **Parameter** field.

- A section appears at the bottom of the screen.

**Note:** You can search for a rate schedule by clicking the **Search**  icon corresponding to the field.

6. Select the type of price assignment from the respective field.
7. Select **All Customers** or **New Customers** from the **Apply To** list depending on whether you want to apply the price item pricing to all customers or only to the new customers.
8. Select **Pricing Frequency** and **Advance Pricing** (this field would be displayed only if additionally **Price Assignment Type** is **Post Processing**). These fields are applicable for price item value as **Pricing Only** and **Price Item Type** value as **Fees**.
9. The section at the bottom of the screen contains rate components of the rate schedule on the left hand side and the eligibility and tiering ranges per price component on the right hand side.
10. Rate is used to specify the price for the price item.
11. You can expand details to add tiering criteria and pricing eligibility criteria by clicking the **Add**  icon corresponding to the **Eligibility tier Details** field.
12. If price component is for **Flat Rate** then **Pricing Eligibility Criteria** details are displayed and if price component is for **Step Tiering** or **Threshold Tiering** then **Pricing Eligibility Criteria** and **Tiering Criteria** details are displayed.
13. In the **Pricing Eligibility Criteria** section, you can enter price component details to following mandatory fields:
  - a) You can specify relational **Operator** to define relation between **LHS Parameter Code** and **RHS Parameter Code**.
  - b) You can select the type of pricing eligibility for **RHS Parameter Value Type**.
  - c) Select the values from **Is True**, **Is False** and **Is Insufficient** that indicates what should happen when the condition is true, false or insufficient.
14. To add more than one **Pricing Eligibility Criteria**, click the **Add**  icon and to delete the pricing eligibility click the **Delete**  icon corresponding to the **Sequence Number**.
15. In the **Tiering Criteria** section, you can enter price component details to the following mandatory fields:

- a) Select the **Tiering Criterion** from the list.
- b) If you want to define tiering range based on some other price item or bundle's usage, enter the price item or bundle code in the **Price Item** field

**Note:** You can search for a price item by clicking the **Search** (🔍) icon corresponding to the **Price item** field.

- c) You can define the price item pricing based on multiple parameters, select the parameters using the **Search** (🔍) icon corresponding to the **Price Item Parameters** field.
  - d) To add more than one **Price Item Parameters**, click the **Add** (+) icon and to delete the price item parameters click the **Delete** (🗑️) icon corresponding to the **Parameter** field.
  - e) Enter the lower and upper limits of the tiering range in the **From** and **To** fields.
16. To add more than one **Price Component Details**, click the **Add** (+) icon and repeat the steps from 9 to 14. To delete the details of price component click the **Delete** (🗑️) icon corresponding to the **Price Component Sequence** field.

17. Define characteristics for the price assignment, if required.

18. Click **Save**.

The pricing is defined for the price item.

**Note:** A bundle cannot be assigned if its child price items are already assigned to a price list, customer, or an account, and vice versa, in the same date range.

### Related Topics

For more information on...	See...
<b>Price Item Pricing</b> screen	<a href="#">Price Item Pricing</a>
How to define characteristics for the price assignment	<a href="#">Price Assignment Characteristics</a>

## Viewing the Price Components of a Rate Component

### Procedure

To view the details of price components of a rate component:

1. Do either of the following:

If you want to view...	Then...
Price components of Price Item Pricing assigned to an account	<ol style="list-style-type: none"> <li>1. Search for the account in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> (☰) icon corresponding to the account whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Account)</b> screen appears.</li> <li>4. Price assignments effective for the account appears in the <b>Effective Price Assignments for Account</b> zone.</li> </ol>

If you want to view...	Then...
	<ol style="list-style-type: none"> <li>In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</li> </ol>
Price components of Price Item Pricing assigned to a person	<ol style="list-style-type: none"> <li>Search for the person in the <b>Customer 360° View</b> screen.</li> <li>In the <b>Search Results</b> section, click the <b>Show Context Menu</b> (☰) icon corresponding to the person whose <i>details</i> you want to view. A menu appears.</li> <li>Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Person)</b> screen appears.</li> <li>Price assignments effective for the person appears in the <b>Effective Price Assignments for Person</b> zone.</li> <li>In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</li> </ol>
Price components of Price Item Pricing assigned to a price list	<ol style="list-style-type: none"> <li>Search for the price list in the <b>Price List</b> screen.</li> <li>In the <b>Search Results</b> section, click the <b>Price List Pricing</b> (☰) icon corresponding to the price list whose <i>details</i> you want to view. The <b>Price List Price Item Pricing</b> screen appears.</li> <li>Price items assigned to the price list appears in the <b>Price List Price Items</b> zone.</li> <li>In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</li> </ol>

- The **Price Item Pricing** screen appears.
- In the **Rate Components** zone, click the **Broadcast** (📡) icon corresponding to a rate component in the **Rate Components** zone.  
The **Price Components** zone appears.
- View the details of the price components of the rate component in the **Price Components** zone.

### **Related Topics**

For more information on...	See...
How to search for an account	<a href="#">Searching for an Account</a> on page 52
How to search for a person	<a href="#">Searching for a Person</a> on page 51
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206

For more information on...	See...
Price Item Pricing screen	<a href="#">Price Item Pricing (Used for Viewing)</a> on page 340
Rate Components zone	<a href="#">Rate Components</a> on page 344
Price Components zone	<a href="#">Price Components</a> on page 345


## Viewing the Tiering Criteria of a Price Component



### Procedure

To view the details of tiering criteria of a price component:

1. Do either of the following:

If you want to view...	Then...
Tiering criteria of Price Item Pricing assigned to an account	<ol style="list-style-type: none"> <li>1. Search for the account in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> (☰) icon corresponding to the account whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Account)</b> screen appears.</li> <li>4. Price assignments effective for the account appears in the <b>Effective Price Assignments for Account</b> zone.</li> <li>5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</li> </ol>
Tiering criteria of Price Item Pricing assigned to a person	<ol style="list-style-type: none"> <li>1. Search for the person in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> (☰) icon corresponding to the person whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Person)</b> screen appears.</li> <li>4. Price assignments effective for the person appears in the <b>Effective Price Assignments for Person</b> zone.</li> <li>5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</li> </ol>
Tiering criteria of Price Item Pricing assigned to a price list	<ol style="list-style-type: none"> <li>1. Search for the price list in the <b>Price List</b> screen.</li> </ol>

If you want to view...	Then...
	<p>2. In the <b>Search Results</b> section, click the <b>Price List Pricing</b> (  ) icon corresponding to the price list whose <i>details</i> you want to view.</p> <p>The <b>Price List Price Item Pricing</b> screen appears.</p> <p>3. Price items assigned to the price list appears in the <b>Price List Price Items</b> zone.</p> <p>4. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p>

2. The **Price Item Pricing** screen appears.
3. In the **Rate Components** zone, click the **Broadcast** (  ) icon corresponding to a rate component in the **Rate Components** zone.  
The **Price Components** zone appears.
4. In the **Price Components** zone, click the **Broadcast** (  ) icon corresponding to a price component in the **Price Components** zone.  
The **Tiering Criteria** zone appears.
5. View the details of tiering criterions that are used in the tiering range in **Tiering Criteria** zone.

**Note:**

The **Tiering Criteria** zone appears only when **Tiering Type** for the rate component is **STEP** or **Threshold**.




**Related Topics**

For more information on...	See...
How to search for an account	<a href="#">Searching for an Account</a> on page 52
How to search for a person	<a href="#">Searching for a Person</a> on page 51
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
<b>Price Item Pricing</b> screen	<a href="#">Price Item Pricing (Used for Viewing)</a> on page 340
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
<b>Tiering Criteria</b> zone	<a href="#">Tiering Criteria</a> on page 346

**Viewing the Pricing Eligibility Criteria of a Price Component****Procedure**

To view the details of pricing eligibility criteria of a price component:

1. Do either of the following:

If you want to view...	Then...
Pricing eligibility criteria of Price Item Pricing assigned to an account	<ol style="list-style-type: none"> <li>1. Search for the account in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the account whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Account)</b> screen appears.</li> <li>4. Price assignments effective for the account appears in the <b>Effective Price Assignments for Account</b> zone.</li> <li>5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</li> </ol>
Pricing eligibility criteria of Price Item Pricing assigned to a person	<ol style="list-style-type: none"> <li>1. Search for the person in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the person whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Person)</b> screen appears.</li> <li>4. Price assignments effective for the person appears in the <b>Effective Price Assignments for Person</b> zone.</li> <li>5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</li> </ol>
Pricing eligibility criteria of Price Item Pricing assigned to a price list	<ol style="list-style-type: none"> <li>1. Search for the price list in the <b>Price List</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Price List Pricing</b> () icon corresponding to the price list whose <i>details</i> you want to view. The <b>Price List Price Item Pricing</b> screen appears.</li> <li>3. Price items assigned to the price list appears in the <b>Price List Price Items</b> zone.</li> <li>4. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</li> </ol>

2. The **Price Item Pricing** screen appears.

- In the **Rate Components** zone, click the **Broadcast** (📡) icon corresponding to a rate component in the **Rate Components** zone.

The **Price Components** zone appears.

- In the **Price Components** zone, click the **Broadcast** (📡) icon corresponding to a price component in the **Price Components** zone.

The **Pricing Eligibility Criteria** zone appears.

- View the details of parameters used while defining the pricing eligibility criteria in **Pricing Eligibility Criteria** zone.

**Note:**

The **Pricing Eligibility Criteria** zone appears only when eligibility checkbox is selected in the **Price Item Pricing** screen and details for pricing eligibility criteria is added in the **Price Component** screen.

### Related Topics

For more information on...	See...
How to search for an account	<a href="#">Searching for an Account</a> on page 52
How to search for a person	<a href="#">Searching for a Person</a> on page 51
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
<b>Price Item Pricing</b> screen	<a href="#">Price Item (Used for Viewing)</a> on page 176
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
<b>Tiering Criteria</b> zone	<a href="#">Tiering Criteria</a> on page 346
<b>Pricing Eligibility Criteria</b> zone	<a href="#">Pricing Eligibility Criteria</a> on page 347

## Defining a Price Component for a Rate Component

### Prerequisites

To define a price component for a rate component, you should have:

- Rate component defined for the price item in the application



### Procedure




To define price component for a rate component:

- Do either of the following:

If you want to define...	Then...
Price components of Price Item Pricing assigned to an account	<ol style="list-style-type: none"> <li>Search for the account in the <b>Customer 360° View</b> screen.</li> <li>In the <b>Search Results</b> section, click the <b>Show Context Menu</b> (☰) icon corresponding to the account whose <i>details</i> you want to view. A menu appears.</li> <li>Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Account)</b> screen appears.</li> </ol>



If you want to define...	Then...
	<p data-bbox="678 205 1399 264">4. Price assignments effective for the account appears in the <b>Effective Price Assignments for Account</b> zone.</p> <p data-bbox="678 296 1399 386">5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p> <p data-bbox="716 405 1143 434">The <b>Price Item Pricing</b> screen appears.</p> <hr/> <p data-bbox="654 474 1399 504"><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <p data-bbox="678 533 1399 592">1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</p> <p data-bbox="678 623 1399 711">2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</p> <p data-bbox="678 741 1399 800">3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</p> <p data-bbox="678 829 1143 858">4. The <b>Price Item Pricing</b> screen appears.</p>
Price components of Price Item Pricing assigned to a person	<p data-bbox="678 940 1333 970">1. Search for the person in the <b>Customer 360° View</b> screen.</p> <p data-bbox="678 999 1399 1094">2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the person whose details you want to view.</p> <p data-bbox="716 1119 899 1148">A menu appears.</p> <p data-bbox="678 1178 1235 1207">3. Click the <b>Go To Effective Pricing</b> menu option.</p> <p data-bbox="716 1224 1122 1253">The <b>Pricing (Person)</b> screen appears.</p> <p data-bbox="678 1283 1399 1341">4. Price assignments effective for the person appears in the <b>Effective Price Assignments for Person</b> zone.</p> <p data-bbox="678 1371 1399 1465">5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p> <p data-bbox="716 1482 1143 1512">The <b>Price Item Pricing</b> screen appears.</p>

If you want to define...	Then...
	<p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>
Price components of Price Item Pricing assigned to a price list	<ol style="list-style-type: none"> <li>1. Search for the price list in the <b>Price List</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Price List Pricing</b> () icon corresponding to the price list whose <i>details</i> you want to view.  The <b>Price List Price Item Pricing</b> screen appears.</li> <li>3. Price items assigned to the price list appears in the <b>Price List Price Items</b> zone.</li> <li>4. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.  The <b>Price Item Pricing</b> screen appears.</li> </ol> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>

2. Click the **Add Price Component** button in the **Add Price Component** of **Rate Components** zone.

The **Price Component** screen appears. It contains the following fields:

Field Name	Field Description
Pricing Information	Displays the concatenated string consisting of pricing information and pricing ID which are separated by a colon (:) for an account, person or price list.

Field Name	Field Description
Rate Component Information	Displays a comma-separated string which consists of the following: <ul style="list-style-type: none"> <li>• Rate Component Sequence</li> <li>• Tiering Type of the Rate Component</li> </ul>

In addition, this screen contains the following sections:

- **Main** – Used to specify the basic details about the price component.
- **Tiering Criteria** – Used to specify the details of tiering criteria that are used in the tiering range.
- **Pricing Eligibility Criteria** – Used to specify the details of parameters used while defining the pricing eligibility criteria.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Sequence	Used to indicate the sequence in which price component should be considered.	Yes
Show Price Component	Used to indicate whether the price component should appear or not.	Yes
Description	Used to specify the description of the price component.	Yes
Rate Value	Used to indicate the rate defined for the price component.	Yes

**Tip:** Alternatively, you can access the **Price Component** screen by clicking the **Add** link to the right hand side corner of the **Price Components** zone.

3. Enter the required details in the **Main** section.
4. Define tiering criteria for a price component.
5. Define pricing eligibility criteria for a price component.
6. Click **Save**.

The price component is defined for a rate component.

### Related Topics

For more information on...	See...
<b>360–Degree Search</b> zone	<a href="#">360° Search</a> on page 46
How to search for a person.	<a href="#">Searching for a Person</a> on page 51
How to search for an account.	<a href="#">Searching for an Account</a> on page 52
<b>Search Price List</b> zone	<a href="#">Search Price List</a> on page 202
How to search for a price list.	<a href="#">Searching for a Price List</a> on page 206
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
How to define a tiering criteria for a price component.	<a href="#">Defining a Tiering Criteria for a Price Component</a> on page 360

<b>For more information on...</b>	<b>See...</b>
How to define pricing eligibility criteria for a price component.	<a href="#">Defining a Pricing Eligibility Criteria for a Price Component</a> on page 363

## Defining a Tiering Criteria for a Price Component

### Prerequisites

To define a tiering criteria for a price component, you should have:

- Tiering criteria defined in the application
- Tiering setup for the rate components defined in the application.

### Procedure

To define a tiering criteria for a price component:

1. Click the **Add** link the right hand side corner of the **Tiering Criteria** zone.

#### **Note:**

The **Tiering Criteria** zone appears only when **Tiering Type** for the rate component is **STEP** or **Threshold**.

The **Price Component** screen appears. It contains the following fields:

Field Name	Field Description
Pricing Information	Displays the concatenated string consisting of pricing information and pricing ID which are separated by a colon (:) for an account, person or price list.
Rate Component Information	Displays a comma-separated string which consists of the following: <ul style="list-style-type: none"> <li>• Rate Component Sequence</li> <li>• Tiering Type of the Rate Component</li> </ul>

In addition, this screen contains the following sections:

- **Main** – Used to specify the basic details about the price component.


This section contains the following fields:


Field Name	Field Description
Sequence	Indicates the sequence in which price component should be considered.
Show Price Component	Indicates that the price component will appear or not.
Description	Displays the description of the price component.
Rate Value	Indicates the rate defined for the price component.


- **Tiering Criteria** – Used to specify the details of tiering criterions that are used in the tiering range.


This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Sequence	Used to indicate the sequence in which tiering criteria should be considered.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Tiering Criterion	Used to select the tiering criterion which is used in the tiering range.	Yes
Lower Limit	<p>Used to specify the lower limit of the pricing range.</p> <p><b>Note:</b> The system provides you with the facility to specify the lower limit value with a precision of up to 18 places before decimal and 18 places after decimal. This gives you the flexibility to specify very large and very low values in the tiering range.</p>	Yes
Upper Limit	<p>Used to specify the upper limit of the pricing range.</p> <p><b>Note:</b> The system provides you with the facility to specify the upper limit value with a precision of up to 18 places before decimal and 18 places after decimal. This gives you the flexibility to specify very large and very low values in the tiering range.  When you define single tier with the maximum value as blank (for example, 0 to BLANK), the system will automatically replace the blank space with 9999999999999999.99.</p>	Yes
Price Item	<p>Used to Indicate whether the price item or price item bundle's total usage is considered for determining the rate. By default, the price item code for which you are defining the pricing appears in this field. You can specify any other price item or bundle code, if required.</p> <p><b>Note:</b> The <b>Search</b> () icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> screen appears.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Price Item Parameters	<p>Used to specify the parameters based on which price item or bundle's total usage should be considered for determining the rate. By default, the parameters based on which you are defining the pricing appear in this field. You can specify any other parameters (where the <b>Pricing</b> flag is set to <b>Yes</b>), if required. However, note that you can only select parameters associated with the price item or bundle which is used for defining the tiering criteria.</p> <p><b>Note:</b></p> <p>This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b>.</p> <p>The <b>Edit</b> () appears corresponding to this field. On clicking the <b>Edit</b> icon, the <b>Parameters Search</b> screen appears.</p>	No

- Enter the required details in the **Tiering Criteria** section.
- If you want to define more than one tiering criteria for the price component, click the **Add** () icon and then repeat step 2.

**Note:** However, if you want to remove a tiering criteria from the price component, click the **Delete** () icon corresponding to the tiering criterion.

- Click **Save**.

The tiering criteria is defined for the price component.

### Related Topics

For more information on...	See...
<b>360-Degree Search</b> zone	<a href="#">360° Search</a> on page 46
How to search for a person.	<a href="#">Searching for a Person</a> on page 51
How to search for an account.	<a href="#">Searching for an Account</a> on page 52
<b>Search Price List</b> zone	<a href="#">Search Price List</a> on page 202
How to search for a price list.	<a href="#">Searching for a Price List</a> on page 206
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
How to define a price component for a rate component.	<a href="#">Defining a Price Component for a Rate Component</a> on page 356

## Defining a Pricing Eligibility Criteria for a Price Component

### Prerequisites

To define a pricing eligibility criteria for a price component, you should have:

- Pricing eligibility defined in the application

### Procedure

To define a pricing eligibility criteria for a price component:

1. Click the **Add** link the right hand side corner of the **Pricing Eligibility Criteria** zone.

#### **Note:**

The **Pricing Eligibility Criteria** zone appears only when eligibility checkbox is selected in the **Price Item Pricing** screen and details for pricing eligibility criteria is added in the **Price Component** screen.

The **Price Component** screen appears. It contains the following fields:

Field Name	Field Description
Pricing Information	Displays the concatenated string consisting of pricing information and pricing ID which are separated by a colon (:) for an account, person or price list.
Rate Component Information	Displays a comma-separated string which consists of the following: <ul style="list-style-type: none"> <li>• Rate Component Sequence</li> <li>• Tiering Type of the Rate Component</li> </ul>

In addition, this screen contains the following sections:

- **Main** – Used to specify the basic details about the price component.

This section contains the following fields:

Field Name	Field Description
Sequence	Indicates the sequence in which price component should be considered.
Show Price Component	Indicates that the price component will appear or not.
Description	Displays the description of the price component.
Rate Value	Indicates the rate defined for the price component.


- **Pricing Eligibility Criteria** – Used to specify the details of parameters used in the pricing eligibility criteria.

This section contains the following fields:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Used to indicate the order in which the criteria should be executed in the rule.	Yes

Column Name	Column Description	Mandatory (Yes or No)
Parameter	<p>Used to indicate the left hand side parameter which you want to use along with the price item for price determination.</p> <p><b>Note:</b></p> <p>This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARAM_FLG)</b> feature configuration is set to <b>True</b>.</p> <p>The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> screen appears.</p> <p>You must not specify any special character except underscore (_) in the parameter code. Otherwise, the status of the transaction is changed to <b>Error (ERROR)</b>.</p>	Yes
Operator	<p>Used to specify the relational operator to define the relation between the left hand side and right hand side parameters code. The valid values are:</p> <ul style="list-style-type: none"> <li>• &lt;</li> <li>• &lt;=</li> <li>• &lt;&gt;</li> <li>• =</li> <li>• &gt;</li> <li>• &gt;=</li> <li>• Algorithm</li> <li>• Between</li> <li>• In</li> <li>• Like</li> </ul>	Yes
Parameter Value Type	<p>Used to indicate the type of pricing eligibility. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Parameter</b> – Used to indicate the type of parameter.</li> <li>• <b>Value</b> – Used to indicate the type of value.</li> </ul>	Yes



Column Name	Column Description	Mandatory (Yes or No)
Parameter Value	<p>When the <b>Parameter</b> option is selected for the <b>Parameter Value Type</b> field then it is used to specify the right hand side parameter which you want to use along with the price item for price determination. When the <b>Value</b> option is selected for the <b>Parameter Value Type</b> field then it is used to specify the parameter value.</p> <p><b>Note:</b></p> <p>This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARAM_FLG)</b> feature configuration is set to <b>True</b>.</p> <p>The <b>Search</b> () icon appears corresponding to this field only when the <b>Parameter</b> option is selected for <b>Parameter Value Type</b> field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> screen appears.</p> <p>When the <b>Parameter</b> option is selected for the <b>Parameter Value Type</b> field then you must not specify any special character except underscore (_) in the parameter code. Otherwise, the status of the transaction is changed to <b>Error (ERROR)</b>.</p> <p>When the <b>Value</b> option is selected for the <b>Parameter Value Type</b> field then you can specify any special characters except ampersand (&amp;), comma (,), underscore (_), equal to (=), tilde (~), and semi-colon (;) in the parameter value.</p>	Yes
Is True	<p>Used to indicate what should happen when the condition is true (satisfied). The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> – Used to indicate that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> – Used to indicate that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule Is True</b> – Used to indicate that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	Yes

Column Name	Column Description	Mandatory (Yes or No)
Is False	Used to indicate what should happen when the condition is false (not satisfied). The valid values are: <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> – Used to indicate that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> – Used to indicate that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule Is True</b> – Used to indicate that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	Yes
Is Insufficient	Used to indicate what should happen when the data is insufficient. The valid values are: <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> – Used to indicate that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> – Used to indicate that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule Is True</b> – Used to indicate that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	Yes

- Enter the required details in the **Pricing Eligibility Criteria** section.
- If you want to define more than one pricing eligibility criteria for the price component, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove a pricing eligibility criteria from the price component, click the **Delete** (🗑️) icon corresponding to the parameter.

- Click **Save**.

The pricing eligibility criteria is defined for the price component.

#### Related Topics

For more information on...	See...
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
<b>Tiering Criteria</b> zone	<a href="#">Tiering Criteria</a> on page 346
How to define a price component for a rate component.	<a href="#">Defining a Price Component for a Rate Component</a> on page 356

## Editing a Price Component

### Prerequisites


To edit a price component for a rate component, you should have:



- Rate component defined for the price item in the application


### Procedure

To edit a price component for a rate component:


1. Do either of the following:

If you want to edit...	Then...
Price components of Price Item Pricing assigned to an account	<ol style="list-style-type: none"> <li>1. Search for the account in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> (☰) icon corresponding to the account whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Account)</b> screen appears.</li> <li>4. Price assignments effective for the account appears in the <b>Effective Price Assignments for Account</b> zone.</li> <li>5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view. The <b>Price Item Pricing</b> screen appears.</li> </ol> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>
Price components of Price Item Pricing assigned to a person	<ol style="list-style-type: none"> <li>1. Search for the person in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> (☰) icon corresponding to the person whose <i>details</i> you want to view. A menu appears.</li> </ol>

If you want to edit...	Then...
	<p data-bbox="678 201 1235 233"><b>3.</b> Click the <b>Go To Effective Pricing</b> menu option.</p> <p data-bbox="716 247 1122 279">The <b>Pricing (Person)</b> screen appears.</p> <p data-bbox="678 306 1395 369"><b>4.</b> Price assignments effective for the person appears in the <b>Effective Price Assignments for Person</b> zone.</p> <p data-bbox="678 396 1395 491"><b>5.</b> In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p> <p data-bbox="716 506 1143 537">The <b>Price Item Pricing</b> screen appears.</p> <p data-bbox="651 575 1395 606"><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <p data-bbox="678 634 1395 697"><b>1.</b> Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</p> <p data-bbox="678 724 1395 814"><b>2.</b> In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</p> <p data-bbox="678 842 1395 905"><b>3.</b> Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</p> <p data-bbox="678 932 1143 963"><b>4.</b> The <b>Price Item Pricing</b> screen appears.</p>
Price components of Price Item Pricing assigned to a price list	<p data-bbox="678 1043 1230 1075"><b>1.</b> Search for the price list in the <b>Price List</b> screen.</p> <p data-bbox="678 1102 1395 1218"><b>2.</b> In the <b>Search Results</b> section, click the <b>Price List Pricing</b> () icon corresponding to the price list whose details you want to view.</p> <p data-bbox="716 1232 1260 1264">The <b>Price List Price Item Pricing</b> screen appears.</p> <p data-bbox="678 1291 1395 1354"><b>3.</b> Price items assigned to the price list appears in the <b>Price List Price Items</b> zone.</p> <p data-bbox="678 1381 1395 1476"><b>4.</b> In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p> <p data-bbox="716 1491 1143 1522">The <b>Price Item Pricing</b> screen appears.</p>

If you want to edit...	Then...
	<p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>

2. In the **Rate Components** zone, click the **Broadcast** () icon corresponding to the rate component, the **Price Components** zone appears with the details of the price components for the respective rate component.

3. Click the **Edit** () icon in the **Edit** column corresponding to the price component whose details you want to edit for the rate component.

The **Price Component** screen appears. It contains the following fields:

Field Name	Field Description
Pricing Information	Displays the concatenated string consisting of pricing information and pricing ID which are separated by a colon (:) for an account, person or price list.
Rate Component Information	Displays a comma-separated string which consists of the following: <ul style="list-style-type: none"> <li>• Rate Component Sequence</li> <li>• Tiering Type of the Rate Component</li> </ul>

In addition, this screen contains the following sections:

- **Main** – Used to specify the basic details about the price component.
- **Tiering Criteria** – Used to specify the details of tiering criterions that are used in the tiering range.
- **Pricing Eligibility Criteria** – Used to specify the details of parameters used while defining the pricing eligibility criteria.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Sequence	Used to indicate the sequence in which price component is to be considered.	Yes
Show Price Component	Used to indicate whether the price component must appear or not.	Yes
Description	Used to specify the description of the price component.	Yes
Rate Value	Used to indicate the rate defined for the price component.	Yes

4. Modify the required details in the **Main** section.
5. Modify the tiering criteria for a price component.
6. Modify the pricing eligibility criteria for a price component.
7. Click **Save**.

The price component is edited for a rate component.

### Related Topics


For more information on...	See...
<b>360° Search</b> zone	<a href="#">360° Search</a> on page 46
How to search for a person.	<a href="#">Searching for a Person</a> on page 51
How to search for an account.	<a href="#">Searching for an Account</a> on page 52
<b>Search Price List</b> zone	<a href="#">Search Price List</a> on page 202
How to search for a price list.	<a href="#">Searching for a Price List</a> on page 206
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
How to define a price component for a rate component	<a href="#">Defining a Price Component for a Rate Component</a> on page 356
How to edit a tiering criteria for a price component.	<a href="#">Editing a Tiering Criteria of a Price Component</a> on page 373
How to edit a pricing eligibility criteria for a price component.	<a href="#">Editing a Pricing Eligibility Criteria of a Price Component</a> on page 380




## Deleting a Price Component



### Procedure



To delete a price component:

1. Do either of the following:

If you want to delete...	Then...
Price components of Price Item Pricing assigned to an account	<ol style="list-style-type: none"> <li>1. Search for the account in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the account whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Account)</b> screen appears.</li> <li>4. Price assignments effective for the account appears in the <b>Effective Price Assignments for Account</b> zone.</li> </ol>

If you want to delete...	Then...
	<p>5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p> <p>The <b>Price Item Pricing</b> screen appears.</p> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>
Price components of Price Item Pricing assigned to a person	<ol style="list-style-type: none"> <li>1. Search for the person in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the person whose details you want to view.</li> </ol> <p>A menu appears.</p> <ol style="list-style-type: none"> <li>3. Click the <b>Go To Effective Pricing</b> menu option.</li> </ol> <p>The <b>Pricing (Person)</b> screen appears.</p> <ol style="list-style-type: none"> <li>4. Price assignments effective for the person appears in the <b>Effective Price Assignments for Person</b> zone.</li> <li>5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</li> </ol> <p>The <b>Price Item Pricing</b> screen appears.</p> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>

If you want to delete...	Then...
Price components of Price Item Pricing assigned to a price list	<ol style="list-style-type: none"> <li>1. Search for the price list in the <b>Price List</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Price List Pricing</b> () icon corresponding to the price list whose details you want to view. The <b>Price List Price Item Pricing</b> screen appears.</li> <li>3. Price items assigned to the price list appears in the <b>Price List Price Items</b> zone.</li> <li>4. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view. The <b>Price Item Pricing</b> screen appears.</li> </ol> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>

2. In the **Rate Components** zone, click the **Broadcast** () icon corresponding to the rate component, the **Price Components** zone appears with the details of the price components for the respective rate component.
3. Click the **Delete** () icon in the **Delete** column corresponding to the price component that you want to remove for the rate component.

**Note:** The **Delete** icon appears only when the price assignment is in **Draft, Proposed** or **Template** status.

A message appears confirming whether you want to remove the price component for the rate component.

4. Click **OK**.  
The price component is removed for the rate component.

### **Related Topics**

For more information on...	See...
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
How to view price components of a rate component.	<a href="#">Viewing the Price Components of a Rate Component</a> on page 351



For more information on...	See...
How to define a price component for a rate component.	<a href="#">Defining a Price Component for a Rate Component</a> on page 356



## Editing a Tiering Criteria of a Price Component

### Prerequisites



To edit a tiering criteria for a price component, you should have:




- Tiering criteria defined in the application
- Tiering setup for the rate components defined in the application.


### Procedure



To edit a tiering criteria of a price component:

1. Do either of the following:

If you want to edit the tiering criteria of.....	Then...
Price components of Price Item Pricing assigned to an account	<ol style="list-style-type: none"> <li>1. Search for the account in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the account whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Account)</b> screen appears.</li> <li>4. Price assignments effective for the account appears in the <b>Effective Price Assignments for Account</b> zone.</li> <li>5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view. The <b>Price Item Pricing</b> screen appears.</li> </ol> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>


If you want to edit the tiering criteria of.....	Then...
Price components of Price Item Pricing assigned to a person	<p data-bbox="678 260 1333 289"><b>1.</b> Search for the person in the <b>Customer 360° View</b> screen.</p> <p data-bbox="678 317 1396 464"><b>2.</b> In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the person whose <i>details</i> you want to view. A menu appears.</p> <p data-bbox="678 491 1235 569"><b>3.</b> Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Person)</b> screen appears.</p> <p data-bbox="678 596 1396 659"><b>4.</b> Price assignments effective for the person appears in the <b>Effective Price Assignments for Person</b> zone.</p> <p data-bbox="678 686 1396 833"><b>5.</b> In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view. The <b>Price Item Pricing</b> screen appears.</p> <p data-bbox="651 869 1396 898"><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <p data-bbox="678 926 1396 989"><b>1.</b> Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</p> <p data-bbox="678 1016 1396 1100"><b>2.</b> In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</p> <p data-bbox="678 1127 1396 1190"><b>3.</b> Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</p> <p data-bbox="678 1218 1143 1247"><b>4.</b> The <b>Price Item Pricing</b> screen appears.</p>
Price components of Price Item Pricing assigned to a price list	<p data-bbox="678 1337 1230 1367"><b>1.</b> Search for the price list in the <b>Price List</b> screen.</p> <p data-bbox="678 1394 1396 1562"><b>2.</b> In the <b>Search Results</b> section, click the <b>Price List Pricing</b> () icon corresponding to the price list whose <i>details</i> you want to view. The <b>Price List Price Item Pricing</b> screen appears.</p> <p data-bbox="678 1589 1396 1652"><b>3.</b> Price items assigned to the price list appears in the <b>Price List Price Items</b> zone.</p> <p data-bbox="678 1680 1396 1827"><b>4.</b> In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view. The <b>Price Item Pricing</b> screen appears.</p>

If you want to edit the tiering criteria of.....	Then...
	<p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>

2. In the **Rate Components** zone, click the **Broadcast** () icon corresponding to the rate component, the **Price Components** zone appears with the details of the price components for the respective rate component.
3. In the **Price Components** zone, click the **Broadcast** () icon corresponding to the price component, the **Tiering Criteria** zone appears with the details of tiering criterions that are used in the tiering range.

**Note:**

The **Tiering Criteria** zone appears only when **Tiering Type** for the rate component is **STEP** or **Threshold**.

4. Click the **Edit** () icon in the **Edit** column corresponding to the tiering criteria whose details you want to edit for the price component.

The **Price Component** screen appears. It contains the following fields:

Field Name	Field Description
Pricing Information	Displays the concatenated string consisting of pricing information and pricing ID which are separated by a colon (:) for an account, person or price list.
Rate Component Information	Displays a comma-separated string which consists of the following: <ul style="list-style-type: none"> <li>• Rate Component Sequence</li> <li>• Tiering Type of the Rate Component</li> </ul>

In addition, this screen contains the following sections:


- **Main** – Used to specify the basic details about the price component.


This section contains the following fields:

Field Name	Field Description
Sequence	Indicates the sequence in which price component should be considered.
Show Price Component	Indicates that the price component will appear or not.
Description	Displays the description of the price component.
Rate Value	Indicates the rate defined for the price component.

- **Tiering Criteria** – Used to specify the details of tiering criteria that are used in the tiering range.

This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Sequence	Used to indicate the sequence in which tiering criteria is to be considered.	Yes
Tiering Criterion	Used to select the tiering criterion which is used in the tiering range.	Yes
Lower Limit	Used to specify the lower limit of the pricing range.	Yes
	<b>Note:</b> The system provides you with the facility to specify the lower limit value with a precision of up to 18 places before decimal and 18 places after decimal. This gives you the flexibility to specify very large and very low values in the tiering range.	
Upper Limit	Used to specify the upper limit of the pricing range.	Yes
	<b>Note:</b> The system provides you with the facility to specify the upper limit value with a precision of up to 18 places before decimal and 18 places after decimal. This gives you the flexibility to specify very large and very low values in the tiering range.  When you define single tier with the maximum value as blank (for example, 0 to BLANK), the system will automatically replace the blank space with 9999999999999999.99.	
Price Item	Used to Indicate whether the price item or price item bundle's total usage is considered for determining the rate. By default, the price item code for which you defined the pricing appears in this field. You can specify any other price item or bundle code, if required.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> screen appears.	

Field Name	Field Description	Mandatory (Yes or No)
Price Item Parameters	<p>Used to specify the parameters based on which price item or bundle's total usage should be considered for determining the rate. By default, the parameters based on which you are defining the pricing appear in this field. You can specify any other parameters (where the <b>Pricing</b> flag is set to <b>Yes</b>), if required. However, note that you can only select parameters associated with the price item or bundle which is used for defining the tiering criteria.</p> <p><b>Note:</b></p> <p>This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b>.</p> <p>The <b>Edit</b> () appears corresponding to this field. On clicking the <b>Edit</b> icon, the <b>Parameters Search</b> screen appears.</p>	No

5. Modify the tiering criteria for a price component.

6. Click **Save**.

The tiering criteria is edited for a price component.

### Related Topics

For more information on...	See...
<b>360° Search</b> zone	<a href="#">360° Search</a> on page 46
How to search for a person.	<a href="#">Searching for a Person</a> on page 51
How to search for an account.	<a href="#">Searching for an Account</a> on page 52
<b>Search Price List</b> zone	<a href="#">Search Price List</a> on page 202
How to search for a price list.	<a href="#">Searching for a Price List</a> on page 206
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
How to define a price component for a rate component	<a href="#">Defining a Price Component for a Rate Component</a> on page 356
How to define a tiering criteria for a price component.	<a href="#">Defining a Tiering Criteria for a Price Component</a> on page 360




## Deleting a Tiering Criteria of a Price Component



### Procedure

To delete a tiering criteria of a price component:

## 1. Do either of the following:

If you want to delete tiering criteria of...	Then...
Price components of Price Item Pricing assigned to an account	<p data-bbox="678 310 1399 342"><b>1.</b> Search for the account in the <b>Customer 360° View</b> screen.</p> <p data-bbox="678 369 1399 464"><b>2.</b> In the <b>Search Results</b> section, click the <b>Show Context Menu</b> (☰) icon corresponding to the account whose <i>details</i> you want to view. A menu appears.</p> <p data-bbox="678 543 1399 621"><b>3.</b> Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Account)</b> screen appears.</p> <p data-bbox="678 653 1399 709"><b>4.</b> Price assignments effective for the account appears in the <b>Effective Price Assignments for Account</b> zone.</p> <p data-bbox="678 741 1399 835"><b>5.</b> In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view. The <b>Price Item Pricing</b> screen appears.</p> <p data-bbox="654 919 1399 951"><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <p data-bbox="678 982 1399 1039"><b>1.</b> Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</p> <p data-bbox="678 1071 1399 1165"><b>2.</b> In the <b>Search Results</b> section, click the <b>Assign</b> (📄✔) icon corresponding to the price item.</p> <p data-bbox="678 1186 1399 1243"><b>3.</b> Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</p> <p data-bbox="678 1274 1399 1306"><b>4.</b> The <b>Price Item Pricing</b> screen appears.</p>
Price components of Price Item Pricing assigned to a person	<p data-bbox="678 1386 1399 1417"><b>1.</b> Search for the person in the <b>Customer 360° View</b> screen.</p> <p data-bbox="678 1444 1399 1539"><b>2.</b> In the <b>Search Results</b> section, click the <b>Show Context Menu</b> (☰) icon corresponding to the person whose <i>details</i> you want to view. A menu appears.</p> <p data-bbox="678 1619 1399 1696"><b>3.</b> Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Person)</b> screen appears.</p> <p data-bbox="678 1728 1399 1785"><b>4.</b> Price assignments effective for the person appears in the <b>Effective Price Assignments for Person</b> zone.</p> <p data-bbox="678 1816 1399 1911"><b>5.</b> In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p>

If you want to delete tiering criteria of...	Then...
	<p>The <b>Price Item Pricing</b> screen appears.</p> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>
Price components of Price Item Pricing assigned to a price list	<ol style="list-style-type: none"> <li>1. Search for the price list in the <b>Price List</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Price List Pricing</b> () icon corresponding to the price list whose <i>details</i> you want to view. The <b>Price List Price Item Pricing</b> screen appears.</li> <li>3. Price items assigned to the price list appears in the <b>Price List Price Items</b> zone.</li> <li>4. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view. The <b>Price Item Pricing</b> screen appears.</li> </ol> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>

2. In the **Rate Components** zone, click the **Broadcast** () icon corresponding to the rate component, the **Price Components** zone appears with the details of the price components for the respective rate component.
3. In the **Price Components** zone, click the **Broadcast** () icon corresponding to the price component, the **Tiering Criteria** zone appears with the details of tiering criterions that are used in the tiering range.

**Note:**

The **Tiering Criteria** zone appears only when **Tiering Type** for the rate component is **STEP** or **Threshold**.

- Click the **Delete** (🗑️) icon in the **Delete** column corresponding to the tiering criteria that you want to remove for the price component.

**Note:** The **Delete** icon appears only when the price assignment is in **Draft**, **Proposed** or **Template** status.

A message appears confirming whether you want to remove the tiering criteria of a price component.

- Click **OK**.

The tiering criteria is removed for the price component.

**Related Topics**

For more information on...	See...
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
<b>Tiering Criteria</b> zone	<a href="#">Tiering Criteria</a> on page 346
How to view tiering criteria of a price component.	<a href="#">Viewing the Tiering Criteria of a Price Component</a> on page 353
How to define a tiering criteria for a price component.	<a href="#">Defining a Tiering Criteria for a Price Component</a> on page 360

**Editing a Pricing Eligibility Criteria of a Price Component****Prerequisites**

To edit a pricing eligibility criteria for a price component, you should have:

- Pricing eligibility defined in the application



**Procedure**




To edit a pricing eligibility criteria of a price component:



- Do either of the following:

If you want to edit the pricing eligibility criteria of.....	Then...
Price components of Price Item Pricing assigned to an account	<ol style="list-style-type: none"> <li>Search for the account in the <b>Customer 360° View</b> screen.</li> <li>In the <b>Search Results</b> section, click the <b>Show Context Menu</b> (☰) icon corresponding to the account whose <i>details</i> you want to view. A menu appears.</li> <li>Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Account)</b> screen appears.</li> </ol>




If you want to edit the pricing eligibility criteria of.....	Then...
	<p>4. Price assignments effective for the account appears in the <b>Effective Price Assignments for Account</b> zone.</p> <p>5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p> <p>The <b>Price Item Pricing</b> screen appears.</p> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>
Price components of Price Item Pricing assigned to a person	<ol style="list-style-type: none"> <li>1. Search for the person in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the person whose details you want to view.</li> </ol> <p>A menu appears.</p> <ol style="list-style-type: none"> <li>3. Click the <b>Go To Effective Pricing</b> menu option.</li> </ol> <p>The <b>Pricing (Person)</b> screen appears.</p> <ol style="list-style-type: none"> <li>4. Price assignments effective for the person appears in the <b>Effective Price Assignments for Person</b> zone.</li> <li>5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</li> </ol> <p>The <b>Price Item Pricing</b> screen appears.</p>

If you want to edit the pricing eligibility criteria of.....	Then...
	<p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>
Price components of Price Item Pricing assigned to a price list	<ol style="list-style-type: none"> <li>1. Search for the price list in the <b>Price List</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Price List Pricing</b> () icon corresponding to the price list whose details you want to view. The <b>Price List Price Item Pricing</b> screen appears.</li> <li>3. Price items assigned to the price list appears in the <b>Price List Price Items</b> zone.</li> <li>4. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view. The <b>Price Item Pricing</b> screen appears.</li> </ol> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>

2. In the **Rate Components** zone, click the **Broadcast** () icon corresponding to the rate component, the **Price Components** zone appears with the details of the price components for the respective rate component.
3. In the **Price Components** zone, click the **Broadcast** () icon corresponding to the price component, the **Pricing Eligibility Criteria** zone appears with the details of parameters used in the pricing eligibility criteria.

**Note:**

The **Pricing Eligibility Criteria** zone appears only when eligibility checkbox is selected in the **Price Item Pricing** screen and details for pricing eligibility criteria is added in the **Price Component** screen.

4. Click the **Edit** () icon in the **Edit** column corresponding to the parameter whose pricing eligibility criteria details you want to edit for the price component.

The **Price Component** screen appears. It contains the following fields:

Field Name	Field Description
Pricing Information	Displays the concatenated string consisting of pricing information and pricing ID which are separated by a colon (:) for an account, person or price list.
Rate Component Information	Displays a comma-separated string which consists of the following: <ul style="list-style-type: none"> <li>Rate Component Sequence</li> <li>Tiering Type of the Rate Component</li> </ul>

In addition, this screen contains the following sections:

- Main** – Used to specify the basic details about the price component.

This section contains the following fields:


Field Name	Field Description
Sequence	Indicates the sequence in which price component should be considered.
Show Price Component	Indicates that the price component will appear or not.
Description	Displays the description of the price component.
Rate Value	Indicates the rate defined for the price component.

- Pricing Eligibility Criteria** – Used to specify the details of parameters used in the pricing eligibility criteria.

This section contains the following fields:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Used to indicate the order in which the criteria to be executed in the rule.	Yes

Column Name	Column Description	Mandatory (Yes or No)
Parameter	<p>Used to indicate the left hand side parameter which you want to use along with the price item for price determination.</p> <p><b>Note:</b></p> <p>This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARAM_FLG)</b> feature configuration is set to <b>True</b>.</p> <p>The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> screen appears.</p> <p>You must not specify any special character except underscore (_) in the parameter code. Otherwise, the status of the transaction is changed to <b>Error (ERROR)</b>.</p>	Yes
Operator	<p>Used to specify the relational operator to define the relation between the left hand side and right hand side parameters code. The valid values are:</p> <ul style="list-style-type: none"> <li>• &lt;</li> <li>• &lt;=</li> <li>• &lt;&gt;</li> <li>• =</li> <li>• &gt;</li> <li>• &gt;=</li> <li>• Algorithm</li> <li>• Between</li> <li>• In</li> <li>• Like</li> </ul>	Yes
Parameter Value Type	<p>Used to indicate the type of pricing eligibility. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Parameter</b> – Used to indicate the type of parameter.</li> <li>• <b>Value</b> – Used to indicate the type of value.</li> </ul>	Yes

Column Name	Column Description	Mandatory (Yes or No)
Parameter Value	<p>When the <b>Parameter</b> option is selected for the <b>Parameter Value Type</b> field then it is used to specify the right hand side parameter which you want to use along with the price item for price determination. When the <b>Value</b> option is selected for the <b>Parameter Value Type</b> field then it is used to specify the parameter value.</p> <p><b>Note:</b></p> <p>This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARAM_FLG)</b> feature configuration is set to <b>True</b>.</p> <p>The <b>Search</b> () icon appears corresponding to this field only when the <b>Parameter</b> option is selected for <b>Parameter Value Type</b> field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> screen appears.</p> <p>When the <b>Parameter</b> option is selected for the <b>Parameter Value Type</b> field then you must not specify any special character except underscore (_) in the parameter code. Otherwise, the status of the transaction is changed to <b>Error (ERROR)</b>.</p> <p>When the <b>Value</b> option is selected for the <b>Parameter Value Type</b> field then you can specify any special characters except ampersand (&amp;), comma (,), underscore (_), equal to (=), tilde (~), and semi-colon (;) in the parameter value.</p>	Yes
Is True	<p>Used to indicate what should happen when the condition is true (satisfied). The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> – Used to indicate that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> – Used to indicate that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule Is True</b> – Used to indicate that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	Yes

Column Name	Column Description	Mandatory (Yes or No)
Is False	Used to indicate what should happen when the condition is false (not satisfied). The valid values are: <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> – Used to indicate that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> – Used to indicate that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule Is True</b> – Used to indicate that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	Yes
Is Insufficient	Used to indicate what should happen when the data is insufficient. The valid values are: <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> – Used to indicate that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> – Used to indicate that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule Is True</b> – Used to indicate that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	Yes

5. Modify the pricing eligibility criteria for a price component.

6. Click **Save**.

The pricing eligibility criteria is edited for a price component.

### **Related Topics**


For more information on...	See...
<b>360° Search</b> zone	<a href="#">360° Search</a> on page 46
How to search for a person.	<a href="#">Searching for a Person</a> on page 51
How to search for an account.	<a href="#">Searching for an Account</a> on page 52
<b>Search Price List</b> zone	<a href="#">Search Price List</a> on page 202
How to search for a price list.	<a href="#">Searching for a Price List</a> on page 206
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
How to define a price component for a rate component	<a href="#">Defining a Price Component for a Rate Component</a> on page 356
How to define a pricing eligibility criteria for a price component	<a href="#">Defining a Pricing Eligibility Criteria for a Price Component</a> on page 363



## Deleting a Pricing Eligibility Criteria of a Price Component

### Procedure


To delete a pricing eligibility criteria of a price component:



1. Do either of the following:

If you want to delete pricing eligibility criteria of...	Then...
Price components of Price Item Pricing assigned to an account	<ol style="list-style-type: none"> <li>1. Search for the account in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> (☰) icon corresponding to the account whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Account)</b> screen appears.</li> <li>4. Price assignments effective for the account appears in the <b>Effective Price Assignments for Account</b> zone.</li> <li>5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view. The <b>Price Item Pricing</b> screen appears.</li> </ol> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>
Price components of Price Item Pricing assigned to a person	<ol style="list-style-type: none"> <li>1. Search for the person in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> (☰) icon corresponding to the person whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Person)</b> screen appears.</li> </ol>

If you want to delete pricing eligibility criteria of...	Then...
	<p data-bbox="678 233 1401 296">4. Price assignments effective for the person appears in the <b>Effective Price Assignments for Person</b> zone.</p> <p data-bbox="678 321 1401 422">5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p> <p data-bbox="716 436 1143 468">The <b>Price Item Pricing</b> screen appears.</p> <hr/> <p data-bbox="651 499 1401 531"><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <p data-bbox="678 562 1401 625">1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</p> <p data-bbox="678 653 1401 741">2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</p> <p data-bbox="678 768 1401 831">3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</p> <p data-bbox="678 858 1143 890">4. The <b>Price Item Pricing</b> screen appears.</p>
Price components of Price Item Pricing assigned to a price list	<p data-bbox="678 972 1230 1003">1. Search for the price list in the <b>Price List</b> screen.</p> <p data-bbox="678 1031 1401 1152">2. In the <b>Search Results</b> section, click the <b>Price List Pricing</b> () icon corresponding to the price list whose details you want to view.</p> <p data-bbox="716 1167 1260 1199">The <b>Price List Price Item Pricing</b> screen appears.</p> <p data-bbox="678 1226 1401 1289">3. Price items assigned to the price list appears in the <b>Price List Price Items</b> zone.</p> <p data-bbox="678 1316 1401 1417">4. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p> <p data-bbox="716 1432 1143 1463">The <b>Price Item Pricing</b> screen appears.</p>



If you want to delete pricing eligibility criteria of...	Then...
	<p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>

2. In the **Rate Components** zone, click the **Broadcast** () icon corresponding to the rate component, the **Price Components** zone appears with the details of the price components for the respective rate component.
3. In the **Price Components** zone, click the **Broadcast** () icon corresponding to the price component, the **Pricing Eligibility Criteria** zone appears with the details of parameters used in the pricing eligibility criteria.

**Note:**

The **Pricing Eligibility Criteria** zone appears only when eligibility checkbox is selected in the **Price Item Pricing** screen and details for pricing eligibility criteria is added in the **Price Component** screen.

4. Click the **Delete** () icon in the **Delete** column corresponding to the pricing eligibility criteria that you want to remove for the price component.

**Note:** The **Delete** icon appears only when the price assignment is in **Draft**, **Proposed** or **Template** status.

A message appears confirming whether you want to remove the pricing eligibility criteria of a price component.

5. Click **OK**.

The pricing eligibility criteria is removed for the price component.

**Related Topics**

For more information on...	See...
<b>360-Degree Search</b> zone	<a href="#">360° Search</a> on page 46
How to search for a person.	<a href="#">Searching for a Person</a> on page 51
How to search for an account.	<a href="#">Searching for an Account</a> on page 52
<b>Search Price List</b> zone	<a href="#">Search Price List</a> on page 202
How to search for a price list.	<a href="#">Searching for a Price List</a> on page 206
<b>Rate Components</b> zone	<a href="#">Rate Components</a> on page 344
<b>Price Components</b> zone	<a href="#">Price Components</a> on page 345
<b>Pricing Eligibility Criteria</b> zone	<a href="#">Pricing Eligibility Criteria</a> on page 347



For more information on...	See...
How to view pricing eligibility criteria of a price component.	<a href="#">Viewing the Pricing Eligibility Criteria of a Price Component</a> on page 354
How to define a pricing eligibility criteria for a price component.	<a href="#">Defining a Pricing Eligibility Criteria for a Price Component</a> on page 363




## Deleting a Price Item Pricing


### Procedure

To delete a price item pricing:

1. Do either of the following:

If you want to delete...	Then...
Price Item Pricing assigned to an account	<ol style="list-style-type: none"> <li>1. Search for the account in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the account whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Account)</b> screen appears.</li> <li>4. Price assignments effective for the account appears in the <b>Effective Price Assignments for Account</b> zone.</li> <li>5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view. The <b>Price Item Pricing</b> screen appears.</li> </ol> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>
Price Item Pricing assigned to a person	<ol style="list-style-type: none"> <li>1. Search for the person in the <b>Customer 360° View</b> screen.</li> </ol>

If you want to delete...	Then...
	<p><b>2.</b> In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the person whose <i>details</i> you want to view.</p> <p>A menu appears.</p> <p><b>3.</b> Click the <b>Go To Effective Pricing</b> menu option.</p> <p>The <b>Pricing (Person)</b> screen appears.</p> <p><b>4.</b> Price assignments effective for the person appears in the <b>Effective Price Assignments for Person</b> zone.</p> <p><b>5.</b> In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p> <p>The <b>Price Item Pricing</b> screen appears.</p> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <p><b>1.</b> Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</p> <p><b>2.</b> In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</p> <p><b>3.</b> Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</p> <p><b>4.</b> The <b>Price Item Pricing</b> screen appears.</p>
Price Item Pricing assigned to a price list	<p><b>1.</b> Search for the price list in the <b>Price List</b> screen.</p> <p><b>2.</b> In the <b>Search Results</b> section, click the <b>Price List Pricing</b> () icon corresponding to the price list whose <i>details</i> you want to view.</p> <p>The <b>Price List Price Item Pricing</b> screen appears.</p> <p><b>3.</b> Price items assigned to the price list appears in the <b>Price List Price Items</b> zone.</p> <p><b>4.</b> In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p> <p>The <b>Price Item Pricing</b> screen appears.</p>

If you want to delete...	Then...
	<p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>

2. Click the **Delete** button in the **Record Actions** zone.

**Note:**

When the price assignment is in **Draft** status then the **Delete** button appears.

When the price assignment is in **Draft** status and when the approval workflow is on and:

- If the approval workflow is in **Draft** status then it is changed to **Pending in Approval**.
- If the approval workflow is in **Proposed** status and,
  - If the price assignment is not approved for the first time then **Delete** button appears.
  - If the price assignment is approved then **Delete** button does not appear.
- When the approval workflow is in **Template** status and,
  - If the price assignment is not approved for the first time then **Delete** button appears.
  - If the price assignment is approved then **Delete** button does not appear.

When the price assignment is in **Draft** status, and when the approval workflow is off and is in **Draft** status then it is changed to **Active**.

A message appears confirming whether you want to delete the price item pricing.

3. Click **OK**.

The price item pricing is deleted.

**Related Topics**

For more information on...	See...
<b>360-Degree Search</b> zone	<a href="#">360° Search</a> on page 46
How to search for a person.	<a href="#">Searching for a Person</a> on page 51
How to search for an account.	<a href="#">Searching for an Account</a> on page 52
<b>Search Price List</b> zone	<a href="#">Search Price List</a> on page 202
How to search for a price list.	<a href="#">Searching for a Price List</a> on page 206
How to view a price item pricing	<a href="#">Price Item Pricing (Used for Viewing)</a> on page 340
<b>Price Item Pricing</b> zone	<a href="#">Price Item Pricing</a> on page 341



## Editing a Price Item Pricing

### Prerequisites

To edit a price item pricing, you should have:



- Transactions mapped to the price item defined in the application
- Rate schedules, rate versions, rate components defined in the application
- Tiering criteria defined in the application
- Tiering setup for the rate components defined in the application
- Pricing eligibility defined in the application
- Parameters associated with the price item (in case you want to define price item pricing based on those parameters)

### Procedure




To edit a price item pricing:

1. Do either of the following:


If you want to...	Then...
Edit pricing of a price item that is assigned to a person	<ol style="list-style-type: none"> <li>1. Search for the person in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> (☰) icon corresponding to the person whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Person)</b> screen appears.</li> <li>4. Price assignments effective for the person appears in the <b>Effective Price Assignments for Person</b> zone.</li> <li>5. You can edit the pricing item pricing through the following alternatives:               <ol style="list-style-type: none"> <li>a. First alternative,                   <ul style="list-style-type: none"> <li>• In the <b>Search Results</b> section of <b>Effective Price Assignments for Person</b> zone, click the <b>Edit</b> (✎) icon in the <b>Edit</b> column corresponding to the price item pricing whose details you want to edit. The <b>Price Item Pricing</b> screen appears to edit the pricing details of a price item.</li> </ul> </li> <li>b. Second alternative,</li> </ol> </li> </ol>

If you want to...	Then...
	<ul style="list-style-type: none"> <li>• In the <b>Search Results</b> section of <b>Effective Price Assignments for Person</b> zone, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view. The <b>Price Item Pricing</b> screen appears.</li> <li>• Click the <b>Edit</b> button in the <b>Record Actions</b> section. The <b>Price Item Pricing</b> screen appears to edit the pricing details of a price item.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Note:</b> The <b>Edit</b> button appears only when the price item pricing is in the <b>Draft</b> status.</p> </div> <p>c. Third alternative,</p> <ul style="list-style-type: none"> <li>• Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>• Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>. The <b>Price Item Pricing</b> screen appears.</li> <li>• Click the <b>Edit</b> button in the <b>Record Actions</b> section. The <b>Price Item Pricing</b> screen appears to edit the pricing details of a price item.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Note:</b> The <b>Edit</b> button appears only when the price item pricing is in the <b>Draft</b> status.</p> </div>
Edit pricing of a price item that is assigned to an account	<ol style="list-style-type: none"> <li>1. Search for the person in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the account whose <i>details</i> you want to view.</li> </ol>

If you want to...	Then...
	<p>A menu appears.</p> <ol style="list-style-type: none"> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Account)</b> screen appears.</li> <li>4. Price assignments effective for the account appears in the <b>Effective Price Assignments for Account</b> zone.</li> <li>5. You can edit the pricing item pricing through the following alternatives:               <ol style="list-style-type: none"> <li>a. First alternative,                   <ul style="list-style-type: none"> <li>• In the <b>Search Results</b> section of <b>Effective Price Assignments for Account</b> zone, click the <b>Edit</b> (✎) icon in the <b>Edit</b> column corresponding to the price item pricing whose details you want to edit.  The <b>Price Item Pricing</b> screen appears to edit the pricing details of a price item.</li> </ul> </li> <li>b. Second alternative,                   <ul style="list-style-type: none"> <li>• In the <b>Search Results</b> section of <b>Effective Price Assignments for Account</b> zone, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.  The <b>Price Item Pricing</b> screen appears.</li> <li>• Click the <b>Edit</b> button in the <b>Record Actions</b> section.  The <b>Price Item Pricing</b> screen appears to edit the pricing details of a price item.</li> </ul> </li> </ol> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Note:</b> The <b>Edit</b> button appears only when the price item pricing is in the <b>Draft</b> status.</p> </div> </li> <li>c. Third alternative,                   <ul style="list-style-type: none"> <li>• Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> </ul> </li> </ol>

If you want to...	Then...
	<p>In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</p> <ul style="list-style-type: none"> <li>Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> </ul> <p>The <b>Price Item Pricing</b> screen appears.</p> <ul style="list-style-type: none"> <li>Click the <b>Edit</b> button in the <b>Record Actions</b> section.</li> </ul> <p>The <b>Price Item Pricing</b> screen appears to edit the pricing details of a price item.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> The <b>Edit</b> button appears only when the price item pricing is in the <b>Draft</b> status.</p> </div>
<p>Edit pricing of a price item that is assigned to a price list</p>	<ol style="list-style-type: none"> <li>Search for the price list in the <b>Price List</b> screen.</li> <li>In the <b>Search Results</b> section, click the <b>Price List Pricing</b> () icon corresponding to the price list whose <i>details</i> you want to view. <p>The <b>Price List Price Item Pricing</b> screen appears.</p> </li> <li>Price items assigned to the price list appears in the <b>Price List Price Items</b> zone.</li> <li>You can edit the pricing item pricing through the following alternatives: <ol style="list-style-type: none"> <li>First alternative, <ul style="list-style-type: none"> <li>In the <b>Search Results</b> section of <b>Price List Price Items</b> zone, click the <b>Edit</b> () icon in the <b>Edit</b> column corresponding to the price item pricing whose details you want to edit.</li> </ul> <p>The <b>Price Item Pricing</b> screen appears to edit the pricing details of a price item.</p> </li> <li>Second alternative, <ul style="list-style-type: none"> <li>In the <b>Search Results</b> section of <b>Price List Price Items</b> zone, click the link in the <b>Pricing Information</b> column corresponding to the price</li> </ul> </li> </ol> </li> </ol>




If you want to...	Then...
	<p>item whose pricing details you want to view.</p> <p>The <b>Price Item Pricing</b> screen appears.</p> <ul style="list-style-type: none"> <li>Click the <b>Edit</b> button in the <b>Record Actions</b> section.</li> </ul> <p>The <b>Price Item Pricing</b> screen appears to edit the pricing details of a price item.</p> <div data-bbox="1003 554 1399 667" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> The <b>Edit</b> button appears only when the price item pricing is in the <b>Draft</b> status.</p> </div> <p>c. Third alternative,</p> <ul style="list-style-type: none"> <li>Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> </ul> <p>In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</p> <ul style="list-style-type: none"> <li>Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> </ul> <p>The <b>Price Item Pricing</b> screen appears.</p> <ul style="list-style-type: none"> <li>Click the <b>Edit</b> button in the <b>Record Actions</b> section.</li> </ul> <p>The <b>Price Item Pricing</b> screen appears to edit the pricing details of a price item.</p> <div data-bbox="1003 1373 1399 1486" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> The <b>Edit</b> button appears only when the price item pricing is in the <b>Draft</b> status.</p> </div>

The **Price Item Pricing** screen appears.

2. Modify the required pricing details.

**Note:**

If you change the effective start and end dates while editing a price item pricing, you need to specify the parameters which are effective during that date range.

You can search for parameter, rate schedule by clicking the **Search** () icon corresponding to the respective fields.

3. Edit the TFM Information in a price item pricing, if required.

4. Edit the characteristics for a price item pricing, if required.
5. Edit the parameters for a price item pricing, if required.
6. Edit the price assignment, if required.
7. Click **Save**.

**Note:**

If any value other than **Status** and **End Date** is updated then the price item pricing for the price item is end with **End Date** updated as (today's date -1) and a new price item pricing is generated for the price item with new price item pricing ID and start date as today's date.

The **Edit Price Components** button appears only when you are editing a price assignment which is in the **Active**, **Proposed**, or **Template** status and which is not past dated; If the approval workflow is on, then the **Edit Price Components** button appears when you are editing a proposed and template price assignment which is already approved.

When the price assignment is in **Draft** status and,

- When the approval workflow is on and is in **Draft** status then it is changed to **Pending in Approval**.

When the price assignment is in **Draft** status and,

- When the approval workflow is off and is in **Draft** status then it is changed to **Active**.

The changes made to the price item pricing are saved.

**Related Topics**

For more information on...	See...
<b>360° Search</b> zone	<a href="#">360° Search</a> on page 46
How to search for a person.	<a href="#">Searching for a Person</a> on page 51
<b>Pricing (Person)</b> screen	<a href="#">Pricing (Person)</a> on page 306
<b>Effective Price Assignments for Person</b> zone	<a href="#">Effective Price Assignments for Person</a> on page 307
How to search for an account.	<a href="#">Searching for an Account</a> on page 52
<b>Pricing (Account)</b> screen	<a href="#">Pricing (Account)</a> on page 272
<b>Effective Price Assignments for Account</b> zone	<a href="#">Effective Price Assignments for Account</a> on page 273
<b>Search Price List</b> zone	<a href="#">Search Price List</a> on page 202
How to search for a price list.	<a href="#">Searching for a Price List</a> on page 206
<b>Price List Price Item Pricing</b> screen	<a href="#">Price List Price Item Pricing</a> on page 220
<b>Price List Price Items</b> zone	<a href="#">Price List Price Items</a> on page 221
<b>Price Item Pricing</b> screen	<a href="#">Price Item Pricing (Used for Viewing)</a> on page 340
How to define a price item pricing for an account.	<a href="#">Assigning a Price Item to an Account</a> on page 299
How to define a price item pricing for a person.	<a href="#">Assigning a Price Item to a Person</a> on page 333
How to define a price item pricing for a price list.	<a href="#">Assigning a Price Item to a Price List</a> on page 234
How to define characteristics for a price item pricing.	<a href="#">Defining Characteristics for a Price Item Pricing</a> on page 238
How to define parameters for a price item pricing.	<a href="#">Defining Parameters for a Price Item Pricing</a> on page 239



For more information on...	See...
How to define TFM Information in a price item pricing.	<a href="#">Defining TFM Information in a Price Item Pricing</a> on page 240




## Submitting a Price Item Pricing


### Procedure

To submit pricing for a price item:

1. Do either of the following:

If you want to...	Then...
Submit pricing of a price item that is assigned to a person	<ol style="list-style-type: none"> <li>1. Search for the person in the <b>Customer 360° View</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the person whose <i>details</i> you want to view. A menu appears.</li> <li>3. Click the <b>Go To Effective Pricing</b> menu option. The <b>Pricing (Person)</b> screen appears.</li> <li>4. Price assignments effective for the person appears in the <b>Effective Price Assignments for Person</b> zone.</li> <li>5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view. The <b>Price Item Pricing</b> screen appears.</li> </ol> <p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>
Submit pricing of a price item that is assigned to an account	<ol style="list-style-type: none"> <li>1. Search for the person in the <b>Customer 360° View</b> screen.</li> </ol>

If you want to...	Then...
	<p data-bbox="846 201 1401 302">2. In the <b>Search Results</b> section, click the <b>Show Context Menu</b> () icon corresponding to the person whose <i>details</i> you want to view.</p> <p data-bbox="883 317 1065 348">A menu appears.</p> <p data-bbox="846 375 1401 453">3. Click the <b>Go To Effective Pricing</b> menu option.</p> <p data-bbox="883 426 1305 457">The <b>Pricing (Account)</b> screen appears.</p> <p data-bbox="846 485 1401 573">4. Price assignments effective for the person appears in the <b>Effective Price Assignments for Account</b> zone.</p> <p data-bbox="846 604 1401 726">5. In the <b>Search Results</b> section, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p> <p data-bbox="883 747 1312 779">The <b>Price Item Pricing</b> screen appears.</p> <p data-bbox="818 814 1401 877"><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <p data-bbox="846 905 1401 968">1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</p> <p data-bbox="846 995 1401 1083">2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</p> <p data-bbox="846 1110 1401 1173">3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</p> <p data-bbox="846 1201 1312 1232">4. The <b>Price Item Pricing</b> screen appears.</p>
Submit pricing of a price item that is assigned to a pricelist	<p data-bbox="846 1316 1401 1348">1. Search for the price list in the <b>Price List</b> screen.</p> <p data-bbox="846 1375 1401 1476">2. In the <b>Search Results</b> section, click the <b>Price List Pricing</b> () icon corresponding to the price list whose <i>details</i> you want to view.</p> <p data-bbox="883 1493 1401 1556">The <b>Price List Price Item Pricing</b> screen appears.</p> <p data-bbox="846 1583 1401 1646">3. Price items assigned to the price list appears in the <b>Price List Price Items</b> zone.</p> <p data-bbox="846 1673 1401 1795">4. In the <b>Search Results</b> section of <b>Price List Price Items</b> zone, click the link in the <b>Pricing Information</b> column corresponding to the price item whose pricing details you want to view.</p> <p data-bbox="883 1816 1312 1848">The <b>Price Item Pricing</b> screen appears.</p>

If you want to...	Then...
	<p><b>Tip:</b> Alternatively, you can access the <b>Price Item Pricing</b> screen by:</p> <ol style="list-style-type: none"> <li>1. Search for a price item in the <b>Search Price Item or Price Item Pricing</b> zone.</li> <li>2. In the <b>Search Results</b> section, click the <b>Assign</b> () icon corresponding to the price item.</li> <li>3. Enter the required details in the <b>Price Item Pricing</b> screen and click <b>Save</b>.</li> <li>4. The <b>Price Item Pricing</b> screen appears.</li> </ol>

2. Click the **Submit** button in the **Record Actions** section.

**Note:**

When the price assignment is in **Draft** status and when the approval workflow is on and:

- When the approval workflow is in **Draft** status then it is changed to **Pending in Approval**.
- When the approval workflow is in **Proposed** status and on clicking the **Submit** button, the status does not change and remains the same.
- When the approval workflow is in **Template** status and on clicking the **Submit** button, the status does not change and remains the same.

When the price assignment is in **Draft** status and when the approval workflow is off and:

- When the approval workflow is in **Draft** status then it is changed to **Active**.
- When the approval workflow is in **Proposed** status then on clicking the **Submit** button, the status does not change and remains the same.
- When the approval workflow is in **Template** status then on clicking the **Submit** button, the status does not change and remains the same.

**Related Topics**

For more information on...	See...
<b>360° Search</b> zone	<a href="#">360° Search</a> on page 46
How to search for a person.	<a href="#">Searching for a Person</a> on page 51
<b>Pricing (Person)</b> screen	<a href="#">Pricing (Person)</a> on page 306
<b>Effective Price Assignments for Person</b> zone	<a href="#">Effective Price Assignments for Person</a> on page 307
How to search for an account.	<a href="#">Searching for an Account</a> on page 52
<b>Pricing (Account)</b> screen	<a href="#">Pricing (Account)</a> on page 272
<b>Effective Price Assignments for Account</b> zone	<a href="#">Effective Price Assignments for Account</a> on page 273
<b>Search Price List</b> zone	<a href="#">Search Price List</a> on page 202
How to search for a price list.	<a href="#">Searching for a Price List</a> on page 206

For more information on...	See...
<b>Price List Price Item Pricing</b> screen	<i>Price List Price Item Pricing</i> on page 220
<b>Price List Price Items</b> zone	<i>Price List Price Items</i> on page 221
<b>Price Item Pricing</b> screen	<i>Price Item Pricing (Used for Viewing)</i> on page 340

## Overriding a Price Item Pricing

### Prerequisites



To override a price item pricing, you should have:

- Transactions mapped to the price item defined in the application
- Rate schedules, rate versions, rate components defined in the application
- Tiering criteria defined in the application
- Tiering setup for the rate components defined in the application
- Pricing eligibility defined in the application
- Parameters associated with the price item (in case you want to define price item pricing based on multiple parameters)

### Procedure

To override a price item pricing:

1. Do either of the following:

If you want to...	Then...
Override price item pricing assigned to the customer either directly or through the customer hierarchy or price list	<ol style="list-style-type: none"> <li>1. Access the <b>Pricing (Person)</b> screen.</li> <li>2. In the <b>Effective Price Assignment</b> zone, click the <b>Override</b>  icon in the <b>Override</b> column corresponding to the price item pricing that you want to override.</li> </ol>
Override price item pricing assigned to the account either directly or through the customer hierarchy or price list	<ol style="list-style-type: none"> <li>1. Access the <b>Pricing (Account)</b> screen.</li> <li>2. In the <b>Effective Price Assignment</b> zone, click the <b>Override</b>  icon in the <b>Override</b> column corresponding to the price item pricing that you want to override.</li> </ol>

The **Price Item Pricing** screen appears.

2. Modify the required pricing details.

#### **Note:**

If you change the effective start and end dates while overriding a price item pricing, you need to specify the parameters which are effective during that date range.

While overriding a price item pricing, you can not only edit the existing tiering combination details, but also add additional tiering combinations until the maximum tiering combinations limit is met.

3. Modify the price assignment characteristics, if required.
4. Click **Save**.

The price item pricing is overridden.


### Related Topics

For more information on...	See...
Price Item Pricing screen	<a href="#">Price Item Pricing</a>
How to edit the characteristics of the price assignment	<a href="#">Editing the Price Assignment Characteristics</a>


## Editing the Two-Dimensional Pricing

### Procedure

To edit a two-dimensional pricing:

1. Search for the account in the **Customer 360° View** screen.
2. In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the account whose details you want to view.

A menu appears.

3. Click the **Go To Effective Pricing** menu option.  
The **Pricing (Person)** screen appears.
4. Search for the price item pricing in the **Search Price Item or Price Item Pricing** screen.
5. Click the **Assign** icon () corresponding to the **Price Item Information**.

The **Price Item Pricing** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Start Date	Displays the date from when the price item pricing is effective.	Yes
End Date	Displays the date till when the price item pricing is effective.	No
Rate Schedule	Indicates the rate schedule used while defining price item pricing. <b>Note:</b> It has a link. On clicking the link, the <b>Rate Schedule</b> screen appears where you can view the details of the rate schedule.	Yes
Print Zero	Indicates the zero pricing displayed in the bill. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes
Pricing Currency	Indicates the currency in which the price item pricing is defined. <b>Note:</b> It has a link. On clicking the link, the <b>Currency</b> screen appears where you can view the details of the currency.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Pricing Status	Indicates the status of the price assignment. The valid values are: <ul style="list-style-type: none"> <li>• Draft</li> <li>• Active</li> <li>• Inactive</li> <li>• Proposed</li> <li>• Rejected</li> <li>• Template</li> </ul>	Yes
Price Assignment Type	Indicates the type of price assignment. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing – Invoice Based</li> <li>• Post Processing – Price Item Based</li> </ul>	Yes
Pricing Eligibility	Displays the pricing eligibility criteria for price item pricing.	Yes
Pricing Rule Type	Indicates the pricing rule type. The valid value is: <ul style="list-style-type: none"> <li>• Two-Dimensional</li> </ul>	Yes

6. Click **Save**.

The **Price Item Pricing** screen appears.


7. Click the **Edit** link in the top-right of the **Two-Dimensional Pricing** zone.

The **Two-Dimensional Pricing** screen appears. It contains the following fields in a grid:

Field Name	Field Description
Step Criterion	Used to search by the various criterion.
Threshold Parameter	Used to search by the threshold parameter.
Tiering Range	Displays the tiering range of the pricing.


8. Modify the details in the **Two-Dimensional Pricing** screen, if required.


9.

If you want to add more than one threshold parameter, click the **Add** () icon and then enter the threshold parameter name and its value.

However, if you want to remove a threshold parameter, click the **Delete** () icon corresponding to the parameter.

10.

If you want to add more than one tiering range, click the **Add** () icon and then enter the specific range.

However, if you want to remove a tiering range, click the **Delete** () icon corresponding to the range that you want to remove.

11. Click **Save**.

The changes made to the two-dimensional pricing are saved.



**Related Topics**

For more information on...	See...
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206

## Pricing Simulation

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The **Pricing Simulation** screen allows you to:

- View pricing simulation details for account or price list
- View effective pricing information
- Search simulation details of account or price list

This screen consists of the following zones:

- [Search Pricing](#) on page 405

Through the **Pricing Simulation** screen, you can navigate to the following screens:

- [Price Item \(Used for Viewing\)](#) on page 176
- [Simulation - Effective Pricing Information](#) on page 409

## Search Pricing

The **Search Pricing** zone allows you to search pricing for an account.




In case of bundles, the order in which the price item pricing is listed in this zone is based on the following condition:



- If the system finds pricing for price items that belong to a bundle before finding pricing for the bundle, then the system lists the pricing for price items that belong to the bundle, and not the pricing for the bundle. For example, let say, B0001 is a bundle, and contains C0001 and C0002 price items. If the system finds pricing for B0001, it validates whether the pricing for C0001 and C0002 has already been found. If yes, then the system lists the pricing for C0001 and C0002. If the system does not find pricing for C0001 and C0002 before finding pricing for B0001, it lists the pricing for B0001.


**Note:** If the effective pricing is available for the price item, regular bundle (to which the price item belongs), and parent (regular) bundle (i.e. to which the regular bundle belongs) at the same level, the system lists the pricing depending on the value defined for the **Prefer Price Item Over Bundle** parameter in the price assignment search algorithm. If the value of the **Prefer Price Item Over Bundle** parameter is set to **Y**, the system lists effective pricing which is available for the price item. If the effective pricing is not available for the price item, then the system lists effective pricing which is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system lists effective pricing which is available for the parent bundle at the same level. However, if the value of the **Prefer Price Item Over Bundle** parameter is set to **N**, the system lists effective pricing which is available for the parent bundle. If the effective pricing is not available for the parent bundle, then the system lists effective pricing which is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system lists effective pricing which is available for the price item at the same level.

This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following two options:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for pricing using price list or account or person details. The valid values are: <ul style="list-style-type: none"> <li>• Price List</li> <li>• Account /Person</li> </ul>	Yes
	<b>Note:</b> By default, <b>Price List</b> option is selected.	
Price List ID	Used to indicate Price List ID for which simulation must be created.	Yes
	<b>Note:</b> This field appears only when the <b>Price List ID</b> option is selected for the <b>Search By</b> field.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price List Search</b> screen appears.	
Account ID	Used to specify the account for which simulation must be created.	Yes
	<b>Note:</b> This field appears only when the <b>Account</b> option is selected for the <b>Search By</b> field.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> screen appears.	
Person ID	Used to specify the person for which simulation must be created. This field gets auto populated once the Account ID value is defined.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Person Search</b> screen appears.	
Simulation Date	Used to search price simulations which are effective from a particular date onwards.	Yes
Pricing Status	Used to search price assignments with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Proposed</li> </ul>	No

Field Name	Field Description	Mandatory (Yes or No)
Search Type	Used to indicate whether you want to search the price list using the following values: <ul style="list-style-type: none"> <li>• Best Fit</li> <li>• Exact Match</li> </ul>	No
	<b>Note:</b> By default, <b>Exact Match</b> option is selected.	
Show Default and Global Pricing	Used to indicate whether the product is assigned to a default and global price list. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No
Price Item	Used to specify the price items for pricing simulation.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> screen appears.	
Description	Used to search price assignments of a price item having a particular description.	No
View Type	Used to indicate whether you want to view summary or tiering details of price components. The valid values are: <ul style="list-style-type: none"> <li>• <b>Detail</b> — Used when you want to view the details of price component with pricing eligibility and tiering criteria.</li> <li>• <b>Summary</b> — Used when you want to view the summary of effective price component.</li> </ul>	No
Parameter	Used to specify multiple parameter codes based on which you want to define the pricing.	No
	<b>Note:</b> This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> . The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Parameter Search</b> screen appears.	


Field Name	Field Description	Mandatory (Yes or No)
Parameter Value	<p>Displays the value of the parameter or used to specify multiple parameter value.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field only when the value type for the <b>Parameter</b> is <b>Reference</b> or <b>Predefined</b>.</p> <p>If the value type of the <b>Parameter</b> is <b>Reference</b> then on clicking the <b>Search</b> icon, the <b>Reference Parameter Value Search</b> screen appears.</p> <p>If the value type of the <b>Parameter</b> is <b>Predefined</b> then on clicking the <b>Search</b> icon, the <b>Predefined Parameter Value Search</b> screen appears.</p>	No

To add more than one **Parameter**, click the **Add**  icon and to delete the parameters click the **Delete**  icon corresponding to the **Parameter** field.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

**Note:** If default Price List ID is added to the Price List Value and if **Yes** is selected for **Show Default and Global Pricing**, also if Price List is added to the product for selected account then **Search Results** section will display price list assignments for the value and product will be displayed along with the default price list assignments.

Column Name	Column Description
Price Item	<p>Displays the price item code.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>View Price Item</b> screen appears with the details of the respective price item.</p>
Description	Displays the description of the price item.
Variance Parameters	<p>Indicates the variance parameter which is used for defining the price item pricing.</p> <p><b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b>.</p>
Price Item Parameters	<p>Displays a comma-separated list of parameter values. The order in which parameter values appear in this field is controlled by the display order (which is defined while associating a parameter with a price item). A tool tip appears when you hover over this column corresponding to the price item. It indicates the price item parameters and their values used for defining the price item pricing.</p> <p><b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b>.</p>

Column Name	Column Description
Price Assignment Type	Indicates the type of price assignment. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing — Invoice Based</li> <li>• Post Processing — Price Item Based</li> </ul>
Assignment Level	Indicates the level at which the price item pricing is defined in the customer hierarchy.
Price List Description	Displays the description of the price list.
	<b>Note:</b> The description appears only when the pricing assignment type is Account Price List, or Account Inherited Price List.
Rate Description	Displays the description of the tiering setup of the rate component.
Simulate	On clicking the Simulate  icon, the <b>Simulation — Effective Pricing Information</b> screen appears where you can add the <b>Price Item SQIs</b> and <b>Pricing Eligibility Parameters</b> details that can be passed for pricing simulation.
	<b>Note:</b> This column appears only when the price item is <b>Rate</b> and <b>Fees</b> .
Effective Start Date	Displays the date from when the pricing is effective.
Effective End Date	Displays the date till when the pricing is effective.
Pricing Currency	Indicates the currency in which the price item pricing is defined.
Parent Person	Displays the name of the parent or grandparent customer from whom the pricing is inherited.

**Note:**

The number of records that can be displayed in the **Search Results** section of the **Search Pricing** zone is controlled via the **C1\_PR\_REC** feature configuration. You can change the number of records that can be displayed using the **Effective Pricing RecordSet Limit** option type of the **C1\_PR\_REC** feature configuration. For more information, refer to [Setting the C1\\_PR\\_REC Feature Configuration](#) on page 2045.

**Related Topics**

For more information on...	See...
How to view effective pricing of a simulation	<a href="#">Simulation - Effective Pricing Information</a> on page 409

**Simulation - Effective Pricing Information**




The **Simulation — Effective Pricing Information** screen contains the following sections:

- **SQIs** — This section contains the following fields:

Field Name	Field Description
SQI	<p>Used to indicate the SQI that you want to associate with the price item.</p> <p><b>Note:</b></p> <p>If you want to define more than one price item SQI, click the <b>Add</b> (+) icon corresponding to this field.</p> <p>If you want to remove a price item SQI, click the <b>Delete</b> (🗑️) icon corresponding to this field.</p> <p>The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the search icon, the <b>Search for Service Quantity Identifier</b> screen appears.</p> <p>This field is required when you want to view the effective pricing simulation.</p>
Value	<p>Used to indicate the SQI value that you want to associate with the price item.</p> <p><b>Note:</b></p> <p>If you want to define more than one value, click the <b>Add</b> (+) icon corresponding to this field.</p> <p>If you want to remove a price item SQI value, click the <b>Delete</b> (🗑️) icon corresponding to this field.</p>

- **Pricing Eligibility Parameters** — This section contains the following fields:

Field Name	Field Description
Parameter	<p>Used to specify multiple parameter codes based on which you want to define the pricing</p> <p><b>Note:</b></p> <p>This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to true.</p> <p>The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the search icon, the <b>Parameter Search</b> screen appears.</p> <p>If you want to define more than one parameter, click the <b>Add</b> (+) icon corresponding to this field.</p> <p>If you want to remove a parameter, click the <b>Delete</b> (🗑️) icon corresponding to this field.</p>

Field Name	Field Description
Parameter Value	Displays the value of the parameter or used to specify multiple parameter value.
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field appears only when the value type for the <b>Parameter</b> is defined as <b>Reference</b> or <b>Predefined</b>. If the value type of the <b>Parameter</b> is <b>Reference</b>, then the <b>Reference Parameter Value Search</b> screen appears and if the value type of the <b>Parameter</b> is <b>Predefined</b>, then the <b>Predefined Parameter Value Search</b> screen appears.</p> <p>If you want to define more than one value, click the <b>Add</b>  icon corresponding to this field.</p> <p>If you want to remove a parameter value, click the <b>Delete</b>  icon corresponding to this field.</p>

After providing the required information, when you click on **Simulate** button, the **Effective Pricing Information** zone appears where you can view the effective pricing simulation. This zone contains the following sections:

- **Rate Information** — This section contains the following fields:

Field Name	Field Description
Applicable Rate	Displays the rate applicable for which pricing is defined.
Contributing Price Components are	Displays how the price components are contributed.

**Note:** This section appears only when **Price Item Type** is **Rate** .

- **Fee Information** — This section contains the following fields:

Field Name	Field Description
Applicable Fee	Displays the fee applicable for which pricing is defined.
Contributing Price Components are	Displays how the price components are contributed.

**Note:** This section appears only when **Price Item Type** is **Fees** .

- **Price Item and Parameter Information** — This section contains the following fields:

Field Name	Field Description
Price Item	Displays the price item for which pricing is defined.
Description	Displays the description of the price item

The Parameter Information appears only when the **Multi Price Parameter** option type of the **Multi Parameter Based Pricing (C1\_PPARM\_FLG)** feature configuration is set to **True**.

This segment contains the following fields:

Field Name	Field Description
Parameter	Specifies multiple parameter codes associated with the price items based on which pricing is defined.
Parameter Information	Displays the parameter information with concatenated comma separated values.
Parameter Value	Displays the value of the parameter.

- **TFM Information** — This section contains the following fields:

Field Name	Field Description
Ignore Transaction	Displays whether the transactions mapped to the price item is considered for billing.
Aggregation Schedule	Displays the aggregation cycle.
Aggregation Transaction	Specifies whether the transactions mapped to the price item are aggregated for billing.
Rating Criteria	Specifies how and when you rate the transaction legs mapped to the price item.

**Note:** This section appears only when the **Price Item** is available for **Pricing and Billing**.

- **Pricing Information** — This section contains the following fields.

Field Name	Field Description
Effective Start Date	Displays the date from when the price item pricing is effective.
Pricing Currency	Specifies the currency in which you define the price item pricing.
Effective End Date	Displays the date till when the price item pricing is effective.
Pricing Status	Displays the status of price assignment.
Variance Parameter	Specifies the variance based on which price item pricing is defined. <b>Note:</b> This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
Rate Schedule	Specifies the rate schedule used for defining price item pricing.
Price Assignment Type	Displays the type of price assignment.
Print Zero	Specifies whether zero pricing should be displayed in the bill.
Apply To	Displays whether the price item pricing is applied to all customers or only to the new customers.
Pricing Frequency	Displays the frequency for pricing where <b>Price Item Type</b> is fees.
Advance Pricing	Displays only if <b>Price Item</b> is defined as <b>Pricing Only</b> , <b>Price Item Type</b> is defined as <b>Fees</b> and <b>Price Assignment Type</b> is defined as <b>Post Processing</b> . The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>



**Pricing Eligibility Criteria** and **Tiering Criteria** for each eligibility or tier range are displayed in following fields:

Field Name	Field Description
Rate Component Sequence	Displays the sequence number of the rate component.
Tiering Type	Displays the tiering type of the rate component.
Price Component Sequence	Specifies the sequence of price component whose rate is used for calculation.
Price Component Description	Displays the description of the rate component.
Rate	Specifies the price for the price item.
Contributing Factor	Displays the availability of contributing factor.
Eligibility/Tier Details	On clicking the <b>Add (+)</b> icon, expandable details of <b>Tiering Criteria</b> and <b>Pricing Eligibility Criteria</b> are displayed.

When you click the **Add (+)** icon, if the price component is scheduled for Flat Rate then, only **Pricing Eligibility Criteria** segment appears. If the price component is scheduled for Step or Threshold then both the segments, **Tiering Criteria** and **Pricing Eligibility Criteria** appears.

**Tiering Criteria** segment contains the following fields:

Field Name	Field Description
Tiering Criteria	Displays the tiering criteria.
Price Item	Specifies whether the price item or bundle's total usage is considered for determining the rate.
Variance Parameter	Specifies the variance based on which price item or bundle's total usage is considered for determining the rate. <b>Note:</b> This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
Price Item Parameters	Specifies the parameters based on which price item or bundle's total usage is considered for determining the rate. <b>Note:</b> This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
From	Specifies the lower limit of the tiering range.
To	Specify the upper limit of the tiering range.

**Pricing Eligibility Criteria** segment contains the following fields:

Field Name	Field Description
Sequence Number	Specifies the order in which the criteria should be executed in the rule.

Field Name	Field Description
Parameter	Specifies the left hand side parameter which you want to use along with the price item for price determination.  <b>Note:</b> This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
Operator	Specifies the relational operator to define the relation between the left hand side and right hand side parameters.
Parameter Value Type	Displays the type of pricing eligibility.
Parameter	Specifies the right hand side parameter which you want to use along with the price item for price determination.  <b>Note:</b> This field appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
Parameter Value	Specifies the parameter value.
Is True	Displays what should happen when the condition is true (satisfied).
Is False	Displays what should happen when the condition is false (not satisfied).
Is Sufficient	Displays what should happen when the data is insufficient.

This section contains the following links:

Link Name	Link Description
Expand All	Used to define all the <b>Tiering Criteria</b> and <b>Pricing Eligibility Criteria</b> segments.
Collapse All	Used to un-define the displayed <b>Tiering Criteria</b> and <b>Pricing Eligibility Criteria</b> segments.
Expand Only Contributing Factors	Used to define only those <b>Tiering Criteria</b> and <b>Pricing Eligibility Criteria</b> segments with contributing factors.

### Related Topics

For more information on...	See...
How to search for effective price assignments for an account.	<a href="#">Effective Price Assignments for Account</a> on page 273
How to view effective pricing of an account	<a href="#">Viewing Effective Price Assignments of an Account</a> on page 283
How to export effective price assignments of an account	<a href="#">Exporting Effective Price Assignments of an Account</a> on page 285
<b>Price Item Pricing</b> screen	<a href="#">Price Item Pricing</a>
<b>View Price Item Pricing</b> screen	<a href="#">View Price Item Pricing</a>

## Searching Pricing Simulation for Account or Price List

### Prerequisites

To search pricing simulation for an account or price list, you should have:

- Price Item, Account or Person details defined in the application

### **Procedure**

To search pricing simulation for an account or price list:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Pricing Simulation**.  
The **Pricing Simulation** screen appears.
3. In the **Search Pricing** zone, select **Account** or **Price List** depending on what you want search pricing simulation.
4. Enter the additional search criteria, if required.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of pricing details that meet the search criteria appears in the **Search Results** section.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Pricing Simulation</b> screen	<a href="#">Pricing Simulation</a> on page 405
<b>Search Pricing</b> zone	<a href="#">Search Pricing</a> on page 405

## **Viewing Pricing Simulation**

### **Prerequisites**

To view pricing simulation details of an account, you should have:

- Price items assigned to the account

### **Procedure**

To view pricing simulation of an account:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Pricing Simulation**.  
The **Pricing Simulation** screen appears.
3. You can search for an account by entering the search criteria in the **Search Pricing** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

### Related Topics

For more information on...	See...
How to search pricing details	<a href="#">Search Pricing</a> on page 405
<b>Pricing Simulation</b> screen	<a href="#">Pricing Simulation</a> on page 405
<b>Effective Pricing Information</b> screen	<a href="#">Simulation - Effective Pricing Information</a> on page 409

## Exporting Effective Price Simulation

### Procedure

To export effective price simulation for an account in the CSV format:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Pricing Simulation**.  
The **Pricing Simulation** screen appears.
3. You can search for an account by entering the search criteria in the **Search Pricing** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click the **Export to Excel** link in the **Search Pricing** zone.  
The **File Download** dialog box appears.
5. Click **Save**.  
The **Save As** dialog box appears.
6. Browse to the location where you want to save the file.
7. Enter the file name in the respective field, and click **Save**.  
The search results are exported in CSV format.
8. Open the CSV file in Microsoft Excel.

It contains the following columns:

Column Name	Column Description
Price Item	Displays the price item code.
Description	Displays the description of the price item.

Column Name	Column Description
Variance	Indicates the variance parameter which is used for defining the price item pricing.
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
Price Item Parameters	Indicates the parameters which are used for defining the price item pricing.
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
Price Assignment Type	Indicates the type of price assignment. The valid values are: <ul style="list-style-type: none"> <li>• Regular</li> <li>• Post Processing</li> <li>• Post Processing — Invoice Based</li> <li>• Post Processing — Price Item Based</li> </ul>
Assignment Level	Indicates the level at which the price item pricing is defined in the customer hierarchy.
Price List Description	Displays the description of the price list.
	<b>Note:</b> The description appears only when the pricing assignment type is Account Price List, Customer Price List, or Parent Customer Price List.
Rate	Displays the price of the price item. It also indicates whether the price is a Flat, Threshold, or Step price. The price can be agreed pricing, price list pricing, or pricing inherited from the price list hierarchy. If the price is applicable only to new customers, an asterisk (*) symbol appears corresponding to the price.
Price Component Description	Displays the description of the price component whose rate is used for calculation.
	<b>Note:</b> The data appears in this column only when the rate corresponding to the price component in the price item pricing is used for calculation.
Effective Start Date	Displays the date from when the pricing assignment is effective.
Effective End Date	Displays the date till when the pricing assignment is effective.
Pricing Currency	Indicates the currency in which the price item pricing is defined.
From	Displays the lower limit of the tiering range.
To	Displays the upper limit of the tiering range.
Price Assignment Usage	Indicates whether the price assignment is applicable to all customers or only to the new customers.
Price Assignment ID	Displays the ID that is generated automatically when the price assignment is done.
Parent Level	Displays the numerical level of the parent in the hierarchy from whom the pricing is inherited.
Price List ID	Displays the price list ID from where the pricing is inherited.
Price List Start Date	Displays the date from when the price list is effective.

Column Name	Column Description
Parent Person	Displays the name of the parent or grandparent customer from whom the pricing is inherited.
Parent Pricelist Level	Indicates the parent level when pricing is inherited from the price list hierarchy. If the pricing is inherited from the assigned price list, the parent price list level will be 0. However, if the pricing is inherited from the parent price list in the hierarchy, the parent price list level will be 1. And, if the pricing is inherited from the grandparent price list in the hierarchy, the parent price list level will be 2, and so on.
Ignore Transaction	Indicates whether the transactions mapped to the price item should be considered for billing. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>
Aggregate Transaction	Indicates whether the transactions mapped to the price item should be aggregated for billing. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>
Aggregation Schedule	Indicates the aggregation cycle.
Tiering Criterion	Indicates the tiering criterion.
Tiering Price Item	Indicates whether the price item is billed individually or at the bundle level.

### Related Topics

For more information on...	See...
How to search an account	<a href="#">Searching for a Pricing Simulation Account</a>
<b>Pricing Simulation</b> screen	<a href="#">Pricing Simulation</a> on page 405

## Eligible Price List

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The **Eligible Price List** screen allows you to:

- View eligible price list details for account or person
- View pricing simulation details of account or person

This screen consists of the following zones:

- [Search Eligible Price Lists](#) on page 418
- [Pricing Simulation](#) on page 405

### Search Eligible Price Lists


The **Search Eligible Price List** zone allows you to search eligible price list for account and person. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Eligible Date	Used to specify the date on which the eligibility check need to be searched.	Yes
Person ID	Used to specify the person for which eligible price list to be searched.  <b>Note:</b> The Search (🔍) icon appears corresponding to this field. On clicking the icon, the <b>Person Search</b> screen appears.	No
Account ID	Used to specify the account for which eligible price list to be searched.  <b>Note:</b> The Search (🔍) icon appears corresponding to this field. On clicking the icon, the <b>Account Search</b> screen appears.	No
Status	Used to search eligible price list based on status.	Yes
Division	Used to search eligible price list based on division.	Yes
Parameter	Used to specify multiple parameter codes based on which you want to define the pricing.  <b>Note:</b> This field appears only when the <b>MultiPrice Parameter</b> option type of the <b>MultiParameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to True.  The Search (🔍) icon appears corresponding to this field. On clicking the icon, the <b>Parameter Search</b> screen appears.	No
Parameter Value	Displays the value of the parameter or used to specify multiple parameter value.  <b>Note:</b> The Search (🔍) icon appears corresponding to this field only when the value type for the <b>Parameter</b> is defined as <b>Reference</b> or <b>Predefined</b> . If the value type of the <b>Parameter</b> is <b>Reference</b> then on clicking the search icon, the <b>Reference Parameter Value Search</b> screen appears else if the value type of the <b>Parameter</b> is <b>Predefined</b> then on clicking the search icon, the <b>Predefined Parameter Value Search</b> screen appears.	No

**Note:** To add more than one **Parameter**, click the add (+) icon and to delete the parameters click the delete (🗑️) icon corresponding to this field.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Price List ID	Displays the price list ID.
	<b>Note:</b> It has a link. On clicking the link, the <b>Price List Price Item Assignments</b> screen appears where you can view the details of the respective price list.
Price List Description	Displays the price list description.
	<b>Note:</b> It has a link. On clicking the link, the <b>Price List Price Item Assignments</b> screen appears where you can view the details of the respective price list.
Status	Indicates the status of the price list. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Proposed</li> </ul>
Availability Start Date	Used to search price lists which are available for assignment from a particular date.
Availability End Date	Used to search price lists which are available for assignment till a particular date.
Effective Start Date	Used to search price lists which are effective from a particular date.
Effective End Date	Used to search price lists which are effective till a particular date.
Simulate	On clicking the <b>Simulate</b>  icon, the <b>Pricing Simulation Screen</b> appears with the price list ID, account and person fields prepopulated.

### Related Topics

For more information on...	See...
How to search for a price list	<a href="#">Searching for a Price List</a> on page 206
How to view price items assigned to a price list	<a href="#">Viewing Price Items Assigned to a Price List</a> on page 207
How to view the details of a price list	<a href="#">Viewing the Price List Details</a> on page 214
How to create a price list	<a href="#">Creating a Price List</a> on page 207
How to edit a price list	<a href="#">Editing a Price List</a> on page 218
How to copy a price list	<a href="#">Copying a Price List</a> on page 214

## Rate Definition

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Rate schedules, rate versions, and rate components are used to define the formulas to calculate the total amount charged to a customer for a product. Some examples of formulas are: price times the number of transactions used and a flat monthly charge plus a percentage of the average daily balance.

The rate is a formula with variables whose values are supplied by a user by setting up a price list or override price. For example, a rate might add a flat monthly charge and a percentage of the average daily balance to arrive at the amount charged to the customer. This rate might be used to calculate the charge for multiple products, each product with its own flat amount and percentage. So, these two factors are defined as variables whose values must be entered by users when they setup price list or override price. In Oracle Revenue Management and Billing (ORMB), these variables are defined as rate components.

The system provides you with the ability to create tiered pricing in case standard flat pricing is not sufficient to meet the business needs. The **Rate Definition** screen allows you to indicate whether the rate component supports standard



flat pricing or tiered pricing. It allows you to define, edit, and delete the tiering setup of a rate component. This screen consists of the following zones:

- [Rate Schedule Components](#) on page 421
- [Create/Edit Rate Definition](#) on page 422

## Rate Schedule Components


The **Rate Schedule Components** zone allows you to select the rate schedule whose rate components' tiering setup you want to define or edit. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following field:

Field Name	Field Description	Mandatory (Yes or No)
Rate Schedule	Used to select the rate schedule.	Yes

- **Search Results** — On clicking the **Search** button, the rate components of the rate schedule appear in the search results. The **Search Results** section contains the following columns:

Column Name	Column Description
Rate Schedule	Displays the rate schedule.
Rate Component Sequence	Displays the sequence number of the rate component.
Rate Component Description	Displays the description of the rate component.
Effective Start Date	Displays the date from when the rate version to which the rate component belongs is effective.
Tiering Type	Displays the tiering type.
Maximum Tiering Combinations	Displays the maximum number of tiering ranges supported by the rate component.  <b>Note:</b> Each tiering range supports more than one tiering criteria. For example, a rate component supports tiering based on two different criteria such as transaction volumes from a bundle and balances of the priced product. In such case, for a single rate, it is possible to enter separate tiering range information for each criterion and vary this information by product.
Rate Component Map Description	Displays the description of the tiering setup of the rate component.
Action	Indicates the action that can be performed on the rate component. The valid values are: <ul style="list-style-type: none"> <li>• <b>Add</b> — Allows you to define the tiering setup of the rate component</li> <li>• <b>Edit</b> — Allows you to edit the tiering setup of the rate component</li> </ul>
Rate Component Map ID	Displays the rate component map ID.  <b>Note:</b> This ID is generated automatically when you define the tiering setup of the rate component.

On clicking the **Broadcast**  icon corresponding to the rate component, the **Create/Edit Rate Definition** zone appears with the details of the respective rate component.

**Related Topics**

For more information on...	See...
How to define tiering setup of a rate component	<a href="#">Defining Tiering Setup of a Rate Component</a> on page 423
How to edit tiering setup of a rate component	<a href="#">Editing Tiering Setup of a Rate Component</a> on page 424
How to delete tiering setup of a rate component	<a href="#">Deleting Tiering Setup of a Rate Component</a> on page 425

**Create/Edit Rate Definition**

The **Create/Edit Rate Definition** zone allows you to define and edit tiering setup of the rate component. This zone contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Rate Schedule	Displays the code of the rate schedule.	Not applicable
Rate Component Description	Displays the description of the rate component.	Not applicable
Effective Start Date	Displays the date from when the rate version to which the rate component belongs is effective.	Not applicable
Rate Component Sequence	Displays the sequence number of the rate component.	Not applicable
Tiering Type	Used to specify the tiering type. The valid values are: <ul style="list-style-type: none"> <li>• FLAT</li> <li>• STEP</li> <li>• THRESHOLD</li> </ul>	Yes
	<b>Note:</b> This field is non-editable when you edit the tiering setup of the rate component.	
Maximum Tiering Combinations	Used to specify the maximum number of tiering ranges supported by the rate component.	Yes
	<b>Note:</b> This field is non-editable when you: <ul style="list-style-type: none"> <li>• Select the tiering type as <b>FLAT</b> or <b>STEP</b></li> <li>• Edit the tiering setup of the rate component</li> </ul> By default, <b>0</b> appears in this field when you select the tiering type as <b>FLAT</b> , and <b>1</b> appears when you select the tiering type as <b>STEP</b> .	
Rate Component Map Description	Used to specify the description for the tiering setup of the rate component. For example, if you want the user to enter price per transaction for a tiering range, enter <b>Price Per Transaction</b> in the <b>Rate Component Map Description</b> field.	Yes

This zone contains the following buttons:

Button Name	Button Description (When the Action is Add)	Button Description (When the Action is Edit)
Save	Used to create the tiering setup.	Used to save the changes made in this zone.
Delete	<b>Note:</b> This button is disabled when you define the tiering setup of the rate component.	Used to delete the tiering setup of the rate component.
		<b>Note:</b> You can delete the tiering setup only when the rate component is not yet used for any product pricing.
Cancel	Used to clear the fields in this zone.	Used to reset the changes made in this zone.

### **Related Topics**

For more information on...	See...
How to define tiering setup of a rate component	<a href="#">Defining Tiering Setup of a Rate Component</a> on page 423
How to edit tiering setup of a rate component	<a href="#">Editing Tiering Setup of a Rate Component</a> on page 424
How to delete tiering setup of a rate component	<a href="#">Deleting Tiering Setup of a Rate Component</a> on page 425

## **Defining Tiering Setup of a Rate Component**


### **Prerequisites**

To define tiering setup of a rate component, you should have:

- Rate schedules defined in the application
- Rate components of the rate schedule defined in the application

### **Procedure**

To define tiering setup of a rate component:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Rate Definition**.  
The **Rate Definition** screen appears.
3. Select the rate schedule in the **Rate Schedule Components** zone.
4. Click **Search**.  
The rate components of the rate schedule appear as the search results.
5. Click the **Broadcast**  icon corresponding to the rate component whose tiering setup you want to define.  
The **Create/Edit Rate Definition** zone appears.
6. Select the tiering type from the list.
7. Enter the maximum number of tiering ranges supported by the rate component.

#### **Note:**

The **Maximum Tiering Combinations** field is non-editable when you select the tiering type as **FLAT** or **STEP**. By default, **0** appears in the **Maximum Tiering Combinations** field when you select the tiering type as **FLAT**, and **1** appears when you select the tiering type as **STEP**.

- Enter the description for the tiering setup of the rate component.

For example, if you want the user to enter price per transaction for a tiering range, enter `Price Per Transaction` in the **Rate Component Map Description** field.

- Click **Save**.

The rate component map ID is generated automatically when you define the tiering setup of the rate component.


### Related Topics

For more information on...	See...
<b>Rate Definition</b> screen	<a href="#">Rate Definition</a> on page 420
<b>Rate Schedule Components</b> zone	<a href="#">Rate Schedule Components</a> on page 421
<b>Create/Edit Rate Definition</b> zone	<a href="#">Create/Edit Rate Definition</a> on page 422

## Editing Tiering Setup of a Rate Component

### Procedure

To edit tiering setup of a rate component:

- Click the **Menu** link in the **Application** toolbar.  
A list appears.
- From the **Main** menu, select **Pricing Management** and then click **Rate Definition**.  
The **Rate Definition** screen appears.
- Select the rate schedule in the **Rate Schedule Components** zone.
- Click **Search**.  
The rate components of the rate schedule appear as the search results.
- Click the **Broadcast**  icon corresponding to the rate component whose tiering setup you want to edit.  
The **Create/Edit Rate Definition** zone appears.
- Modify the details of the tiering setup.

**Note:** You can only modify the rate component map description.

- Click **Save**.

The changes made to the tiering setup are saved.

### Related Topics

For more information on...	See...
<b>Rate Definition</b> screen	<a href="#">Rate Definition</a> on page 420
<b>Rate Schedule Components</b> zone	<a href="#">Rate Schedule Components</a> on page 421
<b>Create/Edit Rate Definition</b> zone	<a href="#">Create/Edit Rate Definition</a> on page 422

## Deleting Tiering Setup of a Rate Component

### Procedure

To delete tiering setup of a rate component:

1. Click the **Menu** link in the **Application** toolbar.

A list appears.


2. From the **Main** menu, select **Pricing Management** and then click **Rate Definition**.

The **Rate Definition** screen appears.

3. Select the rate schedule in the **Rate Schedule Components** zone.

4. Click **Search**.

The rate components of the rate schedule appear as the search results.

5. Click the **Broadcast**  icon corresponding to the rate component whose tiering setup you want to delete.

The **Create/Edit Rate Definition** zone appears.

6. Click **Delete**.

The tiering setup of the rate component is deleted, and the action that can be performed on the rate component changes from **Edit** to **Add** in the **Rate Schedule Components** zone.

#### Note:

The **Delete** button is disabled when you define the tiering setup of the rate component.

You can delete the tiering setup only when the rate component is not yet used for any product pricing.

### Related Topics

For more information on...	See...
<b>Rate Definition</b> screen	<a href="#">Rate Definition</a> on page 420
<b>Rate Schedule Components</b> zone	<a href="#">Rate Schedule Components</a> on page 421
<b>Create/Edit Rate Definition</b> zone	<a href="#">Create/Edit Rate Definition</a> on page 422

## Tiering Criterion

Oracle Revenue Management and Billing (ORMB) provides you with the ability to create tiered pricing in case standard flat pricing is not sufficient to meet the business needs. Through tiered pricing, you can offer more favorable pricing to the customers based on service quantity utilization.

Let us understand this with the help of an example. ABC company uses wire transfer services provided by a large bank. If ABC company initiates up to 1,000 wire transfers, the fee charged by the bank will be \$5 per transfer. If ABC company initiates more than 1,000 wire transfers, the fee will be \$3 per transfer. To introduce this flexibility in the pricing model, you will have to define tiered pricing with the following tiering ranges:

- If the number of wire transfers is greater than 0 and less than or equal to 1000, then charge \$5 per transfer to ABC company.
- If the number of wire transfers is greater than 1000, then charge \$3 per transfer to ABC company.

In the above example, number of wire transfers is the tiering criterion, 0 – 1000 and 1000 – BLANK are tiering ranges, and \$5 and \$3 are rates per transfer.

The **Tiering Criteria** screen allows you to create and edit a tiering criterion. This screen consists of the following zones:


- [Tiering Criterion List](#) on page 426
- [Edit Tiering Criterion](#) on page 426
- [Create Tiering Criterion](#) on page 427

## Tiering Criterion List

The **Tiering Criterion List** zone displays tiering criterion that are already defined in the system. This zone contains the following columns:

Column Name	Column Description
Tiering Criterion	Displays the code of the tiering criterion.
Description	Displays the description of the tiering criterion.
Service Quantity Identifier	Displays the Service Quantity Identifier (SQI) of the tiering criterion.

You can change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

On clicking the **Broadcast**  icon corresponding to the tiering criterion, the **Edit Tiering Criterion** zone appears with the details of the respective tiering criterion.


## Edit Tiering Criterion

The **Edit Tiering Criterion** zone allows you to edit the tiering criterion. This zone contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Tiering Criterion	Displays the code of the tiering criterion.	Not applicable
Description	Used to modify the description of the tiering criterion.	Yes
Service Quantity Identifier	Displays the Service Quantity Identifier (SQI) of the tiering criterion.	Not applicable

This zone contains the following two buttons:

Button Name	Button Description
Save	Used to save the changes made in this zone.
Cancel	Used to clear the changes made in this zone.

By default, the **Edit Tiering Criterion** zone does not appear in the **Tiering Criteria** screen. It appears only when you click the **Broadcast**  icon corresponding to the tiering criterion in the **Tiering Criteria List** zone.

### Related Topics

For more information on...	See...
How to edit a tiering criterion	<a href="#">Editing a Tiering Criterion</a> on page 428

## Create Tiering Criterion

The **Create Tiering Criterion** zone allows you to create tiering criterion. This zone contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Tiering Criterion	Used to specify the code that uniquely identifies the tiering criterion.	Yes
Description	Used to specify the description for the tiering criterion.	Yes
Service Quantity Identifier	Used to specify the Service Quantity Identifier (SQI) for the tiering criterion.  <b>Note:</b> During billing, the rating engine uses the SQI to determine which service quantities are applied to tiers.	Yes

This zone contains the following two buttons:

Button Name	Button Description
Save	Used to create the tiering criterion.
Cancel	Used to clear the fields in this zone.

### Related Topics

For more information on...	See...
How to create a tiering criterion	<a href="#">Creating a Tiering Criterion</a> on page 427

## Creating a Tiering Criterion

### Prerequisites

To create a tiering criterion, you should have:

- Service Quantity Identifiers (SQIs) defined in the application

### Procedure

To create a tiering criterion:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Tiering Criterion**.  
The **Tiering Criterion** screen appears.
3. In the **Create Tiering Criterion** zone, enter the code that uniquely identifies the tiering criterion.
4. Enter the description for the tiering criterion.
5. Select the Service Quantity Identifier (SQI) that you want to associate with the tiering criterion.
6. Click **Save**.

The tiering criterion is created.


### Related Topics

For more information on...	See...
<b>Tiering Criterion</b> screen	<a href="#">Tiering Criterion</a> on page 425
<b>Create Tiering Criterion</b> zone	<a href="#">Create Tiering Criterion</a> on page 427

## Editing a Tiering Criterion

### **Procedure**

To edit a tiering criterion:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Tiering Criterion**.  
The **Tiering Criterion** screen appears.
3. In the **Tiering Criterion** zone, click the **Broadcast**  icon corresponding to the tiering criterion whose details you want to edit.  
The **Edit Tiering Criterion** zone appears.
4. Modify the description of the tiering criterion, if required.
5. Click **Save**.  
The changes made to the tiering criterion are saved.

### **Related Topics**

For more information on...	See...
<b>Tiering Criterion</b> screen	<a href="#">Tiering Criterion</a> on page 425
<b>Edit Tiering Criterion</b> zone	<a href="#">Edit Tiering Criterion</a> on page 426

## Variance Parameter

Oracle Revenue Management and Billing allows you to define pricing for a product based on the variance parameter. This helps you to maintain variance based pricing for a product. For example, you can define different product pricing for each country or currency, if required. Before you define product pricing based on a variance parameter, you need to define the variance parameter. The **Variance Parameter** screen allows you to define, edit, and delete a variance parameter. It also allows you to filter the variance parameters using a search criteria.

### Filtering the Variance Parameters

#### **Procedure**

To filter the variance parameters:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **V** and then click **Variance Parameter**.



The **Variance Parameter** screen appears. It contains the following two sections:

- **Search Criteria**— The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Variance Parameter	Used to specify the variance parameter.	No

- **Search Results** — On clicking the **Search** button corresponding to the **Variance Parameter** field, the search results are filtered based on the specified criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Variance Parameter	Displays the variance parameter.
Description	Displays the description of the variance parameter.

3. Enter the search criteria in the **Variance Parameter** field.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click the **Search** button corresponding to the **Variance Parameter** field.

The search results are filtered based on the specified criteria.

### **Related Topics**

For more information on...	See...
<b>Variance Parameter</b> screen	<a href="#">Variance Parameter</a> on page 428

## **Defining a Variance Parameter**

### **Procedure**

To define a variance parameter:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

2. From the **Admin** menu, select **V** and then click **Variance Parameter**.

The **Variance Parameter** screen appears. It contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Variance Parameter	Used to specify the variance parameter.	Yes
Description	Used to specify the description for the variance parameter.	Yes

3. Enter the required details.

4. If you want to define more than one variance parameter, click the **Add** () icon and then repeat step 4.

**Note:** However, if you want to remove a variance parameter, click the **Delete** (🗑️) icon corresponding to the variance parameter that you want to delete.

- Click **Save**.

The variance parameter is defined.

### **Related Topics**

For more information on...	See...
<b>Variance Parameter</b> screen	<a href="#">Variance Parameter</a> on page 428

## **Editing a Variance Parameter**

### **Procedure**

To edit a variance parameter:

- Click the **Admin** link in the **Application** toolbar.

A list appears.

- From the **Admin** menu, select **V** and then click **Variance Parameter**.

The **Variance Parameter** screen appears.

- If required, you can filter the variance parameters in the **Variance Parameter** screen.

A list of variance parameters that meet the search criteria appears in the search results. The **Search Results** section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Variance Parameter	Displays the variance parameter.	Not applicable
Description	Used to specify the description for the variance parameter.	Yes

- Modify the required details.
- Click **Save**.

The changes made to the variance parameter are saved.


### **Related Topics**

For more information on...	See...
<b>Variance Parameter</b> screen	<a href="#">Variance Parameter</a> on page 428
How to filter the variance parameters	<a href="#">Filtering the Variance Parameters</a> on page 428

## **Deleting a Variance Parameter**

### **Procedure**

To delete a variance parameter:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **V** and then click **Variance Parameter**.  
The **Variance Parameter** screen appears.
3. If required, you can filter the variance parameters in the **Variance Parameter** screen.  
A list of variance parameters that meet the search criteria appears in the **Search Results** section.
4. Click the **Delete** () icon corresponding to the variance parameter that you want to delete.
5. Click **Save**.  
The variance parameter is deleted.

**Note:** You can only delete a variance parameter which is not yet used.

### Related Topics

For more information on...	See...
<b>Variance Parameter</b> screen	<a href="#">Variance Parameter</a> on page 428
How to filter the variance parameters	<a href="#">Filtering the Variance Parameters</a> on page 428

## Person to Person Relationship Type Sequence

Oracle Revenue Management and Billing provides you the flexibility to define person to person relationship type sequence:

- For each division, price item, and price item parameters combination
- For each division
- In the C1\_PER\_REL feature configuration

The system will first check whether the person to person relationship type sequence is defined for the division, price item, and price item parameters combination. If the person to person relationship type sequence is defined for the division, price item, and price item parameters combination, the system will search effective price item pricing at the parent customer level based on the sequence defined for the combination. However, if the person to person relationship type sequence is not defined for the division, price item, and price item parameters combination, the system will check whether the person to person relationship type sequence is defined for the division. If the person to person relationship type sequence is defined for the division, the system will search effective price item pricing at the parent customer level based on the sequence defined for the division. However, if the person to person relationship type sequence is not defined for the division, the system will consider the person to person relationship type sequence defined in the C1\_PER\_REL feature configuration and accordingly search effective price item pricing at the parent customer level.

The **Person to Person Relationship Type Sequence** screen allows you to define, edit, and delete person to person relationship type sequence of:

- a division
- a division, price item, and price item parameters combination

This screen consists of the following zones:

- [Search Person Relationship Type Sequence for Price Item](#) on page 432
- [Search Person Relationship Type Sequence for Division](#) on page 433

## Search Person Relationship Type Sequence for Price Item

The **Search Person Relationship Type Sequence for Price Item** zone allows you to search person to person relationship type sequence defined for a division, price item, and price item parameters combination. You can also define, edit, and delete person to person relationship type sequence of a division, price item, and price item parameters combination.

This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Price Item	Used to specify the price item code.	No
Price Item Description	Used to specify the description of the price item.	No
Division	Used to specify the division.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	

**Note:** You must specify at least one search criterion while searching person to person relationship type sequence defined for a division, price item, and price item parameters combination.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Price Item	Displays the price item code.
	<b>Note:</b> It has a link. On clicking the link, the <b>View Price Item</b> screen appears with the details of the respective price item.
Description	Displays the description of the price item.
Price Item Parameters	Displays a comma-separated list of parameter values. The order in which parameter values appear in this field is controlled by the display order (which is defined while associating a parameter with a price item).
Division	Indicates the division for which price item and price item parameters specific person to person relationship type sequence is defined.
View	On clicking the <b>View</b> (🔍) icon, the <b>Person Relationship Type Sequence for Division and Price Item</b> screen appears where you can view person to person relationship type sequence defined for the division, price item, and price item parameters combination.
Edit	On clicking the <b>Edit</b> (✎) icon, the <b>Person Relationship Type Sequence for Division and Price Item</b> screen appears where you can edit person to person relationship type sequence defined for the division, price item, and price item parameters combination.
Delete	On clicking the <b>Delete</b> (🗑️) icon, you can delete person to person relationship type sequence defined for the division, price item, and price item parameters combination.

You can define person to person relationship type sequence for a division, price item, and price item parameters combination by clicking the **Add** link in the upper right corner of this zone.

**Related Topics**

For more information on...	See...
How to search person to person relationship type sequence for a division, price item, and price item parameters combination	<a href="#">Searching Relationship Type Sequence for a Division, Price Item, and Price Item Parameters</a> on page 434
How to view person to person relationship type sequence of a division, price item, and price item parameters combination	<a href="#">Viewing Relationship Type Sequence of a Division, Price Item, and Price Item Parameters</a> on page 438
How to define person to person relationship type sequence for a division, price item, and price item parameters combination	<a href="#">Defining Relationship Type Sequence for a Division, Price Item, and Price Item Parameters</a> on page 435
How to edit person to person relationship type sequence of a division, price item, and price item parameters combination	<a href="#">Editing Relationship Type Sequence of a Division, Price Item, and Price Item Parameters</a> on page 436
How to delete person to person relationship type sequence of a division, price item, and price item parameters combination	<a href="#">Deleting Relationship Type Sequence of a Division, Price Item, and Price Item Parameters</a> on page 438

**Search Person Relationship Type Sequence for Division**

The **Search Person Relationship Type Sequence for Division** zone allows you to search person to person relationship type sequence defined for a division. You can also define, edit, and delete person to person relationship type sequence of a division.

This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to specify the division.  <b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	No

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Division	Indicates the division for which person to person relationship type sequence is defined.
Description	Displays the description of the division.
View	On clicking the <b>View</b> (👁️) icon, the <b>Person Relationship Type Sequence for Division</b> screen appears where you can view person to person relationship type sequence of the division.
Edit	On clicking the <b>Edit</b> (✏️) icon, the <b>Person Relationship Type Sequence for Division</b> screen appears where you can edit person to person relationship type sequence of the division.
Delete	On clicking the <b>Delete</b> (🗑️) icon, you can delete the person to person relationship type sequence of the division.

You can define person to person relationship type sequence for a division by clicking the **Add** link in the upper right corner of this zone.

### Related Topics

For more information on...	See...
How to search person to person relationship type sequence for a division	<a href="#">Searching Relationship Type Sequence for a Division</a> on page 439
How to view person to person relationship type sequence of a division	<a href="#">Viewing Relationship Type Sequence of a Division</a> on page 442
How to define person to person relationship type sequence for a division	<a href="#">Defining Relationship Type Sequence for a Division</a> on page 440
How to edit person to person relationship type sequence of a division	<a href="#">Editing Relationship Type Sequence of a Division</a> on page 441
How to delete person to person relationship type sequence of a division	<a href="#">Deleting Relationship Type Sequence of a Division</a> on page 442

## Searching Relationship Type Sequence for a Division, Price Item, and Price Item Parameters

### Prerequisites

To search person to person relationship type sequence for a division, price item, and price item parameters combination, you should have:

- Divisions defined in the application

### Procedure

To search person to person relationship type sequence for a division, price item, and price item parameters combination:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Person to Person Relationship Type Sequence**.  
The **Person to Person Relationship Type Sequence** screen appears.
3. Enter the search criteria in the **Search Person Relationship Type Sequence for Price Item** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually whenever required.

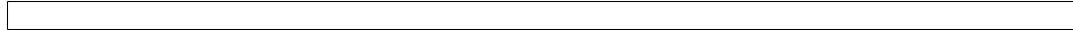
4. Click **Search**.

A list of division, price item, and price item parameters combinations that meet the search criteria and for which person to person relationship type sequence is defined appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>Person to Person Relationship Type Sequence</b> screen	<a href="#">Person to Person Relationship Type Sequence</a> on page 431

For more information on...	See...
<b>Search Person Relationship Type Sequence for Price Item</b> zone	<a href="#">Search Person Relationship Type Sequence for Price Item</a> on page 432



## Defining Relationship Type Sequence for a Division, Price Item, and Price Item Parameters

### Prerequisites

To define person to person relationship type sequence for a division, price item, and price item parameters combination, you should have:

- Divisions defined in the application
- Price items associated with the division to which the user belongs
- Parameters associated with the price item
- Person relationship types defined in the application

### Procedure

To define person to person relationship type sequence for a division, price item, and price item parameters combination:

1. Click the **Menu** link in the **Application** toolbar.



A list appears.

2. From the **Main** menu, select **Pricing Management** and then click **Person to Person Relationship Type Sequence**.

The **Person to Person Relationship Type Sequence** screen appears.

3. Click the **Add** link in the upper right corner of the **Search Person Relationship Type Sequence for Price Item** zone.

The **Person Relationship Type Sequence for Division and Price Item** screen appears. It contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Division	Used to indicate the division for which you want to define price item and price item parameters specific person to person relationship type sequence.	Yes
Price Item	Used to specify the price item code.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> screen appears.	Yes
Price Item Parameters	Used to specify the price item parameters.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Parameters Search</b> screen appears.	No


In addition, this screen contains the following section:


- **Person Relationship Type Sequence** — This section allows you to define person to person relationship type sequence for the division, price item, and price item parameters combination. It contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence Number	Used to indicate the sequence in which relationship type should be considered while searching for effective price item pricing at the parent customer level.	Yes
Relationship Type	Used to indicate the person to person relationship type.	Yes

4. Enter the required details.

**Note:** You can search for a price item and price item parameters by clicking the **Search** () icon corresponding to the respective field.

5. If you want to define more than one relationship type in the person to person relationship type sequence, click the **Add** () icon and then enter the details in the **Person Relationship Type Sequence** section.

**Note:** However, if you want to remove a relationship type from the person to person relationship type sequence, click the **Delete** () icon corresponding to the relationship type.

6. Click **Save**.

The person to person relationship type sequence is defined for the division, price item, and price item parameters combination.

### Related Topics

For more information on...	See...
<b>Person to Person Relationship Type Sequence</b> screen	<a href="#">Person to Person Relationship Type Sequence</a> on page 431
<b>Search Person Relationship Type Sequence for Price Item</b> zone	<a href="#">Search Person Relationship Type Sequence for Price Item</a> on page 432
How to search for a price item	<a href="#">Searching for a Price Item or Price Item Bundle</a> on page 160
How to set price item parameters	

## Editing Relationship Type Sequence of a Division, Price Item, and Price Item Parameters

### Prerequisites


To edit person to person relationship type sequence of a division, price item, and price item parameters combination, you should have:

- Person relationship types defined in the application

### Procedure

To edit person to person relationship type sequence of a division, price item, and price item parameters combination:



1. Search person to person relationship type sequence for the division, price item, and price item parameters combination in the **Person to Person Relationship Type Sequence** screen.
2. In the **Search Results** section, click the **Edit** () icon in the **Edit** column corresponding to the division, price item, and price item parameters combination whose person to person relationship type sequence you want to edit.


The **Person Relationship Type Sequence for Division and Price Item** screen appears. It contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Division	Indicates the division for which price item and price item parameters specific person to person relationship type sequence is defined.	Not applicable
Price Item	Displays the price item code.	Not applicable
Price Item Parameters	Displays a comma-separated list of parameter values. The order in which parameter values appear in this field is controlled by the display order (which is defined while associating a parameter with a price item).	Not applicable

In addition, this screen contains the following section:

- **Person Relationship Type Sequence** — This section allows you to define person to person relationship type sequence for the division, price item, and price item parameters combination. It contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence Number	Used to indicate the sequence in which relationship type should be considered while searching for effective price item pricing at the parent customer level.	Yes
Relationship Type	Used to indicate the person to person relationship type.	Yes

3. If you want to define more than one relationship type in the person to person relationship type sequence, click the **Add** () icon and then enter the details in the **Person Relationship Type Sequence** section.

**Note:** However, if you want to remove a relationship type from the person to person relationship type sequence, click the **Delete** () icon corresponding to the relationship type.

4. Click **Save**.

The changes made to the person to person relationship type sequence are saved.

### Related Topics

For more information on...	See...
How to search person to person relationship type sequence for a division, price item, and price item parameters combination	<a href="#">Searching Relationship Type Sequence for a Division, Price Item, and Price Item Parameters</a> on page 434

## Deleting Relationship Type Sequence of a Division, Price Item, and Price Item Parameters

### Procedure

To delete person to person relationship type sequence of a division, price item, and price item parameters combination:

1. Search person to person relationship type sequence for the division, price item, and price item parameters combination in the **Person to Person Relationship Type Sequence** screen.
2. In the **Search Results** section, click the **Delete** (🗑️) icon in the **Delete** column corresponding to the division, price item, and price item parameters combination whose person to person relationship type sequence you want to delete.

A message appears confirming whether you want to delete the person to person relationship type sequence.

3. Click **OK**.

The person to person relationship type sequence of the division, price item, and price item parameters combination is deleted.

### Related Topics

For more information on...	See...
How to search person to person relationship type sequence for a division, price item, and price item parameters combination	<a href="#">Searching Relationship Type Sequence for a Division, Price Item, and Price Item Parameters</a> on page 434

## Viewing Relationship Type Sequence of a Division, Price Item, and Price Item Parameters

### Procedure

To view person to person relationship type sequence of a division, price item, and price item parameters combination:

1. Search person to person relationship type sequence for the division, price item, and price item parameters combination in the **Person to Person Relationship Type Sequence** screen.
2. In the **Search Results** section, click the **View** (🔍) icon in the **View** column corresponding to the division, price item, and price item parameters combination whose person to person relationship type sequence you want to view.

The **Person Relationship Type Sequence for Division and Price Item** screen appears. It contains the following fields:

Field Name	Field Description
Division	Indicates the division for which price item and price item parameters specific person to person relationship type sequence is defined.
Price Item	Displays the price item code.
Price Item Parameters	Displays a comma-separated list of parameter values. The order in which parameter values appear in this field is controlled by the display order (which is defined while associating a parameter with a price item).

In addition, this screen contains the following section:

- **Person Relationship Type Sequence** — This section allows you to view person to person relationship type sequence defined for the division, price item, and price item parameters combination. It contains the following columns:

Column Name	Column Description
Sequence Number	Indicates the sequence in which relationship type will be considered while searching for effective price item pricing at the parent customer level.
Relationship Type	Indicates the person to person relationship type.

3. View the person to person relationship type sequence defined for the division, price item, and price item parameters combination in the **Person Relationship Type Sequence for Division and Price Item** screen.

### Related Topics

For more information on...	See...
How to search person to person relationship type sequence for a division, price item, and price item parameters combination	<a href="#">Searching Relationship Type Sequence for a Division, Price Item, and Price Item Parameters</a> on page 434

## Searching Relationship Type Sequence for a Division

### Prerequisites

To search person to person relationship type sequence for a division, you should have:

- Divisions defined in the application

### Procedure

To search person to person relationship type sequence for a division:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Person to Person Relationship Type Sequence**.  
The **Person to Person Relationship Type Sequence** screen appears.
3. Enter the search criteria in the **Search Person Relationship Type Sequence for Division** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually whenever required.

4. Click **Search**.

A list of divisions that meet the search criteria and for which person to person relationship type sequence is defined appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>Person to Person Relationship Type Sequence</b> screen	<a href="#">Person to Person Relationship Type Sequence</a> on page 431

<b>For more information on...</b>	<b>See...</b>
<b>Search Person Relationship Type Sequence for Division</b> zone	<a href="#">Search Person Relationship Type Sequence for Division</a> on page 433

## Defining Relationship Type Sequence for a Division

### Prerequisites

To define person to person relationship type sequence for a division, you should have:

- Divisions defined in the application

### Procedure

To define person to person relationship type sequence for a division:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Person to Person Relationship Type Sequence**.  
The **Person to Person Relationship Type Sequence** screen appears.
3. Click the **Add** link in the upper right corner of the **Search Person Relationship Type Sequence for Division** zone.


The **Person Relationship Type Sequence for Division** screen appears. It contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Division	Used to indicate the division for which you want to define person to person relationship type sequence.	Yes

In addition, this screen contains the following section:

- **Person Relationship Type Sequence** — This section allows you to define person to person relationship type sequence for the division. It contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence Number	Used to indicate the sequence in which relationship type should be considered while searching for effective price item pricing at the parent customer level.	Yes
Relationship Type	Used to indicate the person to person relationship type.	Yes

4. Enter the required details.
5. If you want to define more than one relationship type in the person to person relationship type sequence, click the **Add** () icon and then enter the details in the **Person Relationship Type Sequence** section.

**Note:** However, if you want to remove a relationship type from the person to person relationship type sequence, click the **Delete** () icon corresponding to the relationship type.

6. Click **Save**.

The person to person relationship type sequence is defined for the division.


**Related Topics**

For more information on...	See...
<b>Person to Person Relationship Type Sequence</b> screen	<a href="#">Person Relationship Type Sequence</a> on page 117
<b>Search Person Relationship Type Sequence for Division</b> zone	<a href="#">Search Person Relationship Type Sequence for Division</a> on page 433

## Editing Relationship Type Sequence of a Division

**Procedure**

To edit person to person relationship type sequence of a division:

1. Search person to person relationship type sequence for the division in the **Person to Person Relationship Type Sequence** screen.
2. In the **Search Results** section, click the **Edit**  icon in the **Edit** column corresponding to the division whose person to person relationship type sequence you want to edit.


The **Person Relationship Type Sequence for Division** screen appears. It contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Division	Indicates the division for which person to person relationship type sequence is defined.	Not applicable

In addition, this screen contains the following section:

- **Person Relationship Type Sequence** — This section allows you to define person to person relationship type sequence for the division. It contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence Number	Used to indicate the sequence in which relationship type should be considered while searching for effective price item pricing at the parent customer level.	Yes
Relationship Type	Used to indicate the person to person relationship type.	Yes

3. If you want to define more than one relationship type in the person to person relationship type sequence, click the **Add**  icon and then enter the details in the **Person Relationship Type Sequence** section.

**Note:** However, if you want to remove a relationship type from the person to person relationship type sequence, click the **Delete**  icon corresponding to the relationship type.

4. Click **Save**.

The changes made to the person to person relationship type sequence are saved.

**Related Topics**

For more information on...	See...
How to search person to person relationship type sequence for a division	<a href="#">Searching Relationship Type Sequence for a Division</a> on page 439

## Deleting Relationship Type Sequence of a Division

### Procedure

To delete person to person relationship type sequence of a division:

1. Search person to person relationship type sequence for the division in the **Person to Person Relationship Type Sequence** screen.
2. In the **Search Results** section, click the **Delete** (🗑️) icon in the **Delete** column corresponding to the division whose person to person relationship type sequence you want to delete.

A message appears confirming whether you want to delete the person to person relationship type sequence.

3. Click **OK**.

The person to person relationship type sequence of the division is deleted.

### Related Topics

For more information on...	See...
How to search person to person relationship type sequence for a division	<a href="#">Search Person Relationship Type Sequence for Division</a> on page 433

## Viewing Relationship Type Sequence of a Division

### Procedure

To view person to person relationship type sequence of a division:

1. Search person to person relationship type sequence for the division in the **Person to Person Relationship Type Sequence** screen.
2. In the **Search Results** section, click the **View** (👁️) icon in the **View** column corresponding to the division whose person to person relationship type sequence you want to view.

The **Person Relationship Type Sequence for Division** screen appears. It contains the following fields:

Field Name	Field Description
Division	Indicates the division for which person to person relationship type sequence is defined.

In addition, this screen contains the following section:

- **Person Relationship Type Sequence** — This section allows you to view person to person relationship type sequence defined for the division. It contains the following columns:

Column Name	Column Description
Sequence Number	Indicates the sequence in which relationship type will be considered while searching for effective price item pricing at the parent customer level.
Relationship Type	Indicates the person to person relationship type.

- View the person to person relationship type sequence defined for the division in the **Person Relationship Type Sequence for Division** screen.

#### **Related Topics**

For more information on...	See...
How to search person to person relationship type sequence for a division	<a href="#">Search Person Relationship Type Sequence for Division</a> on page 433





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# Chapter

# 4

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## Division

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### Topics:

- [Division Search](#)
- [Division](#)

The following two types of divisions are used while defining a contract type:

- **General Ledger (GL) Division** — GL divisions typically comprise of individual entities (for example, companies) in the general ledger. You must set up a GL division for each such entity. The GL division is used to define the accounting period for financial transactions linked to contracts. Contracts are associated with GL divisions through their contract type. The system uses accounting periods to prevent a user from creating financial transactions in the closed periods. It also uses accounting periods when it generates the flat file that contains the consolidated journal entry that is interfaced to the general ledger.
- **Division** — A division is associated with a jurisdiction. A jurisdiction is a geographic-oriented entity with unique business rules. For example, if you conduct business in California and Japan, each jurisdiction has different set of rules, and therefore you need to have a separate jurisdiction for each division. You must set up a division for each jurisdiction in which you conduct the business. For the Pricing Management functionality, setting up a division is mandatory, and the system must contain information about at least one division.

A division is associated with the following:

- **Person** — You may or may not associate person to a division. It is optional. But, when you are using division specific functionality, you have to associate person to a division while creating a local person.
- **Contract** — Contract is associated to a division through its contract type. The contract type controls multiple business rules which are defined for a given jurisdiction and contract type combination. In addition to controlling the business rules defined on the contract's contract type, the contract's division also controls the type of collection criteria used to determine if and how to collect overdue debt.
- **Account** — The division on account when combined with the account's customer class defines the jurisdiction that governs financial business rules (for example, the bill's due date, when and how late payment charges are calculated, etc.). It also allows you to assign To Do entries associated with the account to a given To Do role based on the account's division.

## Division Search

The **Division Search** window allows you to search for a division. This screen contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to specify the division code.	No
Description	Used to specify the description for the division.	No

- **Search Results** — On clicking the **Search** button corresponding to the respective field, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Division	Displays the division code.
Description	Displays the description of the division.

### Related Topics

For more information on...	See...
How to search for a division	<a href="#">Searching for a Division</a> on page 446

## Searching for a Division

### Procedure

To search for a division:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **D** and then click **Division**.  
A sub-menu appears.
3. Click the **Search** option from the **Division** sub-menu.  
The **Division Search** window appears.
4. Enter the code or description of the division in the **Search Criteria** section.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click the **Search** button corresponding to the respective field.  
A list of divisions that meet the search criteria appears in the search results.
6. In the **Search Results** section, click the division whose details you want to view or edit.  
The **Division** screen appears.

### Related Topics

<b>For more information on...</b>	<b>See...</b>
<b>Division</b> screen	<a href="#">Division</a> on page 447

## Division

The **Division** screen allows you to define and edit a division. This screen consists of the following tabs:

Tab Name	Tab Description	Mandatory (Yes or No)
Main	Used to define basic details for a division.	Yes
Access Groups	Used to define the users who have right to associate objects (such as persons, accounts, price items, price lists, etc.) with this division. The users can only view those divisions to which they have access in the <b>Division</b> list used across the application.	No
Price Items	Used to define which price items are available to persons or accounts in this division.  <b>Note:</b> Once the price item is created, you need to associate it with a division.	No
Price Lists	Used to define which price lists are available to persons or accounts in this division.  <b>Note:</b> Once the price list is created, you need to associate it with a division.  You can associate a price list with a division only when all price items in the price list are already associated with the division.	No
Languages	Used to limit the languages that you can select for a person's bills and correspondence in this division.	No
Invoice Currencies	Used to limit the invoice currencies that you can select for accounts in this division.  <b>Note:</b> Invoice currency is a currency in which the accounts in this division can be billed.	No
Person Identifier Types	Used to limit the person identifier types that you can select for persons in this division.	No

Tab Name	Tab Description	Mandatory (Yes or No)
Algorithms	<p>Used to associate algorithms with the division. Once a division is created, you must associate the <b>Price Assignment Search</b> algorithm to it. For the Banking functionality, this is required to ensure that the price item pricing is displayed in the correct order as defined by the algorithm. Each division can have unique hierarchy order or more than one division can have the same hierarchy order. The hierarchy order is also used in billing when the price determination is controlled by the sort order definition of the algorithm.</p> <p>You can define algorithms in the <b>Algorithm</b> screen. The search order is governed by the second parameter of the algorithm, and the valid values for the same are:</p> <ul style="list-style-type: none"> <li>• <b>AGREED_PRICELIST</b> – If you use this search order, the price item pricing is searched in the following order: Account Agreed, Account Price List, Account Inherited Price List, Customer Agreed, Customer Price List, Customer Inherited Price List, Parent Customer Agreed, Parent Customer Price List, and Parent Customer Inherited Price List.</li> </ul> <div data-bbox="602 961 1114 1104" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> In this search order, the account agreed level has highest precedence and parent customer inherited price list level has lowest precedence.</p> </div> <ul style="list-style-type: none"> <li>• <b>AGREED_FIRST</b> - If you use this search order, the price item pricing is searched in the following order: Account Agreed, Customer Agreed, Parent Customer Agreed, Account Price List, Account Inherited Price List, Customer Price List, Customer Inherited Price List, Parent Customer Price List, and Parent Customer Inherited Price List.</li> </ul> <div data-bbox="602 1394 1114 1537" style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b> In this search order, the account agreed level has highest precedence and parent customer inherited price list level has lowest precedence.</p> </div>	No
Characteristics	Used to define characteristics for the division.	No
Bill Messages	Used to specify the bill messages that are valid for accounts in this division.	No
Party Char Types	Used to limit the characteristic types that you can select for persons and accounts in this division.	No
Bill Cycles	Used to limit the bill cycles that you can select for accounts in this division.	No
Account Identifier Types	Used to limit the account identifier types that you can select for accounts in this division.	No

Tab Name	Tab Description	Mandatory (Yes or No)
Price Item Characteristics	Used to define division-specific characteristics for price items associated with this division.	No

### **Related Topics**

For more information on...	See...
How to define a division	<a href="#">Defining a Division</a> on page 449
How to associate access groups with a division	<a href="#">Associating Access Groups with a Division</a> on page 452
How to associate price items with a division	<a href="#">Associating Price Items with a Division</a> on page 453
How to associate price lists with a division	<a href="#">Associating Price Lists with a Division</a> on page 454
How to associate languages with a division	<a href="#">Associating Languages with a Division</a> on page 455
How to associate invoice currencies with a division	<a href="#">Associating Invoice Currencies with a Division</a> on page 456
How to associate person identifier types with a division	<a href="#">Associating Person Identifier Types with a Division</a> on page 457
How to associate algorithms with a division	<a href="#">Associating Algorithms with a Division</a> on page 457
How to define characteristics for a division	<a href="#">Defining Characteristics for a Division</a> on page 461
How to associate bill messages with a division	<a href="#">Associating Bill Messages with a Division</a> on page 462
How to associate party characteristic types with a division	<a href="#">Associating Party Char Types with a Division</a> on page 463
How to associate bill cycles with a division	<a href="#">Associating Bill Cycles with a Division</a> on page 464
How to associate account identifier types with a division	<a href="#">Associating Account Identifier Types with a Division</a> on page 465
How to define division-specific characteristics for a price item	<a href="#">Defining Division-Specific Characteristics for a Price Item</a> on page 466

## **Defining a Division**

### **Prerequisites**

To define a division, you should have:

- Work calendars, bill formats, bill route types, time zones, currencies, business objects, To Do types, and To Do roles defined in the application

### **Procedure**


To define a division:





1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **D** and then click **Division**.  
A sub-menu appears.
3. Click the **Add** option from the **Division** sub-menu.

The **Division** screen appears. It contains the following tabs:


- Main
- Access Groups
- Price Items
- Price Lists
- Languages
- Invoice Currencies
- Person Identifier Types
- Algorithms
- Characteristics
- Bill Messages
- Party Char Types
- Bill Cycles
- Account Identifier Types
- Price Item Characteristics

The **Main** tab contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to specify the code that uniquely identifies the division.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price List Search</b> screen appears.	Yes
Description	Used to specify the description for the division.	Yes
Work Calendar	Used to indicate the days on which this division operates. This calendar is used to ensure that the system calculated dates (for example, bill due date, credit and collection event dates, etc.) fall on a working day.	Yes
Status	Used to indicate the status of the division. You can use either of the following values: <ul style="list-style-type: none"> <li>• <b>Active</b> Indicates that the division can be used in the system</li> <li>• <b>Pending</b> Indicates that the division is still being defined</li> <li>• <b>Retired</b> Indicates that the division is no longer available for use</li> </ul>	Yes
Bill Format	Used to specify the default bill format for accounts in this division.	No
Bill Route Type	Used to specify the default bill route type for accounts in this division.	No

Field Name	Field Description	Mandatory (Yes or No)
Base Currency Code	Used when accounts in this division can be billed in a currency that is different from the currency required by the GL. The system generates GL entries in the currency defined for an account. If you specify the value in this field, the system will convert the GL amounts maintained in the accounts currency into this currency. The financial transactions in both the currencies will be maintained in the system.	No
Time Zone	Used to indicate the time zone in which this division operates.	No
Eligible for Accrual	Used to indicate whether the accounts belonging to the division are eligible for accrual.	No
Accrual Cycle	Used to indicate the accrual cycle for the division.	Yes (Conditional)
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Accrual Cycle Search</b> screen appears.	<b>Note:</b> The field is required when the division is eligible for accrual.
Comments	Used to specify additional details about the division.	No
Business Object	Used to specify a business object that may govern additional rules related to this division.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Business Object Search</b> screen appears.	
To Do Type	Used when you want the To Do entries (associated with accounts in this division) of a given To Do type must be assigned to the users with a given To Do role.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> screen appears.	
To Do Role	Used when you want the To Do entries (associated with accounts in this division) of a given To Do type must be assigned to the users with a given To Do role.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Role for To Do Type</b> screen appears.	

4. Enter the required details.

**Note:** You can search for a To Do type and To Do role by clicking the **Search**  icon corresponding to the respective field.

- If you want to add more than one To Do type and To Do role combination for a division, click the **Add** (+) icon and then enter the To Do type and To Do role.

**Note:** However, if you want to remove a To Do type and To Do role combination from the division, click the **Delete** (🗑️) icon corresponding to the combination.

- Associate access groups, price items, price lists, languages, invoice currencies, person identifier types, algorithms, bill messages, party characteristic types, bill cycles, and account identifier types with the division, if required.
- Define characteristics for the division, if required.
- Define division-specific characteristics for the price items, if required.
- Click the **Save** button in the **Page Title** area.

The division is defined.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to associate access groups with a division	<a href="#">Associating Access Groups with a Division</a> on page 452
How to associate products with a division	<a href="#">Associating Price Items with a Division</a> on page 453
How to associate price lists with a division	<a href="#">Associating Price Lists with a Division</a> on page 454
How to associate languages with a division	<a href="#">Associating Languages with a Division</a> on page 455
How to associate invoice currencies with a division	<a href="#">Associating Invoice Currencies with a Division</a> on page 456
How to associate customer identifier types with a division	<a href="#">Associating Person Identifier Types with a Division</a> on page 457
How to associate algorithms with a division	<a href="#">Associating Algorithms with a Division</a> on page 457
How to define characteristics for a division	<a href="#">Defining Characteristics for a Division</a> on page 461
How to associate bill messages with a division	<a href="#">Associating Bill Messages with a Division</a> on page 462
How to associate party characteristic types with a division	<a href="#">Associating Party Char Types with a Division</a> on page 463
How to associate bill cycles with a division	<a href="#">Associating Bill Cycles with a Division</a> on page 464
How to associate account identifier types with a division	<a href="#">Associating Account Identifier Types with a Division</a> on page 465
How to define division-specific characteristics for a price item	<a href="#">Defining Division-Specific Characteristics for a Price Item</a> on page 466

## **Associating Access Groups with a Division**

### **Prerequisites**

To associate access groups with a division, you should have:

- Access groups defined in the application


### **Procedure**




To associate access groups with a division:


1. Search for the division to which you want to associate access groups.
2. Click the **Access Groups** tab in the **Division** screen..

The **Access Groups** tab appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Access Group	Used to specify the access group code.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Access Group Search</b> window appears.	
Description	Displays the description of the access group.	Not applicable
	<b>Note:</b> The description appears automatically when you specify the access group.	

3. Enter the access group code.

**Note:** You can search for an access group by clicking the **Search**  icon corresponding to the field.

4. If you want to associate more than one access group with the division, click the **Add**  icon and then repeat step 3.

**Note:** However, if you want to remove an access group from the division, click the **Delete**  icon corresponding to the access group.

5. Click the **Save** button in the **Page Title** area.

The access groups are associated with the division.

### **Related Topics**

For more information on...	See...
How to search for a division	<a href="#">Searching for a Division</a> on page 446
<b>Division</b> screen	<a href="#">Division</a> on page 447
How to define a division	<a href="#">Defining a Division</a> on page 449

## **Associating Price Items with a Division**

### **Prerequisites**

To associate products with a division, you should have:

- Products created in the application

### **Procedure**


To associate products with a division:


1. Search for the division to which you want to associate products.
2. Click the **Products** tab in the **Division** screen.


The **Products** tab appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Product	Used to specify the product code.	No
Description	Displays the description of the product.	Not applicable
	<b>Note:</b> The description appears automatically when you specify the product code.	

3. Enter the product code.

**Note:** You can search for a product by clicking the **Search**  icon corresponding to the field.

4. If you want to associate more than one product with the division, click the **Add**  icon and then repeat step 3.

**Note:** However, if you want to remove a product from the division, click the **Delete**  icon corresponding to the product.

5. Click the **Save** button in the **Page Title** area.

The products are associated with the division.

#### Related Topics

For more information on...	See...
How to search for a division	<a href="#">Searching for a Division</a> on page 446
<b>Division</b> screen	<a href="#">Division</a> on page 447
How to define a division	<a href="#">Defining a Division</a> on page 449

## Associating Price Lists with a Division

### Prerequisites

To associate price lists with a division, you should have:


- Price lists created in the application

### Procedure

To associate price lists with a division:


1. Search for the division to which you want to associate price lists.
2. Click the **Price Lists** tab in the **Division** screen.


The **Price Lists** tab appears. It contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Price List ID	Used to specify the price list ID.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price List Search</b> window appears.	

Field Name	Field Description	Mandatory (Yes or No)
Description	Displays the description of the price list.	Not applicable
	<b>Note:</b> The description appears automatically when you specify the price list ID.	

- Enter the price list ID.

**Note:** You can search for a price list by clicking the **Search**  icon corresponding to the field.

- If you want to associate more than one price list with the division, click the **Add**  icon and then repeat step 3.

**Note:** However, if you want to remove a price list from the division, click the **Delete**  icon corresponding to the price list.

- Click the **Save** button in the **Page Title** area.

The price lists are associated with the division.

### Related Topics

For more information on...	See...
How to search for a division	<a href="#">Searching for a Division</a> on page 446
<b>Division</b> screen	<a href="#">Division</a> on page 447
How to define a division	<a href="#">Defining a Division</a> on page 449

## Associating Languages with a Division

### Prerequisites

To associate languages with a division, you should have:

- Languages defined in the application


### Procedure


To associate languages with a division:

- Search for the division to which you want to associate languages.
- Click the **Languages** tab in the **Division** screen.

The **Languages** tab appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Language	Used to specify the language.	No

- Select the language from the list.
- If you want to associate more than one language with the division, click the **Add**  icon and then repeat step 3.

**Note:** However, if you want to remove a language from the division, click the **Delete**  icon corresponding to the language.

- Click the **Save** button in the **Page Title** area.

The languages are associated with the division.

### Related Topics

For more information on...	See...
How to search for a division	<a href="#">Searching for a Division</a> on page 446
<b>Division</b> screen	<a href="#">Division</a> on page 447
How to define a division	<a href="#">Defining a Division</a> on page 449

## Associating Invoice Currencies with a Division

### Prerequisites

To associate invoice currencies with a division, you should have:

- Currencies defined in the application

### Procedure

To associate invoice currencies with a division:

- Search for the division in the **Division** screen.
- Click the **Invoice Currencies** tab.

The **Invoice Currencies** tab appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Currency	Used to specify the currency.	No
Rounding Type	Used to indicate the rounding type for the currency. The valid values are: <ul style="list-style-type: none"> <li>Down</li> <li>Nearest</li> <li>Up</li> </ul>	Yes (Conditional)
		<b>Note:</b> This field is required when you are associating a currency with the division.

- Select the currency and its rounding type from the respective list.
- If you want to associate more than one invoice currency with the division, click the **Add** (+) icon and then repeat step 3.

**Note:** However, if you want to remove an invoice currency from the division, click the **Delete** (🗑️) icon corresponding to the invoice currency.

- Click the **Save** button in the **Page Title** area.

The invoice currencies are associated with the division.

### Related Topics

For more information on...	See...
How to search for a division	<a href="#">Searching for a Division</a> on page 446

For more information on...	See...
Division screen	<a href="#">Division</a> on page 447
How to define a division	<a href="#">Defining a Division</a> on page 449

## Associating Person Identifier Types with a Division

### Prerequisites

To associate person identifier types with a division, you should have:

- Person identifier types defined in the application

### Procedure

To associate person identifier types with a division:

1. Search for the division to which you want to associate person identifier types.
2. Click the **Person Identifier Types** tab in the **Division** screen.

The **Person Identifier Types** tab appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Person Identifier Type	Used to specify the person identifier type.	No

3. Select the person identifier type from the list.
4. If you want to associate more than one person identifier type with the division, click the **Add** (+) icon and then repeat step 3.

**Note:** However, if you want to remove a person identifier type from the division, click the **Delete** (🗑️) icon corresponding to the person identifier type.

5. Click the **Save** button in the **Page Title** area.

The person identifier types are associated with the division.

### Related Topics

For more information on...	See...
How to search for a division	<a href="#">Searching for a Division</a> on page 446
Division screen	<a href="#">Division</a> on page 447
How to define a division	<a href="#">Defining a Division</a> on page 449

## Associating Algorithms with a Division

### Prerequisites

To associate algorithms with a division, you should have:

- Algorithms defined in the application


### Procedure

To associate algorithms with a division:

1. Search for the division to which you want to associate algorithms.
2. Click the **Algorithms** tab in the **Division** screen.

The **Algorithms** tab appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Division Algorithm Entity	<p>Used to indicate the entity to which you want to attach the algorithm. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Currency Conversion For Adjustments</b> — Used to attach a date or date and time based currency conversion algorithm which must be triggered during adjustment creation and FT GL creation for adjustments.</li> <li>• <b>Currency Conversion For Bill Segments</b> — Used to attach a date or date and time based currency conversion algorithm which must be triggered during bill segment generation and FT GL creation for bill segments.</li> <li>• <b>Currency Conversion For Payments</b> — Used to attach a date or date and time based currency conversion algorithm which must be triggered during payment and tender creation and during FT GL creation for payments.</li> <li>• <b>TFM - Currency Conversion</b> — Used to attach a date or date and time based currency conversion algorithm which must be triggered during the transaction aggregation process.</li> <li>• <b>Price Assignment Search</b> — Used to attach an algorithm which indicates the order in which the price item pricing must be determined while billing. It also indicates the order in which the price item pricing must be displayed on the <b>Pricing (Account)</b> and <b>Pricing (Person)</b> screens.</li> <li>• <b>Sequential Bill Number Generation</b> — Used to attach an algorithm which indicates how to sequence alternate bill numbers which are unique within the division.</li> <li>• <b>Usage Account Contract Mapping</b> — Used to attach an algorithm which must be triggered when you create a usage account. It checks whether the usage account satisfies any account selection template criteria defined for any active construct. If yes, it includes the usage account in the active construct provided no bills are generated for the construct.</li> <li>• <b>GL Account Validation</b> – Used to attach an algorithm which is triggered during dynamic GL account validation.</li> <li>• <b>TFM - Cancellation Pre-Processing</b> – Used to attach an algorithm which is triggered when you execute the C1-TXCNC batch. This algorithm is used to undertake some preprocessing activities (such as cleaning data in any custom tables) during the cancellation process.</li> <li>• <b>TFM - Disaggregation Pre-Processing</b> - Used to attach an algorithm which is triggered when you execute the C1-PDTXN batch. This algorithm is used to undertake some preprocessing activities (such as cleaning data in any custom tables) during the disaggregation process.</li> </ul>	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when you are associating an algorithm with the division.</p>

Field Name	Field Description	Mandatory (Yes or No)
	<ul style="list-style-type: none"> <li>• <b>TFM - Rollback Pre-Processing</b> - Used to attach an algorithm which is triggered when you execute the C1-TXNRB batch. This algorithm is used to undertake some preprocessing activities (such as cleaning data in any custom tables) during the rollback process.</li> <li>• <b>TFM - Verify Pricing Post-Processing</b> — Used to attach an algorithm which is triggered when you execute the C1-TXNVP batch. This algorithm is used to undertake some post-processing activities on a summary record in the CI_TXN_DTL_PRITM_SUMMARY table.</li> <li>• <b>TFM - Billable Charge Post-Processing</b> — Used to attach an algorithm which is triggered when you execute the C1-TXNSQ and C1-TXNCU batches. This algorithm is used to undertake some post-processing activities on a billable charge.</li> <li>• <b>TFM - Price Item Derivation Post-Processing</b> — Used to attach an algorithm which is triggered when you execute the C1-TXNIP batch. This algorithm is used to undertake some post-processing activities on the transaction legs.</li> <li>• <b>TFM - Rate Post-Processing</b> — Used to attach an algorithm which is triggered when you execute the C1-TXNEX and C1-TXNSQ batches. This algorithm is used to undertake some preprocessing activities while determining rate for transaction legs.</li> <li>• <b>TFM - Rate Pre-Processing</b> — Used to attach an algorithm which is triggered when you execute the C1-TXNEX and C1-TXNSQ batches. This algorithm is used to undertake some post-processing activities after determining rate for transaction legs.</li> </ul>	
Sequence Number	Used to specify the order in which the algorithms with the same entity should be executed.	Yes (Conditional)  <b>Note:</b> This field is required when you are associating an algorithm with the division.
Algorithm	Used to specify the algorithm code.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	Yes (Conditional)  <b>Note:</b> This field is required when you are associating an algorithm with the division.
Description	Displays the description of the algorithm.  <b>Note:</b> The description appears automatically when you specify the algorithm code.	Not applicable



3. Enter the required details.

**Note:** You can search for an algorithm by clicking the **Search** (🔍) icon corresponding to the field.

4. If you want to associate more than one algorithm with the division, click the **Add** (+) icon and then repeat step 3.

**Note:** However, if you want to remove an algorithm from the division, click the **Delete** (🗑️) icon corresponding to the algorithm.

5. Click the **Save** button in the **Page Title** area.

The algorithms are associated with the division.

### Related Topics

For more information on...	See...
How to search for a division	<a href="#">Searching for a Division</a> on page 446
<b>Division</b> screen	<a href="#">Division</a> on page 447
How to define a division	<a href="#">Defining a Division</a> on page 449

## Defining Characteristics for a Division

### Prerequisites

To define characteristics for a division, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to Division)

### Procedure

To define characteristics for a division:

1. Search for the division for which you want to define characteristics.
2. Click the **Characteristics** tab in the **Division** screen.

The **Characteristics** tab appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the division.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the division.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to Division.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the division.

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the division.

- Enter the required details.

**Note:** If you select a predefined characteristic type, the **Search** (🔍) icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

- If you want to define more than one characteristic for the division, click the **Add** (+) icon and then repeat step 3.

**Note:** However, if you want to remove a characteristic from the division, click the **Delete** (🗑️) icon corresponding to the characteristic.

- Click the **Save** button in the **Page Title** area.

The characteristics are defined for the division.

### Related Topics

For more information on...	See...
How to search for a division	<a href="#">Searching for a Division</a> on page 446
<b>Division</b> screen	<a href="#">Division</a> on page 447
How to define a division	<a href="#">Defining a Division</a> on page 449

## Associating Bill Messages with a Division

### Prerequisites

To associate bill messages with a division, you should have:

- Bill messages defined in the application


### Procedure

To associate bill messages with a division:


- Search for the division to which you want to associate bill messages.
- Click the **Bill Messages** tab in the **Division** screen.


The **Bill Messages** tab appears. It contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Start Date	Used to specify the date from when you want the bill message to appear on the bill.	Yes (Conditional)
		<b>Note:</b> This field is required when you are associating a bill message with the division.

Field Name	Field Description	Mandatory (Yes or No)
End Date	Used to specify the date till when you want the bill message to appear on the bill.	No
Bill Message	Used to specify the bill message that is valid for accounts in this division.	Yes (Conditional)
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Bill Message Search</b> window appears.	<b>Note:</b> This field is required when you are associating a bill message with the division.
Description	Displays the description of the bill message.	Not applicable
	<b>Note:</b> The description appears automatically when you specify the message code.	

3. Enter the required details.

**Note:** You can search for a bill message by clicking the **Search**  icon corresponding to the field.

4. If you want to associate more than one bill message with the division, click the **Add**  icon and then repeat step 3.

**Note:** However, if you want to remove a bill message from the division, click the **Delete**  icon corresponding to the message code.

5. Click the **Save** button in the **Page Title** area.

The bill messages are associated with the division.

### **Related Topics**

For more information on...	See...
How to search for a division	<a href="#">Searching for a Division</a> on page 446
<b>Division</b> screen	<a href="#">Division</a> on page 447
How to define a division	<a href="#">Defining a Division</a> on page 449

## **Associating Party Char Types with a Division**

### **Prerequisites**

To associate party char types with a division, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to Division)

### **Procedure**

To associate party char types with a division:

1. Search for the division to which you want to associate party char types.
2. Click the **Party Char Types** tab in the **Division** screen.

The **Party Char Types** tab appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Entity	Used to indicate whether the characteristic type is valid for a person or an account in this division.	Yes (Conditional)
		<b>Note:</b> This field is required when you are associating a party char type with the division.
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
		<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to Division.
		<b>Note:</b> This field is required when you are associating a party char type with the division.

- Enter the required details.
- If you want to associate more than one party char type with the division, click the **Add** (+) icon and then repeat step 3.

**Note:** However, if you want to remove a party char type from the division, click the **Delete** (🗑️) icon corresponding to the characteristic type.

- Click the **Save** button in the **Page Title** area.

The party char types are associated with the division.

### **Related Topics**

For more information on...	See...
How to search for a division	<a href="#">Searching for a Division</a> on page 446
<b>Division</b> screen	<a href="#">Division</a> on page 447
How to define a division	<a href="#">Defining a Division</a> on page 449

## **Associating Bill Cycles with a Division**

### **Prerequisites**

To associate bill cycles with a division, you should have:

- Bill cycles defined in the application

### **Procedure**

To associate bill cycles with a division:

- Search for the division to which you want to associate bill cycles.
- Click the **Bill Cycles** tab in the **Division** screen.

The **Bill Cycles** tab appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Bill Cycle	Used to specify the bill cycle.	No

- Select the bill cycle from the list.

- If you want to associate more than one bill cycle with the division, click the **Add** (+) icon and then repeat step 3.

**Note:** However, if you want to remove a bill cycle from the division, click the **Delete** (🗑️) icon corresponding to the bill cycle.

- Click the **Save** button in the **Page Title** area.

The bill cycles are associated with the division.

### **Related Topics**

For more information on...	See...
How to search for a division	<a href="#">Searching for a Division</a> on page 446
<b>Division</b> screen	<a href="#">Division</a> on page 447
How to define a division	<a href="#">Defining a Division</a> on page 449

## **Associating Account Identifier Types with a Division**

### **Prerequisites**

To associate account identifier types with a division, you should have:

- Account Identifier Types defined in the application

### **Procedure**

To associate account identifier types with a division:

- Search for the division to which you want to associate account identifier types.
- Click the **Account Identifier Types** tab in the **Division** screen.

The **Account Identifier Types** tab appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Account Identifier Type	Used to specify the account identifier type.	No

- Select the account identifier type from the list.
- If you want to associate more than one account identifier type with the division, click the **Add** (+) icon and then repeat step 3.

**Note:** However, if you want to remove an account identifier type from the division, click the **Delete** (🗑️) icon corresponding to the account identifier type.

- Click the **Save** button in the **Page Title** area.

The account identifier types are associated with the division.

### **Related Topics**

For more information on...	See...
How to search for a division	<a href="#">Searching for a Division</a> on page 446
<b>Division</b> screen	<a href="#">Division</a> on page 447

<b>For more information on...</b>	<b>See...</b>
How to define a division	<i>Defining a Division</i> on page 449

## Defining Division-Specific Characteristics for a Price Item

### Prerequisites

To define division-specific characteristics for a price item, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to Division/Price Item Combination)
- Price item associated with the division to which the user belongs

### Procedure

To define division-specific characteristics for a price item:

1. Search for the division for which you want to define price item characteristics.
2. Click the **Price Item Characteristics** tab in the **Division** screen.


The **Price Item Characteristics** tab appears. It contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Price item	Displays the price item code.	Not applicable
Effective Date	Used to specify the date from when the price item characteristic is effective for the division.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a division-specific characteristic for the price item.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to Division/Price Item Combination.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a division-specific characteristic for the price item.
Characteristic Value	Used to specify the value for the characteristic type. <b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a division-specific characteristic for the price item.


3. If the division has multiple price items associated with it, scroll to define characteristics for the required price item.

**Note:** You can use the **Previous** (←) and **Next** (→) buttons to scroll through the price items while defining their characteristics.

4. Enter the required details.

**Note:** If you select a predefined characteristic type, the **Search** () icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

5. If you want to define more than one division-specific characteristic for the price item, click the **Add** () icon and then repeat step 4.

**Note:** However, if you want to remove a division-specific characteristic from the price item, click the **Delete** () icon corresponding to the characteristic.

6. Click the **Save** button in the **Page Title** area.

The division-specific characteristics are defined for the price item.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a division	<a href="#">Searching for a Division</a> on page 446
<b>Division</b> screen	<a href="#">Division</a> on page 447
How to define a division	<a href="#">Defining a Division</a> on page 449





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# Chapter

# 5

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## Approval Workflow

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### Topics:

- [Most Commonly Used Terms](#)
- [Approval Workflow Process](#)
- [Prerequisites](#)
- [Approval Transaction](#)
- [Comparison: New versus Existing](#)
- [Approve Price Assignment](#)
- [Resolve Price Assignment](#)
- [Modify Price Assignment](#)
- [Approval Workflow Group \(Used for Searching\)](#)
- [Approval Workflow Group \(Used for Viewing\)](#)
- [Approval Workflow Chain \(Used for Searching\)](#)
- [Approval Workflow Chain \(Used for Viewing\)](#)
- [Approval Workflow Criterion Type \(Used for Searching\)](#)
- [Approval Workflow Criterion Type \(Used for Viewing\)](#)
- [Approval Workflow Group Chain Linkage \(Used for Searching\)](#)
- [Approval Workflow Group Chain Linkage \(Used for Viewing\)](#)
- [Approval Workflow Setting \(Used for Searching\)](#)
- [Approval Workflow Setting \(Used for Viewing\)](#)
- [Approval Workflow Reason \(Used for Searching\)](#)

Oracle Revenue Management and Billing may optionally be configured to use the approval workflow process whenever any addition, modification, or deletion is done manually by a user. The approval workflow process routes any changes made to the business objects (such as person, account, contract, division, and so on) to a group of people for approval. The approval workflow process allows you to manage and track all tasks involved in the approval process.

Approval workflow allows you to define the rules for requiring an approval step before the data changes are committed to the database. Once you establish the approval workflow rules, the application manages the business process flow for having data changes approved before they are reflected in the database.

The system provides you with a flexible set of options used to determine when approvals are required, and how the approval process is to be managed including:

- Turning approval on or off for individual business objects within the application
- Grouping business objects so that approval is required for the group rather than the individual business objects within the group
- Who should approve
- How many levels of approvals are required
- Different approval workflow chains based on different criteria

Once you have turned approval workflow on for an object, or a group of objects, the system will use the approval workflow configuration to manage the entire approval process including:

- Determining whether approval is required based on data changes submitted by a user
- Routing approval workflow requests to one or more qualified approvers
- Managing rejected data changes and sending these back to the submitter for resolution
- Committing the changes once all required approvals are received

- *Approval Workflow Reason  
(Used for Viewing)*

## Most Commonly Used Terms

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Before you understand the approval workflow process, you must familiarize yourself with the following terms:

Term	Description
Submitter	A person who adds, modifies or deletes a business object, such as person, account, contract, and division is called a submitter.
Approver	A person who approves any changes made to a business object is called an approver.
Approval Workflow Group	A group of one or more business objects for which approval is required, under some or all conditions, when data changes are made.
Approval Workflow Chain	The approval workflow chain indicates how many levels of approvals are required to approve the changes made by the submitter.

## Approval Workflow Process

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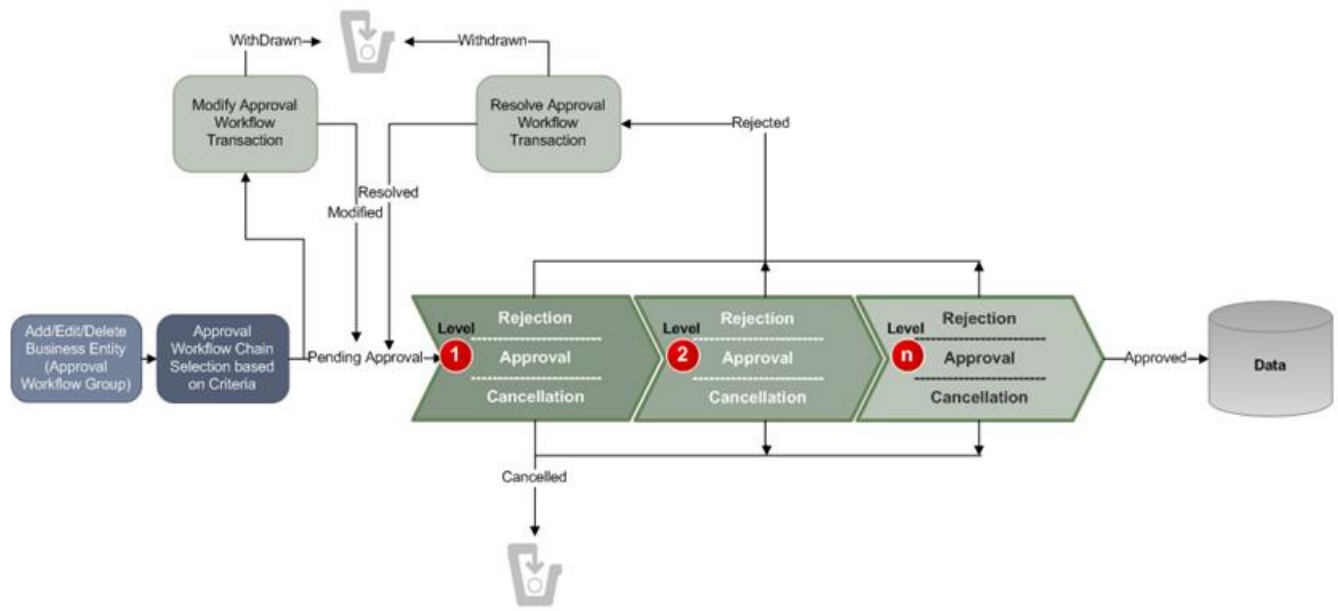
When a submitter adds, edits or deletes a business object (for example, an account) that belongs to an approval workflow group, the system checks whether approval workflow is activated for the approval workflow group. If the approval workflow is activated for the group, the system creates an approval workflow request. Every approval workflow request is uniquely identified in the system through the Approval Transaction ID.

The system identifies the approval workflow chain that must be used for approval depending on the pre-configured conditions or criteria. Based on the number of levels defined in the approval workflow chain, the request is sent to the approver at each level in the chain or hierarchy for approval. When the approver at the first level approves the request, a notification is sent to the approver at the second level for approval. This process continues till the approval is received from all levels in the hierarchy. Once the approvers at all levels approve the request, the changes are committed to the database.

However, if an approver at any level in the hierarchy rejects the request, a notification is sent to the submitter who has made the changes. The submitter then makes the required corrections based on the approver's comments and resubmits the changes for approval. In this case, the approval process starts once again from the beginning and not from the level at which the request was rejected.

The submitter also has the facility to modify the request before the approver at the first level in the hierarchy approves or rejects the request. Once the changes are made, the submitter submits the request for approval. The submitter also has the facility to cancel the request.

The following figure indicates the flow of the approval workflow process:



To implement the approval workflow process, you need to define the following:

- [Approval Workflow Group \(Used for Searching\)](#) on page 526
- [Approval Workflow Chain \(Used for Searching\)](#) on page 543
- [Approval Workflow Criterion Type \(Used for Searching\)](#) on page 550
- [Approval Workflow Group Chain Linkage \(Used for Searching\)](#) on page 556
- [Approval Workflow Reason \(Used for Searching\)](#) on page 573
- [Approval Workflow Setting \(Used for Searching\)](#) on page 566

For price list, price item and price assignment, the approval workflow configuration is shipped with ORMB. The following groups are available in the system:

- **C1PRODUCT** – Contains the C1\_PRICEITEM\_BO business object
- **C1PRICELST** – Contains the C1\_F\_ADDPLBO business object
- **C1PRICEASG** – Contains the C1\_PRICECOMP and C1\_PRICEASGN\_BO business objects

After creating the approval workflow chains, you need to link these groups to the corresponding approval workflow chains. To setup the approval workflow process for price assignment, you need to do the following:

For Price Item	<ol style="list-style-type: none"> <li>1. If a <b>Determine BO</b> algorithm is not specified for the <b>C1_PRICEITEM</b> maintenance object, create a <b>Determine BO</b> algorithm using the <b>F1-MOBO</b> algorithm type and specify <b>C1_PRICEITEM_BO</b> as the business object on this algorithm.</li> <li>2. Attach this algorithm on the <b>Determine BO</b> algorithm spot of the <b>C1_PRICEITEM</b> MO.</li> <li>3. Link the <b>C1PRODUCT</b> group to the appropriate approval workflow chain.</li> <li>4. Activate the approval workflow for the <b>C1PRODUCT</b> group by setting the <b>Active</b> flag corresponding to the group in the <b>Approval Workflow Settings</b> screen to <b>Y</b>.</li> </ol>
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For Price List	<ol style="list-style-type: none"> <li>1. If a <b>Determine BO</b> algorithm is not specified for the <b>C1_PRICELIST</b> maintenance object, create a <b>Determine BO</b> algorithm using the <b>F1-MOBO</b> algorithm type and specify <b>C1_F_ADDPLBO</b> as the business object on this algorithm.</li> <li>2. Attach this algorithm on the <b>Determine BO</b> algorithm spot of the <b>C1_PRICELIST</b> MO.</li> <li>3. Link the <b>C1PRICELST</b> group to the appropriate approval workflow chain.</li> <li>4. Activate the approval workflow for the <b>C1PRICELST</b> group by setting the <b>Active</b> flag corresponding to the group in the <b>Approval Workflow Settings</b> screen to <b>Y</b>.</li> </ol>
For Price Assignments	<ol style="list-style-type: none"> <li>1. If a <b>Determine BO</b> algorithm is not specified for the <b>C1_PRICECOMP</b> maintenance object, create a <b>Determine BO</b> algorithm using the <b>F1-MOBO</b> algorithm type and specify <b>C1_PRICECOMP</b> as the business object on this algorithm.</li> <li>2. Attach this algorithm on the <b>Determine BO</b> algorithm spot of the <b>C1_PRICECOMP</b> MO.</li> <li>3. If a <b>Determine BO</b> algorithm is not specified for the <b>C1_PRICEASGN</b> maintenance object, create a <b>Determine BO</b> algorithm using the <b>F1-MOBO</b> algorithm type and specify <b>C1_PRICEASGN_BO</b> as the business object on this algorithm.</li> <li>4. Attach this algorithm on the <b>Determine BO</b> algorithm spot of the <b>C1_PRICEASGN</b> MO.</li> <li>5. Link the <b>C1PRICEASG</b> group to the appropriate approval workflow chain.</li> <li>6. Activate the approval workflow for the <b>C1PRICEASG</b> group by setting the <b>Active</b> flag corresponding to the group in the <b>Approval Workflow Settings</b> screen to <b>Y</b>.</li> </ol>

Similarly, for invoicing group, the approval workflow configuration is shipped with ORMB. The following groups are available in the system:

- **C1IGADD**
- **C1IGUPD**

After creating the approval workflow chains, you need to link these groups to the corresponding approval workflow chains, and activate the approval workflow for these groups by setting the following in the **Approval Workflow Settings** screen:

- Set **Active** flag to **Yes**
- Set **Prevalidation** flag to **Yes**

**Note:** You must set the **Active** flag to **No** for both the groups in case you do not want to activate the approval workflow for invoicing group. If you set the **Active** flag to **Yes** for either of the groups, approval workflow is triggered when you add and/or edit an invoicing group.

## Prerequisites

You need to setup the following prerequisites to implement the approval workflow process:

- **Setup Feature Configuration for Approval Workflow** — If you create new Maintenance Objects (MOs) and want the access control for these MOs in the approval workflow transactions to be based on the access group and division, then you have to create a custom algorithm and attach it to the **Approval Transaction Entity Access Algorithms** option type of the **C1\_AXENTITY** feature configuration. Note that you will then have two access algorithms; one default algorithm (that is, **C1-APPTXN**) and another custom algorithm. For more information

about the **C1\_AXENTITY** feature configuration, see [Setting the C1\\_AXENTITY Feature Configuration](#) on page 2025.

- **Create and Attach Determine BO Algorithm** — To use approval workflow for a business object, check the corresponding maintenance object to see if a **Determine BO** algorithm is already attached to it. If not, create a **Determine BO** algorithm using the **F1-MOBO** algorithm type, and specify the appropriate business object name on the newly created algorithm. Attach this algorithm on the **Determine BO** algorithm spot of the maintenance object.
- **Attach Audit Algorithm to Business Objects** — To use the approval workflow process for a business object, you need to attach the **C1-APPTXNBAS** algorithm on the **Audit** algorithm spot of the business object. Unless you attach the audit algorithm to a business object, the approval workflow process will not be triggered for the respective business object. This step is only required when you are using the base panels. If you have created custom UI maps to enter or modify data for a specific business object, this step is not needed.
- **Attach Validation Algorithms to Business Objects** — The following algorithms are shipped with ORMB:

Business Object	Basic Validation Algorithm	Pending Transaction Validation Algorithm
C1-AppBOChain	C1-GRPCHNALG	C1-APPGRPCHL
C1-AppGrp	C1-GRPALG	C1-APPGROUPV
C1-ApprovalChainEligible	C1-ADMALG	C1-APGBYPORT
C1-ApprovalTransactionChain	C1-APCHALGO	C1-APCHNPEND

The basic validation algorithms are attached to the respective business objects, and then shipped with ORMB. However, the pending transaction validation algorithms are not attached to the respective business objects. If you want to restrict the users from either editing or deleting the approval workflow group, approval workflow settings, approval workflow chain, or approval workflow group chain linkage when the respective approval workflow requests are in the **Pending**, **Work-in-Progress**, or **Rejected** state, then you must attach the pending transaction validation algorithm on the **Validation** algorithm spot of the respective business object.

- **Set Colors for Highlighting during Comparison** — While approving, rejecting, or cancelling approval workflow requests where the submitter action is Update (UPD), you will be able to compare the existing and new data. By default, any modifications are highlighted in the Yellow (9933FF) color and new additions are highlighted in the Purple (FFFF66) color. You can easily change these default colors. For more information on how to set the colors used for highlighting, see [Changing the Highlighting Colors](#).
- **Create To Do Types** — You need to create the To Do types that you want to use in the approval workflow process. Once the To Do type is created, you need to link it to the required To Do roles so that users belonging to the To Do role can view and work on the To Do type.
- **Create To Do Roles** — You need to create the To Do roles that you want to use in the approval workflow process. Once the To Do role is created, you need to add the users whom you want to assign this role.

**Note:** User who is withdrawing the approval workflow request must be assigned to the To Do role to which the approver at the first level in the hierarchy is assigned. Otherwise, the user will not be able to withdraw the approval workflow request.

- **Create Input UI Map for an Approval Workflow Group** — The system provides you with the ability to automatically generate an Input UI map, and associate it with the approval workflow group. Alternatively, you can create an Input UI map manually, and attach it to the approval workflow group. For more information on how to create an Input UI map manually, see [Creating Input UI Map for an Approval Workflow Group](#) on page 2023.
- **Create Display UI Map for an Approval Workflow Group** — The system provides you with the ability to automatically generate a Display UI map, and associate it with the approval workflow group. Alternatively, you can create a Display UI map manually, and attach it to the approval workflow group. For more information on

how to create a Display UI map manually, see [Creating Display UI Map for an Approval Workflow Group](#) on page 2022.

## Approval Transaction

If an approver at any level in the hierarchy rejects a request, a notification is sent to the submitters having the To Do role to resolve. The submitter then makes the required corrections based on the approver's comments, and resubmits the changes for approval. In this case, the approval process starts once again from the beginning, and not from the level at which the request was rejected.

The **Approval Transaction** screen allows you to resolve or withdraw a request. It consists of the following zones:

- [Search Approval Transaction](#)
- [Approval Transaction Log](#)

## Search Approval Transaction

The **Search Approval Transaction** zone allows you to search for an approval transaction using various search criteria. It contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for an approval transaction using the task or approval transaction details. The valid values are: <ul style="list-style-type: none"> <li>• Task Details</li> <li>• Approval Transaction Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Task Details</b> option is selected.	
Status	Used to search approval transactions with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Approved</li> <li>• Cancelled</li> <li>• Rejected</li> <li>• Inprocess</li> <li>• Pending</li> <li>• Deleted</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Approval Transaction Details</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Task	Used to search approval transactions with a particular task. The valid values are: <ul style="list-style-type: none"> <li>• Approve</li> <li>• Modify</li> <li>• Resolve</li> </ul>	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Task Details</b> option from the <b>Search By</b> list.	<b>Note:</b> This field is required when you want to search approval transactions using the task details.
Approval Workflow Group	Used to search approval transactions created for the business objects that belong to a particular approval workflow group.	No
Division	Used to search approval transactions which belong to a particular division.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	
Reference ID	Used to search approval transactions created for the business object with a particular reference ID.	No
Approval Transaction ID	Used to search for a particular approval transaction.	No
Created From	Used to search approval transactions which are created from a particular date onwards.	No
Created Until	Used to search approval transactions which are created till a particular date.	No
Action	Used to search approval transactions which are created while adding, updating, or deleting a business object.	No
Submitter ID	Used to search approval transactions which are created by a particular submitter.	No
	<b>Note:</b> This field appears either when you select the <b>Task Details</b> from the <b>Search By</b> list and <b>Approve</b> option from the <b>Task</b> list or when you select the <b>Approval Transaction Details</b> from the <b>Search By</b> list and <b>Processing, Pending, or Deleted</b> option from the <b>Approval Transaction Status</b> list.  The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Submitter Id for Status</b> window appears.	



Field Name	Field Description	Mandatory (Yes or No)
Approver ID	Used to search approval transactions which are rejected by a particular approver.  <b>Note:</b> The <b>Approver ID</b> is displayed when the approval transaction is searched by <b>Task Details</b> and <b>Task is Resolve</b> . It is also displayed when the approval transaction is searched by <b>Approval Transaction Details</b> and Status is <b>Approved, Canceled, or Rejected</b> .  The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Approver ID Search</b> window appears.	No


**Note:** You must specify at least one search criterion while searching for an approval transaction. One more search criterion is required when you are searching for an approval transaction using the **Task** field.

- **Search Results** - On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Approval Transaction ID	Displays the approval transaction ID.  <b>Note:</b> It has a link. The link appears when you select <b>Task Details</b> option from the <b>Search By</b> list. If the <b>Approve</b> option is selected from the <b>Task</b> list then on clicking the link, <b>Comparison: New versus Existing</b> window appears with the compared details of the new and existing approval transactions. If the <b>Modify</b> option is selected from the <b>Task</b> list then on clicking the link, <b>Modify/Resolve Price List Assignment</b> window appears to modify or resolve the details of price list assignment. If the <b>Resolve</b> option is selected from the <b>Task</b> list then on clicking the link, <b>Modify/Resolve Price List Assignment</b> window appears to modify or resolve the details of price list assignment.
Approval Workflow Group	Displays the code of the approval workflow group.
Submitter Name	Displays the name of submitter who submits the approval transaction details list.  <b>Note:</b> This column appears either when you select the <b>Approve</b> or <b>Modify</b> option from the <b>Task</b> list or when you select the <b>Processing, Pending, or Deleted</b> option from the <b>Approval Transaction Status</b> list.
Approver Name	Displays the name of an approver who approves an approval transaction details list.  <b>Note:</b> This column appears either when you select the <b>Resolve</b> option from the <b>Task</b> list or when you select the <b>Approved, Canceled, or Rejected</b> option from the <b>Approval Transaction Status</b> list.

Column Name	Column Description
Submitted On	Displays the date and time on which approval transaction is submitted for approval.
	<b>Note:</b> This column appears either when you select the <b>Approve</b> or <b>Modify</b> option from the <b>Task</b> list or when you select the <b>Approved</b> , <b>Pending</b> , or <b>Deleted</b> option from the <b>Approval Transaction Details</b> list.
Action	Indicates the various types of action. The valid values are: <ul style="list-style-type: none"> <li>• Add</li> <li>• Delete (DEL)</li> <li>• Update (UPD)</li> </ul>
Division	Displays the division to which the approval transaction belongs.
Status	Displays the status of approval transaction. The valid values are: <ul style="list-style-type: none"> <li>• Approved</li> <li>• Cancelled</li> <li>• Rejected</li> <li>• Processing</li> <li>• Pending</li> <li>• Deleted</li> </ul>
	<b>Note:</b> This column appears either when you select <b>Approval Transaction Details</b> option from the <b>Search By</b> list of the search criteria.
To Do Type	Displays the type of <b>To Do</b> (notification) received for the approval transaction.
Approval Transaction Information	Displays additional information about the approval transaction.
Rejected On	Displays the date and time on which the transaction is rejected.
	<b>Note:</b> This column appears either when you select the <b>Resolve</b> option from the <b>Task</b> list or when you select the <b>Rejected</b> , option from the <b>Approval Transaction Details</b> list.
Reject Reason	Displays the reason for which the approval transaction is rejected by the approver.
	<b>Note:</b> This column appears either when you select the <b>Resolve</b> option from the <b>Task</b> list or when you select the <b>Rejected</b> option from the <b>Approval Transaction Details</b> list.
Canceled On	Displays the date and time on which the approval transaction is canceled by the user.
	<b>Note:</b> This column appears when you select the <b>Cancelled</b> option from the <b>Approval Transaction Details</b> list.

Column Name	Column Description
Cancel Reason	Displays the reason for which the approval transaction is canceled by the user.
	<b>Note:</b> This column appears either when you select the <b>Canceled</b> option from the <b>Approval Transaction Details</b> list.
Withdraw	Displays a link to withdraw an approval transaction.
	<b>Note:</b> This column appears either when you select the <b>Modify</b> or <b>Resolve</b> option from the <b>Task</b> list. It has a link and on clicking the link, a message appears to confirm the withdrawal of the respective approval transaction.

On clicking the **Broadcast**  icon corresponding to the approval transaction the **Approval Transaction Log** zone appears with the approval transaction log details.


### Related Topics

For more information on...	See...
<b>Approval Transaction Log</b> zone	<a href="#">Approval Transaction Log</a> on page 479
How to search for an approval transaction	<a href="#">Searching for an Approval Transaction</a> on page 480
How to view the log of an approval transaction	<a href="#">Viewing the Log of an Approval Transaction</a> on page 480

## Approval Transaction Log

The **Approval Transaction Log** zone displays the complete trail of submitter and approver actions performed on the approval transaction. It contains the following columns:

Column Name	Column Description
Date Time	Displays the date and time when the action was performed on the approval transaction.
User Name	Indicates the user who has performed the action on the approval transaction.
Status	Displays the status of the approval transaction. The valid values are: <ul style="list-style-type: none"> <li>• Approved</li> <li>• Cancelled</li> <li>• Rejected</li> <li>• InProcess</li> <li>• Pending</li> <li>• Deleted</li> </ul>
View	It has a link. On clicking the <b>View</b> link, the <b>Comparison: New versus Existing</b> window appears where you can view the existing and new compared transactions”.
Status Reason	Displays the status reason of the approval transaction.
Comments	Displays additional information about the approval transaction.

By default, the **Banking Approval Transaction Log** zone does not appear. It appears only when you click the **Broadcast**  icon corresponding to the approval transaction in the **Approval Transaction** zone.

You can change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

**Related Topics**

For more information on...	See...
How to view the log of an approval transaction	<a href="#">Viewing the Log of an Approval Transaction</a> on page 480

**Searching for an Approval Transaction****Procedure**

To search for an approval transaction:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Approval Workflow Management** and then click **Approval Transaction**.  
The **Approval Transaction** screen appears.
3. Click the **Search** option from the **Approval Transaction** sub-menu.  
The **Approval Transaction** screen appears.
4. Enter the search criteria in the **Search Approval Transaction** zone depending on whether you want to search for a task or approval transaction details.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.


5. Click **Search**.  
A list of task or approval transactions that meet the search criteria appears in the **Search Results** section.

**Related Topics**

For more information on...	See...
<b>Approval Transaction</b> screen	<a href="#">Approval Transaction</a> on page 475
<b>Search Approval Transaction</b> zone	<a href="#">Search Approval Transaction</a> on page 475

**Viewing the Log of an Approval Transaction****Procedure**

To view the log of an approval transaction:

1. Search for the task or approval transaction details in the **Approval Transaction** screen.
2. In the Search Results section, click the **Broadcast**  icon corresponding to the approval transaction whose log details you want to view.  
The **Approval Transaction Log** zone appears.
3. View the log details of the approval transactions in the **Approval Transaction Log** zone.

**Related Topics**

For more information on...	See...
Search Approval Transaction zone	<a href="#">Search Approval Transaction</a> on page 475
Approval Transaction Log zone	<a href="#">Approval Transaction Log</a> on page 479

## Comparison: New versus Existing

You have to define the reason codes which are used when the approval workflow request is either rejected or cancelled. The reason code helps to indicate the reason why a particular request was rejected or cancelled.

The **Comparison: New versus Existing** screen allows you to view the changes in the new approval transaction compared to the existing one. It contains the following sections:

- New
- Existing

Through this screen you can do the following:

- Approve an approval transaction
- Reject an Approval Transaction
- Cancel an approval transaction
- Modify an approval transaction
- Withdraw an Approval Transaction
- Resolve an approval transaction

## Approving an Approval Transaction

You can view the number of approval transactions which are pending for approval in the **Approval Transaction** screen. The approver can review, and accordingly approve, return to the submitter, revert to the original, or cancel the approval transaction based on the observations.

**Note:** The system will not allow you to approve, return to the submitter, revert to the original or cancel an approval transaction submitted by you.

### **Procedure**

To approve an approval transaction:

1. Search for approval transactions with task details and status as Approve in the **Approval Transaction** screen.
2. In the **Search Results** section, click the link in the **Approval Transaction ID** column corresponding to the approval transaction which you want to review.

The **Comparison: New versus Existing** screen appears.

3. Review the compared existing and new approval transactions.
4. Click **Approve**.

A message appears with confirmation on transaction approved successfully.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the '%' wildcard character in all input fields except the date and ID fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

## 5. Click **OK**.

The approval transaction is removed from the search results.

### Note:

By default, any modifications will be highlighted in the Yellow (9933FF) color and new additions will be highlighted in the Purple (FFFF66) color. You can easily change these default colors. For more information on how to set the colors used for highlighting, see [Setting the CI\\_AXENTITY Feature Configuration](#) on page 2025.

## 6. Review the changes and click **Approve** to accept the changes.

The changes in the approval transaction are approved.

### Related Topics

For more information on...	See...
<b>Search Approval Transaction</b> zone	<a href="#">Search Approval Transaction</a> on page 475
<b>Comparison: New versus Existing</b> screen	<a href="#">Comparison: New versus Existing</a> on page 481
How to search for an approval transaction	<a href="#">Searching for an Approval Transaction</a> on page 480

## Rejecting an Approval Transaction

### Prerequisites

To return an approval transaction to its submitter, you should have:

- Rejection reasons defined in the application

### Note:

While returning an approval transaction, you need to specify the reason why you want to return the approval transaction. You can select the appropriate rejection reason only when you have defined the reasons for the **Rejected** status of the business object in the **Status Reason** screen.

The system will not allow you to approve, return or revert an approval transaction submitted by you.

### Procedure

To reject an approval transaction:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. In the **Search Results** section, click the link in the **Approval Transaction ID** column corresponding to the approval transaction which you want to review.  
The **Comparison: New versus Existing** screen appears.
3. Review the compared existing and new approval transactions.
4. Click Return to Submitter.” With stepresult, “The Rejection/Cancelation Reason window appears. It contains the following fie

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Reason	Used to search a particular approval workflow reason.	Yes
Comments	Used to specify additional information while rejecting the usage record.	Yes

5. Enter the required details.
6. Click **OK**.

The approval transaction is removed from the search results.

### Related Topics

For more information on...	See...
Search Approval Transaction zone	<a href="#">Search Approval Transaction</a> on page 475
Comparison: New versus Existing screen	<a href="#">Comparison: New versus Existing</a> on page 481
How to approve an approval transaction	<a href="#">Approving an Approval Transaction</a> on page 481
How to search for an approval transaction	<a href="#">Searching for an Approval Transaction</a> on page 480

## Canceling an Approval Transaction

### Prerequisites

To revert an approval transaction to its initial status, you should have:

- Cancellation reasons defined in the application

### **Note:**

While reverting an approval transaction, you need to specify the reason why you want to revert the approval transaction. You can select the appropriate cancellation reason only when you have defined the reasons for the **Canceled** status of the business object in the **Status Reason** screen.

The system will not allow you to approve, return or revert an approval transaction submitted by you.

### Procedure

To cancel an approval transaction:

1. Search for approval transactions with task details and status as Approve in the **Approval Transaction** screen.
2. In the **Search Results** section, click the link in the **Approval Transaction ID** column corresponding to the approval transaction which you want to review.  
The **Comparison: New versus Existing** screen appears.
3. Review the compared existing and new approval transactions.
4. Click **Revert to Original**.

The **Rejection/Cancellation Reason** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Reason	Used to search a particular approval workflow reason.	Yes
Comments	Used to specify additional information while rejecting the usage record.	Yes

5. Enter the required details.

A **Comparison: New versus Existing** screen appears where you can view the changes in the new transaction as compared to the existing ones.

**Note:**

By default, any modifications will be highlighted in the Yellow (9933FF) color and new additions will be highlighted in the Purple (FFFF66) color. You can easily change these default colors. For more information on how to set the colors used for highlighting, see [Setting the CI\\_AXENTITY Feature Configuration](#) on page 2025.

**6. Click OK.**

The approval transaction is removed from the search results.

**Related Topics**

For more information on...	See...
<b>Search Approval Transaction</b> zone	<a href="#">Search Approval Transaction</a> on page 475
<b>Comparison: New versus Existing</b> screen	<a href="#">Comparison: New versus Existing</a> on page 481
How to approve an approval transaction	<a href="#">Approving an Approval Transaction</a> on page 481
How to search for an approval transaction	<a href="#">Searching for an Approval Transaction</a> on page 480

**Modifying an Approval Transaction****Prerequisites**

To modify an approval transaction, you should have:

- Characteristic Types defined in the application.

**Procedure**

To Modify an approval transaction:

1. Search for approval transactions with task details and status as Modify in the **Approval Transaction** screen.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the '%' wildcard character in all input fields except the date and ID fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

2. From the **Main** menu, select **Approval Workflow Management** and then click **Approval Transaction**.

A screen appears where you can review the changes, and accordingly modify or resolve the request based on your observations. In case where the submitter action is **Update (UPD)**, you will be able to compare the existing and new data, and accordingly take an action.

3. Modify the required details.
4. Click **Save**.

The modifications made to the approval transaction are saved.

**Related Topics**

For more information on...	See...
<b>Approval Transaction</b> screen	<a href="#">Approval Transaction</a> on page 475
<b>Search Approval Transaction</b> zone	<a href="#">Search Approval Transaction</a> on page 475
How to search for an approval transaction	<a href="#">Searching for an Approval Transaction</a> on page 480



## Withdrawing an Approval Transaction

### Procedure

To withdraw an approval transaction:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. In the **Search Results** section, click the link in the **Withdraw** column corresponding to the approval transaction which you want to withdraw.  
A message appears confirming whether you want to withdraw the approval transaction.
3. Click **OK**.  
A message appears confirming whether you want to delete the approval transaction.
4. Click **OK**.  
The approval transaction is deleted.

### Related Topics

For more information on...	See...
<b>Approval Transaction</b> screen	<a href="#">Approval Transaction</a> on page 475
<b>Search Approval Transaction</b> zone	<a href="#">Search Approval Transaction</a> on page 475
How to search for an approval transaction	<a href="#">Searching for an Approval Transaction</a> on page 480

## Resolving an Approval Transaction

### Prerequisites

To resolve an approval transaction, you should have:

- Characteristic Types defined in the application.

### Procedure

To resolve an approval transaction:

1. Search for approval transactions with task details and status as **Resolve** in the **Approval Transaction** screen.  
A list appears.
2. In the **Search Results** section, click the link in the **Approval Transaction ID** column corresponding to the approval transaction which you want to resolve.  
A screen appears where you can review the changes, and accordingly modify or resolve the request based on your observations. In case where the submitter action is Update (UPD), you will be able to compare the existing and new data, and accordingly take an action.
3. Make the required changes.
4. Click **Save**.  
The changes resolve for the approval transaction are saved.

### Related Topics

For more information on...	See...
<b>Approval Transaction</b> screen	<a href="#">Approval Transaction</a> on page 475

For more information on...	See...
Search Approval Transaction zone	<a href="#">Search Approval Transaction</a> on page 475
How to search for an approval transaction	<a href="#">Searching for an Approval Transaction</a> on page 480

## Approve Price Assignment

The **Approve Price Assignment** screen allows you to search for the price assignment requests that are pending in your workflow for approval. You can review the changes, and accordingly approve, reject or cancel the request based on your observations. It contains the following zones:

- [Search](#) on page 486
- [List of Price Assignments](#) on page 489
- [Approve Price Assignment - Comparison: New versus Existing](#) on page 490
- [Approval Transaction Log](#) on page 479

## Search

The **Search** zone allows you to search for the price assignment requests that are pending in your workflow for approval. It contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for price assignments using the account, person, price list, submitter ID or transaction ID. The valid values are: <ul style="list-style-type: none"> <li>• Person</li> <li>• Account</li> <li>• Price List</li> <li>• Submitter ID</li> <li>• Approval Transaction ID</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Person</b> option is selected.	
Division	Used to search price assignments which are associated with a particular division.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list. This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Person Identifier Type	Used to specify the value for the person identifier type.	Yes (Conditional)
	<b>Note:</b> If you enter the person identifier as a search criteria, you have to select the person identifier type.	
Person Identifier	Used to specify the ID linked to the person.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	<b>Note:</b> If you specify the person identifier type as a search criteria, you have to enter the person identifier.
Account ID	Used to search price assignments which are created for a particular account.	No
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	
Account Identifier Type	Used to select the identifier type based on which you want to search price assignments of an account.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	<b>Note:</b> If you enter the account identifier as a search criteria, you have to select the account identifier type.
Account Identifier	Used to specify the account whose price assignments you want to view.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	<b>Note:</b> If you specify the account identifier type as a search criteria, you have to enter the account identifier.
Price List Description	Used to search price lists with a particular description.	No
	<b>Note:</b> This field appears only when you select the <b>Price List</b> option from the <b>Search By</b> list.	
Submitter ID	Used to search for price assignment requests that are created by a particular submitter.	No
	<b>Note:</b> This field appears only when you select the <b>Submitter ID</b> option from the <b>Search By</b> list.	


Field Name	Field Description	Mandatory (Yes or No)
Approval Transaction ID	<p>This field appears only when you select the <b>Approval Transaction ID</b> option from the <b>Search By</b> list.</p> <p><b>Note:</b></p> <p>The approval transaction ID is generated automatically when the price assignment request is created.</p> <p>This field appears only when you select the <b>Transaction ID</b> option from the <b>Search By</b> list.</p>	No

**Note:** You must specify at least one search criterion while searching for a price assignment.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. It contains the following columns:

Column Name	Column Description
Account ID	<p>Displays the account ID.</p> <p><b>Note:</b> This column appears only when you select the <b>Account</b> option from the <b>Search By</b> list.</p>
Account Identifier Type	<p>Indicates the account identifier type of the account for the price assignments.</p> <p><b>Note:</b> This column appears only when you select the <b>Account</b> option from the <b>Search By</b> list.</p>
Account Identifier	<p>Displays the value of the account identifier type.</p> <p><b>Note:</b> This column appears only when you select the <b>Account</b> option from the <b>Search By</b> list.</p>
Price List ID	<p><b>Note:</b> This column appears only when you select the <b>Price List</b> option from the <b>Search By</b> list.</p>
Price List Description	<p>Displays the description for the price list.</p> <p><b>Note:</b> This column appears only when you select the <b>Price List</b> option from the <b>Search By</b> list.</p>
Person Identifier	<p><b>Note:</b> This column appears only when you select the <b>Person</b> option from the <b>Search By</b> list.</p>
Person Name	<p>Displays the name of the person.</p> <p><b>Note:</b> This column appears only when you select the <b>Person</b> option from the <b>Search By</b> list.</p>
Division	Displays the division to which the account, person, or price list belongs.

Column Name	Column Description
Submitter ID	Displays the ID of the submitter.
	<b>Note:</b> This column appears only when you select the <b>Submitter ID</b> option from the <b>Search By</b> list.
Approval Transaction ID	Displays the approval transaction ID.
	<b>Note:</b> This column appears only when you select the <b>Approval Transaction ID</b> option from the <b>Search By</b> list.

On clicking the **Broadcast**  icon corresponding to the account, person, price list, or submitter ID the **List of Price Assignments** zone appears with the list of price assignments.

### Related Topics

For more information on...	See...
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 519
How to approve a price assignment for an account	<a href="#">Approving a Price Assignment for an Account</a> on page 493
How to approve a price assignment for a person	<a href="#">Approving a Price Assignment for a Person</a> on page 494
How to approve a price assignment for a price list	<a href="#">Approving a Price Assignment for a Price List</a> on page 495
How to reject a price assignment for an account	<a href="#">Rejecting a Price Assignment for an Account</a> on page 496
How to reject a price assignment for a person	<a href="#">Rejecting a Price Assignment for a Person</a> on page 497
How to reject a price assignment for a price list	<a href="#">Rejecting a Price Assignment for a Price List</a> on page 499
How to cancel a price assignment for an account	<a href="#">Canceling a Price Assignment for an Account</a> on page 500
How to cancel a price assignment for a person	<a href="#">Canceling a Price Assignment for a Person</a> on page 501
How to cancel a price assignment for a price list	<a href="#">Canceling a Price Assignment for a Price List</a> on page 503


## List of Price Assignments

The **List of Price Assignments** zone lists price assignment requests specific to an account, a person, or a price list. It contains the following columns:

Column Name	Column Description
Approval Transaction ID	Displays the approval transaction id.
	<b>Note:</b> The approval transaction id is generated automatically when the price assignment request is created.
Submitter Name	Displays the name of the submitter.
Action	Indicates the type of action, such as <b>Add</b> , <b>Update (UPD)</b> , or <b>Delete (DEL)</b> performed by the submitter during price assignment.
Submitted On	Indicates the submitter who has created the price assignment request.

Column Name	Column Description
To Do Type	Displays the type of To Do (notification) received for the price assignment request.
Price Item	Displays the price item or price item code.
Description	Displays the description of the price item or price item code.
Pricing Currency	Indicates the currency in which the price item pricing is defined.
Start Date	Displays the date from when the price item pricing is effective.
End Date	Displays the date till when the price item pricing is effective.
Approval Transaction Information	Displays the additional information of an approval transaction.

**Note:**

By default, the **List of Price Assignments** zone does not appear in the **Approve Price Assignment** screen. It appears only when you click the **Broadcast**  icon corresponding to the account, person, or price list in the **Search** zone.

**Related Topics**

For more information on...	See...
<b>Search Approve Price Assignment</b> zone	<a href="#">Search</a> on page 486
<b>Comparison: New versus Existing</b> zone	<a href="#">Approve Price Assignment - Comparison: New versus Existing</a> on page 490
How to approve a price assignment for an account	<a href="#">Approving a Price Assignment for an Account</a> on page 493
How to approve a price assignment for a person	<a href="#">Approving a Price Assignment for a Person</a> on page 494
How to approve a price assignment for a price list	<a href="#">Approving a Price Assignment for a Price List</a> on page 495
How to reject a price assignment for an account	<a href="#">Rejecting a Price Assignment for an Account</a> on page 496
How to reject a price assignment for a person	<a href="#">Rejecting a Price Assignment for a Person</a> on page 497
How to reject a price assignment for a price list	<a href="#">Rejecting a Price Assignment for a Price List</a> on page 499
How to cancel a price assignment for an account	<a href="#">Canceling a Price Assignment for an Account</a> on page 500
How to cancel a price assignment for a person	<a href="#">Canceling a Price Assignment for a Person</a> on page 501
How to cancel a price assignment for a price list	<a href="#">Canceling a Price Assignment for a Price List</a> on page 503

**Approve Price Assignment - Comparison: New versus Existing**

The **Comparison: New versus Existing** zone lists the existing and the new price assignments defined in the system. You can approve, cancel, reject a price assignment through this zone. It contains the following fields:

Field Name	Field Description
Approval Transaction ID	Displays the approval transaction id.
Submitter ID	Displays the submitter id who has created the price assignment request.

Field Name	Field Description
Approval Transaction Information	Displays information about the approval transaction
Action	Indicates the action that can be performed on the price assignment. The valid values are: <ul style="list-style-type: none"> <li>• Add – Allows you to define the tiering setup of the price assignment</li> <li>• DEL – Allows you to delete the tiering setup of the price assignment.</li> <li>• UPD – Allows you to upload the tiering setup of the price assignment.</li> </ul>


In addition to the above fields, this zone also contains the following two sections:

- **New** – It consists of the new approved price assignments.
- **Existing** – It consists of the existing or old price assignments.

In addition, this zone also contains the following buttons:

Button Name	Button Description
Approve	Used to approve the price assignment.
Return to Submitter	Used to reject the price assignment.
Revert to Original	Used to cancel the price assignment.

**Note:**

By default, the **Comparison: New versus Existing** zone does not appear in the **Approve Price Assignment** screen. It appears only when you click the **Broadcast**  icon corresponding to the approval transaction ID in the **List Of Price Assignments** zone.

The changes made are highlighted in both the sections for the respective fields. The fields change according to the price assignments.

You can click on **Approve** button, **Return to Submitter** button, or **Revert to Original** button to **Approve**, **Reject** or **Cancel** the price assignments, respectively.

**Related Topics**

For more information on...	See...
Search Approve Price Assignment zone	<a href="#">Search</a> on page 486
List of Price Assignments zone	<a href="#">List of Price Assignments</a> on page 519
How to approve a price assignment for an account	<a href="#">Approving a Price Assignment for an Account</a> on page 493
How to approve a price assignment for a person	<a href="#">Approving a Price Assignment for a Person</a> on page 494
How to approve a price assignment for a price list	<a href="#">Approving a Price Assignment for a Price List</a> on page 495
How to reject a price assignment for an account	<a href="#">Rejecting a Price Assignment for an Account</a> on page 496
How to reject a price assignment for a person	<a href="#">Rejecting a Price Assignment for a Person</a> on page 497


For more information on...	See...
How to reject a price assignment for a price list	<a href="#">Rejecting a Price Assignment for a Price List</a> on page 499
How to cancel a price assignment for an account	<a href="#">Canceling a Price Assignment for an Account</a> on page 500
How to cancel a price assignment for a person	<a href="#">Canceling a Price Assignment for a Person</a> on page 501
How to cancel a price assignment for a price list	<a href="#">Canceling a Price Assignment for a Price List</a> on page 503

## Approval Transaction Log

The **Approval Transaction Log** zone displays the complete trail of submitter and approver actions performed on the approval transaction. It contains the following columns:

Column Name	Column Description
Date Time	Displays the date and time when the action was performed on the approval transaction.
User Name	Indicates the user who has performed the action on the approval transaction.
Status	Indicates the status of the approval transaction. The valid values are: <ul style="list-style-type: none"> <li>• Approved</li> <li>• Cancelled</li> <li>• Rejected</li> <li>• Inprocess</li> <li>• Pending</li> <li>• Initial</li> <li>• Deleted</li> </ul>
Status Reason	Indicates the reason why the approval transaction was rejected or cancelled.
Comments	Displays the additional details entered by the approver on rejecting or cancelling the approval transaction.

### Note:

By default, the **Approval Transaction Log** zone does not appear in the **Approve Price Assignment** screen. It appears only when you click the **Broadcast**  icon corresponding to the approval transaction ID in the **List Of Price Assignments** zone.

You can change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

### Related Topics

For more information on...	See...
<b>List Of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 519



## Approving a Price Assignment for an Account

You can view the number of price assignments which are pending for approval in the **Approve Price Assignment** screen. The approver can review, and accordingly approve, reject or cancel the price assignment based on the observations.



**Note:** The system will not allow you to approve, reject or cancel a price assignment submitted by you.

### Procedure

To approve a price assignment for an account:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Approval Workflow Management** and then click **Approve Price Assignment**.  
The **Approve Price Assignment** screen appears.
3. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of accounts that meet the search criteria appears in the **Search Results** section.
5. Click the **Broadcast**  icon corresponding to the account whose price assignments you want to review for approval.  
The **List of Price Assignments** zone appears.
6. In the **List of Price Assignments** zone, click the **Broadcast**  icon corresponding to the price assignment whose details you want to review and approve.  
The **Comparison: New Versus Existing** zone appears.

### Note:

By default, any modifications will be highlighted in the Yellow (9933FF) color and new additions will be highlighted in the Purple (FFFF66) color. You can easily change these default colors. For more information on how to set the colors used for highlighting, see [Setting the CI\\_AXENTITY Feature Configuration](#) on page 2025.

Only those users who have access to the application services for each business object within the approval workflow group will be able to view the details of the price assignment request.

7. Review the compared existing and new approval transactions.  
A message appears indicating that the price assignment request is sent to the approver at the next level in the hierarchy for approval. However, if you are the last approver in the hierarchy, a message appears indicating that the price assignment request is approved successfully.
8. Click **Approve**.  
A message appears with confirmation on transaction approved successfully.

**Tip:** Alternatively, in the **List of Price Assignments** zone, you can select the check box corresponding to the price assignment request that you want to approve and then click **Approve**.

9. Click **OK**.

The approval transaction is removed from the **List of Price Assignments** zone.

**Related Topics**

For more information on...	See...
<b>Approve Price Assignment</b> screen	<a href="#">Approve Price Assignment</a> on page 486
<b>Search</b> zone	<a href="#">Search</a> on page 486
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 489
<b>Comparison: New versus Existing</b> zone	<a href="#">Comparison: New versus Existing</a> on page 481

## Approving a Price Assignment for a Person

**Procedure**



To approve a price assignment for a person:

1. Click the **Menu** link in the **Actions/Navigation** area.  
A list appears.
2. From the **Main** menu, select **Approval Workflow Management** and then click **Approve Price Assignment**.  
The **Approve Price Assignment** screen appears.
3. In the **Search** zone, enter the search criteria by selecting **Person** in the **Search By** field.

**Note:**

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

The **Search Results** appear only when **Person Identifier Type** and **Person Identifier** fields are entered.

4. Click **Search**.  
A list of persons that meet the search criteria appears in the **Search Results** section.
5. Click the **Broadcast**  icon corresponding to the person whose price assignments you want to review for approval.  
The **List of Price Assignments** zone appears.
6. Click the **Broadcast**  icon corresponding to the **Transaction Id** in the **List of Price Assignments** zone, whose details you want to view and approve.  
The **Comparison: New Versus Existing** zone appears.

**Note:**

By default, any modifications will be highlighted in the Yellow (9933FF) color and new additions will be highlighted in the Purple (FFFF66) color. You can easily change these default colors. For more information on how to set the colors used for highlighting, see [Setting the CI\\_AXENTITY Feature Configuration](#) on page 2025.

Only those users who have access to the application services for each business object within the approval workflow group will be able to view the details of the price assignment request.

- Review the pricing details, tiering ranges, and price assignment characteristics, and if they are accurate, then click **Approve**.

A message appears indicating that the price assignment request is sent to the approver at the next level in the hierarchy for approval. However, if you are the last approver in the hierarchy, a message appears indicating that the price assignment request is approved successfully.

- Click **OK**.

A To Do (notification) is sent to the approver at the next level in the hierarchy. You will no longer be able to view this request in your workflow for approval. In case you are the last approver in the hierarchy, the changes are committed to the database.

**Tip:** Alternatively, in the **List of Price Assignments** zone, you can select the check box corresponding to the price assignment request that you want to approve, and then click **Approve**.

### Related Topics

For more information on...	See...
<b>Approve Price Assignment</b> screen	<a href="#">Approve Price Assignment</a> on page 486
<b>Search</b> zone	<a href="#">Search</a> on page 486
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 489



## Approving a Price Assignment for a Price List

### Procedure

To approve a price assignment for a price list:

- Click the **Menu** link in the **Application** toolbar.  
A list appears.
- From the **Main** menu, select **Approval Workflow Management** and then click **Approve Price Assignment**.  
The **Approve Price Assignment** screen appears.
- In the **Search** zone, enter the search criteria by selecting either **Price List** in the **Search By** field.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.  
A list of price lists that meet the search criteria appears in the **Search Results** section.
- Click the **Broadcast**  icon corresponding to the price list whose price assignments you want to review for approval.  
The **List of Price Assignments** zone appears.
- Click the **Broadcast**  icon corresponding to the **Transaction Id** in the **List of Price Assignments** zone, whose details you want to view and approve.  
The **Comparison: New Versus Existing** zone appears.
- Review the pricing details, tiering ranges, and price assignment characteristics, and if they are accurate, then click **Approve**.

A message appears indicating that the price assignment request is sent to the approver at the next level in the hierarchy for approval. However, if you are the last approver in the hierarchy, a message appears indicating that the price assignment request is approved successfully.

#### 8. Click **OK**.

A To Do (notification) is sent to the approver at the next level in the hierarchy. You will no longer be able to view this request in your workflow for approval. In case you are the last approver in the hierarchy, the changes are committed to the database.

**Tip:** Alternatively, in the **List of Price Assignments** zone, you can select the check box corresponding to the price assignment request that you want to approve, and then click **Approve**.

### Related Topics

For more information on...	See...
<b>Approve Price Assignment</b> screen	<a href="#">Approve Price Assignment</a> on page 486
<b>Search</b> zone	<a href="#">Search</a> on page 486
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 489



## Rejecting a Price Assignment for an Account

### Procedure

To reject a price assignment for an account:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Approval Workflow Management** and then click **Approve Price Assignment**.  
The **Approve Price Assignment** screen appears.
3. In the **Search** zone, enter the search criteria by selecting either **Account** in the **Search By** field.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of accounts that meet the search criteria appears in the **Search Results** section.
5. Click the **Broadcast**  icon corresponding to the account whose price assignments you want to review for approval.  
The **List of Price Assignments** zone appears.
6. Click the **Broadcast**  icon corresponding to the **Transaction Id** in the **List of Price Assignments** zone, whose details you want to view and approve.  
The **Comparison: New Versus Existing** zone appears.

**Note:**

By default, any modifications will be highlighted in the Yellow (9933FF) color and new additions will be highlighted in the Purple (FFFF66) color. You can easily change these default colors. For more information on how to set the colors used for highlighting, see [Setting the CI\\_AXENTITY Feature Configuration](#) on page 2025.

Only those users who have access to the application services for each business object within the approval workflow group will be able to view the details of the price assignment request.

- Review the pricing details, tiering ranges, and price assignment characteristics, and if they are not appropriate, then click **Return to Submitter**.

The **Rejection/Cancellation Reason** screen appears.

**Tip:** Alternatively, in the **List of Price Assignments** zone, you can select the check box corresponding to the price assignment request that you want to reject, and then click **Return to Submitter**.

- Select the reason for rejecting the price assignment request and enter the comments in the respective field.
- Click **OK**.

The **Approve** and **Revert to Original** buttons are disabled. You will no longer be able to view this request in your workflow for approval.

**Related Topics**

For more information on...	See...
<b>Approve Price Assignment</b> screen	<a href="#">Approve Price Assignment</a> on page 486
<b>Search</b> zone	<a href="#">Search</a> on page 486
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 489

**Rejecting a Price Assignment for a Person**

You can view the number of price assignments which are pending for approval in the **Approve Price Assignment** screen. You can review, and accordingly approve, reject or cancel the price assignment based on the observations.

**Note:** The system will not allow you to approve, reject or cancel a price assignment submitted by you.

**Procedure**



To reject a price assignment for a person:

- Click the **Menu** link in the **Application** toolbar.  
A list appears.
- From the **Main** menu, select **Approval Workflow Management** and then click **Approve Price Assignment**.  
The **Approve Price Assignment** screen appears.
- Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.

A list of persons that meet the search criteria appears in the **Search Results** section.

5. Click the **Broadcast**  icon corresponding to the person whose price assignments you want to review.  
The **List of Price Assignments** zone appears.
6. In the **List of Price Assignments** zone, click the **Broadcast**  icon corresponding to the price assignment whose details you want to review.  
The **Comparison: New Versus Existing** zone appears.

**Note:**

By default, any modifications will be highlighted in the Yellow (9933FF) color and new additions will be highlighted in the Purple (FFFF66) color. You can easily change these default colors. For more information on how to set the colors used for highlighting, see [Setting the CI\\_AXENTITY Feature Configuration](#) on page 2025.

Only those users who have access to the application services for each business object within the approval workflow group will be able to view the details of the price assignment request.

7. Review the compared existing and new approval transactions.

The **Rejection/Cancellation Reason** screen appears. It contains following fields:

Field Name	Field Description	Mandatory (Yes or No)
Reason Code	Used to specify the reason why the approval workflow request is rejected.	Yes
Rejection/Cancellation Comment	Used to specify additional information while rejecting/cancelling the approval workflow request.	Yes

**Tip:** Alternatively, in the **List of Price Assignments** zone, you can select the check box corresponding to the price assignment request that you want to reject, and then click **Return to Submitter**.

8. Click **Return to Submitter**.

The **Rejection/Cancellation Reason** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Reason	Used to search a particular approval workflow reason.	Yes
Comments	Used to add additional comments.	No

9. Enter the required details.

10. Click **OK**.

The approval transaction is removed from the **List of Price Assignments** zone.

**Note:** Alternatively, you can cancel the price assignment by selecting the check box corresponding to the price assignment which you want to cancel and then click the **Revert to Original** button in the **List of Price Assignments** zone.

**Related Topics**

For more information on...	See...
<b>Approve Price Assignment</b> screen	<a href="#">Approve Price Assignment</a> on page 486
<b>Search</b> zone	<a href="#">Search</a> on page 486
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 489

For more information on...	See...
<b>Comparison: New versus Existing</b> zone	<i>Comparison: New versus Existing</i> on page 481

## Rejecting a Price Assignment for a Price List

You can view the number of price assignments which are pending for approval in the **Approve Price Assignment** screen. You can review, and accordingly approve, reject or cancel the price assignment based on the observations.

**Note:** The system will not allow you to approve, reject or cancel a price assignment submitted by you.

### Procedure

To reject a price assignment for a price list:

1. Click the **Menu** link in the **Actions/Navigation** area.

A list appears.

2. From the **Main** menu, select **Approval Workflow Management** and then click **Approve Price Assignment**.


The **Approve Price Assignment** screen appears.

3. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.


4. Click **Search**.

A list of price lists that meet the search criteria appears in the **Search Results** section.

5. Click the **Broadcast**  icon corresponding to the price list whose price assignments you want to review.

The **List of Price Assignments** zone appears.

6. In the **List of Price Assignments** zone, click the

**Broadcast**  icon corresponding to the price assignment whose details you want to review.

The **Comparison: New Versus Existing** zone appears.

#### Note:

By default, any modifications will be highlighted in the Yellow (9933FF) color and new additions will be highlighted in the Purple (FFFF66) color. You can easily change these default colors. For more information on how to set the colors used for highlighting, see [Setting the CI\\_AXENTITY Feature Configuration](#) on page 2025.

Only those users who have access to the application services for each business object within the approval workflow group will be able to view the details of the price assignment request.

7. Review the compared existing and new approval transactions.

The **Rejection/Cancellation Reason** screen appears.

**Tip:** Alternatively, in the **List of Price Assignments** zone, you can select the check box corresponding to the price assignment request that you want to reject, and then click **Return to Submitter**.

8. Click **Return to Submitter**.

The **Rejection/Cancelation Reason** screen appears. It contains the following fields:



Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Reason	Used to search a particular approval workflow reason.	Yes
Comments	Used to add additional comments.	No

9. Enter the required details.

The **Approve** and **Revert to Original** buttons are disabled.

10. Click **OK**.

The approval transaction is removed from the **List of Price Assignments** zone.

**Tip:** Alternatively, you can reject the price assignment by selecting the check box corresponding to the price assignment which you want to reject and then click the **Return to Submitter** button in the **List of Price Assignments** zone.

### Related Topics

For more information on...	See...
<b>Approve Price Assignment</b> screen	<a href="#">Approve Price Assignment</a> on page 486
<b>Search</b> zone	<a href="#">Search</a> on page 486
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 489
<b>Comparison: New versus Existing</b> zone	<a href="#">Comparison: New versus Existing</a> on page 481

## Canceling a Price Assignment for an Account

You can view the number of price assignments which are pending for approval in the **Approve Price Assignment** screen. You can review, and accordingly approve, reject or cancel the price assignment based on the observations.


**Note:** The system will not allow you to approve, reject or cancel a price assignment submitted by you.

### Procedure

To cancel a price assignment for an account:


1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Approval Workflow Management** and then click **Approve Price Assignment**.  
The **Approve Price Assignment** screen appears.
3. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of accounts that meet the search criteria appears in the **Search Results** section.
5. Click the **Broadcast**  icon corresponding to the account whose price assignments you want to review.



The **List of Price Assignments** zone appears.

- In the **List of Price Assignments** zone, click the **Broadcast**  icon corresponding to the price assignment whose details you want to review.

The **Comparison: New Versus Existing** zone appears.

**Note:**

By default, any modifications will be highlighted in the Yellow (9933FF) color and new additions will be highlighted in the Purple (FFFF66) color. You can easily change these default colors. For more information on how to set the colors used for highlighting, see [Setting the CI\\_AXENTITY Feature Configuration](#) on page 2025.

Only those users who have access to the application services for each business object within the approval workflow group will be able to view the details of the price assignment request.

- Review the compared existing and new approval transactions.

The **Rejection/Cancelation Reason** screen appears.

**Tip:** Alternatively, in the **List of Price Assignments** zone, you can select the check box corresponding to the price assignment request that you want to reject, and then click **Revert to Original**.

- Click **Revert to Original**.

The **Rejection/Cancelation Reason** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Reason	Used to search a particular approval workflow reason.	Yes
Comments	Used to add additional comments.	No

- Enter the required details.

- Click **OK**.

The approval transaction is removed from the **List of Price Assignments** zone.

**Tip:** Alternatively, you can cancel the price assignment by selecting the check box corresponding to the price assignment which you want to cancel and then click the **Revert to Original** button in the **List of Price Assignments** zone.

### Related Topics

For more information on...	See...
<b>Approve Price Assignment</b> screen	<a href="#">Approve Price Assignment</a> on page 486
<b>Search</b> zone	<a href="#">Search</a> on page 486
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 489
<b>Comparison: New versus Existing</b> zone	<a href="#">Comparison: New versus Existing</a> on page 481

## Canceling a Price Assignment for a Person

You can view the number of price assignments which are pending for approval in the **Approve Price Assignment** screen. You can review, and accordingly approve, reject or cancel the price assignment based on the observations.



**Note:** The system will not allow you to approve, reject or cancel a price assignment submitted by you.

**Procedure**

To cancel a price assignment for a person:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Approval Workflow Management** and then click **Approve Price Assignment**.  
The **Approve Price Assignment** screen appears.
3. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the '%' wildcard character in all input fields except the date and ID fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of accounts that meet the search criteria appears in the **Search Results** section.
5. Click the **Broadcast**  icon corresponding to the account whose price assignments you want to review.  
The **List of Price Assignments** zone appears.
6. In the **List of Price Assignments** zone, click the **Broadcast**  icon corresponding to the price assignment whose details you want to review.  
The **Comparison: New Versus Existing** zone appears.

**Note:**  
By default, any modifications will be highlighted in the Yellow (9933FF) color and new additions will be highlighted in the Purple (FFFF66) color. You can easily change these default colors. For more information on how to set the colors used for highlighting, see [Setting the CI\\_AXENTITY Feature Configuration](#) on page 2025.  
Only those users who have access to the application services for each business object within the approval workflow group will be able to view the details of the price assignment request.

7. Review the compared existing and new approval transactions.  
The **Rejection/Cancelation Reason** screen appears.

**Tip:** Alternatively, in the **List of Price Assignments** zone, you can select the check box corresponding to the price assignment request that you want to reject, and then click **Revert to Original**.

8. Click **Revert to Original**.

The **Rejection/Cancelation Reason** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Reason	Used to search a particular approval workflow reason.	Yes
Comments	Used to add additional comments.	No

9. Enter the required details.
10. Click **OK**.

The approval transaction is removed from the **List of Price Assignments** zone.

**Tip:** Alternatively, you can cancel the price assignment by selecting the check box corresponding to the price assignment which you want to cancel and then click the **Revert to Original** button in the **List of Price Assignments** zone.

### Related Topics

For more information on...	See...
<b>Approve Price Assignment</b> screen	<a href="#">Approve Price Assignment</a> on page 486
<b>Search</b> zone	<a href="#">Search</a> on page 486
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 489
<b>Comparison: New versus Existing</b> zone	<a href="#">Comparison: New versus Existing</a> on page 481

## Canceling a Price Assignment for a Price List

You can view the number of price assignments which are pending for approval in the **Approve Price Assignment** screen. You can review, and accordingly approve, reject or cancel the price assignment based on the observations.



**Note:** The system will not allow you to approve, reject or cancel a price assignment submitted by you.

### Procedure

To cancel a price assignment for a price list:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Approval Workflow Management** and then click **Approve Price Assignment**.  
The **Approve Price Assignment** screen appears.
3. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the '%' wildcard character in all input fields except the date and ID fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of price lists that meet the search criteria appears in the **Search Results** section.
5. Click the **Broadcast**  icon corresponding to the price list whose price assignments you want to review.  
The **List of Price Assignments** zone appears.
6. In the **List of Price Assignments** zone, click the **Broadcast**  icon corresponding to the price assignment whose details you want to review.  
The **Comparison: New Versus Existing** zone appears.
7. Review the compared existing and new approval transactions.  
The **Rejection/Cancellation Reason** screen appears.

**Tip:** Alternatively, in the **List of Price Assignments** zone, you can select the check box corresponding to the price assignment request that you want to cancel, and then click **Revert to Original**.

8. Click **Revert to Original**.

The **Rejection/Cancelation Reason** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Reason	Used to search a particular approval workflow reason.	Yes
Comments	Used to add additional comments.	No

9. Enter the required details.

10. Click **OK**.

The approval transaction is removed from the **List of Price Assignments** zone.

**Tip:** Alternatively, you can cancel the price assignment by selecting the check box corresponding to the price assignment which you want to cancel and then click the **Revert to Original** button in the **List of Price Assignments** zone.

### Related Topics

For more information on...	See...
<b>Approve Price Assignment</b> screen	<a href="#">Approve Price Assignment</a> on page 486
<b>Search</b> zone	<a href="#">Search</a> on page 486
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 489
<b>Comparison: New versus Existing</b> zone	<a href="#">Comparison: New versus Existing</a> on page 481

## Resolve Price Assignment

If an approver at any level in the hierarchy rejects a price assignment request, a notification is sent to the submitter who has made the changes. The submitter then makes the required corrections based on the approver's comments, and resubmits the changes for approval. In this case, the approval process starts once again from the beginning, and not from the level at which the request was rejected.

The **Resolve Price Assignment** screen allows you to resolve or withdraw a price assignment request. It consists of the following zones:

- [Search](#) on page 504
- [List of Price Assignments](#) on page 508

### Search

The **Search** zone allows you to search for the price assignment requests rejected by approvers and pending for you to resolve. It contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search price assignments using various details. The valid values are: <ul style="list-style-type: none"> <li>• Person</li> <li>• Account</li> <li>• Price List</li> <li>• Submitter ID</li> <li>• Approver Transaction ID</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Person</b> option is selected.	
Division	Used to search price assignments which belong to a particular division.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	
Person Identifier Type	Used to specify the identifier type based on which you want to search for price assignment requests of a person.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	
Person Identifier	Used to specify the ID linked to the person.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	
Account ID	Used to search for price assignment requests created for an account.	No
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	
Account Identifier Type	Used to specify the account identifier type of the account whose price assignment requests you want to search.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	
Account Identifier	Used to specify the value of the account identifier type.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	
		<b>Note:</b> If you specify the account identifier type as a search criteria, you have to enter the account identifier.


Field Name	Field Description	Mandatory (Yes or No)
Price List Description	Used to search for price assignment requests created for a price list.	No
	<b>Note:</b> This field appears only when you select the <b>Price List</b> option from the <b>Search By</b> list.	
Submitter ID	Used to search for price assignment requests that are created by a particular submitter.	No
	<b>Note:</b> This field appears only when you select the <b>Submitter ID</b> option from the <b>Search By</b> list.	
Approval Transaction ID	Used to search the price assignment request using the approval transaction ID.	No
	<b>Note:</b> The approval transaction ID is generated automatically when the price assignment request is created.  This field appears only when you select the <b>Approval Transaction ID</b> option from the <b>Search By</b> list.	

**Note:** You must specify at least one search criterion while searching for a price assignments.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Person Identifier	Displays the ID linked to the person.
	<b>Note:</b> This column appears only when you are searching for price assignment requests of a person.
Person Name	Displays the name of the person.
	<b>Note:</b> This column appears only when you are searching for price assignment requests of a person.
Division	Displays the division to which the account, person, or price list belongs.
Account Information	Displays information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> This column appears only when you are searching for price assignment requests of an account.  It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.

Column Name	Column Description
Account Identifier Type	Displays the account identifier type.
	<b>Note:</b> This column appears only when you are searching for price assignment requests of an account.
Account Identifier	Displays the value of the account identifier type.
	<b>Note:</b> This column appears only when you are searching for price assignment requests of an account.
Price List ID	Displays the price list ID.
	<b>Note:</b> This column appears only when you are searching for price assignment requests of a price list.
Price List Description	Displays the description of the price list.
	<b>Note:</b> This column appears only when you are searching for price assignment requests of a price list.
Owner ID	Displays the ID of the person for whose account the approval workflow request is created.
Approval Transaction ID	Displays the approval transaction ID.
	<b>Note:</b> The approval transaction ID is generated automatically when the price assignment request is created.
Person Identifier Type	Displays the person identifier type.
	<b>Note:</b> This column appears only when you are searching for price assignment requests of a person.

On clicking the **Broadcast**  icon corresponding to the account, person, or price list, the **List of Price Assignments** zone appears.


### Related Topics

For more information on...	See...
How to resolve a price assignment for an account	<a href="#">Resolving a Price Assignment for an Account</a> on page 509
How to resolve a price assignment for a person	<a href="#">Resolving a Price Assignment for a Person</a> on page 510
How to resolve a price assignment for a price list	<a href="#">Resolving a Price Assignment for a Price List</a> on page 511
How to withdraw a price assignment for an account	<a href="#">Withdrawing a Price Assignment for an Account</a> on page 511
How to withdraw a price assignment for a person	<a href="#">Withdrawing a Price Assignment for a Person</a> on page 512
How to withdraw a price assignment for a price list	<a href="#">Withdrawing a Price Assignment for a Price List</a> on page 513

## List of Price Assignments

The **List of Price Assignments** zone lists price assignment requests specific to an account, a person, or a price list. It contains the following columns:

Column Name	Column Description
Approval Transaction ID	Displays the approval transaction ID.
	<b>Note:</b> The approval transaction ID is generated automatically when the price assignment request is created.
Submitter Name	Indicates the submitter who has created the price assignment request.
Action	Indicates the type of action, such as <b>Add</b> , <b>Update (UPD)</b> , or <b>Delete (DEL)</b> performed by the submitter during price assignment.
Submitted On	Displays the date and time when the price assignment request was created by the submitter.
To Do Type	Displays the type of To Do (notification) received for the price assignment request.
Price Item	Displays the price item code.
Description	Displays the description of the product.
Pricing Currency	Indicates the currency in which the product pricing is defined.
Start Date	Displays the date from when the product pricing is effective.
End Date	Displays the date till when the product pricing is effective.
Approver Name	Indicates the approver who has rejected the price assignment request.
Rejected On	Displays the date and time when the price assignment request was rejected by an approver.
Reject Reason	Indicates the reason why the price assignment request was rejected.
Rejection Comments	Displays the additional details entered by an approver on rejecting the price assignment request.
Approval Transaction Information	Displays information about the approval transaction.
	<b>Note:</b> This information string is generated using the <b>C1-APPTXNINF</b> algorithm.
Resolve	On clicking the <b>Resolve</b> link, you can modify the details of the price assignment request, and resubmit it for approval. On resubmitting, the approval workflow process starts once again from the first level in the hierarchy.
Withdraw	On clicking the <b>Withdraw</b> link, you can withdraw the price assignment request. Once you withdraw the request, no further action will be taken on the request.
View	On clicking the <b>Log</b> link, you can view the log of the price assignment request from the <b>Resolve Price Assignment</b> screen before resolving or withdrawing a request.

By default, the **List of Price Assignments** zone does not appear in the **Resolve Price Assignment** screen. It appears only when you click the **Broadcast**  icon corresponding to the account, person, or price list in the **Search** zone.

### Related Topics



For more information on...	See...
How to resolve a price assignment for an account	<a href="#">Resolving a Price Assignment for an Account</a> on page 509
How to resolve a price assignment for a person	<a href="#">Resolving a Price Assignment for a Person</a> on page 510
How to resolve a price assignment for a price list	<a href="#">Resolving a Price Assignment for a Price List</a> on page 511
How to withdraw a price assignment for an account	<a href="#">Withdrawing a Price Assignment for an Account</a> on page 511
How to withdraw a price assignment for a person	<a href="#">Withdrawing a Price Assignment for a Person</a> on page 512
How to withdraw a price assignment for a price list	<a href="#">Withdrawing a Price Assignment for a Price List</a> on page 513


## Resolving a Price Assignment for an Account

### Procedure

To resolve a price assignment for an account:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Approval Workflow Management** and then click **Resolve Price Assignment**.  
The **Resolve Price Assignment** screen appears.
3. In the **Search** zone, enter the search criteria, such as the division to which the account belongs, account ID, or account identifier.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of accounts that meet the search criteria appears in the **Search Results** section.
5. Click the **Broadcast**  icon corresponding to the account whose price assignment requests you want to resolve.  
The **List of Price Assignments** zone appears.
6. Click the **Resolve** link in the **Resolve** column corresponding to the price assignment request that you want to resolve.  
The **Modify/Resolve Price Assignment** screen appears where you can modify the pricing details, tiering ranges, and price assignment characteristics.

**Note:** Only those users who have access to the application services for each business object within the approval workflow group will be able to resolve the request and resubmit it for approval.

7. Make the required changes.
8. Click **Save**.  
The price assignment is updated and resubmitted for approval.

### Related Topics

For more information on...	See...
<b>Resolve Price Assignment</b> screen	<a href="#">Resolve Price Assignment</a> on page 504
<b>Search</b> zone	<a href="#">Search</a> on page 504
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 508


## Resolving a Price Assignment for a Person

### Procedure

To resolve a price assignment for a person:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Approval Workflow Management** and then click **Resolve Price Assignment**.  
The **Resolve Price Assignment** screen appears.
3. In the **Search** zone, enter the search criteria, such as the division to which the person belongs or the person identification type and value.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of persons that meet the search criteria appears in the **Search Results** section.
5. Click the **Broadcast**  icon corresponding to the person whose price assignment requests you want to resolve.  
The **List of Price Assignments** zone appears.
6. Click the **Resolve** link in the **Resolve** column corresponding to the price assignment request that you want to resolve.  
A screen appears where you can modify the pricing details, tiering ranges, and price assignment characteristics.

**Note:** Only those users who have access to the application services for each business object within the approval workflow group will be able to resolve the request, and resubmit it for approval.

7. Make the required changes.
8. Click **Save**.  
The price assignment is updated and resubmitted for approval.

### Related Topics

For more information on...	See...
<b>Resolve Price Assignment</b> screen	<a href="#">Resolve Price Assignment</a> on page 504
<b>Search</b> zone	<a href="#">Search</a> on page 504
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 508


## Resolving a Price Assignment for a Price List

### Procedure

To resolve a price assignment for a price list:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Approval Workflow Management** and then click **Resolve Price Assignment**.  
The **Resolve Price Assignment** screen appears.
3. In the **Search** zone, enter the search criteria, such as the description of the price list.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of price lists that meet the search criteria appears in the **Search Results** section.
5. Click the **Broadcast**  icon corresponding to the price list whose price assignment requests you want to resolve.  
The **List of Price Assignments** zone appears.
6. Click the **Resolve** link in the **Resolve** column corresponding to the price assignment request that you want to resolve.  
The **Modify/Resolve Price Assignment** screen appears where you can modify the pricing details, tiering ranges, and price assignment characteristics.

**Note:** Only those users who have access to the application services for each business object within the approval workflow group will be able to resolve the request, and resubmit it for approval.

7. Make the required changes.
8. Click **Save**.  
The price assignment is updated and resubmitted for approval.

### Related Topics

For more information on...	See...
<b>Resolve Price Assignment</b> screen	<a href="#">Resolve Price Assignment</a> on page 504
<b>Search</b> zone	<a href="#">Search</a> on page 504
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 508

## Withdrawing a Price Assignment for an Account

### Procedure

To withdraw a price assignment for an account:

1. Click the **Menu** link in the **Application** toolbar.

A list appears.

- Do the following:


If you want to...	Then...
Withdraw a price assignment request when it is in the Pending Approval status	From the <b>Main</b> menu, select <b>Approval Workflow Management</b> and then click <b>Modify Price Assignment</b> . The <b>Modify Price Assignment</b> screen appears.
Withdraw a price assignment request when it has been rejected by an approver at any level in the hierarchy	From the <b>Main</b> menu, select <b>Approval Workflow Management</b> and then click <b>Resolve Price Assignment</b> . The <b>Resolve Price Assignment</b> screen appears.

- In the **Search** zone, enter the search criteria, such as the division to which the account belongs, account ID, or account identifier.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the '%' wildcard character in all input fields except the date and ID fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.

A list of accounts that meet the search criteria appears in the **Search Results** section.

- Click the **Broadcast**  icon corresponding to the account whose price assignment requests you want to withdraw.

The **List of Price Assignments** zone appears.

**Note:** The system provides you with a facility to view the log of a price assignment request from the **Modify Price Assignment** and **Resolve Price Assignment** screens before withdrawing a request.

- Click the **Withdraw** link in the **Withdraw** column corresponding to the price assignment request that you want to withdraw.

A message box appears confirming whether you want to delete the price assignment request.

- Click **OK**.

You will no longer be able to view this request in your workflow.

### Related Topics

For more information on...	See...
<b>Modify Price Assignment</b> screen	<a href="#">Modify Price Assignment</a> on page 515
<b>Resolve Price Assignment</b> screen	<a href="#">Resolve Price Assignment</a> on page 504

## Withdrawing a Price Assignment for a Person

### Procedure

To withdraw a price assignment for a person:

- Click the **Menu** link in the **Application** toolbar.

A list appears.

2. Select the **Main** menu and do the following:


If you want to...	Then...
Withdraw a price assignment request when it is in the Pending Approval status	From the <b>Main</b> menu, select <b>Approval Workflow Management</b> and then click <b>Modify Price Assignment</b> . The <b>Modify Price Assignment</b> screen appears.
Withdraw a price assignment request when it has been rejected by an approver at any level in the hierarchy	From the <b>Main</b> menu, select <b>Approval Workflow Management</b> and then click <b>Resolve Price Assignment</b> . The <b>Resolve Price Assignment</b> screen appears.

3. In the **Search** zone, enter the search criteria, such as the division to which the person belongs or the person identification type and value.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of persons that meet the search criteria appears in the **Search Results** section.

5. Click the **Broadcast**  icon corresponding to the person whose price assignment requests you want to withdraw.

The **List of Price Assignments** zone appears.

**Note:** The system provides you with a facility to view the log of a price assignment request from the **Modify Price Assignment** and **Resolve Price Assignment** screens before withdrawing a request.

6. Click the **Withdraw** link in the **Withdraw** column corresponding to the price assignment request that you want to withdraw.

A message box appears confirming whether you want to delete the price assignment request.

7. Click **OK**.

You will no longer be able to view this request in your workflow.

### Related Topics

For more information on...	See...
<b>Modify Price Assignment</b> screen	<a href="#">Modify Price Assignment</a> on page 515
<b>Resolve Price Assignment</b> screen	<a href="#">Resolve Price Assignment</a> on page 504

## Withdrawing a Price Assignment for a Price List

### Procedure

To withdraw a price assignment for a price list:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. Do the following:


If you want to...	Then...
Withdraw a price assignment request when it is in the Pending Approval status	From the <b>Main</b> menu, select <b>Approval Workflow Management</b> and then click <b>Modify Price Assignment</b> . The <b>Modify Price Assignment</b> screen appears.
Withdraw a price assignment request when it has been rejected by an approver at any level in the hierarchy	From the <b>Main</b> menu, select <b>Approval Workflow Management</b> and then click <b>Resolve Price Assignment</b> . The <b>Resolve Price Assignment</b> screen appears.

- In the **Search** zone, enter the search criteria, such as the description of the price list.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the '%' wildcard character in all input fields except the date and ID fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.

A list of price lists that meet the search criteria appears in the **Search Results** section.

- Click the **Broadcast**  icon corresponding to the price list whose price assignment requests you want to withdraw.

The **List of Price Assignments** zone appears.

**Note:** The system provides you with a facility to view the log of a price assignment request from the **Modify Price Assignment** and **Resolve Price Assignment** screens before withdrawing a request.

- Click the **Withdraw** link in the **Withdraw** column corresponding to the price assignment request that you want to withdraw.

A message box appears confirming whether you want to delete the price assignment request.

- Click **OK**.

You will no longer be able to view this request in your workflow.

### Related Topics

For more information on...	See...
<b>Modify Price Assignment</b> screen	<a href="#">Modify Price Assignment</a> on page 515
<b>Resolve Price Assignment</b> screen	<a href="#">Resolve Price Assignment</a> on page 504

## Viewing the Log of an Approval Transaction

### Procedure

To view the log of an approval transaction:


- Click the **Menu** link in the **Application** toolbar.  
A list appears.
- From the **Main** menu, select **Approval Workflow Management** and then click **Modify Price Assignment**.  
The **Resolve Price Assignment** screen appears.

3. In the **Search** zone, enter the search criteria, such as the description of the price list.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of price lists that meet the search criteria appears in the **Search Results** section.

5. Click the **Broadcast**  icon corresponding to the price list whose price assignment requests you want to modify.

The **List of Price Assignments** zone appears.

6. Click on **Log** link in the **View** column.

The **Approval Transaction Log** screen appears.

7. You can view the log of an approval transaction, as required.

#### Related Topics

For more information on...	See...
<b>Approval Transaction</b> screen	<a href="#">Approval Transaction</a> on page 475
<b>Search</b> zone	<a href="#">Search</a> on page 504
<b>Approval Transaction Log</b> zone	<a href="#">Approval Transaction Log</a> on page 479

## Modify Price Assignment

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The submitter has the facility to modify or withdraw a price assignment request before the approver at the first level in the hierarchy approves or rejects the request. Once the changes are made, the submitter submits the request for approval.

The **Modify Price Assignment** screen allows you to modify or withdraw a price assignment request. It contains the following zones:

- [Search](#) on page 515
- [List of Price Assignments](#) on page 508

### Search

The **Search** zone allows you to search for the price assignment request using various search criteria. This zone contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for price assignments using the account, person, price list, submitter ID or transaction ID. The valid values are: <ul style="list-style-type: none"> <li>• Person</li> <li>• Account</li> <li>• Price List</li> <li>• Submitter ID</li> <li>• Approval Transaction ID</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Person</b> option is selected.	
Division	Used to search price assignments which are associated with a particular division.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list. This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.	
Person Identifier Type	Used to select the identifier type based on which you want to search price assignments through which the person's record is created or updated in the system.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	
Person Identifier	Used to specify the value for the person identifier type.	Yes (Conditional)
	<b>Note:</b> If you specify the person identifier type as a search criteria, you have to enter the person identifier.	
Account ID	Used to search price assignments which are created for a particular account.	No
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	
Account Identifier Type	Used to select the identifier type based on which you want to search price assignments of an account.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	
		<b>Note:</b> If you enter the account identifier as a search criteria, you have to select the account identifier type.




Field Name	Field Description	Mandatory (Yes or No)
Account Identifier	Used to specify the account whose price assignments you want to view.	Yes (Conditional)  <b>Note:</b> If you specify the account identifier type as a search criteria, you have to enter the account identifier.
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	
Price List Description	Used to search price lists with a particular description.	No
	<b>Note:</b> This field appears only when you select the <b>Price List</b> option from the <b>Search By</b> list.	
Submitter ID	Used to search for price assignment requests that are created by a particular submitter.	No
	<b>Note:</b> This field appears only when you select the <b>Submitter ID</b> option from the <b>Search By</b> list.	
Approval Transaction ID	Used to search the price assignment request using the approval transaction ID.	No
	<b>Note:</b> The approval transaction ID is generated automatically when the price assignment request is created. This field appears only when you select the <b>Approval Transaction ID</b> option from the <b>Search By</b> list.	

**Note:** You must specify at least one search criterion while searching for a price assignment.

- **Search Results** - On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Person Identifier	Indicates the person for whom the price assignment is created.
	<b>Note:</b> This column appears only when you select the <b>Person</b> or <b>Submitter ID</b> option from the <b>Search By</b> list.
Person Name	Displays the name of the person.
	<b>Note:</b> This column appears only when you select the <b>Person</b> or <b>Submitter ID</b> option from the <b>Search By</b> list.
Person Identifier Type	Displays the person identifier type.
	<b>Note:</b> This column appears only when you select the <b>Submitter ID</b> option from the <b>Search By</b> list.
Division	Displays the division to which the account, person, or price list belongs.

Column Name	Column Description
Account Information	Displays information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<p><b>Note:</b></p> <p>This column appears only when you select the <b>Account</b> or <b>Submitter ID</b> option from the <b>Search By</b> list.</p> <p>It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.</p>
Account Identifier Type	Indicates the account identifier type of the account for the price assignments.
	<p><b>Note:</b> This column appears only when you select the <b>Account</b> or <b>Submitter ID</b> option from the <b>Search By</b> list.</p>
Account Identifier	Displays the value of the account identifier type.
	<p><b>Note:</b> This column appears only when you select the <b>Account</b> or <b>Submitter ID</b> option from the <b>Search By</b> list.</p>
Price List ID	Displays the price list ID.
	<p><b>Note:</b> This column appears only when you select the <b>Price List</b> option from the <b>Search By</b> list.</p>
Price List Description	Displays the description for the price list.
	<p><b>Note:</b> This column appears only when you select the <b>Price List</b> option from the <b>Search By</b> list.</p>
	<p><b>Note:</b> This column appears only when you are searching for price assignment requests of a price list.</p>
Submitter ID	Displays the ID of the submitter.
	<p><b>Note:</b> This column appears only when you select the <b>Submitter ID</b> option from the <b>Search By</b> list.</p>

On clicking the **Broadcast**  icon corresponding to the account, person, price list, or submitter ID the **List of Price Assignments** zone appears with the list of price assignments.

### Related Topics


For more information on...	See...
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 519
How to modify a price assignment for an account	<a href="#">Modifying a Price Assignment for an Account</a> on page 520
How to modify a price assignment for a person	<a href="#">Modifying a Price Assignment for a Person</a> on page 521
How to modify a price assignment for a price list	<a href="#">Modifying a Price Assignment for a Price List</a> on page 522

For more information on...	See...
How to withdraw a price assignment for an account	<a href="#">Withdrawing a Price Assignment for an Account</a> on page 522
How to withdraw a price assignment for a person	<a href="#">Withdrawing a Price Assignment for a Person</a> on page 523
How to withdraw a price assignment for a price list	<a href="#">Withdrawing a Price Assignment for a Price List</a> on page 524

## List of Price Assignments

The **List of Price Assignments** zone lists price assignment requests specific to an account, a person, or a price list. It contains the following columns:

Column Name	Column Description
Approval Transaction ID	Displays the approval transaction ID.
	<b>Note:</b> The approval transaction id is generated automatically when the price assignment request is created.
Submitter Name	Indicates the submitter who has created the price assignment request.
Action	Indicates the type of action, such as <b>Add</b> , <b>Update (UPD)</b> , or <b>Delete (DEL)</b> , performed by the submitter during price assignment.
Submitted On	Displays the date and time when the price assignment request was created by the submitter.
To Do Type	Displays the type of To Do (notification) received for the price assignment request.
Price Item	Displays the price item or price item code.
Description	Displays the description of the price item or price item code.
Pricing Currency	Indicates the currency in which the price item pricing is defined.
Start Date	Displays the date from when the price item pricing is effective.
End Date	Displays the date till when the price item pricing is effective.
Approval Transaction Information	Displays information about the approval transaction.
	<b>Note:</b> This information string is generated using the <b>C1-APPTXNINF</b> algorithm.
Modify	It has a link. On clicking the <b>Modify</b> link, the <b>Modify/Resolve Price Assignment</b> screen appears where you can modify the price assignment.
Withdraw	It has a link. On clicking the <b>Withdraw</b> link, you can withdraw and remove the approval transaction from the list of price assignments.
View	It has a link. On clicking the <b>Log</b> link, you can view the approval transaction log details.

By default, the **List of Price Assignments** zone does not appear in the **Modify Price Assignment** screen. It appears only when you click the **Broadcast**  icon corresponding to the account, person, or price list in the **Search** zone.

### Related Topics

For more information on...	See...
<b>Modify Price Assignment Search</b> zone	<a href="#">Search</a> on page 515
How to modify a price assignment for an account	<a href="#">Modifying a Price Assignment for an Account</a> on page 520
How to modify a price assignment for a person	<a href="#">Modifying a Price Assignment for a Person</a> on page 521
How to modify a price assignment for a price list	<a href="#">Modifying a Price Assignment for a Price List</a> on page 522
How to withdraw a price assignment for an account	<a href="#">Withdrawing a Price Assignment for an Account</a> on page 522
How to withdraw a price assignment for a person	<a href="#">Withdrawing a Price Assignment for a Person</a> on page 523
How to withdraw a price assignment for a price list	<a href="#">Withdrawing a Price Assignment for a Price List</a> on page 524

## Modifying a Price Assignment for an Account


You can view the number of price assignments which are pending for modification in the **Modify Price Assignment** screen. The modifier can review, and accordingly modify, withdraw or view log of the price assignment based on the observations.

### Procedure

To modify a price assignment for an account:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Approval Workflow Management** and then click **Modify Price Assignment**.  
The **Modify Price Assignment** screen appears.
3. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of accounts that meet the search criteria appears in the **Search Results** section.
5. Click the **Broadcast**  icon corresponding to the account whose price assignments you want to review.  
The **List of Price Assignments** zone appears.
6. Click the **Modify** link in the **Modify** column corresponding to the price assignment that you want to modify.  
The **Modify/Resolve Price Assignment** screen appears.

**Note:** Only those users who have access to the application services for each business object within the approval workflow group will be able to modify the details of the price assignment request.

7. Make the required changes.
8. Modify the required details.

The changes made to the price assignment are saved.

### Related Topics

For more information on...	See...
<b>Modify Price Assignment</b> screen	<a href="#">Modify Price Assignment</a> on page 515
<b>Search</b> zone	<a href="#">Search</a> on page 515
<b>List of Price Assignments</b> zone	<a href="#">List of Price Assignments</a> on page 519


## Modifying a Price Assignment for a Person

### Procedure

To modify a price assignment for a person:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Approval Workflow Management** and then click **Modify Price Assignment**.  
The **Modify Price Assignment** screen appears.
3. In the **Search** zone, enter the search criteria, such as the division to which the person belongs or the person identification type and value.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of persons that meet the search criteria appears in the **Search Results** section.
5. Click the **Broadcast**  icon corresponding to the person whose price assignment requests you want to modify.  
The **List of Price Assignments** zone appears.
6. Click the **Modify** link in the **Modify** column corresponding to the price assignment request that you want to modify.  
The **Modify/Resolve Price Assignment** screen appears where you can modify the pricing details, tiering ranges, and price assignment characteristics.

**Note:** Only those users who have access to the application services for each business object within the approval workflow group will be able to modify the details of the price assignment request.

7. Make the required changes.
8. Click **Save**.  
The price assignment for a person is updated.

### Related Topics

For more information on...	See...
<b>Modify Price Assignment</b> screen	<a href="#">Modify Price Assignment</a> on page 515

For more information on...	See...
Search zone	<a href="#">Search</a> on page 515
List of Price Assignments zone	<a href="#">List of Price Assignments</a> on page 519


## Modifying a Price Assignment for a Price List

### Procedure

To modify a price assignment for a price list:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Approval Workflow Management** and then click **Modify Price Assignment**.  
The **Modify Price Assignment** screen appears.
3. In the **Search** zone, enter the search criteria, such as the description of the price list.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of price lists that meet the search criteria appears in the **Search Results** section.
5. Click the **Broadcast**  icon corresponding to the price list whose price assignment requests you want to *modify*.  
The **List of Price Assignments** zone appears.
6. Click the **Modify** link in the **Modify** column corresponding to the price assignment request that you want *modify*.  
The **Modify/Resolve Price Assignment** screen appears where you can modify the pricing details, tiering ranges, and price assignment characteristics.

**Note:** Only those users who have access to the application services for each business object within the approval workflow group will be able to modify the details of the price assignment request.

7. Make the required changes.
8. Click **Save**.  
The price assignment for a price list is updated.

### Related Topics

For more information on...	See...
Modify Price Assignment screen	<a href="#">Modify Price Assignment</a> on page 515
Search zone	<a href="#">Search</a> on page 515
List of Price Assignments zone	<a href="#">List of Price Assignments</a> on page 519

## Withdrawing a Price Assignment for an Account

**Procedure**


To withdraw a price assignment for an account:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. Do the following:

If you want to...	Then...
Withdraw a price assignment request when it is in the Pending Approval status	From the <b>Main</b> menu, select <b>Approval Workflow Management</b> and then click <b>Modify Price Assignment</b> . The <b>Modify Price Assignment</b> screen appears.
Withdraw a price assignment request when it has been rejected by an approver at any level in the hierarchy	From the <b>Main</b> menu, select <b>Approval Workflow Management</b> and then click <b>Resolve Price Assignment</b> . The <b>Resolve Price Assignment</b> screen appears.

3. In the **Search** zone, enter the search criteria, such as the division to which the account belongs, account ID, or account identifier.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of accounts that meet the search criteria appears in the **Search Results** section.
5. Click the **Broadcast**  icon corresponding to the account whose price assignment requests you want to withdraw.  
The **List of Price Assignments** zone appears.

**Note:** The system provides you with a facility to view the log of a price assignment request from the **Modify Price Assignment** and **Resolve Price Assignment** screens before withdrawing a request.

6. Click the **Withdraw** link in the **Withdraw** column corresponding to the price assignment request that you want to withdraw.  
A message box appears confirming whether you want to delete the price assignment request.
7. Click **OK**.  
You will no longer be able to view this request in your workflow.

**Related Topics**

For more information on...	See...
<b>Modify Price Assignment</b> screen	<a href="#">Modify Price Assignment</a> on page 515
<b>Resolve Price Assignment</b> screen	<a href="#">Resolve Price Assignment</a> on page 504

**Withdrawing a Price Assignment for a Person****Procedure**

To withdraw a price assignment for a person:

1. Click the **Menu** link in the **Application** toolbar.

A list appears.

2. Select the **Main** menu and do the following:


If you want to...	Then...
Withdraw a price assignment request when it is in the Pending Approval status	From the <b>Main</b> menu, select <b>Approval Workflow Management</b> and then click <b>Modify Price Assignment</b> . The <b>Modify Price Assignment</b> screen appears.
Withdraw a price assignment request when it has been rejected by an approver at any level in the hierarchy	From the <b>Main</b> menu, select <b>Approval Workflow Management</b> and then click <b>Resolve Price Assignment</b> . The <b>Resolve Price Assignment</b> screen appears.

3. In the **Search** zone, enter the search criteria, such as the division to which the person belongs or the person identification type and value.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the '%' wildcard character in all input fields except the date and ID fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of persons that meet the search criteria appears in the **Search Results** section.

5. Click the **Broadcast**  icon corresponding to the person whose price assignment requests you want to withdraw.

The **List of Price Assignments** zone appears.

**Note:** The system provides you with a facility to view the log of a price assignment request from the **Modify Price Assignment** and **Resolve Price Assignment** screens before withdrawing a request.

6. Click the **Withdraw** link in the **Withdraw** column corresponding to the price assignment request that you want to withdraw.

A message box appears confirming whether you want to delete the price assignment request.

7. Click **OK**.

You will no longer be able to view this request in your workflow.

#### Related Topics

For more information on...	See...
<b>Modify Price Assignment</b> screen	<a href="#">Modify Price Assignment</a> on page 515
<b>Resolve Price Assignment</b> screen	<a href="#">Resolve Price Assignment</a> on page 504

## Withdrawing a Price Assignment for a Price List

### Procedure

To withdraw a price assignment for a price list:

1. Click the **Menu** link in the **Application** toolbar.



A list appears.

- Do the following:


If you want to...	Then...
Withdraw a price assignment request when it is in the Pending Approval status	From the <b>Main</b> menu, select <b>Approval Workflow Management</b> and then click <b>Modify Price Assignment</b> . The <b>Modify Price Assignment</b> screen appears.
Withdraw a price assignment request when it has been rejected by an approver at any level in the hierarchy	From the <b>Main</b> menu, select <b>Approval Workflow Management</b> and then click <b>Resolve Price Assignment</b> . The <b>Resolve Price Assignment</b> screen appears.

- In the **Search** zone, enter the search criteria, such as the description of the price list.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.

A list of price lists that meet the search criteria appears in the **Search Results** section.

- Click the **Broadcast**  icon corresponding to the price list whose price assignment requests you want to withdraw.

The **List of Price Assignments** zone appears.

**Note:** The system provides you with a facility to view the log of a price assignment request from the **Modify Price Assignment** and **Resolve Price Assignment** screens before withdrawing a request.

- Click the **Withdraw** link in the **Withdraw** column corresponding to the price assignment request that you want to withdraw.

A message box appears confirming whether you want to delete the price assignment request.

- Click **OK**.

You will no longer be able to view this request in your workflow.

### Related Topics

For more information on...	See...
<b>Modify Price Assignment</b> screen	<a href="#">Modify Price Assignment</a> on page 515
<b>Resolve Price Assignment</b> screen	<a href="#">Resolve Price Assignment</a> on page 504

## Viewing the Log of an Approval Transaction

### Procedure


To view the log of an approval transaction:

- Click the **Menu** link in the **Application** toolbar.

A list appears.

- From the **Main** menu, select **Approval Workflow Management** and then click **Modify Price Assignment**.  
The **Modify Price Assignment** screen appears.
- In the **Search** zone, enter the search criteria, such as the description of the price list.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.  
A list of price lists that meet the search criteria appears in the **Search Results** section.
- Click the **Broadcast**  icon corresponding to the price list whose price assignment requests you want to modify.  
The **List of Price Assignments** zone appears.
- Click on **Log** link in the **View** column.  
The **Approval Transaction Log** screen appears.
- View the log of an approval transaction, as required.

#### Related Topics

For more information on...	See...
<b>Modify Price Assignment</b> screen	<a href="#">Modify Price Assignment</a> on page 515
<b>Search</b> zone	<a href="#">Search</a> on page 515
<b>Approval Transaction Log</b> zone	<a href="#">Approval Transaction Log</a> on page 479

## Approval Workflow Group (Used for Searching)

The **Approval Workflow Group** screen allows you to search for approval workflow group using various search criteria. Through this screen, you can navigate to the following screen:

- [Approval Workflow Group \(Used for Viewing\)](#) on page 535

This screen consists of the following zone:

- [Search Approval Workflow Group](#) on page 526

For more information on...	See...
How to search an approval workflow group	<a href="#">Searching for an Approval Workflow Group</a> on page 527
How to view the details of approval workflow group	<a href="#">Viewing the Approval Workflow Group Details</a> on page 528

## Search Approval Workflow Group

The **Search Approval Workflow Group** zone allows you to search for an approval workflow group using various search criteria. It contains the following sections:

- Search Criteria** - The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Group	Used to search a particular approval workflow group.	No
Description	Used to search approval workflow groups with a particular description.	No

- **Search Results** - On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Approval Workflow Group	Displays the approval workflow group.
Description	Displays the description of the approval workflow group.
	<b>Note:</b> It has a link. On clicking the link, the <b>Approval Workflow Group</b> screen appears where you can view the details of the respective approval workflow group.

**Note:** You must specify at least one search criterion while searching for an Approval Workflow Group.

### Related Topics

For more information on...	See...
How to search for an approval workflow group	<a href="#">Searching for an Approval Workflow Group</a> on page 527
How to view the details of an approval workflow group	<a href="#">Viewing the Approval Workflow Group Details</a> on page 528

## Searching for an Approval Workflow Group

### Procedure

To search for an approval workflow group:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Approval Workflow Group**.  
The **Approval Workflow Group** screen appears.
3. Enter the search criteria in the **Search Approval Workflow Group** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the '%' wildcard character in all input fields except the date and ID fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of approval workflow groups that meet the search criteria appear in the **Search Results** section.

### Related Topics

For more information on...	See...
Search Approval Workflow Group screen	<a href="#">Approval Workflow Group (Used for Searching)</a> on page 526
Search Approval Workflow Group zone	<a href="#">Search Approval Workflow Group</a> on page 526

## Viewing the Approval Workflow Group Details

### Procedure

To view the details of an approval workflow group:

1. Search for the approval workflow group in the **Approval Workflow Group** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow group whose details you want to view.

The **Approval Workflow Group** screen appears. It consists of the **Main** tab with the following zone:

- [Approval Workflow Group](#) on page 536

3. View the details of the approval workflow group in the **Approval Workflow Group** zone.

### Related Topics

For more information on...	See...
How to search for an approval workflow group	<a href="#">Searching for an Approval Workflow Group</a> on page 527
Approval Workflow Group screen	<a href="#">Approval Workflow Group (Used for Searching)</a> on page 526
Approval Workflow Group zone	<a href="#">Search Approval Workflow Group</a> on page 526

## Defining an Approval Workflow Group

### Prerequisites

To define an approval workflow group, you should have:

- Input and Display UI maps created in the application in case you want to use custom UI maps.
- Dependency, Approval, and Approval Post Processing algorithms defined in the application in case you want to use any of them.

**Note:** Before you define an approval workflow group for the User BO, you need to attach the **C1-APPTXNBAS** algorithm on the **Audit** algorithm spot of the business object belonging to the USER-SC MO, and not the USER MO.

### Procedure




To define an approval workflow group:



1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, Select **A** and then click **Approval Workflow Group**.  
The **Approval Workflow Group** screen appears.
3. Click the **Add** button in the **Page Title** area of **Approval Workflow Group** screen.



The **Approval Workflow Group** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the approval workflow group.
- **Business Objects and Group BO Relation** - Used to add business objects and define group BO Relation for the approval workflow group.

The **Main** section contains the following:

Field Name	Field Description	Mandatory (Yes or No)
Approval Transaction Type	Used to indicate the transaction type to which the approval workflow group belongs.	Yes
Approval Workflow Group	Used to specify the approval workflow group.	Yes
Description	Used to specify the approval workflow group with a particular description.	Yes
Display UI Map	Used to specify the UI map that you want to use for viewing data of the business objects within the approval workflow group.  <b>Note:</b> You can search for a UI map, code, and an algorithm by clicking the <b>Search</b> icon (  ) corresponding to the Display UI Map field.  <b>Note:</b> If you clear the <b>Display UI Map</b> field, you need to either manually specify the UI map or automatically regenerate the UI map by clicking the <b>Regenerate UI Maps</b> icon corresponding to the group in the <b>Approval Workflow Settings</b> screen.	No
Input UI Map	Used to specify the UI map that you want to use for modifying data of the business objects within the approval workflow group.  <b>Note:</b> You can search for a UI map, code, and an algorithm by clicking the <b>Search</b> icon (  ) corresponding to the Input UI Map field.  <b>Note:</b> If you clear the <b>Input UI Map</b> field, you need to either manually specify the UI map or automatically regenerate the UI map by clicking the <b>Regenerate UI Maps</b> icon corresponding to the group in the <b>Approval Workflow Settings</b> screen.	No
Dependency Algorithm	Used to specify the algorithm that will be triggered before creating the approval workflow group.  <b>Note:</b> You can search for a Input UI map, code, and an algorithm by clicking the <b>Search</b> icon (  ) corresponding to the Dependency Algorithm field.  <b>Note:</b> This algorithm can be used to check all prerequisites before creating the approval workflow group.	No

Field Name	Field Description	Mandatory (Yes or No)
Approval Algorithm	<p>Used to specify the algorithm that will be triggered after the approval workflow group is approved by the approver at the last level in the hierarchy. The following approval algorithms are shipped with ORMB:</p> <ul style="list-style-type: none"> <li>• <b>C1-APPPROD</b> - This approval algorithm is used for the C1PRODUCT group, which is shipped with ORMB.</li> <li>• <b>C1-APPPL</b> - This approval algorithm is used for the C1PRICELST group, which is shipped with ORMB.</li> <li>• <b>C1-APPASG</b> - This approval algorithm is used for the C1PRICEASG group, which is shipped with ORMB.</li> <li>• <b>C1-APPALG</b> - This is a standard approval algorithm that you can use for approval workflow groups where custom logic is not required.</li> </ul> <p>You can also create your own approval algorithms for custom UIs.</p> <p><b>Note:</b> You can search for a Input UI map, code, and an algorithm by clicking the <b>Search</b> icon  corresponding to the Approval Algorithm field.</p>	No
Approval Post Processing Algorithm	<p>Used to specify the algorithm that will be triggered after the changes (which are approved by all approvers' in the hierarchy) are committed to the database.</p> <p><b>Note:</b> You can search for a Input UI map, code, and an algorithm by clicking the <b>Search</b> icon  corresponding to the Approval Post Processing Algorithm field.</p>	No

Field Name	Field Description	Mandatory (Yes or No)
Transaction Creation Algorithm	<p>Used to specify the algorithm that will create approval workflow group. The following transaction creation algorithms are shipped with ORMB:</p> <ul style="list-style-type: none"> <li>• <b>C1-APPASGCR</b> - Used to create approval workflow group for price assignment.</li> <li>• <b>C1-AXPROD</b> - Used to create approval workflow group for price item.</li> <li>• <b>C1-AXUSR</b> - Used to create approval workflow group for user.</li> <li>• <b>C1-IGCREATE</b> - Used to create approval workflow group for invoicing group.</li> <li>• <b>C1-AXCREATE</b> - This is a standard transaction creation algorithm that you can use to create approval workflow group for most of the base objects.</li> </ul> <p>You can also create your own transaction creation algorithms for custom UIs.</p> <p>In case of the base UIs, this algorithm is only used while modifying or resolving a group. The initial approval transaction creation for base UIs takes place through the Audit algorithm attached on the business object.</p> <p><b>Note:</b> You can search for a Input UI map, code, and an algorithm by clicking the <b>Search</b> icon  corresponding to the Transaction Creation Algorithm field.</p>	Yes
Data Retrieval Algorithm	<p>Used to specify the algorithm that will be triggered to retrieve the original data of the business objects within the approval workflow group. This will help an approver to compare the original and new data in case where the submitter action is Update (UPD). The following data retrieval algorithms are shipped with ORMB:</p> <ul style="list-style-type: none"> <li>• <b>C1-APPIGDR</b> - Used to retrieve data for invoicing group.</li> <li>• <b>C1-AXPRICEOV</b> - Used to retrieve data for price assignment.</li> <li>• <b>C1_APPDATA</b> - This is a standard data retrieval algorithm that you can use to retrieve data for most of the base objects.</li> </ul> <p>You can also create your own data retrieval algorithms for custom UIs.</p> <p><b>Note:</b> You can search for a Input UI map, code, and an algorithm by clicking the <b>Search</b> icon  corresponding to the Data Retrieval Algorithm field.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Information Algorithm	Used to specify the algorithm information.	No
	<b>Note:</b> You can search for a Input UI map, code, and an algorithm by clicking the <b>Search</b> icon (🔍) corresponding to the Approval Post Processing Algorithm field.	
Compare Map	Used to specify the customized Display UI map that you want to use for the approval workflow group. It overrides the UI map specified in the <b>Display UI Map</b> field.	No
	<b>Note:</b> You can search for a Input UI map, code, and an algorithm by clicking the <b>Search</b> icon (🔍) corresponding to the Approval Post Processing Algorithm field.	
Input Script	Used to specify the customized Input UI map that you want to use for the approval workflow group. It overrides the UI map specified in the <b>Input UI Map</b> field.	No
	<b>Note:</b> You can search for a Input UI map, code, and an algorithm by clicking the <b>Search</b> icon (🔍) corresponding to the Approval Post Processing Algorithm field.	

4. Enter the required details.
5. Add business objects and group BO relation with the approval workflow group, if required.
6. Click **Save**.

The approval workflow group is defined.

### **Related Topics**

For more information on...	See...
<b>Approval Workflow Group</b> screen	<a href="#">Approval Workflow Group (Used for Viewing)</a> on page 535
<b>Approval Workflow Group</b> zone	<a href="#">Approval Workflow Group</a> on page 536
How to add business objects and group BO relation	<a href="#">Adding a Business Object</a>

## **Adding a Business Object**

### **Prerequisites**

To add a business object in the approval workflow group, you should have:

- Business object and approval workflow group created in the application.

### **Procedure**

To add a business object in the approval workflow group:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, Select **A**, and then click **Approval Workflow Group**.



The **Approval Workflow Group** screen appears.

- Click the **Add** button in the page-title area of the **Approval Workflow Group** screen.


The **Approval Workflow Group** screen appears. It contains following sections:


- Main** - Used to specify basic details of the approval workflow group.
- Business Objects and Group BO Relation** - Used to specify the fields that allow to define business and parent objects and link them with the approval workflow group.

The **Business Objects and Group BO Relation** section contains following fields:


Field Name	Field Description	Mandatory (Yes or No)
Business Object	Used to specify the Business Object Code that you want to include in the Approval Workflow Group.	Yes
Reference ID 1	Used to specify the XPATH key of the field in the business object that you want to display in the approval transaction information string.	Yes
Reference ID 2	Used to specify the XPATH key of the field in the business object that you want to display in the approval transaction information string.	Yes
Reference ID 3	Used to specify the XPATH key of the field in the business object that you want to display in the approval transaction information string.	Yes
Reference ID 4	Used to specify the XPATH key of the field in the business object that you want to display in the approval transaction information string.	Yes
Reference Foreign Key 1	Used to specify the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.	No
Reference Foreign Key 2	Used to specify the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.	No
Reference Foreign Key 3	Used to specify the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.	No
Reference Foreign Key 4	Used to specify the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.	No
Reference Foreign Key 5	Used to specify the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.	No
Reference Foreign Key 6	Used to specify the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.	No

Field Name	Field Description	Mandatory (Yes or No)
List	Used to indicate whether the group contains one or multiple instance of the business object. For example, if you want to create a group that contains multiple account objects, you need to set this flag for the Account BO to True. If you want to create a group that contains single instance of the business object, you must set this flag for the business object to False.	Yes
Parent Business Object	Used to specify the parent business object. This should be one of the business objects within the group.	No
From Key	Used to specify the XPATH key of the field or list of fields in the parent business object.	No
To Key	Used to specify the XPATH key of the field or list of fields in the current business object.	No

**Note:** You can search for a business object and parent business object, by clicking the **Search** () icon placed corresponding to the **Business Object** field.

- If you want to define more than one business and parent business object for the approval workflow group, click the **Add** () icon placed corresponding to the field.
- Enter the required details in **Main** and **Business Objects and Group BO Relation** sections.
- Click **Save**

The business object is added in the approval workflow group.

**Note:** When you add business objects in an approval workflow group, you need to regenerate the Input and Display UI maps by clicking the **Regenerate UI Maps** () icon corresponding to the group in the **Approval Workflow Settings** screen. You must do this only when you are using automatically generated UI maps, and not otherwise.

### Related Topics

For more information on...	See...
<b>Approval Workflow Group</b> screen	<a href="#">Approval Workflow Group (Used for Viewing)</a> on page 535
<b>Approval Workflow Group</b> zone	<a href="#">Approval Workflow Group</a> on page 536

## Defining a Group BO Relation

### Prerequisites

To define a relationship between business object in the approval workflow group, you should have:

- Business objects added in the approval workflow group.

### Procedure

To define a relationship between business objects in the approval workflow group:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, Select **A** and then click **Approval Workflow Group**.  
The **Approval Workflow Group** screen appears.

3. Search for an approval workflow group in the **Approval Workflow Group** screen.
4. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow group.
5. The **Approval Workflow Group** screen appears. It contains following sections:
  - **Main** - Used to specify basic details of the approval workflow group.
  - **Business Objects and Group BO Relation** - Used to specify the fields that allow to define business and parent objects, and link them with the approval workflow group.
6. Define and edit the approval workflow group details from the **Main** section, if required.
7. If you only want to define a business object, enter the required details in the **Business Objects and Group BO Relation** section.
8. If you want to define a group BO relation with the business object, enter the required details in the following fields.
  - a) **Parent Business Object**
  - b) **From Key**
  - c) **To Key**

**Note:** If you want to define more than one business or parent object, click the **Add** (+) icon and then repeat step 2. However, if you want to remove a business or parent object, click the **Delete** (🗑️) icon corresponding to the business or parent object field.

9. Click **Save**.

The business object is defined, and its relationship with the parent object is also defined in the approval workflow group.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to define an approval workflow group	<a href="#">Defining an Approval Workflow Group</a> on page 528
How to define an approval workflow business object	<a href="#">Adding a Business Object</a>
How to define an approval workflow group BO object	<a href="#">Defining a Group BO Relation</a> on page 534

## **Approval Workflow Group (Used for Viewing)**

Once you define an approval workflow group, the **Approval Workflow Group** screen allows you to:

- Edit the details of an approval workflow group
- Edit the details of business objects and group business object relation
- Delete an approval workflow group
- Delete a business object and a group business object relation
- View the details of an approval workflow group

This screen consists of the following zone:

- [Approval Workflow Group](#) on page 536

## Approval Workflow Group

The **Approval Workflow Group** zone displays the details of the approval workflow group. It contains the following sections:

- **Main** - Displays basic information about the approval workflow group. It contains the following fields:

Field Name	Field Description
Approval Workflow Group	Displays the name of the approval workflow group.
Description	Displays the description of the approval workflow group.
Display UI Map	Indicates the UI map that will be used for viewing data of the business objects within the approval workflow group.  <b>Note:</b> It has a link. On clicking the link, the <b>UI Map</b> screen appears where you can view the details of the respective UI Map.
Input UI Map	Indicates the UI map that will be used for modifying data of the business objects within the approval workflow group.  <b>Note:</b> It has a link. On clicking the link, the <b>UI Map</b> screen appears where you can view the details of the respective UI Map.
Dependency Algorithm	Indicates the algorithm that will be triggered before creating the approval workflow request.  <b>Note:</b> This algorithm can be used to check all prerequisites before creating the approval workflow request.
Approval Algorithm	Indicates the algorithm that will be triggered after the approval workflow request is approved by the approver at the last level in the hierarchy.
Approval Post Processing Algorithm	Indicates the algorithm that will be triggered after the changes (which are approved by all approvers in the hierarchy) are committed to the database.
Transaction Creation Algorithm	Indicates the algorithm that will create approval workflow requests.  <b>Note:</b> It has a link. On clicking the link, the <b>Algorithm</b> screen appears where you can view the details of the respective algorithm.
Data Retrieval Algorithm	Indicates the algorithm that will be triggered to retrieve the original data of the business objects within the approval workflow group. This will help an approver to compare the original and new data in case where the submitter action is Update (UPD).  <b>Note:</b> It has a link. On clicking the link, the <b>Algorithm</b> screen appears where you can view the details of the respective algorithm.
Information Algorithm	Indicates the Approval Transaction information from the Approval Transactions that are created for a particular entity, based on the inputs of the XPath paths provided in the Reference IDs.
Compare Map	Indicates the customized Display UI map that you want to use for the approval workflow group. It overrides the UI map specified in the <b>Display UI Map</b> field.
Input Script	Indicates the customized Input UI map that you want to use for the approval workflow group. It overrides the UI map specified in the <b>Input UI Map</b> field.

- **Record Actions** - This section contains the following buttons:

Button Name	Button Description
Edit	Used to define, edit the approval workflow group. It is also used to delete the business objects and group BO relation.
Delete	Used to delete an approval workflow group.

- **Record Information** - This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the approval workflow group is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

- **Business Objects And Group BO Relation** - The Business Objects And Group BO Relation contains the following fields:

Field Name	Field Description
Business Object	Indicates the Business Object that you want to include in the Approval Workflow Group.
Reference ID 1	Indicates the XPATH key of the field in the business object that you want to display in the approval transaction information string.
Reference ID 2	Indicates the XPATH key of the field in the business object that you want to display in the approval transaction information string.
Reference ID 3	Indicates the XPATH key of the field in the business object that you want to display in the approval transaction information string.
Reference ID 4	Indicates the XPATH key of the field in the business object that you want to display in the approval transaction information string.
Reference Foreign Key 1	Indicates the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.
Reference Foreign Key 2	Indicates the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.
Reference Foreign Key 3	Indicates the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.
Reference Foreign Key 4	Indicates the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.
Reference Foreign Key 5	Indicates the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.
Reference Foreign Key 6	Indicates the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.

Field Name	Field Description
List	Indicates whether the group contains one or multiple instance of the business object. For example, if you want to create a group that contains multiple account objects, you need to set this flag for the Account BO to True. If you want to create a group that contains single instance of the business object, you must set this flag for the business object to False.
Parent Business Object	Indicates the parent business object. This should be one of the business objects within the group.
From Key	Indicates the XPATH key of the field or list of fields in the parent business object.
To Key	Indicates the XPATH key of the field or list of fields in the current business object.

## Editing an Approval Workflow Group

### Procedure

To edit an approval workflow group:

1. Search for the approval workflow group in the **Approval Workflow Group**.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow group whose details you want to edit.

The **Approval Workflow Group** screen appears.

3. Click the **Edit** button in the **Approval workflow Group** zone.

The **Approval Workflow Group** screen appears.

4. Modify the details of the approval workflow group, if required.
5. Define, edit, or remove business objects and group BO relation from the approval workflow group, if required.
6. Click **Save**.

The changes made to the approval workflow group are saved.

### Related Topics

For more information on...	See...
How to search for an approval workflow group	<a href="#">Searching for an Approval Workflow Group</a> on page 527
How to add a business object	<a href="#">Adding a Business Object</a> on page 532
How to define a Group BO Relation	<a href="#">Defining a Group BO Relation</a> on page 534

## Deleting an Approval Workflow Group

### Procedure

To delete an approval workflow group:

1. Search for the approval workflow group in the **Search Approval Workflow Group** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow group that you want to delete.
3. Click the **Delete** button in the **Approval Workflow Group** zone.

A message appears confirming whether you want to delete the approval workflow group.

4. Click **OK**.

The approval workflow group is deleted.

### Related Topics

For more information on...	See...
How to search for an approval workflow group	<a href="#">Searching for an Approval Workflow Group</a> on page 527

## Editing a Business Object

### Procedure

To edit a business object in the approval workflow group:

1. From the **Admin** menu, select **A** and then click **Approval Workflow Group**.  
The **Approval Workflow Group** screen appears.
2. Search for an approval workflow group in the **Search Approval Workflow Group** zone.
3. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow group whose details you want to edit.
4. The **Approval Workflow Group** zone appears. Click the **Edit** button from **Record Action** sections.


The **Approval Workflow Group** screen appears. It contains the following sections:


- **Main** - Used to specify the basic details of the approval workflow group.
- **Business Objects and Group BO Relation** - Used to specify the fields that allow to define business objects and link them with the approval workflow group

The **Business Objects and Group BO Relation** section contains following fields:


Field Name	Field Description	Mandatory (Yes or No)
Business Object	Displays the Business Object Code that is included in the Approval Workflow Group.	Yes
Reference ID 1	Displays the XPATH key of the field in the business object that you want to use as criteria for searching approval workflow groups.	No
Reference ID 2	Displays the XPATH key of the field in the business object that you want to use as criteria for searching approval workflow groups.	No
Reference ID 3	Displays the XPATH key of the field in the business object that you want to use as criteria for searching approval workflow groups.	No
Reference ID 4	Displays the XPATH key of the field in the business object that you want to use as criteria for searching approval workflow groups.	No
Reference Foreign Key 1	Displays the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.	No
Reference Foreign Key 2	Displays the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.	No

Field Name	Field Description	Mandatory (Yes or No)
Reference Foreign Key 3	Displays the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.	No
Reference Foreign Key 4	Displays the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.	No
Reference Foreign Key 5	Displays the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.	No
Reference Foreign Key 6	Displays the XPATH key of the field in the business object that you want to use for validating whether duplicate approval transaction exists in the system.	No
List	Indicates whether the group contains one or multiple instance of the business object. For example, if you want to create a group that contains multiple account objects, you need to set this flag for the Account BO to True. If you want to create a group that contains single instance of the business object, you must set this flag for the business object to False.	Yes
Parent Business Object	Used to specify the parent business object. This should be one of the business objects within the group.	No
From Key	Display the XPATH key of the field or list of fields in the parent business object.	No
To Key	Display the XPATH key of the field or list of fields in the current business object.	No

**Note:** You can search for a business object or parent business object by clicking the **Search**  icon placed corresponding to the **Business Object** and **Parent Business Object** field.

- If you want to define more than one business object or parent object for the approval workflow group, click the **Add**  icon placed corresponding to the field.
- Enter the required details in **Main** and **Business Objects and Group BO Relation** sections.
- Click **Save**.

The changes made to the business object in approval workflow group are saved.

**Note:** When you change business objects in an approval workflow group, you need to regenerate the Input and Display UI maps by clicking the **Regenerate UI Maps**  icon corresponding to the group in the **Approval Workflow Settings** screen. You must do this only when you are using automatically generated UI maps, and not otherwise.

### Related Topics

For more information on...	See...
<b>Approval Workflow Group</b> screen	<a href="#">Approval Workflow Group (Used for Searching)</a> on page 526
<b>Approval Workflow Group</b> zone	<a href="#">Search Approval Workflow Group</a> on page 526
How to delete a Business Object	<a href="#">Deleting a Business Object</a> on page 541



## Deleting a Business Object

### Procedure

To delete a business object in the approval workflow group:

1. Search for an approval workflow group in the **Approval Workflow Group** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow group.

The **Approval Workflow Group** zone appears.

3. In the View section of **Approval Workflow Group**, click the **Edit** button.

The **Approval Workflow Group** window appears.

4. In the **Business Objects and Group BO Relation** zone, click the **Delete** (🗑️) icon corresponding to the business object that you want to delete.
5. Click **Save**.

The business object is deleted from the approval workflow group.

### Related Topics

For more information on...	See...
<b>Approval Workflow Group</b> screen	<a href="#">Approval Workflow Group (Used for Searching)</a> on page 526
<b>Approval Workflow Group</b> zone	<a href="#">Search Approval Workflow Group</a> on page 526

## Editing a Group BO Relation

### Procedure

To edit the business object's relationship details in the approval workflow group:

1. If required, filter the approval workflow group in the **Approval Workflow Group** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow group.



The **Approval Workflow Group** screen appears. It contains following two sections:

- **Main** - Displays the basic details of the approval workflow group.
- **Business Objects and Group BO Relation** - Displays the fields that allow to define or edit business objects, and link them with the approval workflow group.

3. If required, define and edit the approval workflow group details from the **Main** section.
4. The **Business Objects and Group BO Relation** section contains following fields:

Field Name	Field Description	Mandatory (Yes or No)
Business Object	Used to specify the business object that you want to add in the approval workflow group.	Yes
Reference ID 1	Used to indicate the XPATH key of the field that you want to concatenate in the approval transaction information string.	No
Reference ID 2	Used to indicate the XPATH key of the field that you want to concatenate in the approval transaction information string.	No

Field Name	Field Description	Mandatory (Yes or No)
Reference ID 3	Used to indicate the XPATH key of the field that you want to concatenate in the approval transaction information string.	No
Reference ID 4	Used to indicate the XPATH key of the field that you want to concatenate in the approval transaction information string.	No
Reference Foreign Key 1	Used to indicate the XPATH key of the field that you want to use while validating whether a duplicate approval transaction does not exist in the system.	No
Reference Foreign Key 2	Used to indicate the XPATH key of the field that you want to use while validating whether a duplicate approval transaction does not exist in the system.	No
Reference Foreign Key 3	Used to indicate the XPATH key of the field that you want to use while validating whether a duplicate approval transaction does not exist in the system.	No
Reference Foreign Key 4	Used to indicate the XPATH key of the field that you want to use while validating whether a duplicate approval transaction does not exist in the system.	No
Reference Foreign Key 5	Used to indicate the XPATH key of the field that you want to use while validating whether a duplicate approval transaction does not exist in the system.	No
Reference Foreign Key 6	Used to indicate the XPATH key of the field that you want to use while validating whether a duplicate approval transaction does not exist in the system.	No
List	Indicates whether the group contains one or multiple instance of the business object. For example, if you want to create a group that contains multiple account objects, you need to set this flag for the Account BO to True. If you want to create a group that contains single instance of the business object, you must set this flag for the business object to False.	Yes
Parent Business Object	Displays the parent business object. This should be one of the business objects within the group.	No
From Key	Displays the XPATH key of the field or list of fields in the parent business object.	No
To Key	Displays the XPATH key of the field or list of fields in the current business object.	No

**Note:** You can search for a parent business object by clicking the **Search** () icon placed corresponding to the field. You can also define a new parent business object by clicking the **Add** () icon placed corresponding to the field.

5. Modify the required details in **Business Objects and Group BO Relation** section.
6. Click **Save**.


The changes made to business object's relationship are saved in the approval workflow group.

**Related Topics**

For more information on...	See...
<b>Search Approval Workflow Group</b> screen	<a href="#">Approval Workflow Group (Used for Searching)</a> on page 526
<b>Search Approval Workflow Group</b> zone	<a href="#">Search Approval Workflow Group</a> on page 526
How to edit a Business Object	<a href="#">Editing a Business Object</a> on page 539
How to edit a Group BO Relation	<a href="#">Editing a Group BO Relation</a> on page 541

**Deleting a Group BO Relation****Procedure**

To delete the business object's relationship details in the approval workflow group:

1. If required, filter the approval workflow group in the **Approval Workflow Group** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow group.
3. The **Approval Workflow Group** screen appears.
4. Click the **Edit** button in the **Record Actions** zone.  
The **Approval Workflow Group** screen appears.
5. In the **Business Objects and Group BO Relation** section, click the **Delete** () icon appearing next to the Business Object that you want to delete.
6. Click **Save**

The business object's relationship details are deleted from the approval workflow group.

**Related Topics**

For more information on...	See...
<b>Approval Workflow Group</b> screen	<a href="#">Approval Workflow Group (Used for Searching)</a> on page 526
<b>Approval Workflow Group</b> zone	<a href="#">Search Approval Workflow Group</a> on page 526
How to delete a Business Object	<a href="#">Deleting a Business Object</a> on page 541
How to delete a Group BO Relation	<a href="#">Deleting a Group BO Relation</a> on page 543

**Approval Workflow Chain (Used for Searching)**

The **Approval Workflow Chain** screen allows you to search for approval workflow chain using various search criteria. Through this screen, you can navigate to the following screen:

- [Approval Workflow Chain \(Used for Viewing\)](#) on page 547

This screen consists of the following zone:

- [Search Approval Workflow Chain](#) on page 543

**Search Approval Workflow Chain**

The **Search Approval Workflow Chain** zone allows you to search for an approval workflow chain using various search criteria. It contains the following two sections:

- **Search Criteria** - The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Chain	Used to search a particular approval workflow chain.	No
Description	Used to search approval workflow chains with a particular description.	No

- **Search Results** - On clicking the **Search** button, the search results appear based on the specified search. The **Search Results** section contains the following columns:

Column Name	Column Description
Approval Workflow Chain	Displays the approval workflow chain.
Description	Displays the description of the approval workflow chain.
	<b>Note:</b> It has a link. On clicking the link, the <b>Approval Workflow Chain</b> screen appears where you can view the details of the respective approval workflow chain.

**Note:** You must specify at least one search criterion while searching for an approval workflow chain.

### Related Topics

For more information on...	See...
How to search for an approval workflow chain	<a href="#">Searching for an Approval Workflow Chain</a> on page 544
How to view the details of an approval workflow chain	<a href="#">Viewing the Approval Workflow Chain Details</a> on page 545

## Searching for an Approval Workflow Chain

### Procedure

To search the approval workflow chain:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Approval Workflow Chain**.

The **Approval Workflow Chain** screen appears.

3. Enter the search criteria in the **Search Approval Workflow Chain** zone.

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of approval workflow chains that meet the search criteria appears in the **Search Results** section.

### Related Topics

<b>For more information on...</b>	<b>See...</b>
Search <b>Approval Workflow Chain</b> zone	<a href="#">Search Approval Workflow Chain</a> on page 543

## Viewing the Approval Workflow Chain Details

### Procedure

To view the details of an approval workflow chain:

1. Search for the approval workflow chain in the **Approval Workflow Chain** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow chain whose details you want to view.

The **Approval Workflow Chain** screen appears. It contains the following zone:

- [Approval Workflow Chain](#) on page 547
3. View the details of the approval workflow chain in the **Approval Workflow Chain** zone.

### Related Topics

<b>For more information on...</b>	<b>See...</b>
How to search an approval workflow chain	<a href="#">Searching for an Approval Workflow Chain</a> on page 544

## Defining an Approval Workflow Chain

### Prerequisites

To define an approval workflow chain, you should have:

- The To Do role and To Do type defined in the application.
- Action algorithms defined in the application, in case you want to use any of them.

### Procedure

To define an approval workflow chain:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Approval Workflow Chain**.  
The **Approval Workflow Chain** screen appears.
3. Click the **Add** button in the **Page Title** area of the **Approval Workflow Chain** screen.  
The **Approval Workflow Chain** screen appears. It contains the following sections:
  - **Main** - Used to specify basic details of the approval workflow chain.
  - **Approval Levels** - Used to specify a level in the approval workflow chain.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Chain	Used to specify the approval workflow chain	Yes
Description	Used to specify the description for the approval workflow chain	Yes

Field Name	Field Description	Mandatory (Yes or No)
To Do Role To Resolve	Used to specify the To Do Role to indicate the users who will receive a notification when the approval transactions are rejected by an approver at any level in the hierarchy.	Yes

- Enter the required details.
- Define approval levels for the approval workflow chain, if required.
- Click **Save**.

The approval workflow chain is defined.

### Related Topics

For more information on...	See...
<b>Approval Workflow Chain</b> screen	<a href="#">Approval Workflow Chain (Used for Searching)</a> on page 543
<b>Approval Workflow Chain</b> zone	<a href="#">Approval Workflow Chain</a> on page 547
How to define Approval Levels for an approval workflow chain	<a href="#">Defining Approval Levels for an Approval Workflow Chain</a> on page 546

## Defining Approval Levels for an Approval Workflow Chain

### Prerequisites

To define approval levels in the approval workflow chain, you should have:



- The To Do Role and To Do Type defined in the application.
- Action algorithms defined in the application, in case you want to use any of them.


### Procedure



To define an approval levels for an approval workflow chain:

- Ensure that the **Approval Levels** section is expanded when you are defining or editing an approval workflow chain.

The **Approval Levels** section contains the following fields

Field Name	Field Description	Mandatory (Yes or No)
Action Algorithm	Used to specify the additional action that you want the system to perform apart from generating a notification when the approver approves or rejects the request.  <b>Note:</b> You can search for an action algorithm by clicking the <b>Search</b>  icon corresponding to the <b>Action Algorithm</b> field.	Yes
Approver To Do Role	Used to specify the To Do role to indicate the users who will either approve or reject the request at this level in the hierarchy.  <b>Note:</b> You can search for an approver to do role by clicking the <b>Search</b>  icon corresponding to the <b>Approver To Do Role</b> field.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Approver To Do Type	Used to specify the type of notification that you want to generate when the approver approves or rejects the request.	Yes
	<b>Note:</b> You can search for an approver to do type by clicking the <b>Search</b>  icon corresponding to the <b>Approver To Do Type</b> field.	

- Enter the required details in the **Approval Levels** section.
- If you want to define more than one approval level for the approval workflow chain, click the **Add**  icon and then repeat step 2. However, if you want to remove a approval level from the approval workflow chain, click the **Delete**  icon corresponding to the approval level.

### Related Topics

For more information on...	See...
How to define an approval workflow chain	<a href="#">Defining an Approval Workflow Chain</a> on page 545
How to edit an approval workflow chain	<a href="#">Editing an Approval Workflow Chain</a> on page 548

## Approval Workflow Chain (Used for Viewing)

Once you define an approval workflow chain, the **Approval Workflow Chain** screen allows you to:

- View the details of an approval workflow chain
- Edit an approval workflow chain
- Delete an approval workflow chain

This screen contains the following zone:

- [Approval Workflow Chain](#) on page 547

### Approval Workflow Chain

The **Approval Workflow Chain** zone displays the details of the approval workflow chain. It contains the following sections:

- Main** - Displays basic information about the approval workflow chain. It contains the following fields:

Field Name	Field Description
Approval Workflow Chain	Displays the approval workflow chain and levels.
Description	Displays the description of the approval workflow chain and levels.
To Do Role To Resolve	Displays the description of To Do Role role type.

- Approval Levels** - Displays the levels defined in the approval workflow chain.

Field Name	Field Description
Action Algorithm	Indicates the additional action that the system will perform apart from generating a notification when the approver approves or rejects the request.

Field Name	Field Description
Level	Indicates the level in the hierarchy.
Approver To Do Role	Indicates that the users with the specified To Do role will either approve or reject the request at this level in the hierarchy.
Approval To Do Type	Indicates the type of notification that will be generated when the approver approves or rejects the request.

- **Record Actions** - This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit and delete the approval workflow chain and approval levels.
Delete	Used to delete the approval workflow chain.

- **Record Information** - This section contains the following field:

Field Name	Field Description
Business Object	Indicates the business object using which the approval workflow chain is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

## Editing an Approval Workflow Chain

### Procedure

To edit an approval workflow chain:

1. Search for an approval workflow chain in the **Search Approval Workflow Chain** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow chain whose details you want to edit.

The **Approval Workflow Chain** screen appears.

3. Click the **Edit** button in the **Approval Workflow Chain**.

The **Approval Workflow Chain** screen appears.

- **Main** - Used to specify the basic details of the approval workflow chain. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Chain	Displays the approval workflow chain.	Yes
Description	Displays the description for the approval workflow chain.	Yes
To Do Role To Resolve	Displays the To Do role to indicate the users who will be sent a notification when the approval workflow request is rejected by an approver at any level in the hierarchy.	Yes

- **Approval Levels** - Used to specify a level in the approval workflow chain. It contains the following fields:



Field Name	Field Description	Mandatory (Yes or No)
Action Algorithm	Displays the additional action that you want the system to perform apart from generating a notification when the approver approves or rejects the request.	Yes
Approver To Do Role	Displays the To Do role to indicate the users who will either approve or reject the request at this level in the hierarchy.	Yes
Approval To Do Type	Displays the type of notification that you want to generate when the approver approves or rejects the request.	Yes

4. Modify the required details in the **Main** section.
5. Edit, or remove approval levels from the approval workflow chain, if required.
6. Click **Save**.

The changes made to the approval workflow chain screen are saved.

### **Related Topics**

For more information on...	See...
<b>Approval Workflow Chain</b> screen	<a href="#">Approval Workflow Chain (Used for Viewing)</a> on page 547
<b>Approval Workflow Chain</b> zone	<a href="#">Approval Workflow Chain</a> on page 547
How to define approval levels for an approval workflow chain	<a href="#">Defining an Approval Workflow Chain</a> on page 545

## **Deleting an Approval Workflow Chain**

### **Procedure**

To delete an approval workflow chain:

1. Search for the approval workflow chain in the **Search Approval Workflow Chain** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow chain that you want to delete.

The **Approval Workflow Chain** screen appears.

3. Click the **Delete** button in the **Approval Workflow Chain** zone.

A message appears confirming whether you want to delete the approval workflow chain.

4. Click **OK**.

The approval workflow chain is deleted.

### **Related Topics**

For more information on...	See...
How to search for an approval workflow chain	<a href="#">Searching for an Approval Workflow Chain</a> on page 544
<b>Approval Workflow Chain</b> screen	<a href="#">Approval Workflow Chain (Used for Viewing)</a> on page 547
<b>Approval Workflow Chain</b> zone	<a href="#">Approval Workflow Chain</a> on page 547

## Approval Workflow Criterion Type (Used for Searching)

The **Approval Workflow Criterion Type** screen allows you to search for an approval workflow criterion type using various search criteria. Through this screen, you can navigate to the following screen:

- [Approval Workflow Criterion Type \(Used for Viewing\)](#) on page 553

This screen consists of the following zone:

- [Search Approval Workflow Criterion Type](#) on page 550

### Search Approval Workflow Criterion Type

The **Search Approval Workflow Criterion Type** zone allows you to search for an approval workflow criterion type using various search criteria. It contains the following two sections:

- **Search Criteria** - The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Criterion Type	Used to search a particular approval workflow criterion type.	Yes
Description	Used to specify the description for the approval workflow criteria type.	No

**Note:** You must specify at least one search criterion while searching for an approval workflow criterion type.

- **Search Results** - On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Approval Workflow Criterion Type	Displays the approval workflow criterion type.
Description	Displays the description of the approval workflow criterion type.

#### Related Topics

For more information on...	See...
How to search for an approval workflow criterion type	<a href="#">Searching for an Approval Workflow Criterion Type</a> on page 550
How to view the details of an approval workflow criterion type	<a href="#">Viewing the Approval Workflow Criterion Type Details</a> on page 551

### Searching for an Approval Workflow Criterion Type

#### Procedure

To search the approval workflow criterion type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Approval Workflow Criterion Type**.  
The **Approval Workflow Criterion Type** screen appears.
3. Enter the search criteria in the **Search Approval Workflow Criterion Type** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

#### 4. Click **Search**

A list of approval workflow criterion types that meet the search criteria appears in the **Search Results** section.

#### Related Topics

For more information on...	See...
Approval Workflow Criterion Type screen	<a href="#">Approval Workflow Criterion Type (Used for Searching)</a> on page 550
Approval Workflow Criterion Type zone	<a href="#">Search Approval Workflow Criterion Type</a> on page 550

## Viewing the Approval Workflow Criterion Type Details

### Procedure

To view the details of an approval workflow criterion type:

1. If required, filter the approval workflow criterion type details in the **Search Approval Workflow Criterion Type** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow criterion type whose details you want to view.

The **Approval Workflow Criterion** screen appears. It contains the following zone:

- [Approval Workflow Criterion Type](#) on page 553

3. View the details of the approval workflow criterion type in the **Approval Workflow Criterion Type** zone.

### Related Topics

For more information on...	See...
How to search the approval workflow criterion type	<a href="#">Searching for an Approval Workflow Criterion Type</a> on page 550
Approval Workflow Criterion Type screen	<a href="#">Approval Workflow Criterion Type (Used for Viewing)</a> on page 553
Approval Workflow Criterion Type zone	<a href="#">Approval Workflow Criterion Type</a> on page 553

## Defining an Approval Workflow Criterion Type

### Prerequisites

To define an approval workflow criterion type, you should have:

- Algorithm, Business object, and Field object defined in the application.

### Procedure

To define an approval workflow criterion type:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

- From the **Admin** menu, select **A** and then click **Approval Workflow Criterion Type**.

The **Approval Workflow Criterion Type** screen appears.


- Click the **Add** button in the **Page Title** area of the **Approval Workflow Criterion Type** screen.

The **Approval Workflow Criterion Type** screen appears. It contains the following section:

- Main** - Used to specify basic details about the approval workflow criterion type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Criterion Type	Used to specify the approval workflow criterion type.	Yes
Description	Used to specify the description for the approval workflow criterion type.	Yes
Derived From	Used to indicate the option which triggers the approval workflow. The valid values are: <ul style="list-style-type: none"> <li>Algorithm</li> <li>Business Object</li> </ul>	Yes
Algorithm	Used to indicate the algorithm for which you want to define the approval workflow criterion type.  <b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the Search icon, the Algorithm Search window appears.  This field appears only when you select the Algorithm option form the Derived From list.	Yes
Business Object	Used to indicate the business object for which you want to define the approval workflow criterion type.  <b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the Search icon, the Business Object Search window appears.  This field appears only when you select the Business Object option form the Derived From list.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Field	Used to indicate the field that you want to use to define the criteria for associating approval workflow requests with the approval workflow chains.	Yes
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon corresponding to this field. On clicking the Search icon, the Field Search window appears.</p> <p>This field appears only when you select the Business Object option from the Derived From list.</p>	

4. Enter the required details.
5. Click **Save**.

The approval workflow criterion type is created.

### Related Topics

For more information on...	See...
Approval Workflow Criterion Type screen	<a href="#">Approval Workflow Criterion Type (Used for Viewing)</a> on page 553
Search Approval Workflow Criterion Type zone	<a href="#">Search Approval Workflow Criterion Type</a> on page 550

## Approval Workflow Criterion Type (Used for Viewing)

Once you define an approval workflow criterion type, the **Approval Workflow Criterion Type** screen allows you to:

- Edit the details of an approval workflow criterion type
- Delete an approval workflow criterion type

This screen contains the following zone:

- [Approval Workflow Criterion Type](#) on page 553

### Approval Workflow Criterion Type

The **Approval Workflow Criterion Type** zone displays the details of the approval workflow criterion types. It contains the following sections:

- **Main** - Displays basic information about the approval workflow criterion type. It contains the following fields:

Field Name	Field Description
Approval Workflow Criterion Type	Displays the approval workflow criterion type.
Description	Displays the description of the approval workflow criterion type.
Derived From	Indicates the criteria type that triggers the approval workflow. The valid values are: <ul style="list-style-type: none"> <li>• Algorithm</li> <li>• Business Object</li> </ul>

Field Name	Field Description
Business Object	Indicates the business object using which the approval workflow criterion type is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Field	Indicates the field using which the criteria for associating approval workflow requests with the approval workflow chains will be defined.
	<b>Note:</b> It has a link. On clicking the link, the <b>Fields</b> screen appears where you can view the details of the respective field.

- **Record Actions** - This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the approval workflow criterion type.
Delete	Used to delete the approval workflow criterion type.

- **Record Information** - This section contains the following field:

Field Name	Field Description
Business Object	Indicates the business object using which the approval workflow chain and levels is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

## Editing an Approval Workflow Criterion Type

### Procedure

To edit an approval workflow criterion type:

1. Search for the approval workflow criterion type in the **Approval Workflow Criterion Type** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow criterion type whose details you want to edit.




The **Approval Workflow Criterion Type** screen appears.

3. Click the **Edit** button in the **Approval Workflow Criterion Type** zone.

The **Approval Workflow Criterion Type** screen appears. It contains the following section:

- **Main** - This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Criterion Type	Displays the approval workflow criterion type.	Yes
Description	Displays the description for the approval workflow criterion type.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Derived From	Displays an option which triggers the approval workflow.	Yes
Algorithm	Displays the algorithm for which you want to define the approval workflow criterion type.	Yes
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon corresponding to this field. On clicking the Search icon, the Algorithm Search window appears</p> <p>This field appears only when you select the Algorithm option form the Derived From list.</p>	
Business Object	Displays the business object which is used to define the approval workflow criterion type.	Yes
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon corresponding to this field. On clicking the Search icon, the Business Object Search window appears.</p> <p>This field appears only when you select the Business Object option form the Derived From list.</p>	
Field	Displays the field which is used to define the criteria for associating approval workflow requests with the approval workflow chains.	Yes
	<p><b>Note:</b></p> <p>The Search  icon corresponding to the respective field. On clicking the Search icon, the Field Search window appears.</p> <p>This field appears only when you select the Business Object option form the Derived From list.</p>	

4. Modify the required details in the **Approval Workflow Criterion Type** screen.

5. Click **Save**.

The changes made to the approval workflow criterion type screen are saved.

#### **Related Topics**

For more information on...	See...
How to search for an approval workflow criterion type	<a href="#">Searching for an Approval Workflow Criterion Type</a> on page 550
<b>Approval Workflow Criterion Type</b> screen	<a href="#">Approval Workflow Criterion Type (Used for Viewing)</a> on page 553
<b>Approval Workflow Criterion Type</b> zone	<a href="#">Approval Workflow Criterion Type</a> on page 553

## Deleting an Approval Workflow Criterion Type

### Procedure

To delete an approval workflow criterion type:

1. Search for the approval workflow criterion type in the **Approval Workflow Criterion Type** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow criterion type whose details you want to delete.

The **Approval Workflow Criterion Type** screen appears.

3. Click the **Delete** button in the **Approval Workflow Criterion Type** zone.

A message appears confirming whether you want to delete the approval workflow criterion type.

4. Click **OK**.

The approval workflow criterion type is deleted.

### Related Topics

For more information on...	See...
How to search for an approval workflow criterion type	<a href="#">Searching for an Approval Workflow Criterion Type</a> on page 550
<b>Approval Workflow Criterion Type</b> screen	<a href="#">Approval Workflow Criterion Type (Used for Viewing)</a> on page 553
<b>Approval Workflow Criterion Type</b> zone	<a href="#">Approval Workflow Criterion Type</a> on page 553

## Approval Workflow Group Chain Linkage (Used for Searching)

The **Approval Workflow Group Chain Linkage** screen allows you to search for an approval workflow group chain linkage using various search criteria. Through this screen, you can navigate to the following screen:

- [Approval Workflow Group Chain Linkage \(Used for Viewing\)](#) on page 562

This screen consists of the following zone:

- [Search Approval Workflow Group Chain Linkage](#) on page 556

For more information on...	See...
How to search for an approval workflow group chain linkage	<a href="#">Searching for an Approval Workflow Group Chain Linkage</a> on page 557
How to view the details of an approval workflow group chain linkage	<a href="#">Viewing the Approval Workflow Group Chain Linkage Details</a> on page 558

## Search Approval Workflow Group Chain Linkage

The **Search Approval Workflow Group Chain Linkage** zone allows you to search for an approval workflow group chain linkage using various search criteria. It contains the following two sections:

- **Search Criteria** - The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Group Chain Linkage ID	Used to search a particular approval workflow group chain linkage.	Yes



Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Group	Used to search a group chain linkage for which an approval workflow group is defined.	Yes
Approval Workflow Chain	Used to search a group chain linkage for which an approval workflow chain is defined.	Yes

**Note:** You must specify at least one search criterion while searching for an approval workflow group chain linkage.

- **Search Results** - On clicking the **Search** button, the search results appear based on the specified search criteria.

The **Search Results** section contains the following columns:

Column Name	Column Description
Group Chain Linkage ID	Displays the ID which is generated automatically when the link is created.
Approval Workflow Group	Indicates the approval workflow group for which the link is created. <b>Note:</b> It has a link. On clicking the link, the <b>Approval Workflow Group Chain Linkage</b> screen appears with the details of the respective business object.
Approval Workflow Chain	Indicates the approval workflow chain for which the link is created.
Field Approval Rule	Indicates whether you want to configure approval rule for one or more fields of the business objects which are included in the approval workflow group. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

### Related Topics

For more information on...	See...
How to search for an approval work group chain linkage	<a href="#">Searching for an Approval Workflow Group Chain Linkage</a> on page 557
How to view the details of an approval workflow group chain linkage	<a href="#">Viewing the Approval Workflow Group Chain Linkage Details</a> on page 558

## Searching for an Approval Workflow Group Chain Linkage

### Procedure

To search an approval workflow group chain linkage:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Approval Workflow Group Chain Linkage**.  
The **Approval Workflow Group Chain Linkage** screen appears.
3. Enter the search criteria in the **Search Group Chain Linkage** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

#### 4. Click **Search**.

A list of group chain linkages that meet the search criteria appears in the **Search Results** section.

#### Related Topics

For more information on...	See...
<b>Approval Workflow Group Chain Linkage</b> screen	<a href="#">Approval Workflow Group Chain Linkage (Used for Searching)</a> on page 556
<b>Search Approval Workflow Group Chain Linkage</b> zone	<a href="#">Search Approval Workflow Group Chain Linkage</a> on page 556

## Viewing the Approval Workflow Group Chain Linkage Details

### Procedure

To view the details of an approval workflow chain linkage:

1. Search for the approval workflow group chain linkage in the **Approval Workflow Group Chain Linkage** screen.
2. In the **Search Results** section, click the link in the **Approval Workflow Group** column corresponding to the approval workflow chain whose details you want to view.

The **Approval Workflow Group Chain Linkage** screen appears. It contains the following zone:

- [Approval Workflow Group Chain Linkage](#) on page 563
3. View the details of the approval workflow group chain linkage in the **Approval Workflow Group Chain Linkage** zone.

### Related Topics

For more information on...	See...
How to search for an approval workflow group chain linkage	<a href="#">Searching for an Approval Workflow Group Chain Linkage</a> on page 557
<b>Approval Workflow Group Chain Linkage</b> screen	<a href="#">Approval Workflow Group Chain Linkage (Used for Viewing)</a> on page 562

## Defining an Approval Workflow Group Chain Linkage

### Prerequisites

To define an approval workflow group chain linkage, you should have:

- Business Object, Field, Criterion Type, Approval Workflow Group and Approval Workflow Chain defined in the application.

### Procedure

To define an approval workflow group chain linkage:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

- From the **Admin** menu, select **A** and then click **Approval Workflow Group Chain Linkage**.

The **Approval Workflow Group Chain Linkage** screen appears.

- Click the **Add** button in the **Page Title** area of the **Approval Workflow Group Chain Linkage** screen.

The **Approval Workflow Group Chain Linkage** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the approval workflow group chain linkage.
- **Group Chain Linkage Criteria** - Used to define group chain linkage criteria for the approval workflow type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Group	Used to indicate the approval workflow group.	Yes
	<b>Note:</b> You can search for an approval workflow group type by clicking the Search (🔍) icon corresponding to the field.	
Approval Workflow Chain	Used to indicate the approval workflow chain.	Yes
	<b>Note:</b> You can search for an approval workflow chain by clicking the Search (🔍) icon corresponding to the field.	
Field Approval Rule	Used to indicate whether you want to configure approval rule for one or more fields of the business objects which are included in the approval workflow group. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes

- Enter the required details.
- Define group chain linkage criteria for the approval workflow, if required.
- Define field approval rule criteria for the approval workflow, if required.
- Click **Save**.

The approval workflow group chain linkage is created.

### **Related Topics**

For more information on...	See...
<b>Approval Workflow Chain Linkage</b> screen	<a href="#">Approval Workflow Group Chain Linkage (Used for Searching)</a> on page 556
<b>Search Approval Workflow Chain Linkage</b> zone	<a href="#">Search Approval Workflow Group Chain Linkage</a> on page 556
How to define group chain linkage criteria for an approval workflow	<a href="#">Defining an Approval Workflow Group Chain Linkage</a> on page 558

## Defining Group Chain Linkage Criteria for an Approval Workflow

### Prerequisites

To define group chain linkage criteria for an approval workflow, you should have:


- Approval Workflow Criterion Type defined in the application.


### Procedure


To define group chain linkage criteria for an approval workflow:

1. Ensure that the **Group Chain Linkage Criteria** section is expanded when you are defining or editing an approval workflow.

The **Group Chain Linkage Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Group Chain Linkage ID	Displays the Group Chain Linkage ID.	Yes
	<b>Note:</b> The data appears in this field only when you are editing the details of an approval workflow criterion type.	
Criterion Type	Used to indicate the criteria type needed for defining the criterion.	Yes
	<b>Note:</b> The Search  icon appears corresponding to this field. On clicking the Search icon, the Approval Workflow Chain Search window appears.	
Operator	Used to indicate the relational operator used to define the relation between the criterion type and criterion value.	Yes
Criterion Value	Used to specify the criterion value.	Yes

2. Enter the required details.
3. If you want to define more than one group chain linkage criteria for the approval workflow, click the **Add**  icon, and then repeat step 2.

**Note:** However, if you want to remove a group chain linkage criteria from the approval workflow, click the **Delete**  icon corresponding to the group chain linkage criteria.

### Related Topics

For more information on...	See...
How to edit an approval workflow group chain linkage	<a href="#">Editing an Approval Workflow Group Chain Linkage</a> on page 565

## Defining a Field Approval Rule

### Prerequisites

To define a field approval rule for an approval workflow group chain linkage, you should have:

- Business Object, Field, and Approval Workflow Chain to be defined in the application.




**Procedure**

To define a field approval rule for an approval workflow group chain linkage:

1. Ensure that the

**Field Approval Rule Criteria** section is expanded when you select the Yes option from the Field Approval Rule field of the M

The **Field Approval Rule Criteria** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Sequence.	Used to indicate the order in which the rule criteria should be executed while adding or updating the field value.	Yes
Applicable For	Used to indicate whether the rule criteria should be considered while adding and/or updating the field value. The valid values are: <ul style="list-style-type: none"> <li>• Add</li> <li>• Update</li> <li>• Add and Update</li> </ul>	Yes
Business Object	Used to indicate the business object in which the field is included.	Yes
	<b>Note:</b> The Search  icon appears corresponding to the <b>Business Object</b> field. On clicking the search icon, the <b>Search Group Based Business Object</b> search window appears.	
Field	Used to indicate the field for which you want to define the approval rule criteria.	Yes
	<b>Note:</b> The Search  icon appears corresponding to the <b>Field</b> search field. On clicking the search icon, the <b>Field Search</b> search window appears.	
Approval Workflow Chain	Used to indicate the approval workflow chain that you want to use for the field value approval.	Yes
	<b>Note:</b> The Search  icon appears corresponding to the <b>Approval Workflow Chain</b> field. On clicking the search icon, the <b>Approval Workflow Chain Search</b> search window appears.	
Value Range	Used to indicate whether you want to define value based threshold limit for each approval level.	No
	<b>Note:</b> This field is enabled only when the data type of the field is <b>Numeric</b> .	

Field Name	Field Description	Mandatory (Yes or No)
Hierarchical	Used to indicate whether multi-level or single-level approval is required while adding or updating the field value beyond the threshold limit.	No

If the **Value Range** check box is selected, a grid appears with the following set of fields:

Field	Field Description
Threshold Value	Used to specify the threshold value using which you want to control the approval hierarchy.
Approval Level	Used to indicate the approval level at which approval is required when the field value is within the threshold value.  <b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to the <b>Approval Level</b> field. On clicking the search icon, the <b>Approval Level Search</b> search window appears.  <b>Note:</b> The search results will include all those levels which are defined in the approval workflow chain.
Approval Level Information	Displays additional information about the approval level.

- Enter the required details in the **Field Approval Rule Criteria** section.
- If you want to define more than one field approval rule criteria for the approval workflow chain linkage, click the **Add** (+) icon and then repeat step 2. However, if you want to remove a field approval rule criteria from the approval workflow chain linkage, click the **Delete** (🗑️) icon corresponding to the sequence field.
- Click **Save**.

The approval workflow field rule is defined.

#### Related Topics

For more information on...	See...
How to edit an approval workflow group chain linkage	<a href="#">Editing an Approval Workflow Group Chain Linkage</a> on page 565

## Approval Workflow Group Chain Linkage (Used for Viewing)

Once you define an approval workflow group chain linkage, the **Approval Workflow Group Chain Linkage** screen allows you to:

- Edit an approval workflow group chain linkage
- Delete an approval workflow group chain linkage

This screen contains the following zone:

- [Approval Workflow Group Chain Linkage](#) on page 563

For more information on...	See...
How to view the details of an approval workflow group chain linkage	<a href="#">Viewing the Approval Workflow Group Chain Linkage Details</a> on page 558

## Approval Workflow Group Chain Linkage

The **Approval Workflow Group Chain Linkage** zone displays the details of the approval workflow group chain linkage. It contains the following sections:

- **Main** - Displays basic information about the approval workflow group chain linkage. It contains the following fields:

Field Name	Field Description
Approval Workflow Group	Displays the approval workflow group for which a link is created.
	<b>Note:</b> It has a link. On clicking the link, the <b>Approval Workflow Group</b> screen appears with the details of the respective approval workflow group.
Approval Workflow Chain	Displays the approval workflow chain for which a link is created.
	<b>Note:</b> It has a link. On clicking the link, the <b>Approval Workflow Chain</b> screen appears with the details of the respective approval workflow group.
Field Approval Rule	Indicates whether you want to configure approval rule for one or more fields of the business objects which are included in the approval workflow group. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

- **Record Actions** - This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the approval workflow group chain linkage. Also used to define, edit, delete Group Chain Linkage Criteria and Field Approval Rule Criteria.
Delete	Used to delete the approval workflow group chain linkage.

- **Record Information** - This section contains the following field:


Field Name	Field Description
Business Object	Indicates the business object using which the approval workflow chain linkage is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

- **Group Chain Linkage Criteria** - Lists the group chain linkage criteria..This section contains the following columns:

Column Name	Column Description
Group Chain Linkage ID	Displays the ID which is generated automatically when the link is created.

Column Name	Column Description
Criterion Type	Displays the criterion type needed for defining the criterion.
	<b>Note:</b> It has a link. On clicking the link, the <b>Approval Workflow Criterion Type</b> screen appears where you can view the details of the respective criterion type.
Operator	Indicates the relational operator used to define the relation between the criterion type and criterion value. The valid values are: <ul style="list-style-type: none"> <li>EQUALS</li> <li>IN</li> </ul>
Criterion Value	Displays the criterion value.


- **Field Approval Rule Criteria** - Lists the field approval rule criteria for approval workflow group chain linkage. It contains the following columns:

Column Name	Column Description
Sequence	Indicates the order in which the rule criteria should be executed while adding or updating the field value.
Applicable For	Displays the rule criteria which should be considered while adding and/or updating the field value.
Business Object	Displays the business object in which the field is included.
Field	Displays the field for which you want to define the approval rule criteria.
	<b>Note:</b> The <b>Context Menu</b> (  ) icon appears corresponding to the <b>Field</b> search field. On clicking the context menu icon, the <b>Go to Field</b> menu appears. On clicking the <b>Go to Field</b> menu item, the <b>Field</b> screen appears with the details of the respective field.
	<b>Note:</b> It has a link. On clicking the link, the <b>Field</b> screen appears with the details of the respective field.
Approval Workflow Chain	Indicates the approval workflow chain that you want to use for the field value approval.
	<b>Note:</b> It has a link. On clicking the link, the <b>Approval Workflow Chain</b> screen appears with the details of the respective approval workflow chain.
Value Range	Indicates whether you want to define value based threshold limit for each approval level.
	<b>Note:</b> This field is enabled only when the data type of the field is <b>Numeric</b> .



Column Name	Column Description
Hierarchical Approval	Indicates whether multi-level or single-level approval is required while adding or updating the field value beyond the threshold limit.
	<b>Note:</b> This field is enabled only when the <b>Value Range</b> check box is selected.

If the **Value Range** check box is selected, a grid appears with the following set of fields:

Field	Field Description
Threshold Value	Displays the threshold value using which you want to control the approval hierarchy.
Approval Level	Displays the approval level at which approval is required when the field value is within the threshold value.
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to the <b>Approval Level</b> field. On clicking the search icon, the <b>Approval Level Search</b> search window appears.
	<b>Note:</b> The search results will include all those levels which are defined in the approval workflow chain.
Approval Level Information	Displays additional information about the approval level.

## Editing an Approval Workflow Group Chain Linkage

### Prerequisites

To edit an approval workflow group chain linkage, you should have:

- Business Object, Field, Criterion Type, Approval Workflow Group, and Approval Workflow Chain defined in the application.

### Procedure

To edit an approval workflow group chain linkage:

1. Search for the Approval Workflow Group Chain Linkage in the **Approval Workflow Group Chain Linkage** screen.
2. In the **Search Results** section, click the link in the **Approval Workflow Group** column corresponding to the approval workflow chain whose details you want to edit.  
The **Approval Workflow Group Chain Linkage** screen appears.
3. Click the **Edit** button in the **Approval Workflow Group Chain Linkage** zone.  
The **Approval Workflow Group Chain Linkage** screen appears.
4. Define or edit approval workflow group chain linkage, if required.
5. Define, edit or remove approval workflow criterion from the approval workflow group chain linkage, if required.
6. Define, edit or remove field approval rule criteria from the approval workflow group chain linkage, if required.
7. Click **Save**.

The changes made to the approval workflow group chain linkage screen are saved.

### Related Topics

For more information on...	See...
How to search approval workflow group chain linkage	<a href="#">Searching for an Approval Workflow Group Chain Linkage</a> on page 557
<b>Approval Workflow Group Chain Linkage</b> screen	<a href="#">Approval Workflow Group Chain Linkage (Used for Viewing)</a> on page 562
<b>Approval Workflow Group Chain Linkage</b> zone	<a href="#">Approval Workflow Group Chain Linkage</a> on page 563

## Deleting an Approval Workflow Group Chain Linkage

### Procedure

To delete an approval workflow group chain linkage:

1. Search for an approval workflow group chain linkage in the **Search Approval Workflow Group Chain Linkage** zone.
2. In the **Search Results** section, click the link in the **Approval Workflow Group** column corresponding to the approval workflow chain that you want to delete.  
The **Approval Workflow Group Chain Linkage** screen appears.
3. Click the **Delete** button in the **Approval Workflow Group Chain Linkage** zone.  
A message appears confirming whether you want to delete the approval workflow group chain linkage.
4. Click **OK**.  
The approval workflow group chain linkage is deleted.

### Related Topics

For more information on...	See...
How to search for an approval workflow group chain linkage	<a href="#">Searching for an Approval Workflow Group Chain Linkage</a> on page 557

## Approval Workflow Setting (Used for Searching)

The **Approval Workflow Setting** screen allows you to search for approval workflow setting using various search criteria. It consists the following zone:

- [Search Approval Workflow Group](#) on page 566

Through this screen, you can navigate to the following screen:

- [Approval Workflow Setting \(Used for Viewing\)](#) on page 570

For more information on...	See...
How to search for an approval workflow setting	<a href="#">Searching for an Approval Workflow Group</a> on page 567
How to view the details of approval workflow settings	<a href="#">Viewing the Approval Workflow Setting Details</a> on page 568

## Search Approval Workflow Group

The **Search Approval Workflow Group** zone allows you to search for an approval workflow group using various search criteria. It contains the following two sections:

- **Search Criteria** - The **Search Criteria** section contains the following fields::

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Group	Used to search a particular approval workflow group.	Yes
Description	Used to search approval workflow group with a particular description.	Yes

**Note:** You must specify at least one search criterion while searching for an approval workflow group.

- **Search Results** - On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Approval Workflow Group	Displays the approval workflow group.
Description	Displays the description of the approval workflow group.
	<b>Note:</b> It has a link. On clicking the link, the <b>Approval Workflow Group</b> screen appears where you can view the details of the respective approval workflow group.

### **Related Topics**

For more information on...	See...
How to search for an approval workflow group	<a href="#">Searching for an Approval Workflow Group</a> on page 527
How to view the details of approval workflow setting	<a href="#">Viewing the Approval Workflow Setting Details</a> on page 568

## **Searching for an Approval Workflow Group**

### **Prerequisites**

To search for an approval workflow group, you should have:

- Approval Workflow Group defined in the application.
- Active flag should be set to **Yes**

### **Procedure**

To search for an approval workflow group:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, Select **A** and then click **Approval Workflow Setting**.  
The **Approval Workflow Setting** screen appears.
3. Enter the search criteria in the **Search Approval Workflow Group** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the '%' wildcard character in all input fields except the date and ID fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

#### 4. Click **Search**.

A list of approval workflow groups that meet the search criteria appears in the **Search Results** section.

#### Related Topics

For more information on...	See...
Approval Workflow Setting screen	<a href="#">Approval Workflow Setting (Used for Viewing)</a> on page 570
Search Approval Workflow Group zone	<a href="#">Search Approval Workflow Group</a> on page 526

## Viewing the Approval Workflow Setting Details

### Procedure

To view the details of approval workflow setting:

1. Search for an approval workflow group in the **Approval Workflow Setting** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow group whose details you want to view.

The **Approval Workflow Settings** screen appears.

3. View the details of the approval workflow group in the **Approval Workflow Group Settings** zone.

### Related Topics

For more information on...	See...
Approval Workflow Group Settings screen	<a href="#">Approval Workflow Setting (Used for Viewing)</a> on page 570
Approval Workflow Group Settings zone	<a href="#">Approval Workflow Group Settings</a> on page 570
How to search for an approval workflow setting	<a href="#">Searching for an Approval Workflow Group</a> on page 567

## Defining Approval Workflow Group Settings

### Prerequisites

To define an approval workflow group setting, you should have:

- Approval Workflow Group defined in the application.
- Active flag set to **Yes**

### Procedure

To define an approval workflow group setting:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Approval Workflow Setting**.  
The **Approval Workflow Settings** screen appears.
3. Click the **Add** button in the **Page Title** area of the **Approval Workflow Settings** screen.

The **Approval Workflow Settings** screen appears. It contains the following section:

- **Main** - Used to specify the details for the approval workflow settings.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Group	Used to specify the approval workflow group.	Yes
Approval Chain Selection Algorithm	Used to specify the algorithm that will be triggered before creating the approval workflow request.	Yes
	<b>Note:</b> This algorithm identifies the approval workflow chain that must be used for the approval workflow group.	
	<b>Note:</b> You can search for an approval chain selection algorithm by clicking the <b>Search</b> (🔍) icon corresponding to the <b>Approval Chain Selection Algorithm</b> field.	
Prevalidation	Used to indicate whether validation must be done before the approval workflow request is created. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes
	<b>Note:</b> You can search for a prevalidation by clicking the <b>Search</b> (🔍) icon corresponding to the <b>Prevalidation</b> field.	
Approval Reason Required	Used to indicate whether you want the approver to add reason and comments while approving the approval transaction. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Yes
Active	Used to indicate whether the approval workflow is required for the business objects in the approval workflow group. The valid values are: <ul style="list-style-type: none"> <li>• <b>Yes</b> - Used when you want to activate the approval workflow for the business objects in the approval workflow group.</li> <li>• <b>No</b> - Used when you do not want to activate the approval workflow for the business objects in the approval workflow group.</li> <li>• <b>Conditional</b> - Used when you want to activate the approval workflow for business objects that satisfy particular criteria (for example, when the person or account belongs to a particular division). Note that, at present, this functionality works only for an approval workflow group which consists of a single business object.</li> </ul>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Conditional Algorithm	Used to specify the algorithm that will be used to determine the business objects for which the approval workflow must be activated.	Yes
	<b>Note:</b> This field appears only when the <b>Conditional</b> option is selected from the <b>Active</b> list.	

4. Enter the required details.

5. Click **Save**.

The approval workflow group setting is defined.

#### Related Topics

For more information on...	See...
<b>Approval Workflow Group</b> screen	<a href="#">Approval Workflow Group (Used for Searching)</a> on page 526
<b>Search Approval Workflow Group</b> zone	<a href="#">Search Approval Workflow Group</a> on page 526

## Approval Workflow Setting (Used for Viewing)

Once the approval workflow group setting is defined, the **Approval Workflow Settings** screen allows you to:

- View the details of an approval workflow setting
- Edit the approval workflow group settings
- Delete an approval workflow group settings
- Regenerate approval workflow setting UI maps

This screen consists of the following zone:

- [Approval Workflow Group Settings](#) on page 570

For more information on...	See...
How to edit the approval workflow group settings	<a href="#">Editing Approval Workflow Group Settings</a> on page 572
How to delete an approval workflow group settings	<a href="#">Deleting Approval Workflow Group Settings</a> on page 572
How to regenerate UI Maps	<a href="#">Regenerating Input and Display UI Maps</a> on page 573

## Approval Workflow Group Settings

The **Approval Workflow Group Settings** zone displays the details of the approval workflow group settings. It contains the following sections:

- **Main** - Displays the basic information about the approval workflow group settings. It contains the following fields:

Field Name	Field Description
Approval Workflow Group	Displays the approval workflow group.

Field Name	Field Description
Approval Chain Selection Algorithm	Displays the algorithm that will be triggered after creating the approval workflow request.
	<b>Note:</b> This algorithm identifies the approval workflow chain that must be used for the approval workflow group.
	<b>Note:</b> It has a link. On clicking the link, the <b>Algorithm</b> screen appears where you can view the details of the respective approval chain selection algorithm.
Prevalidation	Indicates whether validation must be done before the approval workflow request is created. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Approval Reason Required	Indicates whether you want the approver to add reason and comments while approving the approval transaction. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Active	Indicates whether the approval workflow is required for the business objects in the approval workflow group. The valid values are: <ul style="list-style-type: none"> <li>• <b>Yes</b> - Used when you want to activate the approval workflow for the business objects in the approval workflow group.</li> <li>• <b>No</b> - Used when you do not want to activate the approval workflow for the business objects in the approval workflow group.</li> <li>• <b>Conditional</b> - Used when you want to activate the approval workflow for business objects that satisfy particular criteria (for example, when the person or account belongs to a particular division). Note that, at present, this functionality works only for an approval workflow group which consists of a single business object.</li> </ul>
Conditional Algorithm	Displays the algorithm that will be used to determine the business objects for which the approval workflow must be activated.
	<b>Note:</b> This field appears only when the <b>Conditional</b> option is selected from the <b>Active</b> list.
	<b>Note:</b> It has a link. On clicking the link, the <b>Algorithm</b> screen appears where you can view the details of the respective conditional algorithm.

- **Record Actions** - This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the settings of the approval workflow group.
Delete	Used to delete the approval workflow group setting.
Regenerate UI Maps	Used to regenerate the approval workflow group setting UI Maps.

- **Record Information** - This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the approval workflow reason is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

## Editing Approval Workflow Group Settings

### Prerequisites

To edit approval workflow group settings, you should have:

- Approval Chain Selection Algorithm defined in the application.
- Prevalidation, Approval Reason Required, and Active flag defined in the application.
- Conditional Algorithm defined in the application

### Procedure

To edit approval workflow group settings:

1. Search for the approval workflow group in the **Approval Workflow Setting** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow group whose details you want to edit.

The **Approval Workflow Settings** screen appears.

3. Click the **Edit** button in the **Approval Workflow Group Settings** zone.

The **Approval Workflow Group Settings** screen appears.

4. Edit the settings for the approval workflow group, if required.
5. Click **Save**.

The changes made to the approval workflow group settings are saved.

### Related Topics

For more information on...	See...
How to search for an approval workflow group	<a href="#">Searching for an Approval Workflow Group</a> on page 527
<b>Approval Workflow Settings</b> screen	<a href="#">Approval Workflow Setting (Used for Viewing)</a> on page 570
<b>Approval Workflow Group Settings</b> zone	<a href="#">Approval Workflow Group Settings</a> on page 570

## Deleting Approval Workflow Group Settings

### Procedure

To delete approval workflow group settings:

1. Search for the approval workflow group in the **Approval Workflow Setting** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow group that you want to delete.

The **Approval Workflow Settings** screen appears.



3. Click the **Delete** button in the **Approval Workflow Group Settings** zone.

A message appears confirming whether you want to delete the approval workflow group settings.

4. Click **OK**.

The approval workflow setting is deleted.

### Related Topics

For more information on...	See...
How to search for an approval workflow group	<a href="#">Searching for an Approval Workflow Group</a> on page 527
<b>Approval Workflow Settings</b> screen	<a href="#">Approval Workflow Setting (Used for Viewing)</a> on page 570
<b>Approval Workflow Group Settings</b> zone	<a href="#">Approval Workflow Group Settings</a> on page 570

## Regenerating Input and Display UI Maps

### Procedure

To regenerate UI Maps for an approval workflow group setting:

1. Search for the approval workflow group in the **Approval Workflow Setting** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow group for which you want to regenerate UI maps.

The **Approval Workflow Settings** screen appears.

3. Click the **Regenerate UI Maps** button in the **Approval Workflow Group Settings** zone.

A message appears confirming whether you want to replace the existing Input and Display UI Maps.

4. Click **OK**.

The Input and Display UI Maps are generated.

### Related Topics

For more information on...	See...
How to search for an approval workflow group	<a href="#">Searching for an Approval Workflow Group</a> on page 527
<b>Approval Workflow Settings</b> screen	<a href="#">Approval Workflow Setting (Used for Viewing)</a> on page 570
<b>Approval Workflow Setting</b> zone	<a href="#">Approval Workflow Group Settings</a> on page 570

## Approval Workflow Reason (Used for Searching)

The **Approval Workflow Reason** screen allows you to search for an approval workflow reason using various search criteria. It also allows you to define an approval workflow reason. It contains the following zone:

- [Approval Workflow Reason List](#) on page 573

### Approval Workflow Reason List

The **Approval Workflow Reason List** zone lists the approval workflow reasons that are already defined in the system. It contains the following two sections:

- **Search Criteria** - The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Reason	Used to search a particular approval workflow reason.	No
Description	Used to search approval workflow reasons with a particular description.	No

- **Search Results** - On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Approval Workflow Reason	Displays the approval workflow reason.
Description	Displays the description of the approval workflow reason.
Reason Category	Indicates the category to which the approval workflow reason belongs. The valid values are: <ul style="list-style-type: none"> <li>• Approve</li> <li>• Cancel</li> <li>• Reject</li> </ul>

### Related Topics

For more information on...	See...
How to filter approval workflow reasons	<a href="#">Filtering the Approval Workflow Reasons</a> on page 574
How to view the details of an approval workflow reason	<a href="#">Viewing the Approval Workflow Reason Details</a> on page 575
How to define an approval workflow reason	<a href="#">Defining an Approval Workflow Reason</a> on page 575

## Filtering the Approval Workflow Reasons

### Procedure

To filter the approval workflow reasons:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Approval Workflow Reason**.  
The **Approval Workflow Reason** screen appears.
3. Enter the required search criteria in the **Approval Workflow Reason List** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

The search results are filtered based on the specified criteria.

**Related Topics**

For more information on...	See...
Approval Workflow Reason screen	<a href="#">Approval Workflow Reason (Used for Searching)</a> on page 573
Approval Workflow Reason List zone	<a href="#">Approval Workflow Reason List</a> on page 573

**Viewing the Approval Workflow Reason Details****Procedure**

To view the details of an approval workflow reason:

1. If required, filter the approval workflow reasons in the **Approval Workflow Reason** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow reason whose details you want to view.

The **Approval Workflow Reason** screen appears. It contains the following zone:

- [Approval Workflow Reason](#) on page 576

3. View the details of the approval workflow reason in the **Approval Workflow Reason** zone.

**Related Topics**

For more information on...	See...
How to filter the approval workflow reasons	<a href="#">Filtering the Approval Workflow Reasons</a> on page 574
Approval Workflow Reason screen	<a href="#">Approval Workflow Reason (Used for Viewing)</a> on page 576

**Defining an Approval Workflow Reason****Prerequisites**

To define an approval workflow reason, you should have:

- Values defined for the **APPTXN\_REASON\_TYPE** lookup field

**Procedure**

To define an approval workflow reason:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Approval Workflow Reason**.  
The **Approval Workflow Reason** screen appears.
3. Click the **Add** button in the **Page Title** area of the **Approval Workflow Reason** screen.

The **Approval Workflow Reason** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Reason	Used to specify the approval workflow reason.	Yes
Description	Used to specify the description for the approval workflow reason.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Reason Category	Used to indicate the category to which the approval workflow reason belongs. The valid values are: <ul style="list-style-type: none"> <li>• Approve</li> <li>• Cancel</li> <li>• Reject</li> </ul>	Yes

4. Enter the required details in the **Approval Workflow Reason** screen.
5. Click **Save**.

The approval workflow reason is defined.

### **Related Topics**

For more information on...	See...
<b>Approval Workflow Reason</b> screen	<a href="#">Approval Workflow Reason (Used for Searching)</a> on page 573

## **Approval Workflow Reason (Used for Viewing)**

Once you define an approval workflow reason, the **Approval Workflow Reason** screen allows you to:

- View the details of an approval workflow reason
- Edit and delete an approval workflow reason

This screen contains the following zone:

- [Approval Workflow Reason](#) on page 576

### **Approval Workflow Reason**

The **Approval Workflow Reason** zone displays the details of the approval workflow reason. It contains the following sections:

- **Main** - Displays basic information about the approval workflow reason. It contains the following fields:

Field Name	Field Description
Approval Workflow Reason	Displays the approval workflow reason.
Description	Displays the description of the approval workflow reason.
Reason Category	Indicates the category to which the approval workflow reason belongs. The valid values are: <ul style="list-style-type: none"> <li>• Approve</li> <li>• Cancel</li> <li>• Reject</li> </ul>

- **Record Actions** - This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the approval workflow reason.
Delete	Used to delete the approval workflow reason.

- **Record Information** - This section contains the following field:

Field Name	Field Description
Business Object	Indicates the business object using which the approval workflow reason is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

### **Related Topics**

For more information on...	See...
How to edit an approval workflow reason	<a href="#">Editing an Approval Workflow Reason</a> on page 577
How to delete an approval workflow reason	<a href="#">Deleting an Approval Workflow Reason</a> on page 578

## **Editing an Approval Workflow Reason**

### **Prerequisites**

To edit an approval workflow reason, you should have:

- Values defined for the **APPTXN\_REASON\_TYPE** lookup field

### **Procedure**

To edit an approval workflow reason:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Approval Workflow Reason**.  
The **Approval Workflow Reason** screen appears.
3. If required, filter the approval workflow reasons in the **Approval Workflow Reason** screen.
4. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow reason whose details you want to edit.  
The **Approval Workflow Reason** screen appears.
5. Click the **Edit** button in the **Approval Workflow Reason** zone.

The **Approval Workflow Reason** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Approval Workflow Reason	Displays the approval workflow reason.	Not applicable
Description	Used to specify the description for the approval workflow reason.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Reason Category	Used to indicate the category to which the approval workflow reason belongs. The valid values are: <ul style="list-style-type: none"> <li>• Approve</li> <li>• Cancel</li> <li>• Reject</li> </ul>	Yes

6. Modify the required details in the **Approval Workflow Reason** screen.

7. Click **Save**.

The changes made to the approval workflow reason are saved.

### Related Topics

For more information on...	See...
How to filter the approval workflow reasons	<a href="#">Filtering the Approval Workflow Reasons</a> on page 574
<b>Approval Workflow Reason</b> screen	<a href="#">Approval Workflow Reason (Used for Viewing)</a> on page 576
<b>Approval Workflow Reason</b> zone	<a href="#">Approval Workflow Reason</a> on page 576

## Deleting an Approval Workflow Reason

### Procedure

To delete an approval workflow reason:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

2. From the **Admin** menu, select **A** and then click **Approval Workflow Reason**.

The **Approval Workflow Reason** screen appears.

3. If required, filter the approval workflow reasons in the **Approval Workflow Reason** screen.

4. In the **Search Results** section, click the link in the **Description** column corresponding to the approval workflow reason that you want to delete.

The **Approval Workflow Reason** screen appears.

5. Click the **Delete** button in the **Approval Workflow Reason** zone.

A message appears confirming whether you want to delete the approval workflow reason.

6. Click **OK**.

The approval workflow reason is deleted.

### Related Topics

For more information on...	See...
How to filter the approval workflow reasons	<a href="#">Filtering the Approval Workflow Reasons</a> on page 574
<b>Approval Workflow Reason</b> screen	<a href="#">Approval Workflow Reason (Used for Viewing)</a> on page 576
<b>Approval Workflow Reason</b> zone	<a href="#">Approval Workflow Reason</a> on page 576

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# Chapter

# 6

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## Multi-Currency Accounts

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### Topics:

- [Creating Adjustments](#)
- [Generating Bills](#)
- [Applying Payments](#)
- [Monitoring Overdue Debt](#)
- [Generating History](#)

Oracle Revenue Management and Billing allows you to change the currency in which an account is invoiced. While the charges on a bill must be in a single currency, accounts can now be billed in different currencies over time. For example, when a person opens an account, he/she might be billed in US Dollars. However, with the Multi-Currency Accounts feature enabled, the same account can be billed in Euros in the near future. You can use the Multi-Currency Accounts functionality only when:

- You set the **Multi-Currency Accounts (C1\_MLTCURACC)** feature configuration.
- The account's person class is enabled for open item accounting. In other words, the **Open Item Accounting** check box of the account's customer class is selected.
- The account does not have any active or pending loans, payment plans, payment arrangements, or recurring charge contracts.

The following are some limitations while using the Multi-Currency Accounts functionality:

- Overdue charges in multiple currencies may not be referred to a collection agency. Such cases would be handled via a manual referral.
- Because the account's customer class must be enabled for open-item accounting, you can only use Overdue Processing to collect overdue bills. The Collections and Severance processes are not supported for open-item accounting.
- Write offs involving multiple currencies must be performed manually.
- Budgets, deposits, pay plans, and payment arrangements are not supported.

**Note:** If there is an outstanding debt for an account in more than one currency, the system displays "\*\*\*" instead of the total account balance across the application.

To use the Multi-Currency Accounts functionality, you need to:

- Set the **Multi-Currency Accounts (C1\_MLTCURACC)** feature configuration
- Define required currencies along with currency symbols
- Define invoice currencies for divisions. This is because while changing the invoice currency of an account, you can only view those invoice currencies that are associated to the account's division.
- Define the required exchange rates for currency conversion

- Create tender control and deposit control for every invoice currency defined in the system
- Define an adjustment type that you want to use during currency conversion, and link it to the relevant adjustment profile
- Define an adjustment type that you want to use during Write off process, and link it to the relevant adjustment profile
- Define a contract type that you want to use during over payments to transfer the credit balance to other contracts
- Set the collection method of the account's customer class to **Overdue**
- Setup auto-pay to debit the bill amount, and not the account's balance
- Setup the account's customer class to keep credits on a separate contract

The following business processes are enhanced for implementing the Multi-Currency Accounts functionality:

- [Creating Adjustments](#) on page 581
- [Generating Bills](#) on page 581
- [Applying Payments](#) on page 581
- [Monitoring Overdue Debt](#) on page 581
- [Generating History](#) on page 581

For more information on...	See...
How to set the <b>Multi-Currency Accounts (C1_MLTCURACC)</b> feature configuration	<a href="#">Setting the C1_MLTCURACC Feature Configuration</a> on page 2037



## Creating Adjustments

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If you are using the Multi-Currency Accounts functionality, you can create adjustments in the currency which is different from the account's invoice currency.

## Generating Bills

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A bill is generated in the account's invoice currency. If you change the invoice currency of an account, any new bills will be generated in the new currency. For example, if you have changed the invoice currency of an account from US Dollars to Euros on 1<sup>st</sup> Feb 2010, all bills generated thereafter will be generated in Euros.

When a bill is completed and adjustments are swept onto the bill, adjustments that are created in the currency which is different from the account's invoice currency will be converted to the account's invoice currency. The system will create a transfer adjustment for each adjustment that is converted to provide complete audit information. The adjustment type specified in the **Transfer Adjustment Type for Currency Conversion** option type of the **Multi-Currency Accounts (C1\_MLTCURACC)** feature configuration will be used for the conversion. The original adjustment and to-side of the transfer adjustment will be placed on the same match event.

Also, during bill completion, the Contract Type – Bill Completion algorithm type, **CREDIT-XFER**, which is usually specified on the credit contract, will automatically convert credit amounts in one currency to the invoice currency before distributing those credits.

## Applying Payments

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If you are using the Multi-Currency Accounts feature, you can apply payments in the currency which is different from the account's invoice currency. However, note that the currency used for payment cannot be different from the one used for billing.

When applying a payment, you can only select **Bill ID** as the match type. Also, all tenders for the same payment event must be in the same currency.

## Monitoring Overdue Debt

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Currency code is now optional while defining collection class overdue rules. When a batch job is processed, the Overdue Debt Monitor will search for overdue rules that match the account's collection class, division, and currency. If overdue rules for that combination are found, those rules will be executed. If the overdue rules are not found, the Overdue Debt Monitor will search for overdue rules that match the account's collection class and division. If overdue rules for that combination are found, those rules will be executed. If the overdue rules are not found, the account will be skipped.

## Generating History

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If the account has financial transactions in multiple currencies, zero appears throughout the **Current Balance** and **Payoff Balance** columns in the following screens:

- Account Financial History
- Contract Financial History
- View Account Financial Transaction History



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# Chapter 7

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## Rules Engine

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### Topics:

- [Rule Type \(Used for Searching\)](#)
- [Rule Type \(Used for Viewing\)](#)
- [Rule](#)
- [View Rule](#)
- [Rule Check](#)

A rules engine executes one or more business rules in a runtime production environment. It allows you to define, execute, and maintain these business rules separately from the application code. You can then use these business rules in any program to facilitate operational decisions at runtime. For example, you might use business rules in the Collection module to decide the collection strategy or in the Banking module to derive charges codes or price items for the transaction.

A rules engine allows you to classify these rules using the rule type. It also allows you to define the relationship between two or more rules and set the priority for each rule. When a calling program invokes these rules using the rule type, all effective rules with the specified rule type are executed, starting with the rule having highest priority. For example, a rule with the priority 10 will be executed before a rule with the priority 20.

Each rule contains one or more criteria. Depending on whether the criteria is satisfied, the system either executes the next criteria or indicates whether the rule is true or false. The rules engine allows you to define what should happen when the rule is true or false. In both the cases, you can enforce the system to either:

- Execute any dependent rule
- Execute a rule with the same rule type having lower priority
- Return the output parameters and their values to the calling program

You can define a criteria for a rule only using the input parameters that are defined for the rule type. Also, when the rule is true, you can only return the output parameters that are defined for the rule type to the calling programs. Therefore, in case you want to use any field in the rule, you have to associate it with the rule type as an input or output parameter.

A rules engine also allows you to execute preprocessing and postprocessing algorithms. A preprocessing algorithm is triggered before executing any criteria in the rule. It pre-processes the input parameters and then returns processed values against which the criteria is validated. A postprocessing algorithm is triggered after executing all criteria in the rule. It post-processes the output parameters and returns the updated values to the calling programs or dependent rules.

Oracle Revenue Management and Billing provides you with the Rule Check utility. It allows you to validate whether rules defined with a specific rule type get executed as expected. On validating, it indicates the sequence in which the rules were executed, the total execution time, and displays the output parameters of the rule that was successfully executed.

Normally, in the Transaction Feed Management feature, the transaction legs are created using the output parameters of the rule where the criteria returns **Rule**

**Is True** and the rule true action is set to **Success**. Oracle Revenue Management and Billing also enables you to accumulate the output parameters of all rules where the criteria returns **Rule Is True** irrespective of whether the rule true action is set to **Next Dependent**, **Next Rule by Priority**, or **Success**. This accumulation process continues until a rule is executed where the criteria returns **Rule Is True** and the rule true action is set to **Success**. Once the output parameters are accumulated, the transactions legs are created using these accumulated output parameters. You can enable the rule output accumulation feature for the Transaction Feed Management module by setting the **Rule Output Accumulation** option type in the **C1\_FM** feature configuration to **true**.

There might be situations when duplicate transaction legs are created through the rule output accumulation process. The system enables you to indicate whether duplicate transaction legs must be created during the transaction aggregation cycle through the rule output accumulation process. If the **Remove Duplicates from Accumulated Rule Output** option type in **C1\_FM** feature configuration is set to **true**, the system does not create duplicate transaction legs during the transaction aggregation cycle.

**Note:** The transaction legs with the same account ID, price item, variance parameter or price item parameters, and processing date are considered as duplicate transaction legs.

## Rule Type (Used for Searching)

A rule type can be used for defining rule based auto pay instructions or business rules for mapping transactions with the price items. If you want to use the rule type for defining rule based auto pay instructions, you must set the **Rule Type Usage** field to **Auto Pay**. However, if you want to use the rule type for defining business rules for mapping transactions with the price items, you must leave the **Rule Type Usage** field blank.

It is the rule type which helps the system to determine:

- Fields that can be used while defining criteria for business rules or rule based auto pay instructions
- Entities whose characteristics can be used while defining criteria for rule based auto pay instructions
- Algorithms which must be used for deriving information from the financial transaction
- Maximum number of rules that can be defined when the rule based auto pay instruction is created using the rule type

The **Rule Type** screen allows you to search for a rule type using various search criteria. It also allows you to define, edit, delete, and copy a rule type. It contains the following zone:

- [Search Rule Type](#) on page 585

## Search Rule Type





The **Search Rule Type** zone allows you to search for a rule type using various search criteria. It contains the following two sections:

- **Search Criteria** - The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Rule Type	Used to search a particular rule type.	No
Description	Used to search rule types with a particular description.	No
Rule Type Usage	Used to indicate whether you want to search rule types which are used for defining rule based auto pay instructions or which are used for defining business rules for mapping transactions with the price items. The valid value is: <ul style="list-style-type: none"> <li>• Auto Pay</li> </ul> <p><b>Note:</b> If you want to search rule types which are used for defining business rules for mapping transactions with the price items, you must leave this field blank.</p>	No

- **Search Results** - On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Rule Type	Displays the rule type.
Description	Displays the description of the rule type.
Rule Type Usage	Indicates whether the rule type is used for defining rule based auto pay instructions or for defining business rules for mapping transactions with the price items.

Column Name	Column Description
View	On clicking the <b>View</b> (  ) icon, the <b>Rule Type</b> screen appears where you can view the details of the rule type.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Rule Type</b> screen appears where you can edit the details of the rule type.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the rule type.
	<b>Note:</b> You can delete a rule type only when the rule based auto pay instructions or business rules are not yet defined using the rule type.
Copy	On clicking the <b>Copy</b> (  ) icon, the <b>Rule Type</b> screen appears where you can create a new rule type using an existing rule type.

### Related Topics

For more information on...	See...
How to search for a rule type	<a href="#">Searching for a Rule Type</a> on page 586
How to view the details of a rule type	<a href="#">Viewing the Rule Type Details</a> on page 597
How to edit a rule type	<a href="#">Editing a Rule Type</a> on page 592
How to delete a rule type	<a href="#">Deleting a Rule Type</a> on page 594
How to copy a rule type	<a href="#">Copying a Rule Type</a> on page 595

## Searching for a Rule Type

### Prerequisites

To search for a rule type, you should have:

- Values defined for the **C1\_RULE\_USAGE\_FLG** lookup field

### Procedure

To search for a rule type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **R** and then click **Rule Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Rule Type** sub-menu.  
The **Rule Type** screen appears.
4. Enter the search criteria in the **Search Rule Type** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of rule types that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>Rule Type</b> screen	<a href="#">Rule Type (Used for Searching)</a> on page 585
<b>Search Rule Type</b> zone	<a href="#">Search Rule Type</a> on page 585

## Defining a Rule Type

### Prerequisites

To define a rule type, you should have:

- Values defined for the **C1\_RULE\_USAGE\_FLG** lookup field

### Procedure

To define a rule type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **R** and then click **Rule Type**.  
A sub-menu appears.
3. Click the **Add** option from the **Rule Type** sub-menu.

The **Rule Type** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the rule type.
- **Input and Output Parameters** - Used to define input and output parameters for the rule type.
- **Rule Criteria Characteristic Entities** - Used to indicate the entities whose characteristics you can use while defining rule based auto pay instructions using the rule type.

**Note:** This section appears only when you select the **Auto Pay** option from the **Rule Type Usage** list.

- **Rule Criteria Derivation Algorithms** - Used to attach algorithms which you want to use for deriving the following from the financial transaction:
  - Values of all those fields (such as, policy number, plan number, or price item) which are selected in the rule type as the input and output parameters
  - Characteristics of all those entities which are selected in the rule type as the rule criteria characteristic entities

**Note:** This section appears only when you select the **Auto Pay** option from the **Rule Type Usage** list.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Rule Type	Used to specify the rule type.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Rule Type Usage	Used to indicate whether you want to use the rule type for defining rule based auto pay instructions or for defining business rules for mapping transactions with the price items. The valid value is: <ul style="list-style-type: none"> <li>Auto Pay</li> </ul> <p><b>Note:</b> If you want to use the rule type for defining rule based auto pay instructions, you must set the rule type usage to <b>Auto Pay</b>. However, if you want to use the rule type for defining business rules for mapping transactions with the price items, you must leave this field blank.</p>	No
Description	Used to specify the description for the rule type.	Yes
Maximum Rule Count	Used to indicate the maximum number of rules that can be defined when the rule based auto pay instruction is created using the rule type. <p><b>Note:</b></p> <p>This field appears only when you select the <b>Auto Pay</b> option from the <b>Rule Type Usage</b> list.</p> <p>The maximum rule count cannot be less than or equal to zero.</p>	No

**Tip:** Alternatively, you can access this screen by clicking the **Add** button in the **Page Title** area of the **Rule Type** screen.

- Enter the required details in the **Main** section.
- Define input and output parameters for the rule type.
- Associate one or more characteristic entities with the rule type, if required.

**Note:** You must specify at least one input or output parameter when you want to use the rule type for defining business rules for mapping transactions with the price items. However, you must specify at least one input or output parameter or associate at least one characteristic entity when you want to use the rule type for defining rule based auto pay instructions.

- Associate the rule criteria derivation algorithm when you want to use the rule type for defining rule based auto pay instructions.

**Note:** You must associate the rule criteria derivation algorithm with the rule type when the **Rule Type Usage** field is set to **Auto Pay**.

- Click **Save**.

The rule type is defined.

### Related Topics

For more information on...	See...
How to define input and output parameters for a rule type	<a href="#">Defining Input and Output Parameters for a Rule Type</a> on page 589



For more information on...	See...
How to associate a characteristic entity with a rule type	<a href="#">Associating a Characteristic Entity with a Rule Type</a> on page 591
How to associate an algorithm with a rule type	<a href="#">Associating an Algorithm with a Rule Type</a> on page 590

## Defining Input and Output Parameters for a Rule Type

### Prerequisites

To define the input and output parameters for a rule type, you should have:


- Fields defined in the application
- Field search zone defined in the application


### Procedure

To define the input and output parameters for a rule type:

1. Ensure that the **Input and Output Parameters** section is expanded when you are defining, editing, or copying a rule type.


The **Input and Output Parameters** section contains the following fields in a grid:


Field Name	Field Description	Mandatory (Yes or No)
Sequence	Used to specify the sequence number for the input or output parameter.	Yes
Field	Used to indicate the field that you want to use as the input or output parameter.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Field Search</b> window appears.	Yes
Rule Input/Output	Used to indicate whether you want to use the field as input and/or output parameter while defining a business rule. The valid values are: <ul style="list-style-type: none"> <li>• Input</li> <li>• Input and Output</li> <li>• Output</li> </ul> <b>Note:</b> By default, the <b>Input</b> option is selected.  This field appears only when you do not select the <b>Auto Pay</b> option from the <b>Rule Type Usage</b> list.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Search Zone	Used to indicate the search zone that you want to use for searching the field value while defining criteria for rule based auto pay instructions.	No
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Zone Search</b> window appears.</p> <p>This field appears only when you select the <b>Auto Pay</b> option from the <b>Rule Type Usage</b> list.</p>	

- Enter the required details in the **Input and Output Parameters** section.

<p><b>Note:</b></p> <p>At present, the following fields are only supported while defining a rule type where the <b>Rule Type Usage</b> field is set to <b>Auto Pay</b>:</p> <ul style="list-style-type: none"> <li>• Policy Number</li> <li>• Plan Number</li> <li>• Price Item</li> </ul> <p>If you want to use any other field while defining criteria for rule based auto pay instructions, the implementation team will have to develop the custom logic to implement the requirement.</p>
--

- If you want to define more than one input or output parameter for the rule type, click the **Add**  icon and then repeat step 2.

<p><b>Note:</b> However, if you want to remove an input or output parameter from the rule type, click the <b>Delete</b>  icon corresponding to the parameter.</p>
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### Related Topics

For more information on...	See...
How to define a rule type	<a href="#">Defining a Rule Type</a> on page 587
How to edit a rule type	<a href="#">Editing a Rule Type</a> on page 592
How to copy a rule type	<a href="#">Copying a Rule Type</a> on page 595

## Associating an Algorithm with a Rule Type

### Prerequisites

To associate an algorithm with a rule type, you should have:

- Rule criteria derivation algorithm defined using the **C1-APRCRIDER** algorithm type

### Procedure

To associate an algorithm with a rule type:

- Ensure that the **Rule Criteria Derivation Algorithms** section is expanded when you are defining, editing, or copying a rule type.

The **Rule Criteria Derivation Algorithms** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Sequence	Used to indicate the order in which the algorithm should be executed.	Yes
Algorithm	<p>Used to attach an algorithm which you want to use for deriving the following from the financial transaction:</p> <ul style="list-style-type: none"> <li>• Values of all those fields (such as, policy number, plan number, or price item) which are selected in the rule type as the input and output parameters</li> <li>• Characteristics of all those entities which are selected in the rule type as the rule criteria characteristic entities</li> </ul> <p><b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	Yes

**Note:** This section appears only when you select the **Auto Pay** option from the **Rule Type Usage** list.

2. Enter the required details in the **Rule Criteria Derivation Algorithms** section.
3. If you want to associate more than one algorithm with the rule type, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove an algorithm from the rule type, click the **Delete** (🗑️) icon corresponding to the algorithm.

### Related Topics

For more information on...	See...
How to define a rule type	<a href="#">Defining a Rule Type</a> on page 587
How to edit a rule type	<a href="#">Editing a Rule Type</a> on page 592
How to copy a rule type	<a href="#">Copying a Rule Type</a> on page 595

## Associating a Characteristic Entity with a Rule Type

### Prerequisites

To associate a characteristic entity with a rule type, you should have:

- Values defined for the **RULE\_CRITERIA\_ENTITY\_FLG** lookup field

### Procedure

To associate a characteristic entity with a rule type:

1. Ensure that the **Rule Criteria Characteristic Entities** section is expanded when you are defining, editing, or copying a rule type.

The **Rule Criteria Characteristic Entities** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Entity	<p>Used to indicate the entity whose characteristics you want to use while defining criteria for rule based auto pay instructions. The valid values are:</p> <ul style="list-style-type: none"> <li>• Adjustment</li> <li>• Billable Charge</li> <li>• Policy</li> <li>• Policy Plan</li> <li>• Price Item</li> </ul>	Yes
	<p><b>Note:</b> At present, the characteristics of the above listed entities are only supported while defining criteria for rule based auto pay instructions. If you want to use characteristics of any other entity, the implementation team will have to develop the custom logic to implement the requirement.</p>	

**Note:** This section appears only when you select the **Auto Pay** option from the **Rule Type Usage** list.

- Enter the required details in the **Rule Criteria Characteristic Entities** section.
- If you want to associate more than one characteristic entity with the rule type, click the **Add (+)** icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic entity from the rule type, click the **Delete (🗑)** icon corresponding to the characteristic entity.

### Related Topics

For more information on...	See...
How to define a rule type	<a href="#">Defining a Rule Type</a> on page 587
How to edit a rule type	<a href="#">Editing a Rule Type</a> on page 592
How to copy a rule type	<a href="#">Copying a Rule Type</a> on page 595

## Editing a Rule Type

### Procedure

To edit a rule type:

- Search for the rule type in the **Rule Type** screen.
- In the **Search Results** section, click the **Edit (🔍)** icon in the **Edit** column corresponding to the rule type whose details you want to edit.

The **Rule Type** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the rule type.
- **Input and Output Parameters** - Used to define input and output parameters for the rule type.
- **Rule Criteria Characteristic Entities** - Used to indicate the entities whose characteristics you can use while defining rule based auto pay instructions using the rule type.

**Note:** This section appears only when you select the **Auto Pay** option from the **Rule Type Usage** list.

- **Rule Criteria Derivation Algorithms** - Used to attach algorithms which you want to use for deriving the following from the financial transaction:
  - Values of all those fields (such as, policy number, plan number, or price item) which are selected in the rule type as the input and output parameters
  - Characteristics of all those entities which are selected in the rule type as the rule criteria characteristic entities

**Note:** This section appears only when you select the **Auto Pay** option from the **Rule Type Usage** list.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Rule Type	Displays the rule type.	Not applicable
Rule Type Usage	Indicates whether the rule type is used for defining rule based auto pay instructions or for defining business rules for mapping transactions with the price items.	Not applicable
Description	Used to specify the description for the rule type.	Yes
Maximum Rule Count	<p>Used to indicate the maximum number of rules that can be defined when the rule based auto pay instruction is created using the rule type.</p> <p><b>Note:</b></p> <p>This field appears only when the <b>Rule Type Usage</b> field is set to <b>Auto Pay</b>.</p> <p>The maximum rule count cannot be less than or equal to zero.</p> <p>You cannot reduce the maximum rule count when one or more auto pay instructions contain the specified number of rules.</p>	No

**Tip:** Alternatively, you can edit the details of a rule type by clicking the **Edit** link in the **Rule Type** zone.

3. Modify the required details in the **Main** section.
4. Define, edit, or remove input or output parameters from the rule type, if required.

**Note:** You cannot edit or remove an input or output parameter from the rule type when it is used for defining criteria in a business rule or rule based auto pay instruction.

5. Associate or remove one or more characteristic entities from the rule type, if required.

**Note:**

You must specify at least one input or output parameter when you want to use the rule type for defining business rules for mapping transactions with the price items. However, you must specify at least one input or output parameter or associate at least one characteristic entity when you want to use the rule type for defining rule based auto pay instructions.

You cannot remove a characteristic entity from the rule type when it is used for defining criteria in a rule based auto pay instruction.

- Associate or remove one or more rule criteria derivation algorithm from the rule type, if required.

**Note:** You must associate the rule criteria derivation algorithm with the rule type when the **Rule Type Usage** field is set to **Auto Pay**.

- Click **Save**.

The changes made to the rule type are saved.

**Related Topics**

For more information on...	See...
How to search for a rule type	<a href="#">Searching for a Rule Type</a> on page 586
How to define input and output parameters for a rule type	<a href="#">Defining Input and Output Parameters for a Rule Type</a> on page 589
How to associate a characteristic entity with a rule type	<a href="#">Associating a Characteristic Entity with a Rule Type</a> on page 591
How to associate an algorithm with a rule type	<a href="#">Associating an Algorithm with a Rule Type</a> on page 590
<b>Rule Type</b> zone	<a href="#">Rule Type</a> on page 597

**Deleting a Rule Type****Procedure**

To delete a rule type:

- Search for the rule type in the **Rule Type** screen.
- In the **Search Results** section, click the **Delete** (🗑️) icon in the **Delete** column corresponding to the rule type that you want to delete.

A message appears confirming whether you want to delete the rule type.

**Note:** You can delete a rule type only when the rule based auto pay instructions or business rules are not yet defined using the rule type.

- Click **OK**.

The rule type is deleted.

**Related Topics**

For more information on...	See...
How to search for a rule type	<a href="#">Searching for a Rule Type</a> on page 586

## Copying a Rule Type

Instead of creating a rule type from scratch, you can create a new rule type using an existing rule type. This is possible through copying a rule type. On copying a rule type, the details including the input and output parameters, rule criteria characteristic entities, and rule criteria derivation algorithms are copied to the new rule type. You can then edit the details, if required.


### Prerequisites

To copy a rule type, you should have:

- Rule type (whose copy you want to create) defined in the application
- Values defined for the **C1\_RULE\_USAGE\_FLG** lookup field

### Procedure

To copy a rule type:

1. Search for the rule type in the **Rule Type** screen.
2. In the **Search Results** section, click the **Copy** () icon in the **Copy** column corresponding to the rule type whose copy you want to create.

The **Rule Type** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the rule type.
- **Input and Output Parameters** - Used to define input and output parameters for the rule type.
- **Rule Criteria Characteristic Entities** - Used to indicate the entities whose characteristics you can use while defining rule based auto pay instructions using the rule type.

**Note:** This section appears only when you select the **Auto Pay** option from the **Rule Type Usage** list.

- **Rule Criteria Derivation Algorithms** - Used to attach algorithms which you want to use for deriving the following from the financial transaction:
  - Values of all those fields (such as, policy number, plan number, or price item) which are selected in the rule type as the input and output parameters
  - Characteristics of all those entities which are selected in the rule type as the rule criteria characteristic entities

**Note:** This section appears only when you select the **Auto Pay** option from the **Rule Type Usage** list.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Rule Type	Used to specify the rule type.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Rule Type Usage	Used to indicate whether you want to use the rule type for defining rule based auto pay instructions or for defining business rules for mapping transactions with the price items. The valid value is: <ul style="list-style-type: none"> <li>Auto Pay</li> </ul> <p><b>Note:</b> If you want to use the rule type for defining rule based auto pay instructions, you must set the rule type usage to <b>Auto Pay</b>. However, if you want to use the rule type for defining business rules for mapping transactions with the price items, you must leave this field blank.</p>	No
Description	Used to specify the description for the rule type.	Yes
Maximum Rule Count	Used to indicate the maximum number of rules that can be defined when the rule based auto pay instruction is created using the rule type. <p><b>Note:</b></p> <p>This field appears only when you select the <b>Auto Pay</b> option from the <b>Rule Type Usage</b> list.</p> <p>The maximum rule count cannot be less than or equal to zero.</p>	No

- Enter the required details in the **Main** section.
- Define, edit, or remove input or output parameters from the rule type, if required.
- Associate or remove one or more characteristic entities from the rule type, if required.

**Note:** You must specify at least one input or output parameter when you want to use the rule type for defining business rules for mapping transactions with the price items. However, you must specify at least one input or output parameter or associate at least one characteristic entity when you want to use the rule type for defining rule based auto pay instructions.

- Associate the rule criteria derivation algorithm when you want to use the rule type for defining rule based auto pay instructions.

**Note:** You must associate the rule criteria derivation algorithm with the rule type when the **Rule Type Usage** field is set to **Auto Pay**.

- Click **Save**.

The new rule type is defined.

### **Related Topics**

For more information on...	See...
How to search for a rule type	<a href="#">Searching for a Rule Type</a> on page 586
How to define input and output parameters for a rule type	<a href="#">Defining Input and Output Parameters for a Rule Type</a> on page 589
How to associate a characteristic entity with a rule type	<a href="#">Associating a Characteristic Entity with a Rule Type</a> on page 591



For more information on...	See...
How to associate an algorithm with a rule type	<a href="#">Associating an Algorithm with a Rule Type</a> on page 590

## Viewing the Rule Type Details

### Procedure

To view the details of a rule type:

1. Search for the rule type in the **Rule Type** screen.
2. In the **Search Results** section, click the **View** (🔍) icon in the **View** column corresponding to the rule type whose details you want to view.

The **Rule Type** screen appears.

3. View the details of the rule type in the **Rule Type** zone.

### Related Topics

For more information on...	See...
How to search for a rule type	<a href="#">Searching for a Rule Type</a> on page 586
<b>Rule Type</b> screen	<a href="#">Rule Type (Used for Viewing)</a> on page 597
<b>Rule Type</b> zone	<a href="#">Rule Type</a>

## Rule Type (Used for Viewing)

The **Rule Type** screen allows you to view the details of the rule type. It contains the following zone:

- [Rule Type](#) on page 597

### Rule Type

The **Rule Type** zone displays the details of the rule type. It contains the following sections:

- **Main** - Displays basic information about the rule type. It contains the following fields:

Field Name	Field Description
Rule Type	Displays the rule type.
Rule Type Usage	Indicates whether the rule type is used for defining rule based auto pay instructions or for defining business rules for mapping transactions with the price items.  <b>Note:</b> This field appears only when the rule type usage is specified while defining the rule type.
Description	Displays the description of the rule type.
Maximum Rule Count	Indicates the maximum number of rules that can be defined when the rule based auto pay instruction is created using the rule type.  <b>Note:</b> This field appears only when the <b>Rule Type Usage</b> field is set to <b>Auto Pay</b> .

- **Input and Output Parameters** - Lists the input and output parameters defined for the rule type. It contains the following columns:

Column Name	Column Description
Sequence	Displays the sequence number of the input or output parameter.
Field	Indicates the field which is used as the input or output parameter.
Type	Indicates whether the field is used as input and/or output parameter while defining a business rule.
Search Zone	Indicates the search zone that is used for searching the field value while defining criteria for rule based auto pay instructions.  <b>Note:</b> It has a link. On clicking the link, the <b>Zone</b> screen appears where you can view the details of the zone.

- **Rule Criteria Characteristic Entities** - This section contains the following column:

Column Name	Column Description
Characteristic Entity	Indicates the entity whose characteristics can be used while defining criteria for rule based auto pay instructions. The valid values are: <ul style="list-style-type: none"> <li>• Adjustment</li> <li>• Billable Charge</li> <li>• Policy</li> <li>• Policy Plan</li> <li>• Price Item</li> </ul>

- **Rule Criteria Derivation Algorithms** - Lists the algorithms attached to the rule type. It contains the following columns:

Column Name	Column Description
Sequence	Indicates the order in which the algorithm should be executed.
Algorithm	Indicates the algorithm attached to the rule type which derives the following from the financial transaction: <ul style="list-style-type: none"> <li>• Values of all those fields (such as, policy number, plan number, or price item) which are selected in the rule type as the input and output parameters</li> <li>• Characteristics of all those entities which are selected in the rule type as the rule criteria characteristic entities</li> </ul>

**Note:** The **Rule Criteria Characteristic Entities** and **Rule Criteria Derivation Algorithms** sections appear only when the **Rule Type Usage** field is set to **Auto Pay**.

You can edit the details of the rule type by clicking the **Edit** link in the upper-right corner of this zone.

### **Related Topics**

For more information on...	See...
How to edit a rule type	<a href="#">Editing a Rule Type</a> on page 592

## Rule

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The **Rule** screen allows you to define, edit, delete, and copy a rule. This screen consists of the following zones:

- [Search](#) on page 599




## Search


The **Search** zone allows you to search for a rule. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Rule Code	Used to specify the rule code.	No
Rule Type	Used to specify the type of rule.	No
Description	Used to specify the description for the rule.	No
Rule Priority	Used to specify the priority of the rule.	No
Effective Start Date	Used to specify the date from when the rule is effective.	No

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Priority	Displays the priority of the rule.
Code	Displays the rule code.
Description	Displays the description of the rule.
Type	Displays the type of rule.
Start Date	Displays the date from when the rule is effective.
End Date	Displays the date till when the rule is effective.
Preprocessing Algorithm	Indicates the algorithm that will be triggered before executing the criteria in the rule. It pre-processes the input parameters and then returns processed values against which the criteria is validated.
Postprocessing Algorithm	Indicates the algorithm that will be triggered when the rule is true. It post-processes the output parameters and returns the updated values to the calling programs or dependent rules.
View	On clicking the <b>View</b> (  ) icon, the <b>View Rule</b> screen appears where you can view the details of the rule.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Edit Rule</b> screen appears where you can edit the details of the rule.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the rule.
	<b>Note:</b> You can delete a rule only if it is not used.

Column Name	Column Description
Copy	On clicking the <b>Copy</b> (  ) icon, the <b>Copy Rule</b> screen appears where you can create a rule using an existing rule.

You can create a new rule by clicking the **Add** link in the upper right corner of this zone.

### **Related Topics**

For more information on...	See...
How to search for a rule	<a href="#">Searching for a Rule</a> on page 600
How to view the details of a rule	<a href="#">Viewing the Rule Details</a> on page 613
How to define a rule	<a href="#">Defining a Rule</a> on page 600
How to edit a rule	<a href="#">Editing a Rule</a> on page 605
How to delete a rule	<a href="#">Deleting a Rule</a> on page 609
How to copy a rule	<a href="#">Copying a Rule</a> on page 610

## **Searching for a Rule**

### **Procedure**

To search for a rule:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **R** and then click **Rule**.  
A sub-menu appears.
3. Click the **Search** option from the **Rule** sub-menu.  
The **Rule** screen appears.
4. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of rules that meet the search criteria appears in the **Search Results** section.

### **Related Topics**

For more information on...	See...
<b>Rule</b> screen	<a href="#">Rule</a> on page 599
<b>Search</b> zone	<a href="#">Search</a> on page 599

## **Defining a Rule**

### **Prerequisites**

To define a rule, you should have:

- Rule types defined in the application
- Preprocessing and postprocessing algorithms, dependent rules, and parameters defined in the application in case you want to use any of them

### **Procedure**

To define a rule:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **R** and then click **Rule**.  
A sub-menu appears.
3. Click the **Add** option from the **Rule** sub-menu.

The **Add Rule** screen appears. It contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Rule Code	Used to specify the rule code.	Yes
Rule Type	Used to specify the type of rule.	Yes
Description	Used to specify the description for the rule.	Yes
Rule Priority	Used to specify the priority of the rule. <b>Note:</b> You cannot define two rules with the same rule type and priority in the same duration.	Yes
Effective Start Date	Used to specify the date from when the rule is effective.	Yes
Effective End Date	Used to specify the date till when the rule is effective. <b>Note:</b> The effective end date cannot be earlier than the effective start date.	No
Preprocessing Algorithm	Used to specify the algorithm that will be triggered before executing the criteria in the rule. It pre-processes the input parameters and then returns processed values against which the criteria is validated. <b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	No

Field Name	Field Description	Mandatory (Yes or No)
Postprocessing Algorithm	Used to specify the algorithm that will be triggered when the rule is true. It post-processes the output parameters and returns the updated values to the calling programs or dependent rules.	No
	<p><b>Note:</b></p> <p>The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	
Rule True Action	<p>Used to indicate what should happen when all conditions in the rule are satisfied and returns <b>Rule is True</b>. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Next Dependent Rule</b> — Used to indicate that the dependent rule should be executed when the rule is true.</li> <li>• <b>Next Rule by Priority</b> — Used to indicate that the rule of the same rule type having lower priority should be executed when the rule is true.</li> <li>• <b>Success</b> — Used to indicate that no more rules should be executed when the rule is true. The output parameters and their values are returned to the calling programs.</li> </ul>	Yes
Dependent Rule	Used to specify the next dependent rule that must be executed when <b>Next Dependent Rule</b> is selected from the <b>Rule True Action</b> list.	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when you select <b>Next Dependent Rule</b> from the <b>Rule True Action</b> list.</p>
Rule False Action	<p>Used to indicate what should happen when any of the criteria in the rule is not satisfied and returns <b>Rule is False</b>. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Next Dependent Rule</b> — Used to indicate that the dependent rule should be executed when the rule is false.</li> <li>• <b>Next Rule by Priority</b> — Used to indicate that the rule of the same rule type having lower priority should be executed when the rule is false.</li> <li>• <b>Success</b> — Used to indicate that no more rules should be executed when the rule is false. The output parameters and their values are returned to the calling programs.</li> </ul>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Dependent Rule	Used to specify the next dependent rule that must be executed when <b>Next Dependent Rule</b> is selected from the <b>Rule False Action</b> list.	Yes (Conditional)  <b>Note:</b> This field is required when you select <b>Next Dependent Rule</b> from the <b>Rule False Action</b> list.

In addition, it contains the following two sections:

- **Rule Output Parameters** — Used to specify the output parameters that must be returned to the calling programs or dependent rules when all conditions in the rule are satisfied. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Parameter Name	Used to specify the parameter.  <b>Note:</b> For more information about the output parameters that you can specify while defining a rule, see <a href="#">Transaction Validation and Initial Price Item Determination</a> on page 679.  The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Search Rule Type Field</b> window appears.	Yes
Parameter Value	Used to specify the value for the parameter.  <b>Note:</b> You can specify any special characters except ampersand (&), comma (,), underscore (_), equal to (=), tilde (~), and semi-colon(;). in the parameter value.	Yes

- **Criteria** — Used to define criteria for the rule. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence Number	Used to indicate the order in which the criteria should be executed in the rule.	Yes
Parameter Name	Used to indicate whether you want to specify a field or an algorithm as an input parameter. It also allows you to specify the field or algorithm name.  <b>Note:</b> If a business label is defined for a user defined field (that you have selected), the business label appears in the <b>Parameter Name</b> field.  The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Search Rule Type Field</b> window appears.	Yes
Operator	Used to specify the relational operator to define the relation between the parameter name and value.	Yes

Column Name	Column Description	Mandatory (Yes or No)
Parameter Value	<p>Used to specify the parameter value.</p> <p><b>Note:</b> You can specify any special characters except ampersand (&amp;), comma (,), underscore (_), equal to (=), tilde (~), and semi-colon(;) in the parameter value.</p> <p>The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Search Rule Type Field</b> window appears.</p>	Yes
Is True	<p>Used to indicate what should happen when the condition is true (satisfied). The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Check next condition</b> — Used to indicate that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule is false</b> — Used to indicate that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule is true</b> — Used to indicate that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	Yes
Is False	<p>Used to indicate what should happen when the condition is false (not satisfied). The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Check next condition</b> — Used to indicate that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule is false</b> — Used to indicate that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule is true</b> — Used to indicate that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	Yes
Is Insufficient	<p>Used to indicate what should happen when the data is insufficient. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Check next condition</b> — Used to indicate that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule is false</b> — Used to indicate that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule is true</b> — Used to indicate that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	Yes

**Tip:** Alternatively, you can access the **Add Rule** screen by clicking the **Add** link in the upper right corner of the **Search** zone in the **Rule** screen.



- Enter the required details.

**Note:**

You can search for a parameter, dependent rule and an algorithm by clicking the **Search** (🔍) icon corresponding to the respective field.

If you want to associate more than one output parameter with the rule or define more than one criteria for the rule, click the **Add** (+) icon and then specify the details. However, if you want to remove an output parameter or a criteria from the rule, click the **Delete** (🗑️) icon corresponding to it.

- Click **Save**.

The rule is defined.

**Related Topics**

For more information on...	See...
<b>Rule</b> screen	<a href="#">Rule</a> on page 599
<b>Search</b> zone	<a href="#">Search</a> on page 599

**Editing a Rule****Prerequisites**

To edit a rule, you should have:

- Preprocessing and postprocessing algorithms, dependent rules, and parameters defined in the application in case you want to use any of them.

**Procedure**

To edit a rule:

- Search for the rule in the **Rule** screen.
- In the **Search Results** section, click the **Edit** (✎) icon in the **Edit** column corresponding to the rule whose details you want to edit.

The **Edit Rule** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Rule Code	Used to specify the rule code.	Yes
Rule Type	Used to specify the type of rule.	Yes
Description	Used to specify the description for the rule.	Yes
Rule Priority	Used to specify the priority of the rule. <b>Note:</b> You cannot define two rules with the same rule type and priority in the same duration.	Yes
Effective Start Date	Used to specify the date from when the rule is effective.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Effective End Date	Used to specify the date till when the rule is effective.	No
	<b>Note:</b> The effective end date cannot be earlier than the effective start date.	
Preprocessing Algorithm	Used to specify the algorithm that will be triggered before executing the criteria in the rule. It pre-processes the input parameters and then returns processed values against which the criteria is validated.	No
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	
Postprocessing Algorithm	Used to specify the algorithm that will be triggered when the rule is true. It post-processes the output parameters and returns the updated values to the calling programs or dependent rules.	No
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	
Rule True Action	Used to indicate what should happen when all conditions in the rule are satisfied and returns <b>Rule is True</b> . The valid values are: <ul style="list-style-type: none"> <li>• <b>Next Dependent Rule</b> — Used to indicate that the dependent rule should be executed when the rule is true.</li> <li>• <b>Next Rule by Priority</b> — Used to indicate that the rule of the same rule type having lower priority should be executed when the rule is true.</li> <li>• <b>Success</b> — Used to indicate that no more rules should be executed when the rule is true. The output parameters and their values are returned to the calling programs.</li> </ul>	Yes
Dependent Rule	Used to specify the next dependent rule that must be executed when <b>Next Dependent Rule</b> is selected from the <b>Rule True Action</b> list.	Yes (Conditional)
		<b>Note:</b> This field is required when you select <b>Next Dependent Rule</b> from the <b>Rule True Action</b> list.

Field Name	Field Description	Mandatory (Yes or No)
Rule False Action	Used to indicate what should happen when any of the criteria in the rule is not satisfied and returns <b>Rule is False</b> . The valid values are: <ul style="list-style-type: none"> <li>• <b>Next Dependent Rule</b> — Used to indicate that the dependent rule should be executed when the rule is false.</li> <li>• <b>Next Rule by Priority</b> — Used to indicate that the rule of the same rule type having lower priority should be executed when the rule is false.</li> <li>• <b>Success</b> — Used to indicate that no more rules should be executed when the rule is false. The output parameters and their values are returned to the calling programs.</li> </ul>	Yes
Dependent Rule	Used to specify the next dependent rule that must be executed when <b>Next Dependent Rule</b> is selected from the <b>Rule False Action</b> list.	Yes (Conditional)  <b>Note:</b> This field is required when you select <b>Next Dependent Rule</b> from the <b>Rule False Action</b> list.

In addition, it contains the following two sections:

- **Rule Output Parameters** — Used to specify the output parameters that must be returned to the calling programs or dependent rules when all conditions in the rule are satisfied. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Parameter Name	Used to specify the parameter.  <b>Note:</b> For more information about the output parameters that you can specify while defining a rule, see <i>Transaction Validation and Initial Price Item Determination</i> on page 679.  The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Search Rule Type Field</b> window appears.	Yes
Parameter Value	Used to specify the value for the parameter.  <b>Note:</b> You can specify any special characters except ampersand (&), comma (,), underscore (_), equal to (=), tilde (~), and semi-colon(;) in the parameter value.	Yes

- **Criteria** — Used to define criteria for the rule. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence Number	Used to indicate the order in which the criteria should be executed in the rule.	Yes

Column Name	Column Description	Mandatory (Yes or No)
Parameter Name	<p>Used to indicate whether you want to specify a field or an algorithm as an input parameter. It also allows you to specify the field or algorithm name.</p> <p><b>Note:</b></p> <p>If a business label is defined for a user defined field (that you have selected), the business label appears in the <b>Parameter Name</b> field.</p> <p>The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Search Rule Type Field</b> window appears.</p>	Yes
Operator	Used to specify the relational operator to define the relation between the parameter name and value.	Yes
Parameter Value	<p>Used to specify the parameter value.</p> <p><b>Note:</b> You can specify any special characters except ampersand (&amp;), comma (,), underscore (_), equal to (=), tilde (~), and semi-colon(;) in the parameter value.</p> <p>The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Search Rule Type Field</b> window appears.</p>	Yes
Is True	<p>Used to indicate what should happen when the condition is true (satisfied). The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Check next condition</b> — Used to indicate that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule is false</b> — Used to indicate that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule is true</b> — Used to indicate that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	Yes
Is False	<p>Used to indicate what should happen when the condition is false (not satisfied). The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Check next condition</b> — Used to indicate that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule is false</b> — Used to indicate that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule is true</b> — Used to indicate that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	Yes

Column Name	Column Description	Mandatory (Yes or No)
Is Insufficient	Used to indicate what should happen when the data is insufficient. The valid values are: <ul style="list-style-type: none"> <li>• <b>Check next condition</b> — Used to indicate that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule is false</b> — Used to indicate that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule is true</b> — Used to indicate that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	Yes

**Tip:** Alternatively, you can access the **Edit Rule** screen by clicking the **Edit** link in the **View Rule** screen.

3. Modify the required details.

**Note:** You can search for a parameter, dependent rule and an algorithm by clicking the **Search** (🔍) icon corresponding to the respective field.

4. Add or remove output parameters or criteria from the rule, if required.

**Note:** If you want to associate more than one output parameter with the rule or define more than one criteria for the rule, click the **Add** (+) icon and then specify the details. However, if you want to remove an output parameter or a criteria from the rule, click the **Delete** (🗑️) icon corresponding to it.

5. Click **Save**.

The changes made to the rule are saved.

### Related Topics

For more information on...	See...
<b>Rule</b> screen	<a href="#">Rule</a> on page 599
<b>Search</b> zone	<a href="#">Search</a> on page 599

## Deleting a Rule

### **Procedure**

To delete a rule:

1. Search for the rule in the **Rule** screen.
2. In the **Search Results** section, click the **Delete** (🗑️) icon in the **Delete** column corresponding to the rule that you want to delete.

A message appears confirming whether you want to delete the rule.

**Note:** You can delete a rule only if it is not used.

3. Click **OK**.

The rule is deleted.

**Related Topics**

For more information on...	See...
<b>Rule</b> screen	<a href="#">Rule</a> on page 599
<b>Search</b> zone	<a href="#">Search</a> on page 599

**Copying a Rule**

Instead of creating a rule from scratch, you can also create a new rule using an existing rule. You can do this by copying a rule. When you copy a rule, the output parameters and criteria defined for the original rule are copied to the new rule. You can then add or remove parameters or criteria from the new rule.

**Prerequisites**

To copy a rule, you should have:

- Rule (whose copy you want to create) defined in the application
- Preprocessing and postprocessing algorithms, dependent rules, and parameters defined in the application in case you want to use any of them

**Procedure**

To copy a rule:


1. Search for the rule in the **Rule** screen.
2. In the **Search Results** section, click the **Copy** () icon corresponding to the rule whose copy you want to create.



The **Copy Rule** screen appears.

3. Enter the new rule code and the description for the new rule.
4. Modify the required details.
5. Add or remove output parameters or criteria from the new rule.

**Note:**

You can specify any special characters except ampersand (&), comma (,), underscore (\_), equal to (=), tilde (~), and semi-colon(;), in the parameter value.

You can search for a parameter, dependent rule and an algorithm by clicking the **Search** () icon corresponding to the respective field.

If you want to associate more than one output parameter with the rule or define more than one criteria for the rule, click the **Add** () icon and then specify the details. However, if you want to remove an output parameter or a criteria from the rule, click the **Delete** () icon corresponding to it.

For more information about the output parameters that you can specify while defining a rule, see [Transaction Validation and Initial Price Item Determination](#) on page 679.

6. Click **Save**.

The new rule is defined.

**Related Topics**

For more information on...	See...
<b>Rule</b> screen	<a href="#">Rule</a> on page 599

For more information on...	See...
Search zone	<a href="#">Search</a> on page 599
How to define a rule	<a href="#">Defining a Rule</a> on page 600

## View Rule

The **View Rule** screen allows you to view the details of a rule. This screen consists of the following zones:

- [Rule Information](#) on page 611

### Rule Information

The **Rule Information** zone displays information about the rule. This zone contains the following fields:

Field Name	Field Description
Rule Code	Displays the rule code.
Rule Type	Indicates the type of rule.
Description	Displays the description of the rule.
Rule Priority	Indicates the priority of the rule.  <b>Note:</b> You can use the <b>Move Up</b> (↑) and <b>Move Down</b> (↓) icons corresponding to this field to view the details of a rule (having the same rule type) with a higher or lower priority. Note that this functionality is available only when you access the <b>View Rule</b> screen through the <b>Rule</b> screen.
Effective Start Date	Displays the date from when the rule is effective.
Effective End Date	Displays the date till when the rule is effective.
Preprocessing Algorithm	Indicates the algorithm that will be triggered before executing the criteria in the rule. It pre-processes the input parameters and then returns processed values against which the criteria is validated.
Postprocessing Algorithm	Indicates the algorithm that will be triggered after executing the criteria in the rule. It post-processes the output parameters and returns the updated values to the calling programs or dependent rules.
Rule True Action	Indicates what should happen when all conditions in the rule are satisfied and returns <b>Rule is True</b> .
Dependent Rule	Indicates the next dependent rule that must be executed when <b>Next Dependent Rule</b> is selected from the <b>Rule True Action</b> list.
Rule False Action	Indicates what should happen when any of the criteria in the rule is not satisfied and returns <b>Rule is False</b> .
Dependent Rule	Indicates the next dependent rule that must be executed when <b>Next Dependent Rule</b> is selected from the <b>Rule False Action</b> list.

In addition, it contains the following two sections:

- **Rule Output Parameters** — Lists the output parameters that must be returned to the calling programs or dependent rules when all conditions in the rule are satisfied. This section contains the following columns:

Column Name	Column Description
Parameter Name	Displays the name of the parameter. In addition, this column has a context menu which helps in navigating to the <b>Field</b> screen.
Parameter Value	Displays the value of the parameter.

- **Criteria** — Lists the criteria defined in the rule. This section contains the following columns:

Column Name	Column Description
Sequence Number	Indicates the order in which the criteria should be executed in the rule.
Parameter Type	Indicates whether the input parameter is a field or an algorithm.
Parameter Name	Displays the field or algorithm name which is used as an input parameter.
Operator	Indicates the relational operator used to define the relation between the parameter name and value.
Parameter Value	Displays the parameter value.
Is True	Indicates what should happen when the condition is true (satisfied). The valid values are: <ul style="list-style-type: none"> <li>• <b>Check next condition</b> — Indicates that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule is false</b> — Indicates that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule is true</b> — Indicates that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>
Is False	Indicates what should happen when the condition is false (not satisfied). The valid values are: <ul style="list-style-type: none"> <li>• <b>Check next condition</b> — Indicates that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule is false</b> — Indicates that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule is true</b> — Indicates that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>
Is Insufficient	Indicates what should happen when the data is insufficient. The valid values are: <ul style="list-style-type: none"> <li>• <b>Check next condition</b> — Indicates that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule is false</b> — Indicates that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule is true</b> — Indicates that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>

The **Edit** link appears in the upper-right corner of the **Rule Information** zone. On clicking the **Edit** link, the **Edit Rule** screen appears where you can edit the details of the rule.

#### **Related Topics**


For more information on...	See...
How to view the details of a rule	<a href="#">Viewing the Rule Details</a> on page 613



## Viewing the Rule Details

### Procedure

To view the details of a rule:

1. Search for the rule in the **Rule** screen.
2. In the **Search Results** section, click the **View** () icon in the **View** column corresponding to the rule whose details you want to view.

The **View Rule** screen appears.

3. View the details of the rule in the **Rule Information** zone.

### Related Topics

For more information on...	See...
<b>View Rule</b> screen	<a href="#">View Rule</a> on page 611
<b>Rule Information</b> zone	<a href="#">Rule Information</a> on page 611
How to search for a rule	<a href="#">Searching for a Rule Type</a> on page 586

## Rule Check

The **Rule Check** screen allows you to validate whether rules of a particular rule type are executed as expected. On validating, it indicates the sequence in which all effective rules were executed, the total execution time, and the output parameters of the rule that was successfully executed. This screen consists of the following sections:

- Rule Type Input Parameters
- Rule Output Parameters
- Rule Execution

### Rule Type Input Parameters

The **Rule Type Input Parameters** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Rule Type	Used to specify the rule type.	Yes
Effective Date	Used when you want to execute the rules which are effective on a particular date.	No
	<b>Note:</b> If you do not specify the effective date, the system executes all rules which are effective on the system date.	
Parameter Name	Indicates the input parameter.	Not applicable
	<b>Note:</b> The input parameters listed change depending on the rule type that you have selected.	
Parameter Value	Used to specify the value for the input parameter.	Yes

In addition, this section contains the **Check Rule** button. On clicking the button, you can validate the sequence in which the rules with the specified rule type are executed.

**Rule Output Parameters**

The **Rule Output Parameters** section contains the following fields:

Field Name	Field Description
Status	Displays the status of the rule execution. The valid values are: <ul style="list-style-type: none"> <li>• <b>Success</b> — Indicates that one of the rule was successfully executed and returned the output parameters.</li> <li>• <b>Fail</b> — Indicates that none of the rules with the specified rule type were successfully executed.</li> <li>• <b>Error</b> — Indicates that an error occurred while executing a rule.</li> </ul>
Execution Time	Displays the total time taken to execute all effective rules with the specified rule type.
Error	Displays the error message indicating the error that occurred while executing a rule.
	<b>Note:</b> This field appears only when the status is <b>Error</b> .

In addition, this section contains the following columns:

Column Name	Column Description
Parameter Name	Displays the output parameter of the rule that was successfully executed.
Parameter Value	Displays the value of the output parameter.

**Rule Execution**

The **Rule Execution** section indicates the sequence in which all effective rules with the specified rule type were executed. This section contains the following columns:

Column Name	Column Description
Rule Code	Indicates the rule that was executed.
Rule Type	Indicates the type of rule.
Rule Priority	Indicates the priority of the rule.
Rule Status Flag	Indicates whether the rule was true or false.
Rule Next Action	Indicates the action that took place when the rule was true or false.

**Rule Check**

The **Rule Check** zone allows you to validate whether rules of a particular rule type are executed as expected. It indicates the sequence in which all effective rules were executed along with the total execution time. This zone consists of the following sections:

- **Rule Type Input Parameters** — This sections contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Rule Type	Used to specify the rule type.	Yes
Effective Date	Used when you want to execute the rules which are effective on a particular date.	No

Field Name	Field Description	Mandatory (Yes or No)
Parameter Name	Indicates the input parameter.	Not applicable
	<b>Note:</b> The input parameters listed change depending on the rule type that you have selected.	
Parameter Value	Used to specify the value for the input parameter.	Yes

In addition, this section contains the **Check Rule** button. On clicking the button, you can validate the sequence in which the rules with the specified rule type are executed.

- **Rule Output Parameters** — This section contains the following fields:

Field Name	Field Description
Status	Displays the status of the rule execution. The valid values are: <ul style="list-style-type: none"> <li>• <b>Success</b> — Indicates that one of the rule was successfully executed and returned the output parameters.</li> <li>• <b>Fail</b> — Indicates that none of the rules with the specified rule type were successfully executed.</li> <li>• <b>Error</b> — Indicates that an error occurred while executing a rule.</li> </ul>
Execution Time	Displays the total time taken to execute a set of rules.
Error	Displays the error message indicating the error that occurred while executing a rule.
	<b>Note:</b> This field appears only when the status is <b>Error</b> .

In addition, this section contains the following columns:

Column Name	Column Description
Parameter Name	Displays the output parameter of the rule that was successfully executed.
Parameter Value	Displays the value of the output parameter.

- **Rule Execution** — Indicates the sequence in which the rules with the specified rule type were executed. This section contains the following columns:

Column Name	Column Description
Rule Code	Displays the rule code.
Rule Type	Displays the type of rule.
Rule Priority	Displays the priority of the rule.
Rule Status Flag	Indicates whether the rule was true or false.
Rule Next Action	Indicates the action that took place when the rule was true or false.

### Related Topics

For more information on...	See...
<b>Rule Check</b> screen	<a href="#">Rule Check</a> on page 613



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# Chapter

# 8

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## Alternate Sequential Bill Numbers

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### Topics:

- [Sequential Bill Number Generation Algorithms](#)
- [Enabling the Alternate Sequential Bill Numbers Feature](#)

Each bill is uniquely identified by its bill ID. Bill ID is a random, system-generated number. In some locales, bills have an additional identifier known as alternate sequential bill number. Alternate sequential bill numbers are system-generated, sequential numbers. For example, the first bill generated by the system is assigned a sequential bill number of 1, the next bill is assigned a value of 2, and so on.

If you want to generate alternate sequential bill numbers, you must select the **Use Sequential Bill Numbers** check box in the **Billing** tab of the **Installation Options** screen. However, you can only generate alternate sequential bill numbers for bills that are complete and for which the alternate sequential bill numbers are not yet generated.

You can configure the application to generate alternate sequential bill numbers which are either unique throughout the system or within the division. The **Assign Sequential Bill Numbers (ASSGNSBN)** batch allows you to generate alternate sequential bill numbers for completed bills. You need to configure this batch such that it is executed at regular intervals. For more information about the batch, refer to *Oracle Revenue Management and Billing Batch Guide*.

## Sequential Bill Number Generation Algorithms

The following table lists the sequential bill number generation algorithm types shipped with the product:

If you want to generate...	Then create algorithm using the following algorithm type....
Alternate sequential bill numbers unique throughout the system	<a href="#">C1_ALTBLLSYS</a> on page 618
Alternate sequential bill numbers unique within the division	<a href="#">C1_ALTBLDV</a> on page 621
Alternate sequential bill numbers unique throughout the system and in the required format using a set of parameters	<a href="#">C1_ALTBSYS1</a> on page 618 <b>Note:</b> The alternate sequential bill number will be unique throughout the system only when you configure the algorithm parameters appropriately.
Alternate sequential bill numbers unique within the division and in the required format using a set of parameters	<a href="#">C1_ALTBLDIV1</a> on page 621 <b>Note:</b> The alternate sequential bill number will be unique within the division only when you configure the algorithm parameters appropriately.

### C1\_ALTBLLSYS

The **C1\_ALTBLLSYS** algorithm type is used to generate alternate bill ID for a completed bill. The alternate bill ID is sequenced using the sequence number, and is unique throughout the system. This algorithm type does not have any parameters.

### C1\_ALTBSYS1

The **C1\_ALTBSYS1** algorithm type is used to generate alternate bill ID for a completed bill. You can generate alternate bill ID in the required format using the following parameters:

Parameter	Description
'X'	Here, X stands for a separator. For example, ','. The separator must be enclosed within single quotes. It will act as a delimiter in the alternate sequential bill number.
CIS_DIVISION	The division to which the account belongs. It is retrieved from the bill. It should not be more than five characters.
BILL_CYC_CD	The bill cycle of the account for which the bill is generated. It is retrieved from the bill. It should not be more than four characters.

Parameter	Description
ACCT_IDENTIFIER=<Account_Identifier_Type>,<CharStartPosition>,<CharCount>	<p>Here, you need to specify the following information separated by a comma:</p> <ul style="list-style-type: none"> <li>• <b>&lt;Account_Identifier_Type&gt;</b> - Used to indicate the account identifier type whose value must be used to generate the alternate sequential bill number.</li> <li>• <b>&lt;CharStartPosition&gt;</b> - Used to indicate the starting position from where you want to extract the characters from the account identifier. If you do not specify the starting position, by default, it is set to zero (0) (i.e. from the first character).</li> <li>• <b>&lt;CharCount&gt;</b> - Used to indicate the number of characters that you want to extract from the account identifier. If you do not specify the count, by default, it is set to five.</li> </ul>
CHARACC=<Characteristic_Type>,<CharStartPosition>,<CharCount>	<p>Here, you need to specify the following information separated by a comma:</p> <ul style="list-style-type: none"> <li>• <b>&lt;Characteristic_Type&gt;</b> - Used to indicate the account's characteristic whose value must be used to generate the alternate sequential bill number.</li> <li>• <b>&lt;CharStartPosition&gt;</b> - Used to indicate the starting position from where you want to extract the characters from the characteristic value. If you do not specify the starting position, by default, it is set to zero (0) (i.e. from the first character).</li> <li>• <b>&lt;CharCount&gt;</b> - Used to indicate the number of characters that you want to extract from the characteristic value. If you do not specify the count, by default, it is set to five.</li> </ul> <p><b>Note:</b> If the same characteristic is defined multiple times for an account, the characteristic value which is effective on the batch business date is considered.</p>

Parameter	Description
CHARPER=<Characteristic_Type>,<CharStartPosition>,<CharCount>	<p>Here, you need to specify the following information separated by a comma:</p> <ul style="list-style-type: none"> <li>• <b>&lt;Characteristic_Type&gt;</b> - Used to indicate the person's characteristic whose value must be used to generate the alternate sequential bill number.</li> <li>• <b>&lt;CharStartPosition&gt;</b> - Used to indicate the starting position from where you want to extract the characters from the characteristic value. If you do not specify the starting position, by default, it is set to zero (0) (i.e. from the first character).</li> <li>• <b>&lt;CharCount&gt;</b> - Used to indicate the number of characters that you want to extract from the characteristic value. If you do not specify the count, by default, it is set to five.</li> </ul> <p><b>Note:</b> If the same characteristic is defined multiple times for an account, the characteristic value which is effective on the batch business date is considered.</p>
BILL_DT=MMddy	<p>The date when the bill is created for the account. It should not be more than six characters. You can use the following patterns in the date format:</p> <ul style="list-style-type: none"> <li>• “yyyy” or “yy” for year</li> <li>• “MM” or “M” for month</li> <li>• “dd” or “d” for day</li> </ul> <p><b>Note:</b> The date format should either start or end with the year.</p>
SEQ_NBR	The sequence number generated by the database. It should not be more than 12 characters.
FIXED_SUFFIX=XX	Here, X stands for a letter or a group of letters that you want to add at the end of the alternate sequential bill number.
LEFT_PADDING_CHAR=ZERO LEFT_PADDING_CHAR=SPACE	Indicates whether you want to add zero or space when the number of characters derived from the account's or person's characteristic value is less than the character count. The padding is added to the left.

You can specify the above mentioned parameters against any of the following parameters available in the **C1\_ALTBLSYS1** algorithm type:

- Field1
- Field2
- Field3
- Field4
- Field5
- Field6
- Field7



- Field8
- Field9
- Field10

None of these algorithm type parameters are mandatory. The system will concatenate the parameter values and then generate alternate bill ID in the required format. For example, if you created the algorithm using the following parameters:

- Field1 — CIS\_DIVISION
- Field2 — ‘|’
- Field3 — SEQ\_NBR
- Field4 — ‘-’
- Field5 — FIXED\_SUFFIX=01

In this case, the system will generate the alternate bill ID in the CIS\_DIVISION|SEQ\_NBR-01 format. For example, DIV1|12345678-01. If you want to generate unique alternate bill ID, we recommend you to use the **SEQ\_NBR** parameter while creating an algorithm using the **C1\_ALTBLSYS1** algorithm type.

Note that if you do not specify the value for any parameters while creating an algorithm using the **C1\_ALTBLSYS1** algorithm type, the system will generate the alternate bill ID using the sequence number.

While specifying the value for these parameters, you need to ensure that the length of the alternate bill ID should not exceed 30 characters. An algorithm named **C1\_ALTBLSYS1** is already shipped with the product. You can create custom algorithms using the **C1\_ALTBLSYS1** algorithm type to design the required alternate bill ID format using the above mentioned parameters.

## C1\_ALTBLDV

The **C1\_ALTBLDV** algorithm type is used to generate alternate bill ID for a completed bill which is unique within the division. For example, two bills (such as B1 and B2) belonging to the same division (such as D1) cannot have the same alternate bill ID. However, two bills (such as B1 and B2) belonging to different divisions, (such as D1 and D2) can have the same alternate bill ID.

This algorithm type contains the following parameters:

Parameter	Description	Mandatory (Yes or No)
Initial Bill Sequence Number	Used to specify the initial alternate bill ID that you want to use while sequencing.  <b>Note:</b> If you do not specify any value for this parameter, by default, the system will generate the initial alternate bill ID for sequencing.	No

## C1\_ALTBLDIV1

The **C1\_ALTBLDIV1** algorithm type is used to generate alternate bill ID for a completed bill. You can generate alternate bill ID in the required format using the following parameters:

Parameter	Description
‘X’	Here, X stands for a separator. For example, ‘;’. The separator must be enclosed within single quotes. It will act as a delimiter in the alternate sequential bill number.
CIS_DIVISION	The division to which the account belongs. It is retrieved from the bill. It should not be more than five characters.

Parameter	Description
BILL_CYC_CD	The bill cycle of the account for which the bill is generated. It is retrieved from the bill. It should not be more than four characters.
ACCT_IDENTIFIER=<Account_Identifier_Type>,<CharStartPosition>,<CharCount>	<p>Here, you need to specify the following information separated by a comma:</p> <ul style="list-style-type: none"> <li>• <b>&lt;Account_Identifier_Type&gt;</b> - Used to indicate the account identifier type whose value must be used to generate the alternate sequential bill number.</li> <li>• <b>&lt;CharStartPosition&gt;</b> - Used to indicate the starting position from where you want to extract the characters from the account identifier. If you do not specify the starting position, by default, it is set to zero (0) (i.e. from the first character).</li> <li>• <b>&lt;CharCount&gt;</b> - Used to indicate the number of characters that you want to extract from the account identifier. If you do not specify the count, by default, it is set to five.</li> </ul>
CHARACC=<Characteristic_Type>,<CharStartPosition>,<CharCount>	<p>Here, you need to specify the following information separated by a comma:</p> <ul style="list-style-type: none"> <li>• <b>&lt;Characteristic_Type&gt;</b> - Used to indicate the account's characteristic whose value must be used to generate the alternate sequential bill number.</li> <li>• <b>&lt;CharStartPosition&gt;</b> - Used to indicate the starting position from where you want to extract the characters from the characteristic value. If you do not specify the starting position, by default, it is set to zero (0) (i.e. from the first character).</li> <li>• <b>&lt;CharCount&gt;</b> - Used to indicate the number of characters that you want to extract from the characteristic value. If you do not specify the count, by default, it is set to five.</li> </ul> <p><b>Note:</b> If the same characteristic is defined multiple times for an account, the characteristic value which is effective on the batch business date is considered.</p>

Parameter	Description
CHARPER=<Characteristic_Type>,<CharStartPosition>,<CharCount>	<p>Here, you need to specify the following information separated by a comma:</p> <ul style="list-style-type: none"> <li>• <b>&lt;Characteristic_Type&gt;</b> - Used to indicate the person's characteristic whose value must be used to generate the alternate sequential bill number.</li> <li>• <b>&lt;CharStartPosition&gt;</b> - Used to indicate the starting position from where you want to extract the characters from the characteristic value. If you do not specify the starting position, by default, it is set to zero (0) (i.e. from the first character).</li> <li>• <b>&lt;CharCount&gt;</b> - Used to indicate the number of characters that you want to extract from the characteristic value. If you do not specify the count, by default, it is set to five.</li> </ul> <p><b>Note:</b> If the same characteristic is defined multiple times for an account, the characteristic value which is effective on the batch business date is considered.</p>
BILL_DT=MMddy	<p>The date when the bill is created for the account. It should not be more than six characters. You can use the following patterns in the date format:</p> <ul style="list-style-type: none"> <li>• “yyyy” or “yy” for year</li> <li>• “MM” or “M” for month</li> <li>• “dd” or “d” for day</li> </ul> <p><b>Note:</b> The date format should either start or end with the year.</p>
FIXED_SUFFIX=XX	Here, X stands for a letter or a group of letters that you want to add at the end of the alternate sequential bill number.
LEFT_PADDING_CHAR=ZERO LEFT_PADDING_CHAR=SPACE	<p>or</p> <p>Indicates whether you want to add zero or space when the number of characters derived from the account's or person's characteristic value is less than the character count. The padding is added to the left.</p>

You can specify the above mentioned parameters against any of the following parameters available in the **C1\_ALTBLDIV1** algorithm type:

- Field1
- Field2
- Field3
- Field4
- Field5
- Field6
- Field7
- Field8
- Field9

- Field10

None of these algorithm type parameters are mandatory. The system will concatenate the parameter values and then generate alternate bill ID in the required format. For example, if you created the algorithm using the following parameters:

- Field1 — CIS\_DIVISION
- Field2 — ‘|’
- Field3 — BILL\_DT=MMddy
- Field4 — ‘-’
- Field5 — FIXED\_SUFFIX=01

In this case, the system will generate the alternate bill ID in the CIS\_DIVISION|MMddy-01 format. For example, DIV1|110501-01. Note that if you do not specify the value for any of these algorithm type parameters, the system will not generate the alternate bill ID for a completed bill.

While specifying the value for these parameters, you need to ensure that the length of the alternate bill ID should not exceed 30 characters. An algorithm named **C1\_ALTBLDIV1** is already shipped with the product. You can create custom algorithms using the **C1\_ALTBLDIV1** algorithm type to design the required alternate bill ID format using the above mentioned parameters.

## Enabling the Alternate Sequential Bill Numbers Feature

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### Prerequisites

To enable the alternate sequential bill numbers feature, you should have:

- An algorithm created using the **C1\_ALTBLLSYS**, **C1\_ALTBLSYS1**, **C1\_ALTBLDV**, or **C1\_ALTBLDIV1** algorithm type depending on which you want to use for alternate sequential bill number generation

### Procedure

To enable the alternate sequential bill numbers feature:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

2. From the **Admin** menu, select **I** and then click **Installation Options**.

The **Installation Options** screen appears.

3. Click the **Billing** tab.

The **Billing** tab appears.

4. Select the **Use Sequential Bill Numbers** check box to indicate that you want to generate alternate sequential bill numbers for completed bills.

The **Sequential Invoice** field is enabled.

5. Select the **System-wide** or **Division-specific** option from the **Sequential Invoice** list depending on whether you want alternate sequential bill numbers to be unique throughout the system or within the division.

6. Do either of the following:

If you want to generate...	Then
Alternate sequential bill numbers unique throughout the system	<ol style="list-style-type: none"> <li>1. Attach an algorithm created using the <b>C1_ALTBLLSYS</b> algorithm type to the <b>Sequence Generation Algorithm</b> field to indicate how the alternate bill numbers which are unique throughout the system should be sequenced.</li> </ol>

If you want to generate...	Then
	<p data-bbox="721 212 1399 310"><b>Note:</b> The <b>Sequence Generation Algorithm</b> field is enabled only when you select the <b>System-wide</b> option from the <b>Sequential Invoice</b> list.</p> <ol data-bbox="686 344 1399 422" style="list-style-type: none"> <li data-bbox="686 344 1399 422">2. Click the <b>Save</b> button in the <b>Page Title</b> area. The changes made to the installation options are saved.</li> </ol>
Alternate sequential bill numbers unique within the division	<ol data-bbox="686 499 1399 1289" style="list-style-type: none"> <li data-bbox="686 499 1399 577">1. Click the <b>Save</b> button in the <b>Page Title</b> area. The changes made to the installation options are saved.</li> <li data-bbox="686 604 1399 743">2. Search for the division, whose accounts' bills should have alternate sequential bill numbers unique within the division, in the <b>Division</b> screen. The <b>Division</b> screen appears.</li> <li data-bbox="686 770 1399 848">3. Click the <b>Algorithms</b> tab. The <b>Algorithms</b> tab appears.</li> <li data-bbox="686 875 1399 953">4. Select the <b>Sequential Bill Number Generation</b> option from the <b>Division Algorithm Entity</b> list.</li> <li data-bbox="686 980 1399 1037">5. Enter the sequence number to indicate the order in which the algorithms with the same entity should be executed.</li> <li data-bbox="686 1064 1399 1184">6. Attach an algorithm created using the <b>C1_ALTBLDV</b> algorithm type to the respective field to indicate how alternate bill numbers which are unique within the division should be sequenced.</li> <li data-bbox="686 1211 1399 1289">7. Click the <b>Save</b> button in the <b>Page Title</b> area. The changes made to the division are saved.</li> </ol>
Alternate sequential bill numbers unique throughout the system and in the required format using a set of parameters	<ol data-bbox="686 1348 1399 1472" style="list-style-type: none"> <li data-bbox="686 1348 1399 1472">1. Attach an algorithm created using the <b>C1_ALTBLSYS1</b> algorithm type to the <b>Sequence Generation Algorithm</b> field to indicate how the alternate bill numbers which are unique throughout the system should be generated.</li> </ol> <p data-bbox="721 1499 1399 1766"><b>Note:</b> The <b>Sequence Generation Algorithm</b> field is enabled only when you select the <b>System-wide</b> option from the <b>Sequential Invoice</b> list. The alternate sequential bill number will be unique throughout the system only when you configure the algorithm parameters appropriately.</p> <ol data-bbox="686 1801 1399 1879" style="list-style-type: none"> <li data-bbox="686 1801 1399 1879">2. Click the <b>Save</b> button in the <b>Page Title</b> area. The changes made to the installation options are saved.</li> </ol>

If you want to generate...	Then
Alternate sequential bill numbers unique within the division and in the required format using a set of parameters	<ol style="list-style-type: none"> <li>1. Click the <b>Save</b> button in the <b>Page Title</b> area. The changes made to the installation options are saved.</li> <li>2. Search for the division, whose accounts' bills should have alternate sequential bill numbers unique within the division, in the <b>Division</b> screen. The <b>Division</b> screen appears.</li> <li>3. Click the <b>Algorithms</b> tab. The <b>Algorithms</b> tab appears.</li> <li>4. Select the <b>Sequential Bill Number Generation</b> option from the <b>Division Algorithm Entity</b> list.</li> <li>5. Enter the sequence number to indicate the order in which the algorithms with the same entity should be executed.</li> <li>6. Attach an algorithm created using the <b>C1_ALTBLDIV1</b> algorithm type to the respective field to indicate how the alternate bill numbers which are unique within the division should be generated.</li> </ol> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Note:</b> The alternate sequential bill number will be unique within the division only when you configure the algorithm parameters appropriately.</p> </div> <ol style="list-style-type: none"> <li>7. Click the <b>Save</b> button in the <b>Page Title</b> area. The changes made to the division are saved.</li> </ol>

### Related Topics

For more information on...	See...
Alternate Sequential Bill Numbers	<a href="#">Alternate Sequential Bill Numbers</a> on page 617
Sequential Bill Number Generation Algorithms	<a href="#">Sequential Bill Number Generation Algorithms</a> on page 618

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# Chapter 9

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## Currency Conversion

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### Topics:

- [Prerequisites](#)
- [Bill Segment Generation](#)
- [Adjustment Creation](#)
- [Payment and Tender Creation](#)
- [Transaction Aggregation](#)
- [FT GL Creation](#)
- [Currency Conversion Algorithms](#)
- [Exchange Rate \(Used for Searching\)](#)
- [Exchange Rate \(Used for Viewing\)](#)

Oracle Revenue Management and Billing supports currency conversion using an exchange rate. The currency conversion feature is used only when the multi-currency accounts feature is enabled. In other words, you can use the currency conversion feature only when the **Allow Multi-Currency Accounts** option type of the **Multi-Currency Accounts (C1\_MLTCURACC)** feature configuration is set to **Y**.

The currency conversion can take place during the following business processes which are configured in the system:

- Bill Segment Generation
- Adjustment Creation
- Payment and Tender Creation
- FT GL Creation
- Transaction Aggregation

To enable the currency conversion feature, you need to attach the currency conversion algorithm at the division level. The system facilitates you to define different conversion currency algorithm for each business process. The currency conversion feature functions only when the appropriate exchange rate is available in the system. Otherwise, erroneous results might occur.

The system allows you to define date or date and time based global and division-specific exchange rates. The date based exchange rate mean that the exchange rate is applicable throughout the day. However, the date and time based exchange rate mean that the exchange rate is applicable from that date and time onwards.

**Note:** At present, time is not passed as input from any module (such as, payments, adjustments, billing, transaction feed management, and so on) during currency conversion. Therefore, even if you define date and time based exchange rates and use the date and time based currency conversion algorithms at the division level, the system will not search date and time based exchange rate when multiple exchange rates are available on the same day. The system will randomly pick an exchange rate on that day. The implementation team has to build the custom logic to pass or input time to the date and time based currency conversion algorithms in order to derive the appropriate exchange rate.

The system might use the direct division-specific or global exchange rate (i.e. FROM CCY to TO CCY) or direct reverse division-specific or global exchange rate (i.e. TO CCY to FROM CCY) during currency conversion. If either direct or direct reverse exchange rate is not available, the system might use division-specific or global exchange rate through base currency during

currency conversion. You can define the order in which exchange rate must be searched in the currency conversion algorithm.

While converting the amount from the source currency to the target currency (i.e. FROM CCY to TO CCY), the system uses the precision (i.e. decimal positions) of the target currency (i.e. TO CCY). For example, if you set the decimal positions for USD and INR to 1 and 2, respectively, the system uses 1 decimal position during currency conversion from INR to USD.

The system provides you with a facility to define whether you want to enable or disable the currency conversion feature for a rate component. If the currency conversion feature is enabled for a rate component, the currency conversion will take place while generating bill segments for the rate (i.e. rate component) based billable charges.



## Prerequisites

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To setup the currency conversion feature, you need to do the following:

- Define the required divisions and currencies in the system
- Define the values for the **CONV\_TYPE\_FLG** and **EXCH\_RATE\_SRC\_FLG** lookup fields
- Define the Determine Business Object algorithm using the **F1-MOBO** algorithm type and attach it to the **C1\_EXCHRATE** maintenance object

**Note:** The **C1-ExchangeRate** and **C1\_EXCHRATE\_BO** business objects are shipped with the product. The **C1-ExchangeRate** business object is used while defining and editing date and time based exchange rates. However, the **C1\_EXCHRATE\_BO** business object is used while defining and editing date based exchange rates. Depending on whether you want to define date or date and time based exchange rates, you need to accordingly set the **Business Object** parameter in the Determine Business Object algorithm. The system will then accordingly display the fields while defining or editing an exchange rate.

- Define the required exchange rates for currency conversion
- Set the following option types of the **Multi-Currency Accounts (C1\_MLTCURACC)** feature configuration:
  - Allow Multi-Currency Accounts
  - Transfer Adjustment Type
- Set the **Allow Currency Conversion** field for each rate component to either **Yes** or **No** depending on whether you want to enable the currency conversion feature for the rate (i.e. rate component) based billable charges
- Create an algorithm of the **C1\_CURALGBS** or **C1\_EXCRTBS** algorithm type and attach it to the **Currency Conversion For Bill Segments** algorithm spot of the division when you want to enable currency conversion during:
  - Bill Segment Generation
  - FT GL Creation for Bill Segments

**Note:** The **C1\_CURALGBS** algorithm type uses date based exchange rate during currency conversion. However, the **C1\_EXCRTBS** algorithm type uses date and time based exchange rate during currency conversion.

- Create an algorithm of the **C1\_CURALGAD** or **C1\_EXCRTAD** algorithm type and attach it to the **Currency Conversion For Adjustments** algorithm spot of the division when you want to enable currency conversion during:
  - Adjustment Creation
  - FT GL Creation for Adjustments

**Note:** The **C1\_CURALGAD** algorithm type uses date based exchange rate during currency conversion. However, the **C1\_EXCRTAD** algorithm type uses date and time based exchange rate during currency conversion.

- Create an algorithm of the **C1\_CURALGPY** or **C1\_EXCRTPY** algorithm type and attach it to the **Currency Conversion For Payments** algorithm spot of the division when you want to enable currency conversion during:
  - Payment and Tender Creation
  - FT GL Creation for Payments

**Note:** The **C1\_CURALGPY** algorithm type uses date based exchange rate during currency conversion. However, the **C1\_EXCRTPY** algorithm type uses date and time based exchange rate during currency conversion.

- Create an algorithm of the **C1\_CURALGTFM** or **C1\_EXCRTTFM** algorithm type and attach it to the **TFM - Currency Conversion** algorithm spot of the division when you want to enable currency conversion during transaction aggregation

**Note:** The **C1\_CURALGTFM** algorithm type uses date based exchange rate during currency conversion. However, the **C1\_EXCRTTFM** algorithm type uses date and time based exchange rate during currency conversion.

- Create an algorithm of the **FTFREZGLEXTN** algorithm type and attach it on the **FT Freeze** system event of the customer class for which you want to create FT GL extension

### Related Topics

For more information on...	See...
<b>FTFREZGLEXTN</b> algorithm type	<a href="#">FTFREZGLEXTN</a> on page 649
<b>C1_CURALGBS</b> algorithm type	<a href="#">C1_CURALGBS</a> on page 634
<b>C1_CURALGAD</b> algorithm type	<a href="#">C1_CURALGAD</a> on page 635
<b>C1_CURALGPY</b> algorithm type	<a href="#">C1_CURALGPY</a> on page 637
<b>C1_CURALGTFM</b> algorithm type	<a href="#">C1_CURALGTFM</a> on page 639
<b>C1_EXCRTBS</b> algorithm type	<a href="#">C1_EXCRTBS</a> on page 641
<b>C1_EXCRTAD</b> algorithm type	<a href="#">C1_EXCRTAD</a> on page 642
<b>C1_EXCRTPY</b> algorithm type	<a href="#">C1_EXCRTPY</a> on page 644
<b>C1_EXCRTTFM</b> algorithm type	<a href="#">C1_EXCRTTFM</a> on page 646
How to set the <b>Multi-Currency Accounts (C1_MLTCURACC)</b> feature configuration	<a href="#">Setting the C1_MLTCURACC Feature Configuration</a> on page 2037
How to define an exchange rate	<a href="#">Defining an Exchange Rate</a> on page 656

## Bill Segment Generation

The system allows you to generate bill segments using the following:

- **Pass through billable charges** — If the pass through billable charges have a bill line currency which is different from the account's invoice currency, the bill line amount is converted into the account's invoice currency during the bill segment generation.
- **Rate based billable charges** — If the rate based billable charges have a pricing currency which is different from the account's invoice currency, the amount is converted into the account's invoice currency during the bill segment generation.

In addition, during the post processing bill segment generation, if the pricing currency is different from the account's invoice currency, then the amount is converted into the account's invoice currency. The currency conversion is done only when you have an algorithm of the **C1\_CURALGBS** or **C1\_EXCRTBS** algorithm type attached on the **Currency Conversion For Bill Segments** algorithm spot of the respective division. In addition, the currency conversion is done for rate based billable charges only when the **Allow Currency Conversion** field in the respective rate component is set to **Yes**. Otherwise, the currency conversion will not happen. If the required exchange rate is not available during currency conversion, the status of the bill segment will change to **Error**.

### Related Topics

For more information on...	See...
<b>C1_CURALGBS</b> algorithm type	<a href="#">CI_CURALGBS</a> on page 634
<b>C1_EXCRTBS</b> algorithm type	<a href="#">CI_EXCRTBS</a> on page 641

## Adjustment Creation

There might be situations when the adjustment currency is different from the account's invoice currency. The system enables you to determine whether currency conversion must be done during adjustment creation or during bill completion. If you clear the **Print by Default** check box in the respective adjustment type, the currency conversion takes place during adjustment creation. However, if you select the **Print by Default** check box in the respective adjustment type, the currency conversion takes place during bill completion and not during adjustment creation. A transfer adjustment is created in the account's invoice currency and the reverse adjustment is created against the original adjustment in the adjustment currency when you complete the next bill of the account. The system creates the transfer and reverse adjustments using the adjustment type specified in the **Transfer Adjustment Type** option type of the **Multi-Currency Accounts (C1\_MLTCURACC)** feature configuration.

The currency conversion is done only when you have an algorithm of the **C1\_CURALGAD** or **C1\_EXCRTAD** algorithm type attached on the **Currency Conversion For Adjustments** algorithm spot of the respective division. Otherwise, the currency conversion will not happen. If the required exchange rate is not available during currency conversion, the transfer adjustment will not be created.

### Related Topics

For more information on...	See...
<b>C1_CURALGAD</b> algorithm type	<a href="#">CI_CURALGAD</a> on page 635
<b>C1_EXCRTAD</b> algorithm type	<a href="#">CI_EXCRTAD</a> on page 642

## Payment and Tender Creation

If the payment currency is different from the account's invoice currency, the amount is converted into the account's invoice currency during payment and tender creation. The currency conversion is done only when you have an algorithm of the **C1\_CURALGPY** or **C1\_EXCRTPY** algorithm type attached on the **Currency Conversion For Payments** algorithm spot of the respective division. Otherwise, the currency conversion will not happen. If the required exchange rate is not available during currency conversion, the payment and tenders will not be created.

### Note:

The currency conversion feature is available only when the payment currency (i.e. tender currency) is different from the payor account's invoice currency and not when the payor account's invoice currency is different from the payee account's invoice currency.

The currency conversion feature for payments is currently not supported from the **Payment Portal** screen and while uploading payment data from an external source.

### Related Topics

For more information on...	See...
<b>C1_CURALGPY</b> algorithm type	<a href="#">CI_CURALGPY</a> on page 637
<b>C1_EXCRTPY</b> algorithm type	<a href="#">CI_EXCRTPY</a> on page 644

## Transaction Aggregation

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If the transaction or user defined (UDF) currency is different from the pricing currency, the amount is converted into the pricing currency when you are aggregating transactions based on the transaction or UDF amount. The currency conversion is done only when you have an algorithm of the **C1\_CURALGTFM** or **C1\_EXCRTTFM** algorithm type attached on the **TFM - Currency Conversion** algorithm spot of the respective division. Otherwise, the currency conversion will not happen. If the required exchange rate is not available during currency conversion, the status of the transaction will change to **Error**.

### Related Topics

For more information on...	See...
<b>C1_CURALGTFM</b> algorithm type	<a href="#">CI_CURALGTFM</a> on page 639
<b>C1_EXCRTTFM</b> algorithm type	<a href="#">CI_EXCRTTFM</a> on page 646

## FT GL Creation

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During FT GL creation, the system creates an FT GL extension when the account's invoice currency is different from the division's base currency. The FT GL extension is created for the following financial transaction (FT) types:

- Adjustment
- Adjustment Cancellation
- Bill Segment
- Bill Cancellation
- Pay Segment
- Pay Cancellation

The FT GL extension is created for bill segments only when you have an algorithm of the **C1\_CURALGBS** or **C1\_EXCRTBS** algorithm type attached on the **Currency Conversion For Bill Segments** algorithm spot of the respective division. The FT GL extension is created for payments only when you have an algorithm of the **C1\_CURALGPY** or **C1\_EXCRTPY** algorithm type attached on the **Currency Conversion For Payments** algorithm spot of the respective division. The FT GL extension is created for adjustments only when you have an algorithm of the **C1\_CURALGAD** or **C1\_EXCRTAD** algorithm type attached on the **Currency Conversion For Adjustments** algorithm spot of the respective division. Otherwise, the currency conversion will not happen and the FT GL extension will not be created. In addition, if the required exchange rate is not available during currency conversion, the FT GL extension will not be created.

### Related Topics

For more information on...	See...
<b>FTFREZGLEXTN</b> algorithm type	<a href="#">FTFREZGLEXTN</a> on page 649
<b>C1_CURALGBS</b> algorithm type	<a href="#">CI_CURALGBS</a> on page 634
<b>C1_CURALGAD</b> algorithm type	<a href="#">CI_CURALGAD</a> on page 635
<b>C1_CURALGPY</b> algorithm type	<a href="#">CI_CURALGPY</a> on page 637
<b>C1_EXCRTBS</b> algorithm type	<a href="#">CI_EXCRTBS</a> on page 641
<b>C1_EXCRTPY</b> algorithm type	<a href="#">CI_EXCRTPY</a> on page 644

For more information on...	See...
C1_EXCRTAD algorithm type	<a href="#">CI_EXCRTAD</a> on page 642

## Currency Conversion Algorithms

The following table lists the currency conversion algorithm types shipped with the product:

If you want to use...	Then create algorithm using the following algorithm type....
Date based exchange rate during currency conversion while: <ul style="list-style-type: none"> <li>• Bill Segment Generation</li> <li>• FT GL Creation for Bill Segments</li> </ul>	<a href="#">CI_CURALGBS</a> on page 634
Date based exchange rate during currency conversion while: <ul style="list-style-type: none"> <li>• Adjustment Creation</li> <li>• FT GL Creation for Adjustments</li> </ul>	<a href="#">CI_CURALGAD</a> on page 635
Date based exchange rate during currency conversion while: <ul style="list-style-type: none"> <li>• Payment and Tender Creation</li> <li>• FT GL Creation for Payments</li> </ul>	<a href="#">CI_CURALGPY</a> on page 637
Date based exchange rate during currency conversion while aggregating transactions	<a href="#">CI_CURALGTFM</a> on page 639
Date and time based exchange rate during currency conversion while: <ul style="list-style-type: none"> <li>• Bill Segment Generation</li> <li>• FT GL Creation for Bill Segments</li> </ul>	<a href="#">CI_EXCRTBS</a> on page 641
Date and time based exchange rate during currency conversion while: <ul style="list-style-type: none"> <li>• Adjustment Creation</li> <li>• FT GL Creation for Adjustments</li> </ul>	<a href="#">CI_EXCRTAD</a> on page 642
Date and time based exchange rate during currency conversion while: <ul style="list-style-type: none"> <li>• Payment and Tender Creation</li> <li>• FT GL Creation for Payments</li> </ul>	<a href="#">CI_EXCRTPY</a> on page 644
Date and time based exchange rate during currency conversion while aggregating transactions	<a href="#">CI_EXCRTTFM</a> on page 646

## C1\_CURALGBS

The **C1\_CURALGBS** algorithm type is used to convert the amount in one currency to another currency using date based exchange rate. You can define date or date and time based global and division-specific exchange rates. The system might use the direct division-specific or global exchange rate (i.e. FROM CCY to TO CCY) or direct reverse division-specific or global exchange rate (i.e. TO CCY to FROM CCY) during currency conversion. If either direct or direct reverse exchange rate is not available, the system might use division-specific or global exchange rate through base currency during currency conversion. For example, if the FROM CCY is Canadian Dollars, TO CCY is Japanese Yen, and the division's base currency is U.S. Dollars, the system will first convert the amount from Canadian Dollars to U.S. Dollars and then convert the amount from U.S. Dollars to Japanese Yen.

The system allows you to indicate the order, in which the exchange rate must be searched, in the currency conversion algorithm. If you use the **Direct Rate First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Global direct exchange rate
3. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
4. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
5. Division-specific exchange rate through base currency
6. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

If you use the **Division First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
3. Division-specific exchange rate through base currency
4. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
5. Global direct exchange rate
6. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

You need to attach an algorithm of the **C1\_CURALGBS** algorithm type on the **Currency Conversion For Bill Segments** algorithm spot of the division for which you want to enable the currency conversion feature. Once the algorithm is attached, the currency conversion will take place during:

- Bill Segment Generation
- FT GL Creation for Bill Segments

The **C1\_CURALGBS** algorithm type contains the following parameters:

Parameter	Description	Mandatory (Yes or No)
Override Base Currency	Used to specify the base currency. This will override division's base currency while searching for an exchange rate through base currency.	No
Conversion Type	Used when you want to use the exchanges rates with a particular conversion type during currency conversion.	No
	<b>Note:</b> The parameter value must be already defined as a value in the <b>CONV_TYPE_FLG</b> lookup field.	

Parameter	Description	Mandatory (Yes or No)
Search Order (Valid Values: Division First, Direct Rate First)	Used to indicate the order in which you want to search for an exchange rate during currency conversion. The valid values are: <ul style="list-style-type: none"> <li>• Direct Rate First</li> <li>• Division First</li> </ul> If you do not specify the value for this parameter, by default, the system uses the <b>Division First</b> search order.	No
Division Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for division-specific reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the division-specific reverse exchange rate.	No
Global Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for global reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the global reverse exchange rate.	No

### Related Topics

For more information on...	See...
Bill Segment Generation	<a href="#">Bill Segment Generation</a> on page 630
FT GL Creation	<a href="#">FT GL Creation</a> on page 632
How to setup the currency conversion feature	<a href="#">Prerequisites</a> on page 629

## C1\_CURALGAD

The **C1\_CURALGAD** algorithm type is used to convert the amount in one currency to another currency using date based exchange rate. You can define date or date and time based global and division-specific exchange rates. The system might use the direct division-specific or global exchange rate (i.e. FROM CCY to TO CCY) or direct reverse division-specific or global exchange rate (i.e. TO CCY to FROM CCY) during currency conversion. If either direct or direct reverse exchange rate is not available, the system might use division-specific or global exchange rate through base currency during currency conversion. For example, if the FROM CCY is Canadian Dollars, TO CCY is Japanese Yen, and the division's base currency is U.S. Dollars, the system will first convert the amount from Canadian Dollars to U.S. Dollars and then convert the amount from U.S. Dollars to Japanese Yen.

The system allows you to indicate the order, in which the exchange rate must be searched, in the currency conversion algorithm. If you use the **Direct Rate First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Global direct exchange rate



3. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
4. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
5. Division-specific exchange rate through base currency
6. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

If you use the **Division First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
3. Division-specific exchange rate through base currency
4. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
5. Global direct exchange rate
6. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

You need to attach an algorithm of the **C1\_CURALGAD** algorithm type on the **Currency Conversion For Adjustments** algorithm spot of the division for which you want to enable the currency conversion feature. Once the algorithm is attached, the currency conversion will take place during:

- Adjustment Creation
- FT GL Creation for Adjustments

The **C1\_CURALGAD** algorithm type contains the following parameters:

Parameter	Description	Mandatory (Yes or No)
Override Base Currency	Used to specify the base currency. This will override division's base currency while searching for an exchange rate through base currency.	No
Conversion Type	Used when you want to use the exchanges rates with a particular conversion type during currency conversion.  <b>Note:</b> The parameter value must be already defined as a value in the <b>CONV_TYPE_FLG</b> lookup field.	No
Search Order (Valid Values: Division First, Direct Rate First)	Used to indicate the order in which you want to search for an exchange rate during currency conversion. The valid values are: <ul style="list-style-type: none"> <li>• Direct Rate First</li> <li>• Division First</li> </ul> <p>If you do not specify the value for this parameter, by default, the system uses the <b>Division First</b> search order.</p>	No



Parameter	Description	Mandatory (Yes or No)
Division Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for division-specific reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the division-specific reverse exchange rate.	No
Global Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for global reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the global reverse exchange rate.	No

### **Related Topics**

For more information on...	See...
Adjustment Creation	<a href="#">Adjustment Creation</a> on page 631
FT GL Creation	<a href="#">FT GL Creation</a> on page 632
How to setup the currency conversion feature	<a href="#">Prerequisites</a> on page 629

## **C1\_CURALGPY**

The **C1\_CURALGPY** algorithm type is used to convert the amount in one currency to another currency using date based exchange rate. You can define date or date and time based global and division-specific exchange rates. The system might use the direct division-specific or global exchange rate (i.e. FROM CCY to TO CCY) or direct reverse division-specific or global exchange rate (i.e. TO CCY to FROM CCY) during currency conversion. If either direct or direct reverse exchange rate is not available, the system might use division-specific or global exchange rate through base currency during currency conversion. For example, if the FROM CCY is Canadian Dollars, TO CCY is Japanese Yen, and the division's base currency is U.S. Dollars, the system will first convert the amount from Canadian Dollars to U.S. Dollars and then convert the amount from U.S. Dollars to Japanese Yen.

The system allows you to indicate the order, in which the exchange rate must be searched, in the currency conversion algorithm. If you use the **Direct Rate First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Global direct exchange rate
3. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
4. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
5. Division-specific exchange rate through base currency
6. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency

8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

If you use the **Division First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
3. Division-specific exchange rate through base currency
4. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
5. Global direct exchange rate
6. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

You need to attach an algorithm of the **C1\_CURALGPY** algorithm type on the **Currency Conversion For Payments** algorithm spot of the division for which you want to enable the currency conversion feature. Once the algorithm is attached, the currency conversion will take place during:

- Payment and Tender Creation
- FT GL Creation for Payments

The **C1\_CURALGPY** algorithm type contains the following parameters:

Parameter	Description	Mandatory (Yes or No)
Override Base Currency	Used to specify the base currency. This will override division's base currency while searching for an exchange rate through base currency.	No
Conversion Type	Used when you want to use the exchanges rates with a particular conversion type during currency conversion.  <b>Note:</b> The parameter value must be already defined as a value in the <b>CONV_TYPE_FLG</b> lookup field.	No
Search Order (Valid Values: Division First, Direct Rate First)	Used to indicate the order in which you want to search for an exchange rate during currency conversion. The valid values are: <ul style="list-style-type: none"> <li>• Direct Rate First</li> <li>• Division First</li> </ul> If you do not specify the value for this parameter, by default, the system uses the <b>Division First</b> search order.	No
Division Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for division-specific reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the division-specific reverse exchange rate.	No

Parameter	Description	Mandatory (Yes or No)
Global Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for global reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the global reverse exchange rate.	No

### Related Topics

For more information on...	See...
Payment and Tender Creation	<a href="#">Payment and Tender Creation</a> on page 631
FT GL Creation	<a href="#">FT GL Creation</a> on page 632
How to setup the currency conversion feature	<a href="#">Prerequisites</a> on page 629

## C1\_CURALGTFM

The **C1\_CURALGTFM** algorithm type is used to convert the amount in one currency to another currency using date based exchange rate. You can define date or date and time based global and division-specific exchange rates. The system might use the direct division-specific or global exchange rate (i.e. FROM CCY to TO CCY) or direct reverse division-specific or global exchange rate (i.e. TO CCY to FROM CCY) during currency conversion. If either direct or direct reverse exchange rate is not available, the system might use division-specific or global exchange rate through base currency during currency conversion. For example, if the FROM CCY is Canadian Dollars, TO CCY is Japanese Yen, and the division's base currency is U.S. Dollars, the system will first convert the amount from Canadian Dollars to U.S. Dollars and then convert the amount from U.S. Dollars to Japanese Yen.

The system allows you to indicate the order, in which the exchange rate must be searched, in the currency conversion algorithm. If you use the **Direct Rate First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Global direct exchange rate
3. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
4. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
5. Division-specific exchange rate through base currency
6. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

If you use the **Division First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
3. Division-specific exchange rate through base currency
4. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
5. Global direct exchange rate
6. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)

7. Global exchange rate through base currency

8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

You need to attach an algorithm of the **C1\_CURALGTFM** algorithm type on the **TFM - Currency Conversion** algorithm spot of the division for which you want to enable the currency conversion feature. Once the algorithm is attached, the currency conversion will take place during the transaction aggregation process when the transaction or UDF currency is different from the pricing currency.

The **C1\_CURALGTFM** algorithm type contains the following parameters:

Parameter	Description	Mandatory (Yes or No)
Override Base Currency	Used to specify the base currency. This will override division's base currency while searching for an exchange rate through base currency.	No
Conversion Type	Used when you want to use the exchanges rates with a particular conversion type during currency conversion.	No
	<b>Note:</b> The parameter value must be already defined as a value in the <b>CONV_TYPE_FLG</b> lookup field.	
Search Order (Valid Values: Division First, Direct Rate First)	Used to indicate the order in which you want to search for an exchange rate during currency conversion. The valid values are: <ul style="list-style-type: none"> <li>• Direct Rate First</li> <li>• Division First</li> </ul> If you do not specify the value for this parameter, by default, the system uses the <b>Division First</b> search order.	No
Division Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for division-specific reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the division-specific reverse exchange rate.	No
Global Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for global reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the global reverse exchange rate.	No

### Related Topics

For more information on...	See...
Transaction Aggregation	<a href="#">Transaction Aggregation</a> on page 632
FT GL Creation	<a href="#">FT GL Creation</a> on page 632

For more information on...	See...
How to setup the currency conversion feature	<a href="#">Prerequisites</a> on page 629

## C1\_EXCRTBS

The **C1\_EXCRTBS** algorithm type is used to convert the amount in one currency to another currency using date and time based exchange rate. You can define date or date and time based global and division-specific exchange rates. The system might use the direct division-specific or global exchange rate (i.e. FROM CCY to TO CCY) or direct reverse division-specific or global exchange rate (i.e. TO CCY to FROM CCY) during currency conversion. If either direct or direct reverse exchange rate is not available, the system might use division-specific or global exchange rate through base currency during currency conversion. For example, if the FROM CCY is Canadian Dollars, TO CCY is Japanese Yen, and the division's base currency is U.S. Dollars, the system will first convert the amount from Canadian Dollars to U.S. Dollars and then convert the amount from U.S. Dollars to Japanese Yen.

The system allows you to indicate the order, in which the exchange rate must be searched, in the currency conversion algorithm. If you use the **Direct Rate First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Global direct exchange rate
3. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
4. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
5. Division-specific exchange rate through base currency
6. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

If you use the **Division First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
3. Division-specific exchange rate through base currency
4. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
5. Global direct exchange rate
6. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

You need to attach an algorithm of the **C1\_EXCRTBS** algorithm type on the **Currency Conversion For Bill Segments** algorithm spot of the division for which you want to enable the currency conversion feature. Once the algorithm is attached, the currency conversion will take place during:

- Bill Segment Generation
- FT GL Creation for Bill Segments

The **C1\_EXCRTBS** algorithm type contains the following parameters:

Parameter	Description	Mandatory (Yes or No)
Override Base Currency	Used to specify the base currency. This will override division's base currency while searching for an exchange rate through base currency.	No
Conversion Type	Used when you want to use the exchanges rates with a particular conversion type during currency conversion.	No
	<b>Note:</b> The parameter value must be already defined as a value in the <b>CONV_TYPE_FLG</b> lookup field.	

Parameter	Description	Mandatory (Yes or No)
Search Order (Valid Values: Division First, Direct Rate First)	Used to indicate the order in which you want to search for an exchange rate during currency conversion. The valid values are: <ul style="list-style-type: none"> <li>• Direct Rate First</li> <li>• Division First</li> </ul> If you do not specify the value for this parameter, by default, the system uses the <b>Division First</b> search order.	No
Division Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for division-specific reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the division-specific reverse exchange rate.	No
Global Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for global reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the global reverse exchange rate.	No
Exchange Rate Override Algorithm	Used to attach a custom algorithm when you want to use an exchange rate search mechanism other than the one defined in this algorithm.	No
Exchange Rate Source	Used when you want to use the exchanges rates received from a particular source during currency conversion. <p><b>Note:</b> The parameter value must be already defined as a value in the <b>EXCH_RATE_SRC_FLG</b> lookup field.</p>	No

### Related Topics

For more information on...	See...
Bill Segment Generation	<a href="#">Bill Segment Generation</a> on page 630
FT GL Creation	<a href="#">FT GL Creation</a> on page 632
How to setup the currency conversion feature	<a href="#">Prerequisites</a> on page 629

## C1\_EXCRTAD

The **C1\_EXCRTAD** algorithm type is used to convert the amount in one currency to another currency using date and time based exchange rate. You can define date or date and time based global and division-specific exchange rates. The system might use the direct division-specific or global exchange rate (i.e. FROM CCY to TO CCY) or direct reverse division-specific or global exchange rate (i.e. TO CCY to FROM CCY) during currency conversion. If either direct or

direct reverse exchange rate is not available, the system might use division-specific or global exchange rate through base currency during currency conversion. For example, if the FROM CCY is Canadian Dollars, TO CCY is Japanese Yen, and the division's base currency is U.S. Dollars, the system will first convert the amount from Canadian Dollars to U.S. Dollars and then convert the amount from U.S. Dollars to Japanese Yen.

The system allows you to indicate the order, in which the exchange rate must be searched, in the currency conversion algorithm. If you use the **Direct Rate First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Global direct exchange rate
3. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
4. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
5. Division-specific exchange rate through base currency
6. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

If you use the **Division First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
3. Division-specific exchange rate through base currency
4. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
5. Global direct exchange rate
6. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

You need to attach an algorithm of the **C1\_EXCRTAD** algorithm type on the **Currency Conversion For Adjustments** algorithm spot of the division for which you want to enable the currency conversion feature. Once the algorithm is attached, the currency conversion will take place during:

- Adjustment Creation
- FT GL Creation for Adjustments

The **C1\_EXCRTAD** algorithm type contains the following parameters:

Parameter	Description	Mandatory (Yes or No)
Override Base Currency	Used to specify the base currency. This will override division's base currency while searching for an exchange rate through base currency.	No
Conversion Type	Used when you want to use the exchanges rates with a particular conversion type during currency conversion.  <b>Note:</b> The parameter value must be already defined as a value in the <b>CONV_TYPE_FLG</b> lookup field.	No
Search Order (Valid Values: Division First, Direct Rate First)	Used to indicate the order in which you want to search for an exchange rate during currency conversion. The valid values are: <ul style="list-style-type: none"> <li>• Direct Rate First</li> <li>• Division First</li> </ul> If you do not specify the value for this parameter, by default, the system uses the <b>Division First</b> search order.	No



Parameter	Description	Mandatory (Yes or No)
Division Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for division-specific reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the division-specific reverse exchange rate.	No
Global Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for global reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the global reverse exchange rate.	No
Exchange Rate Override Algorithm	Used to attach a custom algorithm when you want to use an exchange rate search mechanism other than the one defined in this algorithm.	No
Exchange Rate Source	Used when you want to use the exchanges rates received from a particular source during currency conversion.  <b>Note:</b> The parameter value must be already defined as a value in the <b>EXCH_RATE_SRC_FLG</b> lookup field.	No

### Related Topics

For more information on...	See...
Adjustment Creation	<a href="#">Adjustment Creation</a> on page 631
FT GL Creation	<a href="#">FT GL Creation</a> on page 632
How to setup the currency conversion feature	<a href="#">Prerequisites</a> on page 629

## C1\_EXCRTPY

The **C1\_EXCRTPY** algorithm type is used to convert the amount in one currency to another currency using date and time based exchange rate. You can define date or date and time based global and division-specific exchange rates. The system might use the direct division-specific or global exchange rate (i.e. FROM CCY to TO CCY) or direct reverse division-specific or global exchange rate (i.e. TO CCY to FROM CCY) during currency conversion. If either direct or direct reverse exchange rate is not available, the system might use division-specific or global exchange rate through base currency during currency conversion. For example, if the FROM CCY is Canadian Dollars, TO CCY is Japanese Yen, and the division's base currency is U.S. Dollars, the system will first convert the amount from Canadian Dollars to U.S. Dollars and then convert the amount from U.S. Dollars to Japanese Yen.

The system allows you to indicate the order, in which the exchange rate must be searched, in the currency conversion algorithm. If you use the **Direct Rate First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Global direct exchange rate



3. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
4. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
5. Division-specific exchange rate through base currency
6. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

If you use the **Division First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
3. Division-specific exchange rate through base currency
4. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
5. Global direct exchange rate
6. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

You need to attach an algorithm of the **C1\_EXCRTPY** algorithm type on the **Currency Conversion For Payments** algorithm spot of the division for which you want to enable the currency conversion feature. Once the algorithm is attached, the currency conversion will take place during:

- Payment and Tender Creation
- FT GL Creation for Payments

The **C1\_EXCRTPY** algorithm type contains the following parameters:

Parameter	Description	Mandatory (Yes or No)
Override Base Currency	Used to specify the base currency. This will override division's base currency while searching for an exchange rate through base currency.	No
Conversion Type	Used when you want to use the exchanges rates with a particular conversion type during currency conversion.  <b>Note:</b> The parameter value must be already defined as a value in the <b>CONV_TYPE_FLG</b> lookup field.	No
Search Order (Valid Values: Division First, Direct Rate First)	Used to indicate the order in which you want to search for an exchange rate during currency conversion. The valid values are: <ul style="list-style-type: none"> <li>• Direct Rate First</li> <li>• Division First</li> </ul> If you do not specify the value for this parameter, by default, the system uses the <b>Division First</b> search order.	No

Parameter	Description	Mandatory (Yes or No)
Division Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for division-specific reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the division-specific reverse exchange rate.	No
Global Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for global reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> If you do not specify the value for this parameter, by default, the system does not use the global reverse exchange rate.	No
Exchange Rate Override Algorithm	Used to attach a custom algorithm when you want to use an exchange rate search mechanism other than the one defined in this algorithm.	No
Exchange Rate Source	Used when you want to use the exchanges rates received from a particular source during currency conversion.  <b>Note:</b> The parameter value must be already defined as a value in the <b>EXCH_RATE_SRC_FLG</b> lookup field.	No

### Related Topics

For more information on...	See...
Payment and Tender Creation	<a href="#">Payment and Tender Creation</a> on page 631
FT GL Creation	<a href="#">FT GL Creation</a> on page 632
How to setup the currency conversion feature	<a href="#">Prerequisites</a> on page 629

## C1\_EXCRTTFM

The **C1\_EXCRTTFM** algorithm type is used to convert the amount in one currency to another currency using date and time based exchange rate. You can define date or date and time based global and division-specific exchange rates. The system might use the direct division-specific or global exchange rate (i.e. FROM CCY to TO CCY) or direct reverse division-specific or global exchange rate (i.e. TO CCY to FROM CCY) during currency conversion. If either direct or direct reverse exchange rate is not available, the system might use division-specific or global exchange rate through base currency during currency conversion. For example, if the FROM CCY is Canadian Dollars, TO CCY is Japanese Yen, and the division's base currency is U.S. Dollars, the system will first convert the amount from Canadian Dollars to U.S. Dollars and then convert the amount from U.S. Dollars to Japanese Yen.

The system allows you to indicate the order, in which the exchange rate must be searched, in the currency conversion algorithm. If you use the **Direct Rate First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate

2. Global direct exchange rate
3. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
4. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
5. Division-specific exchange rate through base currency
6. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

If you use the **Division First** search order, the system searches for an exchange rate in the specified order:

1. Division-specific direct exchange rate
2. Division-specific direct reverse exchange rate (if the **Division Reverse Rate** parameter is set to **Yes**)
3. Division-specific exchange rate through base currency
4. Division-specific reverse exchange rate through base currency (if the **Division Reverse Rate** parameter is set to **Yes**)
5. Global direct exchange rate
6. Global direct reverse exchange rate (if the **Global Reverse Rate** parameter is set to **Yes**)
7. Global exchange rate through base currency
8. Global reverse exchange rate through base currency (if the **Global Reverse Rate** parameter is set to **Yes**)

You need to attach an algorithm of the **C1\_EXCRTTFM** algorithm type on the **TFM - Currency Conversion** algorithm spot of the division for which you want to enable the currency conversion feature. Once the algorithm is attached, the currency conversion will take place during the transaction aggregation process when the transaction or UDF currency is different from the pricing currency.

The **C1\_EXCRTTFM** algorithm type contains the following parameters:

Parameter	Description	Mandatory (Yes or No)
Override Base Currency	Used to specify the base currency. This will override division's base currency while searching for an exchange rate through base currency.	No
Conversion Type	Used when you want to use the exchanges rates with a particular conversion type during currency conversion.  <b>Note:</b> The parameter value must be already defined as a value in the <b>CONV_TYPE_FLG</b> lookup field.	No
Search Order (Valid Values: Division First, Direct Rate First)	Used to indicate the order in which you want to search for an exchange rate during currency conversion. The valid values are: <ul style="list-style-type: none"> <li>• Direct Rate First</li> <li>• Division First</li> </ul> If you do not specify the value for this parameter, by default, the system uses the <b>Division First</b> search order.	No

Parameter	Description	Mandatory (Yes or No)
Division Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for division-specific reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>If you do not specify the value for this parameter, by default, the system does not use the division-specific reverse exchange rate.</p>	No
Global Reverse Rate (Valid Values: Yes, No)	Used to indicate whether you want the system to search for global reverse exchange rate (i.e. To CCY to From CCY). The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>If you do not specify the value for this parameter, by default, the system does not use the global reverse exchange rate.</p>	No
Exchange Rate Override Algorithm	Used to attach a custom algorithm when you want to use an exchange rate search mechanism other than the one defined in this algorithm. <p><b>Note:</b> A sample algorithm type named <b>C1_EXCRTOVRD</b> is shipped with the product. It is used to fetch the exchange rate which is available corresponding to the transaction in the <b>C1_TXN_DETAIL</b> table. The exchange rate is then used by the algorithm which is created using the <b>C1_EXCRTTFM</b> algorithm type to convert the transaction amount from the transaction currency to the pricing currency. You must specify the column from where the exchange rate must be picked during currency conversion in the <b>Transaction Detail Field for Exchange Rate</b> parameter.</p>	No
Exchange Rate Source	Used when you want to use the exchanges rates received from a particular source during currency conversion. <p><b>Note:</b> The parameter value must be already defined as a value in the <b>EXCH_RATE_SRC_FLG</b> lookup field.</p>	No

### **Related Topics**

For more information on...	See...
Transaction Aggregation	<a href="#">Transaction Aggregation</a> on page 632
FT GL Creation	<a href="#">FT GL Creation</a> on page 632

For more information on...	See...
How to setup the currency conversion feature	<a href="#">Prerequisites</a> on page 629
C1_EXCRTOVRD algorithm type	<a href="#">C1_EXCRTOVRD</a> on page 651

## FTFREZGLEXTN

The **FTFREZGLEXTN** algorithm type is used to create FT GL extension for the following financial transaction (FT) types when the account's invoice currency is different from the division's base currency:

- Adjustment
- Adjustment Cancellation
- Bill Segment
- Bill Cancellation
- Pay Segment
- Pay Cancellation

You need to attach an algorithm of the **FTFREZGLEXTN** algorithm type on the **FT Freeze** system event of the customer class. The FT GL extension is created for bill segments only when you have an algorithm of the **C1\_CURALGBS** algorithm type attached on the **Currency Conversion For Bill Segments** algorithm spot of the respective division. The FT GL extension is created for payments only when you have an algorithm of the **C1\_CURALGPY** algorithm type attached on the **Currency Conversion For Payments** algorithm spot of the respective division. The FT GL extension is created for adjustments only when you have an algorithm of the **C1\_CURALGAD** algorithm type attached on the **Currency Conversion For Adjustments** algorithm spot of the respective division.

The **FTFREZGLEXTN** algorithm type contains the following parameters:

Parameter	Description	Mandatory (Yes or No)
Exchange Rate Date Type for Adjustments with Freeze At Will	Used to indicate the date on which the exchange rate should be picked up when FT GL extension is created for adjustments with the <b>Freeze At Will</b> option. The valid values are: <ul style="list-style-type: none"> <li>• <b>A (Accounting Date)</b> – Used to search for an exchange rate which is effective on the accounting date.</li> <li>• <b>R (Arrears Date)</b> - Used to search for an exchange rate which is effective on the arrears date.</li> <li>• <b>F (FT Freeze Date)</b> - Used to search for an exchange rate which is effective on the FT freeze date.</li> <li>• <b>C (FT Create Date)</b> - Used to search for an exchange rate which is effective on the FT creation date.</li> </ul>	Yes

Parameter	Description	Mandatory (Yes or No)
Exchange Rate Date Type for Adjustments with Freeze At Bill Completion	<p>Used to indicate the date on which the exchange rate should be picked up when FT GL extension is created for adjustments with the <b>Freeze At Bill Completion</b> option. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>A (Accounting Date)</b> – Used to search for an exchange rate which is effective on the accounting date.</li> <li>• <b>R (Arrears Date)</b> - Used to search for an exchange rate which is effective on the arrears date.</li> <li>• <b>F (FT Freeze Date)</b> - Used to search for an exchange rate which is effective on the FT freeze date.</li> <li>• <b>C (FT Create Date)</b> - Used to search for an exchange rate which is effective on the FT creation date.</li> </ul>	Yes
Exchange Rate Date Type for Payments (Valid Values: A, R, F, C)	<p>Used to indicate the date on which the exchange rate should be picked up when FT GL extension is created for payments. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>A (Accounting Date)</b> – Used to search for an exchange rate which is effective on the accounting date.</li> <li>• <b>R (Arrears Date)</b> - Used to search for an exchange rate which is effective on the arrears date.</li> <li>• <b>F (FT Freeze Date)</b> - Used to search for an exchange rate which is effective on the FT freeze date.</li> <li>• <b>C (FT Create Date)</b> - Used to search for an exchange rate which is effective on the FT creation date.</li> </ul>	Yes

Parameter	Description	Mandatory (Yes or No)
Exchange Rate Date Type for Bill Segments (Valid Values: A, R, F, C, E)	<p>Used to indicate the date on which the exchange rate should be picked up when FT GL extension is created for bill segments. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>A (Accounting Date)</b> – Used to search for an exchange rate which is effective on the accounting date.</li> <li>• <b>R (Arrears Date)</b> - Used to search for an exchange rate which is effective on the arrears date.</li> <li>• <b>F (FT Freeze Date)</b> - Used to search for an exchange rate which is effective on the FT freeze date.</li> <li>• <b>C (FT Create Date)</b> - Used to search for an exchange rate which is effective on the FT creation date.</li> <li>• <b>E (Bill Segment End Date)</b> - Used to search for an exchange rate which is effective on the bill segment end date.</li> </ul> <p><b>Note:</b> If you set the <b>Exchange Rate Date Type for Bill Segments</b> parameter to <b>R</b>, ensure that you set the <b>Bill Segment Freeze Option</b> to <b>Freeze At Bill Completion</b> in the <b>Billing</b> tab of the <b>Installation Options</b> screen. Otherwise, erroneous results might occur.</p>	Yes

### Related Topics

For more information on...	See...
FT GL Creation	<a href="#">FT GL Creation</a> on page 632
How to setup the currency conversion feature	<a href="#">Prerequisites</a> on page 629

## C1\_EXCRTOVRD

The **C1\_EXCRTOVRD** algorithm type is used to fetch the exchange rate which is available corresponding to the transaction in the **CI\_TXN\_DETAIL** table. The exchange rate is then used by the algorithm which is created using the **C1\_EXCRTTFM** algorithm type to convert the transaction amount from the transaction currency to the pricing currency. If you want to fetch exchange rate from the **CI\_TXN\_DETAIL** table, you need to create an algorithm using the **C1\_EXCRTOVRD** algorithm type and attach it to the **Exchange Rate Override Algorithm** parameter in the algorithm which is created using the **C1\_EXCRTTFM** algorithm type.

The **C1\_EXCRTOVRD** algorithm type contains the following parameters:

Parameter	Description	Mandatory (Yes or No)
Transaction Detail Field for Exchange Rate	Used to indicate the column of the <b>CI_TXN_DETAIL</b> table from where the exchange rate must be picked during currency conversion.	Yes

### Related Topics

<b>For more information on...</b>	<b>See...</b>
C1_EXCRTTFM algorithm type	<a href="#">CI_EXCRTTFM</a> on page 646

## Exchange Rate (Used for Searching)

You can define date or date and time based global and division-specific exchange rates. The date based exchange rate means that the exchange rate is applicable throughout the day. However, the date and time based exchange rate means that the exchange rate is applicable from that date and time onwards. The global exchange rate can be used for all divisions, whereas the division-specific exchange range can only be used for the division for which the exchange rate is defined.

**Note:** At present, time is not passed as input from any module (such as, payments, adjustments, billing, transaction feed management, and so on) during currency conversion. Therefore, even if you define date and time based exchange rates and use the date and time based currency conversion algorithms at the division level, the system will not search date and time based exchange rate when multiple exchange rates are available on the same day. The system will randomly pick an exchange rate on that day. The implementation team has to build the custom logic to pass or input time to the date and time based currency conversion algorithms in order to derive the appropriate exchange rate.

The system might use the direct division-specific or global exchange rate (i.e. FROM CCY to TO CCY) or direct reverse division-specific or global exchange rate (i.e. TO CCY to FROM CCY) during currency conversion. If either direct or direct reverse exchange rate is not available, the system might use division-specific or global exchange rate through base currency during currency conversion. For example, if the FROM CCY is Canadian Dollars, TO CCY is Japanese Yen, and the division's base currency is U.S. Dollars, the system will first convert the amount from Canadian Dollars to U.S. Dollars and then convert the amount from U.S. Dollars to Japanese Yen. You can define the order in which exchange rate must be searched in the currency conversion algorithm.

The **Exchange Rate** screen allows you to search for date or date and time based global and division-specific exchange rate using various search criteria. It also allows you to define, edit, and delete an exchange rate. This screen consists of the following zones:

- [Search Exchange Rate](#) on page 652

## Search Exchange Rate

The **Search Exchange Rate** zone allows you to search for an exchange rate using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search date or date and time based exchange rates. The valid values are: <ul style="list-style-type: none"> <li>• Date/Time and Exchange Rate Source</li> <li>• Date</li> </ul> <p><b>Note:</b> By default, the <b>Date/Time and Exchange Rate Source</b> option is selected.</p>	Yes
From Currency	Used to search exchange rates with a particular source currency.	No
To Currency	Used to search exchange rates with a particular target currency.	No



Field Name	Field Description	Mandatory (Yes or No)
Division	Used to search exchange rates which are defined for a particular division.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	
Conversion Type	Used to search exchange rates which are defined using a particular conversion type.	No
Effective Start Date/ Time	Used to search exchange rates which are effective from a particular date and time onwards.	No
	<b>Note:</b> This field appears only when you select the <b>Date/Time and Exchange Rate Source</b> option from the <b>Search By</b> list.	
Effective End Date/ Time	Used to search exchange rates which are effective till a particular date and time.	No
	<b>Note:</b> This field appears only when you select the <b>Date/Time and Exchange Rate Source</b> option from the <b>Search By</b> list.	
Effective Start Date	Used to search exchange rates which are effective from a particular date onwards.	No
	<b>Note:</b> This field appears only when you select the <b>Date</b> option from the <b>Search By</b> list.	
Effective End Date	Used to search exchange rates which are effective till a particular date.	No
	<b>Note:</b> This field appears only when you select the <b>Date</b> option from the <b>Search By</b> list.	
Exchange Rate Source	Used to search exchange rates which are received from a particular source.	No
	<b>Note:</b> This field appears only when you select the <b>Date/Time and Exchange Rate Source</b> option from the <b>Search By</b> list.	

**Note:** You must specify at least one search criterion while searching for an exchange rate.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Exchange Rate ID	Displays the exchange rate ID.
	<b>Note:</b> It has a link. On clicking the link, the <b>Exchange Rate</b> screen appears with the details of the respective exchange rate.

Column Name	Column Description
From Currency	Indicates the currency which is translated. In other words, it is the source currency.
To Currency	Indicates the currency in which the source currency is translated. In other words, it is the target currency.
Division	Indicates the division for which the exchange rate is defined.  <b>Note:</b> The data does not appear in this column when the exchange rate is a global exchange rate.
Exchange Rate Source	Indicates the source from where the exchange rate is received.  <b>Note:</b> This column appears only when you select the <b>Date/Time and Exchange Rate Source</b> option from the <b>Search By</b> list.
Conversion Type	Indicates the conversion type of the exchange rate.
Effective Start Date/Time	Displays the date and time from when the exchange rate is effective.  <b>Note:</b> This column appears only when you select the <b>Date/Time and Exchange Rate Source</b> option from the <b>Search By</b> list.
Effective End Date/Time	Displays the date and time till when the exchange rate is effective.  <b>Note:</b> This column appears only when you select the <b>Date/Time and Exchange Rate Source</b> option from the <b>Search By</b> list. The data does not appear in this column when the exchange rate is a global exchange rate. This is because a global exchange rate does not have an end date and time.
Effective Start Date	Displays the date from when the exchange rate is effective.  <b>Note:</b> This column appears only when you select the <b>Date</b> option from the <b>Search By</b> list.
Effective End Date	Displays the date till when the exchange rate is effective.  <b>Note:</b> This column appears only when you select the <b>Date</b> option from the <b>Search By</b> list. The data does not appear in this column when the exchange rate is a global exchange rate. This is because a global exchange rate does not have an end date.
Exchange Rate	Displays the exchange rate.
Spread	Indicates the spread for the exchange rate.
Inverse Rate	Displays the reverse exchange rate.
Edit	On clicking the <b>Edit</b> (✎) icon, the <b>Add/Edit Exchange Rate</b> screen appears where you can edit the details of the exchange rate.
Delete	On clicking the <b>Delete</b> (🗑) icon, you can delete the exchange rate.

**Note:**

If you specify the effective start date and time while searching for an exchange rate, the system searches exchange rates which are effective from the specified date and time onwards. Let us understand this with the help of an example. The following table lists the exchange rates which are defined in the system where the From Currency is USD, To Currency is INR, and Division is D1:

Exchange Rate	Effective Start Date and Time	Effective End Date and Time
RT1	01-01-2014 12:00:00 PM	-
RT2	02-01-2014 12:00:00 PM	-
RT3	03-01-2014 12:00:00 PM	-

Now, when you search for exchange rates using the following search criteria, the system accordingly displays the search results:

Search Criteria	Search Results
Effective Start Date and Time: 01-01-2014 12:00:00 PM	All three exchange rates — RT1, RT2, and RT3 — will appear in the search results.
Effective Start Date and Time: 01-01-2014 12:00:00 PM; Effective End Date and Time: 31-01-2014 22:00:00 PM	RT1 will appear in the search results.
Effective Start Date and Time: 01-01-2014 12:00:00 PM; Effective End Date and Time: 02-01-2014 22:00:00 PM	RT1 and RT2 will appear in the search results.
Effective Start Date and Time: 02-01-2014 12:00:00 PM	RT2 and RT3 will appear in the search results.
Effective Start Date and Time: 02-01-2014 12:00:00 PM; Effective End Date and Time: 02-28-2014 22:00:00 PM	RT2 will appear in the search results.
Effective Start Date and Time: 03-01-2014 12:00:00 PM	RT3 will appear in the search results.

**Related Topics**

For more information on...	See...
How to search for an exchange rate	<a href="#">Searching for an Exchange Rate</a> on page 655
How to view the details of an exchange rate	<a href="#">Viewing the Exchange Rate Details</a> on page 666
How to define an exchange rate	<a href="#">Defining an Exchange Rate</a> on page 656
How to edit an exchange rate	<a href="#">Editing an Exchange Rate</a> on page 660
How to delete an exchange rate	<a href="#">Deleting an Exchange Rate</a> on page 662

**Searching for an Exchange Rate****Prerequisites**

To search for an exchange rate, you should have:

- Currencies and divisions defined in the application

- Conversion types defined in the **CONV\_TYPE\_FLG** lookup field
- Exchange rate sources defined in the **EXCH\_RATE\_SRC\_FLG** lookup field

### **Procedure**

To search for an exchange rate:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Exchange Rate**.  
A sub-menu appears.
3. Click the **Search** option from the **Exchange Rate** sub-menu.  
The **Exchange Rate** screen appears.
4. Select the required option from the **Search By** list depending on whether you want to search date or date and time based exchange rates.
5. Enter the search criteria in the **Search Exchange Rate** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the '%' wildcard character in all the input fields except the date fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

6. Click **Search**.

A list of exchange rates that meet the search criteria appears in the **Search Results** section.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Exchange Rate</b> screen	<a href="#">Exchange Rate (Used for Searching)</a> on page 652
<b>Search Exchange Rate</b> zone	<a href="#">Search Exchange Rate</a> on page 652

## **Defining an Exchange Rate**

### **Prerequisites**

To define an exchange rate, you should have:

- Determine Business Object algorithm defined using the **F1-MOBO** algorithm type and attached to the **C1\_EXCHRATE** maintenance object

**Note:** The **C1-ExchangeRate** and **C1\_EXCHRATE\_BO** business objects are shipped with the product. The **C1-ExchangeRate** business object is used while defining and editing date and time based exchange rates. However, the **C1\_EXCHRATE\_BO** business object is used while defining and editing date based exchange rates. Depending on whether you want to define date or date and time based exchange rates, you need to accordingly set the **Business Object** parameter in the Determine Business Object algorithm. The system will then accordingly display the fields while defining or editing an exchange rate.

- Currencies and divisions defined in the application
- Conversion types defined in the **CONV\_TYPE\_FLG** lookup field
- Exchange rate sources defined in the **EXCH\_RATE\_SRC\_FLG** lookup field

**Procedure**

To define an exchange rate:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Pricing Management** and then click **Exchange Rate**.  
A sub-menu appears.
3. Click the **Add** option from the **Exchange Rate** sub-menu.

The **Add/Edit Exchange Rate** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Business Object	Indicates the business object using which you are defining an exchange rate.	Not applicable
From Currency	Used to indicate the currency that you want to translate. In other words, it is used to indicate the source currency.	Yes
To Currency	Used to indicate the currency in which you want to translate the source currency. In other words, it is used to indicate the target currency.	Yes
Conversion Type	Used to indicate the conversion type for the exchange rate.	Yes
Division	Used to indicate the division for which you want to define the exchange rate.	Yes (Conditional)
	<p><b>Note:</b></p> <p>You can only view those divisions to which you have access in the <b>Division</b> list.</p> <p>You must leave this field blank while defining a global exchange rate.</p>	<b>Note:</b> This field is required when you are defining a division-specific exchange rate.
Exchange Rate Source	Used to indicate the source from where the exchange rate is received.	No
	<p><b>Note:</b> This field appears only when you are defining a date and time based exchange rate.</p>	
Effective Start Date/Time	Used to specify the date and time from when the exchange rate is effective.	Yes
	<p><b>Note:</b></p> <p>This field appears only when you are defining a date and time based exchange rate.</p> <p>By default, the time is set to 12:00 AM. You can change the time, if required.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Effective End Date/ Time	Used to specify the date and time till when the exchange rate is effective.	Yes (Conditional)
	<p><b>Note:</b></p> <p>The effective end date and time cannot be earlier than the effective start date and time.</p> <p>You must leave this field blank while defining a global exchange rate. This is because a global exchange rate does not have an end date and time.</p> <p>This field appears only when you are defining a date and time based exchange rate.</p> <p>By default, the time is set to 12:00 AM. You can change the time, if required.</p>	<p><b>Note:</b> If the <b>End Date Required for Division Override</b> option type of the <b>C1_EXCHRATE</b> feature configuration is set to <b>Y</b>, this field is required when you are defining a division-specific exchange rate.</p>
Effective Start Date	Used to specify the date from when the exchange rate is effective.	Yes
	<p><b>Note:</b> This field appears only when you are defining a date based exchange rate.</p>	
Effective End Date	Used to specify the date till when the exchange rate is effective.	Yes (Conditional)
	<p><b>Note:</b></p> <p>The effective end date cannot be earlier than the effective start date.</p> <p>You must leave this field blank while defining a global exchange rate. This is because a global exchange rate does not have an end date.</p> <p>This field appears only when you are defining a date based exchange rate.</p>	<p><b>Note:</b> If the <b>End Date Required for Division Override</b> option type of the <b>C1_EXCHRATE</b> feature configuration is set to <b>Y</b>, this field is required when you are defining a division-specific exchange rate.</p>
Exchange Rate	Used to specify the exchange rate. In other words, it is the number of units of the target currency that is equivalent to a single unit of the source currency.	Yes
	<p><b>Note:</b> The system provides you with the facility to specify the exchange rate value with a precision of upto 18 decimal places (0.000000000000000001).</p>	
Spread	Used to specify the spread for the exchange rate.	No

**Tip:** Alternatively, you can access the **Add/Edit Exchange Rate** screen by clicking the **Add Exchange Rate** button in the **Page Title** area of the **Exchange Rate** screen.

4. Enter the required details in the **Add/Edit Exchange Rate** screen.
5. Define characteristics for the exchange rate, if required.

**Note:** You can define characteristics only when you are defining a date and time based exchange rate.

6. Click **Save**.

The exchange rate is defined in the system.

**Note:** If an exchange rate is already defined with a source and conversion type combination on a given date and time, the system will not allow you to define another exchange rate with the same specifications.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Exchange Rate</b> screen	<a href="#">Exchange Rate (Used for Searching)</a> on page 652
<b>Search Exchange Rate</b> zone	<a href="#">Search Exchange Rate</a> on page 652
How to define characteristics for an exchange rate	<a href="#">Defining Characteristics for an Exchange Rate</a> on page 659
How to set the <b>C1_EXCHRATE</b> feature configuration	<a href="#">Setting the C1_EXCHRATE Feature Configuration</a> on page 2028

## **Defining Characteristics for an Exchange Rate**

### **Prerequisites**

To define characteristics for an exchange rate, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Exchange Rate**)

### **Procedure**

To define characteristics for an exchange rate:

1. Ensure that the **Characteristics** section is expanded when you are defining or editing an exchange rate.


The **Characteristics** section contains the following fields:


<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Effective Date	Used to specify the date from when the characteristic is effective for the exchange rate.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the exchange rate.
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
		<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Exchange Rate</b> .
		<b>Note:</b> This field is required when you are defining a characteristic for the exchange rate.


Field Name	Field Description	Mandatory (Yes or No)
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the exchange rate.

**Note:** The **Characteristics** section appears only when you are defining or editing a date and time based exchange rate.

- Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

- If you want to define more than one characteristic for the exchange rate, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the exchange rate, click the **Delete**  icon corresponding to the characteristic.


### Related Topics

For more information on...	See...
How to define an exchange rate	<a href="#">Defining an Exchange Rate</a> on page 656
How to edit an exchange rate	<a href="#">Editing an Exchange Rate</a> on page 660

## Editing an Exchange Rate

### Procedure

To edit an exchange rate:

- Search for the exchange rate in the **Exchange Rate** screen.
- In the **Search Results** section, click the **Edit**  icon in the **Edit** column corresponding to the exchange rate whose details you want to edit.

The **Add/Edit Exchange Rate** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Exchange Rate ID	Displays the exchange rate ID.	Not applicable
Business Object	Indicates the business object used while defining an exchange rate.	Not applicable
From Currency	Indicates the currency which is translated. In other words, it is the source currency.	Not applicable
To Currency	Indicates the currency in which the source currency is translated. In other words, it is the target currency.	Not applicable



Field Name	Field Description	Mandatory (Yes or No)
Conversion Type	Indicates the conversion type of the exchange rate.	Not applicable
Division	Indicates the division for which the exchange rate is defined.  <b>Note:</b> The data does not appear corresponding to this field when the exchange rate is a global exchange rate.	Not applicable
Exchange Rate Source	Indicates the source from where the exchange rate is received.  <b>Note:</b> This field appears only when you are editing a date and time based exchange rate.	Not applicable
Effective Start Date/Time	Displays the date and time from when the exchange rate is effective.  <b>Note:</b> This field appears only when you are editing a date and time based exchange rate.	Not applicable
Effective End Date/Time	Used to specify the date and time till when the exchange rate is effective.  <b>Note:</b> The effective end date and time cannot be earlier than the effective start date and time. This field appears only when you are editing a date and time based exchange rate. This field is non-editable when you are editing a date and time based global exchange rate. This is because a global exchange rate does not have an end date and time.	Yes (Conditional)  <b>Note:</b> If the <b>End Date Required for Division Override</b> option type of the <b>C1_EXCHRATE</b> feature configuration is set to <b>Y</b> , this field is required when you are defining a division-specific exchange rate.
Effective Start Date	Displays the date from when the exchange rate is effective.  <b>Note:</b> This field appears only when you are editing a date based exchange rate.	Not applicable

Field Name	Field Description	Mandatory (Yes or No)
Effective End Date	Used to specify the date till when the exchange rate is effective.	Yes (Conditional)
	<p><b>Note:</b></p> <p>The effective end date cannot be earlier than the effective start date.</p> <p>This field appears only when you are editing a date based exchange rate.</p> <p>This field is non-editable when you are editing a date based global exchange rate. This is because a global exchange rate does not have an end date.</p>	<p><b>Note:</b> If the <b>End Date Required for Division Override</b> option type of the <b>C1_EXCHRATE</b> feature configuration is set to <b>Y</b>, this field is required when you are defining a division-specific exchange rate.</p>
Exchange Rate	Used to specify the exchange rate. In other words, it is the number of units of the target currency that is equivalent to a single unit of the source currency.	Yes
	<p><b>Note:</b> The system provides you with the facility to specify the exchange rate value with a precision of upto 18 decimal places (0.000000000000000001).</p>	
Spread	Used to specify the spread for the exchange rate.	No

**Tip:** Alternatively, you can click the **Edit** button in the **Exchange Rate** zone to edit the details of the exchange rate.

3. Modify the required details in the **Add/Edit Exchange Rate** screen.
4. Define, edit, or remove characteristics from the exchange rate, if required.

**Note:** The **Characteristics** section appears only when you are editing a date and time based exchange rate.

5. Click **Save**.

The changes made to the exchange rate are saved.

### **Related Topics**

For more information on...	See...
How to search for an exchange rate	<a href="#">Searching for an Exchange Rate</a> on page 655
<b>Exchange Rate</b> zone	<a href="#">Exchange Rate</a> on page 663
How to set the <b>C1_EXCHRATE</b> feature configuration	<a href="#">Setting the C1_EXCHRATE Feature Configuration</a> on page 2028

## **Deleting an Exchange Rate**

### **Procedure**

To delete an exchange rate:

1. Search for the exchange rate in the **Exchange Rate** screen.

- In the **Search Results** section, click the **Delete** (🗑️) icon in the **Delete** column corresponding to the exchange rate that you want to delete.

A message appears confirming whether you want to delete the exchange rate.

**Tip:** Alternatively, you can click the **Delete** button in the **Exchange Rate** zone to delete the exchange rate.

- Click **OK**.

The exchange rate is deleted.

### Related Topics

For more information on...	See...
How to search for an exchange rate	<a href="#">Searching for an Exchange Rate</a> on page 655

## Exchange Rate (Used for Viewing)

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Once you define an exchange rate, the **Exchange Rate** screen allows you to:

- Edit the details of the exchange rate
- Delete the exchange rate
- View the details of the exchange rate
- View the log of the exchange rate

This screen consists of the following zones:

- [Exchange Rate](#) on page 663
- [Exchange Rate Log](#) on page 665

### Exchange Rate

The **Exchange Rate** zone displays the details of the exchange rate. This zone contains the following sections:

- Main** — This section provides basic information about the exchange rate. It contains the following fields:

Field Name	Field Description
Exchange Rate ID	Displays the exchange rate ID.
From Currency	Indicates the currency which is translated. In other words, it is the source currency.
To Currency	Indicates the currency in which the source currency is translated. In other words, it is the target currency.
Conversion Type	Indicates the conversion type of the exchange rate.

Field Name	Field Description
Division	<p>Indicates the division for which the exchange rate is defined.</p> <p><b>Note:</b></p> <p>The data does not appear corresponding to this field when the exchange rate is a global exchange rate.</p> <p>It has a link. On clicking the link, the <b>Division</b> screen appears with the details of the respective division.</p>
Exchange Rate Source	<p>Indicates the source from where the exchange rate is received.</p> <p><b>Note:</b> This field appears only when you are viewing the details of a date and time based exchange rate.</p>
Effective Start Date/Time	<p>Displays the date and time from when the exchange rate is effective.</p> <p><b>Note:</b> This field appears only when you are viewing the details of a date and time based exchange rate.</p>
Effective End Date/Time	<p>Displays the date and time till when the exchange rate is effective.</p> <p><b>Note:</b></p> <p>This field appears only when you are viewing the details of a date and time based exchange rate.</p> <p>The data does not appear corresponding to this field when the exchange rate is a global exchange rate. This is because a global exchange rate does not have an end date and time.</p>
Effective Start Date	<p>Displays the date from when the exchange rate is effective.</p> <p><b>Note:</b> This field appears only when you are viewing the details of a date based exchange rate.</p>
Effective End Date	<p>Displays the date till when the exchange rate is effective.</p> <p><b>Note:</b></p> <p>This field appears only when you are viewing the details of a date based exchange rate.</p> <p>The data does not appear corresponding to this field when the exchange rate is a global exchange rate. This is because a global exchange rate does not have an end date.</p>
Exchange Rate	Displays the exchange rate.
Spread	Indicates the spread for the exchange rate.

- **Characteristics** — This section lists the characteristics defined for the exchange rate. It contains the following columns:

Column Name	Column Description
Effective Date	Indicates the date from when the characteristic is effective for the exchange rate.
Characteristic Type	Indicates the characteristic type.

Column Name	Column Description
Characteristic Value	Displays the value of the characteristic type.

**Note:** The **Characteristics** section appears only when you are viewing the details of a date and time based exchange rate.

- **Record Actions** — This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the exchange rate.
Delete	Used to delete the exchange rate.

- **Record Information** — This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the exchange rate is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Create Date/Time	Displays the date and time when the exchange rate is created.

### Related Topics

For more information on...	See...
How to edit an exchange rate	<a href="#">Editing an Exchange Rate</a> on page 660
How to delete an exchange rate	<a href="#">Deleting an Exchange Rate</a> on page 662

## Exchange Rate Log

The **Exchange Rate Log** zone lists the complete trail of actions performed on the exchange rate. It contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the exchange rate.
Details	Displays the details about the action performed on the exchange rate.
User	Indicates the user who has performed the action on the exchange rate.
Log Type	Indicates the type of the log.
Related Object	Indicates the object or entity which is generated when the action is performed on the exchange rate.  <b>Note:</b> At present, no data appears in this column. The implementation team can build the custom logic to meet the business requirements.

Column Name	Column Description
Status Reason	Indicates the reason why the status was changed.
	<b>Note:</b> At present, no data appears in this column. The implementation team can create a custom exchange rate business object with the status lifecycle.

## Viewing the Exchange Rate Details

### Procedure

To view the details of an exchange rate:

1. Search for the exchange rate in the **Exchange Rate** screen.
2. In the **Search Results** section, click the link in the **Exchange Rate ID** column corresponding to the exchange rate whose details you want to view.

The **Exchange Rate** screen appears. It contains the following zones:

- **Exchange Rate** — Displays the details of the exchange rate.
  - **Exchange Rate Log** — Lists the complete trail of actions performed on the exchange rate.
3. View the details of the exchange rate in the **Exchange Rate** zone.
  4. View the log of the exchange rate in the **Exchange Rate Log** zone.

### Related Topics

For more information on...	See...
How to search for an exchange rate	<a href="#">Searching for an Exchange Rate</a> on page 655
<b>Exchange Rate</b> screen	<a href="#">Exchange Rate (Used for Viewing)</a> on page 663
<b>Exchange Rate</b> zone	<a href="#">Exchange Rate</a> on page 663
<b>Exchange Rate Log</b> zone	<a href="#">Exchange Rate Log</a> on page 665

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# Chapter 10

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## Transaction Feed Management

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### Topics:

- [Prerequisites](#)
- [Transaction Rating Before Billing](#)
- [Transaction Aggregation](#)
- [Transaction Aggregation Batch Processing](#)
- [Transaction Disaggregation](#)
- [Transaction Disaggregation Batch Processing](#)
- [Transaction Cancellation](#)
- [Transaction Cancellation Batch Processing](#)
- [Transaction Rollback](#)
- [Feed Status Transition](#)
- [Transaction Status Transition](#)
- [Transaction Leg Status Transition](#)
- [Transaction Data File](#)
- [Error List](#)
- [Feed Management Dashboard](#)
- [View Billed Transactions](#)
- [Transaction Details](#)
- [Transaction Source](#)
- [Transaction Record Type](#)
- [Transaction Aggregation Rule](#)
- [Schedule](#)
- [Disaggregation Request \(Used for Searching\)](#)

Oracle Revenue Management and Billing provides you with a facility to upload banking and Administrative Services Only (ASO) transactions received from various product processors or applications for billing. You can use the **File Upload Interface** feature to upload transaction data files in the following formats:

- Comma Separated Values
- JavaScript Object Notation
- Fixed Position
- Pipe Separated Values
- Tilde Separated Values
- Extensible Markup Language

For more information on how to upload the data using the **File Upload Interface** feature, refer to the respective feature documentation. Once the transaction data is uploaded in the system, you need to:

- Validate Header Details
- Validate Transaction Details and Determine Initial Product
- Verify Price Item Pricing
- Rate Transactions Before Billing (if required)
- Create and Update Billable Charge with the SQI values
- Clean-up Unwanted Data

The system provides the flexibility to rate the transactions either prior to billing or during billing. Based on the business requirements, you can configure the system such that transactions mapped to some price item can be rated at a frequency which is different than the account's billing frequency. For example, daily, weekly, etc. During the transaction feed management process, each transaction goes through various statuses until it is billed to the person. For more information about the transaction statuses, see [Transaction Status Transition](#) on page 717.

The transaction feed management process includes the following sub-processes:

- [Transaction Aggregation](#) on page 676
- [Transaction Disaggregation](#) on page 702
- [Transaction Cancellation](#) on page 710
- [Transaction Rollback](#) on page 714

## Prerequisites

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To setup the transaction feed management process, you need to do the following:

- Define the required transaction sources in the system
- Define the required transaction record types for each transaction source
- Associate the required SQIs with a price item —division combination
- Define the required transaction aggregation rule for each SQI
- Define the aggregation schedules in the system
- Define the required rules in the system to determine initial price item for transactions
- Attach a validation algorithm to each account identifier type (to ensure that the account identifier type and account identifier combination is unique in or across divisions)
- Attach the **Price Assignment Search** algorithm to each division
- Define the **TFM - Processing Date** characteristic for each division
- Create an algorithm of the **C1\_CURALGTFM** algorithm type and attach it to the **TFM - Currency Conversion** algorithm spot of the division for which you want to enable the currency conversion feature
- Define the required exchange rates for currency conversion
- Define values for the PAGE\_NUMBER lookup field
- Create an algorithm of the **C1\_RTCL\_POPC** algorithm type and attach it to the **TFM - Rate Post-Processing** algorithm spot of the required division

Besides this, you need to setup the following feature configurations:

- *Rule Engine (C1\_RLENG)*
- *Dummy Header (C1-TXNDMYID)*
- *Multi Parameter Based Pricing (C1\_PPARAM\_FLG)*
- *Feed Management (C1\_FM)*

## Transaction Rating Before Billing

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The system provides the flexibility to rate the transaction legs either prior to billing or during billing. Based on the business requirements, you can configure the system such that transactions mapped to some price items can be rated at a frequency which is different than the account's billing frequency. For example, daily, weekly, etc. This will help to reduce the performance issues which are caused when large volume of transactions are rated at the time of billing.

The system offers the following ways in which a transaction leg can be priced, rated and billed:

1. **Rate the Transaction Leg During Billing** – In this approach, you can use either of the following ways:
  - a. Determine effective pricing for a transaction leg, create a billable charge for the transaction leg, and then determine the rate during billing.
  - b. Determine effective pricing for a transaction leg, create a billable charge for aggregated transaction legs, and then determine the rate during billing.
2. **Rate the Transaction Leg Prior to Billing** – In this approach, you can use either of the following ways:
  - a. Determine effective pricing and rate for a transaction leg, and accumulate pre-calculated charges in a pass through billable charge based on the distribution code, currency code, description on bill, aggregation



parameter group ID (which is created based on the rate component characteristics). The pass through billable charge is then billed during billing.

- b. Determine effective pricing for a transaction leg, aggregate the transaction legs, determine rate for aggregated service quantities, and then accumulate pre-calculated charges in a pass through billable charge based on the distribution code, currency code, description on bill, aggregation parameter group ID (which is created based on the rate component characteristics). The pass through billable charge is then billed during billing.
- c. Determine effective pricing and rate for a transaction leg and create a pass through billable charge for the transaction leg which is billed during billing.

**3. Ignore the Transaction Leg for Billing** – In this approach, you can use either of the following ways:

- a. Determine effective pricing for a transaction leg, but the billable charge is not created for the transaction leg.
- b. Determine effective pricing and rate for a transaction leg, but the billable charge is not created for the transaction leg.

**Note:**

Once the rate is determined for transaction legs, a set of rate component characteristics and their values are grouped. For example, if a price assignment has the following rate components, the system creates two groups — Group A and Group B:

- RC1, Char1=Y, Char2=Y
- RC2, Char1=N, Char2=Y
- RC3, Char1=Y, Char2=Y

Group A contains Char1=Y, Char2=Y and Group B contains Char1=N, Char2=Y. These groups are used for accumulating pre-calculated charges. A unique aggregation parameter group ID is generated for each group. If a group with a set of rate component characteristics and their values already exists in the system, a new group is not created. Instead, the existing group is used for accumulating pre-calculated charges. The aggregation parameter group ID is created only when you attach an algorithm of the **C1\_RTCL\_POPC** algorithm type on the **TFM - Rate Post-Processing** algorithm entity in the **Algorithms** tab of the **Division** screen. Note that the system invokes the algorithm which is attached on the derived account's division and not on the division to which the transaction belongs.

While defining a price item pricing, you need to specify the rating criteria which indicates how and when you want to rate the transaction legs. The valid values are:

- Do Not Rate Transactions (DNRT)
- Aggregate transactions and then rate aggregated SQs (AGTR)
- Rate individual transactions and aggregate calc lines across transactions (RITA)
- Rate Transactions (RITX)

Along with the **Rating Criteria** field, the **Ignore Transaction** and **Aggregate Transaction** fields help the system to determine how and when the corresponding transaction leg must be rated. The following table indicates how to configure the system in order to use the above mentioned ways:

Transaction Rating Approach and Way	Ignore Transaction (Yes or No)	Aggregate Transaction (Yes or No)	Rating Criteria	Batch in which the Rate is Determined
3a	Yes	Not applicable	Do Not Rate Transactions (DNRT)	Not applicable because ignored transactions are not considered for billing.

Transaction Rating Approach and Way	Ignore Transaction (Yes or No)	Aggregate Transaction (Yes or No)	Rating Criteria	Batch in which the Rate is Determined
3b	Yes	Not applicable	Rate Transactions (RITX)	Update Status (C1-TXNEX)
1b	No	Yes	Do Not Rate Transactions (DNRT)	Not applicable because the rate is determined during billing.
2b	No	Yes	Aggregate transactions and then rate aggregated SQs (AGTR)	Service Quantity Calculation (C1-TXNSQ)
2a	No	Yes	Rate individual transactions and aggregate calc lines across transactions (RITA)	Update Status (C1-TXNEX)
1a	No	No	Do Not Rate Transactions (DNRT)	Not applicable because the rate is determined during billing.
2c	No	No	Rate Transactions (RITX)	Service Quantity Calculation (C1-TXNSQ)

Let us understand the following transaction rating ways with the help of an example:

- 2a
- 2b
- 2c

The following table lists the account, price item, and price item parameters combination to which transaction T1 and T2 are mapped:

Transaction	Transaction Volume	Transaction Date	Account	Price Item	Price Item Parameter Group ID	Price Assignment ID	Aggregation Schedule
T1	300	01/01/2015	A1	P1	PG1	PA1	Monthly
T1	300	01/01/2015	A2	P1	PG1	PA2	Monthly
T2	200	15/01/2015	A1	P1	PG1	PA1	Monthly
T2	200	15/01/2015	A3	P1	PG1	PA3	Monthly

The following table lists the rate components available on the PA1, PA2, and PA3 price assignments:

Transaction	Price Assignment ID	Rate Component	Currency Code	Distribution Code	Description on Bill	Aggregation Parameter Group ID (Rate Component's Characteristics)
T1	PA1	RC1-0.1*Transaction Volume	USD	BK-AR1	XYZ	Char1=Y
T1	PA1	RC2-0.2*Transaction Volume	USD	BK-AR2	ABC	Char2=Y
T1	PA2	RC3-0.3*Transaction Volume	USD	BK-AR3	XYZ	Char1=Y
T1	PA2	RC4-0.2*Transaction Volume	USD	BK-AR4	ABC	Char2=Y
T2	PA1	RC1-0.1*Transaction Volume	USD	BK-AR1	XYZ	Char1=Y
T2	PA1	RC2-0.2*Transaction Volume	USD	BK-AR2	ABC	Char2=Y
T2	PA3	RC3-0.3*Transaction Volume	USD	BK-AR3	XYZ	Char1=Y
T2	PA3	RC4-0.2*Transaction Volume	USD	BK-AR3	XYZ	Char1=Y

Now, if you use **RITA (2a)** approach, the system will rate a transaction leg and accumulate pre-calculated charges in a pass through billable charge based on the distribution code, currency code, description on bill, aggregation parameter group ID, as shown in the following table:

Billable Charge	Start Date	End Date	Transaction Leg	Rate Component	Calculation Details	Pass Through Charge (\$)	Comments
BC1	01/01/2015	31/01/2015	T1- A1P1PG1- PA1, T2- A1P1PG1- PA1	RC1	$300*0.1 = 30$ , $200*0.1 = 20$	$30+20 = 50$	The pass through charge is calculated for each transaction leg and then accumulated because the distribution code, currency code, description on bill, and characteristics of the rate components are same.

Billable Charge	Start Date	End Date	Transaction Leg	Rate Component	Calculation Details	Pass Through Charge (\$)	Comments
BC1	01/01/2015	31/01/2015	T1– A1P1PG1– PA1, T2– A1P1PG1– PA1	RC2	$300 * 0.2 = 60$ , $200 * 0.2 = 40$	$60 + 40 = 100$	The pass through charge is calculated for each transaction leg and then accumulated because the distribution code, currency code, description on bill, and characteristics of the rate components are same.
BC2	01/01/2015	31/01/2015	T1– A2P1PG1– PA2	RC3	$300 * 0.3 = 90$	90	The pass through charge is calculated for the transaction leg.
BC2	01/01/2015	31/01/2015	T1– A2P1PG1– PA2	RC4	$300 * 0.2 = 60$	60	The pass through charge is calculated for the transaction leg.
BC3	01/01/2015	31/01/2015	T2– A3P1PG1– PA3	RC3, RC4	$200 * 0.3 = 60$ , $200 * 0.2 = 40$	$60 + 40 = 100$	The pass through charges are calculated for the transaction leg and then accumulated because the distribution code, currency code, description on bill, and characteristics of the rate components are same.

In the above example, the BC1 and BC2 will have two pass through lines, whereas the BC3 will have one pass through line.

Now, if you use **RITX (2c)** approach, the system will rate a transaction leg and calculate charges for each transaction leg in a separate pass through billable charge, as shown in the following table:

Billable Charge	Start Date	End Date	Transaction Leg	Rate Component	Calculation Details	Pass Through Charge (\$)	Comments
BC1	01/01/2015	31/01/2015	T1-A1P1PG1-PA1	RC1	$300 * 0.1 = 30$	30	The pass through charge is calculated for the transaction leg.
BC1	01/01/2015	31/01/2015	T1-A1P1PG1-PA1	RC2	$300 * 0.2 = 60$	60	The pass through charge is calculated for the transaction leg.
BC2	01/01/2015	31/01/2015	T1-A2P1PG1-PA2	RC3	$300 * 0.3 = 90$	90	The pass through charge is calculated for the transaction leg.
BC2	01/01/2015	31/01/2015	T1-A2P1PG1-PA2	RC4	$300 * 0.2 = 60$	60	The pass through charge is calculated for the transaction leg.
BC3	01/01/2015	31/01/2015	T2-A1P1PG1-PA1	RC1	$200 * 0.1 = 20$	20	The pass through charge is calculated for the transaction leg.
BC3	01/01/2015	31/01/2015	T2-A1P1PG1-PA1	RC2	$200 * 0.2 = 40$	40	The pass through charge is calculated for the transaction leg.
BC4	01/01/2015	31/01/2015	T2-A3P1PG1-PA3	RC3, RC4	$200 * 0.3 = 60$ , $200 * 0.2 = 40$	$60 + 40 = 100$	The pass through charges are calculated for the transaction leg and then accumulated because the distribution code, currency code, description on bill, and characteristics of the rate components are same.

In the above example, the BC1, BC2, and BC3 will have two pass through lines, whereas the BC4 will have one pass through line.

Now, if you use **AGTR (2b)** approach, the system will determine effective pricing for a transaction leg, aggregate the transaction legs, determine rate for aggregated service quantities, and then accumulate pre-calculated charges in a pass through billable charge based on the distribution code, currency code, description on bill, aggregation parameter group ID (which is created based on the rate component characteristics), as shown in the following table:

Account- Price Item- Price Item Parameter Group- Price Assignment- Aggregation Schedule	Total Transaction Volume	Billable Charge	Start Date	End Date	Rate Component	Calculation Details	Pass Through Charge (\$)	Comments
A1P1PG1- PA1- Monthly	300+200 = 500	BC1	01/01/2015	31/01/2015	RC1	500*0.1 = 50	50	The transaction volume of T1 and T2 legs having the same price item and price item parameters combination and whose transaction date falls between the aggregation schedule is first aggregated and then pass through charge is calculated for aggregated service quantities.

Account- Price Item- Price Item Parameter Group- Price Assignment- Aggregation Schedule	Total Transaction Volume	Billable Charge	Start Date	End Date	Rate Component	Calculation Details	Pass Through Charge (\$)	Comments
A1P1PG1- PA1- Monthly	300+200 = 500	BC1	01/01/2015	31/01/2015	RC2	500*0.2 = 100	100	The transaction volume of T1 and T2 legs having the same price item and price item parameters combination and whose transaction date falls between the aggregation schedule is first aggregated and then pass through charge is calculated for aggregated service quantities.
A2P1PG1- PA2- Monthly	300	BC2	01/01/2015	31/01/2015	RC3	300*0.3 = 90	90	The pass through charge is calculated for the transaction leg.
A2P1PG1- PA2- Monthly	300	BC2	01/01/2015	31/01/2015	RC4	300*0.2 = 60	60	The pass through charge is calculated for the transaction leg.

Account- Price Item- Price Item Parameter Group- Price Assignment- Aggregation Schedule	Total Transaction Volume	Billable Charge	Start Date	End Date	Rate Component	Calculation Details	Pass Through Charge (\$)	Comments
A3P1PG1- PA3- Monthly	200	BC3	01/01/2015	31/01/2015	RC3, RC4	200*0.3 = 60, 200*0.2 = 40	60+40 = 100	The pass through charges are calculated for the transaction leg and then accumulated because the distribution code, currency code, description on bill, and characteristics of the rate components are same.

In the above example, the BC1 and BC2 will have two pass through lines, whereas the BC3 will have one pass through line.

## Transaction Aggregation

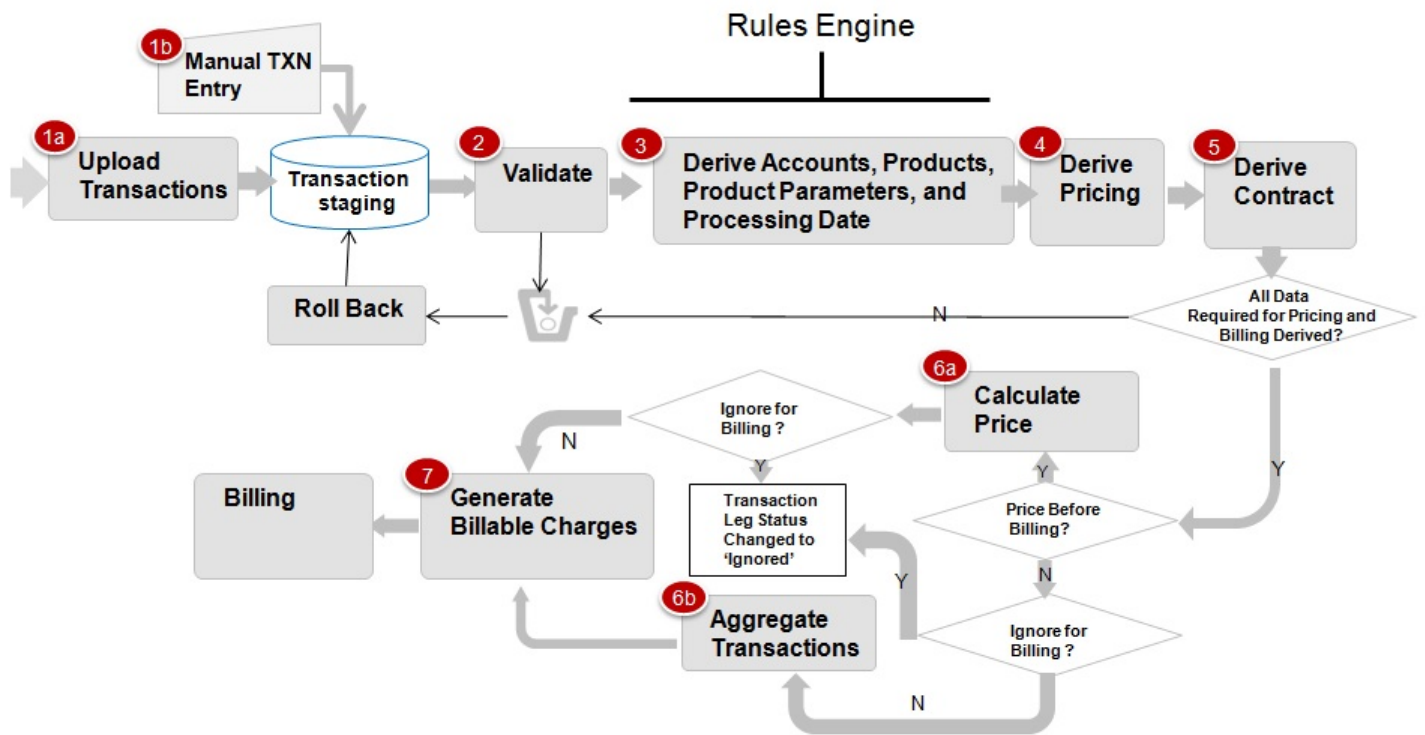
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The transaction aggregation process includes the following sub-processes:

- [Header Validation](#) on page 677
- [Transaction Validation and Initial Price Item Determination](#) on page 679
- [Price Item Pricing Verification](#) on page 689
- [Aggregation](#) on page 693
- [Clean Up](#) on page 697

The following figure graphically explains the transaction aggregation process:





## Header Validation

Once the file is uploaded in the system, you can execute the **Header Validation (C1-TXNHV)** batch to validate the file or header level information. It checks whether:

- Transaction Header ID and Transaction Source is available in the header.
- At least one transaction record is available in the file.
- The number of transaction records in the file matches the total transaction records in the header.
- The sum of transaction amount matches the total transaction amount in the header.
- The sum of transaction volume matches the total transaction volume in the header.
- File with the same header date and transaction header ID is not available in the system.
- External reference number is specified in each transaction record of the file.

If the file or header information is validated successfully, the status of the file or feed is changed to **Validated (VALI)** and the status of all transactions in the feed remains as **Uploaded (UPLD)**. However, if the header validation fails, the status of the feed and all transactions in the feed is changed to **Invalid (INVL)**.

The **Header Validation (C1-TXNHV)** batch is a multi-threaded batch. You can specify either of the following parameters while executing this batch:

Parameter Name	Description	Mandatory (Yes or No)
Transaction Header ID	Used when you want to validate a particular transaction feed.	No

Parameter Name	Description	Mandatory (Yes or No)
Transaction Source	Used when you want to validate the transaction feeds which are received from a particular transaction source.	No
Checksum Validation Required	Used to indicate whether the following should be validated: <ul style="list-style-type: none"> <li>The number of transaction records in the file matches the total transaction records in the header.</li> <li>The sum of transaction amount matches the total transaction amount in the header.</li> <li>The sum of transaction volume matches the total transaction volume in the header.</li> </ul> The valid values are: <ul style="list-style-type: none"> <li>Y</li> <li>N</li> </ul>	No
Duplicate Check Required	Used to indicate whether the following should be validated: <ul style="list-style-type: none"> <li>File with the same header date and external header ID is not available in the system.</li> </ul> The valid values are: <ul style="list-style-type: none"> <li>Y</li> <li>N</li> </ul> <p><b>Note:</b> The duplicate check is done only against the transaction feeds which are in the <b>Validated (VALI)</b> status and not against the transaction feeds which are in the <b>Uploaded (UPLD)</b> status.</p>	No
Allow Positive Transaction Volume in Header	Used to indicate whether you want to allow positive value in the total transaction volume which is specified in the header record. The valid values are: <ul style="list-style-type: none"> <li>Y</li> <li>N</li> </ul> <p><b>Note:</b> By default, the parameter value is set to <b>Y</b>.</p>	Yes
Allow Negative Transaction Volume in Header	Used to indicate whether you want to allow negative value in the total transaction volume which is specified in the header record. The valid values are: <ul style="list-style-type: none"> <li>Y</li> <li>N</li> </ul> <p><b>Note:</b> By default, the parameter value is set to <b>N</b>.</p>	Yes

Parameter Name	Description	Mandatory (Yes or No)
Allow Zero Transaction Volume in Header	Used to indicate whether you want to allow zero value in the total transaction volume which is specified in the header record. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>	Yes
	<b>Note:</b> By default, the parameter value is set to N.	
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

## Transaction Validation and Initial Price Item Determination

This process includes the following three sub-processes:

- **Transaction Validation** - In this sub-process, the transaction records are validated. The transaction level validations are done to check the integrity of the data. During the transaction validation, the system checks whether:
  - Transaction source is defined in the system.
  - Transaction record type is defined for the transaction source in the system.
  - Division and currencies are defined in the system.
  - The account with the specified account identifier, account identifier type and division exists in the system.

**Note:** This validation is done only when the **Transaction Detail Account Validation** option type of the **Feed Management (C1\_FM)** feature configuration is set to **Y**. If you set the **Transaction Detail Account Validation** option type of the **Feed Management (C1\_FM)** feature configuration to **N**, the system overrides the transaction's account identifier type, account identifier, and division with the first derived account's account identifier type, account identifier, and division, respectively.

- User ID (if available in the transaction information) is defined in the system.
- The value other than 'Y' or 'N' is not specified in the **Manual Switch** column.
- The value other than '+' or '-' is not specified in the **Credit/Debit Indicator** column.
- Transaction Amount is specified when Transaction Currency is specified, and vice versa.
- Additional Amount 1 is specified when Amount 1 Currency Code is specified, and vice versa.
- Additional Amount 2 is specified when Amount 2 Currency Code is specified, and vice versa.
- Additional Amount 3 is specified when Amount 3 Currency Code is specified, and vice versa.
- Additional Amount 4 is specified when Amount 4 Currency Code is specified, and vice versa.
- Additional Amount 5 is specified when Amount 5 Currency Code is specified, and vice versa.
- Additional Amount 6 is specified when Amount 6 Currency Code is specified, and vice versa.
- Additional Amount 7 is specified when Amount 7 Currency Code is specified, and vice versa.
- Additional Amount 8 is specified when Amount 8 Currency Code is specified, and vice versa.
- Additional Amount 9 is specified when Amount 9 Currency Code is specified, and vice versa.
- Additional Amount 10 is specified when Amount 10 Currency Code is specified, and vice versa.

If the transaction information is invalid or incorrect (for example, division is invalid), the status of the transaction is changed to **Error (EROR)**. But, if the transaction information is not available, the status of the transaction is changed to **Invalid (INVL)**.

- **Initial Price Item Determination** - Once the transaction records are validated, the account which will bear the charges for the transaction and the price item and variance parameter or price item parameters to which the transaction will be mapped are determined using certain business rules. These business rules are invoked through a rule type. Depending on the transaction record type, a rule type is invoked for each transaction. The effective rules with the specified rule type are executed, starting with the rule having highest priority, until a rule is satisfied. For example, a rule with the priority 10 will be executed before a rule with the priority 20.

**Note:** The system determines rules which are effective based on the **Processing Date for Transaction Feed Management** characteristic defined for the division to which the transaction belongs. The system uses the **Processing Date for Transaction Feed Management** characteristic which is effective on the transaction date. If the **Processing Date for Transaction Feed Management** characteristic type is set to BATCH\_DT, the system executes rules which are effective on the batch business date. However, if the **Processing Date for Transaction Feed Management** characteristic type is set to TXN\_DT, the system executes rules which are effective on the transaction date. Note that the transaction date must be earlier than or equal to the batch business date. And, if the **Processing Date for Transaction Feed Management** characteristic is not defined for the division to which a transaction belongs, the system, by default, executes rules which are effective on the transaction date.

Each rule contains one or more conditions or criteria. For example, Rule A states that if the transaction record type is R001 and the division is New York, then set the following output parameters:

- ACCT\_NO1\_Val - Account 1
- DIVISION1\_VAL - D1
- PRODUCT1\_1\_Val - Price Item X

Here, Transaction Record Type = R001 and Division = New York are two conditions. If these two conditions in the rule are satisfied, then set three output parameters - ACCT\_NO1\_Val, DIVISION1\_VAL and PRODUCT1\_1\_Val. Now, when this rule is executed and the transaction satisfies this criteria, the transaction is mapped to Price Item X and Account 1 which belongs to D1 bears the charges for the transaction. In case, the rule has four output parameters (ACCT\_NO1\_Val set to Account 1, DIVISION1\_VAL set to D1, PRODUCT1\_1\_Val set to Price Item X, and PRODUCT1\_2\_Val set to Price Item Y), the transaction will be mapped to both the price items (i.e. Price Item X and Price Item Y) and Account 1 which belongs to D1 bears the charges for the transaction. A transaction can be mapped to one or more price items or to one or more price item and TOU (variance parameter) combinations. If the multi parameter based pricing feature is enabled, you can map a transaction to one or more price item and price item parameters combinations. Let us understand this with the help of an example.

Rule B states that if the transaction is performed in US and the transaction amount exceeds 1000 USD, then set the following output parameters:

- ACCT\_NO1\_Val - Account A
- DIVISION1\_VAL - D1
- PRODUCT1\_1\_Val - Price Item X
- PCD1\_1\_1\_VAL - Country
- PVL1\_1\_1\_VAL - US
- PCD1\_1\_2\_VAL - Currency
- PVL1\_1\_2\_VAL - USD
- PRODUCT1\_2\_Val - Price Item Y
- PCD1\_2\_1\_VAL - Country
- PVL1\_2\_1\_VAL - US

- PCD1\_2\_2\_VAL - Currency
- PVL1\_2\_2\_VAL - USD

Now, when this rule is executed and the transaction satisfies the criteria, Account A which belongs to D1 bears the charges for the transaction which is mapped to the following price item and price item parameters combinations:

- Price Item X, Country - US, Currency - USD
- Price Item Y, Country - US, Currency - USD

More than one account can bear the charges for a transaction and each account can belong to a different division. You can map a transaction to one or more price items, to one or more price item and TOU (variance parameter) combinations, or to one or more price item and price item parameters combinations. The system allows you to map price items for each account. For example, Rule C states that if the transaction is performed in UK and the transaction amount exceeds 1000 USD, then set the following output parameters:

- ACCT\_NO1\_Val - Account A
- DIVISION1\_VAL - D1
- PRODUCT1\_1\_Val - Price Item X
- PCD1\_1\_1\_VAL - Country
- PVL1\_1\_1\_VAL - UK
- PCD1\_1\_2\_VAL - Currency
- PVL1\_1\_2\_VAL - USD
- PRODUCT1\_2\_Val - Price Item Y
- PCD1\_2\_1\_VAL - Country
- PVL1\_2\_1\_VAL - UK
- PCD1\_2\_2\_VAL - Currency
- PVL1\_2\_2\_VAL - USD
- ACCT\_NO2\_Val - Account B
- DIVISION2\_VAL - D2
- PRODUCT2\_1\_Val - Price Item A
- PCD2\_1\_1\_VAL - Country
- PVL2\_1\_1\_VAL - US
- PCD2\_1\_2\_VAL - Currency
- PVL2\_1\_2\_VAL - USD

Now, when this rule is executed and the transaction satisfies the criteria, the transaction is mapped to the following price item and price item parameters combinations:

<b>Charges Borne By</b>	<b>Division to which the account belongs...</b>	<b>Price Item</b>	<b>Country</b>	<b>Currency</b>
Account A	D1	Price Item X	UK	USD
Account A	D1	Price Item Y	UK	USD
Account B	D2	Price Item A	US	USD

You can limit the maximum accounts that can bear the charges for a transaction, maximum price item that can be mapped to a transaction, and maximum parameters that can be used with each price item to determine price item pricing. For more information, see [Defining a Transaction Record Type](#) on page 815. You can also define rules to ignore transactions based on the transaction attributes. If the rule returns the **IGNORE\_SW** equal to **Y**, the status of the transaction is changed to **Ignored (IGNR)** and no further processing takes place on the transaction.

You can use the following output parameters while defining rules in the system:

Output Parameter	Naming Convention	Example	Description
Account Identifier	ACCT_NOX_Val	ACCT_NO1_Val, ACCT_NO2_Val, ACCT_NO3_Val, ....	Used to indicate the account which must bear the charges for the transaction.
Account Identifier Column Name	ACCT_NOX_Col	ACCT_NO1_Col, ACCT_NO2_Col, ACCT_NO3_Col, ...	Used to indicate the column from where the account identifier corresponding to the transaction (in the transaction details) must be picked.
Account Identifier Type	ACCT_NO_TYPEX_Val	ACCT_NO_TYPE1_Val, ACCT_NO_TYPE2_Val, ACCT_NO_TYPE3_Val, ...	Used to indicate the type of account identifier.
Account Identifier Type Column Name	ACCT_NO_TYPEX_Col	ACCT_NO_TYPE1_Col, ACCT_NO_TYPE2_Col, ACCT_NO_TYPE3_Col, ...	Used to indicate the column from where the account identifier type corresponding to the transaction (in the transaction details) must be picked.
Account Division	DIVISIONX_VAL	DIVISION1_VAL	Used to indicate the division to which the account belongs.
Account Division Column Name	DIVISIONX_COL	DIVISION1_COL	Used to indicate the column from where the division corresponding to the transaction (in the transaction details) must be picked.
Price Item Name	PRODUCTX_Y_Val	PRODUCT1_1_Val, PRODUCT2_1_Val, PRODUCT2_2_Val, ....	Used to indicate the price item to which the transaction must be mapped.
	<b>Note:</b> Here, X represents the account and Y represents the price item.		
Price Item Column Name	PRODUCTX_Y_Col	PRODUCT1_1_Col,, PRODUCT2_1_Col, PRODUCT2_2_Col, ...	Used to indicate the column from where the price item corresponding to the transaction (in the transaction details) must be picked.
	<b>Note:</b> Here, X represents the account and Y represents the price item.		

Output Parameter	Naming Convention	Example	Description
TOU	TOUX_Y_Val	TOU1_1_Val, TOU2_1_Val, TOU2_2_Val, ...	Used to indicate the variance parameter which you want to use along with the price item for price determination.  <b>Note:</b> This output parameter appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
	<b>Note:</b> Here, X represents the account and Y represents the price item.		
TOU Column Name	TOUX_Y_Col	TOU1_1_Col, TOU2_1_Col, TOU2_2_Col, ...	Used to indicate the column from where the variance parameter corresponding to the transaction (in the transaction details) must be picked.  <b>Note:</b> This output parameter appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
	<b>Note:</b> Here, X represents the account and Y represents the price item.		
Parameter Code	PCDX_Y_Z_VAL	PCD1_1_1_VAL, PCD1_2_1_VAL, PCD2_1_1_VAL, ...	Used to indicate the parameter which you want to use along with the price item for price determination.  <b>Note:</b> This output parameter appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .  You must not specify any special character except underscore (_) in the parameter code. Otherwise, the status of the transaction is changed to <b>Error (EROR)</b> .
	<b>Note:</b> At present, the system does not support the Parameter Code Column output parameter.		
	<b>Note:</b> Here, X represents the account, Y represents the price item, and Z represents the parameter.		

Output Parameter	Naming Convention	Example	Description
Parameter Value	PVLX_Y_Z_VAL	PVL1_1_1_VAL, PVL1_2_1_VAL, PVL2_1_1_VAL, ...	Used to specify the value for the parameter.
	<p><b>Note:</b> Here, X represents the account, Y represents the price item, and Z represents the parameter.</p>		<p><b>Note:</b></p> <p>This output parameter appears only when the <b>Multi Price Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b>.</p> <p>The parameter value must not contain the equal to (=) and tilde (~) symbols. Otherwise, the status of the transaction is changed to <b>Error (EROR)</b>.</p>
Parameter Value Column Name	PVLX_Y_Z_COL	PVL1_1_1_COL, PVL1_2_1_COL, PVL2_1_1_COL, ...	Used to indicate the column from where the parameter value corresponding to the transaction (in the transaction details) must be picked.
	<p><b>Note:</b> Here, X represents the account, Y represents the price item, and Z represents the parameter.</p>		<p><b>Note:</b></p> <p>This output parameter appears only when the <b>Multi Price Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b>.</p> <p>The column from where the parameter value is picked must not contain the equal to (=) and tilde (~) symbols. Otherwise, the status of the transaction is changed to <b>Error (EROR)</b>.</p>



Output Parameter	Naming Convention	Example	Description
Processing Date Type	PRCS_DTX_Y_TYP	PRCS_DT1_1_TYP, PRCS_DT1_2_TYP, PRCS_DT2_1_TYP, ...	<p>Used to indicate the date type using which you want to determine the effective price item parameters, pricing, and exchange rate. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>TXN_DT</b> - Used when you want to determine price item parameters, pricing, and exchange rate which are effective on the transaction date.</li> <li>• <b>Batch_DT</b> - Used when you want to determine price item parameters, pricing, and exchange rate which are effective on the batch business date.</li> </ul>
	<p><b>Note:</b> Here, X represents the account and Y represents the price item.</p>		

Output Parameter	Naming Convention	Example	Description
Processing Date	PRCS_DTX_Y_VAL	PRCS_DT1_1_VAL, PRCS_DT1_2_VAL, PRCS_DT2_1_VAL, ....	Used to specify a custom date on which you want to determine the effective price item parameters, pricing, and exchange rate.
	<p><b>Note:</b> Here, X represents the account and Y represents the price item.</p>		<p><b>Note:</b></p> <p>The custom date must be a date other than the transaction or batch business date.</p> <p>Based on the <b>Processing Date for Transaction Feed Management</b> characteristic defined for the division to which a transaction belongs, the system determines the rules, price item parameters, pricing, and exchange rate which are effective on the transaction or batch business date. The price item parameters, pricing, and exchange rate which are effective is determined for all account and price item combinations to which the transaction is mapped. If you want to use a custom processing date for a particular account and price item combination to which the transaction is mapped, you need to set the PRCS_DTX_Y_VAL output parameter. In other words, the PRCS_DTX_Y_VAL output parameter helps you to override the processing date for a particular account and price item combination. However, the overridden processing date is used only while determining effective price item parameters, pricing, and exchange rate.</p>
Ignore Transaction	IGNORE_SW		<p>Used to ignore transactions based on the transaction attributes. The valid values are:</p> <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>

Once the transaction satisfies any rule (invoked through the rule type), one transaction leg is created for each account, division, price item, and variance parameter or price item parameters combination. Let us understand this with the help of an example. The following table lists the accounts and price items to which T1, T2, and T3 are mapped:

Transaction	Charges Borne By	Division to which the account belongs...	Price Item	Variance Parameter	Price Item Parameters
T1	A1	D1	P1	-	Country - US, Currency - USD
T1	A1	D1	P2	-	Country - Germany, Currency - USD
T1	A2	D2	P3	USD	-
T2	A1	D1	P1	-	Country - US, Currency - USD
T2	A2	D2	P2	USD	-
T3	A1	D1	P3	-	Country - Germany, Currency - USD

In such case, the system will create three legs for T1, two legs for T2, and one leg for T3. Each transaction leg will have its own status. The status of the transaction legs and transaction is changed to **Initial Price Item Determined (INPD)**. However, if a transaction does not satisfy any rule, the status of the transaction is changed to **Error (EROR)**.

**Note:**

During this sub-process, the system validates the following:

- Whether the price item parameters specified in the output parameters are effective for the price item on the processing date.
- Whether the mandatory price item parameter which is effective on the processing date is specified in the output parameter.
- Whether the parameter value is specified for all mandatory price item parameters which are effective on the processing date.

If any of the above validation fails, the status of the transaction is changed to **Error (EROR)** and no transaction legs are created.

- **Parameter Group Creation** - Once the transaction legs are created, the price item parameters of each transaction leg are grouped. For example, when a transaction is mapped to the following price item and price item parameters combinations, the system creates three groups - Group A, Group B, and Group C:
  - Account A, Price Item X, Country - US, Currency - USD
  - Account A, Price Item Y, Country - Germany, Currency - USD
  - Account B, Price Item X, Country - England, Currency - USD

Group A contains Country - US, Currency - USD; Group B contains Country - Germany, Currency - USD; and Group C contains Country - England, Currency - USD.

A set of price item parameters are grouped only when the multi parameter based pricing feature is enabled. A group is used to determine the price item pricing. A unique group ID is generated for each group. If a group with a set of price item parameters already exists in the system, a new group is not created. Instead, the existing group is used for determining the price item pricing.

You can execute this process through a multi-threaded batch named **Validate Transaction and Derive Price Item (C1-TXNIP)**. You can specify the following parameters while executing this batch:

Parameter Name	Description	Mandatory (Yes or No)
Batch Business Date	Used to identify the transactions for which you want to perform validation and determine price item. The system considers the transactions whose transaction date is earlier than or equal to the batch business date.	No
	<p><b>Note:</b></p> <p>If you do not specify any date, the batch business date is set to the current date.</p> <p>The batch business date used while executing the <b>C1-TXNIP</b> batch is stamped in the database. It is then used while executing all other consequent batches in the transaction aggregation cycle.</p>	
Transaction Header ID	Used when you want to validate and derive price item for the transactions which are received in a particular transaction feed.	No
Transaction Source	Used when you want to validate and derive price item for the transactions which are received from a particular transaction source.	No
Division	Used when you want to validate and derive price item for the transactions belonging to a particular division.	No
Shuffle Work Unit	Used to indicate whether you want to shuffle the work units across threads to correct the uneven thread processing time. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>	No
	<b>Note:</b> By default, the parameter value is set to N.	
Chunk Size	Used to specify the number of transactions you want to execute in each work unit.	Yes
Maximum Batch Count	Used to specify the maximum number of transactions after which the data must be transferred to the database.	Yes
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

A log is generated if the **Logging Rules for Transaction Feed** option type in the **Rule Engine (C1\_RLENG)** feature configuration is set to **True**. This log indicates the rules that were executed for each transaction and whether each rule passed or failed during the execution.

**Note:**

You can aggregate transaction legs in a billable charge using aggregation parameters other than account ID, price item code, variance or price item parameters, aggregation start date, and aggregation end date. The additional aggregation parameters can be stamped in the form of aggregation parameter group ID while performing post-processing activities for each transaction leg. This aggregation parameter group ID will be used in subsequent batches during the transaction aggregation cycle. If you want to perform some post-processing activities on the transaction legs, you need to attach a post-processing algorithm on the **TFM - Price Item Derivation Post-Processing** algorithm entity in the **Algorithms** tab of the **Division** screen. Note that the system invokes the algorithm which is attached on the division to which the transaction belongs. This algorithm is triggered only for transactions which are in the **Initial Price Item Determined (INPD)** status. It is triggered before the price item parameter group is created.

A sample post-processing algorithm type named **C1\_PRDR\_POPC** is shipped with the price item. It does not have any business logic. If you want to undertake some post-processing activities for a transaction leg, you need to create custom algorithm type and attach the respective algorithm on the **Feed Management Price Item Derivation Post-Processing** algorithm spot of the respective division. You can refer to the **C1\_PRDR\_POPC** algorithm type to understand the input parameters that must be passed to the custom algorithm type.

Once the **Validate Transaction and Derive Price Item (C1-TXNIP)** batch is executed, the processing date is stamped against each transaction leg in the database. If a custom processing date is specified for a particular account and price item combination, the custom processing date is stamped against the respective transaction leg. Otherwise, the processing date defined for the division to which a transaction belongs is stamped against the legs of the respective transaction. The processing date which is stamped against a transaction leg in the database is used while executing all subsequent batches in the transaction aggregation cycle.

**Related Topics**

For more information on...	See...
Rules Engine	<a href="#">Rules Engine</a> on page 583
How to define a rule	<a href="#">Defining a Rule</a> on page 600

**Price Item Pricing Verification**

In this process, the system behaves in the following manner:

If the Multi Parameter Based Pricing feature is...	Then...
Disabled	<p>The system checks whether effective pricing is available for the account, price item or regular bundle (to which the price item belongs) or parent (regular) bundle (to which the regular bundle belongs) and/or TOU combination on the processing date. The system searches for the price item, regular bundle or parent bundle pricing depending on the value defined for the <b>Prefer Price Item Over Bundle</b> parameter in the price assignment search algorithm (which is defined for the division to which the account belongs).</p> <p>If the price item belongs to a regular bundle and the effective pricing is available for the regular bundle at the account level, the system considers the regular bundle as the final price item and maps it to the transaction leg. If the effective pricing is not available for the regular bundle, the system checks whether the effective pricing is available for the parent bundle (if assigned) at the account level. If the effective pricing is available for the parent bundle, the system considers the parent bundle as the final price item and maps it to the transaction leg. If the effective pricing is not available for the price item, regular bundle, or parent bundle, the status of the transaction leg is changed to <b>Error (EROR)</b>. If the effective pricing is not available for one or more price items to which a transaction is mapped, the status of the transaction is also changed to <b>Error (EROR)</b>.</p>
Enabled	<p>The system checks whether effective pricing is available for the account, price item or regular bundle (to which the price item belongs) or parent (regular) bundle (to which the regular bundle belongs) and/or price item parameters (parameter group) combination on the processing date. The system searches for the price item, regular bundle or parent bundle pricing depending on the value defined for the <b>Prefer Price Item Over Bundle</b> parameter in the price assignment search algorithm (which is defined for the division to which the account belongs).</p> <p>The system searches for a price with exact match at all levels defined in the search order. If the exact match is available at two or more levels, the price assignment at the higher precedence level is considered for calculating the charges. But, if the system does not find the exact match at any level, it searches for the best fit match at all levels. For more information about best fit match, see <a href="#">Multi Parameter Based Pricing</a> on page 111. If the system finds the best fit match with same weight at multiple levels, the price assignment at the higher precedence level is considered for calculating the charges.</p> <p>If the price item belongs to a regular bundle and the exact or best fit price is available for the regular bundle at the account level, the system considers the regular bundle as the final price item and maps it to the transaction leg. If the exact or best fit price is not available for the regular bundle, the system checks whether the exact or best fit price is available for the parent bundle (if assigned) at the account level. If the exact or best fit price is available for the parent bundle, the system considers the parent bundle as the final price item and maps it to the transaction leg. If the exact or best fit price is not available for the price item, regular bundle, or parent bundle, the status of the transaction leg is changed to <b>Error (EROR)</b>. If the exact or best fit price is not available for one or more price items to which a transaction is mapped, the status of the transaction is also changed to <b>Error (EROR)</b>.</p>

**Note:**

The processing date which is stamped against a transaction leg is used to determine effective pricing for the transaction leg.

The order in which the system searches effective pricing for the price item, regular bundle, or parent (regular) bundle at the same level depends on the value defined for the **Prefer Price Item Over Bundle** parameter in the price assignment search algorithm. If the value of the **Prefer Price Item Over Bundle** parameter is set to **Y**, the system first searches whether effective pricing is available for the price item. If the effective pricing is not available for the price item, then the system searches whether effective pricing is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system searches whether effective pricing is available for the parent bundle at the same level. However, if the value of the **Prefer Price Item Over Bundle** parameter is set to **N**, the system first searches whether effective pricing is available for the parent bundle. If the effective pricing is not available for the parent bundle, then the system searches whether effective pricing is available for the regular bundle at the same level. If the effective pricing is not available for the regular bundle, then the system searches whether effective pricing is available for the price item at the same level.

In addition, the status of the transaction and transaction leg is changed to **Error (EROR)** when:

- There is no contract available with the specified contract type on the transaction date or when the contract is inactive.
- There are multiple effective contracts of the same contract type (available on the transaction date) in **Active**, **Pending Stop**, or **Stop** status.
- The **Price Assignment Search** algorithm is not defined for the division.
- The parameter values are either not defined or invalid in the **Price Assignment Search** algorithm on the processing date.
- The period in which the transaction date falls is not defined in the aggregation schedule.

Once the effective pricing is determined for the initial or final price item, the values of the following pricing attributes are retrieved:

- Ignore Transaction
- Aggregate Transaction
- Aggregation Schedule
- Rating Criteria
- Price Assignment ID
- Account ID (in case of account agreed and price list pricing)
- Person ID (in case of customer agreed and price list pricing)
- Price List ID (in case of price list pricing)
- Contract ID
- Regular Bundle Code
- Pricing Currency

You can execute this process through a multi-threaded batch named **Price Item Pricing Verification (C1-TXNVP)**. You can specify either of the following parameters while executing this batch:

Parameter Name	Description	Mandatory (Yes or No)
Transaction Header ID	Used when you want to find the price item pricing for transactions which are received in a particular transaction feed.	No

Parameter Name	Description	Mandatory (Yes or No)
Transaction Source	Used when you want to find the price item pricing for transactions which are received from a particular transaction source.	No
Division	Used when you want to find the price item pricing for transactions belonging to a particular division.	No
Chunk Size	Used to specify the number of transactions you want to execute in each work unit.	Yes
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

Note that the **Price Item Pricing Verification (C1-TXNVP)** batch does not change the status of the transaction and its legs. You need to execute the **Update Status (C1-TXNEX)** batch to update the status of the transaction and its legs. Besides updating the status, the **Update Status (C1-TXNEX)** batch determines the rate for transaction legs whose effective pricing has either of the following set of attributes:

- **Ignore Transaction** is set to **Yes** and **Rating Criteria** is set to **Rate Transactions (RITX)**
- **Ignore Transaction** is set to **No**, **Aggregate Transaction** is set to **Yes**, and **Rating Criteria** is set to **Rate individual transactions and aggregate calc lines across transactions (RITA)**

Each set of pricing attributes indicates how the transaction legs must be rated before billing. For more information about the different ways in which a transaction leg can be rated, see [Transaction Rating Before Billing](#) on page 668.

You can specify either of the following parameters while executing this batch:

Parameter Name	Description	Mandatory (Yes or No)
Transaction Header ID	Used when you want to change the status of transactions which are received in a particular transaction feed.	No
Transaction Source	Used when you want to change the status of transactions which are received from a particular transaction source.	No
Division	Used when you want to change the status of transactions belonging to a particular division.	No
Shuffle Work Unit	Used to indicate whether you want to shuffle the work units across threads to correct the uneven thread processing time. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>	No
	<b>Note:</b> By default, the parameter value is set to N.	
Chunk Size	Used to specify the number of transactions you want to execute in each work unit.	Yes
Maximum Batch Count	Used to specify the maximum number of transactions after which the data must be transferred to the database.	Yes
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No



**Note:**

You must specify same parameters in the **Product Pricing Verification (C1-TXNVP)** and **Update Status (C1-TXNEX)** batches. Otherwise, erroneous results might occur.

If you want to do some preprocessing activities before invoking the rates engine, you need to attach a preprocessing algorithm on the **TFM - Rate Pre-Processing** algorithm entity in the **Algorithms** tab of the **Division** screen. Note that the system invokes the algorithm which is attached on the derived account's division and not on the division to which the transaction belongs. A sample preprocessing algorithm type named **C1\_RTCL\_PRPC** is shipped with the product. It does not have any business logic. If you want to undertake some preprocessing activities before invoking the rates engine, you need to create custom algorithm type and attach the respective algorithm on the **TFM - Rate Pre-Processing** algorithm spot of the respective division. You can refer to the **C1\_RTCL\_PRPC** algorithm type to understand the input parameters that must be passed to the custom algorithm type.

If a transaction leg is ignored and not considered for billing, the status of the transaction leg is changed to **Ignored (IGNR)**, whereas the status of the transaction remains as **Initial Price Item Determined (INPD)**. However, if all legs of a transaction are ignored and not considered for billing, the status of the transaction and transaction legs is changed to **Ignored (IGNR)**.

You can store the price item pricing information, and thereby improve the **Price Item Pricing Verification (C1-TXNVP)** batch performance. If you set the **Use Materialized Views** option type of the **C1\_FM** feature configuration to **true**, the system will store the product pricing information in the following tables:

- CI\_PRC\_AGRD
- CI\_PRC\_PL
- CI\_PRC\_INH\_PL

But, if you set the **Use Materialized Views** option type of the **C1\_FM** feature configuration to **false**, the system will not store the product pricing information in the above mentioned tables. If there are any pricing changes, you will have to update these tables before executing the **Price Item Pricing Verification (C1-TXNVP)** batch. You can update the product pricing information in these tables by executing the **Refresh Pricing (C1-TXNRP)** batch. Ideally, you must execute the **Refresh Pricing (C1-TXNRP)** batch after you execute the **Flush All Caches (F1-FLUSH)** batch in the transaction aggregation cycle. You can specify the following parameters while executing the **Refresh Pricing (C1-TXNRP)** batch:

Parameter Name	Description	Mandatory (Yes or No)
Division	Used when you want to update the price item pricing information of accounts belonging to a particular division.	No
Chunk Size	Used to specify the number of persons whose regular and post-processing price item pricing information you want to update in each work unit.	Yes
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

**Related Topics**

For more information on...	See...
Transaction Leg Status Transition	<a href="#">Transaction Leg Status Transition</a> on page 718
How to set the <b>C1_FM</b> feature configuration	<a href="#">Setting the C1_FM Feature Configuration</a> on page 2030

**Aggregation**

Once the price item pricing verification is complete, you can aggregate the transaction legs, create a billable charge, and update the **SQL** values in the billable charge. In the aggregation process, the system behaves in the following manner:

If the Multi Parameter Based Pricing feature is...	Then...
Disabled	<p>The system checks the value defined in the <b>Aggregate Transaction</b> field. If the <b>Aggregate Transaction</b> field is set to <b>No</b>, the system creates one billable charge (with the <b>Billable</b> status) for each transaction leg. However, if the <b>Aggregate Transaction</b> field is set to <b>Yes</b>, the system creates one billable charge (with the <b>Billable</b> status) for all transactions legs having the same price item and TOU combination and whose transaction date falls between the aggregation schedule.</p> <p><b>Note:</b></p> <p>During the billable charge creation, the system also considers the contract start and end dates along with the aggregation schedule. If the contract start date falls between the aggregation schedule, the billable charge start date is equal to the contract start date. If the contract start date is earlier than the aggregation schedule start date, the billable charge start date is equal to the aggregation schedule start date. If the contract end date is earlier than the aggregation schedule end date, the billable charge end date is equal to the contract end date. If the contract end date is later than the aggregation schedule end date, the billable charge end date is equal to the aggregation schedule end date. However, if the contract start date is later than the aggregation schedule end date or if the contract end date is earlier than the aggregation schedule start date, the status of the transaction leg is changed to <b>Error (EROR)</b>.</p> <p>If the aggregated billable charge already exists for the account, price item and TOU combination and there is no bill segment associated with the billable charge, the system will update the SQI values in the existing billable charge.</p>
Enabled	<p>The system checks the value defined in the <b>Aggregate Transaction</b> field. If the <b>Aggregate Transaction</b> field is set to <b>No</b>, the system creates one billable charge (with the <b>Billable</b> status) for each transaction leg. However, if the <b>Aggregate Transaction</b> field is set to <b>Yes</b>, the system creates one billable charge (with the <b>Billable</b> status) for all transaction legs having the same price item and price item parameters (parameter group) combination and whose transaction date falls between the aggregation schedule.</p> <p><b>Note:</b></p> <p>During the billable charge creation, the system also considers the contract start and end dates along with the aggregation schedule. If the contract start date falls between the aggregation schedule, the billable charge start date is equal to the contract start date. If the contract start date is earlier than the aggregation schedule start date, the billable charge start date is equal to the aggregation schedule start date. If the contract end date is earlier than the aggregation schedule end date, the billable charge end date is equal to the contract end date. If the contract end date is later than the aggregation schedule end date, the billable charge end date is equal to the aggregation schedule end date. However, if the contract start date is later than the aggregation schedule end date or if the contract end date is earlier than the aggregation schedule start date, the status of the transaction leg is changed to <b>Error (EROR)</b>.</p> <p>If the aggregated billable charge already exists for the account, price item and price item parameters combination and there is no bill segment associated with the billable charge, the system will update the SQI values in the existing billable charge.</p>

The transaction aggregation is done based on the aggregation schedule defined in the price item pricing. You can use the following standard schedules or you can create your own custom schedules for aggregation:

- Daily
- Weekly
- Monthly
- Quarterly
- Yearly

Once the billable charge is created, the system aggregates the SQIs defined for the price item — division combination using the aggregation function and then updates the billable charge with the respective SQI values. If the aggregation function is based on the transaction amount or on any other user defined amount and the transaction or user defined currency is different from the pricing currency, the system does currency conversion if the appropriate exchange rate is available in the system. The processing date which is stamped against a transaction leg is used to determine effective exchange rate for the transaction leg.

Once the SQI values are updated in the billable charge, the rate is determined for the transaction leg whose effective pricing has either of the following set of attributes:

- **Ignore Transaction** is set to **No**, **Aggregate Transaction** is set to **Yes**, and **Rating Criteria** is set to **Aggregate transactions and then rate aggregated SQs (AGTR)**
- **Ignore Transaction** is set to **No**, **Aggregate Transaction** is set to **No**, and **Rating Criteria** is set to **Rate Transactions (RITX)**

Each set of pricing attributes indicates how the transaction legs must be rated before billing. For more information about the different ways in which a transaction leg can be rated, see [Transaction Rating Before Billing](#) on page 668.

**Note:** If you want to do some preprocessing activities while determining rate, you need to attach a preprocessing algorithm on the **TFM - Rate Pre-Processing** algorithm entity in the **Algorithms** tab of the **Division** screen. Note that the system invokes the algorithm which is attached on the derived account's division and not on the division to which the transaction belongs. A sample preprocessing algorithm type named **C1\_RTCL\_PRPC** is shipped with the price item. It does not have any business logic. If you want to undertake some preprocessing activities while determining rate for transaction legs, you need to create custom algorithm type and attach the respective algorithm on the **TFM - Rate Pre-Processing** algorithm spot of the respective division. You can refer to the **C1\_RTCL\_PRPC** algorithm type to understand the input parameters that must be passed to the custom algorithm type.

Once the billable charge is created and updated successfully, the status of the transaction leg is changed to **Completed (COMP)**. However, if the SQIs are not defined for the price item — division combination, the transaction aggregation rule is not defined for the SQI, or if the exchange rate is not available during currency conversion, the status of the transaction leg is changed to **Error (EROR)**. If all legs of a transaction are in the **Completed (COMP)** status, the status of the transaction is changed to **Completed (COMP)**. But, if any of the transaction leg is in the **Error (EROR)** status, the status of the transaction is changed to **Error (EROR)**.

You can execute this process through a multi-threaded batch named **Service Quantity Calculation (C1-TXNSQ)**. You can specify either of the following parameters while executing this batch:

Parameter Name	Description	Mandatory (Yes or No)
Transaction Header ID	Used when you want to create the billable charges for transactions which are received in a particular transaction feed.	No
Transaction Source	Used when you want to create the billable charges for transactions which are received from a particular transaction source.	No
Division	Used when you want to create the billable charges for transactions belonging to a particular division.	No

Parameter Name	Description	Mandatory (Yes or No)
Chunk Size	Used to specify the number of transactions you want to execute in each work unit.	Yes
Maximum Batch Count	Used to specify the maximum number of transactions after which the data must be transferred to the database.	Yes
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

The **Service Quantity Calculation (C1-TXNSQ)** batch does not change the status of the transaction and its legs. You need to execute the **Mark Completion (C1-TXNCM)** batch to update the status of the transaction and its legs. Besides updating the status, the **Mark Completion (C1-TXNCM)** batch does the following with other legs when billable charge is not created for one or more transaction legs:

Rate for other transaction leg is determined using the following set of pricing attributes...	Then....
<b>Ignore Transaction</b> is set to <b>Yes</b> and <b>Rating Criteria</b> is set to <b>Rate Transactions (RITX)</b>	The corresponding calculation lines of the transaction leg are deleted.
<b>Ignore Transaction</b> is set to <b>No</b> , <b>Aggregate Transaction</b> is set to <b>No</b> , and <b>Rating Criteria</b> is set to <b>Rate Transactions (RITX)</b>	The corresponding billable charge and calculation lines of the transaction leg are deleted.
<b>Ignore Transaction</b> is set to <b>No</b> , <b>Aggregate Transaction</b> is set to <b>Yes</b> , and <b>Rating Criteria</b> is set to <b>Rate individual transactions and aggregate calc lines across transactions (RITA)</b>	The corresponding calculation lines of the transaction leg are deleted.
<b>Ignore Transaction</b> is set to <b>No</b> , <b>Aggregate Transaction</b> is set to <b>Yes</b> , and <b>Rating Criteria</b> is set to <b>Aggregate transactions and then rate aggregated SQs (AGTR)</b>	The corresponding billable charge and calculation lines are not deleted.
<b>Ignore Transaction</b> is set to <b>No</b> , <b>Aggregate Transaction</b> is set to <b>No</b> , and <b>Rating Criteria</b> is set to <b>Do Not Rate Transactions</b>	The corresponding non-aggregated billable charge is deleted.

You can specify either of the following parameters while executing the **Mark Completion (C1-TXNCM)** batch:

Parameter Name	Description	Mandatory (Yes or No)
Transaction Header ID	Used when you want to change the status of transactions which are received in a particular transaction feed.	No
Transaction Source	Used when you want to change the status of transactions which are received from a particular transaction source.	No
Division	Used when you want to change the status of transactions belonging to a particular division.	No
Chunk Size	Used to specify the number of transactions you want to execute in each work unit.	Yes
Maximum Batch Count	Used to specify the maximum number of transactions after which the data must be transferred to the database.	Yes
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

**Note:**

You must specify same parameters in the **Service Quantity Calculation (C1-TXNSQ)** and **Mark Completion (C1-TXNCM)** batches. Otherwise, erroneous results might occur.

If you want to perform some post-processing activities on a billable charge, you need to attach a post-processing algorithm on the **TFM - Billable Charge Post-Processing** algorithm entity in the **Algorithms** tab of the **Division** screen. This algorithm is triggered once the billable charge is created and SQIs are updated in the billable charge. Note that the system invokes the algorithm which is attached on the derived account's division and not on the division to which the transaction belongs. A sample post-processing algorithm type named **C1\_BCHG\_POPC** is shipped with the product. It does not have any business logic. If you want to undertake some post-processing activities on a billable charge, you need to create custom algorithm type and attach the respective algorithm on the **Feed Management Billable Charge Post-Processing** algorithm spot of the respective division. You can refer to the **C1\_BCHG\_POPC** algorithm type to understand the input parameters that must be passed to the custom algorithm type.

**Related Topics**

For more information on...	See...
Transaction Leg Status Transition	<a href="#">Transaction Leg Status Transition</a> on page 718

**Clean Up**

There might be situations when a transaction is mapped to one or more price items and due to some reasons a billable charge could not be created for one of the price item. And, therefore the status of the transaction is changed to **Error (EROR)**. In such case, you need to either recalculate SQIs in the aggregated billable charge or delete the aggregated billable charge depending on whether the aggregated billable charge includes transaction legs in the **Completed (COMP)** status. You can perform this clean up process through a multi-threaded batch named **Clean Up (C1-TXNCU)**.

When the transaction legs in the **Error (EROR)** and **Completed (COMP)** statuses are aggregated together in a billable charge, the **Clean Up (C1-TXNCU)** batch does the following:

Billable charge contain transaction legs with the following set of pricing attributes...	Then....
<b>Ignore Transaction</b> is set to <b>No</b> , <b>Aggregate Transaction</b> is set to <b>Yes</b> , and <b>Rating Criteria</b> is set to <b>Do Not Rate Transactions</b>	The SQIs are recalculated in the billable charge.
<b>Ignore Transaction</b> is set to <b>No</b> , <b>Aggregate Transaction</b> is set to <b>Yes</b> , and <b>Rating Criteria</b> is set to <b>Aggregate transactions and then rate aggregated SQs (AGTR)</b>	The SQIs are recalculated in the billable charge and the rate is determined for aggregated service quantities. Once the rate is determined, pass through charges are calculated and accumulated accordingly.
<b>Ignore Transaction</b> is set to <b>No</b> , <b>Aggregate Transaction</b> is set to <b>Yes</b> , and <b>Rating Criteria</b> is set to <b>Rate individual transactions and aggregate calc lines across transactions (RITA)</b>	The pass through charges are recalculated and accumulated accordingly.

However, when the transaction legs in the **Error (EROR)** status are only aggregated in a billable charge, the **Clean Up (C1-TXNCU)** batch does the following:

Billable charge contain transaction legs with the following set of pricing attributes...	Then....
<b>Ignore Transaction</b> is set to <b>No</b> , <b>Aggregate Transaction</b> is set to <b>Yes</b> , and <b>Rating Criteria</b> is set to <b>Do Not Rate Transactions</b>	The aggregated billable charge is deleted.

Billable charge contain transaction legs with the following set of pricing attributes...	Then....
<b>Ignore Transaction</b> is set to <b>No</b> , <b>Aggregate Transaction</b> is set to <b>Yes</b> , and <b>Rating Criteria</b> is set to <b>Aggregate transactions and then rate aggregated SQs (AGTR)</b>	The aggregated billable charge and the corresponding calculation lines are deleted.
<b>Ignore Transaction</b> is set to <b>No</b> , <b>Aggregate Transaction</b> is set to <b>Yes</b> , and <b>Rating Criteria</b> is set to <b>Rate individual transactions and aggregate calc lines across transactions (RITA)</b>	The aggregated billable charge is deleted.

**Note:**

If the aggregation function is based on the transaction amount or on any other user defined amount and the transaction or user defined currency is different from the pricing currency, the system does currency conversion if the appropriate exchange rate is available in the system. The processing date which is stamped against a transaction leg is used to determine effective exchange rate for the transaction leg.

The SQIs in an aggregated billable charge are recalculated only when the **SQ Recalculation Required** option type in the **C1\_FM** feature configuration is set to **Y**. If you set the **SQ Recalculation Required** option type in the **C1\_FM** feature configuration to **N**, the SQIs are not recalculated in an aggregated billable charge. We recommend you to recalculate SQIs in an aggregated billable charge when more than one account bears the charges for a transaction.

If you want to perform some post-processing activities on a billable charge, you need to attach a post-processing algorithm on the **TFM - Billable Charge Post-Processing** algorithm entity in the **Algorithms** tab of the **Division** screen. This algorithm is triggered once the billable charge is created and SQIs are updated in the billable charge. Note that the system invokes the algorithm which is attached on the derived account's division and not on the division to which the transaction belongs. A sample post-processing algorithm type named **C1\_BCHG\_POPC** is shipped with the product. It does not have any business logic. If you want to undertake some post-processing activities on a billable charge, you need to create custom algorithm type and attach the respective algorithm on the **TFM - Billable Charge Post-Processing** algorithm spot of the respective division. You can refer to the **C1\_BCHG\_POPC** algorithm type to understand the input parameters that must be passed to the custom algorithm type.

Besides the transaction aggregation process, the **Clean Up (C1-TXNCU)** batch is also used during the following sub-processes:

- **Cancellation** — During the cancellation process, it deletes non-aggregated billable charges and recalculates SQIs in aggregated billable charges.
- **Disaggregation** — During the disaggregation process, it deletes an aggregated billable charge when all the corresponding transaction legs which were aggregated in the billable charge are deleted during disaggregation.

You can specify either of the following parameters while executing the **Clean Up (C1-TXNCU)** batch:

Parameter Name	Description	Mandatory (Yes or No)
Transaction Header ID	Used when you want to update or delete billable charges created for transactions which are received in a particular transaction feed.	Yes (Conditional)
	<b>Note:</b> This parameter should not be used during the disaggregation process.	<b>Note:</b> This parameter is required when you set the request type to <b>CNCL</b> .

Parameter Name	Description	Mandatory (Yes or No)
Transaction Source	Used when you want to update or delete billable charges created for transactions which are received from a particular transaction source.	No
	<b>Note:</b> This parameter should not be used during the cancellation and disaggregation processes.	
Division	Used when you want to update or delete billable charges created for transactions belonging to a particular division.	No
	<b>Note:</b> This parameter should not be used during the cancellation process.	
Account ID	Used when you want to update or delete billable charges created for transactions of a particular account.	No
	<b>Note:</b> This parameter should be used only during the disaggregation process.	
Bill Cycle	Used when you want to update or delete billable charges created for transactions of accounts having a particular bill cycle.	No
	<b>Note:</b> This parameter should be used only during the disaggregation process.	
Disaggregate Transactions From Date	Used when you want to update or delete billable charges created for transactions which were performed from a particular date onwards.	Yes (Conditional)
	<b>Note:</b> You must specify the date in the YYYY-MM-DD format. This parameter should be used only during the disaggregation process.	
Request Type	Used to indicate the process during which you want to execute the batch. The valid values are: <ul style="list-style-type: none"> <li>• CNCL</li> <li>• EROR</li> <li>• DISAGG</li> </ul>	Yes
Chunk Size	Used to specify the number of transactions you want to execute in each work unit.	Yes
Maximum Batch Count	Used to specify the maximum number of transactions after which the data must be transferred to the database.	Yes
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

### **Related Topics**



For more information on...	See...
Transaction Leg Status Transition	<a href="#">Transaction Leg Status Transition</a> on page 718
How to set the C1_FM feature configuration	<a href="#">Setting the C1_FM Feature Configuration</a> on page 2030

## Transaction Aggregation Batch Processing

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During the transaction aggregation process, you need to execute the following batches in the specified order:

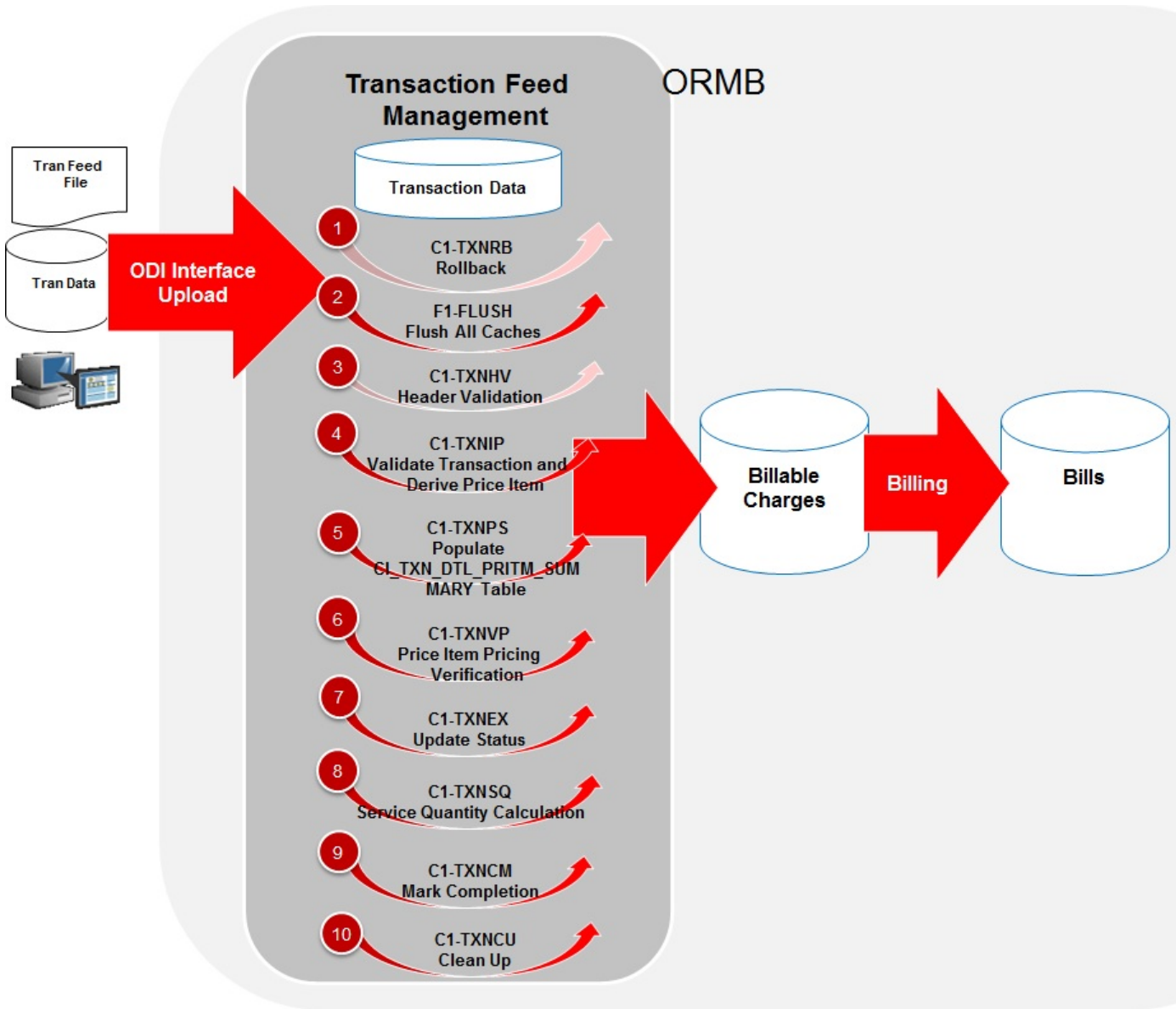
1. Flush All Caches (F1-FLUSH)
2. Refresh Pricing (C1-TXNRP)
3. Header Validation (C1-TXNHV)
4. Validate Transaction and Derive Price Item (C1-TXNIP)
5. Price Item Pricing Verification (C1-TXNVP)
6. Update Status (C1-TXNEX)
7. Service Quantity Calculation (C1-TXNSQ)
8. Mark Completion (C1-TXNCM)
9. Clean Up (C1-TXNCU) with the **Request Type** parameter set to **EROR**

The **Validate Transaction and Derive Price Item (C1-TXNIP)** batch locks the **CI\_TXN\_DTL\_PRITM\_SUMMARY** table before inserting records to ensure that only unique records are inserted in this table. The locking mechanism results in performance issue when there is no or very little aggregation of transactions. Therefore, we recommend you to use an alternative transaction aggregation process when the aggregation ratio is low. You can enable the alternative transaction aggregation process by setting the **Use C1-TXNPS During Transaction Aggregation** option type in the **C1\_FM** feature configuration to **true**. In this alternative transaction aggregation process, you need to execute the following batches in the specified order:

1. Flush All Caches (F1-FLUSH)
2. Refresh Pricing (C1-TXNRP)
3. Header Validation (C1-TXNHV)
4. Validate Transaction and Derive Price Item (C1-TXNIP)
5. Populate CI\_TXN\_DTL\_PRITM\_SUMMARY Table (C1-TXNPS)
6. Price Item Pricing Verification (C1-TXNVP)
7. Update Status (C1-TXNEX)
8. Service Quantity Calculation (C1-TXNSQ)
9. Mark Completion (C1-TXNCM)
10. Clean Up (C1-TXNCU) with the **Request Type** parameter set to **EROR**

The following figure graphically explains the sequence in which you need to execute the batches during the transaction aggregation process:





**Note:**

You need to remember the following points during the transaction aggregation process:

- Before you start the transaction aggregation process, you need to execute the **Flush All Caches (F1-FLUSH)** batch to clean the cache. This batch has one parameter named **Thread Pool** which allows you to clean cache of a particular thread pool. In case you want to reprocess the error transactions from the earlier cycle, you need to execute the **Rollback (C1-TXNRB)** batch.
- You can store the price item pricing information, and thereby improve the **Price Item Pricing Verification (C1-TXNVP)** batch performance. If you set the **Use Materialized Views** option type of the **C1\_FM** feature configuration to **true**, the system will store the price item pricing information in the following tables:
  - CI\_PRC\_AGRD
  - CI\_PRC\_PL
  - CI\_PRC\_INH\_PL

But, if you set the **Use Materialized Views** option type of the **C1\_FM** feature configuration to **false**, the system will not store the price item pricing information in the above mentioned tables. If there are any pricing changes, you can update the price item pricing information in these tables by executing the **Refresh Pricing (C1-TXNRP)** batch.

- The **Header Validation (C1-TXNHV)** batch is optional. You can directly execute the **Validate Transaction and Derive Price Item (C1-TXNIP)** batch once the transactions are uploaded in the system.
- The system allows you to execute each batch consecutively. You can execute the **Validate Transaction and Derive Price Item (C1-TXNIP)** batch consecutively with the same division and same parameters, or with the different division and different parameters. But, you cannot execute the **Validate Transaction and Derive Price Item (C1-TXNIP)** batch consecutively with the same division and different parameters. For example, once you execute this batch with division as D1 and transaction source as S1, you cannot execute this batch again with division as D1 and transaction source as S2 until the former transaction aggregation cycle is complete.
- Once the **Price Item Pricing Verification (C1-TXNVP)** batch is executed, you cannot execute the **Validate Transaction and Derive Price Item (C1-TXNIP)** batch again with the same division and same parameters unless and until the transaction aggregation cycle is complete. Similarly, once the **Service Quantity Calculation (C1-TXNSQ)** batch is executed, you cannot execute the **Price Item Pricing Verification (C1-TXNVP)** batch again with the same division and same parameters unless and until the transaction aggregation cycle is complete. This rule is applicable to all subsequent batches in the transaction aggregation cycle.
- During the transaction aggregation process, you must specify the same division and same parameters across each batch. Otherwise, erroneous results might occur.
- If you have already executed the **Validate Transaction and Derive Price Item (C1-TXNIP)** batch without any division, then you cannot execute this batch once again with a division unless and until the transaction aggregation cycle is complete.

## Transaction Disaggregation

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As the aggregation cycle is different from the billing cycle, there might be situations when due to pricing changes, the billable charges are no longer valid. In such cases, you need to disaggregate the transactions. In the following scenarios, the system automatically creates a disaggregation request in the CI\_TXN\_DISAGG\_REQ table:

If...	Then
A price item is assigned to an account	A disaggregation request is created for the account.

If...	Then
<p>The following values in the price item pricing assigned to an account is changed:</p> <ul style="list-style-type: none"> <li>• Effective Start Date</li> <li>• Effective End Date</li> <li>• Aggregation Schedule</li> <li>• Ignore Transaction</li> <li>• Aggregate Transaction</li> <li>• Rating Criteria</li> <li>• Price Item Parameter</li> </ul>	<p>A disaggregation request is created for the account.</p>
<p>A price item is assigned to a person</p>	<p>A disaggregation request is created for each account of the person and its child person.</p>
<p>The following values in the price item pricing assigned to a person is changed:</p> <ul style="list-style-type: none"> <li>• Effective Start Date</li> <li>• Effective End Date</li> <li>• Aggregation Schedule</li> <li>• Ignore Transaction</li> <li>• Aggregate Transaction</li> <li>• Rating Criteria</li> <li>• Price Item Parameter</li> </ul>	<p>A disaggregation request is created for each account of the person and its child person.</p>
<p>A price list is assigned to an account.</p>	<p>A disaggregation request is created for the account.</p>
<p>The following values in the price list assigned to an account is changed:</p> <ul style="list-style-type: none"> <li>• Effective Start Date</li> <li>• Effective End Date</li> <li>• Priority</li> <li>• Price List Inheritance</li> </ul>	<p>A disaggregation request is created for the account.</p>
<p>A price list is assigned to a person.</p>	<p>A disaggregation request is created for each account of the person and its child person.</p>
<p>The following values in the price list assigned to a person is changed:</p> <ul style="list-style-type: none"> <li>• Effective Start Date</li> <li>• Effective End Date</li> <li>• Priority</li> <li>• Price List Inheritance</li> </ul>	<p>A disaggregation request is created for each account of the person and its child person.</p>

However, there are various other scenarios for which you have to disaggregate the transactions. But, at the moment, the system does not automatically create a disaggregation request for these scenarios in the CL\_TXN\_DISAGG\_REQ table. You will have to create an appropriate disaggregation request in this table. The system allows you to create a

disaggregation request manually through the **Disaggregation Request** screen or through a batch named **Disaggregation Request Creation (C1-DISTG)**.

In the following scenarios, you have to create an appropriate disaggregation request for the account or person, respectively:

- Effective price item pricing assigned to an account is overridden.
- Variance parameter in the price item pricing assigned to an account is changed.
- A price list assignment has expired or a price list is no longer available to an account.
- Effective price item pricing assigned to a person is overridden.
- Variance parameter in the price item pricing assigned to a person is changed.
- A price list assignment has expired or a price list is no longer available to a person.
- A price item is added to a price list.
- The following details in the price item pricing assigned to a price list is changed:
  - Variance Parameter
  - Effective Start Date
  - Effective End Date
  - Aggregation Schedule
  - Ignore Transaction
  - Rating Criteria
  - Aggregate Transaction
- A new bundle is created.
- A price item is added to a bundle.
- A price item is removed from a bundle.
- A bundle is eliminated (that is, all its price item are removed).
- A price item is added.
- A price list hierarchy is changed.
- SQIs associated with a price item - division combination are changed.
- Transaction aggregation rule defined for an SQI is changed or deleted.
- Business rules used for initial price item mapping are changed.

At present, the system disaggregates transactions at the account level and not at the price item level. Let us understand this with the help of an example. The following table lists the accounts and price items to which T1 is mapped:

Transaction	Account	Price Item
T1	A1	P1
T1	A1	P2
T1	A2	P1
T1	A2	P2

Now, if the pricing of P1 assigned to A1 changes, the system creates a disaggregation request for A1 and identifies all transaction legs which are mapped to A1 for disaggregation. In this example, the system will consider the first two transaction legs - T1-A1-P1 and T1-A1-P2 - for disaggregation even if the pricing of P2 assigned to A1 has not changed.

The **Disaggregation Request Creation (C1-DISTG)** batch creates a disaggregation request for an account. When you create a disaggregation request for an account, the transactions mapped to the account are disaggregated. This batch is a multi-threaded batch. The multi-threading is based on account ID and chunks for multi-threading are created based on numerical distribution of account ID. You can specify either of the following parameters while executing this batch:

Parameter Name	Description	Mandatory (Yes or No)
Division	Used when you want to create disaggregation request for accounts belonging to a particular division.	No
Person ID	Used when you want to create disaggregation request for accounts belonging to a particular person.	No
Bill Cycle	Used when you want to create disaggregation request for accounts having a particular bill cycle.	No
Disaggregate Transactions From Date	Used when you want to create disaggregation request for accounts for which transactions were performed from a particular date onwards.	Yes
	<b>Note:</b> You must specify the date in the YYYY-MM-DD format.	
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

Before you proceed with the disaggregation process, you need to ensure that there are no pending bills for the accounts whose transactions need to be disaggregated. If there are pending bills for these accounts, you need to first execute the **Pending Bill Segments Deletion (C1-BSEGD)** batch and then execute the **Pending Bill Deletion (C1-PNBD)** batch. While executing these batches in the specified order, ensure that you specify the same parameters in both these batches. For more information about these batches, see *Oracle Revenue Management and Billing Batch Execution Guide*.

**Note:** The **Pending Bill Deletion (C1-PNBD)** batch deletes those pending bills which are generated through the billing batches (i.e. **BILLING** or **C1-PNDBL**). It does not delete pending bills which are generated through the user interface. Also, it deletes regular pending bills and not adhoc pending bills.

Once a disaggregation request is either manually or automatically created for an account, you need to execute the following batches in the specified order to disaggregate transactions:

- **Identify Transactions for Disaggregation (C1-IDENT)** - This batch fetches disaggregation requests which are created for accounts from the CI\_TXN\_DISAGG\_REQ table. It identifies the transactions and the corresponding aggregated and non-aggregated billable charges for disaggregation. If the bill segment of a billable charge is in the **Pending Cancel** or **Frozen** status, the system will not identify the billable charge for deletion. You can specify either of the following parameters while executing this batch:

Parameter Name	Description	Mandatory (Yes or No)
Division	Used when you want to identify the transactions of accounts belonging to a particular division for disaggregation.	No
Account ID	Used when you want to identify the transactions of a particular account for disaggregation.	No
Bill Cycle	Used when you want to identify the transactions of accounts having a particular bill cycle for disaggregation.	No

Parameter Name	Description	Mandatory (Yes or No)
Disaggregate Transactions From Date	Used when you want to identify the transactions which were performed from a particular date onwards for disaggregation.	No
	<p><b>Note:</b></p> <p>You must specify the date in the YYYY-MM-DD format.</p> <p>The aggregated billable charge, which is affected, should not contain a transaction leg whose transaction date is earlier than the date specified in this parameter. Otherwise, erroneous results will occur. Therefore, ensure that you specify the appropriate value for the <b>Disaggregate Transactions From Date</b> parameter.</p>	
Chunk Size	Used to specify the number of transactions you want to execute in each work unit.	Yes
Maximum Batch Count	Used to specify the maximum number of transactions after which the data must be transferred to the database.	Yes
Post-Processing Algorithm	Used to attach a post-processing algorithm. This algorithm is triggered once the transactions and corresponding billable charges are identified for disaggregation.	No
Exclude Canceled Billable Charges (Y or N)	Used to indicate whether you want to exclude the aggregated and non-aggregated billable charges which are in the <b>Canceled</b> status during the disaggregation process. The valid values are:	No
	<ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul> <p><b>Note:</b> If you do not specify any value, by default, the parameter value is set to N.</p>	
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

- **Process Non-Aggregated Transactions (C1-PDTXN)** - This batch processes the identified transactions, deletes the required transaction legs, and changes the status of the transaction to **Uploaded (UPLD)**. If a non-aggregated billable charge exists for a transaction leg and the corresponding bill segment is in the **Cancel** status, then:
  - The billable charge is cancelled.
  - The corresponding transaction leg and calculation lines (if any) are deleted.
  - The status of the transaction is changed to **Uploaded (UPLD)**.

However, if a non-aggregated billable charge exists for a transaction leg, but if the bill segment is not yet generated, then the billable charge, the corresponding calculation lines (if any), and transaction leg are deleted, and the status of the transaction is changed to **Uploaded (UPLD)**. If a non-aggregated billable charge is in the **Cancel** status, then the corresponding transaction leg and calculation lines (if any) are deleted and the status of the transaction is changed to **Uploaded (UPLD)**. If the rate is determined for a transaction leg which is in the **Ignored (IGNR)** status, the calculation lines are deleted along with the transaction leg during disaggregation.

If aggregated billable charge exists for a transaction leg, then the corresponding transaction legs and calculation lines (if any) are deleted and the status of the transaction is changed to **Uploaded (UPLD)**. You can specify either of the following parameters while executing this batch:

Parameter Name	Description	Mandatory (Yes or No)
Division	Used when you want to disaggregate the transactions of accounts belonging to a particular division.	No
Account ID	Used when you want to disaggregate the transactions of a particular account.	No
Bill Cycle	Used when you want to disaggregate the transactions of accounts having a particular bill cycle.	No
Disaggregate Transactions From Date	Used when you want to disaggregate the transactions which were performed from a particular date onwards. <b>Note:</b> You must specify the date in the YYYY-MM-DD format.	Yes
Chunk Size	Used to specify the number of transactions you want to execute in each work unit.	Yes
Maximum Batch Count	Used to specify the maximum number of transactions after which the data must be transferred to the database.	Yes
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

**Note:**

If you want to undertake some preprocessing activities (such as cleaning data in any custom tables) during the disaggregation process, you need to attach a preprocessing algorithm on the **TFM - Disaggregation Pre-Processing** algorithm entity in the **Algorithms** tab of the **Division** screen. This algorithm is triggered when you execute the **Process Non-Aggregated Transactions (C1-PDTEXN)** batch. Note that the system invokes the algorithm which is attached on the derived account's division and not on the division to which the transaction belongs.

A sample preprocessing algorithm type named **C1\_DSAG\_PRPC** is shipped with the product. It does not have any business logic. If you want to undertake some preprocessing activities during the disaggregation process, you need to create custom algorithm type and attach the respective algorithm on the **TFM - Disaggregation Pre-Processing** algorithm spot of the respective division. You can refer to the **C1\_DSAG\_PRPC** algorithm type to understand the input parameters that must be passed to the custom algorithm type.

- **Clean Up (C1-TXNCU)** - This batch deletes an aggregated billable charge when all the corresponding transaction legs which were aggregated in the billable charge are deleted during disaggregation. If an aggregated billable charge exists for a transaction leg and the corresponding bill segment is in the **Cancel** status, then:
  - The billable charge is cancelled.
  - The status of the transaction is changed to **Uploaded (UPLD)**.

However, if an aggregated billable charge exists for a transaction leg, but if the bill segment is not yet generated, then the billable charge, and the corresponding calculation lines (if any) are deleted, and the status of the transaction is changed to **Uploaded (UPLD)**. If an aggregated billable charge is in the **Cancel** status, then the corresponding calculation lines (if any) are deleted and the status of the transaction is changed to **Uploaded (UPLD)**.

While executing the **Clean Up (C1-TXNCU)** batch during disaggregation, you must set the **Request Type** parameter to **DISAGG**. For more information about the parameters that you can specify while executing this batch, refer to [Clean Up](#) on page 697.

- **Update Disaggregation Request Status (C1-DRSUA)** - This batch changes the status of the disaggregation request in the **CI\_TXN\_DISAGG\_REQ** table to **COMPLETE**. You can specify either of the following parameters while executing this batch:

Parameter Name	Description	Mandatory (Yes or No)
Account ID	Used when you want to update the disaggregation requests' status of a particular account.	No
Division	Used when you want to update the disaggregation requests' status of accounts belonging to a particular division.	No
Bill Cycle	Used when you want to update the disaggregation requests' status of accounts having a particular bill cycle.	No
Disaggregate Transactions From Date	Used when you want to update the disaggregation requests' status of accounts whose transactions were performed from a particular date onwards and the bill segments created for these transactions are in the <b>Pending Cancel</b> or <b>Frozen</b> status.  <b>Note:</b> You must specify the date in the YYYY-MM-DD format.	Yes
Chunk Size	Used to specify the number of transactions you want to execute in each work unit.	Yes
Update Status Algorithm	Used to attach a custom algorithm which indicates when the status of the disaggregation request in the <b>CI_TXN_DISAGG_REQ</b> table must be changed to <b>COMPLETE</b> .  <b>Note:</b> If an algorithm is specified in this parameter, the system uses the custom logic and not the in-built logic for updating the status of the disaggregation requests.	No
Exclude Canceled Billable Charges (Y or N)	Used to indicate whether you want to change the status of the disaggregation request to <b>COMPLETE</b> when the canceled billable charges are excluded during the disaggregation process. The valid values are:  <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul> <b>Note:</b> If you do not specify any value, by default, the parameter value is set to N.  You must specify the same value for this parameter while executing the <b>Identify Transactions for Disaggregation (C1-IDENT)</b> and <b>Update Disaggregation Request Status (C1-DRSUA)</b> batches during the disaggregation process. Otherwise, erroneous results will occur.	No



Parameter Name	Description	Mandatory (Yes or No)
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

### Related Topics

For more information on...	See...
Transaction Leg Status Transition	<a href="#">Transaction Leg Status Transition</a> on page 718
How to create a disaggregation request manually	<a href="#">Creating a Disaggregation Request</a> on page 847

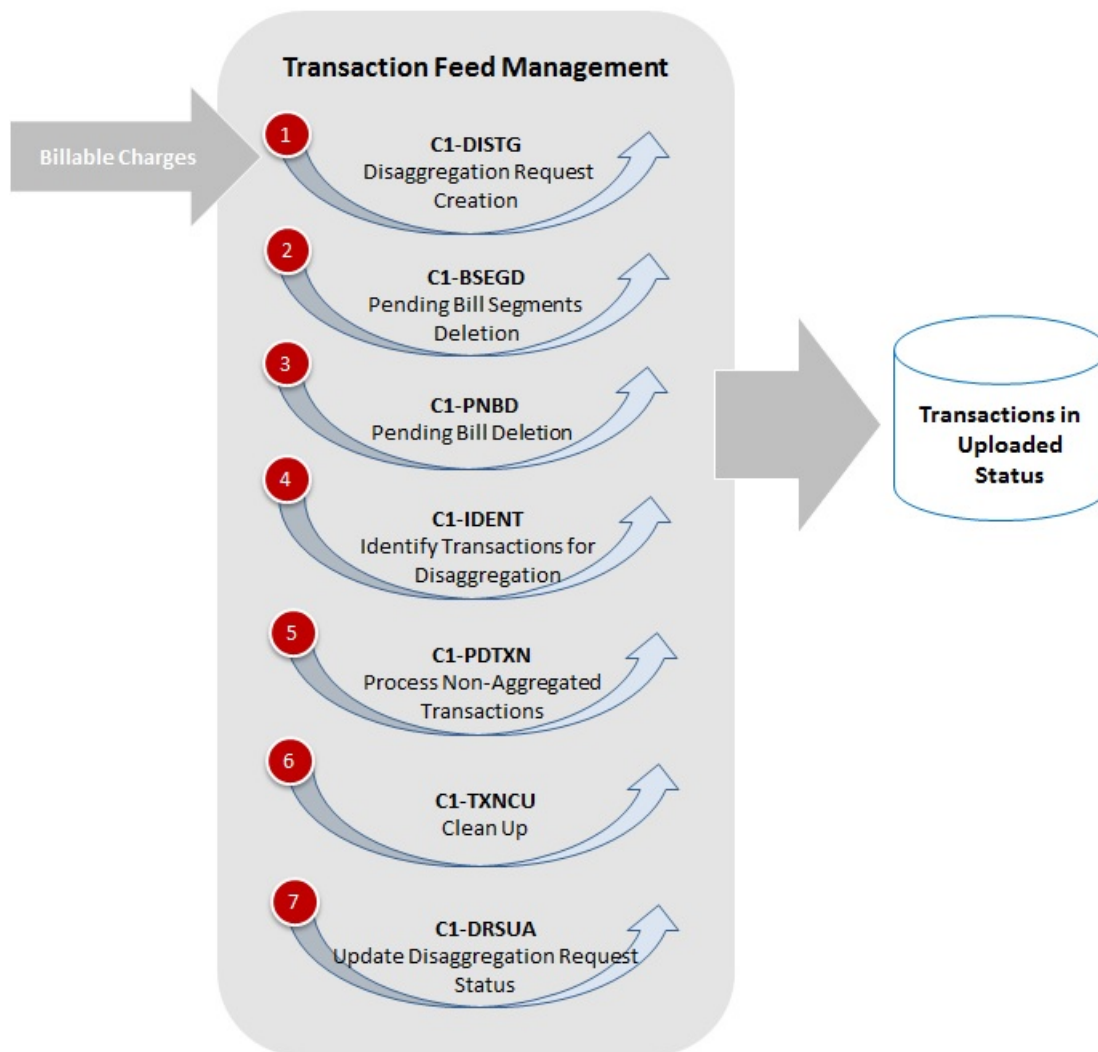
## Transaction Disaggregation Batch Processing

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During the transaction disaggregation process, you need to execute the following batches in the specified order:

1. Disaggregation Request Creation (C1-DISTG)
2. Pending Bill Segments Deletion (C1-BSEGD)
3. Pending Bill Deletion (C1-PNBD)
4. Identify Transactions for Disaggregation (C1-IDENT)
5. Process Non-Aggregated Transactions (C1-PDTXN)
6. Clean Up (C1-TXNCU) with the **Request Type** parameter set to **DISAGG**
7. Update Disaggregation Request Status (C1-DRSUA)

The following figure graphically explains the sequence in which you need to execute the batches during the transaction disaggregation process:



## Transaction Cancellation

There might be situations when incorrect transaction data file is uploaded in the system. In such cases, the system provides you with an ability to cancel the whole transaction feed. You can cancel a transaction feed either before the transaction aggregation process starts (that is, before executing the **Validate Transaction and Derive Price Item (C1-TXNIP)** batch) or after the transaction aggregation process ends (that is, after executing the **Clean Up (C1-TXNCU)** batch). In other words, you cannot cancel a transaction feed during the transaction aggregation process. Once the transaction feed is cancelled, the status of the feed and all transactions in the feed is changed to **Cancelled (CNCL)**.

The following table explains how the system behaves:

When you cancel a transaction feed for which...	Then
<p>A bill (with the <b>Pending</b> status) is already generated in the system</p>	<p>The corresponding billable charges, bill segments, and bill are deleted. The corresponding transaction legs and their calculation lines (if any) are deleted, and the status of the transactions is changed to <b>Cancelled (CNCL)</b>.</p> <p><b>Note:</b></p> <p>If a pending bill has a bill segment in the <b>Frozen</b> or <b>Pending Cancel</b> status, the system does not allow you to cancel the transaction feed.</p> <p>If a pending bill has a bill segment in the <b>Cancel</b> status, the system behaves in the following manner:</p> <ul style="list-style-type: none"> <li>• Deletes all other bill segments which are not in the <b>Cancel</b> status.</li> <li>• The billable charge corresponding to the bill segment which is not in the <b>Cancel</b> status is deleted if the billable charge is in the <b>Billable</b> status and if the billable charge only includes transactions from the feed that you want to cancel.</li> <li>• The billable charge corresponding to the bill segment which is not in the <b>Cancel</b> status is not deleted or recalculated if the billable charge is in the <b>Cancelled</b> status.</li> <li>• The billable charge corresponding to the bill segment which is in the <b>Cancel</b> status is cancelled if the billable charge only includes transactions from the feed that you want to cancel.</li> <li>• The SQIs in the billable charge are recalculated if the billable charge includes transactions from multiple feeds.</li> </ul> <p>If a bill is created for transactions which are uploaded through multiple transaction feeds (for example, Feed A and Feed B and you want to cancel Feed A), then:</p> <ul style="list-style-type: none"> <li>• The bill and their corresponding bill segments are deleted.</li> <li>• The SQIs are recalculated in the corresponding billable charges.</li> <li>• The legs of transactions uploaded through Feed A and the corresponding calculation lines (if any) are deleted.</li> <li>• The status of the transactions uploaded through Feed A is changed to <b>Cancelled (CNCL)</b>.</li> <li>• The status of Feed A is changed to <b>Cancelled (CNCL)</b>.</li> <li>• The status of the transactions uploaded through Feed B remains the same (i.e. <b>Completed (COMP)</b> ).</li> </ul>
<p>A bill (with the <b>Complete</b> status) already exists in the system</p>	<p>The system does not allow you to cancel the transaction feed.</p>

When you cancel a transaction feed for which...	Then
A bill (with the <b>Complete</b> status) has all bill segments in the <b>Cancelled</b> status	The corresponding billable charges are cancelled. The corresponding transaction legs and their calculation lines (if any) are deleted, and the status of the transactions is changed to <b>Cancelled (CNCL)</b> .
A billable charge (with the <b>Billable</b> status) exists in the system	<p>The billable charge is deleted. The corresponding transaction legs and their calculation lines (if any) are deleted, and the status of the transactions is changed to <b>Cancelled (CNCL)</b>.</p> <p><b>Note:</b></p> <p>In case a billable charge is created for transactions uploaded through multiple transaction feeds (for example, Feed A and Feed B and you want to cancel Feed A), then:</p> <ul style="list-style-type: none"> <li>• The SQIs are recalculated in the billable charge.</li> <li>• The legs of transactions uploaded through Feed A and the corresponding calculation lines (if any) are deleted.</li> <li>• The status of the transactions uploaded through Feed A is changed to <b>Cancelled (CNCL)</b>.</li> <li>• The status of Feed A is changed to <b>Cancelled (CNCL)</b>.</li> <li>• The status of the transactions uploaded through Feed B remains the same (i.e. <b>Completed (COMP)</b> ).</li> </ul>
A billable charge (with the <b>Cancelled</b> status) exists in the system	The billable charge is not deleted. However, the corresponding transaction legs and their calculation lines (if any) are deleted and the status of the transactions is changed to <b>Cancelled (CNCL)</b> .

To cancel a transaction feed, you need to execute the following batches in the specified order:

1. **Pending Bill Deletion (C1-DELBL)** — This batch deletes the bills (with the **Pending** status) and their corresponding bill segments. You can specify either of the following parameters while executing this batch:

Parameter Name	Description	Mandatory (Yes or No)
Transaction Header ID	Used when you want to delete bills which include charges for transactions which are received in a particular transaction feed.	Yes
Chunk Size	Used to specify the number of transactions you want to execute in each work unit.	Yes
Maximum Batch Count	Used to specify the maximum number of transactions after which the data must be transferred to the database.	Yes
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

2. **Clean Up (C1-TXNCU)** — This batch deletes non-aggregated and aggregated billable charges. An aggregated billable charge is deleted only when it includes legs of transactions from the feed that you want to cancel. If an aggregated billable charge includes legs of transactions from multiple feeds, the SQIs and calculation lines (if any) are recalculated in the aggregated billable charge. The corresponding calculation lines are deleted whenever an aggregated billable charge, which includes transaction legs whose rating criteria is set to **Aggregate transactions and then rate aggregated SQs (AGTR)**, is cancelled or deleted during the cancellation process. Note that while executing this batch, the **Request Type** parameter must be set to **CNCL**. For more information about the parameters that you can specify while executing this batch, refer to [Clean Up](#) on page 697.

3. **Cancellation (C1-TXCNC)** — This batch deletes the transaction legs. The corresponding calculation lines are deleted whenever an aggregated billable charge, which includes transaction legs whose rating criteria is set to **Rate individual transactions and aggregate calc lines across transactions (RITA)** or **Rate Transactions (RITX)**, is cancelled or deleted during the cancellation process. Finally, this batch changes the status of the feed and all transactions in the feed to **Cancelled (CNCL)**. You can specify either of the following parameters while executing this batch:

Parameter Name	Description	Mandatory (Yes or No)
Transaction Header ID	Used when you want to cancel a particular transaction feed.	Yes
Chunk Size	Used to specify the number of transactions you want to execute in each work unit.	Yes
Maximum Batch Count	Used to specify the maximum number of transactions after which the data must be transferred to the database.	Yes
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

**Note:**

If you want to undertake some preprocessing activities (such as cleaning data in any custom tables) during the cancellation process, you need to attach a preprocessing algorithm on the **TFM - Cancellation Pre-Processing** algorithm entity in the **Algorithms** tab of the **Division** screen. This algorithm is triggered when you execute the **Cancellation (C1-TXCNC)** batch. Note that the system invokes the algorithm which is attached on the derived account's division and not on the division to which the transaction belongs.

A sample preprocessing algorithm type named **C1\_CNCL\_PRPC** is shipped with the product. It does not have any business logic. If you want to undertake some preprocessing activities during the cancellation process, you need to create custom algorithm type and attach the respective algorithm on the **TFM - Cancellation Pre-Processing** algorithm spot of the respective division. You can refer to the **C1\_CNCL\_PRPC** algorithm type to understand the input parameters that must be passed to the custom algorithm type.

**Related Topics**

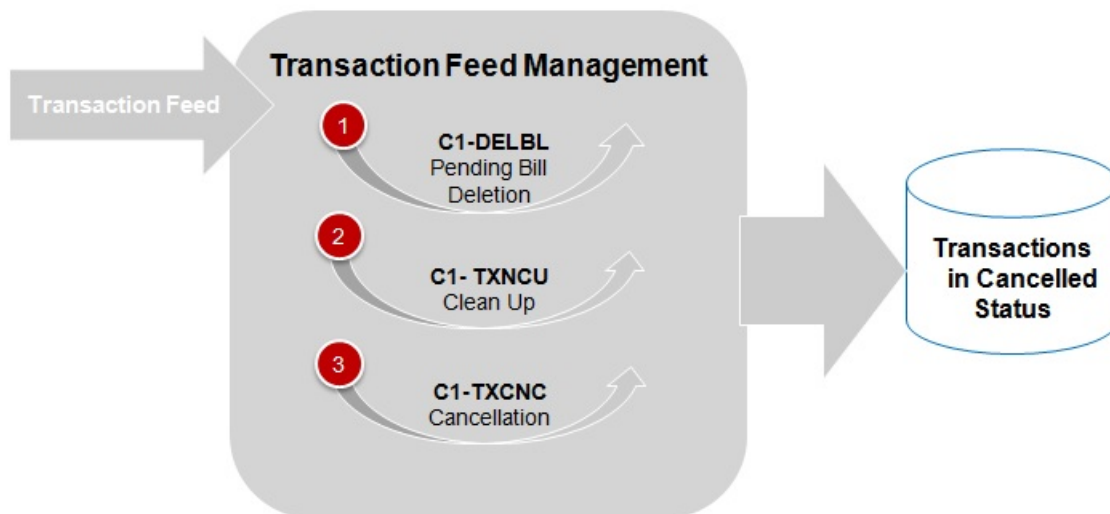
For more information on...	See...
Transaction Leg Status Transition	<a href="#">Transaction Leg Status Transition</a> on page 718

## Transaction Cancellation Batch Processing

During the transaction cancellation process, you need to execute the following batches in the specified order:

1. Pending Bill Deletion (C1-DELBL)
2. Clean Up (C1-TXNCU) with the **Request Type** parameter set to **CNCL**
3. Cancellation (C1-TXCNC)

The following figure graphically explains the sequence in which you need to execute the batches during the transaction cancellation process:



## Transaction Rollback

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In the transaction aggregation process, an error occurs when:

- Transaction validation fails.
- Transaction does not satisfy any rule invoked through the rule type.
- Effective pricing is not available for one or more price items to which a transaction is mapped.
- SQIs are not defined for the price item — division combination.
- Transaction aggregation rule is not defined for the SQL.
- Exchange rate is not available during currency conversion.
- There is no contract available with the specified contract type on the transaction date or when the contract is inactive.
- There are multiple effective contracts of the same contract type (available on the transaction date) in **Active**, **Pending Stop**, or **Stop** status.
- The **Price Assignment Search** algorithm is not defined for the division.
- The parameter values are either not defined or invalid in the **Price Assignment Search** algorithm on the processing date.
- The period in which the transaction date falls is not defined in the aggregation schedule.
- Price Item parameters specified in the output parameters are not effective for the price item on the processing date.
- Mandatory price item parameter which is effective on the processing date is not specified in the output parameter.
- Parameter value is not specified for all mandatory price item parameters which are effective on the processing date.

In such cases, the status of the transaction is changed to **Error**. You can configure the required setup and then execute the following batches once again in the specified order:

1. Flush All Caches (F1-FLUSH)
2. Refresh Pricing (C1-TXNRP)
3. Header Validation (C1-TXNHV)
4. Validate Transaction and Derive Price Item (C1-TXNIP)
5. Populate CI\_TXN\_DTL\_PRITM\_SUMMARY Table (C1-TXNPS)

**Note:** You must execute the **Populate CI\_TXN\_DTL\_PRITM\_SUMMARY Table (C1-TXNPS)** batch only when the **Use C1-TXNPS During Transaction Aggregation** option type in the **C1\_FM** feature configuration is set to **true**.

6. Price Item Pricing Verification (C1-TXNVP)
7. Update Status (C1-TXNEX)
8. Service Quantity Calculation (C1-TXNSQ)
9. Mark Completion (C1-TXNCM)
10. Clean Up (C1-TXNCU)

But, before you execute these batches, you need to rollback the transaction status to **Uploaded (UPLD)**. The system allows you to rollback transactions which are in the **Ignored (IGNR)** and **Error (EROR)** status. When you rollback a transaction, the corresponding transaction legs are deleted and the status of the transaction is changed to **Uploaded (UPLD)**. On rolling back a transaction leg whose effective pricing has the **Ignore Transaction** field set to **Yes** and the **Rating Criteria** field set to **Rate Transactions (RITX)**, the corresponding calculation lines are also deleted along with the transaction leg. If you rollback a partially disaggregated transaction which is in the **Error (EROR)** status, the transaction legs which are in the **Error (EROR)** status are only deleted and the status of the transaction is changed to **Uploaded (UPLD)**.

You need to execute the **Rollback (C1-TXNRB)** batch to rollback transactions which are in the **Ignored (IGNR)** and **Error (EROR)** status. You can specify the following parameters while executing this batch:

Parameter Name	Description	Mandatory (Yes or No)
Transaction Status	Used to indicate whether you want to rollback transactions which are in the <b>Ignored</b> or <b>Error</b> status. The valid values are: <ul style="list-style-type: none"> <li>• IGNR</li> <li>• EROR</li> </ul>	Yes
Transaction Header ID	Used when you want to rollback transactions which are received in a particular transaction feed.	No
Transaction Source	Used when you want to rollback transactions which are received from a particular transaction source.	No
Division	Used when you want to rollback transactions belonging to a particular division.	No
Rollback From Date	Used when you want to rollback transactions which were performed from a particular date onwards. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> You must specify the date in the YYYY-MM-DD format. The rollback from date cannot be later than the rollback to date.</p> </div>	No
Rollback To Date	Used when you want to rollback transactions which were performed till a particular date. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> You must specify the date in the YYYY-MM-DD format. The rollback to date cannot be earlier than the rollback from date.</p> </div>	No

Parameter Name	Description	Mandatory (Yes or No)
Chunk Size	Used to specify the number of transactions you want to execute in each work unit.	Yes
Maximum Batch Count	Used to specify the maximum number of transactions after which the data must be transferred to the database.	Yes
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No

**Note:**

If you want to undertake some preprocessing activities (such as cleaning data in any custom tables) during the rollback process, you need to attach a preprocessing algorithm on the **Transaction Feed Management Rollback Preprocessing** algorithm entity in the **Algorithms** tab of the **Division** screen. This algorithm is triggered when you execute the **Rollback (C1-TXNRB)** batch. Note that the system invokes the algorithm which is attached on the division to which the transaction belongs.

A sample preprocessing algorithm type named **C1\_ROBK\_PRPC** is shipped with the product. It does not have any business logic. If you want to undertake some preprocessing activities during the rollback process, you need to create custom algorithm type and attach the respective algorithm on the **TFM - Rollback Pre-Processing** algorithm spot of the respective division. You can refer to the **C1\_ROBK\_PRPC** algorithm type to understand the input parameters that must be passed to the custom algorithm type.

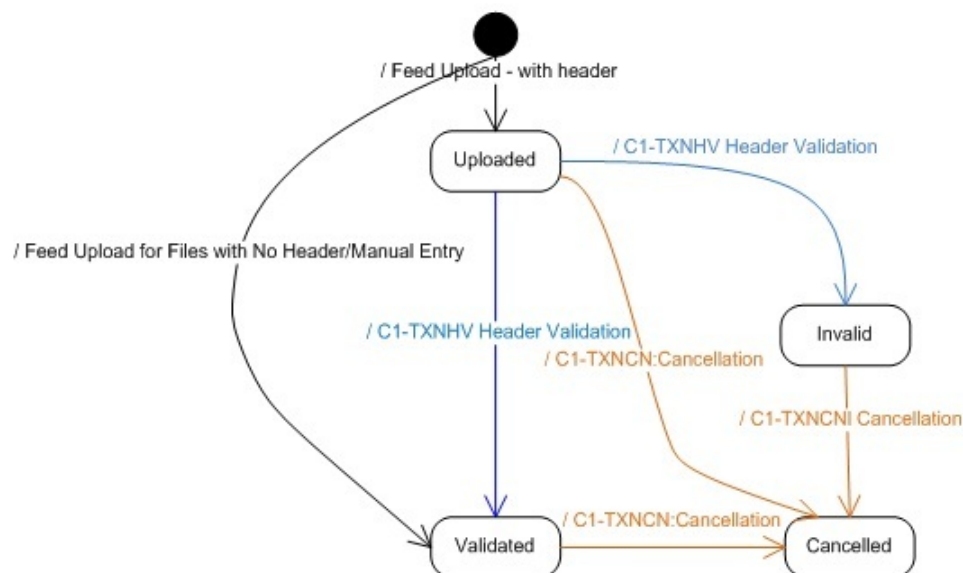
**Related Topics**

For more information on...	See...
Transaction Leg Status Transition	<a href="#">Transaction Leg Status Transition</a> on page 718

## Feed Status Transition

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The following figure graphically indicates how a feed moves from one status to another during the transaction feed management process:

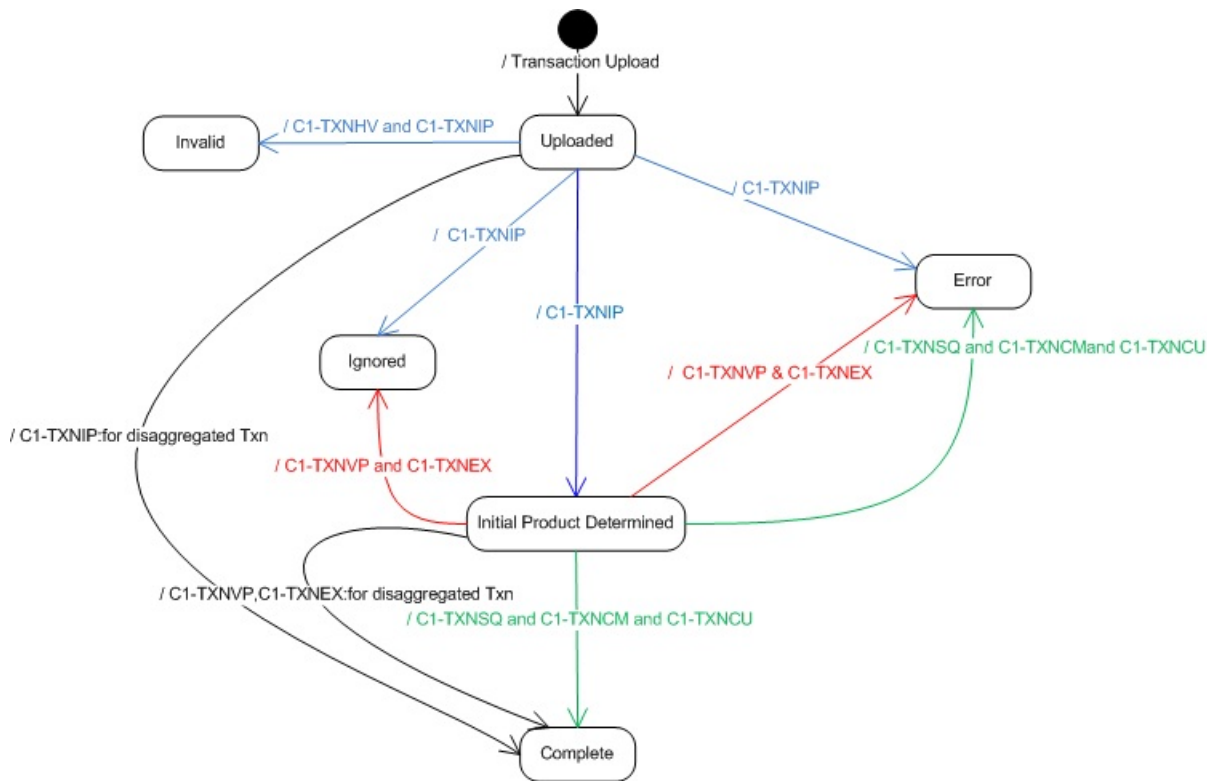




## Transaction Status Transition

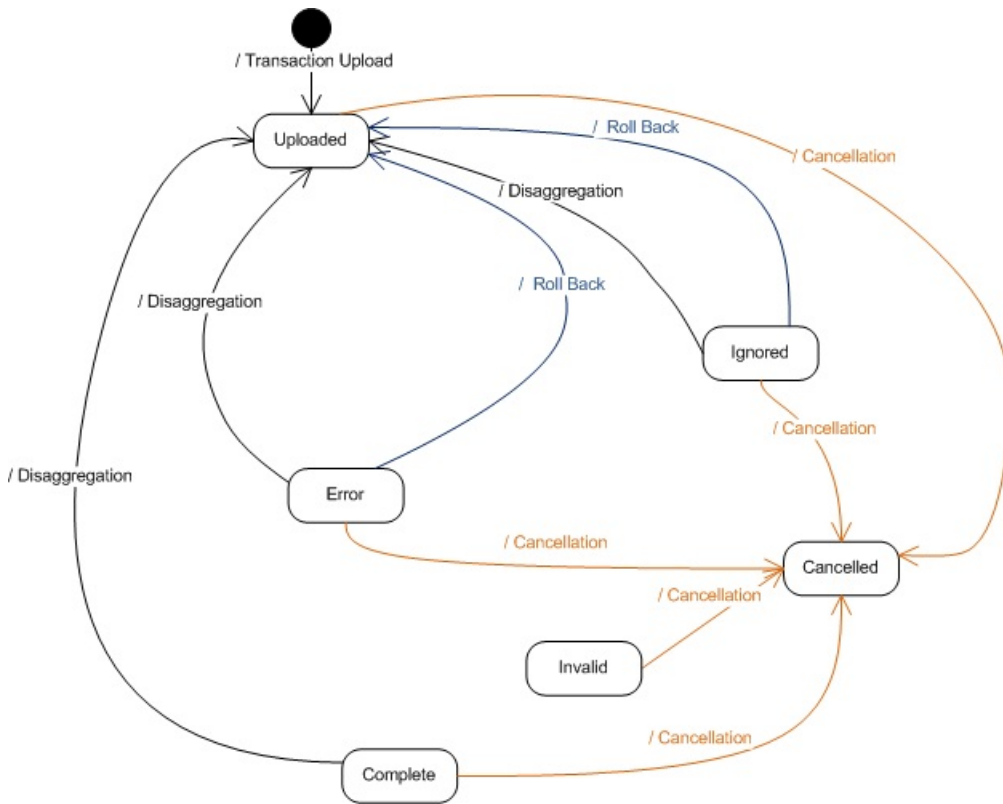
### Aggregation

The following figure graphically indicates how a transaction moves from one status to another during the aggregation process:



### Disaggregation, Rollback, and Cancellation

The following figure graphically indicates how a transaction moves from one status to another during the disaggregation, rollback, and cancellation processes:



## Transaction Leg Status Transition

This section explains how a transaction leg moves from one status to another during the following sub-processes:

- Transaction Aggregation

**Note:** This is the aggregation process for transactions that are recently uploaded or reaggregated after being fully disaggregated.

- Transaction Rollback
- Transaction Cancellation
- Transaction Disaggregation
- Transaction Reaggregation

**Note:** This is the aggregation process for transactions that are reaggregated after being partially disaggregated.

### Transaction Aggregation

The following table indicates how a transaction leg moves from one status to another during the aggregation process:

Sr. No.	Batch	Event	Pre Event Transaction Status	Pre Event Transaction Leg Status	Post Event Transaction Status	Post Event Transaction Leg Status
1	C1-TXNIP	Transaction validation fails due to incomplete transaction data	UPLOADED	Not applicable as the transaction legs are not yet created	INVALID	Not applicable as the transaction legs are not yet created
2	C1-TXNIP	Transaction validation fails due to invalid or incorrect transaction data	UPLOADED	Not applicable as the transaction legs are not yet created	ERROR	Not applicable as the transaction legs are not yet created
3	C1-TXNIP	Transaction validation is successful but no product is derived	UPLOADED	Not applicable as the transaction legs are not yet created	ERROR	Not applicable as the transaction legs are not yet created
4	C1-TXNIP	Transaction validation is successful and product is derived	UPLOADED	Not applicable as the transaction legs are not yet created	INITIAL PRODUCT DETERMINED	INITIAL PRODUCT DETERMINED
5	C1-TXNIP	Transaction validation is successful and the transaction is ignored by the rule based on the transaction attributes	UPLOADED	Not applicable as the transaction legs are not yet created	IGNORED	Not applicable as the transaction legs are not yet created
6	C1-TXNVP and C1-TXNEX	Effective pricing is not found for any of the transaction legs	INITIAL PRODUCT DETERMINED	INITIAL PRODUCT DETERMINED	ERROR	ERROR
7	C1-TXNVP and C1-TXNEX	<b>Ignore Transaction</b> flag is set to <b>Y</b> in the effective pricing for one or more transaction legs but not for all transaction legs	INITIAL PRODUCT DETERMINED	INITIAL PRODUCT DETERMINED	INITIAL PRODUCT DETERMINED	IGNORED (when <b>Ignore Transaction</b> flag is set to <b>Y</b> in the effective pricing) INITIAL PRODUCT DETERMINED (when <b>Ignore Transaction</b> flag is set to <b>N</b> in the effective pricing)
8	C1-TXNVP and C1-TXNEX	<b>Ignore Transaction</b> flag is set to <b>Y</b> in the effective pricing for all transaction legs	INITIAL PRODUCT DETERMINED	INITIAL PRODUCT DETERMINED	IGNORED	IGNORED

Sr. No.	Batch	Event	Pre Event Transaction Status	Pre Event Transaction Leg Status	Post Event Transaction Status	Post Event Transaction Leg Status
9	C1-TXNVP and C1-TXNEX	<b>Ignore Transaction</b> flag is set to N in the effective pricing for all transaction legs	INITIAL PRODUCT DETERMINED	INITIAL PRODUCT DETERMINED	INITIAL PRODUCT DETERMINED	INITIAL PRODUCT DETERMINED
10	C1-TXNSQ and C1-TXNCM	SQIs are not defined for the product — division combination, Transaction aggregation rule is not defined for the SQI, or Exchange rate is not available during currency conversion	INITIAL PRODUCT DETERMINED	INITIAL PRODUCT DETERMINED	ERROR	ERROR
11	C1-TXNSQ and C1-TXNCM	Billable charges are created successfully for all transaction legs	INITIAL PRODUCT DETERMINED	INITIAL PRODUCT DETERMINED	COMPLETED	COMPLETED

### Transaction Rollback

The following table indicates how a transaction leg moves from one status to another during the rollback process:

Sr. No.	Batch	Event	Pre Event Transaction Status	Pre Event Transaction Leg Status	Post Event Transaction Status	Post Event Transaction Leg Status
1	C1-TXNRB	Transactions with the Error (EROR) status are rolled back	ERROR	ERROR	UPLOADED	Not applicable as the transaction legs are not yet created
2	C1-TXNRB	Transactions with the Ignored (IGNR) status are rolled back	IGNORED	IGNORED	UPLOADED	Not applicable as the transaction legs are not yet created

### Transaction Cancellation

The following table indicates how a transaction leg moves from one status to another during the cancellation process:

Sr. No.	Batch	Event	Pre Event Transaction Status	Pre Event Transaction Leg Status	Post Event Transaction Status	Post Event Transaction Leg Status
1	C1-TXCNC	Transactions in any status are cancelled	UPLOADED, INITIAL PRODUCT DETERMINED, ERROR, COMPLETED, INVALID, or IGNORED	INITIAL PRODUCT DETERMINED, ERROR, IGNORED, or COMPLETED	CANCELLED	CANCELLED

**Transaction Disaggregation**

The following table indicates how a transaction leg moves from one status to another during the disaggregation process:

Sr. No.	Batch	Event	Pre Event Transaction Status	Pre Event Transaction Leg Status	Post Event Transaction Status	Post Event Transaction Leg Status
1	C1-DISTG	Transactions in the COMPLETED, ERROR, or IGNORED status are disaggregated.	COMPLETED, ERROR, or IGNORED  <b>Note:</b> The transactions in the ERROR or IGNORED status must have legs for disaggregation.	COMPLETED, ERROR, or IGNORED	No change in the status	No change in the status
2	C1-DISTG	Transactions in the INVALID or CANCELLED status cannot be disaggregated. In addition, the newly uploaded transactions and fully disaggregated transactions which are in the UPLOADED status cannot be disaggregated.	CANCELLED, INVALID, or UPLOADED	Not applicable as the transactions will not have any legs in these statuses	No change in the status	Not applicable as the transactions will not have any legs in these statuses
3	C1-IDENT	Transactions in the COMPLETED, ERROR, or IGNORED status are disaggregated.	COMPLETED, ERROR, or IGNORED  <b>Note:</b> The transactions in the ERROR or IGNORED status must have legs for disaggregation.	COMPLETED, ERROR, or IGNORED	No change in the status	No change in the status

Sr. No.	Batch	Event	Pre Event Transaction Status	Pre Event Transaction Leg Status	Post Event Transaction Status	Post Event Transaction Leg Status
4	C1-IDENT	Transaction has already been disaggregated and is in the UPLOADED status. The transaction legs which were not affected are moved in the staging table and the transaction legs which were affected are deleted. Now, if the effective pricing is changed for the account to which the transaction leg in the staging table is mapped, then that transaction leg must be disaggregated. Thus, disaggregation is done even though the transaction is in the UPLOADED status.	UPLOADED	UPLOADED	No change in the status	No change in the status
5	C1-PDTXN	Transactions in the COMPLETED, ERROR, or IGNORED status are disaggregated.	COMPLETED, ERROR, or IGNORED <b>Note:</b> The transactions in the ERROR or IGNORED status must have legs for disaggregation.	COMPLETED, ERROR, or IGNORED	UPLOADED	Transaction legs which are affected during disaggregation are deleted and the other legs which are not affected are moved to the staging table.

### **Transaction Reaggregation**

The following table indicates how a transaction leg moves from one status to another during the reaggregation process:

Sr. No.	Batch	Event	Transaction Status Before Disaggregation	Transaction Leg Status Before Disaggregation	Transaction Status After Reaggregation	Transaction Leg Status After Reaggregation
1	C1-TXNIP	Transaction in the COMPLETED status was disaggregated. It had four transaction legs – two in the COMPLETED status and other two in the IGNORED status. A transaction leg in the COMPLETED status was disaggregated due to change in the business rule (i.e. <b>IGNORE_SW</b> is set to <b>Y</b> ).	COMPLETED	COMPLETED, IGNORED	COMPLETED	Derived Leg: IGNORED Existing Legs: COMPLETED and IGNORED
2	C1-TXNIP	Transaction in the COMPLETED status was disaggregated. It had one transaction leg in the COMPLETED status and all other transaction legs in the IGNORED status. The leg in the COMPLETED status was disaggregated due to change in the business rule (i.e. <b>IGNORE_SW</b> is set to <b>Y</b> ).	COMPLETED	COMPLETED, IGNORED	IGNORED	Derived Leg: IGNORED Existing Legs: IGNORED

Sr. No.	Batch	Event	Transaction Status Before Disaggregation	Transaction Leg Status Before Disaggregation	Transaction Status After Reaggregation	Transaction Leg Status After Reaggregation
3	C1-TXNIP	Transaction in the COMPLETED status was disaggregated. All the transaction legs were in the COMPLETED status. One of the transaction legs in the COMPLETED status was disaggregated. During reaggregation, no product was derived for this transaction leg.	COMPLETED	COMPLETED	ERROR	Derived Leg: No new transaction leg was created Existing Legs: COMPLETED
4	C1-TXNIP	Transaction in the ERROR status was disaggregated. It had no transaction legs. During reaggregation, no product was derived for the transaction.	ERROR	No Transaction Legs Exist	ERROR	Derived Leg: No new transaction leg was created Existing Legs: None
5	C1-TXNIP	Transaction in the ERROR status was disaggregated. It had no transaction legs. During reaggregation, a product was derived for the transaction.	ERROR	No Transaction Legs Exist	INITIAL PRODUCT DETERMINED	Derived Leg: INITIAL PRODUCT DETERMINED Existing Legs: None



Sr. No.	Batch	Event	Transaction Status Before Disaggregation	Transaction Leg Status Before Disaggregation	Transaction Status After Reaggregation	Transaction Leg Status After Reaggregation
6	C1-TXNVP and C1-TXNEX	Transaction in the COMPLETED status was disaggregated. It had four transaction legs – two in the COMPLETED status and other two in the IGNORED status. A transaction leg in the COMPLETED status was disaggregated. During reaggregation, the effective pricing was not found for the transaction leg.	COMPLETED	COMPLETED, IGNORED	ERROR	Derived Leg: ERROR Existing Legs: COMPLETED and IGNORED
7	C1-TXNVP and C1-TXNEX	Transaction in the ERROR status was disaggregated. It had no transaction legs. During reaggregation, the effective pricing is found for the transaction legs.	ERROR	No Transaction Legs Exist	INITIAL PRODUCT DETERMINED	Derived Legs: INITIAL PRODUCT DETERMINED Existing Legs: None
8	C1-TXNVP and C1-TXNEX	Transaction in the COMPLETED status was disaggregated. It had four transaction legs – two in the COMPLETED status and other two in the IGNORED status. A transaction leg in the COMPLETED status was disaggregated due to change in the effective pricing (i.e. <b>Ignore Transaction</b> flag is set to <b>Y</b> ).	COMPLETED	COMPLETED, IGNORED	COMPLETED	Derived Leg: IGNORED Existing Legs: COMPLETED and IGNORED

Sr. No.	Batch	Event	Transaction Status Before Disaggregation	Transaction Leg Status Before Disaggregation	Transaction Status After Reaggregation	Transaction Leg Status After Reaggregation
9	C1-TXNVP and C1-TXNEX	Transaction in the COMPLETED status was disaggregated. It had one transaction leg in the COMPLETED status and all other transaction legs in the IGNORED status. The leg in the COMPLETED status was disaggregated due to change in the effective pricing (i.e. <b>Ignore Transaction</b> flag is set to <b>Y</b> ).	COMPLETED	COMPLETED, IGNORED	IGNORED	Derived Leg: IGNORED Existing Legs: IGNORED
10	C1-TXNSQ and C1-TXNCM	While reaggregating transaction legs, SQIs are not defined for the product — division combination, Transaction aggregation rule is not defined for the SQI, or Exchange rate is not available during currency conversion.	COMPLETED, ERROR, IGNORED <b>Note:</b> There must be no legs for the transaction in the IGNORED status.	COMPLETED, ERROR	ERROR	Derived Legs: ERROR Existing Legs: No change in the status
11	C1-TXNSQ and C1-TXNCM	Billable charges are created successfully for all transaction legs which were earlier disaggregated and now reaggregated.	COMPLETED, ERROR, IGNORED <b>Note:</b> There must be no legs for the transaction in the IGNORED status.	COMPLETED, ERROR	COMPLETED	Derived Leg: COMPLETED Existing Legs: No change in the status

## Transaction Data File

You can upload a transaction data file in the following formats:

- Comma Separated Values
- JavaScript Object Notation
- Fixed Position
- Pipe Separated Values
- Tilde Separated Values
- Extensible Markup Language

Before uploading a transaction data file, you need to ensure that it contains the following:

- **File Header** - Every file must have one header record. It should contain the following details:

Header Data	Description	Mandatory (Yes or No)
Transaction Source	Used to specify the source from where the transactions are received.	Yes
Header Date (YYYYMMDD)	Used to specify the header date.	Yes
Transaction Header ID	Used to specify the external transaction header ID.	Yes
File Name	Used to specify the file name.	Yes
Number of Transactions	Used to specify the total number of transaction records in the file.	Yes
Total Transaction Volume	Used to specify the total transaction volume.	Yes
Total Transaction Amount	Used to specify the total transaction amount.	Yes

- **Transaction Record** - Every file must have one or more transaction records. It should contain the following details:

Record Data	Description	Mandatory (Yes or No)
Transaction Record Type	Used to specify the record type of the transaction.	Yes
Transaction Source	Used to specify the source from where the transaction is received.	Yes
Transaction Date (YYYYMMDD)	Used to specify the date when the transaction was performed.	Yes
External Reference Number	Used to specify the external reference number of the transaction.	Yes
Customer Reference Number	Used to indicate the customer who has performed the transaction.	No
Division	Used to specify the division to which the transaction belongs.	Yes
Transaction Volume	Used to specify the transaction volume.	Yes
Transaction Amount	Used to specify the transaction amount.	Yes

Record Data	Description	Mandatory (Yes or No)
Transaction Currency	Used to specify the currency in which the transaction was performed.	Yes
	<b>Note:</b> If you specify a currency other than the pricing currency, the system will do the currency conversion when the appropriate exchange rate is available in the system.	
Credit/Debit Indicator	Used to indicate whether the transaction is a debit or a credit transaction. The valid values are: <ul style="list-style-type: none"> <li>• Plus (+)</li> <li>• Minus (-)</li> </ul>	Yes
Account Identifier Type	Used to indicate the account identifier type.	Yes
Account Identifier	Used to indicate the account for which the transaction was performed.	Yes
UDF_NUM_1, UDF_NUM_2, UDF_NUM_3, ..., UDF_NUM_20	Used to specify additional information about the transaction.	No
UDF_AMT_1, UDF_AMT_2, UDF_AMT_3, ..., UDF_AMT_10	Used to specify additional transaction amount.	Yes (Conditional)
		<b>Note:</b> The UDF_AMT_N is required when the corresponding UDF_CCY_N is specified.
UDF_CCY_1, UDF_CCY_2, UDF_CCY_3, ....., UDF_CCY_10	Used to specify additional transaction currency. <b>Note:</b> If you specify a currency other than the pricing currency, the system will do the currency conversion when the appropriate exchange rate is available in the system.	Yes (Conditional)
		<b>Note:</b> The UDF_CCY_N is required when the corresponding UDF_AMT_N is specified.
UDF_DTTM_1, UDF_DTTM_2, ....., UDF_DTTM_5	Used to specify additional information about the transaction.	No
UDF_CHAR_1, UDF_CHAR_2, UDF_CHAR_3, ..., UDF_CHAR_50	Used to specify additional information about the transaction.	No
	<b>Note:</b> If the data in these columns will be used for price item parameter mapping, you must not use the equal to (=) and tilde (~) symbols in these columns.	

## Error List

The following table lists the errors that may occur while executing various batches in the transaction feed management process. It also indicates how you can resolve these errors.

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNHV	102	{Checksum Validation Required} field invalid.	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value other than 'Y', 'y', 'N' or 'n' is specified for the <b>Checksum Validation Required</b> parameter.</li> </ul>
C1-TXNHV	102	{Duplicate Check Required} field invalid.	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value other than 'Y', 'y', 'N' or 'n' is specified for the <b>Duplicate Check Required</b> parameter.</li> </ul>
C1-TXNHV	1314	The Transaction Source is mandatory.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The data is not available in the <b>Transaction Source</b> column.</li> </ul>
C1-TXNHV	1332	Sum of transaction records in the header does not match the total number of records in the file.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>Inappropriate file is uploaded in the system.</li> </ul>
C1-TXNHV	1333	Sum of transaction volume in the header does not match the total transaction volume in the file.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>Inappropriate file is uploaded in the system.</li> </ul>
C1-TXNHV	1334	Sum of transaction amount in the header does not match the total transaction amount in the file.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>Inappropriate file is uploaded in the system.</li> </ul>
C1-TXNHV	1338	The Transaction Header ID already exists in the system. Please enter unique header ID.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The same file is uploaded multiple times in the system.</li> </ul>
C1-TXNHV	1341	Exception occurred during the transaction header validation.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The data is not available in the required format.</li> </ul>
C1-TXNHV	1421	Transaction records does not exist in the file. Please check.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>Inappropriate file is uploaded in the system.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNHV	1422	Sum of transaction records in the header cannot be zero. Please enter valid data in the header.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value available in the <b>Number of Transactions</b> column is less than or equal to zero.</li> </ul>
C1-TXNHV	1423	Sum of transaction volume in the header cannot be zero. Please enter valid data in the header.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value available in the <b>Total Transaction Volume</b> column is less than or equal to zero.</li> </ul>
C1-TXNHV	1663	Transaction Header External Id is missing.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The data is not available in the <b>Transaction Header ID</b> column.</li> </ul>
C1-TXNHV	1664	Header Transaction Amount should be greater than 0.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value available in the <b>Total Transaction Amount</b> column is less than or equal to zero.</li> </ul>
C1-TXNIP	102	{Chunk Size} field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Chunk Size</b> parameter is less than or equal to one.</li> </ul>
C1-TXNIP	102	{ Maximum Batch Size } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is greater than the value specified for the <b>Chunk Size</b> parameter.</li> </ul>
C1-TXNIP	106	Value { Given Transaction Header Id } too long for field { transactionHeaderId }. Maximum length: 14. Found: { Length of given Transaction Header Id}	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Transaction Header ID</b> parameter exceeds the maximum length of 14 characters.</li> </ul>
C1-TXNIP	106	Value { Given Transaction Source Code } too long for field { transactionSource }. Maximum length: 30. Found: { Length of given Transaction Source Code}	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Transaction Source</b> parameter exceeds the maximum length of 30 characters.</li> </ul>
C1-TXNIP	106	Value { Given Transaction Division } too long for field { division }. Maximum length: 5 Found: { Length of given Transaction Division}	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Division</b> parameter exceeds the maximum length of 5 characters.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	1301	The account with the specified identifier does not exist in the system. Enter a valid identifier.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The account with the specified account identifier is not found in the system.</li> </ul>
C1-TXNIP	1302	UDF_CURRENCY_1 is mandatory when UDF_AMT_1 is non-zero. Enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_1</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1303	UDF_AMT_1 is mandatory when UDF_CURRENCY_1 is specified. Enter the amount.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The amount is not available in the <b>UDF_AMT_1</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1304	UDF_CURRENCY_2 is mandatory when UDF_AMT_2 is non-zero. Enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_2</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1305	UDF_AMT_2 is mandatory when UDF_CURRENCY_2 is specified. Enter the amount.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The amount is not available in the <b>UDF_AMT_2</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1306	UDF_CURRENCY_3 is mandatory when UDF_AMT_3 is non-zero. Enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_3</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1307	UDF_AMT_3 is mandatory when UDF_CURRENCY_3 is specified. Enter the amount.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The amount is not available in the <b>UDF_AMT_3</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1308	UDF_CURRENCY_4 is mandatory when UDF_AMT_4 is non-zero. Enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_4</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1309	UDF_AMT_4 is mandatory when UDF_CURRENCY_4 is specified. Enter the amount.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The amount is not available in the <b>UDF_AMT_4</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1310	UDF_CURRENCY_5 is mandatory when UDF_AMT_5 is non-zero. Enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_5</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	1311	UDF_AMT_5 is mandatory when UDF_CURRENCY_5 is specified. Enter the amount.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The amount is not available in the <b>UDF_AMT_5</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1312	UDF_CURRENCY_6 is mandatory when UDF_AMT_6 is non-zero. Enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_6</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1313	UDF_AMT_6 is mandatory when UDF_CURRENCY_6 is specified. Enter the amount.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The amount is not available in the <b>UDF_AMT_6</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1314	UDF_CURRENCY_7 is mandatory when UDF_AMT_7 is non-zero. Enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_7</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1315	UDF_AMT_7 is mandatory when UDF_CURRENCY_7 is specified. Enter the amount.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The amount is not available in the <b>UDF_AMT_7</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1316	UDF_CURRENCY_8 is mandatory when UDF_AMT_8 is non-zero. Enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_8</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1317	UDF_AMT_8 is mandatory when UDF_CURRENCY_8 is specified. Enter the amount.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The amount is not available in the <b>UDF_AMT_8</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1318	UDF_CURRENCY_9 is mandatory when UDF_AMT_9 is non-zero. Enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_9</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1319	UDF_AMT_9 is mandatory when UDF_CURRENCY_9 is specified. Enter the amount.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The amount is not available in the <b>UDF_AMT_9</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>



Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	1320	UDF_CURRENCY_10 is mandatory when UDF_AMT_10 is non-zero. Enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_10</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1321	UDF_AMT_10 is mandatory when UDF_CURRENCY_10 is specified. Enter the amount.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The amount is not available in the <b>UDF_AMT_10</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1347	Could not derive a price item from the rules engine.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>There is some technical issue while executing the rule or while processing the rule output.</li> <li>No rules are effective on the processing date.</li> <li>The rule type is not defined for the transaction source and transaction record type combination in the system.</li> </ul>
C1-TXNIP	1349	Division is invalid. Please enter a valid division for the transaction.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>Division (to which the transaction belongs) is not defined in the system.</li> </ul>
C1-TXNIP	1351	Transaction Currency is invalid. Please enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The currency in which the transaction was performed is not available in the <b>Transaction Currency</b> column.</li> <li>Currency is not defined in the system.</li> </ul>
C1-TXNIP	1362	UDF Currency 1 is invalid. Please enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>Currency is not defined in the system.</li> </ul>
C1-TXNIP	1363	UDF Currency 2 is invalid. Please enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>Currency is not defined in the system.</li> </ul>
C1-TXNIP	1364	UDF Currency 3 is invalid. Please enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>Currency is not defined in the system.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	1365	UDF Currency 4 is invalid. Please enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>Currency is not defined in the system.</li> </ul>
C1-TXNIP	1366	UDF Currency 5 is invalid. Please enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>Currency is not defined in the system.</li> </ul>
C1-TXNIP	1377	Transaction currency is mandatory when transaction amount is non-zero. Enter a valid currency code.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The currency is not available in the <b>Transaction Currency</b> column.</li> </ul>
C1-TXNIP	1378	Transaction amount is mandatory when transaction currency is specified. Enter the amount.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The amount is not available in the <b>Transaction Amount</b> column.</li> </ul>
C1-TXNIP	1379	The user does not exist in the system. Please enter a valid user ID.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The user is not defined in the system.</li> </ul>
C1-TXNIP	1380	The value entered in the Credit/Debit Indicator column is incorrect. Enter either "+" or "-".	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value other than '+' or '-' is available in the <b>HOW_TO_USE_TXN_FLG</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1381	The value entered in the Manual Switch field is incorrect. Enter either "Y" or "N".	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value other than 'Y' or 'N' is available in the <b>MANUAL_SW</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	1556	{Maximum Batch Size} field should be greater than zero	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is less than or equal to zero.</li> </ul>
C1-TXNIP	1636	Invalid batch run [%1] for [%2] division(s). %3  <b>Note:</b> [%1] stands for batch code; [%2] stands for division; [%3] stands for expected batch code	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute the C1-TXNVP, C1-TXNEX, C1-TXNSQ, C1-TXNCM or C1-TXNCU batch instead of the C1-TXNIP batch (which is first mandatory batch in the transaction aggregation cycle).</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	1637	<p>Batch [%1] is already executed for [%2] division(s). Please complete pending batch runs before starting new cycle for [%3] division(s).</p> <p><b>Note:</b> [%1] stands for batch code; [%2] and [%3] stands for division</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>You are trying to execute this batch once again with the same division (for example, D1) after executing any other batch in the transaction aggregation cycle which is already initiated for D1.</li> </ul>
C1-TXNIP	1638	Transaction Feed Management cycle for individual division(s) is not yet complete. Please complete pending batch runs before starting new cycle for processing [ALL] divisions.	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>You are trying to execute this batch for all divisions before completing the transaction aggregation cycle which is initiated for a particular division.</li> </ul>
C1-TXNIP	1639	<p>Transaction Feed Management cycle for [ALL] divisions is not yet complete. Please complete pending batch runs before starting new cycle for individual division [%1].</p> <p><b>Note:</b> [%1] stands for division</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>You are trying to execute this batch for a particular division before completing the transaction aggregation cycle which is initiated for all divisions.</li> </ul>
C1-TXNIP	1646	Value for mandatory parameter is missing.	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>No value is defined for the mandatory price item parameter in the rule.</li> </ul>
C1-TXNIP	1647	Mandatory parameter is missing.	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The mandatory price item parameter is not defined as the output parameter in the rule.</li> </ul>
C1-TXNIP	1648	Account Number derived by the rule is invalid.	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>No value is defined for either <b>Account Identifier (ACCT_NOX_Val)</b> or <b>Account Identifier Column Name (ACCT_NOX_Col)</b> output parameter in the rule.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	1649	Account Number type code derived by the rule is invalid.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>No value is defined for either <b>Account Identifier Type (ACCT_NO_TYPEX_Val)</b> or <b>Account Identifier Type Column Name (ACCT_NO_TYPEX_Col)</b> output parameter in the rule.</li> </ul>
C1-TXNIP	1650	Division derived by the rule is invalid.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>No value is defined for either <b>Account Division (DIVISIONX_VAL)</b> or <b>Account Division Column Name (DIVISIONX_COL)</b> output parameter in the rule.</li> </ul>
C1-TXNIP	1651	Not able to derive account ID.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The account with the specified account identifier type, account identifier, and division is not found in the system.</li> </ul>
C1-TXNIP	1652	Product derived by the rule is invalid.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>No value is defined for either <b>Product Name (PRODUCTX_Y_Val)</b> or <b>Product Column Name (PRODUCTX_Y_Col)</b> output parameter in the rule.</li> </ul>
C1-TXNIP	1653	Length of the derived product is greater than 10.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Product Name (PRODUCTX_Y_Val)</b> or <b>Product Column Name (PRODUCTX_Y_Col)</b> output parameter in the rule exceeds the maximum length of 10 characters.</li> </ul>
C1-TXNIP	1654	Length of the derived variance parameter is greater than 8.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>TOU (TOUX_Y_Val)</b> or <b>TOU Column Name (TOUX_Y_Col)</b> output parameter in the rule exceeds the maximum length of 8 characters.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	1656	Length of the product parameter value derived by the rule is greater than 254.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Parameter Value (PVLX_Y_Z_VAL)</b> or <b>Parameter Value Column Name (PVLX_Y_Z_COL)</b> output parameter in the rule exceeds the maximum length of 254 characters.</li> </ul>
C1-TXNIP	1657	Length of the product parameter code derived by the rule is greater than 30.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Parameter Code (PCDX_Y_Z_VAL)</b> output parameter in the rule exceeds the maximum length of 30 characters.</li> </ul>
C1-TXNIP	2002	Transaction is in EROR due to one or more reasons.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>There might be one or more reasons why the status of the transaction is set to <b>Error (EROR)</b>.</li> </ul>
C1-TXNIP	2007	%1 cannot be blank. <b>Note:</b> [%1] stands for division	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The division to which the transaction belongs is not available in the <b>Division</b> column.</li> </ul>
C1-TXNIP	2007	%1 cannot be blank. <b>Note:</b> [%1] stands for user ID	17000	The possible issues could be: <ul style="list-style-type: none"> <li>No data exists in the <b>USER_ID</b> column of the <b>CI_TXN_DETAIL</b> table when the <b>MANUAL_SW</b> column is set to <b>Y</b>.</li> </ul>
C1-TXNIP	2011	%1 is mandatory when %2 is non-zero. Enter a valid currency code. <b>Note:</b> [%1] stands for "Currency Code"; [%2] stands for "Transaction Amount"	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The currency in which the transaction was performed is not available in the <b>CURRENCY_CD</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	2011	<p>%1 is mandatory when %2 is non-zero. Enter a valid currency code.</p> <p><b>Note:</b></p> <p>[%1] stands for “Amount 1 Currency Code”;</p> <p>[%2] stands for “Additional Amount 1”</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_1</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	2011	<p>%1 is mandatory when %2 is non-zero. Enter a valid currency code.</p> <p><b>Note:</b></p> <p>[%1] stands for “Amount 2 Currency Code”;</p> <p>[%2] stands for “Additional Amount 2”</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_2</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	2011	<p>%1 is mandatory when %2 is non-zero. Enter a valid currency code.</p> <p><b>Note:</b></p> <p>[%1] stands for “Amount 3 Currency Code”;</p> <p>[%2] stands for “Additional Amount 3”</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_3</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	2011	<p>%1 is mandatory when %2 is non-zero. Enter a valid currency code.</p> <p><b>Note:</b></p> <p>[%1] stands for “Amount 4 Currency Code”;</p> <p>[%2] stands for “Additional Amount 4”</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_4</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	2011	<p>%1 is mandatory when %2 is non-zero. Enter a valid currency code.</p> <p><b>Note:</b></p> <p>[%1] stands for “Amount 5 Currency Code”;</p> <p>[%2] stands for “Additional Amount 5”</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_5</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	2011	<p>%1 is mandatory when %2 is non-zero. Enter a valid currency code.</p> <p><b>Note:</b></p> <p>[%1] stands for “Amount 6 Currency Code”;</p> <p>[%2] stands for “Additional Amount 6”</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_6</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	2011	<p>%1 is mandatory when %2 is non-zero. Enter a valid currency code.</p> <p><b>Note:</b></p> <p>[%1] stands for “Amount 7 Currency Code”;</p> <p>[%2] stands for “Additional Amount 7”</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_7</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	2011	<p>%1 is mandatory when %2 is non-zero. Enter a valid currency code.</p> <p><b>Note:</b></p> <p>[%1] stands for “Amount 8 Currency Code”;</p> <p>[%2] stands for “Additional Amount 8”</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_8</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	2011	<p>%1 is mandatory when %2 is non-zero. Enter a valid currency code.</p> <p><b>Note:</b></p> <p>[%1] stands for “Amount 9 Currency Code”;</p> <p>[%2] stands for “Additional Amount 9”</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_9</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	2011	<p>%1 is mandatory when %2 is non-zero. Enter a valid currency code.</p> <p><b>Note:</b></p> <p>[%1] stands for “Amount 10 Currency Code”;</p> <p>[%2] stands for “Additional Amount 10”</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The currency is not available in the <b>UDF_CURRENCY_CD_10</b> column of the <b>CI_TXN_DETAIL</b> table.</li> </ul>
C1-TXNIP	2012	<p>%1 %2 is invalid. Please enter a valid currency code.</p> <p><b>Note:</b></p> <p>[%1] stands for “Currency Code”;</p> <p>[%2] stands for transaction currency</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>Currency is not defined in the system.</li> </ul>
C1-TXNIP	2012	<p>%1 %2 is invalid. Please enter a valid currency code.</p> <p><b>Note:</b></p> <p>[%1] stands for “Amount 1 Currency Code”;</p> <p>[%2] stands for UDF_CURRENCY_CD_1</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>Currency is not defined in the system.</li> </ul>



Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	2012	% 1 %2 is invalid. Please enter a valid currency code.  <b>Note:</b> [%1] stands for “Amount 2 Currency Code”; [%2] stands for UDF_CURRENCY_CD_2	17000	The possible issues could be: <ul style="list-style-type: none"> <li>• Currency is not defined in the system.</li> </ul>
C1-TXNIP	2012	% 1 %2 is invalid. Please enter a valid currency code.  <b>Note:</b> [%1] stands for “Amount 3 Currency Code”; [%2] stands for UDF_CURRENCY_CD_3	17000	The possible issues could be: <ul style="list-style-type: none"> <li>• Currency is not defined in the system.</li> </ul>
C1-TXNIP	2012	% 1 %2 is invalid. Please enter a valid currency code.  <b>Note:</b> [%1] stands for “Amount 4 Currency Code”; [%2] stands for UDF_CURRENCY_CD_4	17000	The possible issues could be: <ul style="list-style-type: none"> <li>• Currency is not defined in the system.</li> </ul>
C1-TXNIP	2012	% 1 %2 is invalid. Please enter a valid currency code.  <b>Note:</b> [%1] stands for “Amount 5 Currency Code”; [%2] stands for UDF_CURRENCY_CD_5	17000	The possible issues could be: <ul style="list-style-type: none"> <li>• Currency is not defined in the system.</li> </ul>
C1-TXNIP	2012	% 1 %2 is invalid. Please enter a valid currency code.  <b>Note:</b> [%1] stands for “Amount 6 Currency Code”; [%2] stands for UDF_CURRENCY_CD_6	17000	The possible issues could be: <ul style="list-style-type: none"> <li>• Currency is not defined in the system.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	2012	% 1 %2 is invalid. Please enter a valid currency code.  <b>Note:</b> [%1] stands for “Amount 7 Currency Code”; [%2] stands for UDF_CURRENCY_CD_7	17000	The possible issues could be: <ul style="list-style-type: none"> <li>• Currency is not defined in the system.</li> </ul>
C1-TXNIP	2012	% 1 %2 is invalid. Please enter a valid currency code.  <b>Note:</b> [%1] stands for “Amount 8 Currency Code”; [%2] stands for UDF_CURRENCY_CD_8	17000	The possible issues could be: <ul style="list-style-type: none"> <li>• Currency is not defined in the system.</li> </ul>
C1-TXNIP	2012	% 1 %2 is invalid. Please enter a valid currency code.  <b>Note:</b> [%1] stands for “Amount 9 Currency Code”; [%2] stands for UDF_CURRENCY_CD_9	17000	The possible issues could be: <ul style="list-style-type: none"> <li>• Currency is not defined in the system.</li> </ul>
C1-TXNIP	2012	% 1 %2 is invalid. Please enter a valid currency code.  <b>Note:</b> [%1] stands for “Amount 10 Currency Code”; [%2] stands for UDF_CURRENCY_CD_10	17000	The possible issues could be: <ul style="list-style-type: none"> <li>• Currency is not defined in the system.</li> </ul>
C1-TXNIP	2013	The user %1 does not exist in the system. Please enter a valid user ID.  <b>Note:</b> [%1] stands for user ID	17000	The possible issues could be: <ul style="list-style-type: none"> <li>• The user is not defined in the system.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	2014	<p>%1 derived using %2 by the rule is invalid.</p> <p><b>Note:</b> [%1] stands for “Account Number” [%2] stands for the ACCT_NOX_Val or ACCT_NOX_Col output parameter</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>No value is defined for either <b>Account Identifier (ACCT_NOX_Val)</b> or <b>Account Identifier Column Name (ACCT_NOX_Col)</b> output parameter in the rule.</li> </ul>
C1-TXNIP	2014	<p>%1 derived using %2 by the rule is invalid.</p> <p><b>Note:</b> [%1] stands for “Account Identifier Type” [%2] stands for the ACCT_NO_TYPEX_Val or ACCT_NO_TYPEX_Col output parameter</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>No value is defined for either <b>Account Identifier Type (ACCT_NO_TYPEX_Val)</b> or <b>Account Identifier Type Column Name (ACCT_NO_TYPEX_Col)</b> output parameter in the rule.</li> </ul>
C1-TXNIP	2014	<p>%1 derived using %2 by the rule is invalid.</p> <p><b>Note:</b> [%1] stands for “Division” [%2] stands for the DIVISIONX_VAL or DIVISIONX_COL output parameter</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>No value is defined for either <b>Account Division (DIVISIONX_VAL)</b> or <b>Account Division Column Name (DIVISIONX_COL)</b> output parameter in the rule.</li> </ul>
C1-TXNIP	2014	<p>%1 derived using %2 by the rule is invalid.</p> <p><b>Note:</b> [%1] stands for “Initial Product Code” [%2] stands for the PRODUCTX_Y_Val or PRODUCTX_Y_Col output parameter</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>No value is defined for either <b>Product Name (PRODUCTX_Y_Val)</b> or <b>Product Column Name (PRODUCTX_Y_Col)</b> output parameter in the rule.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	2015	<p>Not able to derive account id for given Account Number %1, Account Number Type Code %2 and Division %3.</p> <p><b>Note:</b></p> <p>[%1] stands for account identifier;</p> <p>[%2] stands for account identifier type;</p> <p>[%3] stands for division</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The account with the specified account identifier type, account identifier and division is not found in the system.</li> </ul>
C1-TXNIP	2016	<p>Length of the derived %1 using %2 by the rule is greater than %3.</p> <p><b>Note:</b></p> <p>[%1] stands for “Initial Product Code”;</p> <p>[%2] stands for PRODUCTX_Y_Val or PRODUCTX_Y_Col output parameter;</p> <p>[%3] stands for length of product code (i.e. 30)</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The value specified for the <b>Product Name (PRODUCTX_Y_Val)</b> or <b>Product Column Name (PRODUCTX_Y_Col)</b> output parameter in the rule exceeds the maximum length of 30 characters.</li> </ul>
C1-TXNIP	2016	<p>Length of the derived %1 using %2 by the rule is greater than %3.</p> <p><b>Note:</b></p> <p>[%1] stands for “Variance Parameter”;</p> <p>[%2] stands for TOUX_Y_Val or TOUX_Y_Col output parameter;</p> <p>[%3] stands for length of variance parameter (i.e. 8)</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The value specified for the <b>TOU (TOUX_Y_Val)</b> or <b>TOU Column Name (TOUX_Y_Col)</b> output parameter in the rule exceeds the maximum length of 8 characters.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	2016	<p>Length of the derived %1 using %2 by the rule is greater than %3.</p> <p><b>Note:</b> [%1] stands for “Parameter”; [%2] stands for PCDX_Y_Z_VAL output parameter; [%3] stands for length of parameter (i.e. 30)</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The value specified for the <b>Parameter Code (PCDX_Y_Z_VAL)</b> output parameter in the rule exceeds the maximum length of 30 characters.</li> </ul>
C1-TXNIP	2016	<p>Length of the derived %1 using %2 by the rule is greater than %3.</p> <p><b>Note:</b> [%1] stands for “Parameter Value”; [%2] stands for PVLX_Y_Z_VAL or PVLX_Y_Z_COL output parameter; [%3] stands for length of parameter value (i.e. 254)</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The value specified for the <b>Parameter Value Column Name (PVLX_Y_Z_COL)</b> output parameter in the rule exceeds the maximum length of 254 characters.</li> </ul>
C1-TXNIP	2017	<p>Mandatory parameter %1 is missing for %2 %3 and processing date %4.</p> <p><b>Note:</b> [%1] stands for the product parameter code; [%2] stands for “Initial Product Code” [%3] stands for the product code [%4] stands for the processing date</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The mandatory product parameter is not defined as the output parameter in the rule.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	2018	Value for mandatory parameter %1 is missing for product %2 and processing date %3.  <b>Note:</b> [%1] stands for product parameter code; [%2] stands for product code; [%3] stands for processing date	17000	The possible issues could be: <ul style="list-style-type: none"> <li>No value is defined for the mandatory product parameter in the rule.</li> </ul>
C1-TXNIP	2019	Value of the derived %1 %2 contains '~' or '='.  <b>Note:</b> [%1] stands for parameter code [%2] stands for parameter value	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The parameter code or value contains the equal to (=) and tide (~) symbols.</li> </ul>
C1-TXNIP	2037	Error during executing rules for transaction record type %1, transaction source %2 and processing date %3.  <b>Note:</b> [%1] stands for transaction record type; [%2] stands for transaction source; [%3] stands for processing date	17000	The possible issues could be: <ul style="list-style-type: none"> <li>There is some technical issue while executing the rule or while processing the rule output.</li> <li>No rules are effective on the processing date.</li> <li>The rule type is not defined for the transaction source and transaction record type combination in the system.</li> </ul>
C1-TXNIP	2043	Unable to derive Rule Type with Transaction Source %1 and Transaction Record Type %2.  <b>Note:</b> [%1] stands for transaction source; [%2] stands for transaction record type	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The rule type is not defined for the transaction source and transaction record type combination in the system.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNIP	2087	Division %1 is invalid. Please enter a valid division for the transaction.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>Division (to which the transaction belongs) is not defined in the system.</li> </ul>
		<b>Note:</b> [%1] stands for division		
C1-TXNVP	102	{Chunk Size} field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Chunk Size</b> parameter is less than or equal to one.</li> </ul>
C1-TXNVP	106	Value { Given Transaction Header Id } too long for field { transactionHeaderId }. Maximum length: 14. Found: { Length of given Transaction Header Id }	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Transaction Header ID</b> parameter exceeds the maximum length of 14 characters.</li> </ul>
C1-TXNVP	106	Value { Given Transaction Source Code } too long for field { transactionSource }. Maximum length: 30. Found: { Length of given Transaction Source Code }	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Transaction Source</b> parameter exceeds the maximum length of 30 characters.</li> </ul>
C1-TXNVP	106	Value { Given Transaction Division } too long for field { division }. Maximum length: 5 Found: { Length of given Transaction Division }	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Division</b> parameter exceeds the maximum length of 5 characters.</li> </ul>
C1-TXNVP	1636	Invalid batch run [%1] for [%2] division(s). %3	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute the C1-TXNVP batch before executing the C1-TXNIP batch (which is first mandatory batch in the transaction aggregation cycle).</li> <li>You are trying to execute the C1-TXNVP batch in between the C1-TXNCM and C1-TXNCU batches during the transaction aggregation cycle.</li> </ul>
		<b>Note:</b> [%1] stands for batch code; [%2] stands for division; [%3] stands for expected batch code		
C1-TXNVP	1638	Transaction Feed Management cycle for individual division(s) is not yet complete. Please complete pending batch runs before starting new cycle for processing [ALL] divisions.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch for all divisions before completing the transaction aggregation cycle which is initiated for a particular division.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNVP	1639	Transaction Feed Management cycle for [ALL] divisions is not yet complete. Please complete pending batch runs before starting new cycle for individual division [%1].  <b>Note:</b> [%1] stands for division	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch for a particular division before completing the transaction aggregation cycle which is initiated for all divisions.</li> </ul>
C1-TXNVP	1644	Transaction Feed Management cycle for division(s) [%1] is already in progress with filter [Source= %2, Header= %3] criteria. Filter criteria must be same for complete cycle.  <b>Note:</b> [%1] stands for division; [%2] stands for transaction source; [%3] stands for transaction header ID	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch once again with the same division and different parameters.</li> </ul>
C1-TXNEX	102	{ Chunk Size } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Chunk Size</b> parameter is less than or equal to one.</li> </ul>
C1-TXNEX	102	{ Maximum Batch Size } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is greater than the value specified for the <b>Chunk Size</b> parameter.</li> </ul>
C1-TXNEX	106	Value { Given Transaction Header Id } too long for field { transactionHeaderId }. Maximum length: 14. Found: { Length of given Transaction Header Id }	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Transaction Header ID</b> parameter exceeds the maximum length of 14 characters.</li> </ul>
C1-TXNEX	106	Value { Given Transaction Source Code } too long for field { transactionSource }. Maximum length: 30. Found: { Length of given Transaction Source Code }	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Transaction Source</b> parameter exceeds the maximum length of 30 characters.</li> </ul>



Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNEX	106	Value { Given Transaction Division } too long for field { division }. Maximum length: 5 Found: { Length of given Transaction Division }	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Division</b> parameter exceeds the maximum length of 5 characters.</li> </ul>
C1-TXNEX	790	The selected Member account does not have active Contracts.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>There are no contracts for the account in <b>Active, Pending Stop,</b> or <b>Stop</b> status on the transaction date.</li> </ul>
C1-TXNEX	1336	Effective pricing is not available for the product. Please check.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The effective pricing is not available for the product.</li> </ul>
C1-TXNEX	1392	Invalid configuration of Price Search Algorithm Parameters or Contracts or Schedule Periods.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The parameter values are either not defined or invalid in the <b>Price Assignment Search</b> algorithm (which is associated with the division).</li> <li>The period in which the transaction date falls is not defined in the aggregation schedule.</li> <li>There are multiple effective contracts of the same contract type (available on the transaction date) in <b>Active, Pending Stop,</b> or <b>Stop</b> status.</li> </ul>
C1-TXNEX	1556	{Maximum Batch Size} field should be greater than zero	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is less than or equal to zero.</li> </ul>
C1-TXNEX	1588	No Schedule Period found for the transaction date.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The period in which the transaction date falls is not defined in the aggregation schedule.</li> </ul>
C1-TXNEX	1611	Division specific Price Search Algorithm is not configured.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The <b>Price Assignment Search</b> algorithm is not defined for the division.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNEX	1612	Price Search Algorithm parameters are not set or are invalid.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The parameter values are either not defined or invalid in the <b>Price Assignment Search</b> algorithm (which is associated with the division).</li> </ul>
C1-TXNEX	1613	Multiple contracts in Active, Pending Stop, Stop status exists for same contract type.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>There are multiple effective contracts of the same contract type in <b>Active, Pending Stop, or Stop</b> status on the transaction date.</li> </ul>
C1-TXNEX	1636	Invalid batch run [% 1] for [%2] division(s). %3  <b>Note:</b> [% 1] stands for batch code; [%2] stands for division; [%3] stands for expected batch code	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute the C1-TXNEX batch before executing the C1-TXNIP batch (which is first mandatory batch in the transaction aggregation cycle).</li> <li>You are trying to execute the C1-TXNEX batch in between the C1-TXNCM and C1-TXNCU batches during the transaction aggregation cycle.</li> </ul>
C1-TXNEX	1638	Transaction Feed Management cycle for individual division(s) is not yet complete. Please complete pending batch runs before starting new cycle for processing [ALL] divisions.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch for all divisions before completing the transaction aggregation cycle which is initiated for a particular division.</li> </ul>
C1-TXNEX	1639	Transaction Feed Management cycle for [ALL] divisions is not yet complete. Please complete pending batch runs before starting new cycle for individual division [% 1].  <b>Note:</b> [% 1] stands for division	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch for a particular division before completing the transaction aggregation cycle which is initiated for all divisions.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNEX	1644	<p>Transaction Feed Management cycle for division(s) [%1] is already in progress with filter [Source= %2, Header= %3] criteria. Filter criteria must be same for complete cycle.</p> <p><b>Note:</b> [%1] stands for division; [%2] stands for transaction source; [%3] stands for transaction header ID</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>You are trying to execute this batch once again with the same division and different parameters.</li> </ul>
C1-TXNIP	2003	<p>One or more Sub Transactions are in EROR state.</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>One or more transaction legs are in the <b>Error (EROR)</b> status.</li> </ul>
C1-TXNEX	2006	<p>No active contract exists for account %1, product %2 and transaction date %3.</p> <p><b>Note:</b> [%1] stands for derived account; [%2] stands for derived product; and [%3] stands for transaction date</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>There is no contract with the specified contract type available on the transaction date.</li> <li>The contract is inactive.</li> </ul>
C1-TXNEX	2020	<p>Invalid configuration of Price Search Algorithm Parameters or Contracts or Schedule Periods for division %1, account %2, product %3, transaction date %4 and processing date %5.</p> <p><b>Note:</b> [%1] stands for derived division; [%2] stands for derived account; [%3] stands for derived product; [%4] stands for transaction date; [%5] stands for processing date</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The parameter values are either not defined or invalid in the <b>Price Assignment Search</b> algorithm (which is associated with the division).</li> <li>The period in which the transaction date falls is not defined in the aggregation schedule.</li> <li>There are multiple effective contracts of the same contract type (available on the transaction date) in <b>Active, Pending Stop, or Stop</b> status.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNEX	2021	<p>Division specific Price Search Algorithm is not configured for division %1 and processing date %2.</p> <p><b>Note:</b> [%1] stands for derived division; [%2] stands for processing date</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The <b>Price Assignment Search</b> algorithm is not defined for the derived division on the processing date.</li> </ul>
C1-TXNEX	2022	<p>Price Search Algorithm parameters are not set or are invalid for division %1 and processing date %2.</p> <p><b>Note:</b> [%1] stands for derived division; [%2] stands for processing date</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The parameter values are either not defined or invalid in the <b>Price Assignment Search</b> algorithm which is associated with the derived division on the processing date.</li> </ul>
C1-TXNEX	2023	<p>Effective pricing is not available for account %1, product %2, parameters %3 and processing date %4.</p> <p><b>Note:</b> [%1] stands for derived account; [%2] stands for derived product; [%3] stands for derived product parameter; [%4] stands for processing date</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The effective pricing is not available for the account, product and product parameters combination on the processing date.</li> </ul>
C1-TXNEX	2024	<p>No Schedule Period found for product %1, price assignment id %2 and transaction date %3.</p> <p><b>Note:</b> [%1] stands for derived product; [%2] stands for price assignment ID; [%3] stands for transaction date</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The period in which the transaction date falls is not defined in the aggregation schedule (which is used in the product pricing).</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNEX	2025	<p>Multiple contracts in Active, Pending Stop, Stop status exists for same contract type against account %1, product %2 and transaction date %3.</p> <p><b>Note:</b> [%1] stands for derived account; [%2] stands for derived product; [%3] stands for transaction date</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>There are multiple effective contracts of the same contract type in <b>Active, Pending Stop, or Stop</b> status on the transaction date.</li> </ul>
C1-TXNEX	2026	<p>No active contract exists for account %1, product %2 and transaction date %3.</p> <p><b>Note:</b> [%1] stands for derived account; [%2] stands for derived product; [%3] stands for transaction date</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>There are no contracts for the account in <b>Active, Pending Stop, or Stop</b> status on the transaction date.</li> </ul>
C1-TXNSQ	102	{ Maximum Batch Size } field invalid	11001	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is greater than the value specified for the <b>Chunk Size</b> parameter.</li> </ul>
C1-TXNSQ	102	{ Chunk Size } field invalid	11001	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The value specified for the <b>Chunk Size</b> parameter is less than or equal to one.</li> </ul>
C1-TXNSQ	106	Value { Given Transaction Header Id } too long for field { transactionHeaderId }. Maximum length: 14. Found: { Length of given Transaction Header Id }	11001	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The value specified for the <b>Transaction Header ID</b> parameter exceeds the maximum length of 14 characters.</li> </ul>
C1-TXNSQ	106	Value { Given Transaction Source Code } too long for field { transactionSource }. Maximum length: 30. Found: { Length of given Transaction Source Code }	11001	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The value specified for the <b>Transaction Source</b> parameter exceeds the maximum length of 30 characters.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNSQ	106	Value { Given Transaction Division } too long for field { division }. Maximum length: 5 Found: { Length of given Transaction Division }	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Division</b> parameter exceeds the maximum length of 5 characters.</li> </ul>
C1-TXNSQ	1388	Data configuration error for { ENV_ID }.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>No data exists in the <b>ENV_ID</b> column of the <b>CI_INSTALLATION</b> table.</li> <li>The data available in the <b>ENV_ID</b> column of the <b>CI_INSTALLATION</b> table is not properly cached.</li> </ul>
C1-TXNSQ	1388	Data configuration error for { SQI Fragment }.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>No data exists in the <b>SQL_FRAG</b>, <b>TXN_PRM</b>, <b>SQL_CD</b>, and <b>SQL_FUNC</b> columns of the <b>CI_TXN_SQI_FRAG</b> table.</li> <li>The data available in the <b>SQL_FRAG</b>, <b>TXN_PRM</b>, <b>SQL_CD</b>, and <b>SQL_FUNC</b> columns of the <b>CI_TXN_SQI_FRAG</b> table is not properly cached.</li> </ul>
C1-TXNSQ	1388	Data configuration error for { Price Item SQI }.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>No data exists in the <b>PRICEITEM_CD</b>, <b>CIS_DIVISION</b>, and <b>SQL_CD</b> columns of the <b>CI_PRICEITEM_SQI</b> table.</li> <li>The data available in the <b>PRICEITEM_CD</b>, <b>CIS_DIVISION</b>, and <b>SQL_CD</b> columns of the <b>CI_PRICEITEM_SQI</b> table is not properly cached.</li> </ul>
C1-TXNSQ	1556	{Maximum Batch Size} field should be greater than zero	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is less than or equal to zero.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNSQ	1636	Invalid batch run [% 1] for [%2] division(s). %3  <b>Note:</b> [% 1] stands for batch code; [%2] stands for division; [%3] stands for expected batch code	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute the C1-TXNSQ batch before executing the C1-TXNIP batch (which is first mandatory batch in the transaction aggregation cycle).</li> <li>You are trying to execute the C1-TXNSQ batch in between the C1-TXNCM and C1-TXNCU batches during the transaction aggregation cycle.</li> </ul>
C1-TXNSQ	1638	Transaction Feed Management cycle for individual division(s) is not yet complete. Please complete pending batch runs before starting new cycle for processing [ALL] divisions.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch for all divisions before completing the transaction aggregation cycle which is initiated for a particular division.</li> </ul>
C1-TXNSQ	1639	Transaction Feed Management cycle for [ALL] divisions is not yet complete. Please complete pending batch runs before starting new cycle for individual division [% 1].  <b>Note:</b> [% 1] stands for division	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch for a particular division before completing the transaction aggregation cycle which is initiated for all divisions.</li> </ul>
C1-TXNSQ	1644	Transaction Feed Management cycle for division(s) [%1] is already in progress with filter [Source= %2, Header= %3] criteria. Filter criteria must be same for complete cycle.  <b>Note:</b> [% 1] stands for division; [%2] stands for transaction source; [%3] stands for transaction header ID	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch once again with the same division and different parameters.</li> </ul>
C1-TXNSQ	2003	One or more Sub Transactions are in EROR state.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>One or more transaction legs are in the <b>Error (EROR)</b> status.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNSQ	2026	<p>SQIs not configured for product %1 and division %2.</p> <p><b>Note:</b></p> <p>[%1] stands for final product code;</p> <p>[%2] stands for derived division</p>	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The SQIs are not defined for the product — division combination.</li> </ul>
C1-TXNSQ	2027	Currency Conversion from Currency [%1] to Currency [%2] not successful.	17000	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The exchange rate is not available during currency conversion.</li> </ul>
C1-TXNCM	102	{Chunk Size} field invalid	11001	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The value specified for the <b>Chunk Size</b> parameter is less than or equal to one.</li> </ul>
C1-TXNCM	102	{ Maximum Batch Size } field invalid	11001	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is greater than the value specified for the <b>Chunk Size</b> parameter.</li> </ul>
C1-TXNCM	106	Value { Given Transaction Header Id } too long for field { transactionHeaderId }. Maximum length: 14. Found: { Length of given Transaction Header Id }	11001	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The value specified for the <b>Transaction Header ID</b> parameter exceeds the maximum length of 14 characters.</li> </ul>
C1-TXNCM	106	Value { Given Transaction Source Code } too long for field { transactionSource }. Maximum length: 30. Found: { Length of given Transaction Source Code }	11001	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The value specified for the <b>Transaction Source</b> parameter exceeds the maximum length of 30 characters.</li> </ul>
C1-TXNCM	106	Value { Given Transaction Division } too long for field { division }. Maximum length: 5 Found: { Length of given Transaction Division }	11001	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The value specified for the <b>Division</b> parameter exceeds the maximum length of 5 characters.</li> </ul>



Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNCM	1393	Either the transaction feed management setup is incomplete, or there is no active contract available.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The SQIs are not defined for the product — division combination.</li> <li>The transaction aggregation rule is not defined for the SQL.</li> <li>There is no contract with the specified contract type available in the system.</li> <li>The contract is inactive.</li> </ul>
C1-TXNCM	1556	{Maximum Batch Size} field should be greater than zero	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is less than or equal to zero.</li> </ul>
C1-TXNCM	1636	Invalid batch run [% 1] for [%2] division(s). %3  <b>Note:</b> [% 1] stands for batch code; [%2] stands for division; [%3] stands for expected batch code	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute the C1-TXNCM batch before executing the C1-TXNIP batch.</li> </ul>
C1-TXNCM	1638	Transaction Feed Management cycle for individual division(s) is not yet complete. Please complete pending batch runs before starting new cycle for processing [ALL] divisions.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch for all divisions before completing the transaction aggregation cycle which is initiated for a particular division.</li> </ul>
C1-TXNCM	1639	Transaction Feed Management cycle for [ALL] divisions is not yet complete. Please complete pending batch runs before starting new cycle for individual division [% 1].  <b>Note:</b> [% 1] stands for division	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch for a particular division before completing the transaction aggregation cycle which is initiated for all divisions.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNCM	1644	Transaction Feed Management cycle for division(s) [%1] is already in progress with filter [Source= %2, Header= %3] criteria. Filter criteria must be same for complete cycle.  <b>Note:</b> [%1] stands for division; [%2] stands for transaction source; [%3] stands for transaction header ID	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch once again with the same division and different parameters.</li> </ul>
C1-TXNCM	2003	One or more Sub Transactions are in EROR state.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>One or more transaction legs are in the <b>Error (EROR)</b> status.</li> </ul>
C1-TXNCM	2026	SQIs not configured for product %1 and division %2.  <b>Note:</b> [%1] stands for final product code; [%2] stands for derived division	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The SQIs are not defined for the product — division combination.</li> </ul>
C1-TXNCM	2027	Currency Conversion from Currency [%1] to Currency [%2] not successful.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The exchange rate is not available during currency conversion.</li> </ul>
C1-TXNCU	101	{ Disaggregation From Date } field missing	11001	The possible issues could be: <ul style="list-style-type: none"> <li>No value is specified for the <b>Disaggregate Transactions From Date</b> parameter when the request type is set to DISAGG.</li> </ul>
C1-TXNCU	101	{ Request Type } field missing	11001	The possible issues could be: <ul style="list-style-type: none"> <li>No value is specified for the <b>Request Type</b> parameter.</li> </ul>
C1-TXNCU	101	{ Transaction Header Id } field missing	11001	The possible issues could be: <ul style="list-style-type: none"> <li>No value is specified for the <b>Transaction Header ID</b> parameter when the request type is set to CNCL.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNCU	102	{ Chunk Size } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Chunk Size</b> parameter is less than or equal to one.</li> </ul>
C1-TXNCU	102	{ Maximum Batch Size } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is greater than the value specified for the <b>Chunk Size</b> parameter.</li> </ul>
C1-TXNCU	102	{ Request Type } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value other than 'EROR', 'CNCL' or 'DISAGG' is specified for the <b>Request Type</b> parameter.</li> </ul>
C1-TXNCU	102	{ Transaction Division } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value for the <b>Division</b> parameter is specified when the request type is set to CNCL.</li> </ul>
C1-TXNCU	102	{ Transaction Source Code } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value for the <b>Transaction Source</b> parameter is specified when the request type is set to CNCL.</li> </ul>
C1-TXNCU	102	{ Account Id } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value for the <b>Account ID</b> parameter is specified when the request type is set to CNCL.</li> </ul>
C1-TXNCU	102	{ Bill Cycle Code } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value for the <b>Bill Cycle</b> parameter is specified when the request type is set to CNCL.</li> </ul>
C1-TXNCU	102	{ Disaggregation From Date } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value for the <b>Disaggregate Transactions From Date</b> parameter is specified when the request type is set to CNCL.</li> </ul>
C1-TXNCU	102	{ Account Id } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value for the <b>Account ID</b> parameter is specified when the request type is set to EROR.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNCU	102	{Bill Cycle Code } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value for the <b>Bill Cycle</b> parameter is specified when the request type is set to EROR.</li> </ul>
C1-TXNCU	102	{Disaggregation From Date } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value for the <b>Disaggregate Transactions From Date</b> parameter is specified when the request type is set to EROR.</li> </ul>
C1-TXNCU	102	{Transaction Header Id } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value for the <b>Transaction Header ID</b> parameter is specified when the request type is set to DISAGG.</li> </ul>
C1-TXNCU	102	{ Transaction Source Code } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value for the <b>Transaction Source</b> parameter is specified when the request type is set to DISAGG.</li> </ul>
C1-TXNCU	106	Value { Given Transaction Header Id } too long for field { transactionHeaderId }. Maximum length: 14. Found: { Length of given Transaction Header Id}	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Transaction Header ID</b> parameter exceeds the maximum length of 14 characters.</li> </ul>
C1-TXNCU	106	Value { Given Transaction Source Code } too long for field { transactionSource }. Maximum length: 30. Found: { Length of given Transaction Source Code}	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Transaction Source</b> parameter exceeds the maximum length of 30 characters.</li> </ul>
C1-TXNCU	106	Value { Given Transaction Division } too long for field { division }. Maximum length: 5 Found: { Length of given Transaction Division}	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Division</b> parameter exceeds the maximum length of 5 characters.</li> </ul>
C1-TXNCU	1388	Data configuration error for { SQL Fragment }.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>No data exists in the SQL_FRAG, TXN_PRM, SQL_CD, and SQL_FUNC columns of the CI_TXN_SQL_FRAG table.</li> <li>The data available in the SQL_FRAG, TXN_PRM, SQL_CD, and SQL_FUNC columns of the CI_TXN_SQL_FRAG table is not properly cached.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNCU	1388	Data configuration error for { Price Item SQI }.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>No data exists in the PRICEITEM_CD, CIS_DIVISION, and SQI_CD columns of the CI_PRICEITEM_SQI table.</li> <li>The data available in the PRICEITEM_CD, CIS_DIVISION, and SQI_CD columns of the CI_PRICEITEM_SQI table is not properly cached.</li> </ul>
C1-TXNCU	1391	Bill is completed hence cant cancel the header.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to cancel a transaction feed for which a bill with the <b>Complete</b> status already exists in the system.</li> </ul>
C1-TXNCU	1424	There are pending bills for the feed you want to cancel. Please execute the Pending Bill Deletion (C1-DELBL) batch.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The <b>Pending Bill Deletion (C1-DELBL)</b> batch is not yet executed to delete the bills (generated for the feed) which are in the <b>Pending</b> status.</li> </ul>
C1-TXNCU	1556	{Maximum Batch Size} field should be greater than zero	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is less than or equal to zero.</li> </ul>
C1-TXNCU	1636	Invalid batch run [%1] for [%2] division(s). %3  <b>Note:</b> [%1] stands for batch code; [%2] stands for division; [%3] stands for expected batch code	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute the C1-TXNCU batch before executing the C1-TXNIP or C1-TXNCM batch.</li> </ul>
C1-TXNCU	1638	Transaction Feed Management cycle for individual division(s) is not yet complete. Please complete pending batch runs before starting new cycle for processing [ALL] divisions.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch for all divisions before completing the transaction aggregation cycle which is initiated for a particular division.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXNCU	1639	Transaction Feed Management cycle for [ALL] divisions is not yet complete. Please complete pending batch runs before starting new cycle for individual division [%1].  <b>Note:</b> [%1] stands for division	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch for a particular division before completing the transaction aggregation cycle which is initiated for all divisions.</li> </ul>
C1-TXNCU	1644	Transaction Feed Management cycle for division(s) [%1] is already in progress with filter [Source= %2, Header= %3] criteria. Filter criteria must be same for complete cycle.  <b>Note:</b> [%1] stands for division; [%2] stands for transaction source; [%3] stands for transaction header ID	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to execute this batch once again with the same division and different parameters.</li> </ul>
C1-TXNRB	102	{ Chunk Size } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Chunk Size</b> parameter is less than or equal to one.</li> </ul>
C1-TXNRB	102	{ Maximum Batch Size } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is greater than the value specified for the <b>Chunk Size</b> parameter.</li> </ul>
C1-TXNRB	102	{ Status Value } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value other than 'ERROR' or 'IGNR' is specified for the <b>Transaction Status</b> parameter.</li> </ul>
C1-TXNRB	102	{ RollBack From Date } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The date specified in the <b>Rollback From Date</b> parameter is later than the date specified in the <b>Rollback To Date</b> parameter.</li> </ul>
C1-TXNRB	1556	{Maximum Batch Size} field should be greater than zero	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is less than or equal to zero.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-DELBL	101	{ Transaction Header Id } field missing	11001	The possible issues could be: <ul style="list-style-type: none"> <li>No value is specified for the <b>Transaction Header ID</b> parameter.</li> </ul>
C1-DELBL	102	{ Chunk Size } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Chunk Size</b> parameter is less than or equal to one.</li> </ul>
C1-DELBL	106	Value { Given Transaction Header Id } too long for field { transactionHeaderId }. Maximum length: 14. Found: { Length of given Transaction Header Id }	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Transaction Header ID</b> parameter exceeds the maximum length of 14 characters.</li> </ul>
C1-DELBL	1391	Bill is completed or bill segment is frozen or pending-cancelled hence can not cancel the header.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to cancel a transaction feed for which a bill with the <b>Pending</b> status is already generated in the system. This pending bill has a bill segment in either <b>Frozen</b> or <b>Pending Cancel</b> status.</li> </ul>
C1-DELBL	1556	{ Maximum Batch Size } field should be greater than zero	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is less than or equal to zero.</li> </ul>
C1-TXCNC	101	{ Transaction Header Id } field missing	11001	The possible issues could be: <ul style="list-style-type: none"> <li>No value is specified for the <b>Transaction Header ID</b> parameter.</li> </ul>
C1-TXCNC	102	{ Chunk Size } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Chunk Size</b> parameter is less than or equal to one.</li> </ul>
C1-TXCNC	102	{ Maximum Batch Size } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is greater than the value specified for the <b>Chunk Size</b> parameter.</li> </ul>

Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-TXCNC	1391	Bill is completed or bill segment is frozen or pending-cancelled hence can not cancel the header.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to cancel a transaction feed for which a bill with the <b>Pending</b> status is already generated in the system. This pending bill has a bill segment in either <b>Frozen</b> or <b>Pending Cancel</b> status.</li> </ul>
C1-TXCNC	1424	There are pending bills for the feed you want to cancel. Please execute the Pending Bill Deletion (C1-DELBL) batch.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The <b>Pending Bill Deletion (C1-DELBL)</b> batch is not yet executed to delete the bills (generated for the feed) which are in the <b>Pending</b> status.</li> </ul>
C1-TXCNC	1556	{Maximum Batch Size} field should be greater than zero	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is less than or equal to zero.</li> </ul>
C1-DISTG	102	{Division} field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>Division is not defined in the system.</li> </ul>
C1-DISTG	102	{ Billing Cycle Code } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>Bill cycle is not defined in the system.</li> </ul>
C1-IDENT	102	{Chunk Size} field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Chunk Size</b> parameter is less than or equal to one.</li> </ul>
C1-IDENT	1660	Disaggregate Transactions From Date would impose partial disaggregation for some billable charges	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The identified aggregated billable charges aggregate transactions whose transaction date falls before the disaggregate transactions from date.</li> </ul>
C1-DRSUA	102	{Chunk Size} field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Chunk Size</b> parameter is less than or equal to one.</li> </ul>
C1-DRSUA	102	{Chunk Size} field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Chunk Size</b> parameter is less than or equal to one.</li> </ul>



Batch Name	Message Number	Error Message	Message Category	Possible Issues
C1-PDCTXN	102	{ Chunk Size } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Chunk Size</b> parameter is less than or equal to one.</li> </ul>
C1-PDCTXN	102	{ Maximum Batch Size } field invalid	11001	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is greater than the value specified for the <b>Chunk Size</b> parameter.</li> </ul>
C1-PDCTXN	1556	{ Maximum Batch Size } field should be greater than zero	17000	The possible issues could be: <ul style="list-style-type: none"> <li>The value specified for the <b>Maximum Batch Count</b> parameter is less than or equal to zero.</li> </ul>

## Feed Management Dashboard

The **Feed Management Dashboard** screen allows you to view the details of a transaction feed. It allows you to drill down and view:

- Transaction volume details of a feed at the division level
- Transactions in a feed which belong to a division
- Legs of a transaction
- SQIs which are associated with the price item-division combination to which a transaction is mapped
- Calculation lines generated for a transaction leg
- Characteristics defined for each calculation line

This screen consists of the following zones:

- [Search - Feed Level](#) on page 765
- [Division Level Information](#) on page 767
- [Transaction Level Information](#) on page 768
- [Transaction Leg Information](#) on page 769
- [Transaction Leg Service Quantity](#) on page 770
- [Transaction Leg Calculation Lines](#) on page 770
- [Transaction Leg Calc Line Characteristics](#) on page 772

### Search - Feed Level

The **Search - Feed Level** zone allows you to search for a transaction feed using various search criteria. You can view the details of a transaction feed which is already uploaded in the system. This zone contains the following two sections:

- Search Criteria** - The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Feed Header Date From	Used to search for transaction feeds having header date later than or equal to the specified date.	No
Feed Header Date To	Used to search for transaction feeds having header date earlier than or equal to the specified date.	No
Transaction Source	Used to search for transaction feeds received from a particular transaction source.	No
File Name	Used to search for a transaction feed based on the file name.	No
Feed Load Date From	Used to search for transaction feeds which are uploaded on or later than the specified date.	No
Feed Load Date To	Used to search for transaction feeds which are uploaded on or earlier than the specified date.	No
Transaction Header ID	Used to search for a transaction feed based on the header ID.	No

- **Search Results** - On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
File Name	Displays the name of the file from where the transaction feed is uploaded.
Transaction Source	Displays the transaction source from where the transaction feed is received.
Transaction Header ID	Displays the transaction header ID.
	<b>Note:</b> The transaction header ID is generated automatically when the file is uploaded.
Transaction Header External ID	Displays the ID mentioned in the file header.
Feed Header Date	Displays the date mentioned in the file header.
Feed Load Date	Displays the date when the transaction feed was uploaded in the system.
Feed Status	Displays the status of the transaction feed. The valid values are: <ul style="list-style-type: none"> <li>• <b>Uploaded</b> - Indicates that the transaction feed is uploaded.</li> <li>• <b>Validated</b> - Indicates that the file header is validated.</li> <li>• <b>Cancelled</b> - Indicates that the transaction feed is cancelled.</li> <li>• <b>Invalid</b> - Indicates that the file header validation failed.</li> </ul>
Error Message	Indicates the reason why the file header validation failed.
Total Volume	Displays the total transaction volume of the feed.
Uploaded Volume	Displays the total transaction volume which is uploaded in the system.
INPD Volume	Displays the total transaction volume which is validated and for which price item is determined in the system.
Completed Volume	Displays the total transaction volume for which billable charges are created and completed in the system.

Column Name	Column Description
Error Volume	Displays the total transaction volume which could not pass through the validation, price item determination, or billable charge creation process.
Cancelled Volume	Displays the total transaction volume which is cancelled in the system.
Ignored Volume	Displays the total transaction volume which is ignored in the system.
Invalid Volume	Displays the total transaction volume which is invalid.

### Related Topics

For more information on...	See...
How to search for a transaction feed	<a href="#">Searching for a Transaction Feed</a> on page 772

## Division Level Information


The **Division Level Information** zone allows you to drill down and view the transaction volume details of a feed at the division level. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Division	Used when you want to view the transaction volume details of a particular division received through the feed.  <b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	No

- **Search Results** — On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Division	Indicates the division.
Total Volume	Displays the total transaction volume of the division.
Uploaded Volume	Displays the total transaction volume (of the division) which is uploaded in the system.
INPD Volume	Displays the total transaction volume (of the division) which is validated and for which price item is determined in the system.
Completed Volume	Displays the total transaction volume (of the division) for which billable charges are created and completed in the system.
Error Volume	Displays the total transaction volume (of the division) which could not pass through the validation, price item determination, or billable charge creation process.
Cancelled Volume	Displays the total transaction volume (of the division) which is cancelled in the system.
Ignored Volume	Displays the total transaction volume (of the division) which is ignored in the system.
Invalid Volume	Displays the total transaction volume (of the division) which is invalid.

By default, the **Division Level Information** zone does not appear in the **Feed Management Dashboard** screen. It appears only when you click the **Broadcast**  icon corresponding to the transaction feed in the **Search — Feed Level** zone.

### Related Topics

For more information on...	See...
How to view the division level details of a transaction feed	<a href="#">Viewing Division Level Details of a Transaction Feed</a> on page 773

## Transaction Level Information

The **Transaction Level Information** zone lists transactions in a feed which belong to a division. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Account Identifier Type	Used to select the identifier type based on which you want to search transactions of an account.	No
Account Identifier	Used to search transactions which are performed for a particular account.	No
Transaction Source	Used to search transactions received from a particular transaction source.	No
Transaction Record Type	Used to search transactions with a particular record type.	No
Transaction Status	Used to search transactions with a particular status.	No
External Reference Number	Used to search a transaction with a particular external reference number.	No

- **Search Results** — On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Transaction ID	Displays the transaction ID.
External Reference Number	Displays the external reference number of the transaction.
Division	Indicates the division to which the transaction belongs.
Transaction Record Type	Displays the record type of the transaction.
Transaction Date	Displays the date when the transaction was performed.
Account Identifier Type	Displays the type of account identifier.
Account Identifier	Indicates the account for which the transaction was performed.
Transaction Volume	Displays the transaction volume.
Transaction Amount	Displays the transaction amount.
Credit/Debit Indicator	Indicates whether the transaction is a debit or credit transaction.

Column Name	Column Description
Customer Reference Number	Indicates the customer who performed the transaction.
Transaction Status	Indicates the status of the transaction.
Error Message	Indicates the reason why the validation, price item determination, or billable charge creation process failed.
Rule	Indicates the rule which was met while determining initial price item for the transaction.  <b>Note:</b> It has a link. On clicking the link, the <b>Rule</b> screen appears where you can view the details of the rule.
Transaction Information	Displays additional information about the transaction.  <b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears where you can view the details of the transaction.

### Related Topics


For more information on...	See...
How to view the transaction details of a division	<a href="#">Viewing Transactions that Belong to a Division</a> on page 773

## Transaction Leg Information

The **Transaction Leg Information** zone lists the legs of a transaction. It contains the following columns:

Column Name	Column Description
Transaction ID	Indicates the transaction to which the transaction leg belongs.
Sequence	Displays the sequence number of transaction leg.
Account Identifier Type	Indicates the type of account identifier to which the transaction is mapped.
Account Identifier	Indicates the account which will bear the charges for the transaction.
Price Item	Indicates the price item to which the transaction is mapped.
Variance	Indicates the variance parameter which is used along with the price item for determining price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
Price Item Parameters	Displays a comma-separated list of parameter values. It indicates the price item parameters and their values which are used along with the price item for determining price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .

Column Name	Column Description
Billable Charge ID	Indicates the billable charge which is created for the transaction leg.
	<p><b>Note:</b></p> <p>The data appears in this column only when the billable charge is created for the transaction leg.</p> <p>It has a link. On clicking the link, the <b>Billable Charge</b> screen appears where you can view the details of the billable charge.</p>
Transaction Calculation ID	Displays the transaction calculation ID.
	<b>Note:</b> The data appears in this column only when the transaction leg is rated before billing.
Aggregation Parameter Group ID	Indicates the aggregation parameter group using which the transaction leg is aggregated in the billable charge.

By default, the **Transaction Leg Information** zone does not appear in the **Feed Management Dashboard** screen. It appears only when you click the **Broadcast**  icon corresponding to the transaction in the **Transaction Level Information** zone.


#### Related Topics

For more information on...	See...
How to view the legs of a transaction	<a href="#">Viewing Legs of a Transaction</a> on page 773

## Transaction Leg Service Quantity

The **Transaction Leg Service Quantity** zone lists the SQIs which are associated with the price item-division combination to which a transaction is mapped. It contains the following columns:

Column Name	Column Description
SQI	Indicates the service quantity identifier.
Daily Service Quantity	Displays the SQI value which is calculated using the transaction aggregation rule defined for the price item - division combination.

By default, the **Transaction Leg Service Quantity** zone does not appear in the **Feed Management Dashboard** screen. It appears only when you click the **Broadcast**  icon corresponding to the transaction leg, which is rated before billing, in the **Transaction Leg Information** zone.


#### Related Topics

For more information on...	See...
How to view the SQIs calculated for a transaction leg	<a href="#">Viewing the SQIs Calculated for a Transaction Leg</a> on page 774

## Transaction Leg Calculation Lines

During the pass through charge calculation, a calculation line is created for each rate component. The **Transaction Leg Calculation Lines** zone lists the calculation lines created for a transaction leg. It contains the following columns:

Column Name	Column Description
Transaction Calculation ID	Displays the transaction calculation ID.
Sequence	Indicates the sequence in which the calculation line was created. It is the sequence of the rate component which is used in the rate schedule.
Price Component ID	Indicates the price component which is used during calculation.
Rate	Displays the rate which is used for calculation.
SQI	Indicates the service quantity identifier.
Billable Service Quantity	Displays the SQI value used by the rates engine for calculation.
Calculated Amount	Displays the calculated charge amount which is rounded off. This amount appears in the invoice currency.
Precise Calculated Amount	Displays the calculated charge amount. This amount appears in the invoice currency.
Exempt Amount	Displays the amount of the calculated charge that the person does not have to pay due to tax exemption.
Base Amount	Displays the total amount derived from the cross-referenced line(s) that the current line then used to calculate the charge amount.
Pricing Amount	Displays the calculated charge amount. This amount appears in the pricing currency.
Exchange Rate	Indicates the exchange rate which is used when the invoice currency is different from the pricing currency.
Print	Indicates whether information about the calculation line must be printed on the person's bill. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>
Description on Bill	Displays the summarized information about the calculation line that will be printed on the bill.
Distribution Code	Indicates the distribution code associated with the rate component.
Pricing Currency	Indicates the currency in which the price item pricing is defined.
Aggregation Parameter Group ID	Indicates the aggregation parameter group using which the transaction leg is aggregated in the billable charge.

By default, the **Transaction Leg Calculation Lines** zone does not appear in the **Feed Management Dashboard** screen. It appears only when you click the **Broadcast**  icon corresponding to the transaction leg, which is rated before billing, in the **Transaction Leg Information** zone.


### **Related Topics**

For more information on...	See...
How to view the calculation lines of a transaction leg	<a href="#">Viewing the Calculation Lines of a Transaction Leg</a> on page 775

## Transaction Leg Calc Line Characteristics

The **Transaction Leg Calc Line Characteristics** zone lists the characteristics defined for each calculation line. It contains the following columns:

Column Name	Column Description
Transaction Calculation ID	Displays the transaction calculation ID.
Sequence	Indicates the sequence in which the calculation line was created. It is the sequence of the rate component which is used in the rate schedule.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

By default, the **Transaction Leg Calc Line Characteristics** zone does not appear in the **Feed Management Dashboard** screen. It appears only when you click the **Broadcast**  icon corresponding to the transaction leg, which is rated before billing, in the **Transaction Leg Information** zone.

### Related Topics

For more information on...	See...
How to view characteristics of a calculation line	<a href="#">Viewing Characteristics of a Calculation Line</a> on page 775

## Searching for a Transaction Feed

### Procedure

To search for a transaction feed:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Transaction Feed Management** and then click **Feed Management Dashboard**.  
The **Feed Management Dashboard** screen appears.
3. Enter the search criteria in the **Search — Feed Level** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of transaction feeds that meet the search criteria appears in the **Search Results** section.

### Related Topics


For more information on...	See...
<b>Feed Management Dashboard</b> screen	<a href="#">Feed Management Dashboard</a> on page 765
<b>Search — Feed Level</b> zone	<a href="#">Search - Feed Level</a> on page 765



## Viewing Division Level Details of a Transaction Feed

### Procedure

To view the division level details of a transaction feed:

1. Search for the transaction feed in the **Feed Management Dashboard** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the transaction feed whose division level details you want to view.

The **Division Level Information** zone appears.

3. View the transaction volume details of each division in the **Division Level Information** zone.


### Related Topics

For more information on...	See...
How to search for a transaction feed	<a href="#">Searching for a Transaction Feed</a> on page 772
<b>Division Level Information</b> zone	<a href="#">Division Level Information</a> on page 767


## Viewing Transactions that Belong to a Division

### Procedure

To view the transactions that belong to a division:

1. Search for the transaction feed in the **Feed Management Dashboard** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the transaction feed whose details you want to view.

The **Division Level Information** zone appears.

3. Click the **Broadcast**  icon corresponding to the division whose transaction details you want to view.

The **Transaction Level Information** zone appears.

4. View the list of the transactions that belong to the division in the **Transaction Level Information** zone.




### Related Topics

For more information on...	See...
How to search for a transaction feed	<a href="#">Searching for a Transaction Feed</a> on page 772
<b>Division Level Information</b> zone	<a href="#">Division Level Information</a> on page 767
<b>Transaction Level Information</b> zone	<a href="#">Transaction Level Information</a> on page 768

## Viewing Legs of a Transaction

### Procedure

To view the legs of a transaction:

1. Search for the transaction feed in the **Feed Management Dashboard** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the transaction feed whose details you want to view.  
The **Division Level Information** zone appears.
3. Click the **Broadcast**  icon corresponding to the division whose transactions you want to view.  
The **Transaction Level Information** zone appears.
4. Click the **Broadcast**  icon corresponding to the transaction whose legs you want to view.  
The **Transaction Leg Information** zone appears.
5. View the details of transaction legs in the **Transaction Leg Information** zone.





#### Related Topics

For more information on...	See...
How to search for a transaction feed	<a href="#">Searching for a Transaction Feed</a> on page 772
<b>Division Level Information</b> zone	<a href="#">Division Level Information</a> on page 767
<b>Transaction Level Information</b> zone	<a href="#">Transaction Level Information</a> on page 768
<b>Transaction Leg Information</b> zone	<a href="#">Transaction Leg Information</a> on page 769

## Viewing the SQIs Calculated for a Transaction Leg

#### Procedure

To view the SQIs calculated for a transaction leg:

1. Search for the transaction feed in the **Feed Management Dashboard** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the transaction feed whose details you want to view.  
The **Division Level Information** zone appears.
3. Click the **Broadcast**  icon corresponding to the division whose transactions you want to view.  
The **Transaction Level Information** zone appears.
4. Click the **Broadcast**  icon corresponding to the transaction whose legs you want to view.  
The **Transaction Leg Information** zone appears.
5. Click the **Broadcast**  icon corresponding to the transaction leg (which is rated before billing) whose SQIs you want to view.  
The **Transaction Leg Service Quantity**, **Transaction Leg Calculation Lines**, and **Transaction Leg Calc Line Characteristics** zones appear.
6. View the SQIs calculated for the transaction leg in the **Transaction Leg Service Quantity** zone.

#### Related Topics


For more information on...	See...
How to search for a transaction feed	<a href="#">Searching for a Transaction Feed</a> on page 772
<b>Division Level Information</b> zone	<a href="#">Division Level Information</a> on page 767

For more information on...	See...
Transaction Level Information zone	<a href="#">Transaction Level Information</a> on page 768
Transaction Leg Information zone	<a href="#">Transaction Leg Information</a> on page 769
Transaction Leg Service Quantity zone	<a href="#">Transaction Leg Service Quantity</a> on page 770


## Viewing the Calculation Lines of a Transaction Leg

### Procedure


To view the calculation lines of a transaction leg:

1. Search for the transaction feed in the **Feed Management Dashboard** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the transaction feed whose details you want to view.


The **Division Level Information** zone appears.

3. Click the **Broadcast**  icon corresponding to the division whose transactions you want to view.

The **Transaction Level Information** zone appears.

4. Click the **Broadcast**  icon corresponding to the transaction whose legs you want to view.

The **Transaction Leg Information** zone appears.

5. Click the **Broadcast**  icon corresponding to the transaction leg (which is rated before billing) whose calculation lines you want to view.

The **Transaction Leg Service Quantity**, **Transaction Leg Calculation Lines**, and **Transaction Leg Calc Line Characteristics** zones appear.

6. View the list of calculation lines generated for the transaction leg in the **Transaction Leg Calculation Lines** zone.

### Related Topics

For more information on...	See...
How to search for a transaction feed	<a href="#">Searching for a Transaction Feed</a> on page 772
Division Level Information zone	<a href="#">Division Level Information</a> on page 767
Transaction Level Information zone	<a href="#">Transaction Level Information</a> on page 768
Transaction Leg Information zone	<a href="#">Transaction Leg Information</a> on page 769
Transaction Leg Calculation Lines zone	<a href="#">Transaction Leg Calculation Lines</a> on page 770




## Viewing Characteristics of a Calculation Line

### Procedure

To view the characteristics of a calculation line:

1. Search for the transaction feed in the **Feed Management Dashboard** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the transaction feed whose details you want to view.

The **Division Level Information** zone appears.

3. Click the **Broadcast**  icon corresponding to the division whose transactions you want to view.  
The **Transaction Level Information** zone appears.
4. Click the **Broadcast**  icon corresponding to the transaction whose legs you want to view.  
The **Transaction Leg Information** zone appears.
5. Click the **Broadcast**  icon corresponding to the transaction leg (which is rated before billing) whose calculation lines you want to view.  
The **Transaction Leg Service Quantity**, **Transaction Leg Calculation Lines**, and **Transaction Leg Calc Line Characteristics** zones appear.
6. View the characteristics of each calculation line in the **Transaction Leg Calc Line Characteristics** zone.

### Related Topics

For more information on...	See...
How to search for a transaction feed	<a href="#">Searching for a Transaction Feed</a> on page 772
<b>Division Level Information</b> zone	<a href="#">Division Level Information</a> on page 767
<b>Transaction Level Information</b> zone	<a href="#">Transaction Level Information</a> on page 768
<b>Transaction Leg Information</b> zone	<a href="#">Transaction Leg Information</a> on page 769
<b>Transaction Leg Calc Line Characteristics</b> zone	<a href="#">Transaction Leg Calc Line Characteristics</a> on page 772

## View Billed Transactions

The **View Billed Transactions** screen allows you to view the transactions which are billed to the person. This screen consists of the following zones:


- [Search Bill](#) on page 776
- [Bill Segments](#) on page 778
- [Transaction Details](#) on page 779
- [SQ Details](#) on page 780


You can also access this screen from the **Bill** screen by selecting the **Go To View Billed Transactions** option from the **Bill ID** context menu. The only difference is that the **Search Bill** zone does not appear when you access this screen from the **Bill** screen.

### Search Bill

The **Search Bill** zone allows you to search for a bill. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Person ID	Used to search bills of a particular person.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Person Search</b> window appears.	No

Field Name	Field Description	Mandatory (Yes or No)
Bill ID	Used to search a particular bill.	No
	<b>Note:</b> The <b>Search</b> (  ) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Bill Search</b> window appears.	
Alternate Bill ID	Used to search a particular bill using the alternate bill ID.	No
Division	Used to search bills of accounts that belong to a particular division.	Yes (Conditional)
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	
Primary Account Identifier Type	Used to select the identifier type based on which you want to search bills of a particular account.	Yes (Conditional)
		<b>Note:</b> If you enter the account identifier as a search criteria, you have to select the account identifier type.
Primary Account Identifier	Used when you want search bills of a particular account.	Yes (Conditional)
		<b>Note:</b> If you specify the account identifier type as a search criteria, you have to enter the account identifier.
Primary Person Identifier Type	Used to select the identifier type based on which you want to search bills of a particular person.	Yes (Conditional)
		<b>Note:</b> If you enter the person identifier as a search criteria, you have to select the person identifier type.
Primary Person Identifier	Used when you want search bills of a particular person.	Yes (Conditional)
		<b>Note:</b> If you specify the person identifier type as a search criteria, you have to enter the person identifier.
Bill Completion From Date	Used to search bills which are completed on or later than the specified date.	No
Bill Completion To Date	Used to search bills which are completed on or earlier than the specified date.	No

Field Name	Field Description	Mandatory (Yes or No)
Bill Status	Used to search bills with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Complete</li> <li>• Pending</li> </ul>	No

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Bill ID	Displays the bill ID. <b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears with the details of the respective bill.
Bill Status	Displays the status of the bill.
Completion Date	Displays the date when the bill was completed.
Total Bill Amount	Displays the total amount billed to the person.
Invoice Currency	Displays the currency in which the amount is billed to the person.
Account Identifier Type	Displays the primary account identifier type.
Account Identifier	Indicates the account for which the bill is created.
Person Identifier Type	Displays the primary person identifier type.
Person Identifier	Indicates the person for whom the bill is created.
Division	Displays the division to which the account belongs.
Alternate Bill ID	Displays the alternate bill ID.

### Related Topics


For more information on...	See...
How to search for a bill	<a href="#">Searching for a Bill</a> on page 780
How to view the bill segments of a bill	<a href="#">Viewing the Bill Segments of a Bill</a> on page 781
How to view the transactions for which a bill segment is generated in a bill	<a href="#">Viewing Transactions for which the Bill Segment is Generated</a> on page 781

## Bill Segments

The **Bill Segments** zone lists the bill segments of a bill. This zone contains the following columns:

Column Name	Column Description
Bill Segment ID	Displays the bill segment ID. <b>Note:</b> It has a link. On clicking the link, the <b>Bill Segment</b> screen appears with the details of the respective bill segment.
Status	Indicates the status of the bill segment.

Column Name	Column Description
Start Date	Displays the start date of the bill segment.
End Date	Displays the end date of the bill segment.
Amount	Displays the amount of the bill segment.
Currency	Indicates the currency in which the bill segment is generated.
Price Item	Indicates the price item for which the bill segment is generated.
Variance Parameter	Indicates the variance parameter which is used along with the price item for determining price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
Price Item Parameters	Displays a comma-separated list of parameter values. It indicates the price item parameters and their values which are used along with the price item for determining price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
Rate Schedule	Indicates the rate schedule which is used for defining the price item pricing.
Billable Charge ID	Indicates the billable charge for which the bill segment is generated.  <b>Note:</b> It has a link. On clicking the link, the <b>Billable Charge</b> screen appears where you can view the details of the respective billable charge.
Account Information	Indicates the member account (in the invoicing group) for which the bill segment is generated.
Invoice Construct ID	Indicates the construct through which the bill segment is generated.

By default, the **Bill Segments** zone does not appear in the **View Billed Transactions** screen. It appears only when you click the **Broadcast**  icon corresponding to the bill in the **Search** zone.

### Related Topics


For more information on...	See...
How to view the bill segments of a bill	<a href="#">Viewing the Bill Segments of a Bill</a> on page 781

## Transaction Details

The **Transaction Details** zone lists the transactions for which the billable charge (corresponding to the bill segment) is created. This zone contains the following columns:

Column Name	Column Description
Transaction ID	Displays the transaction ID.  <b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears with the details of the respective transaction.
Transaction Date	Displays the date when the transaction was performed.
Transaction Volume	Displays the transaction volume.

Column Name	Column Description
Transaction Amount	Displays the transaction amount.
Transaction Source	Displays the transaction source from where the transaction was received.
Transaction Record Type	Displays the record type of the transaction.
Initial Price Item	Indicates the price item to which the transaction is mapped.
Rule	Indicates the rule which was met while determining initial price item for the transaction.
	<b>Note:</b> It has a link. On clicking the link, the <b>Rule</b> screen appears where you can view the details of the rule.
Transaction Information	Displays additional information about the transaction.
	<b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears where you can view the details of the transaction.

By default, the **Transaction Details** zone does not appear in the **View Billed Transactions** screen. It appears only when you click the **Broadcast**  icon corresponding to the bill segment in the **Bill Segments** zone.


#### **Related Topics**

For more information on...	See...
How to view the transactions for which a bill segment is generated in a bill	<a href="#">Viewing Transactions for which the Bill Segment is Generated</a> on page 781

## **SQ Details**

The **SQ Details** zone lists the SQIs calculated on the billable charge (corresponding to the bill segment). This zone contains the following columns:

Column Name	Column Description
SQI	Indicates the service quantity identifier.
Billable Service Quantity	Displays the SQI value used by the rates engine for calculation.

By default, the **SQ Details** zone does not appear in the **View Billed Transactions** screen. It appears only when you click the **Broadcast**  icon corresponding to the bill segment in the **Bill Segments** zone.

#### **Related Topics**

For more information on...	See...
How to view the SQIs calculated on the billable charge	<a href="#">Viewing SQIs Calculated on the Billable Charge</a> on page 782

## **Searching for a Bill**

### **Procedure**

To search for a bill:

1. Click the **Menu** link in the **Application** toolbar.

A list appears.



- From the **Main** menu, select **Transaction Feed Management** and then click **View Billed Transactions**.

The **View Billed Transactions** screen appears.

- Enter the search criteria in the **Search Bill** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.

A list of bills that meet the search criteria appears in the **Search Results** section.


#### Related Topics

For more information on...	See...
<b>View Billed Transactions</b> screen	<a href="#">View Billed Transactions</a> on page 776
<b>Search Bill</b> zone	<a href="#">Search Bill</a> on page 776

## Viewing the Bill Segments of a Bill

### Procedure

To view the bill segments of a bill:

- Search for the bill in the **View Billed Transactions** screen.
- In the **Search Results** section, click the **Broadcast**  icon corresponding to the bill whose bill segments you want to view.

The **Bill Segments** zone appears.

- View all bill segments of the bill in the **Bill Segments** zone.


### Related Topics

For more information on...	See...
How to search for a bill	<a href="#">Searching for a Bill</a> on page 780
<b>Bill Segments</b> zone	<a href="#">Bill Segments</a> on page 778


## Viewing Transactions for which the Bill Segment is Generated

### Procedure

To view transactions for which the bill segment is generated:

- Search for the bill in the **View Billed Transactions** screen.
- In the **Search Results** section, click the **Broadcast**  icon corresponding to the bill whose bill segments you want to view.

The **Bill Segments** zone appears.

3. Click the **Broadcast**  icon corresponding to the bill segment whose details you want to view.  
The **Transaction Details** zone appears.
4. View the list of transactions for which the billable charge (corresponding to the bill segment) is created.



### **Related Topics**

For more information on...	See...
How to search for a bill	<a href="#">Searching for a Bill</a> on page 780
<b>Bill Segments</b> zone	<a href="#">Bill Segments</a> on page 778
<b>Transaction Details</b> zone	<a href="#">Transaction Details</a> on page 779

## Viewing SQIs Calculated on the Billable Charge

### **Procedure**

To view the SQIs calculated on the billable charge:

1. Search for the bill in the **View Billed Transactions** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the bill whose bill segments you want to view.  
The **Bill Segments** zone appears.
3. Click the **Broadcast**  icon corresponding to the bill segment whose billable charge details you want to view.  
The **SQ Details** zone appears.
4. View the SQIs calculated on the billable charge in the **SQ Details** zone.

### **Related Topics**

For more information on...	See...
How to search for a bill	<a href="#">Searching for a Bill</a> on page 780
<b>Bill Segments</b> zone	<a href="#">Bill Segments</a> on page 778
<b>SQ Details</b> zone	<a href="#">SQ Details</a> on page 780

## Transaction Details

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The **Transaction Details** screen allows you to search for transactions using various search criteria. It also allows you to add and copy a transaction. This screen consists of the following zones:

- [Search](#) on page 782

### **Search**

The **Search** zone allows you to search for transactions using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The fields in the **Search Criteria** section change depending on the query option selected. You can select either of the following query options:
  - **Uploaded** — Used to indicate that you want to search for a transaction which is recently uploaded in the system.
  - **Initial Price Item Determined** — Used to indicate that you want to search for a transaction for which a price item is determined in the system.
  - **Ignored** — Used to indicate that you want to search for a transaction which is ignored in the system.
  - **Error** — Used to indicate that you want to search for a transaction which could not pass through the validation, price item determination, or billable charge creation process.
  - **Cancelled** — Used to indicate that you want to search for a transaction which is cancelled in the system.
  - **Completed** — Used to indicate that you want to search for a transaction for which billable charge is completed in the system.
  - **Invalid** — Used to indicate that you want to search for a transaction which is invalid.
- **Search Results** — The **Search Results** section displays the records based on the specified search criteria. The columns in the search results change depending on the query option selected.

You can also add a transaction manually by clicking the **Add** link in the upper right corner of this zone.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for an uploaded transaction	<a href="#">Searching for an UPLD Transaction</a> on page 783
How to search for a transaction for which price item is determined	<a href="#">Searching for an INPD Transaction</a> on page 786
How to search for an ignored transaction	<a href="#">Searching for an IGNR Transaction</a> on page 794
How to search for an invalid transaction	<a href="#">Searching for an INVL Transaction</a> on page 797
How to search for a transaction with an error	<a href="#">Searching for an EROR Transaction</a> on page 792
How to search for a cancelled transaction	<a href="#">Searching for an CNCL Transaction</a> on page 790
How to search for a transaction for which billable charge is completed	<a href="#">Searching for an COMP Transaction</a> on page 788
How to add a transaction manually	<a href="#">Adding a Transaction</a> on page 803
How to view the details of a transaction	<a href="#">Viewing the Transaction Details</a> on page 801

## **Searching for an UPLD Transaction**

### **Procedure**

To search for an uploaded transaction:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Transaction Feed Management** and then click **Transaction Details**.  
The **Transaction Details** screen appears.

3. Select the **Uploaded** option from the **Search By** list to indicate that you want to search for a transaction which is recently uploaded in the system.

The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
External Reference Number	Used to search a transaction with a particular external reference number.	No
Division	Used to search transactions that belong to a particular division.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	
Transaction Source	Used to search transactions received from a particular transaction source.	No
Transaction Record Type	Used to search transactions with a particular record type.	No
Account Identifier Type	Used to select the identifier type based on which you want to search transactions of an account.	No
Account Identifier	Used to search transactions which are performed for a particular account.	No
Transaction Date	Used to search transactions which are performed on a particular date.	No
Transaction Upload Date	Used to search transactions which are uploaded in the system on a particular date.	No
Transaction Header ID	Used to search transactions which are uploaded through a particular transaction feed.	No
Disaggregated	Used to indicate whether you want to search transactions which were disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No

4. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of transactions that meet the search criteria appears in the **Search Results** section. It contains the following columns:

Column Name	Column Description
Transaction ID	Displays the transaction ID. <b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears with the details of the respective transaction.
Transaction Source	Displays the transaction source from where the transaction was received.
Transaction Record Type	Displays the record type of the transaction.
Transaction Upload Date	Displays the date when the transaction was uploaded in the system.
Transaction Header ID	Indicates the transaction feed through which the transaction was uploaded in the system.
External Reference Number	Displays the external reference number of the transaction.
Disaggregation Status	Indicates whether the transaction was disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Manual Entry	Indicates whether the transaction is manually added in the system. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Transaction Date	Displays the date when the transaction was performed.
Transaction Amount	Displays the transaction amount.
Transaction Volume	Displays the transaction volume.
Division	Indicates the division to which the transaction belongs.
Account Information	Indicates the account for which the transaction was performed. The string includes the account identifier type and account identifier.
Transaction Information	Displays additional information about the transaction. <b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears where you can view the details of the transaction.

6. View the legs of the transaction in the **Transaction Legs** zone, if required.

**Note:** You can only view the legs of an uploaded transaction which is partially disaggregated.

### Related Topics

For more information on...	See...
<b>Transaction Details</b> screen	<a href="#">Transaction Details</a> on page 782
<b>Search</b> zone	<a href="#">Search</a> on page 782
How to view the legs of a transaction	<a href="#">Viewing the Transaction Legs</a> on page 799

## Searching for an INPD Transaction

### Procedure

To search for a transaction for which a price item is determined:

1. Click the **Menu** link in the **Application** toolbar.

A list appears.

2. From the **Main** menu, select **Transaction Feed Management** and then click **Transaction Details**.

The **Transaction Details** screen appears.

3. Select the **Initial Price Item Determined** option from the **Search By** list to indicate that you want to search for a transaction for which a price item is determined in the system.

The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
External Reference Number	Used to search a transaction with a particular external reference number.	No
Division	Used to search transactions that belong to a particular division.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	
Transaction Source	Used to search transactions received from a particular transaction source.	No
Transaction Record Type	Used to search transactions with a particular record type.	No
Account Identifier Type	Used to select the identifier type based on which you want to search transactions of an account.	No
Account Identifier	Used to search transactions which are performed for a particular account.	No
Transaction Date	Used to search transactions which are performed on a particular date.	No
Transaction Upload Date	Used to search transactions which are uploaded in the system on a particular date.	No
Price Item	Used to search transactions which are mapped to a particular price item.	No
Disaggregated	Used to indicate whether you want to search transactions which were disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No

4. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all the input fields except the date fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

##### 5. Click **Search**.

A list of transactions that meet the search criteria appears in the search results. The **Search Results** section contains the following columns:

Column Name	Column Description
Transaction ID	Displays the transaction ID.
	<b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears with the details of the respective transaction.
Transaction Source	Displays the transaction source from where the transaction was received.
Transaction Record Type	Displays the record type of the transaction.
Transaction Upload Date	Displays the date when the transaction was uploaded in the system.
External Reference Number	Displays the external reference number of the transaction.
Transaction Date	Displays the date when the transaction was performed.
Disaggregation Status	Indicates whether the transaction was disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Transaction Amount	Displays the transaction amount.
Transaction Volume	Displays the transaction volume.
Division	Indicates the division to which the transaction belongs.
Account Information	Indicates the account for which the transaction was performed. The string includes the account identifier type and account identifier.
Rule	Indicates the rule which was met while determining initial price item for the transaction.
	<b>Note:</b> It has a link. On clicking the link, the <b>Rule</b> screen appears where you can view the details of the rule.
Transaction Information	Displays additional information about the transaction.
	<b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears where you can view the details of the transaction.

##### 6. View the legs of the transaction in the **Transaction Legs** zone, if required.

#### Related Topics

For more information on...	See...
Transaction Details screen	<a href="#">Transaction Details</a> on page 782

For more information on...	See...
Search zone	<a href="#">Search</a> on page 782
How to view the legs of a transaction	<a href="#">Viewing the Transaction Legs</a> on page 799

## Searching for an COMP Transaction

### Procedure

To search for a transaction for which billable charge is completed:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Transaction Feed Management** and then click **Transaction Details**.  
The **Transaction Details** screen appears.
3. Select the **Completed** option from the **Search By** list to indicate that you want to search for a transaction for which billable charge is completed in the system.

The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
External Reference Number	Used to search a transaction with a particular external reference number.	No
Division	Used to search transactions that belong to a particular division.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	
Transaction Source	Used to search transactions received from a particular transaction source.	No
Transaction Record Type	Used to search transactions with a particular record type.	No
Account Identifier Type	Used to select the identifier type based on which you want to search transactions of an account.	No
Account Identifier	Used to search transactions which are performed for a particular account.	No
Transaction Date	Used to search transactions which are performed on a particular date.	No
Transaction Upload Date	Used to search transactions which are uploaded in the system on a particular date.	No
Billable Charge ID	Used to search transactions which are included in a particular billable charge.	No



Field Name	Field Description	Mandatory (Yes or No)
Disaggregated	Used to indicate whether you want to search transactions which were disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No

4. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of transactions that meet the search criteria appears in the search results. The **Search Results** section contains the following columns:

Column Name	Column Description
Transaction ID	Displays the transaction ID. <b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears with the details of the respective transaction.
Transaction Source	Displays the transaction source from where the transaction was received.
Transaction Record Type	Displays the record type of the transaction.
External Reference Number	Displays the external reference number of the transaction.
Disaggregation Status	Indicates whether the transaction was disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Transaction Date	Displays the date when the transaction was performed.
Transaction Amount	Displays the transaction amount.
Transaction Volume	Displays the transaction volume.
Division	Indicates the division to which the transaction belongs.
Account Information	Indicates the account for which the transaction was performed. The string includes the account identifier type and account identifier.
Rule	Indicates the rule which was met while determining initial price item for the transaction. <b>Note:</b> It has a link. On clicking the link, the <b>Rule</b> screen appears where you can view the details of the rule.

Column Name	Column Description
Transaction Information	Displays additional information about the transaction.  <b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears where you can view the details of the transaction.

- View the legs of the transaction in the **Transaction Legs** zone, if required.

### Related Topics

For more information on...	See...
<b>Transaction Details</b> screen	<a href="#">Transaction Details</a> on page 782
<b>Search</b> zone	<a href="#">Search</a> on page 782
How to view the legs of a transaction	<a href="#">Viewing the Transaction Legs</a> on page 799

## Searching for an CNCL Transaction

### Procedure

To search for a cancelled transaction:

- Click the **Menu** link in the **Application** toolbar.  
A list appears.
- From the **Main** menu, select **Transaction Feed Management** and then click **Transaction Details**.  
The **Transaction Details** screen appears.
- Select the **Cancelled** option from the **Search By** list to indicate that you want to search for a transaction which is cancelled in the system.

The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
External Reference Number	Used to search a transaction with a particular external reference number.	No
Division	Used to search transactions that belong to a particular division.  <b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	No
Transaction Source	Used to search transactions received from a particular transaction source.	No
Transaction Record Type	Used to search transactions with a particular record type.	No
Account Identifier Type	Used to select the identifier type based on which you want to search transactions of an account.	No
Account Identifier	Used to search transactions which are performed for a particular account.	No

Field Name	Field Description	Mandatory (Yes or No)
Transaction Date	Used to search transactions which are performed on a particular date.	No
Transaction Upload Date	Used to search transactions which are uploaded in the system on a particular date.	No
Transaction Header ID	Used to search transactions which are uploaded through a particular transaction feed.	No
Disaggregated	Used to indicate whether you want to search transactions which were disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No

4. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of transactions that meet the search criteria appears in the search results. The **Search Results** section contains the following columns:

Column Name	Column Description
Transaction ID	Displays the transaction ID.
	<b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears with the details of the respective transaction.
Transaction Source	Displays the transaction source from where the transaction was received.
Transaction Record Type	Displays the record type of the transaction.
Transaction Upload Date	Displays the date when the transaction was uploaded in the system.
Transaction Header ID	Indicates the transaction feed through which the transaction was uploaded in the system.
External Reference Number	Displays the external reference number of the transaction.
Disaggregation Status	Indicates whether the transaction was disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Manual Entry	Indicates whether the transaction is manually added in the system. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Transaction Date	Displays the date when the transaction was performed.

Column Name	Column Description
Transaction Amount	Displays the transaction amount.
Transaction Volume	Displays the transaction volume.
Division	Indicates the division to which the transaction belongs.
Account Information	Indicates the account for which the transaction was performed. The string includes the account identifier type and account identifier.
Transaction Information	Displays additional information about the transaction.
	<b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears where you can view the details of the transaction.

### Related Topics

For more information on...	See...
<b>Transaction Details</b> screen	<a href="#">Transaction Details</a> on page 782
<b>Search</b> zone	<a href="#">Search</a> on page 782

## Searching for an EROR Transaction

### Procedure

To search for a transaction with an error:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Transaction Feed Management** and then click **Transaction Details**.  
The **Transaction Details** screen appears.
3. Select the **Error** option from the **Search By** list to indicate that you want to search for a transaction which could not pass through the validation, price item determination, or billable charge creation process.

The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
External Reference Number	Used to search a transaction with a particular external reference number.	No
Division	Used to search transactions that belong to a particular division. <b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	No
Transaction Source	Used to search transactions received from a particular transaction source.	No
Transaction Record Type	Used to search transactions with a particular record type.	No

Field Name	Field Description	Mandatory (Yes or No)
Account Identifier Type	Used to select the identifier type based on which you want to search transactions of an account.	No
Account Identifier	Used to search transactions which are performed for a particular account.	No
Transaction Date	Used to search transactions which are performed on a particular date.	No
Transaction Upload Date	Used to search transactions which are uploaded in the system on a particular date.	No
Transaction Header ID	Used to search transactions which are uploaded through a particular transaction feed.	No
Disaggregated	Used to indicate whether you want to search transactions which were disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No

4. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of transactions that meet the search criteria appears in the search results. The **Search Results** section contains the following columns:

Column Name	Column Description
Transaction ID	Displays the transaction ID. <b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears with the details of the respective transaction.
Transaction Source	Displays the transaction source from where the transaction was received.
Transaction Record Type	Displays the record type of the transaction.
Transaction Upload Date	Displays the date when the transaction was uploaded in the system.
External Reference Number	Displays the external reference number of the transaction.
Customer Reference Number	Indicates the person who performed the transaction.
Disaggregation Status	Indicates whether the transaction was disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Transaction Date	Displays the date when the transaction was performed.

Column Name	Column Description
Transaction Amount	Displays the transaction amount.
Transaction Volume	Displays the transaction volume.
Division	Indicates the division to which the transaction belongs.
Error Message	<p>Indicates the reason why the validation and price item determination process failed.</p> <p><b>Note:</b> If the error occurred while executing the <b>Validate Transaction and Derive Price Item (C1-TXNIP)</b> batch, a generic message appears indicating that the transaction is in the <b>Error (EROR)</b> status due to one or more reasons. You can view all error messages logged for the transaction in the <b>Transaction Error Messages</b> zone. However, if the error occurred while executing the <b>Price Item Pricing Verification (C1-TXNVP)</b> or <b>Service Quantity Calculation (C1-TXNSQ)</b> batch, a generic message appears indicating that one or more transaction legs are in the <b>Error (EROR)</b> status. You can view the error message corresponding to the transaction leg in the <b>Transaction Legs</b> zone.</p>
Account Information	Indicates the account for which the transaction was performed. The string includes the account identifier type and account identifier.
Rule	<p>Indicates the rule which was met while determining initial price item for the transaction.</p> <p><b>Note:</b></p> <p>It has a link. On clicking the link, the <b>Rule</b> screen appears where you can view the details of the rule.</p> <p>This column is blank when the error has occurred while determining initial price item for the transaction.</p>
Transaction Information	<p>Displays additional information about the transaction.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears where you can view the details of the transaction.</p>

6. View the legs of the transaction in the **Transaction Legs** zone, if required.
7. View the error messages logged for the transaction in the **Transaction Error Messages** zone, if required.

### **Related Topics**

For more information on...	See...
<b>Transaction Details</b> screen	<a href="#">Transaction Details</a> on page 782
<b>Search</b> zone	<a href="#">Search</a> on page 782
How to view the legs of a transaction	<a href="#">Viewing the Transaction Legs</a> on page 799
How to view the error messages logged for a transaction	<a href="#">Viewing Error Messages</a> on page 801

## Searching for an IGNR Transaction

**Procedure**

To search for an ignored transaction:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Transaction Feed Management** and then click **Transaction Details**.  
The **Transaction Details** screen appears.
3. Select the **Ignored** option from the **Search By** list to indicate that you want to search for a transaction which is ignored in the system.

The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
External Reference Number	Used to search a transaction with a particular external reference number.	No
Division	Used to search transactions that belong to a particular division. <b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	No
Transaction Source	Used to search transactions received from a particular transaction source.	No
Transaction Record Type	Used to search transactions with a particular record type.	No
Account Identifier Type	Used to select the identifier type based on which you want to search transactions of an account.	No
Account Identifier	Used to search transactions which are performed for a particular account.	No
Transaction Date	Used to search transactions which are performed on a particular date.	No
Transaction Upload Date	Used to search transactions which are uploaded in the system on a particular date.	No
Transaction Header ID	Used to search transactions which are uploaded through a particular transaction feed.	No
Disaggregated	Used to indicate whether you want to search transactions which were disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No

4. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

##### 5. Click **Search**.

A list of transactions that meet the search criteria appears in the search results. The **Search Results** section contains the following columns:

Column Name	Column Description
Transaction ID	Displays the transaction ID.
	<b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears with the details of the respective transaction.
Transaction Source	Displays the transaction source from where the transaction was received.
Transaction Record Type	Displays the record type of the transaction.
Transaction Upload Date	Displays the date when the transaction was uploaded in the system.
Transaction Header ID	Indicates the transaction feed through which the transaction was uploaded in the system.
External Reference Number	Displays the external reference number of the transaction.
Disaggregation Status	Indicates whether the transaction was disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Transaction Date	Displays the date when the transaction was performed.
Transaction Amount	Displays the transaction amount.
Transaction Volume	Displays the transaction volume.
Division	Indicates the division to which the transaction belongs.
Account Information	Indicates the account for which the transaction was performed. The string includes the account identifier type and account identifier.
Rule	Indicates the rule which was met while determining initial price item for the transaction.
	<b>Note:</b> It has a link. On clicking the link, the <b>Rule</b> screen appears where you can view the details of the rule.
Transaction Information	Displays additional information about the transaction.
	<b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears where you can view the details of the transaction.

##### 6. View the legs of the transaction in the **Transaction Legs** zone, if required.

#### Related Topics



For more information on...	See...
<b>Transaction Details</b> screen	<a href="#">Transaction Details</a> on page 782
<b>Search</b> zone	<a href="#">Search</a> on page 782
How to view the legs of a transaction	<a href="#">Viewing the Transaction Legs</a> on page 799

## Searching for an INVL Transaction

### Procedure

To search for an invalid transaction:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Transaction Feed Management** and then click **Transaction Details**.  
The **Transaction Details** screen appears.
3. Select the **Invalid** option from the **Search By** list to indicate that you want to search for a transaction which is invalid.

The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
External Reference Number	Used to search a transaction with a particular external reference number.	No
Division	Used to search transactions that belong to a particular division. <b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	No
Transaction Source	Used to search transactions received from a particular transaction source.	No
Transaction Record Type	Used to search transactions with a particular record type.	No
Account Identifier Type	Used to select the identifier type based on which you want to search transactions of an account.	No
Account Identifier	Used to search transactions which are performed for a particular account.	No
Transaction Date	Used to search transactions which are performed on a particular date.	No
Transaction Upload Date	Used to search transactions which are uploaded in the system on a particular date.	No
Transaction Header ID	Used to search transactions which are uploaded through a particular transaction feed.	No

Field Name	Field Description	Mandatory (Yes or No)
Disaggregated	Used to indicate whether you want to search transactions which were disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	No

4. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of transactions that meet the search criteria appears in the search results. The **Search Results** section contains the following columns:

Column Name	Column Description
Transaction ID	Displays the transaction ID. <b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears with the details of the respective transaction.
Transaction Source	Displays the transaction source from where the transaction was received.
Transaction Record Type	Displays the record type of the transaction.
Transaction Upload Date	Displays the date when the transaction was uploaded in the system.
Transaction Header ID	Indicates the transaction feed through which the transaction was uploaded in the system.
External Reference Number	Displays the external reference number of the transaction.
Disaggregation Status	Indicates whether the transaction was disaggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Transaction Date	Displays the date when the transaction was performed.
Transaction Amount	Displays the transaction amount.
Transaction Volume	Displays the transaction volume.
Division	Indicates the division to which the transaction belongs.
Account Information	Indicates the account for which the transaction was performed. The string includes the account identifier type and account identifier.
Transaction Information	Displays additional information about the transaction. <b>Note:</b> It has a link. On clicking the link, the <b>Transaction Details</b> screen appears where you can view the details of the transaction.

Column Name	Column Description
Error Message	Indicates the reason why the transaction is invalid.
	<b>Note:</b> A generic message appears indicating that the error occurred due to one or more reasons. You can view all error messages logged for the transaction in the <b>Transaction Error Messages</b> zone.

- View the error messages logged for the transaction in the **Transaction Error Messages** zone, if required.


### Related Topics

For more information on...	See...
<b>Transaction Details</b> screen	<a href="#">Transaction Details</a> on page 782
<b>Search</b> zone	<a href="#">Search</a> on page 782
How to view the error messages logged for a transaction	<a href="#">Viewing Error Messages</a> on page 801

## Viewing the Transaction Legs

### Procedure

To view the legs of a transaction:


- Search for the transaction in the **Transaction Details** screen.
- In the **Search Results** section, click the **Broadcast**  icon corresponding to the transaction whose legs you want to view.

The **Transaction Legs** zone appears. It contains the following columns:

Column Name	Column Description
Transaction ID	Displays the transaction ID.
Transaction Leg Status	Indicates the status of the transaction leg. The valid values are: <ul style="list-style-type: none"> <li>Uploaded (UPLD)</li> <li>Initial Price Item Derived (INPD)</li> <li>Ignored (IGNR)</li> <li>Error (EROR)</li> <li>Completed (COMP)</li> </ul>
Account Information	Indicates the account which will bear the charges for the transaction. The string includes the account identifier type, account identifier, and division (to which the derived account belongs).
Initial Price Item Code	Indicates the initial price item to which the transaction is mapped.

Column Name	Column Description
Variance Parameter	Indicates the variance parameter which is used along with the final price item for determining price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
Price Item Parameters	Displays a comma-separated list of parameter values. It indicates the price item parameters and their values which are used along with the final price item for determining price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
Final Price Item Code	Indicates the final price item to which the transaction is mapped.
Rule	Indicates the rule which was met while determining initial price item for the transaction.  <b>Note:</b> It has a link. On clicking the link, the <b>Rule</b> screen appears where you can view the details of the rule.
Price Assignment ID	Indicates the effective pricing which is available for the account, price item or regular bundle (to which the price item belongs) or parent (regular) bundle (to which the regular bundle belongs) and/or variance parameter or price item parameters (parameter group) combination on the processing date.
Aggregate Transaction	Indicates whether the transaction leg is aggregated. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Billable Charge ID	Indicates the billable charge in which the transaction leg is included for billing.
Division	Indicates the division to which the derived account belongs. The derived account means the account which will bear the charges for the transaction.
Sequence Number	Displays the sequence number of the transaction leg.
Error Message	Indicates the reason why the price item pricing verification or billable charge creation process failed.

**Note:**

The **Broadcast**  icon appears corresponding to an UPLD, INPD, IGNR, EROR and COMP transaction. This is because you can only view legs of an UPLD, INPD, IGNR, EROR and COMP transaction.

You can only view the legs of an uploaded transaction which is partially disaggregated.

### 3. View the details of the transaction legs in the **Transaction Legs** zone.

#### **Related Topics**


For more information on...	See...
How to search for an uploaded transaction	<a href="#">Searching for an UPLD Transaction</a> on page 783

For more information on...	See...
How to search for a transaction for which price item is determined	<a href="#">Searching for an INPD Transaction</a> on page 786
How to search for an ignored transaction	<a href="#">Searching for an IGNR Transaction</a> on page 794
How to search for a transaction with an error	<a href="#">Searching for an EROR Transaction</a> on page 792
How to search for a transaction for which billable charge is completed	<a href="#">Searching for an COMP Transaction</a> on page 788

## Viewing Error Messages

### Procedure

To view the error messages logged for a transaction:

1. Search for the transaction which is in the **Invalid (INVL)** or **Error (EROR)** status in the **Transaction Details** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the transaction whose error messages you want to view.

The **Transaction Error Messages** zone appears. It contains the following columns:

Column Name	Column Description
Error Message	Indicates the reason why the transaction is in the <b>Invalid (INVL)</b> or <b>Error (EROR)</b> status.

**Note:** The **Transaction Error Messages** zone appears when the transactions are in the **Invalid (INVL)** status and when the errors occur while executing the **Validate Transaction and Derive Price Item (C1-TXNIP)** batch. It does not appear when the errors occur while executing the **Price Item Pricing Verification (C1-TXNVP)** or **Service Quantity Calculation (C1-TXNSQ)** batch.

3. View the error messages in the **Transaction Error Messages** zone.

### Related Topics

For more information on...	See...
How to search for a transaction with an error	<a href="#">Searching for an EROR Transaction</a> on page 792
How to search for an invalid transaction	<a href="#">Searching for an INVL Transaction</a> on page 797

## Viewing the Transaction Details

### Procedure

To view the details of a transaction:

1. Search for the transaction in the **Transaction Details** screen.
2. In the **Search Results** section, click the link in the **Transaction ID** column corresponding to the transaction whose details you want to view.

The **Transaction Details** screen appears. It contains the following fields:

Field Name	Field Description
Transaction ID	Displays the transaction ID. <b>Note:</b> The transaction ID is generated automatically when the transaction is uploaded or manually created in the system.
Transaction Source	Displays the transaction source from where the transaction was received.
Division	Displays the division to which the transaction belongs.
Transaction Record Type	Displays the record type of the transaction.
Transaction Date	Displays the date when the transaction was performed.
Manual Entry	Indicates whether the transaction was manually entered in the system.
Credit/Debit Indicator	Indicates whether the transaction is a debit or credit transaction.
External Reference Number	Displays the external reference number of the transaction.
Customer Reference Number	Indicates the person who performed the transaction.
Account Identifier Type	Displays the type of account identifier.
Account Identifier	Indicates the account for which the transaction was performed.
Transaction Amount	Displays the transaction amount.
Transaction Currency	Indicates the currency in which the transaction was performed.
Transaction Volume	Displays the transaction volume.
Account ID	Indicates the account for which the transaction was performed.
Additional Amount 1, Additional Amount 2, ..., Additional Amount 10	Displays additional information about the transaction. <b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.
Amount 1 Currency Code, Amount 2 Currency Code, ..., Amount 10 Currency Code	Displays additional information about the transaction. <b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.

Field Name	Field Description
Additional Date 1, Additional Date 2, ....., Additional Date 5	Displays additional information about the transaction.
<b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.	
Additional Numeric Data 1, Additional Numeric Data 2, Additional Numeric Data 3, ....., Additional Numeric Data 20	Displays additional information about the transaction.
<b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.	
Additional Data 1, Additional Data 2, Additional Data 3, ....., Additional Data 50	Displays additional information about the transaction.
<b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.	

### Related Topics

For more information on...	See...
How to copy a transaction	<a href="#">Copying a Transaction</a> on page 806

## Adding a Transaction

### Prerequisites

To add a transaction manually, you should have:

- Divisions, account identifier types, transaction sources, transaction record types, and currencies defined in the application

### Procedure

To add a transaction manually:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Transaction Feed Management** and then click **Transaction Details**.  
The **Transaction Details** screen appears.
3. Click the **Add** link in the upper right corner of the **Search** zone.  
The **Transaction Details** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Transaction Source	Used to specify the transaction source from where the transaction was received.	Yes
Division	Used to specify the division to which the transaction belongs.	Yes
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	
Transaction Record Type	Used to specify the record type of the transaction.	Yes
Transaction Date	Used to specify the date when the transaction was performed.	Yes
Manual Entry	Indicates that the transaction is manually entered in the system.	Not applicable
Credit/Debit Indicator	Used to indicate whether the transaction is a debit or credit transaction.	Yes
External Reference Number	Used to specify the external reference number of the transaction.	No
Customer Reference Number	Used to indicate the person who performed the transaction.	No
Account Identifier Type	Used to specify the type of account identifier.	Yes (Conditional)
		<b>Note:</b> If you enter the account identifier as a search criteria, you have to select the account identifier type.
Account Identifier	Used to indicate the account for which the transaction was performed.	Yes (Conditional)
		<b>Note:</b> If you specify the account identifier type as a search criteria, you have to enter the account identifier.
Transaction Amount	Used to specify the transaction amount.	Yes
Transaction Currency	Used to indicate the currency in which the transaction was performed.	Yes
Transaction Volume	Used to specify the transaction volume.	Yes
Additional Amount 1, Additional Amount 2, ..., Additional Amount 10	Used to specify additional information about the transaction.	Yes (Conditional)
	<b>Note:</b> These fields appear only when you select the transaction source and record type from the respective list.	<b>Note:</b> This field is required when you are specifying the currency in the corresponding field.
<b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.		



Field Name	Field Description	Mandatory (Yes or No)
Amount 1 Currency Code, Amount 2 Currency Code, ..., Amount 10 Currency Code	Used to specify additional information about the transaction.	Yes (Conditional)
<b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.	<b>Note:</b> These fields appear only when you select the transaction source and record type from the respective list.	<b>Note:</b> This field is required when you are specifying the amount in the corresponding field.
Additional Date 1, Additional Date 2, ..., Additional Date 5	Used to specify additional information about the transaction.	No
<b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.	<b>Note:</b> These fields appear only when you select the transaction source and record type from the respective list.	
Additional Numeric Data 1, Additional Numeric Data 2, Additional Numeric Data 3, ....., Additional Numeric Data 20	Used to specify additional information about the transaction.	No
<b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.	<b>Note:</b> These fields appear only when you select the transaction source and record type from the respective list.	
Additional Data 1, Additional Data 2, Additional Data 3, ..., Additional Data 50	Used to specify additional information about the transaction.	No
<b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.	<b>Note:</b> These fields appear only when you select the transaction source and record type from the respective list.	

4. Enter the required details.
5. Click **Save**.

The transaction is added in the system. If the following option types are set in the **Dummy Header (C1-TXNDMYID)** feature configuration, the header details including the header ID are generated automatically for the manually added transaction:

- Dummy File Name
- Dummy Header ID
- Dummy Transaction Source
- Dummy Header Date

**Note:** The header ID remains same for all transactions which are manually created on a particular date. You can cancel manually added transactions using the Transaction Header ID.

### Related Topics

For more information on...	See...
Transaction Details screen	<a href="#">Transaction Details</a> on page 782
Search zone	<a href="#">Search</a> on page 782
How to set the <b>Dummy Header (C1-TXNDMYID)</b> feature configuration	<a href="#">Setting the C1-TXNDMYID Feature Configuration</a> on page 2047

## Copying a Transaction

Instead of adding a transaction from scratch, you can create a copy of similar transaction and then edit it accordingly.

### Prerequisites

To copy a transaction, you should have:

- Transaction (whose copy you want to create) available in the application
- Divisions, account identifier types, transaction sources, transaction record types, and currencies defined in the application

### Procedure

To copy a transaction:

1. Search for the transaction in the **Transaction Details** screen.
2. In the **Search Results** section, click the link in the **Transaction ID** column corresponding to the transaction whose copy you want to create.

The **Transaction Details** screen appears. Note that the fields are in the read-only mode.

3. Click **Copy**.

The **Transaction Details** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Transaction Source	Used to specify the transaction source from where the transaction was received.	Yes
Division	Used to specify the division to which the transaction belongs.  <b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	Yes
Transaction Record Type	Used to specify the record type of the transaction.	Yes
Transaction Date	Used to specify the date when the transaction was performed.	Yes
Manual Entry	Indicates that the transaction is manually entered in the system.	Not applicable

Field Name	Field Description	Mandatory (Yes or No)
Credit/Debit Indicator	Used to indicate whether the transaction is a debit or credit transaction.	Yes
External Reference Number	Used to specify the external reference number of the transaction.	No
Price Item Reference Number	Used to indicate the person who performed the transaction.	No
Account Identifier Type	Used to specify the type of account identifier.	Yes (Conditional) <b>Note:</b> If you enter the account identifier as a search criteria, you have to select the account identifier type.
Account Identifier	Used to indicate the account for which the transaction was performed.	Yes (Conditional) <b>Note:</b> If you specify the account identifier type as a search criteria, you have to enter the account identifier.
Transaction Amount	Used to specify the transaction amount.	Yes
Transaction Currency	Used to indicate the currency in which the transaction was performed.	Yes
Transaction Volume	Used to specify the transaction volume.	Yes
Additional Amount 1, Additional Amount 2, ..., Additional Amount 10	Used to specify additional information about the transaction.	Yes (Conditional) <b>Note:</b> This field is required when you are specifying the currency in the corresponding field.
<b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.		
Amount 1 Currency Code, Amount 2 Currency Code, ..., Amount 10 Currency Code	Used to specify additional information about the transaction.	Yes (Conditional) <b>Note:</b> This field is required when you are specifying the amount in the corresponding field.
<b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.		

Field Name	Field Description	Mandatory (Yes or No)
Additional Date 1, Additional Date 2, ..., Additional Date 5	Used to specify additional information about the transaction.	No
<b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.		
Additional Numeric Data 1, Additional Numeric Data 2, Additional Numeric Data 3, ....., Additional Numeric Data 20	Used to specify additional information about the transaction.	No
<b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.		
Additional Data 1, Additional Data 2, Additional Data 3, ..., Additional Data 50	Used to specify additional information about the transaction.	No
<b>Note:</b> If the business label is defined for any of these user defined fields, the business label appears instead of the field name.		

4. Enter the required details.
5. Click **Save**.

The new transaction is added in the system.

#### **Related Topics**

For more information on...	See...
How to view the details of a transaction	<a href="#">Viewing the Transaction Details</a> on page 801

## **Transaction Source**

The **Transaction Source** screen allows you to define, edit, delete, and copy a transaction source. This screen consists of the following zones:

- [Search Transaction Source](#) on page 809




## Search Transaction Source

The **Search Transaction Source** zone allows you to search for a transaction source. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Transaction Source	Used to search a particular transaction source.	No
Description	Used to search transaction sources with a particular description.	No

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Transaction Source	Displays the transaction source.
Description	Displays the description of the transaction source.
Account Identifier Type	Indicates the type of account identifier that will be received from the transaction source.
Edit	On clicking the <b>Edit</b>  icon, the <b>Transaction Source</b> screen appears where you can edit the details of the transaction source.
Delete	On clicking the <b>Delete</b>  icon, you can delete the transaction source.
	<b>Note:</b> You can only delete a transaction source which is not yet used.
Copy	On clicking the <b>Copy</b>  icon, the <b>Transaction Source</b> screen appears where you can create a transaction source using an existing transaction source.

You can create a new transaction source by clicking the **Add** link in the upper right corner of this zone.

### Related Topics

For more information on...	See...
How to search for a transaction source	<a href="#">Searching for a Transaction Source</a> on page 809
How to define a transaction source	<a href="#">Defining a Transaction Source</a> on page 810
How to edit a transaction source	<a href="#">Editing a Transaction Source</a> on page 811
How to delete a transaction source	<a href="#">Deleting a Transaction Source</a> on page 811
How to copy a transaction source	<a href="#">Copying a Transaction Source</a> on page 812

## Searching for a Transaction Source

### Procedure

To search for a transaction source:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

- From the **Admin** menu, select **T** and then click **Transaction Source**.

The **Transaction Source** screen appears.

- Enter the search criteria in the **Search Transaction Source** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.

A list of transaction sources that meet the search criteria appears in the **Search Results** section.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Transaction Source</b> screen	<a href="#">Transaction Source</a> on page 808
<b>Search Transaction Source</b> zone	<a href="#">Search Transaction Source</a> on page 809

## **Defining a Transaction Source**

### **Prerequisites**

To define a transaction source, you should have:

- Account identifier types defined in the application

### **Procedure**

To define a transaction source:

- Click the **Admin** link in the **Application** toolbar.

A list appears.

- From the **Admin** menu, select **T** and then click **Transaction Source**.

The **Transaction Source** screen appears.

- Click the **Add** link in the upper right corner of the **Search Transaction Source** zone.

The **Transaction Source** screen appears. It contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Transaction Source	Used to specify the transaction source.	Yes
	<b>Note:</b> You cannot specify any special character except underscore (_) in the transaction source.	
Description	Used to specify the description for the transaction source.	Yes
Account Identifier Type	Used to indicate the type of account identifier that will be received from the transaction source.	Yes

- Enter the required details.
- Click **Save**.

The transaction source is defined.

### Related Topics

For more information on...	See...
Transaction Source screen	<a href="#">Transaction Source</a> on page 808
Search Transaction Source zone	<a href="#">Search Transaction Source</a> on page 809

## Editing a Transaction Source

### Prerequisites

To edit a transaction source, you should have:

- Account identifier types defined in the application

### Procedure

To edit a transaction source:

1. Search for the transaction source in the **Transaction Source** screen.
2. In the **Search Results** section, click the **Edit** (✎) icon in the **Edit** column corresponding to the transaction source whose details you want to edit.

The **Transaction Source** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Transaction Source	Displays the transaction source.	Not applicable
Description	Used to specify the description for the transaction source.	Yes
Account Identifier Type	Used to indicate the type of account identifier that will be received from the transaction source.	Yes

3. Modify the required details.
4. Click **Save**.

The changes made to the transaction source are saved.

### Related Topics


For more information on...	See...
How to search for a transaction source	<a href="#">Searching for a Transaction Source</a> on page 809

## Deleting a Transaction Source

### Procedure

To delete a transaction source:

1. Search for the transaction source in the **Transaction Source** screen.

- In the **Search Results** section, click the **Delete** () icon in the **Delete** column corresponding to the transaction source that you want to delete.

A message appears confirming whether you want to delete the transaction source.

**Note:** You can only delete a transaction source which is not yet used.

- Click **OK**.

The transaction source is deleted.

### Related Topics

For more information on...	See...
How to search for a transaction source	<a href="#">Searching for a Transaction Source</a> on page 809

## Copying a Transaction Source

Instead of creating a transaction source from scratch, you can create a new transaction source using an existing transaction source. This is possible through copying a transaction source. Once you create a copy of a transaction source, the record types defined for the original transaction source are also copied to the new transaction source.


### Prerequisites

To copy a transaction source, you should have:

- Transaction source (whose copy you want to create) defined in the application
- Account identifier types defined in the application

### Procedure

To copy a transaction source:

- Search for the transaction source in the **Transaction Source** screen.
- In the **Search Results** section, click the **Copy** () icon in the **Copy** column corresponding to the transaction source whose copy you want to create.

The **Transaction Source** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Transaction Source	Used to specify the transaction source.	Yes
	<b>Note:</b> You cannot specify any special character except underscore (_) in the transaction source.	
Description	Used to specify the description for the transaction source.	Yes
Account Identifier Type	Used to indicate the type of account identifier that will be received from the transaction source.	Yes

- Enter the required details.

- Click **Save**.

The new transaction source is defined.

### Related Topics



<b>For more information on...</b>	<b>See...</b>
How to search for a transaction source	<a href="#">Searching for a Transaction Source</a> on page 809

## Transaction Record Type

The **Transaction Record Type** screen allows you to define, edit, delete, and copy a transaction record type. While defining a transaction record type, you need to define a rule type. This rule type is invoked for transactions with the transaction source and record type combination. While defining a rule type, you can select the transaction detail fields that you want to use as input or output parameters in a rule.

Besides using the transaction detail fields, the system allows you to use fields which are not part of the standard transaction details. These fields are referred to as temporary fields and are defined similar to other fields, but are not associated with any ORMB tables. You need to associate temporary fields with the rule type while defining a transaction record type. Once associated, you can use the temporary field as input or output parameter while defining a rule using the rule type.

**Note:** At present, you can only associate a temporary field with a rule type, but cannot use the temporary field in a rule which is created using the rule type. The latter part of the functionality will be available in a future release of Oracle Revenue Management and Billing.

The **Transaction Record Type** screen consists of the following zones:

- [Search Transaction Record Type](#) on page 813

## Search Transaction Record Type




The **Search Transaction Record Type** zone allows you to search for a transaction record type. This zone contains the following two sections:

- **Search Criteria** - The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Transaction Source	Used to search transaction record types defined for a particular transaction source.	No
Transaction Record Type	Used to search a particular transaction record type.	No
Description	Used to search transaction record types with a particular description.	No

- **Search Results** - On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Transaction Record Type	Displays the transaction record type.
Description	Displays the description of the transaction record type.
Transaction Source	Indicates the transaction source for which the transaction record type is defined.

Column Name	Column Description
Rule Type	Indicates the rule type that is invoked for the transaction record type.  <b>Note:</b> It has a link. On clicking the link, the <b>View Rule Type</b> screen appears where you can view the details of the respective rule type.
Pricing Rule Type	Indicates the pricing rule type.  <b>Note:</b> It has a link. On clicking the link, the <b>Pricing Rule Type</b> screen appears where you can view the list of pricing rule types.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Transaction Record Type</b> screen appears where you can edit the details of the transaction record type.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the transaction record type.  <b>Note:</b> You can delete a transaction record type when: <ul style="list-style-type: none"> <li>• It is not yet used.</li> <li>• Rules are not yet defined using the rule type which is invoked by the transaction source and record type combination.</li> </ul>
Copy	On clicking the <b>Copy</b> (  ) icon, the <b>Transaction Record Type</b> screen appears where you can create a new transaction record type using an existing transaction record type.

You can create a new transaction record type by clicking the **Add** link in the upper right corner of this zone.

### Related Topics

For more information on...	See...
How to search for a transaction record type	<a href="#">Searching for a Transaction Record Type</a> on page 814
How to define a transaction record type	<a href="#">Defining a Transaction Record Type</a> on page 815
How to edit a transaction record type	<a href="#">Editing a Transaction Record Type</a> on page 820
How to delete a transaction record type	<a href="#">Deleting a Transaction Record Type</a> on page 826
How to copy a transaction record type	<a href="#">Copying a Transaction Record Type</a> on page 827

## Searching for a Transaction Record Type

### Procedure

To search for a transaction record type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **T** and then click **Transaction Record Type**.  
The **Transaction Record Type** screen appears.
3. Enter the search criteria in the **Search Transaction Record Type** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

#### 4. Click **Search**.

The search results appear.

#### Related Topics

For more information on...	See...
<b>Transaction Record Type</b> screen	<a href="#">Transaction Record Type</a> on page 813
<b>Search Transaction Record Type</b> zone	<a href="#">Search Transaction Record Type</a> on page 813

## Defining a Transaction Record Type

### Prerequisites

To define a transaction record type, you should have:


- Transaction sources defined in the application
- Validation algorithm defined using the C1-RULE-VAL algorithm type
- Transaction Information String algorithm defined using the C1-TXDETINFO algorithm type
- Fields (that you want to use as input or output parameter) defined in the application



### Procedure

To define a transaction record type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **T** and then click **Transaction Record Type**.  
The **Transaction Record Type** screen appears.
3. Click the **Add** link in the upper right corner of the **Search Transaction Record Type** zone.

The **Transaction Record Type** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Transaction Source	Used to indicate the transaction source for which you want to define the transaction record type.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Search Transaction Source</b> window appears.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Transaction Record Type	Used to specify the transaction record type.	Yes
	<b>Note:</b> You cannot specify any special character except underscore (_) in the transaction record type.	
Description	Used to specify the description for the transaction record type.	Yes
Rule Type	Used to specify the rule type.	Yes
	<b>Note:</b> You cannot specify any special character except underscore (_) in the rule type.	
Rule Type Description	Used to specify the description for the rule type.	Yes
Pricing Rule Type	Used to specify the pricing rule type.	Yes
Rule Validation Algorithm	<p>Used to specify the validation algorithm that will be triggered when a rule is defined using the rule type.</p> <p><b>Note:</b> This algorithm checks whether:</p> <ul style="list-style-type: none"> <li>• The values specified against the output parameters exist in the system</li> <li>• The same price item parameter (for example, PCD1_1_1_VAL) is not used multiple times for a division, account, and price item combination</li> </ul> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	No
Info String Algorithm	Used to specify the algorithm that will generate the information string which appears in the <b>Transaction Information</b> column throughout the application.	No
	<p><b>Note:</b> This algorithm concatenates the fields (related to the transaction) and delimiters specified as parameters in the algorithm.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Maximum Accounts to be charged	<p>Used to indicate the maximum number of accounts which can bear the charges for a transaction. The valid values are:</p> <ul style="list-style-type: none"> <li>• 01</li> <li>• 02</li> <li>• 03</li> <li>• 04</li> <li>• 05</li> <li>• 06</li> <li>• 07</li> <li>• 08</li> <li>• 09</li> <li>• 10</li> </ul> <p><b>Note:</b> At present, the system supports maximum 10 accounts which can bear the charges for a transaction.</p>	Yes
Maximum Price Items to be mapped	<p>Used to indicate the maximum number of price items to which a transaction can be mapped for each account. The valid values are:</p> <ul style="list-style-type: none"> <li>• 01</li> <li>• 02</li> <li>• 03</li> <li>• 04</li> <li>• 05</li> <li>• 06</li> <li>• 07</li> <li>• 08</li> <li>• 09</li> <li>• 10</li> </ul> <p><b>Note:</b> At present, the system supports maximum 10 price items to which a transaction can be mapped for each account.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Maximum Price Item Parameters	<p>Used to indicate the maximum number of parameters that can be used with each price item to determine the price item pricing. The valid values are:</p> <ul style="list-style-type: none"> <li>• 00</li> <li>• 01</li> <li>• 02</li> <li>• 03</li> <li>• 04</li> <li>• 05</li> <li>• 06</li> <li>• 07</li> <li>• 08</li> <li>• 09</li> <li>• 10</li> <li>• 11</li> <li>• 12</li> <li>• 13</li> <li>• 14</li> <li>• 15</li> </ul>	Yes
	<p><b>Note:</b> At present, the system supports maximum 15 parameters that can be used with each price item to determine the price item pricing.</p>	


In addition, this screen contains the following two sections:

- **Input/Output Parameters** - Enables you to select the transaction detail fields that you can use as input or output parameter while defining a rule. It contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Rule Input/Output	Used to indicate whether you want to use the transaction detail field as input or output parameter.	No
Transaction Field	Displays the transaction field name.	Not applicable
Business Label	<p>Used to specify a business label for the user defined fields.</p> <p><b>Note:</b> The business label appears when you add, copy, or view a transaction in the <b>Transaction Details</b> screen. The label changes depending on the transaction source and record type combination that you have selected.</p>	No

**Note:** At present, you can use the following transaction fields as input or output parameter while defining a rule — Account Identifier (ACCT\_NBR), Account Identifier Type (ACCT\_NBR\_TYPE\_CD), Division (CIS\_DIVISION), Currency Code (CURRENCY\_CD), Customer Reference Number (CUST\_REF\_NBR), Do not Aggregate Switch (DO\_NOT\_AGG\_SW), External Reference Number (EXT\_TXN\_NBR), Credit/Debit Indicator (HOW\_TO\_USE\_TXN\_FLG), Manual Entry (MANUAL\_SW), Transaction Amount (TXN\_AMT), Transaction Date (TXN\_DTTM), Transaction Record Type (TXN\_REC\_TYPE\_CD), Transaction Source (TXN\_SOURCE\_CD), Transaction Upload Date (TXN\_UPLOAD\_DTTM), Transaction Volume (TXN\_VOL), Additional Amount 1 (UDF\_AMT\_1), Additional Amount 2 (UDF\_AMT\_2), Additional Amount 3 (UDF\_AMT\_3), Additional Amount 4 (UDF\_AMT\_4), Additional Amount 5 (UDF\_AMT\_5), Additional Amount 6 (UDF\_AMT\_6), Additional Amount 7 (UDF\_AMT\_7), Additional Amount 8 (UDF\_AMT\_8), Additional Amount 9 (UDF\_AMT\_9), Additional Amount 10 (UDF\_AMT\_10), Additional Data 1 (UDF\_CHAR\_1), Additional Data 2 (UDF\_CHAR\_2), Additional Data 3 (UDF\_CHAR\_3), Additional Data 4 (UDF\_CHAR\_4), Additional Data 5 (UDF\_CHAR\_5), Additional Data 6 (UDF\_CHAR\_6), Additional Data 7 (UDF\_CHAR\_7), Additional Data 8 (UDF\_CHAR\_8), Additional Data 9 (UDF\_CHAR\_9), Additional Data 10 (UDF\_CHAR\_10), Additional Data 11 (UDF\_CHAR\_11), Additional Data 12 (UDF\_CHAR\_12), Additional Data 13 (UDF\_CHAR\_13), Additional Data 14 (UDF\_CHAR\_14), Additional Data 15 (UDF\_CHAR\_15), Additional Data 16 (UDF\_CHAR\_16), Additional Data 17 (UDF\_CHAR\_17), Additional Data 18 (UDF\_CHAR\_18), Additional Data 19 (UDF\_CHAR\_19), Additional Data 20 (UDF\_CHAR\_20), Additional Data 21 (UDF\_CHAR\_21), Additional Data 22 (UDF\_CHAR\_22), Additional Data 23 (UDF\_CHAR\_23), Additional Data 24 (UDF\_CHAR\_24), Additional Data 25 (UDF\_CHAR\_25), Additional Data 26 (UDF\_CHAR\_26), Additional Data 27 (UDF\_CHAR\_27), Additional Data 28 (UDF\_CHAR\_28), Additional Data 29 (UDF\_CHAR\_29), Additional Data 30 (UDF\_CHAR\_30), Additional Data 31 (UDF\_CHAR\_31), Additional Data 32 (UDF\_CHAR\_32), Additional Data 33 (UDF\_CHAR\_33), Additional Data 34 (UDF\_CHAR\_34), Additional Data 35 (UDF\_CHAR\_35), Additional Data 36 (UDF\_CHAR\_36), Additional Data 37 (UDF\_CHAR\_37), Additional Data 38 (UDF\_CHAR\_38), Additional Data 39 (UDF\_CHAR\_39), Additional Data 40 (UDF\_CHAR\_40), Additional Data 41 (UDF\_CHAR\_41), Additional Data 42 (UDF\_CHAR\_42), Additional Data 43 (UDF\_CHAR\_43), Additional Data 44 (UDF\_CHAR\_44), Additional Data 45 (UDF\_CHAR\_45), Additional Data 46 (UDF\_CHAR\_46), Additional Data 47 (UDF\_CHAR\_47), Additional Data 48 (UDF\_CHAR\_48), Additional Data 49 (UDF\_CHAR\_49), Additional Data 50 (UDF\_CHAR\_50), Amount 1 Currency Code (UDF\_CURRENCY\_CD\_1), Amount 2 Currency Code (UDF\_CURRENCY\_CD\_2), Amount 3 Currency Code (UDF\_CURRENCY\_CD\_3), Amount 4 Currency Code (UDF\_CURRENCY\_CD\_4), Amount 5 Currency Code (UDF\_CURRENCY\_CD\_5), Amount 6 Currency Code (UDF\_CURRENCY\_CD\_6), Amount 7 Currency Code (UDF\_CURRENCY\_CD\_7), Amount 8 Currency Code (UDF\_CURRENCY\_CD\_8), Amount 9 Currency Code (UDF\_CURRENCY\_CD\_9), Amount 10 Currency Code (UDF\_CURRENCY\_CD\_10), Additional Date 1 (UDF\_DTTM\_1), Additional Date 2 (UDF\_DTTM\_2), Additional Date 3 (UDF\_DTTM\_3), Additional Date 4 (UDF\_DTTM\_4), Additional Date 5 (UDF\_DTTM\_5), Additional Numeric Data 1 (UDF\_NBR\_1), Additional Numeric Data 2 (UDF\_NBR\_2), Additional Numeric Data 3 (UDF\_NBR\_3), Additional Numeric Data 4 (UDF\_NBR\_4), Additional Numeric Data 5 (UDF\_NBR\_5), Additional Numeric Data 6 (UDF\_NBR\_6), Additional Numeric Data 7 (UDF\_NBR\_7), Additional Numeric Data 8 (UDF\_NBR\_8), Additional Numeric Data 9 (UDF\_NBR\_9), Additional Numeric Data 10 (UDF\_NBR\_10), Additional Numeric Data 11 (UDF\_NBR\_11), Additional Numeric Data 12 (UDF\_NBR\_12), Additional Numeric Data 13 (UDF\_NBR\_13), Additional Numeric Data 14 (UDF\_NBR\_14), Additional Numeric Data 15 (UDF\_NBR\_15), Additional Numeric Data 16 (UDF\_NBR\_16), Additional Numeric Data 17 (UDF\_NBR\_17), Additional Numeric Data 18 (UDF\_NBR\_18), Additional Numeric Data 19 (UDF\_NBR\_19), Additional Numeric Data 20 (UDF\_NBR\_20).

- **Temporary Fields** - Enables you to select non-transactional fields that you can use as input or output parameter while defining a rule. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Temporary Field	Used to indicate the non-transactional field that you want to use as input or output parameter.	No
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Transaction Record Type Tempo Field Search</b> window appears.</p>	



4. Enter the required details.

**Note:** You can search for a transaction source and algorithm by clicking the **Search**  icon corresponding to the respective field.

5. Select the check box corresponding to the transaction fields that you want to use as input or output parameters.
6. If required, you can select a non-transactional field as input or output parameter in the **Temporary Fields** section.

**Note:**

You can search for a field by clicking the **Search**  icon corresponding to the respective field.

If you want to add more than one temporary field to the transaction record type, click the **Add**  icon and then repeat step 7. However, if you want to remove a temporary field from the transaction record type, click the **Delete**  icon corresponding to the temporary field.

7. Click **Save**.

The transaction record type is defined.

### **Related Topics**

For more information on...	See...
<b>Transaction Record Type</b> screen	<a href="#">Transaction Record Type</a> on page 813
<b>Search Transaction Record Type</b> zone	<a href="#">Search Transaction Record Type</a> on page 813

## **Editing a Transaction Record Type**

### **Prerequisites**


To edit a transaction record type, you should have:

- Validation algorithm defined using the C1-RULE-VAL algorithm type
- Transaction Information String algorithm defined using the C1-TXDETINFO algorithm type
- Fields (that you want to use as input or output parameter) defined in the application



### **Procedure**


To edit a transaction record type:



1. Search for the transaction record type in the **Transaction Record Type** screen.
2. In the **Search Results** section, click the **Edit**  icon in the **Edit** column corresponding to the transaction record type whose details you want to edit.

The **Transaction Record Type** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Transaction Source	Used to indicate the transaction source for which you want to define the transaction record type.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Search Transaction Source</b> window appears.	
Transaction Record Type	Used to specify the transaction record type.	Yes
	<b>Note:</b> You cannot specify any special character except underscore (_) in the transaction record type.	
Description	Used to specify the description for the transaction record type.	Yes
Rule Type	Used to specify the rule type.	Yes
	<b>Note:</b> You cannot specify any special character except underscore (_) in the rule type.	
Rule Type Description	Used to specify the description for the rule type.	Yes
Pricing Rule Type	Used to specify the pricing rule type.	Yes
Rule Validation Algorithm	Used to specify the validation algorithm that will be triggered when a rule is defined using the rule type.	No
	<b>Note:</b> This algorithm checks whether: <ul style="list-style-type: none"> <li>• The values specified against the output parameters exist in the system</li> <li>• The same price item parameter (for example, PCD1_1_1_VAL) is not used multiple times for a division, account, and price item combination</li> </ul> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	

Field Name	Field Description	Mandatory (Yes or No)
Info String Algorithm	<p>Used to specify the algorithm that will generate the information string which appears in the <b>Transaction Information</b> column throughout the application.</p> <p><b>Note:</b> This algorithm concatenates the fields (related to the transaction) and delimiters specified as parameters in the algorithm.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	No
Maximum Accounts to be charged	<p>Used to indicate the maximum number of accounts which can bear the charges for a transaction. The valid values are:</p> <ul style="list-style-type: none"> <li>• 01</li> <li>• 02</li> <li>• 03</li> <li>• 04</li> <li>• 05</li> <li>• 06</li> <li>• 07</li> <li>• 08</li> <li>• 09</li> <li>• 10</li> </ul> <p><b>Note:</b> At present, the system supports maximum 10 accounts which can bear the charges for a transaction.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Maximum Price Items to be mapped	<p>Used to indicate the maximum number of price items to which a transaction can be mapped for each account. The valid values are:</p> <ul style="list-style-type: none"> <li>• 01</li> <li>• 02</li> <li>• 03</li> <li>• 04</li> <li>• 05</li> <li>• 06</li> <li>• 07</li> <li>• 08</li> <li>• 09</li> <li>• 10</li> </ul> <p><b>Note:</b> At present, the system supports maximum 10 price items to which a transaction can be mapped for each account.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Maximum Price Item Parameters	<p>Used to indicate the maximum number of parameters that can be used with each price item to determine the price item pricing. The valid values are:</p> <ul style="list-style-type: none"> <li>• 00</li> <li>• 01</li> <li>• 02</li> <li>• 03</li> <li>• 04</li> <li>• 05</li> <li>• 06</li> <li>• 07</li> <li>• 08</li> <li>• 09</li> <li>• 10</li> <li>• 11</li> <li>• 12</li> <li>• 13</li> <li>• 14</li> <li>• 15</li> </ul>	Yes
	<p><b>Note:</b> At present, the system supports maximum 15 parameters that can be used with each price item to determine the price item pricing.</p>	


In addition, this screen contains the following two sections:

- **Input/Output Parameters** - Enables you to select the transaction detail fields that you can use as input or output parameter while defining a rule. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Rule Input/Output	Used to indicate whether you want to use the transaction detail field as input or output parameter.	No
Transaction Field	Displays the transaction field name.	Not applicable
Business Label	<p>Used to specify a business label for the user defined fields.</p> <p><b>Note:</b> The business label appears when you add, copy, or view a transaction in the <b>Transaction Details</b> screen. The label changes depending on the transaction source and record type combination that you have selected.</p>	No


**Note:** At present, you can use the following transaction fields as input or output parameter while defining a rule — Account Identifier (ACCT\_NBR), Account Identifier Type (ACCT\_NBR\_TYPE\_CD), Division (CIS\_DIVISION), Currency Code (CURRENCY\_CD), Customer Reference Number (CUST\_REF\_NBR), Do not Aggregate Switch (DO\_NOT\_AGG\_SW), External Reference Number (EXT\_TXN\_NBR), Credit/Debit Indicator (HOW\_TO\_USE\_TXN\_FLG), Manual Entry (MANUAL\_SW), Transaction Amount (TXN\_AMT), Transaction Date (TXN\_DTTM), Transaction Record Type (TXN\_REC\_TYPE\_CD), Transaction Source (TXN\_SOURCE\_CD), Transaction Upload Date (TXN\_UPLOAD\_DTTM), Transaction Volume (TXN\_VOL), Additional Amount 1 (UDF\_AMT\_1), Additional Amount 2 (UDF\_AMT\_2), Additional Amount 3 (UDF\_AMT\_3), Additional Amount 4 (UDF\_AMT\_4), Additional Amount 5 (UDF\_AMT\_5), Additional Amount 6 (UDF\_AMT\_6), Additional Amount 7 (UDF\_AMT\_7), Additional Amount 8 (UDF\_AMT\_8), Additional Amount 9 (UDF\_AMT\_9), Additional Amount 10 (UDF\_AMT\_10), Additional Data 1 (UDF\_CHAR\_1), Additional Data 2 (UDF\_CHAR\_2), Additional Data 3 (UDF\_CHAR\_3), Additional Data 4 (UDF\_CHAR\_4), Additional Data 5 (UDF\_CHAR\_5), Additional Data 6 (UDF\_CHAR\_6), Additional Data 7 (UDF\_CHAR\_7), Additional Data 8 (UDF\_CHAR\_8), Additional Data 9 (UDF\_CHAR\_9), Additional Data 10 (UDF\_CHAR\_10), Additional Data 11 (UDF\_CHAR\_11), Additional Data 12 (UDF\_CHAR\_12), Additional Data 13 (UDF\_CHAR\_13), Additional Data 14 (UDF\_CHAR\_14), Additional Data 15 (UDF\_CHAR\_15), Additional Data 16 (UDF\_CHAR\_16), Additional Data 17 (UDF\_CHAR\_17), Additional Data 18 (UDF\_CHAR\_18), Additional Data 19 (UDF\_CHAR\_19), Additional Data 20 (UDF\_CHAR\_20), Additional Data 21 (UDF\_CHAR\_21), Additional Data 22 (UDF\_CHAR\_22), Additional Data 23 (UDF\_CHAR\_23), Additional Data 24 (UDF\_CHAR\_24), Additional Data 25 (UDF\_CHAR\_25), Additional Data 26 (UDF\_CHAR\_26), Additional Data 27 (UDF\_CHAR\_27), Additional Data 28 (UDF\_CHAR\_28), Additional Data 29 (UDF\_CHAR\_29), Additional Data 30 (UDF\_CHAR\_30), Additional Data 31 (UDF\_CHAR\_31), Additional Data 32 (UDF\_CHAR\_32), Additional Data 33 (UDF\_CHAR\_33), Additional Data 34 (UDF\_CHAR\_34), Additional Data 35 (UDF\_CHAR\_35), Additional Data 36 (UDF\_CHAR\_36), Additional Data 37 (UDF\_CHAR\_37), Additional Data 38 (UDF\_CHAR\_38), Additional Data 39 (UDF\_CHAR\_39), Additional Data 40 (UDF\_CHAR\_40), Additional Data 41 (UDF\_CHAR\_41), Additional Data 42 (UDF\_CHAR\_42), Additional Data 43 (UDF\_CHAR\_43), Additional Data 44 (UDF\_CHAR\_44), Additional Data 45 (UDF\_CHAR\_45), Additional Data 46 (UDF\_CHAR\_46), Additional Data 47 (UDF\_CHAR\_47), Additional Data 48 (UDF\_CHAR\_48), Additional Data 49 (UDF\_CHAR\_49), Additional Data 50 (UDF\_CHAR\_50), Amount 1 Currency Code (UDF\_CURRENCY\_CD\_1), Amount 2 Currency Code (UDF\_CURRENCY\_CD\_2), Amount 3 Currency Code (UDF\_CURRENCY\_CD\_3), Amount 4 Currency Code (UDF\_CURRENCY\_CD\_4), Amount 5 Currency Code (UDF\_CURRENCY\_CD\_5), Amount 6 Currency Code (UDF\_CURRENCY\_CD\_6), Amount 7 Currency Code (UDF\_CURRENCY\_CD\_7), Amount 8 Currency Code (UDF\_CURRENCY\_CD\_8), Amount 9 Currency Code (UDF\_CURRENCY\_CD\_9), Amount 10 Currency Code (UDF\_CURRENCY\_CD\_10), Additional Date 1 (UDF\_DTTM\_1), Additional Date 2 (UDF\_DTTM\_2), Additional Date 3 (UDF\_DTTM\_3), Additional Date 4 (UDF\_DTTM\_4), Additional Date 5 (UDF\_DTTM\_5), Additional Numeric Data 1 (UDF\_NBR\_1), Additional Numeric Data 2 (UDF\_NBR\_2), Additional Numeric Data 3 (UDF\_NBR\_3), Additional Numeric Data 4 (UDF\_NBR\_4), Additional Numeric Data 5 (UDF\_NBR\_5), Additional Numeric Data 6 (UDF\_NBR\_6), Additional Numeric Data 7 (UDF\_NBR\_7), Additional Numeric Data 8 (UDF\_NBR\_8), Additional Numeric Data 9 (UDF\_NBR\_9), Additional Numeric Data 10 (UDF\_NBR\_10), Additional Numeric Data 11 (UDF\_NBR\_11), Additional Numeric Data 12 (UDF\_NBR\_12), Additional Numeric Data 13 (UDF\_NBR\_13), Additional Numeric Data 14 (UDF\_NBR\_14), Additional Numeric Data 15 (UDF\_NBR\_15), Additional Numeric Data 16 (UDF\_NBR\_16), Additional Numeric Data 17 (UDF\_NBR\_17), Additional Numeric Data 18 (UDF\_NBR\_18), Additional Numeric Data 19 (UDF\_NBR\_19), Additional Numeric Data 20 (UDF\_NBR\_20).

- **Temporary Fields** - Enables you to select non-transactional fields that you can use as input or output parameter while defining a rule. It contains the following fields:



Field Name	Field Description	Mandatory (Yes or No)
Temporary Field	Used to indicate the non-transactional field that you want to use as input or output parameter.	No
	<p><b>Note:</b></p> <p>The <b>Search</b> () icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Transaction Record Type Tempo Field Search</b> window appears.</p>	

### 3. Modify the required details.

**Note:**

You can search for an algorithm and field by clicking the **Search** () icon corresponding to the respective field.

You can edit and remove an input or output parameter from a rule type only when it is not yet used in a rule (which is created using the rule type).

If you want to add more than one temporary field to the transaction record type, click the **Add** () icon and then specify the details in the **Temporary Fields** section. However, if you want to remove a temporary field from the transaction record type, click the **Delete** () icon corresponding to the temporary field.

### 4. Click **Save**.

The changes made to the transaction record type are saved.


### **Related Topics**

For more information on...	See...
How to search for a transaction record type	<a href="#">Searching for a Transaction Record Type</a> on page 814

## Deleting a Transaction Record Type

### **Procedure**

To delete a transaction record type:

1. Search for the transaction record type in the **Transaction Record Type** screen.
2. In the **Search Results** section, click the **Delete** () icon in the **Delete** column corresponding to the transaction record type that you want to delete.

A message appears confirming whether you want to delete the transaction record type.

**Note:** You can only delete a transaction record type which is not yet used.

### 3. Click **OK**.

The transaction record type is deleted.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a transaction record type	<a href="#">Searching for a Transaction Record Type</a> on page 814

## Copying a Transaction Record Type

Instead of creating a transaction record type from scratch, you can create a new transaction record type using an existing transaction record type. This is possible through copying a transaction record type. Once you create a copy of a transaction record type, the input or output parameters and temporary fields are also copied to the new transaction record type. You can then edit the details, if required.


### Prerequisites

To copy a transaction record type, you should have:


- Transaction record type (whose copy you want to create) defined in the application
- Validation algorithm defined using the C1-RULE-VAL algorithm type
- Transaction Information String algorithm defined using the C1-TXDETINFO algorithm type
- Fields (that you want to use as input or output parameter) defined in the application



### Procedure

To copy a transaction record type:

1. Search for the transaction record type in the **Transaction Record Type** screen.
2. In the **Search Results** section, click the **Copy** ( icon in the **Copy** column corresponding to the transaction record type whose copy you want to create.

The **Transaction Record Type** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Transaction Source	Used to indicate the transaction source for which you want to define the transaction record type.	Yes
	<b>Note:</b> The <b>Search</b> (  ) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Search Transaction Source</b> window appears.	
Transaction Record Type	Used to specify the transaction record type.	Yes
	<b>Note:</b> You cannot specify any special character except underscore (_) in the transaction record type.	
Description	Used to specify the description for the transaction record type.	Yes
Rule Type	Used to specify the rule type.	Yes
	<b>Note:</b> You cannot specify any special character except underscore (_) in the rule type.	
Rule Type Description	Used to specify the description for the rule type.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Pricing Rule Type	Used to specify the pricing rule type.	Yes
Rule Validation Algorithm	<p>Used to specify the validation algorithm that will be triggered when a rule is defined using the rule type.</p> <p><b>Note:</b> This algorithm checks whether:</p> <ul style="list-style-type: none"> <li>• The values specified against the output parameters exist in the system</li> <li>• The same price item parameter (for example, PCD1_1_1_VAL) is not used multiple times for a division, account, and price item combination</li> </ul> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	No
Info String Algorithm	<p>Used to specify the algorithm that will generate the information string which appears in the <b>Transaction Information</b> column throughout the application.</p> <p><b>Note:</b> This algorithm concatenates the fields (related to the transaction) and delimiters specified as parameters in the algorithm.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	No
Maximum Accounts to be charged	<p>Used to indicate the maximum number of accounts which can bear the charges for a transaction. The valid values are:</p> <ul style="list-style-type: none"> <li>• 01</li> <li>• 02</li> <li>• 03</li> <li>• 04</li> <li>• 05</li> <li>• 06</li> <li>• 07</li> <li>• 08</li> <li>• 09</li> <li>• 10</li> </ul> <p><b>Note:</b> At present, the system supports maximum 10 accounts which can bear the charges for a transaction.</p>	Yes



Field Name	Field Description	Mandatory (Yes or No)
Maximum Price Items to be mapped	<p>Used to indicate the maximum number of price items to which a transaction can be mapped for each account. The valid values are:</p> <ul style="list-style-type: none"> <li>• 01</li> <li>• 02</li> <li>• 03</li> <li>• 04</li> <li>• 05</li> <li>• 06</li> <li>• 07</li> <li>• 08</li> <li>• 09</li> <li>• 10</li> </ul> <p><b>Note:</b> At present, the system supports maximum 10 price items to which a transaction can be mapped for each account.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Maximum Price Item Parameters	<p>Used to indicate the maximum number of parameters that can be used with each price item to determine the price item pricing. The valid values are:</p> <ul style="list-style-type: none"> <li>• 00</li> <li>• 01</li> <li>• 02</li> <li>• 03</li> <li>• 04</li> <li>• 05</li> <li>• 06</li> <li>• 07</li> <li>• 08</li> <li>• 09</li> <li>• 10</li> <li>• 11</li> <li>• 12</li> <li>• 13</li> <li>• 14</li> <li>• 15</li> </ul>	Yes
	<p><b>Note:</b> At present, the system supports maximum 15 parameters that can be used with each price item to determine the price item pricing.</p>	


In addition, this screen contains the following two sections:

- **Input/Output Parameters** - Enables you to select the transaction detail fields that you can use as input or output parameter while defining a rule. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Rule Input/Output	Used to indicate whether you want to use the transaction detail field as input or output parameter.	No
Transaction Field	Displays the transaction field name.	Not applicable
Business Label	<p>Used to specify a business label for the user defined fields.</p> <p><b>Note:</b> The business label appears when you add, copy, or view a transaction in the <b>Transaction Details</b> screen. The label changes depending on the transaction source and record type combination that you have selected.</p>	No

**Note:** At present, you can use the following transaction fields as input or output parameter while defining a rule — Account Identifier (ACCT\_NBR), Account Identifier Type (ACCT\_NBR\_TYPE\_CD), Division (CIS\_DIVISION), Currency Code (CURRENCY\_CD), Customer Reference Number (CUST\_REF\_NBR), Do not Aggregate Switch (DO\_NOT\_AGG\_SW), External Reference Number (EXT\_TXN\_NBR), Credit/Debit Indicator (HOW\_TO\_USE\_TXN\_FLG), Manual Entry (MANUAL\_SW), Transaction Amount (TXN\_AMT), Transaction Date (TXN\_DTTM), Transaction Record Type (TXN\_REC\_TYPE\_CD), Transaction Source (TXN\_SOURCE\_CD), Transaction Upload Date (TXN\_UPLOAD\_DTTM), Transaction Volume (TXN\_VOL), Additional Amount 1 (UDF\_AMT\_1), Additional Amount 2 (UDF\_AMT\_2), Additional Amount 3 (UDF\_AMT\_3), Additional Amount 4 (UDF\_AMT\_4), Additional Amount 5 (UDF\_AMT\_5), Additional Amount 6 (UDF\_AMT\_6), Additional Amount 7 (UDF\_AMT\_7), Additional Amount 8 (UDF\_AMT\_8), Additional Amount 9 (UDF\_AMT\_9), Additional Amount 10 (UDF\_AMT\_10), Additional Data 1 (UDF\_CHAR\_1), Additional Data 2 (UDF\_CHAR\_2), Additional Data 3 (UDF\_CHAR\_3), Additional Data 4 (UDF\_CHAR\_4), Additional Data 5 (UDF\_CHAR\_5), Additional Data 6 (UDF\_CHAR\_6), Additional Data 7 (UDF\_CHAR\_7), Additional Data 8 (UDF\_CHAR\_8), Additional Data 9 (UDF\_CHAR\_9), Additional Data 10 (UDF\_CHAR\_10), Additional Data 11 (UDF\_CHAR\_11), Additional Data 12 (UDF\_CHAR\_12), Additional Data 13 (UDF\_CHAR\_13), Additional Data 14 (UDF\_CHAR\_14), Additional Data 15 (UDF\_CHAR\_15), Additional Data 16 (UDF\_CHAR\_16), Additional Data 17 (UDF\_CHAR\_17), Additional Data 18 (UDF\_CHAR\_18), Additional Data 19 (UDF\_CHAR\_19), Additional Data 20 (UDF\_CHAR\_20), Additional Data 21 (UDF\_CHAR\_21), Additional Data 22 (UDF\_CHAR\_22), Additional Data 23 (UDF\_CHAR\_23), Additional Data 24 (UDF\_CHAR\_24), Additional Data 25 (UDF\_CHAR\_25), Additional Data 26 (UDF\_CHAR\_26), Additional Data 27 (UDF\_CHAR\_27), Additional Data 28 (UDF\_CHAR\_28), Additional Data 29 (UDF\_CHAR\_29), Additional Data 30 (UDF\_CHAR\_30), Additional Data 31 (UDF\_CHAR\_31), Additional Data 32 (UDF\_CHAR\_32), Additional Data 33 (UDF\_CHAR\_33), Additional Data 34 (UDF\_CHAR\_34), Additional Data 35 (UDF\_CHAR\_35), Additional Data 36 (UDF\_CHAR\_36), Additional Data 37 (UDF\_CHAR\_37), Additional Data 38 (UDF\_CHAR\_38), Additional Data 39 (UDF\_CHAR\_39), Additional Data 40 (UDF\_CHAR\_40), Additional Data 41 (UDF\_CHAR\_41), Additional Data 42 (UDF\_CHAR\_42), Additional Data 43 (UDF\_CHAR\_43), Additional Data 44 (UDF\_CHAR\_44), Additional Data 45 (UDF\_CHAR\_45), Additional Data 46 (UDF\_CHAR\_46), Additional Data 47 (UDF\_CHAR\_47), Additional Data 48 (UDF\_CHAR\_48), Additional Data 49 (UDF\_CHAR\_49), Additional Data 50 (UDF\_CHAR\_50), Amount 1 Currency Code (UDF\_CURRENCY\_CD\_1), Amount 2 Currency Code (UDF\_CURRENCY\_CD\_2), Amount 3 Currency Code (UDF\_CURRENCY\_CD\_3), Amount 4 Currency Code (UDF\_CURRENCY\_CD\_4), Amount 5 Currency Code (UDF\_CURRENCY\_CD\_5), Amount 6 Currency Code (UDF\_CURRENCY\_CD\_6), Amount 7 Currency Code (UDF\_CURRENCY\_CD\_7), Amount 8 Currency Code (UDF\_CURRENCY\_CD\_8), Amount 9 Currency Code (UDF\_CURRENCY\_CD\_9), Amount 10 Currency Code (UDF\_CURRENCY\_CD\_10), Additional Date 1 (UDF\_DTTM\_1), Additional Date 2 (UDF\_DTTM\_2), Additional Date 3 (UDF\_DTTM\_3), Additional Date 4 (UDF\_DTTM\_4), Additional Date 5 (UDF\_DTTM\_5), Additional Numeric Data 1 (UDF\_NBR\_1), Additional Numeric Data 2 (UDF\_NBR\_2), Additional Numeric Data 3 (UDF\_NBR\_3), Additional Numeric Data 4 (UDF\_NBR\_4), Additional Numeric Data 5 (UDF\_NBR\_5), Additional Numeric Data 6 (UDF\_NBR\_6), Additional Numeric Data 7 (UDF\_NBR\_7), Additional Numeric Data 8 (UDF\_NBR\_8), Additional Numeric Data 9 (UDF\_NBR\_9), Additional Numeric Data 10 (UDF\_NBR\_10), Additional Numeric Data 11 (UDF\_NBR\_11), Additional Numeric Data 12 (UDF\_NBR\_12), Additional Numeric Data 13 (UDF\_NBR\_13), Additional Numeric Data 14 (UDF\_NBR\_14), Additional Numeric Data 15 (UDF\_NBR\_15), Additional Numeric Data 16 (UDF\_NBR\_16), Additional Numeric Data 17 (UDF\_NBR\_17), Additional Numeric Data 18 (UDF\_NBR\_18), Additional Numeric Data 19 (UDF\_NBR\_19), Additional Numeric Data 20 (UDF\_NBR\_20).

- **Temporary Fields** - Enables you to select non-transactional fields that you can use as input or output parameter while defining a rule. It contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Temporary Field	Used to indicate the non-transactional field that you want to use as input or output parameter.	No
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Transaction Record Type Tempo Field Search</b> window appears.</p>	


- Enter the required details.


**Note:** You can search for an algorithm by clicking the **Search**  icon corresponding to the respective field.

- Select the check box corresponding to the transaction fields that you want to use as input or output parameters.
- If required, you can select a non-transactional field as input or output parameter in the **Temporary Fields** section.

**Note:**

You can search for a field by clicking the **Search**  icon corresponding to the respective field.

If you want to add more than one temporary field to the transaction record type, click the **Add**  icon and then repeat step 5. However, if you want to remove a temporary field from the transaction record type, click the

**Delete**  icon corresponding to the temporary field.

- Click **Save**.

The new transaction record type is defined.

### Related Topics

For more information on...	See...
How to search for a transaction record type	<a href="#">Searching for a Transaction Record Type</a> on page 814

## Transaction Aggregation Rule

The **Transaction Aggregation Rule** screen allows you to define transaction aggregation rule for an SQL. You can also edit and delete the transaction aggregation rule of an SQL. This screen contains the following zones:

- [Transaction Aggregation Rules](#) on page 832

### Transaction Aggregation Rules

The **Transaction Aggregation Rules** zone lists transaction aggregation rules that are already defined in the system. You can define, edit, and delete a transaction aggregation rule through this zone.

This zone contains the following columns:

Column Name	Column Description
SQL Description	Displays the description of the service quantity identifier (SQI).
Aggregation Function	Indicates the formula used in the transaction aggregation rule defined for the SQI.
Function	Indicates the function used for aggregation.
Transaction Parameter	Indicates the transaction parameter used for aggregation.
Edit	On clicking the <b>Edit</b> (✎) icon, the <b>Transaction Aggregation Rule</b> screen appears where you can edit the aggregation rule.
Delete	On clicking the <b>Delete</b> (🗑) icon, you can delete the transaction aggregation rule.

You can define transaction aggregation rule for an SQI by clicking the **Add** link in the upper right corner of this zone. You can also change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

### **Related Topics**

For more information on...	See...
How to define transaction aggregation rule for an SQI	<a href="#">Defining Transaction Aggregation Rule for an SQI</a> on page 833
How to edit transaction aggregation rule of an SQI	<a href="#">Editing Transaction Aggregation Rule of an SQI</a> on page 834
How to delete transaction aggregation rule of an SQI	<a href="#">Deleting Transaction Aggregation Rule of an SQI</a> on page 835

## **Defining Transaction Aggregation Rule for an SQI**

### **Prerequisites**

To define transaction aggregation rule for an SQI, you should have:

- SQI defined in the application

### **Procedure**

To define transaction aggregation rule for an SQI:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **T** and then click **Transaction Aggregation Rule**.  
The **Transaction Aggregation Rule** screen appears.
3. Click the **Add** link in the upper right corner of the **Transaction Aggregation Rules** zone.

The **Transaction Aggregation Rule** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
SQL	Used to indicate an SQI using which you are defining the transaction aggregation rule.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Function	Used to indicate the function using which you want to create a transaction aggregation rule. The valid values are: <ul style="list-style-type: none"> <li>• SUM()</li> <li>• MIN()</li> <li>• MAX()</li> <li>• COUNT()</li> </ul>	Yes
Transaction Parameter	Used to indicate the transaction parameter using which you want to create a transaction aggregation rule. The valid values are: <ul style="list-style-type: none"> <li>• TXN_AMT</li> <li>• TXN_VOL</li> <li>• UDF_AMT_1, UDF_AMT_2, UDF_AMT_3, ..., UDF_AMT_10</li> <li>• UDF_NBR_1, UDF_NBR_2, UDF_NBR_3, ..., UDF_NBR_20</li> </ul>	Yes

4. Enter the required details.

5. Click **Save**.

The transaction aggregation rule is defined for the SQL.

### **Related Topics**

For more information on...	See...
<b>Transaction Aggregation Rule</b> screen	<a href="#">Transaction Aggregation Rule</a> on page 832
<b>Transaction Aggregation Rules</b> zone	<a href="#">Transaction Aggregation Rules</a> on page 832

## **Editing Transaction Aggregation Rule of an SQI**

### **Procedure**

To edit the transaction aggregation rule of an SQI:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

2. From the **Admin** menu, select **T** and then click **Transaction Aggregation Rule**.

The **Transaction Aggregation Rule** screen appears.

3. Click the **Edit** (✎) icon in the **Edit** column corresponding to the SQI whose transaction aggregation rule you want to edit.

The **Transaction Aggregation Rule** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
SQI	Indicates the SQI using which you are defining the transaction aggregation rule.	Not applicable
Function	Used to indicate the function using which you want to create a transaction aggregation rule. The valid values are: <ul style="list-style-type: none"> <li>SUM()</li> <li>MIN()</li> <li>MAX()</li> <li>COUNT()</li> </ul>	Yes
Transaction Parameter	Used to indicate the transaction parameter using which you want to create a transaction aggregation rule. The valid values are: <ul style="list-style-type: none"> <li>TXN_AMT</li> <li>TXN_VOL</li> <li>UDF_AMT_1, UDF_AMT_2, UDF_AMT_3, ..., UDF_AMT_10</li> <li>UDF_NBR_1, UDF_NBR_2, UDF_NBR_3, ..., UDF_NBR_20</li> </ul>	Yes

4. Modify the details of the transaction aggregation rule, if required.
5. Click **Save**.

The changes made to the transaction aggregation rule are saved.

### Related Topics

For more information on...	See...
<b>Transaction Aggregation Rule</b> screen	<a href="#">Transaction Aggregation Rule</a> on page 832
<b>Transaction Aggregation Rules</b> zone	<a href="#">Transaction Aggregation Rules</a> on page 832

## Deleting Transaction Aggregation Rule of an SQI

### Procedure

To delete the transaction aggregation rule of an SQI:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **T** and then click **Transaction Aggregation Rule**.  
The **Transaction Aggregation Rule** screen appears.
3. Click the **Delete** (🗑️) icon in the **Delete** column corresponding to the SQI whose transaction aggregation rule you want to delete.  
A message appears confirming whether you want to delete the transaction aggregation rule.

4. Click **OK**.

The transaction aggregation rule is deleted.

**Related Topics**

For more information on...	See...
Transaction Aggregation Rule screen	<a href="#">Transaction Aggregation Rule</a> on page 832
Transaction Aggregation Rules zone	<a href="#">Transaction Aggregation Rules</a> on page 832

## Schedule

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The **Schedule** screen allows you to define, edit, and delete a schedule. This screen consists of the following zones:

- [Search Schedule](#) on page 836

### Search Schedule

The **Search Schedule** zone allows you to search for a schedule. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Schedule	Used to search a particular schedule.	No
Description	Used to search schedules with a particular .description	No

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Schedule	Displays the schedule.
Description	Displays the description of the schedule.
View	On clicking the <b>View</b> (🔍) icon, the <b>View Schedule</b> screen appears where you can view the details of the schedule.
Edit	On clicking the <b>Edit</b> (✎) icon, the <b>Edit Schedule</b> screen appears where you can edit the details of the schedule.
Delete	On clicking the <b>Delete</b> (🗑️) icon, you can delete the schedule.
	<b>Note:</b> You can only delete a schedule which is not yet used.

You can create a new schedule by clicking the **Add** link in the upper right corner of this zone.

**Related Topics**

For more information on...	See...
How to search for a schedule	<a href="#">Searching for a Schedule</a> on page 837



For more information on...	See...
How to view the details of a schedule	<a href="#">Viewing the Schedule Details</a> on page 837
How to define a schedule	<a href="#">Defining a Schedule</a> on page 838
How to edit a schedule	<a href="#">Editing a Schedule</a> on page 839
How to delete a schedule	<a href="#">Deleting a Schedule</a> on page 840

## Searching for a Schedule

### Procedure

To search for a schedule:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **S** and then click **Schedule**.  
The **Schedule** screen appears.
3. Enter the search criteria in the **Search Schedule** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
The search results appear.


### Related Topics

For more information on...	See...
<b>Schedule</b> screen	<a href="#">Schedule</a> on page 836
<b>Search Schedule</b> zone	<a href="#">Search Schedule</a> on page 836

## Viewing the Schedule Details

### Procedure

To view the details of a schedule:

1. Search for the schedule in the **Schedule** screen.
2. In the **Search Results** section, click the **View**  icon in the **View** column corresponding to the schedule whose details you want to view.  
The **View Schedule** screen appears.
3. View the details of the schedule in the **View Schedule** screen.

### Related Topics

For more information on...	See...
How to search for a schedule	<a href="#">Searching for a Schedule</a> on page 837

## Defining a Schedule

### Procedure

To define a schedule:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **S** and then click **Schedule**.  
The **Schedule** screen appears.
3. Click the **Add** link in the upper right corner of the **Search Schedule** zone.

The **Add Schedule** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Schedule	Used to specify the schedule code.	Yes
Description	Used to specify the description for the schedule.	Yes

In addition, this screen contains the following two sections:

- **Schedule Periods** — This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Start Date	Used to specify the start date of the schedule period.	Yes
	<b>Note:</b> The start date cannot be later than the end date.	
End Date	Used to specify the end date of the schedule period.	Yes
	<b>Note:</b> The end date cannot be earlier than the start date.	

**Note:** At least one schedule period must be defined in the schedule. Also, ensure that the schedule periods do not have overlapping days.

- **Schedule Types** — This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Schedule Type	Used to indicate the functionality where you want to use the schedule. You can use a schedule for more than one functionality.	Yes

4. Enter the required details.
5. If you want to define more than one period in the schedule, click the **Add** (+) icon and then specify the details.

**Note:** However, if you want to remove a period from the schedule, click the **Delete** (🗑️) icon corresponding to the period.

6. Click **Save**.

The schedule is defined.

### Related Topics

For more information on...	See...
<b>Schedule</b> screen	<a href="#">Schedule</a> on page 836
<b>Search Schedule</b> zone	<a href="#">Search Schedule</a> on page 836

## Editing a Schedule

### Procedure

To edit a schedule:

1. Search for the schedule in the **Schedule** screen.
2. In the **Search Results** section, click the **Edit** (✎) icon in the **Edit** column corresponding to the schedule whose details you want to edit.

The **Edit Schedule** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Schedule	Displays the schedule code.	Not applicable
Description	Used to specify the description for the schedule.	Yes

In addition, this screen contains the following two sections:

- **Schedule Periods** — This section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Start Date	Used to specify the start date of the schedule period.	Yes
	<b>Note:</b> The start date cannot be later than the end date.	
End Date	Used to specify the end date of the schedule period.	Yes
	<b>Note:</b> The end date cannot be earlier than the start date.	


**Note:** At least one schedule period must be defined in the schedule. Also, ensure that the schedule periods do not have overlapping days.

- **Schedule Types** — This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Schedule Type	Used to indicate the functionality where you want to use the schedule. You can use a schedule for more than one functionality.	Yes

3. Modify the required details.

4. If you want to define more than one period in the schedule, click the **Add** () icon and then specify the details.

**Note:** However, if you want to remove a period from the schedule, click the **Delete** () icon corresponding to the period.

5. Click **Save**.

The changes made to the schedule are saved.


### Related Topics

For more information on...	See...
How to search for a schedule	<a href="#">Searching for a Schedule</a> on page 837

## Deleting a Schedule

### Procedure

To delete a schedule:

1. Search for the schedule in the **Schedule** screen.
2. In the **Search Results** section, click the **Delete** () icon in the **Delete** column corresponding to the schedule that you want to delete.

A message appears confirming whether you want to delete the schedule.

**Note:** You can only delete a schedule which is not yet used.

3. Click **OK**.

The schedule is deleted.

### Related Topics

For more information on...	See...
How to search for a schedule	<a href="#">Searching for a Schedule</a> on page 837

## Disaggregation Request (Used for Searching)

The **Disaggregation Request** screen allows you to search for disaggregation requests using various search criteria. It also allows you to create and delete a disaggregation request. This screen consists of the following zone:

- [Search Disaggregation Request](#) on page 841

## Search Disaggregation Request

The **Search Disaggregation Request** zone allows you to search for disaggregation requests using various search criteria. This zone contains the following two sections:

- **Search Criteria** - The fields in the **Search Criteria** section change depending on the query option selected. You can select either of the following query options:
  - **Person** - Used to indicate that you want to search for a disaggregation request created for a person.
  - **Account** - Used to indicate that you want to search for a disaggregation request created for an account.
  - **Accumulation Group** - Used to indicate that you want to search for a disaggregation request created for an accumulation group.

Field Name	Field Description	Mandatory (Yes or No)
PersonName	Used to search disaggregation requests which are created for a particular person.	No
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	
Request Date From	Used to search disaggregation requests which are created from a particular date onwards.	Yes
Request Date To	Used to search disaggregation requests which are created till a particular date.	Yes
Processing Date From	Used to search disaggregation requests which are processed from a particular date onwards.	No
Processing Date To	Used to search disaggregation requests which are processed till a particular date.	No
Request Source	Used to search disaggregation requests which are created automatically, manually, or through the batch process. The valid values are: <ul style="list-style-type: none"> <li>• AUTOMATIC</li> <li>• BATCH</li> <li>• MANUAL</li> </ul>	No
Request Status	Used to search disaggregation requests with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• COMPLETE</li> <li>• PENDING</li> </ul>	No
Person ID	Used to search disaggregation requests which are created for a particular person.	No
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to search disaggregation requests which are created for persons or accounts that belong to a particular division.	Yes (Conditional)
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	<b>Note:</b> This field is required when you are searching for disaggregation requests created for an account.
Person Identifier Type	Used to select the person identifier type based on which you want to search disaggregation requests created for a person.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	<b>Note:</b> If you enter person identifier as a search criteria, you have to select the person identifier type.
Person Identifier	Used when you want to search disaggregation requests created for a person.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	<b>Note:</b> If you specify person identifier type as a search criteria, you have to enter the person identifier.
Account ID	Used to search disaggregation requests which are created for a particular account.	No
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	
Account Identifier Type	Used to select the account identifier type based on which you want to search disaggregation requests created for an account.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	<b>Note:</b> If you enter account identifier as a search criteria, you have to select the account identifier type.
Account Identifier	Used when you want to search disaggregation requests created for an account.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	<b>Note:</b> If you specify account identifier type as a search criteria, you have to enter the account identifier.
Accumulation Type	Used when you want to search disaggregation requests based on the type of accumulation.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Accumulation Group</b> option from the <b>Search By</b> list.	<b>Note:</b> If you specify accumulation type as a search criteria, you have to enter the parent accumulation group Id.

Field Name	Field Description	Mandatory (Yes or No)
Parent Accumulation Group ID	Used when you want to search disaggregation request based on the parent accumulation group Id.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Accumulation Group</b> option from the <b>Search By</b> list.	<b>Note:</b> If you specify accumulation type as a search criteria, you have to enter the parent accumulation group Id.

**Note:** You must specify at least one search criterion while searching for a funding request.

- **Search Results** — The **Search Results** section displays the records based on the specified search criteria. The columns in the search results change depending on the query option selected.

Column Name	Column Description
Request ID	Displays the disaggregation request ID.
Request Date	Displays the date when the disaggregation request was created.
Status	Indicates the status of the disaggregation request. The valid values are: <ul style="list-style-type: none"> <li>• COMPLETE</li> <li>• PENDING</li> </ul>
Person ID	Indicates the person for whom the disaggregation request is created.
Person Information	Displays additional information about the person. In addition, this column has a context menu which helps in navigating to other screens in the application. <p><b>Note:</b> This column appears only when you select the <b>Person</b> or <b>Accumulation Group</b> option from the <b>Search By</b> list. It has a link. On clicking the link, the <b>Person</b> screen appears with the details of the respective person.</p>
Account ID	Indicates the account for which the disaggregation request is created.
Account Information	Displays additional information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application. <p><b>Note:</b> This column appears only when you select the <b>Account</b> or <b>Accumulation Group</b> option from the <b>Search By</b> list. It has a link. On clicking the link, the <b>Account</b> screen appears with the details of the respective account.</p>
Processing Date	Displays the date when the disaggregation request was processed. <p><b>Note:</b> This column appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.</p>

Column Name	Column Description
Delete	On clicking the <b>Delete</b> button, you can delete the disaggregation request.
	<b>Note:</b> You can only delete a disaggregation request which is in the <b>Pending</b> status.
Accumulation Information	Displays the accumulation information.
	<b>Note:</b> This column appears only when you select the <b>Accumulation Group</b> option from the <b>Search By</b> list.

You can create a disaggregation request manually by clicking the **Add** link in the upper right corner of this zone.

### **Related Topics**

For more information on...	See...
How to search for a disaggregation request	<a href="#">Searching for a Disaggregation Request</a> on page 844
How to create a disaggregation request manually	<a href="#">Creating a Disaggregation Request</a> on page 847
How to delete a disaggregation request	<a href="#">Deleting a Disaggregation Request</a> on page 852

## Searching for a Disaggregation Request

### **Procedure**

To search for a disaggregation request:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Transaction Feed Management** and then click **Disaggregation Request**.  
The **Disaggregation Request** screen appears.
3. Select the **Person**, **Account** or **Accumulation Group** option from the **Search By** list depending on whether you want to search for a disaggregation request created for a person or an account.

The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
PersonName	Used to search disaggregation requests which are created for a particular person.	No
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	
Request Date From	Used to search disaggregation requests which are created from a particular date onwards.	Yes
Request Date To	Used to search disaggregation requests which are created till a particular date.	Yes
Processing Date From	Used to search disaggregation requests which are processed from a particular date onwards.	No
Processing Date To	Used to search disaggregation requests which are processed till a particular date.	No



Field Name	Field Description	Mandatory (Yes or No)
Request Source	Used to search disaggregation requests which are created automatically, manually, or through the batch process. The valid values are: <ul style="list-style-type: none"> <li>• AUTOMATIC</li> <li>• BATCH</li> <li>• MANUAL</li> </ul>	No
Request Status	Used to search disaggregation requests with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• COMPLETE</li> <li>• PENDING</li> </ul>	No
Person ID	Used to search disaggregation requests which are created for a particular person.  <b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	No
Division	Used to search disaggregation requests which are created for persons or accounts that belong to a particular division.  <b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	Yes (Conditional)  <b>Note:</b> This field is required when you are searching for disaggregation requests created for an account.
Person Identifier Type	Used to select the person identifier type based on which you want to search disaggregation requests created for a person.  <b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	Yes (Conditional)  <b>Note:</b> If you enter person identifier as a search criteria, you have to select the person identifier type.
Person Identifier	Used when you want to search disaggregation requests created for a person.  <b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	Yes (Conditional)  <b>Note:</b> If you specify person identifier type as a search criteria, you have to enter the person identifier.
Account ID	Used to search disaggregation requests which are created for a particular account.  <b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	No
Account Identifier Type	Used to select the account identifier type based on which you want to search disaggregation requests created for an account.  <b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	Yes (Conditional)  <b>Note:</b> If you enter account identifier as a search criteria, you have to select the account identifier type.

Field Name	Field Description	Mandatory (Yes or No)
Account Identifier	Used when you want to search disaggregation requests created for an account.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	<b>Note:</b> If you specify account identifier type as a search criteria, you have to enter the account identifier.
Accumulation Type	Used when you want to search disaggregation requests based on the type of accumulation.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Accumulation Group</b> option from the <b>Search By</b> list.	<b>Note:</b> If you specify accumulation type as a search criteria, you have to enter the parent accumulation group Id.
Parent Accumulation Group ID	Used when you want to search disaggregation request based on the parent accumulation group Id.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Accumulation Group</b> option from the <b>Search By</b> list.	<b>Note:</b> If you specify accumulation type as a search criteria, you have to enter the parent accumulation group Id.

4. Enter the search criteria in the **Search Disaggregation Request** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of disaggregation requests that meet the search criteria appears in the **Search Results** section. It contains the following columns:

Column Name	Column Description
Request ID	Displays the disaggregation request ID.
Request Date	Displays the date when the disaggregation request was created.
Status	Indicates the status of the disaggregation request. The valid values are: <ul style="list-style-type: none"> <li>COMPLETE</li> <li>PENDING</li> </ul>
Person ID	Indicates the person for whom the disaggregation request is created.

Column Name	Column Description
Person Information	<p>Displays additional information about the person. In addition, this column has a context menu which helps in navigating to other screens in the application.</p> <p><b>Note:</b></p> <p>This column appears only when you select the <b>Person</b> or <b>Accumulation Group</b> option from the <b>Search By</b> list.</p> <p>It has a link. On clicking the link, the <b>Person</b> screen appears with the details of the respective person.</p>
Account ID	Indicates the account for which the disaggregation request is created.
Account Information	<p>Displays additional information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application.</p> <p><b>Note:</b></p> <p>This column appears only when you select the <b>Account</b> or <b>Accumulation Group</b> option from the <b>Search By</b> list.</p> <p>It has a link. On clicking the link, the <b>Account</b> screen appears with the details of the respective account.</p>
Processing Date	<p>Displays the date when the disaggregation request was processed.</p> <p><b>Note:</b> This column appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.</p>
Delete	<p>On clicking the <b>Delete</b> button, you can delete the disaggregation request.</p> <p><b>Note:</b> You can only delete a disaggregation request which is in the <b>Pending</b> status.</p>
Accumulation Information	<p>Displays the accumulation information.</p> <p><b>Note:</b> This column appears only when you select the <b>Accumulation Group</b> option from the <b>Search By</b> list.</p>

### Related Topics

For more information on...	See...
<b>Disaggregation Request</b> screen	<a href="#">Disaggregation Request (Used for Searching)</a> on page 840
<b>Search Disaggregation Request</b> zone	<a href="#">Search Disaggregation Request</a> on page 841

## Creating a Disaggregation Request

### Prerequisites

To create a disaggregation request manually, you should have:

- Divisions, person identifier types, account identifier types, bill cycles, and invoice currencies defined in the application
- Price list assigned to the person or account (in case you want to search a person or an account based on an assigned price list)

### **Procedure**

To create a disaggregation request manually:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Transaction Feed Management** and then click **Disaggregation Request**.  
The **Disaggregation Request** screen appears.
3. Click the **Add** link in the upper right corner of the **Search Disaggregation Request** zone.

The **Add Disaggregation Request** screen appears. It contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Request Type	Used to indicate whether you want to create disaggregation request for a person or an account. The valid values are: <ul style="list-style-type: none"> <li>• Account</li> <li>• Person</li> </ul>	Yes
Division	Used to specify the division to which the person or account belongs.	Yes (Conditional)
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	<b>Note:</b> This field is required when you are creating a disaggregation request for an account.
Account ID	Used to indicate the account for which you want to create a disaggregation request.	No
	<b>Note:</b> This field is enabled only when you select the <b>Account</b> option from the <b>Request Type</b> list.	
Person ID	Used to indicate the person for whom you want to create a disaggregation request.	No
	<b>Note:</b> This field is enabled only when you select the <b>Person</b> option from the <b>Request Type</b> list.	
Account Identifier Type	Used to specify the account identifier type based on which you want to search for an account.	Yes (Conditional)
	<b>Note:</b> This field is enabled only when you select the <b>Account</b> option from the <b>Request Type</b> list.	<b>Note:</b> If you enter account identifier as a search criteria, you have to select the account identifier type.

Field Name	Field Description	Mandatory (Yes or No)
Account Identifier	Used to indicate the account for which you want to create a disaggregation request.	Yes (Conditional)
	<b>Note:</b> This field is enabled only when you select the <b>Account</b> option from the <b>Request Type</b> list.	<b>Note:</b> If you specify account identifier type as a search criteria, you have to enter the account identifier.
Person Identifier Type	Used to specify the person identifier type based on which you want to search for a person.	Yes (Conditional)
	<b>Note:</b> This field is enabled only when you select the <b>Person</b> option from the <b>Request Type</b> list.	<b>Note:</b> If you enter person identifier as a search criteria, you have to select the person identifier type.
Person Identifier	Used to indicate the person for whom you want to create a disaggregation request.	Yes (Conditional)
	<b>Note:</b> This field is enabled only when you select the <b>Person</b> option from the <b>Request Type</b> list.	<b>Note:</b> If you specify person identifier type as a search criteria, you have to enter the person identifier.
Bill Cycle	Used when you want to search accounts having a particular bill cycle.	No
	<b>Note:</b> This field is enabled only when you select the <b>Account</b> option from the <b>Request Type</b> list.	
Person Name	Used to specify the name of the person.	No
Invoice Currency	Used when you want to search accounts having a particular invoice currency.	No
	<b>Note:</b> This field is enabled only when you select the <b>Account</b> option from the <b>Request Type</b> list.	
With Assigned Price List	Used when you want to search for a person or an account to which a particular price list is assigned.	Yes (Conditional)
		<b>Note:</b> This field is required when you want to search for a person or an account based on an assigned price list.
Price List Assigned From	Used when you want to search for a person or an account based on an assigned price list which is effective within the specified date range.	Yes (Conditional)
		<b>Note:</b> This field is required when you want to search for a person or an account based on an assigned price list.

Field Name	Field Description	Mandatory (Yes or No)
Price List Assigned To	Used when you want to search for a person or an account based on an assigned price list which is effective within the specified date range.	Yes (Conditional)
		<b>Note:</b> This field is required when you want to search for a person or an account based on an assigned price list.

- Select the **Person** or **Account** option from the **Request Type** list depending on whether you want to search for a person or an account.
- Enter the search criteria in the **Search** section.

**Note:**

Pagination is used to display limited number of records in the **Search Results** section. By default, 20 records are displayed in the **Search Results** section. You can change the number of records displayed per page, if required.

You can use the navigation buttons, such as **First** ( << ), **Previous** ( < ), **Next** ( > ), and **Last** ( >> ) to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

The values appear in the **Page Limit** list only when you define values for the **PAGE\_NUMBER** lookup field.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the '%' wildcard character in all input fields except the date and ID fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.

A list of persons or accounts that meet the search criteria appears in the **Search Results** section. It contains the following columns:

Column Name	Column Description
Account Identifier Type	Displays the primary account identifier type of the account.
	<b>Note:</b> The data appears in this column only when you search for an account.
Account Identifier	Displays the value of the primary account identifier type.
	<b>Note:</b> The data appears in this column only when you search for an account.
Division	Displays the division to which the person or account belongs.
Person Identifier Type	Displays the primary person identifier type of the person.
	<b>Note:</b> The data appears in this column only when you search for a person.
Person Identifier	Displays the value of the primary person identifier type.
	<b>Note:</b> The data appears in this column only when you search for a person.
Person Name	Displays the name of the person.

Column Name	Column Description
With Assigned Price List	Displays the price list assigned to the person or account.
	<b>Note:</b> The data appears in this column only when you search for a person or an account based on an assigned price list.
Price List Assigned From	Displays the date from when the price list is assigned to the person or account.
	<b>Note:</b> The data appears in this column only when you search for a person or an account based on an assigned price list.
Price List Assigned To	Displays the date till when the price list is assigned to the person or account.
	<b>Note:</b> The data appears in this column only when you search for a person or an account based on an assigned price list.
Account Info	Displays additional information about the account.
	<b>Note:</b> The data appears in this column only when you search for an account.
Bill Cycle	Indicates the bill cycle defined for the account.
	<b>Note:</b> The data appears in this column only when you search for an account.

**Note:**

Pagination is used to display limited number of records in the **Search Results** section. By default, 20 records are displayed in the **Search Results** section. You can change the number of records displayed per page, if required.

You can use the navigation buttons, such as **First** ( << ), **Previous** ( < ), **Next** ( > ), and **Last** ( >> ) to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

The values appear in the **Page Limit** list only when you define values for the **PAGE\_NUMBER** lookup field.

## 7. Do either of the following:

If you want to...	Then...
Create disaggregation request for one or more persons or accounts	<ol style="list-style-type: none"> <li>In the <b>Search Results</b> section, select the check box corresponding to the person or account for which you want to create a disaggregation request.</li> <li>Click <b>Disaggregate</b>.  If you have selected an account, the disaggregation request is created for the account. However, if you have selected a person, the disaggregation request is created for each account of the person (where the person is the main customer) and its child person.</li> </ol>
Create disaggregation request for all persons or accounts that meet the search criteria	<ol style="list-style-type: none"> <li>Click <b>Disaggregate All</b>.  A message appears confirming whether you want to create disaggregation requests for all persons or accounts that meet the search criteria.</li> </ol>

If you want to...	Then...
	<p><b>2. Click OK.</b></p> <p>If the accounts are listed in the <b>Search Results</b> section, the disaggregation request is created for each account (listed on the respective page). However, if the persons are listed in the <b>Search Results</b> section, the disaggregation request is created for each account of the person (where the person is the main customer) and its child person.</p>

### Related Topics

For more information on...	See...
Disaggregation Request screen	<a href="#">Disaggregation Request (Used for Searching)</a> on page 840
Search Disaggregation Request zone	<a href="#">Search Disaggregation Request</a> on page 841

## Deleting a Disaggregation Request

### Procedure

To delete a disaggregation request:

1. Search for the disaggregation request in the **Disaggregation Request** screen.
2. In the **Search Results** section, click the **Delete** (🗑️) icon in the **Delete** column corresponding to the disaggregation request that you want to delete.

A message appears confirming whether you want to delete the disaggregation request.

#### **Note:**

You can only delete a disaggregation request which is in the **Pending** status.

If the disaggregation process is already started for a disaggregation request, we recommend you not to delete the disaggregation request from the system. Otherwise, erroneous results might occur.

3. Click **OK**.

The disaggregation request is deleted.

### Related Topics

For more information on...	See...
How to search for a disaggregation request	<a href="#">Searching for a Disaggregation Request</a> on page 844



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# Chapter 11

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## On Demand Billing

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### Topics:

- [Prerequisites](#)
- [CSV File Format for Banking Usage Data](#)
- [CSV File Format for Insurance Usage Data](#)
- [Usage Record Status Transition](#)
- [File Type](#)
- [On Demand Billing](#)
- [Usage Data Processing](#)

Oracle no longer supports the Off Cycle Billing feature introduced in Oracle Revenue Management and Billing Version 2.2.4.2. Instead, the On Demand Billing feature has been introduced to facilitate adhoc billing. Earlier, you were only able to carry out billing based on the bill cycle (defined for the account). In other words, you were able to generate a bill for a bill cycle using the billable charges whose start and end dates fall within the bill cycle. However, there might be situations where you have received certain billing information after the bill is generated for the bill cycle. In such scenarios, you would like to generate a separate bill for the newly created billable charges. The system now allows you to generate an adhoc bill. However, note that you cannot generate adhoc bills through the **Bill** screen.

A bill is generated using the billable charges. Now, in order to differentiate between the normal and adhoc billable charges, you need to set the **Adhoc Bill** flag for the billable charges. If the value of the **Adhoc Bill** flag is set to **Y**, the system will consider the billable charge during adhoc billing. And, if the value of the **Adhoc Bill** flag is set to **N**, the system will consider the billable charge during regular billing based on the bill cycle.

A new batch named **Adhoc Billing (C1-FABL)** is created which generates adhoc bills. Both, automatically generated and manually created billable charges (with the **Adhoc Bill** flag set to **Y**) are considered during adhoc billing.

With Oracle Revenue Management and Billing V2.4.0.0.0, the On Demand Billing feature has been enhanced to facilitate billing for multiple usage data files in one go. Till now you were only able to create billable charges and bill for only one usage data file at a time using the using the **On Demand Billing** screen. However, there might be situations where you want to upload multiple usage data files and generate billable charges for the usage records (of a single or multiple accounts) that you may want to group together based on certain criteria. For example, you may want to generate billable charges for all debit transactions of one or more accounts. In such scenarios, you can now upload multiple usage data files using a file group and create billable charges for the records uploaded through the **Usage Data Processing** screen. You can create file groups based on various criteria to upload multiple usage data files. For example, you may want to create a file group for uploading usage data files of accounts that need to be billed for the services to be charged for using the credit card facility. You can create a file group using the **On Demand Billing** screen. You can then upload one or more usage data files using the file group through the **Usage Data Processing** screen. Oracle Revenue Management and Billing provides you with a facility to upload usage data received from various product processors or banking applications for billing. You can upload a usage data file in the CSV format. The **Usage Data Processing** screen allows you to upload usage data files for both banking and insurance modules. You need to ensure that the CSV file is in the required format; otherwise the file will not be uploaded in the system. For more information about the CSV file format,

see CSV File Format for Banking and CSV File Format for Insurance. When you upload a usage data file, mapping algorithm parses the flat file in the CSV format and maps the columns in the CSV file to an XML schema named Interface. The validation process starts immediately after the file is uploaded in the system. During the validation process, the system and custom validations (if any) are executed. The status of each usage record is changed to Valid or Invalid depending on whether the usage record was validated successfully or not. Once a usage record is successfully validated, you can submit the valid records and create billable charges for them. Once the usage data files are uploaded and billable charges are generated through the **Usage Data Processing** screen, you can then create and freeze the bills using the **On Demand Billing** screen.

You can optionally configure the system to use the approval workflow process for a usage data file. On submitting a valid record, the approval workflow process routes the usage record to the approver for approval. The approver receives a notification to approve the valid records. The approver can either approve or reject one or more valid records. Once the approver approves a valid record, a billable charge is created for the usage record. However, if the approver rejects a valid record, a notification is sent to the submitter to resolve the usage record. The submitter can then correct the existing data or add missing data (based on the review comments), and can again submit the valid record for approval. Once the valid record is approved, a billable charge is created for the usage record.

The system generates the bills based on the Bill After Date. The Bill After Date indicates the date after which adhoc or normal bills must be generated. In case of adhoc billing, the Bill After Date is specified for a file group using which you can upload one or more usage data files.

While uploading usage data files for adhoc billing, you may or may not specify the Bill After Date for a file group. The system behaves in the following manner when:

- **Bill After Date — Specified:** Adhoc bill is generated for the usage data file and account combination when the Bill After Date is equal to or earlier than the current date.
- **Bill After Date — Not Specified:** During the upload process, the Bill After Date is set to the current date. And, adhoc bill is generated for the usage data file and account combination when the Bill After Date is equal to or earlier than the current date.

In case of regular billing, you may or may not specify the Bill After Date while uploading a usage data file. The system behaves in the following manner when:

- **Bill After Date — Specified:** Normal bill is generated for the account in the bill cycle in which the bill after date falls.
- **Bill After Date — Not Specified:** Normal bill is generated for the account based on the bill cycle defined for the account.

Once the adhoc or normal bills are generated for a usage data file, you can freeze and complete the bills. Oracle Revenue Management and Billing provides you with the ability to freeze and complete adhoc bills generated for a usage data file from the **On Demand Billing** screen.

During the on demand billing process, each usage record of a file goes through various statuses until it is billed to the person. For more information about the usage record statuses, see [Usage Record Status Transition](#) on page 862.

## Prerequisites

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To setup the on demand billing process, you need to do the following:

- Ensure approver's user group has access to the **F1-DFLTS** application service
- Create a To Do Type for submitter named **C1-ODBSU** using the following information:
  - **Navigation Option** — C1\_SUBMIT
  - **Priority** — Priority 10 – Highest
  - **Message Category** — 17000
  - **Message Number** — 1470
  - **Sort Keys** — Define the following sort keys for the To Do type:

Sort Key	Use as Default	Sort Order
Usage Data ID	Yes	Descending

- **Drill Keys** — Define the following drill keys for the To Do type:

Table Name	Field Name
CI_BCHG_STG	BCHG_HSTG_ID
CI_BCHG_STG	FILE_NAME
CI_BCHG_STG	BCHG_STG_STAT_FLG

- Create a To Do Type for approver named **C1-ODBAP** using the following information:
  - **Navigation Option** — CI\_NDAP
  - **Priority** — Priority 10 – Highest
  - **Message Category** — 17000
  - **Message Number** — 1470
  - **Sort Keys** — Define the following sort keys for the To Do type:

Sort Key	Use as Default	Sort Order
Usage Data ID	Yes	Descending

- **Drill Keys** — Define the following drill keys for the To Do type:

Table Name	Field Name
CI_BCHG_STG	BCHG_HSTG_ID
CI_BCHG_STG	FILE_NAME

- Create a To Do role named **C1-ODBSU** for submitter and **C1-ODBAP** for approver
- Assign the **C1-ODBSU** To Do type to the **C1-ODBSU** To Do role
- Assign the **C1-ODBAP** To Do type to the **C1-ODBAP** To Do role
- Create a To Do role named **C1-ODFU** and assign users to this To Do role. The users who have the **C1-ODFU** To Do role will receive the To Do entries generated while executing the **Upload and Validate Usage Data File (C1-ODFU)** batch.

- Assign the **C1-ODFU** To Do type to the **C1-ODFU** To Do role
- Create a To Do role named **C1-ODBCH** and assign users to this To Do role. The users who have the **C1-ODBCH** To Do role will receive the To Do entries generated while executing the **Billable Charge Creation (C1-ODBCH)** batch.
- Assign the **C1-ODBCH** To Do type to the **C1-ODBCH** To Do role
- Create a To Do role named **C1-FABL** and assign users to this To Do role. The users who have the **C1-FABL** To Do role will receive the To Do entries generated while executing the **Adhoc Billing (C1-FABL)** batch.
- Assign the **C1-FABL** To Do type to the **C1-FABL** To Do role
- Create a To Do role named **C1-FCADH** and assign users to this To Do role. The users who have the **C1-FCADH** To Do role will receive the To Do entries generated while executing the **Freeze and Complete Adhoc Bills (C1-FCADH)** batch.
- Assign the **C1-FCADH** To Do type to the **C1-FCADH** To Do role
- Set e-mail address for the users who are going to use the **On Demand Billing** screen (otherwise To Do entry will not be generated on executing the above batches)
- Create a mapping algorithm using the **C1-CSVPMALGO** algorithm type
- Create a validation algorithm using the **C1-VLDALGO** algorithm type
- Create an extract algorithm using the **C1-EXTALGO** algorithm type
- Create a To Do algorithm using the **C1\_ODBDALGO** algorithm type and set the following parameters in the algorithm:
  - **To Do Role for Submitter** — Used to indicate that users with the specified To Do role can only resolve the records which are rejected by the approver.
  - **To Do Type for Submitter** — Used to indicate that a To Do entry of the specified To Do type must be created when the approver rejects the records.
  - **To Do Role for Approver** — Used to indicate that users with the specified To Do role can only approve the records submitted by the submitter.
  - **To Do Type for Approver** — Used to indicate that a To Do entry of the specified To Do type must be created when the submitter submits the valid records for approval.
- Define the required file types in the system
- Define values for the following lookup fields:
  - ODB\_CAN\_RSN\_FLG
  - ODB\_REJ\_RSN\_FLG
  - PAGE\_NUMBER
- If you want to create billable charges with future date for a contract, then ensure that the **Use Calendar Billing** option is set to **Allow Advanced Billing** in the respective contract type.
- Create an algorithm using the **C1-ODDFILEIN** algorithm type and attach it to the **Upload File Information** system event in the **Algorithms** tab of the **Installation Options — Framework** screen.

Besides this, you need to setup the following feature configurations:

- On Demand Billing (C1-ODBFC)
- Multi Parameter Based Pricing (C1\_PPARAM\_FLG)

### **Related Topics**

For more information on...	See...
How to set the <b>On Demand Billing (C1-ODBFC)</b> feature configuration	<a href="#">Setting the C1-ODBFC Feature Configuration</a> on page 2039
How to set the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration	<a href="#">Setting the C1_PPARM_FLG Feature Configuration</a> on page 2043

## CSV File Format for Banking Usage Data

Before uploading a usage data file for banking, you need to ensure that the CSV file contains the following columns:

Column Name	Description	Mandatory (Yes or No)
DATA IDENTIFIER	Used to specify the serial number of the usage record.	No
ACCOUNT ID TYPE	Used to specify the account identifier type.	Yes
ACCOUNT IDENTIFIER	Used to indicate the account to which the usage record belongs.	Yes
START DATE	Used to specify the date from when the price item was used.	No
	<b>Note:</b> You must specify the date in the YYYY-MM-DD format.	
END DATE	Used to specify the date till when the price item was used.	No
	<b>Note:</b> You must specify the date in the YYYY-MM-DD format.	
DIVISION	Used to specify the division to which the usage record belongs.	Yes
DESCRIPTION	Used to specify the description for the usage record. It is shown on the billable charge.	Yes
BILL DESCRIPTION1, LINE BILL LINE DESCRIPTION2, ....., BILL LINE DESCRIPTION10	Used to specify the description for the line item (charge).	Yes (Conditional)
		<b>Note:</b> This data is required when the charge amount is specified.
AMOUNT1, AMOUNT2, AMOUNT10 .....	Used to specify the charge amount.	Yes (Conditional)
		<b>Note:</b> This data is required when the bill line description or currency is specified.

Column Name	Description	Mandatory (Yes or No)
CURRENCY1, CURRENCY2, CURRENCY10	Used to specify the currency in which the amount is charged.  <b>Note:</b> If you specify a currency other than the account's invoice currency, the system will do the currency conversion if the appropriate exchange rate is available in the system.	Yes (Conditional)  <b>Note:</b> This data is required when the charge amount is specified.
MEMO ONLY1, MEMO ONLY2, MEMO ONLY10	Used to indicate whether the charge should be included in the bill amount or not. The valid values are: <ul style="list-style-type: none"> <li>true</li> <li>false</li> </ul> <b>Note:</b> By default, the value will be set to <b>false</b> if the column does not contain any value.	No
SUMMARY1, SUMMARY2, SUMMARY10	Used to indicate whether the charge should be included in the summary line or not. The valid values are: <ul style="list-style-type: none"> <li>true</li> <li>false</li> </ul> <b>Note:</b> By default, the value will be set to <b>true</b> if the column does not contain any value.	No
SHOW ON BILL1, SHOW ON BILL2, SHOW ON BILL10	Used to indicate whether the charge should appear on the person's printed bill or not. The valid values are: <ul style="list-style-type: none"> <li>true</li> <li>false</li> </ul> <b>Note:</b> By default, the value will be set to <b>true</b> if the column does not contain any value.	No
GL DISTRIBUTION CODE 1, GL DISTRIBUTION CODE 2, GL DISTRIBUTION CODE 10	Used to specify the distribution code which indicates the GL account associated with the charge.	Yes (Conditional)  <b>Note:</b> This data is required when <b>false</b> is specified in the <b>Memo Only</b> column corresponding to the bill line description.
PRICE ITEM	Used to specify the price item code.	Yes
VARIANCE	Used to indicate the variance that must be used along with the price item for determining the price item pricing.	No

Column Name	Description	Mandatory (Yes or No)
PARAM TYPE1, PARAM TYPE2, ....., PARAM TYPE15	Used to indicate the price item parameter that must be used along with the price item for determining the price item pricing.	Yes (Conditional)
	<b>Note:</b> If the data in these columns will be used for price item parameter mapping, you must not use the equal to (=) and tilde (~) symbols in these columns.	<b>Note:</b> This data is required when the parameter value is specified.
PARAM VALUE1, PARAM VALUE2, ....., PARAM VALUE15	Used to specify the parameter value.	Yes (Conditional)
	<b>Note:</b> If the data in these columns will be used for price item parameter mapping, you must not use the equal to (=) and tilde (~) symbols in these columns.	<b>Note:</b> This data is required when the parameter type is specified.
SQI1, SQI2, ....., SQI10	Used to indicate the service quantity identifier that must be used for calculating the price item charges.	Yes (Conditional)
		<b>Note:</b> This data is required when the service quantity is specified.
SQIVALUE1, SQIVALUE2, ....., SQIVALUE10	Used to specify the number of units of the service quantity.	Yes (Conditional)
		<b>Note:</b> This data is required when the SQI is specified.
CHARTYPE1, CHARTYPE2, ....., CHARTYPE10	Used to indicate the characteristic that must be defined for the billable charge.	Yes (Conditional)
		<b>Note:</b> This data is required when the characteristic value is specified.
CHARVAL1, CHARVAL2, ....., CHARVAL10	Used to specify the value of the characteristic type.	Yes (Conditional)
		<b>Note:</b> This data is required when the characteristic type is specified.

**Note:**

The column names in the CSV file must be in the Upper case. Otherwise, erroneous results might occur when you upload the usage data file.

While uploading a file using a file type where business labels are defined for usage data fields, the CSV file should contain the business label in the respective column. Otherwise, the usage data file will not be uploaded in the system.

## CSV File Format for Insurance Usage Data

Before uploading a usage data file for insurance, you need to ensure that the CSV file contains the following columns:

Column Name	Description	Mandatory (Yes or No)
DATA IDENTIFIER	Used to specify the serial number of the usage record.	No

Column Name	Description	Mandatory (Yes or No)
START DATE	Used to specify the date from when the price item was used.	No
	<b>Note:</b> You must specify the date in the YYYY-MM-DD format.	
END DATE	Used to specify the date till when the price item was used.	No
	<b>Note:</b> You must specify the date in the YYYY-MM-DD format.	
CONTRACT ID	Used to specify the contract ID.	Yes
CHARGE TYPE	Used to indicate the charge type.	No
DESCRIPTION	Used to specify the description for the usage record. It is shown on the billable charge.	Yes
BILL LINE DESCRIPTION1, BILL LINE DESCRIPTION2, ....., BILL LINE DESCRIPTION10	Used to specify the description for the line item (charge).	Yes (Conditional)
		<b>Note:</b> This data is required when the charge amount is specified.
AMOUNT1, AMOUNT2, ....., AMOUNT10	Used to specify the charge amount.	Yes (Conditional)
		<b>Note:</b> This data is required when the bill line description or currency is specified.
CURRENCY1, CURRENCY2, ....., CURRENCY10	Used to specify the currency in which the amount is charged.	Yes (Conditional)
		<b>Note:</b> This data is required when the charge amount is specified.
MEMO ONLY1, MEMO ONLY2, ....., MEMO ONLY10	Used to indicate whether the charge should be included in the bill amount or not. The valid values are: <ul style="list-style-type: none"> <li>true</li> <li>false</li> </ul>	No



Column Name	Description	Mandatory (Yes or No)
SUMMARY1, SUMMARY2, ....., SUMMARY10	Used to indicate whether the charge should be included in the summary line or not. The valid values are: <ul style="list-style-type: none"> <li>true</li> <li>false</li> </ul>	No
	<b>Note:</b> By default, the value will be set to <b>true</b> if the column does not contain any value.	
SHOW ON BILL1, SHOW ON BILL2, ....., SHOW ON BILL10	Used to indicate whether the charge should appear on the person's printed bill or not. The valid values are: <ul style="list-style-type: none"> <li>true</li> <li>false</li> </ul>	No
	<b>Note:</b> By default, the value will be set to <b>true</b> if the column does not contain any value.	
GL DISTRIBUTION CODE 1, GL DISTRIBUTION CODE 2, ....., GL DISTRIBUTION CODE 10	Used to specify the distribution code which indicates the GL account associated with the charge.	Yes (Conditional)
		<b>Note:</b> This data is required when <b>false</b> is specified in the <b>Memo Only</b> column corresponding to the bill line description.
PRICE ITEM	Used to specify the price item code.	Yes
VARIANCE	Used to indicate the variance that must be used along with the price item for determining the price item pricing.	No
PARAM TYPE1, PARAM TYPE2, ....., PARAM TYPE15	Used to indicate the price item parameter that must be used along with the price item for determining the price item pricing.	Yes (Conditional)
	<b>Note:</b> If the data in these columns will be used for price item parameter mapping, you must not use the equal to (=) and tilde (~) symbols in these columns.	<b>Note:</b> This data is required when the parameter value is specified.
PARAM VALUE1, PARAM VALUE2, ....., PARAM VALUE15	Used to specify the parameter value.	Yes (Conditional)
	<b>Note:</b> If the data in these columns will be used for price item parameter mapping, you must not use the equal to (=) and tilde (~) symbols in these columns.	<b>Note:</b> This data is required when the parameter type is specified.
SQI1, SQI2, ....., SQI10	Used to indicate the service quantity identifier that must be used for calculating the price item charges.	Yes (Conditional)
		<b>Note:</b> This data is required when the service quantity is specified.

Column Name	Description	Mandatory (Yes or No)
SQIVALUE1, SQIVALUE2, SQIVALUE10	Used to specify the number of units of the service quantity.	Yes (Conditional) <b>Note:</b> This data is required when the SQL is specified.
CHARTYPE1, CHARTYPE2, CHARTYPE10	Used to indicate the characteristic that must be defined for the billable charge.	Yes (Conditional) <b>Note:</b> This data is required when the characteristic value is specified.
CHARVAL1, CHARVAL2, CHARVAL10	Used to specify the value of the characteristic type.	Yes (Conditional) <b>Note:</b> This data is required when the characteristic type is specified.
RECURRING FLAG	Used to indicate whether recurring bill segments must be created at the intervals defined in the bill period or at the set invoice frequency.	No
BILL PERIOD	Used to indicate the bill period that you want to use for specifying the intervals at which the recurring bill segments must be created.	Yes (Conditional) <b>Note:</b> This data is required when the recurring flag is equal to Bill Period.
FREQUENCY	Used to indicate the invoice frequency at which the recurring bill segments must be created.	Yes (Conditional) <b>Note:</b> This data is required when the recurring flag is equal to Frequency.

**Note:**

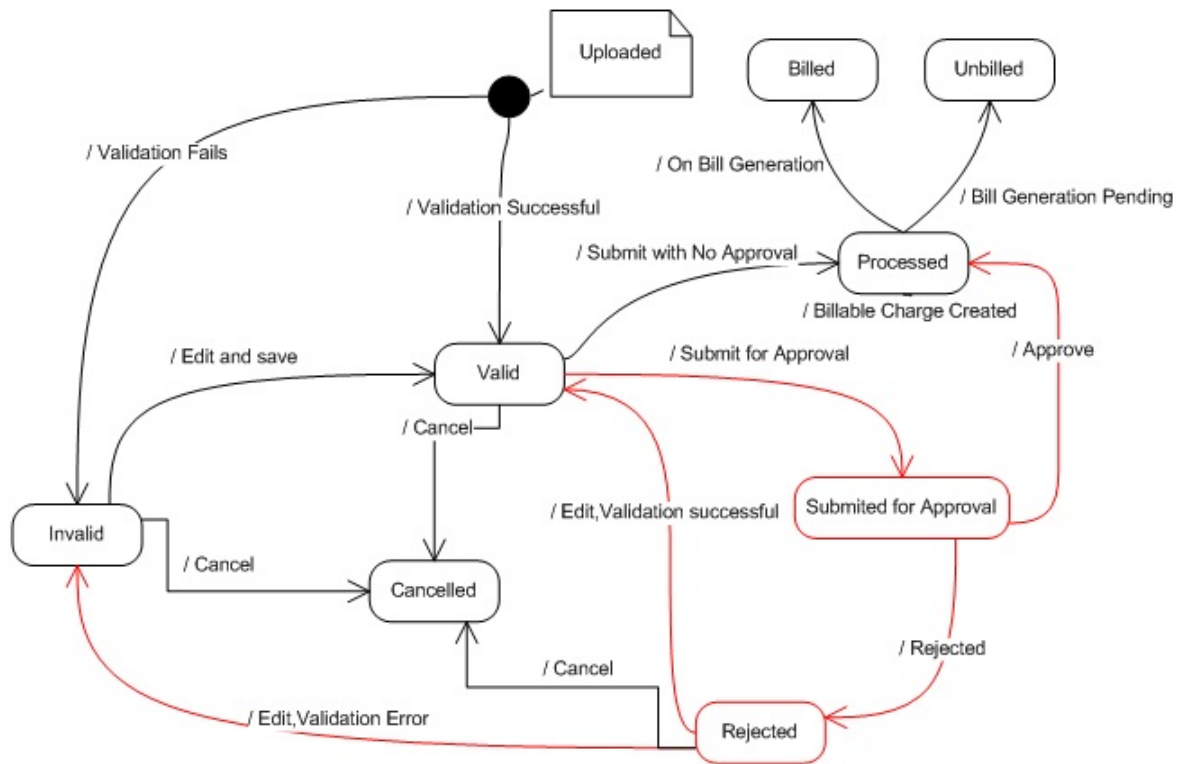
The column names in the CSV file must be in the Upper case. Otherwise, erroneous results might occur when you upload the usage data file.

While uploading a file using a file type where business labels are defined for usage data fields, the CSV file should contain the business label in the respective column. Otherwise, the usage data file will not be uploaded in the system.

## Usage Record Status Transition

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The following figure graphically indicates how a usage record moves from one status to another during the on demand billing process:



## File Type

Oracle Revenue Management and Billing allows you to define file types using which you can upload a usage or payment data file. It is the file type which helps the system to understand how to process the file. The feed type specified in the file type indicates the type of data that you can upload using the file type. You can upload the following types of data using a file type:

- Banking Usage Data
- Insurance Usage Data
- Payment Upload Data

The following table lists the algorithms that you need to specify while defining file types for uploading usage or payment data:

Feed Type	Algorithm	Mandatory (Yes or No)	Algorithm Type Shipped with the Product...	Algorithm Type Purpose
Payment Upload Data	Mapping algorithm	Yes	C1-CSVUPLPAY	Parses the flat file in the CSV format and maps the columns in the CSV file to various tables in the database.
Payment Upload Data	Validation algorithm	Yes	C1-PUPLVALID	Validates a payment data file.

Feed Type	Algorithm	Mandatory (Yes or No)	Algorithm Type Shipped with the Product...	Algorithm Type Purpose
Banking Usage Data	Mapping algorithm	Yes	C1-CSVPMALGO	Parses the flat file in the CSV format and maps the columns in the CSV file to an XML schema named <b>Interface</b> .
Banking Usage Data	Validation algorithm	No	C1-VLDALGO	Validates a usage data file.
Banking Usage Data	To Do algorithm	No	C1_ODBTDALGO	Initiates the approval process for usage records before creating the billable charges.
Banking Usage Data	Extract algorithm	No	C1-EXTALGO	Extracts the usage records along with the error messages (if any) in the CSV format.
Insurance Usage Data	Mapping algorithm	Yes	C1-CSVPMALGO	Parses the flat file in the CSV format and maps the columns in the CSV file to an XML schema named <b>Interface</b> .
Insurance Usage Data	Validation algorithm	No	None	-
			<b>Note:</b> You need to design custom algorithm type to validate insurance usage data.	
Insurance Usage Data	To Do algorithm	No	C1_ODBTDALGO	Initiates the approval process for usage records before creating the billable charges.
Insurance Usage Data	Extract algorithm	No	C1-EXTALGO	Extracts the usage records along with the error messages (if any) in the CSV format.

The **File Type** screen allows you to define, edit, and delete a file type. This screen consists of the following zones:



- [File Types](#) on page 864

## File Types

The **File Types** zone lists the file types that are already defined in the system. You can define, edit and delete a file type through this zone.

This zone contains the following columns:

Column Name	Column Description
File Type	Displays the file type.
Description	Displays the description of the file type.

Column Name	Column Description
Feed Type	Indicates the type of data that you can upload using the file type. The valid values are: <ul style="list-style-type: none"> <li>Banking Usage Data</li> <li>Insurance Usage Data</li> <li>Payment Upload Data</li> </ul>
Mapping Algorithm	Indicates the mapping algorithm which is triggered when you upload a file.
Validation Algorithm	Indicates the validation algorithm which is triggered once the file is uploaded in the system.
To Do Algorithm	Indicates whether the usage records must be approved before creating the billable charges. If the algorithm is attached, it means the approval is required.
Extract Algorithm	Indicates the extract algorithm which extracts the usage records along with the error messages (if any) in the CSV format.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>File Type</b> screen appears where you can edit the details of the file type.
	<b>Note:</b> You can edit the details of a file type only when no files are uploaded using the file type.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the file type.
	<b>Note:</b> You can only delete a file type which is not yet used for uploading a file.

You can define a file type by clicking the **Add** link in the upper right corner of this zone. You can also change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

### Related Topics

For more information on...	See...
How to define a file type	<a href="#">Defining a File Type</a> on page 865
How to edit a file type	<a href="#">Editing a File Type</a> on page 870
How to delete a file type	<a href="#">Deleting a File Type</a> on page 875

## Defining a File Type

### Prerequisites

To define a file type, you should have:

- Mapping algorithm defined using the **C1-CSVUPLPAY** or **C1-CSVPMALGO** algorithm type
- Validation algorithm defined using the **C1-PUPLVALID** or **C1-VLDALGO** algorithm type.
- Extract algorithm defined using the **C1-EXTALGO** algorithm type
- To Do algorithm defined using the **C1\_ODBDALGO** algorithm type

### Procedure

To define a file type:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.


- From the **Admin** menu, select **F** and then click **File Type**.


The **File Type** screen appears.

- Click the **Add** link in the upper right corner of the **File Types** zone.



The **File Type** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Type	Used to specify the file type.	Yes
Description	Used to specify the description for the file type.	Yes
Feed Type	Used to indicate the type of data that you can upload using the file type. The valid values are: <ul style="list-style-type: none"> <li>Banking Usage Data</li> <li>Insurance Usage Data</li> <li>Payment Upload Data</li> </ul>	Yes
Disable Move to Staging	Used to indicate whether you want to disable the <b>Move to Staging</b> functionality in the <b>Payment Upload</b> screen.  <b>Note:</b> This field appears only when you select the <b>Payment Upload Data</b> option from the <b>Feed Type</b> list.	No

Field Name	Field Description	Mandatory (Yes or No)
Mapping Algorithm	<p>Used to attach a mapping algorithm which is triggered when you upload a file.</p> <p><b>Note:</b></p> <p>The <b>C1-CSVUPLPAY</b> algorithm type is designed for uploading payment data and the <b>C1-CSVPMALGO</b> algorithm type is designed for uploading usage data. The <b>C1-CSVUPLPAY</b> algorithm type does the following:</p> <ol style="list-style-type: none"> <li>1. Validates whether the file is in the CSV format</li> <li>2. Validates whether at least one payment record is available in the CSV file</li> <li>3. Parses the flat file in the CSV format and maps the columns in the CSV file to various tables in the database</li> <li>4. Uploads the payments records in the pre-staging area</li> </ol> <p>However, the <b>C1-CSVPMALGO</b> algorithm type does the following:</p> <ol style="list-style-type: none"> <li>1. Validates whether the file is in the CSV format</li> <li>2. Validates whether the CSV file contains data in the required format</li> <li>3. Validates whether the following data is available for each usage record: <ul style="list-style-type: none"> <li>• Account Identifier Type</li> <li>• Account Identifier</li> <li>• Division</li> <li>• Price Item</li> <li>• Description</li> </ul> </li> <li>4. Parses the flat file in the CSV format and maps the columns in the CSV file to an XML schema named <b>Interface</b></li> </ol> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
To Do Algorithm	<p>Used to indicate whether the usage records must be approved before creating the billable charges. If the algorithm is attached, it means the approval is required.</p> <p><b>Note:</b></p> <p>The <b>C1_ODBTDALGO</b> algorithm type contains the following parameters:</p> <ul style="list-style-type: none"> <li>• <b>To Do Role For Submitter</b> — Used to indicate that users with the specified To Do role can only resolve the records which are rejected by the approver.</li> <li>• <b>To Do Type For Submitter</b> — Used to indicate that a To Do using the specified To Do type must be created when the approver rejects the records.</li> <li>• <b>To Do Role For Approver</b> — Used to indicate that users with the specified To Do role can only approve the records submitted by the submitter.</li> <li>• <b>To Do Type For Approver</b> — Used to indicate that a To Do using the specified To Do type must be created when the submitter submits the valid records for approval.</li> </ul> <p>This field is disabled when you select the <b>Payment Upload Data</b> option from the <b>Feed Type</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	No



Field Name	Field Description	Mandatory (Yes or No)
Validation Algorithm	Used to attach a validation algorithm which is triggered once the file is uploaded in the system.	Yes (Conditional)  <b>Note:</b> This field is required when you select the <b>Payment Upload Data</b> option from the <b>Feed Type</b> list.
	<p><b>Note:</b></p> <p>The <b>C1-PUPLVALID</b> algorithm type is designed for validating a payment data file. It has some pre-defined validations based on which the status of the payment record is set to <b>Valid</b>, <b>Invalid</b>, or <b>Error</b>. For more information about the pre-defined validations, see <a href="#">Upload Payment Records in the Pre-Staging Area</a> on page 942.</p> <p>However, the <b>C1-VLDALGO</b> algorithm type is designed for validating a banking usage data file. It checks whether account identifier specified for each usage record contains any special characters. You can define any custom validations in this algorithm, if required. You cannot use an algorithm created using the <b>C1-VLDALGO</b> algorithm type to validate an insurance usage data file. If you want to validate an insurance usage data file, you need to create a custom algorithm type.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	
Extract Algorithm	Used to attach an extract algorithm which extracts the usage records along with the error messages (if any) in the CSV format.	No
	<p><b>Note:</b> This field is disabled when you select the <b>Payment Upload Data</b> option from the <b>Feed Type</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	

In addition, it contains the following two sections:

- **Map Divisions** — Used to indicate the divisions for which you want to use the file type.

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to indicate the division.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	

**Note:** This section does not appear when you select the **Payment Upload Data** option from the **Feed Type** list.

- **Custom Labels** — Used to specify business labels for the usage data fields. The usage data fields will change depending on whether you have selected the **Banking Usage Data** or **Insurance Usage Data** option from the **Feed Type** list.



**Note:**

This section does not appear when you select the **Payment Upload Data** option from the **Feed Type** list. If you have defined the business label for a usage data field, the CSV file should contain business label in the respective column. Otherwise, the usage data file will not be uploaded in the system.

4. Enter the required details.

**Note:**

You can search for an algorithm by clicking the **Search** () icon corresponding to the respective field.

If you want to associate more than one division with the file type, click the **Add** () icon and then specify the details in the **Map Divisions** section. However, if you want to remove a division from the file type, click the **Delete** () icon corresponding to the division.

5. Click **Save**.

The file type is defined.

**Related Topics**

For more information on...	See...
<b>File Type</b> screen	<i>File Type</i> on page 863
<b>File Types</b> zone	<i>File Types</i> on page 864

**Editing a File Type****Prerequisites**


To edit a file type, you should have:

- Mapping algorithm defined using the **C1-CSVUPLPAY** or **C1-CSVPMALGO** algorithm type
- Validation algorithm defined using the **C1-PUPLVALID** or **C1-VLDALGO** algorithm type.
- Extract algorithm defined using the **C1-EXTALGO** algorithm type
- To Do algorithm defined using the **C1\_ODBTDALGO** algorithm type

**Note:** You can edit the details of a file type only when no files are uploaded using the file type.


**Procedure**


To edit a file type:



1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **File Type**.  
The **File Type** screen appears.
3. Click the **Edit** () icon in the **Edit** column corresponding to the file type whose details you want to edit.

The **File Type** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Type	Used to specify the file type.	Yes
Description	Used to specify the description for the file type.	Yes
Feed Type	Used to indicate the type of data that you can upload using the file type. The valid values are: <ul style="list-style-type: none"> <li>• Banking Usage Data</li> <li>• Insurance Usage Data</li> <li>• Payment Upload Data</li> </ul>	Yes
Disable Move to Staging	Used to indicate whether you want to disable the <b>Move to Staging</b> functionality in the <b>Payment Upload</b> screen.  <b>Note:</b> This field appears only when you select the <b>Payment Upload Data</b> option from the <b>Feed Type</b> list.	No

Field Name	Field Description	Mandatory (Yes or No)
Mapping Algorithm	<p>Used to attach a mapping algorithm which is triggered when you upload a file.</p> <p><b>Note:</b></p> <p>The <b>C1-CSVUPLPAY</b> algorithm type is designed for uploading payment data and the <b>C1-CSVPMALGO</b> algorithm type is designed for uploading usage data. The <b>C1-CSVUPLPAY</b> algorithm type does the following:</p> <ol style="list-style-type: none"> <li>1. Validates whether the file is in the CSV format</li> <li>2. Validates whether at least one payment record is available in the CSV file</li> <li>3. Parses the flat file in the CSV format and maps the columns in the CSV file to various tables in the database</li> <li>4. Uploads the payments records in the pre-staging area</li> </ol> <p>However, the <b>C1-CSVPMALGO</b> algorithm type does the following:</p> <ol style="list-style-type: none"> <li>1. Validates whether the file is in the CSV format</li> <li>2. Validates whether the CSV file contains data in the required format</li> <li>3. Validates whether the following data is available for each usage record: <ul style="list-style-type: none"> <li>• Account Identifier Type</li> <li>• Account Identifier</li> <li>• Division</li> <li>• Price Item</li> <li>• Description</li> </ul> </li> <li>4. Parses the flat file in the CSV format and maps the columns in the CSV file to an XML schema named <b>Interface</b></li> </ol> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
To Do Algorithm	<p>Used to indicate whether the usage records must be approved before creating the billable charges. If the algorithm is attached, it means the approval is required.</p> <p><b>Note:</b></p> <p>The <b>C1_ODBTDALGO</b> algorithm type contains the following parameters:</p> <ul style="list-style-type: none"> <li>• <b>To Do Role For Submitter</b> — Used to indicate that users with the specified To Do role can only resolve the records which are rejected by the approver.</li> <li>• <b>To Do Type For Submitter</b> — Used to indicate that a To Do using the specified To Do type must be created when the approver rejects the records.</li> <li>• <b>To Do Role For Approver</b> — Used to indicate that users with the specified To Do role can only approve the records submitted by the submitter.</li> <li>• <b>To Do Type For Approver</b> — Used to indicate that a To Do using the specified To Do type must be created when the submitter submits the valid records for approval.</li> </ul> <p>This field is disabled when you select the <b>Payment Upload Data</b> option from the <b>Feed Type</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	No

Field Name	Field Description	Mandatory (Yes or No)
Validation Algorithm	Used to attach a validation algorithm which is triggered once the file is uploaded in the system.	Yes (Conditional)  <b>Note:</b> This field is required when you select the <b>Payment Upload Data</b> option from the <b>Feed Type</b> list.
	<p><b>Note:</b></p> <p>The <b>C1-PUPLVALID</b> algorithm type is designed for validating a payment data file. It has some pre-defined validations based on which the status of the payment record is set to <b>Valid</b>, <b>Invalid</b>, or <b>Error</b>. For more information about the pre-defined validations, see <a href="#">Upload Payment Records in the Pre-Staging Area</a> on page 942.</p> <p>However, the <b>C1-VLDALGO</b> algorithm type is designed for validating a banking usage data file. It checks whether account identifier specified for each usage record contains any special characters. You can define any custom validations in this algorithm, if required. You cannot use an algorithm created using the <b>C1-VLDALGO</b> algorithm type to validate an insurance usage data file. If you want to validate an insurance usage data file, you need to create a custom algorithm type.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	
Extract Algorithm	Used to attach an extract algorithm which extracts the usage records along with the error messages (if any) in the CSV format.	No
	<p><b>Note:</b> This field is disabled when you select the <b>Payment Upload Data</b> option from the <b>Feed Type</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	

In addition, it contains the following two sections:

- **Map Divisions** — Used to indicate the divisions for which you want to use the file type.

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to indicate the division.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	

**Note:** This section does not appear when the feed type is set to **Payment Upload Data**.

- **Custom Labels** — Used to specify business labels for the usage data fields. The usage data fields will change depending on whether you have selected the **Banking Usage Data** or **Insurance Usage Data** option from the **Feed Type** list.

**Note:**


This section does not appear when the feed type is set to **Payment Upload Data**.

If you have defined the business label for a usage data field, the CSV file should contain business label in the respective column. Otherwise, the usage data file will not be uploaded in the system.

## 4. Modify the required details.

**Note:**

You can search for an algorithm by clicking the **Search**  icon corresponding to the respective field.

If you want to associate more than one division with the file type, click the **Add**  icon and then specify the details in the **Map Divisions** section. However, if you want to remove a division from the file type, click the

**Delete**  icon corresponding to the division.

5. Click **Save**.


The changes made to the file type are saved.

**Related Topics**

For more information on...	See...
<b>File Type</b> screen	<a href="#">File Type</a> on page 863
<b>File Types</b> zone	<a href="#">File Types</a> on page 864

**Deleting a File Type****Procedure**

To delete a file type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **File Type**.  
The **File Type** screen appears.
3. Click the **Delete**  icon in the **Delete** column corresponding to the file type that you want to delete.  
A message appears confirming whether you want to delete the file type.

**Note:** You can only delete a file type which is not yet used for uploading a file.

4. Click **OK**.

The file type is deleted.

**Related Topics**

For more information on...	See...
<b>File Type</b> screen	<a href="#">File Type</a> on page 863
<b>File Types</b> zone	<a href="#">File Types</a> on page 864

## On Demand Billing

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The **On Demand Billing** screen allows you to search for a file group based on various search criteria. Through this screen, you can:

- Define a file group
- Edit a file group
- Delete a file group
- Close a file group
- Generate adhoc bills for a file group
- Freeze and complete adhoc bills of a file group
- View all bills generated for a file group
- View usage data files of a file group
- Cancel a usage data file

This screen consists of the following zones:

- [Search](#) on page 876

### Search

The **Search** zone allows you to search for file groups for which bills are processed and/or generated in the system. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Group	Used to specify the file group.	No
Description	Used to specify the description for the file group.	No
User ID	Used to specify the name of the user who has uploaded the usage data files in the file group.	No
Bill After Date	Used to specify the date after which the bills must be generated for the file group.	No
Status	Used to indicate the status of the file group. The valid values are: <ul style="list-style-type: none"> <li>• Closed</li> <li>• Open</li> </ul>	No

**Note:** You must specify at least one search criterion while searching for a file group.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:



Column Name	Column Description
File Group	Displays the name of the file group.
	<b>Note:</b> It has a link. On clicking the link, the <b>File Group</b> screen appears where you can view the details of the file group.
Bill After Date	Displays the date after which the bills must be generated for the file group.
Default Usage Start Date	Displays the date from when the price item was used.
Default Usage End Date	Displays the date till when the price item was used.
Status	Displays the status of the file group. The valid values are: <ul style="list-style-type: none"> <li>• Open</li> <li>• Close</li> </ul>
Close	On clicking the <b>Close</b> (✖) icon, you can close a file group.
	<b>Note:</b> You can only close a file group in which all the records of the usage data files are either in the processed or cancelled status.
Generate Bill	On clicking the <b>Generate Bill</b> (📄) icon, you can generate bills for a file group.
Complete Bill	On clicking the <b>Complete Bill</b> (✅) icon, you can freeze and complete the bills of a file group.
Total	Displays the total number of records that are uploaded through the file group.
Valid	Displays the number of records which are successfully validated in the system.
Invalid	Displays the number of records which could not pass through the validation process in the system.
Submitted	Displays the number of valid records which are submitted for approval.
Processed	Displays the number of valid records for which billable charges are already created.
Rejected	Displays the number of records which are rejected by the approver.
Cancelled	Displays the number of records which are cancelled in the system.
Unbilled	Displays the number of records for which billable charges are created, but are not yet billed to the person.
Billed	Displays the number of records for which billable charges are created and billed to the person.
Bills	Displays the number of bills generated for the file group.
	<b>Note:</b> It has a link. On clicking the link, the <b>View Bill Data</b> screen appears where you can view all bills generated for the usage data file.
Last Batch Status	Indicates the batch that was last executed on the file group and its current status.
	<b>Note:</b> It has a link. On clicking the link, the <b>Batch Run Tree</b> screen appears where you can view the execution details of the batch.

**Related Topics**

For more information on...	See...
<b>On Demand Billing</b> screen	<a href="#">On Demand Billing</a> on page 876
How to search for a file group	<a href="#">Searching for a File Group</a> on page 879
How to define a file group	<a href="#">Defining a File Group</a> on page 880
How to edit a file group	<a href="#">Editing a File Group</a> on page 881
How to delete a file group	<a href="#">Deleting a File Group</a> on page 883
How to close a file group	<a href="#">Closing a File Group</a> on page 883
How to generate adhoc bills for a file group	<a href="#">Generating Adhoc Bills for a File Group</a> on page 884
How to freeze and complete one or more bills	<a href="#">Freezing Selected Bills of a File Group</a> on page 886
How to freeze and complete all bills of a file group	<a href="#">Freezing All Bills of a File Group</a> on page 885
How to view all bills generated for a file group	<a href="#">Viewing All Bills Generated for a File Group</a> on page 887
How to view usage data files of a file group	<a href="#">Viewing Usage Data Files of a File Group</a> on page 889
How to cancel a usage data file	<a href="#">Cancelling a Usage Data File</a> on page 937

**Group Files**


The **Group Files** zone allows you to view the usage data files uploaded using a file group. This zone contains the following two sections:


- **Search Criteria** — the **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Name	Used to specify the name of the usage data file.	No
File Type	Used to specify the type of usage data file.	No
File Upload From Date	Used to specify the start date of the period during which the usage data file that you want to search was uploaded in the system.	No
File Upload To Date	Used to specify the end date of the period during which the usage data file that you want to search was uploaded in the system.	No

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
File Information	Displays the name of the usage data file of the file group and its related details.
Total	Displays the total number of records that are uploaded through the usage data file.
Valid	Displays the number of records which are successfully validated in the system.
Invalid	Displays the number of records which could not pass through the validation process in the system.
Submitted	Displays the number of valid records which are submitted for approval.
Rejected	Displays the number of records which are rejected by the approver.

Column Name	Column Description
Processed	Displays the number of valid records for which billable charges are already created.
Cancelled	Displays the number of records of a usage data file which are cancelled.
UnBilled	Displays the number of records for which billable charges are created, but are not yet billed to the person.
Billed	Displays the number of records for which billable charges are created and billed to the person.
Cancel	On clicking the <b>Cancel</b> (  ) icon, you can cancel a file.

By default, the **Group Files** zone does not appear in the **On Demand Billing** screen. It appears only when you click the **Broadcast**  icon corresponding to the file group in the **Search Results** section.

**Note:** By default, the **Group Files** zone displays a list of usage data files that are uploaded using the file group in the **Search Results** section. However, you can filter the list of usage data files by specifying a search criteria in the **Search Criteria** section.

### Related Topics

For more information on...	See...
How to view usage data files of a file group	<a href="#">Viewing Usage Data Files of a File Group</a> on page 889
How to cancel a file in the file group	<a href="#">Cancelling a Usage Data File</a> on page 937

## Searching for a File Group

### Procedure

To search for a file group:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **On Demand Billing**.  
The **On Demand Billing** screen appears.
3. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of file groups that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>On Demand Billing</b> screen	<a href="#">On Demand Billing</a> on page 876
<b>Search</b> zone	<a href="#">Search</a> on page 876

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## Defining a File Group

### **Prerequisites**

To define a file group, you should have:

- Access to the divisions for which you want to define the file group

### **Procedure**

To define a file group:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **On Demand Billing**.  
The **On Demand Billing** screen appears.
3. Click the **Add** link in the upper right corner of the **Search** zone.

The **File Group** screen appears. It contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
File Group	Used to specify the file group.	Yes
Description	Used to specify the description for the file group.	Yes
Bill After Date	Used to specify the date after which the bill must be generated for the file group.	Yes
Default Usage Start Date	Used to specify the date from when the price item was used. The default usage start date is used when the start date is not specified for a record in the usage data file. By default, the current date appears in this field. You can change the default usage start date, if required.	Yes
	<b>Note:</b> The default usage start date cannot be later than the default usage end date.	
Default Usage End Date	Used to specify the date till when the price item was used. The default usage end date is used when the end date is not specified for a record in the usage data file. By default, the current date appears in this field. You can change the default usage end date, if required.	Yes
	<b>Note:</b> The default usage end date cannot be earlier than the default usage start date.	

In addition, the **File Group** screen contains the following section:

**Map Divisions**— The **Map Divisions** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to indicate the division for which you want to define the file group.	No
		<b>Note:</b> If you do not associate division(s) with the file group, the file group is not available for uploading a usage data file. This means only those file groups for which you have specified division(s) can be used for uploading a usage data file.

- Enter the required details.
- If you want to define the file group for more than one division, click the **Add** (+) icon and then repeat step 5.

**Note:** However, if you want to remove a division from the file group, click the **Delete** (🗑️) icon corresponding to the division.

- Click **Save**.

The file group is defined.

### Related Topics

For more information on...	See...
<b>On Demand Billing</b> screen	<a href="#">On Demand Billing</a> on page 876
<b>Search zone</b>	<a href="#">Search</a> on page 876

## Editing a File Group

### Procedure

To edit a file group:

**Note:** You can edit the details of a file group only when no usage data files of this group have been uploaded in the system or all the records in the usage data files of a file group are cancelled.

- Click the **Menu** link in the **Application** toolbar.  
A list appears.
- Select **Financial** and then click **On Demand Billing**.  
The **On Demand Billing** screen appears.
- Search for the file group in the **On Demand Billing** screen.
- In the **Search Results** section, click the link in the **File Group** column corresponding to the file group whose details you want to edit.

The **File Group** screen appears. It contains the following fields:



Field Name	Field Description	Mandatory (Yes or No)
File Group	Displays the file group.	Not applicable
Description	Used to specify the description for the file group.	Yes
Bill After Date	Used to specify the date after which the bill must be generated for the file group	Yes
Usage Start Date	Used to specify the date from when the price item was used. The default usage start date is used when the start date is not specified for a record in the usage data file.  <b>Note:</b> The default usage start date cannot be later than the default usage end date.	Yes
Usage End Date	Used to specify the date till when the price item was used. The default usage end date is used when the end date is not specified for a record in the usage data file.  <b>Note:</b> The default usage end date cannot be earlier than the default usage start date.	Yes

In addition, the **Add/Edit File Group** screen contains the following section:

- **Map Divisions**— The **Map Divisions** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to indicate the division for which you want to define the file group.	No  <b>Note:</b> If you do not associate division(s) with the file group, the file group is not available for uploading a usage data file. This means only those file groups for which you have specified division(s) can be used for uploading a usage data file.

5. Modify the required details.

**Note:** If you want to define the file group for more than one division, click the **Add** () icon and then specify the details. However, if you want to remove a division from the file group, click the **Delete** () icon corresponding to it.

6. Click **Save**.

The changes made to the file group are saved.

### **Related Topics**

For more information on...	See...
<b>On Demand Billing</b> screen	<a href="#">On Demand Billing</a> on page 876
<b>Search</b> zone	<a href="#">Search</a> on page 876

## Deleting a File Group

### Procedure

To delete a file group:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. Select **Financial** and then click **On Demand Billing**.  
The **On Demand Billing** screen appears.
3. Search for the file group in the **On Demand Billing** screen.
4. In the **Search Results** section, click the link in the **File Group** column corresponding to the file group that you want to delete.  
The **File Group** screen appears.
5. Click **Delete**.  
The file group is deleted.

**Note:** The delete button appears only if the file group is not yet used. In other words, you cannot delete a file group that you have used for uploading usage data files.

### Related Topics

For more information on...	See...
<b>On Demand Billing</b> screen	<a href="#">On Demand Billing</a> on page 876
<b>Search</b> zone	<a href="#">Search</a> on page 876

## Closing a File Group

### Procedure

To close a file group:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **On Demand Billing**.  
The **On Demand Billing** screen appears.
3. Search for the file group in the **On Demand Billing** screen.
4. In the **Search Results** section, click the **Close** (✖) icon in the **Close** column corresponding to the file group that you want to close.

The status of the file group is changed to **Closed**.

**Note:** You can only close a file group in which all the records of the usage data files are either in the processed, cancelled, or rejected status. However, you may close a file group in which all the records are not in the cancelled and/or processed status, but in that case a to do entry is sent to the approver for approval of the pending records.

### Related Topics


For more information on...	See...
<b>On Demand Billing</b> screen	<a href="#">On Demand Billing</a> on page 876
<b>Search</b> zone	<a href="#">Search</a> on page 876

## Generating Adhoc Bills for a File Group

The **On Demand Billing** screen allows you to generate adhoc bills for a file group. However, you can generate bills only after you close the file group for which you want to generate adhoc bills.

### Procedure

To generate adhoc bills for a file group:

1. Search for the file group in the **On Demand Billing** screen.
2. In the **Search Results** section, click the **Generate Bill**  icon corresponding to the file group for which you want to generate the adhoc bills.

The **Generate Bill** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Cutoff Date	Used to specify the cutoff date for the bill.	Yes
Accounting Date	Used to specify the accounting date of the bill.	Yes

3. Enter the required details.
4. Click **OK**.

The adhoc bills are generated for the usage data files of a file group. An adhoc bill is generated for a usage data file and account combination when the bill after date is equal to or earlier than the current date. The status of the usage records is changed to **Billed**. If the total number of billable charges created for a usage data file exceeds the online bill creation limit, a batch job is created using the **Adhoc Billing (C1-FABL)** batch. A message appears indicating the batch job ID. This batch job creates adhoc bills for the usage data file.



**Note:**

You can change the online bill creation limit, whenever required, using the **On Demand Billing (C1-ODBFC)** feature configuration. For more information on the **Adhoc Billing (C1-FABL)** batch, see *Oracle Revenue Management and Billing Batch Execution Guide*.

If an adhoc bill with the **Pending** status already exists for a usage data file and account combination, then the existing bill is deleted and regenerated. However, you can generate the bill again for a file group only after manually deleting the bill from the **Bill** screen.

On successful completion of the **Adhoc Billing (C1-FABL)** batch, a To Do entry is created using the **C1-FABL To Do** type. You can view this To Do entry only when you are assigned a To Do role which is mapped to the **C1-FABL To Do** type. This To Do indicates whether the batch was successfully executed or not. If the batch was successfully executed, it indicates the following:

- Number of billable charges which were processed
- Number of billable charges for which the bill after date is a future date
- Number of adhoc bills generated for the usage data file
- Number of billable charges which could not be processed successfully

Once the batch is executed successfully, the status of the usage records in a usage data file of a file group is changed to **Billed**.

**Related Topics**

For more information on...	See...
How to search for a file group	<a href="#">Searching for a File Group</a> on page 879
How to set the <b>On Demand Billing (C1-ODBFC)</b> feature configuration	<a href="#">Setting the C1-ODBFC Feature Configuration</a> on page 2039

**Freezing All Bills of a File Group**

Oracle Revenue Management and Billing provides you with the ability to freeze and complete adhoc bills generated for the usage data files of a file group from the **On Demand Billing** screen. You can either freeze and complete all or selected adhoc bills, whenever required. However, you cannot freeze and complete normal or regular bills from the **On Demand Billing** screen.

**Procedure**

To freeze and complete all adhoc bills generated for a file group:

1. Search for the file group in the **On Demand Billing** screen.
2. In the **Search Results** section, click the **Freeze and Complete** (📌) icon corresponding to the file group whose adhoc bills you want to freeze and complete.

The **Complete Bill** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Bill Date	Used to specify the date on which the bill was completed.	Yes
Accounting Date	Used to specify the accounting date of the bill.	Yes

3. Enter the required details.

- Click **OK** in the message box.

A batch job is created using the **Freeze and Complete Adhoc Bills (C1-FCADH)** batch. A message appears indicating the batch job ID. This batch job freezes and completes all adhoc bills of the usage data file which are in the **Pending** status. The system does not freeze and complete pending adhoc bills which have bill segments in the **Error** status. For more information on the **Freeze and Complete Adhoc Bills (C1-FCADH)** batch, see *Oracle Revenue Management and Billing Batch Execution Guide*.

**Note:**

On successful completion of the **Freeze and Complete Adhoc Bills (C1-FCADH)** batch, a To Do entry is created using the **C1-FCADH To Do** type. You can view this To Do entry only when you are assigned a To Do role which is mapped to the **C1-FCADH To Do** type. This To Do indicates whether the batch was successfully executed or not. If the batch was successfully executed, it indicates the following:

- Number of bills which were picked up for completion
- Number of bills which were completed
- Number of bills which could not be completed successfully

Once the batch is executed successfully, the status of the bills is changed to **Complete**.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a file group	<a href="#">Searching for a File Group</a> on page 879
How to freeze and complete one or more bills	<a href="#">Freezing Selected Bills of a File Group</a> on page 886

## **Freezing Selected Bills of a File Group**

Oracle Revenue Management and Billing provides you with the ability to freeze and complete adhoc bills generated for a file group from the **On Demand Billing** screen. You can either freeze and complete all or selected adhoc bills, whenever required. However, you cannot freeze and complete normal or regular bills from the **On Demand Billing** screen.

### **Procedure**

To freeze and complete selected adhoc bills of a file group:

- Search for the file group in the **On Demand Billing** screen.
- In the **Search Results** section, click the link in the **Bills** column corresponding to the file group whose adhoc bills you want to freeze and complete.

The **View Bill Data** screen appears.

- Select the check box corresponding to the pending adhoc bill that you want to freeze and complete.

**Note:** The check box does not appear corresponding to the completed adhoc bills and pending adhoc bills which have bill segments in the **Error** status.

- Click **Freeze/Complete**.

The **Complete Bill** window appears. It contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Bill Date	Used to specify the date on which the bill was completed.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Accounting Date	Used to specify the accounting date of the bill.	Yes

- Enter the required details.
- Click **OK** in the message box.

The status of the bills is changed to **Complete**.

**Note:**

The **Freeze/Complete** button is not available in the **View Bill Data** screen when:

- All bills generated for a file group are in the **Complete** status
- Multiple bills are generated for a usage data file of a file group and one or more bill segments of each bill are in the **Error** status

In other words, the **Freeze/Complete** button is available in the **View Bill Data** screen only when there is at least one pending bill for a file group where none of the bill segments are in the **Error** status.

### Related Topics

For more information on...	See...
How to search for a file group	<a href="#">Searching for a File Group</a> on page 879
How to freeze and complete all bills of a file group	<a href="#">Freezing All Bills of a File Group</a> on page 885

## Viewing All Bills Generated for a File Group

### Procedure

To view all bills generated for a file group:

- Search for the file group in the **On Demand Billing** screen.
- In the **Search Results** section, click the link in the **Bills** column corresponding to the file group whose bills you want to view.

The **View Bill Data** screen appears. It contains the following fields:

Field Name	Field Description
File Group	Displays the name of the file group.
Description	Displays the description of the file group.
Bill Generation Date	Used to specify the date when the bills were generated for the file group.
Billing Method	Indicates the type of billing used for the file group. The valid values are: <ul style="list-style-type: none"> <li>Adhoc Billing</li> </ul>
Bill Status	Used to indicate the status of the bill. The valid values are: <ul style="list-style-type: none"> <li>Pending</li> <li>Complete</li> </ul>

In addition, this screen contains the following columns:

Column Name	Column Description
Bill ID	Displays the bill ID.
	<b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears with the details of the respective bill.
Alternate Bill ID	Displays the alternate bill ID.
Bill Status	Displays the status of the bill. The valid values are: <ul style="list-style-type: none"> <li>• Pending</li> <li>• Complete</li> </ul>
Bill Date	Displays the date when the bill was completed.
Accounting Date	Displays the accounting date for which the financial transaction of the bill is created.
Invoice Amount	Displays the total amount billed to the person.
Invoice Currency	Displays the currency in which the amount is billed to the person.
Invoice Account ID	Indicates the account for which the bill is created.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Display Bill	On clicking this link, you can view the details of the respective bill.
	<b>Note:</b> This link appears only for the bills that are in the <b>Complete</b> status. The facility to view the generated bills in PDF format is available only if Oracle Documaker is integrated with Oracle Revenue Management and Billing.

**Note:**

Pagination is used to display limited number of records in the **Search Results** section. You can change the number of records displayed per page, if required. You can use the navigation buttons, such as **First** ( << ), **Previous** ( < ), **Next** ( > ), and **Last** ( >> ) to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

3. Click **Search**.
4. View the bills generated for the usage data file in the **View Bill Data** screen.
5. If required, you can change the number of records displayed per page.

**Note:** By default, the number of records that appear in each page depends on the minimum value defined in the **PAGE\_NUMBER** lookup field. For example, if the **PAGE\_NUMBER** lookup field has four values — 10, 20, 30, and 40, then the number of records displayed in each page, by default, would be 10.

6. If required, you can click the **First** ( << ), **Previous** ( < ), **Next** ( > ), and **Last** ( >> ) buttons to navigate between pages.
7. If required, you can freeze and complete adhoc bills which are generated for the usage data file.

**Note:**

The **Freeze/Complete** button is not available in the **View Bill Data** screen when:

- All bills generated for a usage data file are in the **Complete** status
- Multiple bills are generated for a usage data file and one or more bill segments of each bill are in the **Error** status


In other words, the **Freeze/Complete** button is available in the **View Bill Data** screen only when there is at least one pending bill for a usage data file where none of the bill segments are in the **Error** status.

**Related Topics**

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to freeze and complete one or more bills	<a href="#">Freezing Selected Bills of a File Group</a> on page 886
How to freeze and complete all bills of a file group	<a href="#">Freezing All Bills of a File Group</a> on page 885

**Viewing Usage Data Files of a File Group****Procedure**

To view usage data files of a file group:

1. Search for the file group in the **On Demand Billing** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the file group whose usage data files you want to view.

The **Group Files** zone appears.

3. View the usage data files of the file group in the **Group Files** zone.

**Related Topics**

For more information on...	See...
How to cancel a usage data file of a file group	<a href="#">Cancelling a Usage Data File</a> on page 937
How to search for a file group	<a href="#">Searching for a File Group</a> on page 879
<b>Group Files</b> zone	<a href="#">Group Files</a> on page 878

**Usage Data Processing**

The **Usage Data Processing** screen allows you to search for a usage data file based on various search criteria. Through this screen, you can:

- Upload a usage data file
- Cancel a usage data file

- View all records uploaded through a usage data file
- View the valid, invalid, and cancelled records of a usage data file
- View the valid records of a usage data file which are submitted for approval
- View the valid records of a usage data file for which billable charges are already created
- View the rejected, billed and unbilled records of a usage data file
- Submit the valid records of a usage data file and create billable charges for them
- Approve or reject one or more valid records of a usage data file
- Revalidate the valid and invalid records of a usage data file
- Edit the valid, invalid and rejected records of a usage data file
- Export the usage data of a usage data file into a CSV file

This screen consists of the following zones:

- [Search](#) on page 890

## Search

The **Search** zone allows you to search for usage data files that are uploaded and/or processed in the system. This zone contains the following two sections:





- **Search Criteria** — the **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Name	Used to specify the name of the usage data file.	No
File Type	Used to indicate the type of usage data file.	No
File Upload From Date	Used when you want to search for usage data files that were uploaded from a particular date onwards.	No
To	Used when you want to search for usage data files that were uploaded till a particular date.	No
User ID	Used to specify the name of the user who has uploaded the usage data file.	No
Billing Method	Used to specify the type of billing used for the usage data file. The valid values are: <ul style="list-style-type: none"> <li>• Adhoc Billing</li> <li>• Regular Billing</li> </ul>	No
File Group	Used to specify the file group of the usage data file.	No

**Note:** You must specify at least one search criterion while searching for a usage data file.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
File Information	Displays the name of the usage data file and its related details.

Column Name	Column Description
Revalidate	On clicking the <b>Revalidate</b> (  ) icon, you can execute the validation process once again on the valid, invalid, and rejected records.
	<b>Note:</b> The <b>Revalidate</b> icon appears only when the usage records are in the <b>Valid</b> , <b>Invalid</b> , and/or <b>Rejected</b> status. In other words, you cannot revalidate a usage data file for which billable charges are created or when the bills are generated for a usage data file.
Cancel	On clicking the <b>Cancel</b> (  ) icon, you can cancel all valid, invalid, and rejected records of the usage data file.
	<b>Note:</b> The <b>Cancel</b> icon appears only when the usage records are in the <b>Valid</b> , <b>Invalid</b> , and/or <b>Rejected</b> status. In other words, you cannot cancel a usage data file for which billable charges are created or when the bills are generated for a usage data file.
Submit	On clicking the <b>Submit</b> (  ) icon, you can submit the valid records and create billable charges for them. If the valid usage records need to be approved before creating the billable charges, a To Do entry is created for the approver to approve the valid records.
	<b>Note:</b> The <b>Submit</b> icon appears only when all the records of a usage data file are in the <b>Valid</b> status. In other words, if a usage data file contains records in the <b>Invalid</b> status, you cannot create billable charges for a usage data file.
Approve	On clicking the <b>Approve</b> (  ) icon, the approver can approve all valid records of the usage data file.
	<b>Note:</b> The <b>Approve</b> icon appears only when the usage data file (with all usage records in the <b>Valid</b> status) is uploaded using a file type to which the To Do algorithm (for enabling approval workflow) is attached.
Total	Displays the total number of records that are uploaded through the usage data file.
	<b>Note:</b> It has a link. On clicking the link, the <b>Usage Data</b> screen appears where you can view all records uploaded through the usage data file.
Valid	Displays the number of records which are successfully validated in the system.
	<b>Note:</b> It has a link. On clicking the link, the <b>Usage Data</b> screen appears where you can view and edit all valid records of the usage data file.
Invalid	Displays the number of records which could not pass through the validation process in the system.
	<b>Note:</b> It has a link. On clicking the link, the <b>Usage Data</b> screen appears where you can view and edit all invalid records of the usage data file.

Column Name	Column Description
Submitted	Displays the number of valid records which are submitted for approval.
	<b>Note:</b> It has a link. On clicking the link, the <b>Usage Data</b> screen appears where you can view all submitted records of the usage data file.
Rejected	Displays the number of records which are rejected by the approver.
	<b>Note:</b> It has a link. On clicking the link, the <b>Usage Data</b> screen appears where you can view and edit all rejected records of the usage data file.
Processed	Displays the number of valid records for which billable charges are already created.
	<b>Note:</b> It has a link. On clicking the link, the <b>Usage Data</b> screen appears where you can view all processed records of the usage data file.
Billed	Displays the number of records for which billable charges are created and billed to the person.
	<b>Note:</b> It has a link. On clicking the link, the <b>Usage Data</b> screen appears where you can view all billed records of the usage data file.
Unbilled	Displays the number of records for which billable charges are created, but are not yet billed to the person.
	<b>Note:</b> It has a link. On clicking the link, the <b>Usage Data</b> screen appears where you can view all unbilled records of the usage data file.
Cancelled	Displays the number of records which are cancelled in the system.
	<b>Note:</b> It has a link. On clicking the link, the <b>Usage Data</b> screen appears where you can view all cancelled records of the usage data file.
Batch Run Status	Indicates the batch that was last executed on the usage data file and its current status.
	<b>Note:</b> It has a link. On clicking the link, the <b>Batch Run Tree</b> screen appears where you can view the execution details of the batch.

You can upload a usage data file by clicking the **Upload** link in the upper right corner of this zone.

#### **Related Topics**

For more information on...	See...
<b>Usage Data Processing</b> screen	<a href="#">Usage Data Processing</a> on page 889
How to upload a usage data file	<a href="#">Uploading a Usage Data File</a> on page 894
How to replace an existing file	<a href="#">Replacing an Existing File</a> on page 896
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to view all records of a usage data file	<a href="#">Viewing All Records of a Usage Data File</a> on page 899
How to view valid records of a usage data file	<a href="#">Viewing Valid Records of a Usage Data File</a> on page 903
How to view invalid records of a usage data file	<a href="#">Viewing Invalid Records of a Usage Data File</a> on page 907
How to view submitted records of a usage data file	<a href="#">Viewing Submitted Records of a Usage Data File</a> on page 910



For more information on...	See...
How to view processed records of a usage data file	<a href="#">Viewing Processed Records of a Usage Data File</a> on page 914
How to view rejected records of a usage data file	<a href="#">Viewing Rejected Records of a Usage Data File</a> on page 921
How to view cancelled records of a usage data file	<a href="#">Viewing Cancelled Records of a Usage Data File</a> on page 917
How to view billed records of a usage data file	<a href="#">Viewing Billed Records of a Usage Data File</a> on page 924
How to view unbilled records of a usage data file	<a href="#">Viewing Unbilled Records of a Usage Data File</a> on page 928
How to view all bills generated for a usage data file	<a href="#">Viewing All Bills Generated for a File Group</a> on page 887
How to submit the valid records	<a href="#">Submitting a Valid Record</a> on page 931
How to edit the valid, invalid or rejected records	<a href="#">Editing a Valid, Invalid, or Rejected Usage Record</a> on page 939
How to approve the valid records	<a href="#">Approving a Valid Record</a> on page 933
How to reject the valid records	<a href="#">Rejecting a Valid Record</a> on page 935
How to cancel a usage data file	<a href="#">Cancelling a Usage Data File</a> on page 937
How to revalidate a usage data file	<a href="#">Revalidating a Usage Data File</a> on page 938
How to generate adhoc bills for a usage data file	<a href="#">Generating Adhoc Bills for a File Group</a> on page 884

## Searching for a Usage Data File

### Procedure

To search for a usage data file:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Usage Data Processing**.  
The **Usage Data Processing** screen appears.
3. Enter the search criteria in the **Search** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of usage data files that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>Usage Data Processing</b> screen	<a href="#">Usage Data Processing</a> on page 889
<b>Search</b> zone	<a href="#">Search</a> on page 890

## Uploading a Usage Data File

### Prerequisites

To upload a usage data file, you should have:

- File types defined in the application
- Usage data in the required CSV file format
- File group using which you want to upload the usage data files is in **Open** status

### Procedure

To upload a usage data file:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Usage Data Processing**.  
The **Usage Data Processing** screen appears.
3. Click the **Upload** link in the upper right corner of the **Search** zone.

The **Upload Usage Data File** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Billing Method	Used to specify the type of billing you want to use for the usage data file. The valid values are: <ul style="list-style-type: none"> <li>• Adhoc Billing</li> <li>• Regular Billing</li> </ul>	Yes
File Group	Used to specify the file group to which you want to add the usage data file.  <b>Note:</b> This field appears only when you select the <b>Adhoc Billing</b> option from the <b>File Group</b> list. You can only view those file groups that are in the open status and to which you have access in the <b>File Group</b> list.	Yes (Conditional)  <b>Note:</b> If you select the billing method as <b>Adhoc Billing</b> , you have to specify the file group to which you want to add the usage data file.
Bill After Date	Used to specify the date after which the bills must be generated for the usage data file. By default, the current date appears in this field.  <b>Note:</b> If you have selected the billing method as <b>Adhoc Billing</b> , this field appears in read-only mode and displays the bill after date as defined for the selected file group. If you have selected the billing method as <b>Regular Billing</b> then this field is enabled displaying the current date.	Yes (Conditional)  <b>Note:</b> If you select the billing method as <b>Regular Billing</b> , you have to specify the bill after date.

Field Name	Field Description	Mandatory (Yes or No)
Default Usage Start Date	Used to specify the date from when the price item was used. The default usage start date is used when the start date is not specified for a record in the usage data file. By default, the current date appears in this field. You can change the default usage start date, if required.	Yes (Conditional)  <b>Note:</b> If you select the billing method as <b>Regular Billing</b> , you have to specify the default usage start date.
	<b>Note:</b> If you have selected the billing method as <b>Adhoc Billing</b> , this field appears in read-only mode and displays the default usage start date as defined for the selected file group. If you have selected the billing method as <b>Regular Billing</b> then this field is enabled displaying the current date. The default usage start date cannot be later than the default usage end date.	
Default Usage End Date	Used to specify the date till when the price item was used. The default usage end date is used when the end date is not specified for a record in the usage data file. By default, the current date appears in this field. You can change the default usage end date, if required.	Yes (Conditional)  <b>Note:</b> If you select the billing method as <b>Regular Billing</b> , you have to specify the default usage end date.
	<b>Note:</b> If you have selected the billing method as <b>Adhoc Billing</b> , this field appears in read-only mode and displays the default usage end date as defined for the selected file group. If you have selected the billing method as <b>Regular Billing</b> then this field is enabled displaying the current date. The default usage end date cannot be earlier than the default usage start date.	
File Type	Used to specify the type of usage data file.	Yes
Replace Existing File	Used to indicate whether you want to replace any existing file in the system. You must select this check box when you want to upload the same file once again.	No
File Name	Used to specify the name and path of the usage data file that you want to upload.	Yes
	<b>Note:</b> You can also click the <b>Browse</b> button corresponding to this field to browse to the location where the usage data file is available in the system.	

4. Enter the required details.
5. Click the **Browse** button corresponding to the **File Name** field.  
The **Choose File to Upload** dialog box appears.
6. Browse to the location where the usage data file that you want to upload is available.
7. Click **Open**.  
The usage data file name and path appears in the **File Name** field.
8. Click **Upload**.

A message appears indicating that the usage data file has been uploaded successfully. If an error occurs while parsing, the usage data file is not uploaded in the system.

**Note:**

The validation process starts immediately after the file is uploaded in the system. If a usage record is successfully validated, the status of the usage record is changed to **Valid**. And, if a usage record could not pass through the validation process, the status of the usage record is changed to **Invalid**. You can view the details of the uploaded file and its records in the **Usage Data Processing** screen.

If the usage data file size exceeds the file size limit set in the **C1-ODBFC** feature configuration, a batch job is created using the **Upload and Validate Usage Data File (C1-ODFU)** batch. A message appears indicating the batch job ID. This batch job uploads and validates the usage data file. You can change the file size limit using the **On Demand Billing (C1-ODBFC)** feature configuration. For more information on the **Upload and Validate Usage Data File (C1-ODFU)** batch, see *Oracle Revenue Management and Billing Batch Execution Guide*.

The number of usage records that are parsed and mapped in an XML file depends on the value defined for the **Staging XML Size** option type in the **On Demand Billing (C1-ODBFC)** feature configuration. For example, if the **Staging XML Size** option type is set to 100 and a usage data file contains 500 records, then the system creates 5 XML files — each containing 100 records.

If a batch job is created automatically, the number of usage records that are validated in each work unit depends on the value defined for the **Validation Chunk Size** option type in the **On Demand Billing (C1-ODBFC)** feature configuration.

On successful completion of the **Upload and Validate Usage Data File (C1-ODFU)** batch, a To Do entry is created using the **C1-ODFU To Do** type. You can view this To Do entry only when you are assigned a To Do role which is mapped to the **C1-ODFU To Do** type. This To Do indicates whether the batch was successfully executed or not. If the batch was successfully executed, it indicates the following:

- Number of records that were uploaded in the system
- Number of records which were successfully validated
- Number of records which could not pass through the validation process
- Number of records which failed to validate due to some technical reasons

9. Click **OK** in the message box.

Once a usage record is successfully validated, the status of the usage record is changed to **Valid**. And, if a usage record could not pass through the validation process, the status of the usage record is changed to **Invalid**.

**Related Topics**

For more information on...	See...
<b>Usage Data Processing</b> screen	<a href="#">Usage Data Processing</a> on page 889
<b>Search</b> zone	<a href="#">Search</a> on page 890
How to set the <b>On Demand Billing (C1-ODBFC)</b> feature configuration	<a href="#">Setting the C1-ODBFC Feature Configuration</a> on page 2039

**Replacing an Existing File****Prerequisites**

To replace an existing usage data file, you should have:

- File types defined in the application
- Usage data in the required CSV file format

- File group using which you want to upload the usage data files is in **Open** status

### Procedure

To replace an existing usage data file:

- Click the **Menu** link in the **Application** toolbar.  
A list appears.
- Select **Financial** and then click **Usage Data Processing**.  
The **Usage Data Processing** screen appears.
- Click the **Upload** link in the upper right corner of the **Search** zone.

The **Upload Usage Data File** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Billing Method	Used to specify the type of billing you want to use for the usage data file. The valid values are: <ul style="list-style-type: none"> <li>Adhoc Billing</li> <li>Regular Billing</li> </ul>	Yes
File Group	Used to specify the file group to which you want to add the usage data file.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Adhoc Billing</b> option from the <b>File Group</b> list. You can only view those file groups that are in the open status and to which you have access in the <b>File Group</b> list.	<b>Note:</b> If you select the billing method as <b>Adhoc Billing</b> , you have to specify the file group to which you want to add the usage data file.
Bill After Date	Used to specify the date after which the bills must be generated for the usage data file. By default, the current date appears in this field.	Yes (Conditional)
	<b>Note:</b> If you have selected the billing method as <b>Adhoc Billing</b> , this field appears in read-only mode and displays the bill after date as defined for the selected file group. If you have selected the billing method as <b>Regular Billing</b> then this field is enabled displaying the current date.	<b>Note:</b> If you select the billing method as <b>Regular Billing</b> , you have to specify the bill after date.
Default Usage Start Date	Used to specify the date from when the price item was used. The default usage start date is used when the start date is not specified for a record in the usage data file. By default, the current date appears in this field. You can change the default usage start date, if required.	Yes (Conditional)
	<b>Note:</b> If you have selected the billing method as <b>Adhoc Billing</b> , this field appears in read-only mode and displays the default usage start date as defined for the selected file group. If you have selected the billing method as <b>Regular Billing</b> then this field is enabled displaying the current date. The default usage start date cannot be later than the default usage end date.	<b>Note:</b> If you select the billing method as <b>Regular Billing</b> , you have to specify the default usage start date.

Field Name	Field Description	Mandatory (Yes or No)
Default Usage End Date	Used to specify the date till when the price item was used. The default usage end date is used when the end date is not specified for a record in the usage data file. By default, the current date appears in this field. You can change the default usage end date, if required.	Yes (Conditional)  <b>Note:</b> If you select the billing method as <b>Regular Billing</b> , you have to specify the default usage end date.
	<b>Note:</b> If you have selected the billing method as <b>Adhoc Billing</b> , this field appears in read-only mode and displays the default usage end date as defined for the selected file group. If you have selected the billing method as <b>Regular Billing</b> then this field is enabled displaying the current date. The default usage end date cannot be earlier than the default usage start date.	
File Type	Used to specify the type of usage data file.	Yes
Replace Existing File	Used to indicate that you want to replace any existing file in the system.	Yes
File Name	Used to specify the name and path of the usage data file that you want to upload.	Yes
	<b>Note:</b> You can also click the <b>Browse</b> button corresponding to this field to browse to the location where the usage data file is available in the system.	

- Select the **Replace Existing File** check box.

**Note:** You can replace an existing file only when the usage records of a usage data file are in any of the statuses:

- **Valid** and/or **Invalid**
- **Rejected**
- **Cancelled**

In other words, you cannot replace a file when the billable charges are already created for the usage records of a usage data file, or are pending for approval with the approver.

- Click the **Browse** button corresponding to the **File Name** field.  
The **Choose File to Upload** dialog box appears.
- Browse to the location where the usage data file that you want to replace is available.
- Click **Open**.  
The usage data file name and path appears in the **File Name** field.
- Click **Upload**.

A message appears indicating that the usage data file has been uploaded successfully. If an error occurs while parsing, the usage data file is not uploaded in the system.

**Note:**

The validation process starts immediately after the file is uploaded in the system. If a usage record is successfully validated, the status of the usage record is changed to **Valid**. And, if a usage record could not pass through the validation process, the status of the usage record is changed to **Invalid**. You can view the details of the uploaded file and its records in the **Usage Data Processing** screen.

If the usage data file size exceeds the file size limit set in the **C1-ODBFC** feature configuration, a batch job is created using the **Upload and Validate Usage Data File (C1-ODFU)** batch. A message appears indicating the batch job ID. This batch job uploads and validates the usage data file. You can change the file size limit using the **On Demand Billing (C1-ODBFC)** feature configuration. For more information on the **Upload and Validate Usage Data File (C1-ODFU)** batch, see *Oracle Revenue Management and Billing Batch Execution Guide*.

The number of usage records that are parsed and mapped in an XML file depends on the value defined for the **Staging XML Size** option type in the **On Demand Billing (C1-ODBFC)** feature configuration. For example, if the **Staging XML Size** option type is set to 100 and a usage data file contains 500 records, then the system creates 5 XML files — each containing 100 records.

If a batch job is created automatically, the number of usage records that are validated in each work unit depends on the value defined for the **Validation Chunk Size** option type in the **On Demand Billing (C1-ODBFC)** feature configuration.

On successful completion of the **Upload and Validate Usage Data File (C1-ODFU)** batch, a To Do entry is created using the **C1-ODFU To Do** type. You can view this To Do entry only when you are assigned a To Do role which is mapped to the **C1-ODFU To Do** type. This To Do indicates whether the batch was successfully executed or not. If the batch was successfully executed, it indicates the following:

- Number of records that were uploaded in the system
- Number of records which were successfully validated
- Number of records which could not pass through the validation process
- Number of records which failed to validate due to some technical reasons

9. Click **OK** in the message box.

Once a usage record is successfully validated, the status of the usage record is changed to **Valid**. And, if a usage record could not pass through the validation process, the status of the usage record is changed to **Invalid**.

**Related Topics**

For more information on...	See...
<b>Usage Data Processing</b> screen	<a href="#">Usage Data Processing</a> on page 889
<b>Search</b> zone	<a href="#">Search</a> on page 890

**Viewing All Records of a Usage Data File****Procedure**

To view all records of a usage data file:

1. Search for the usage data file in the **Usage Data Processing** screen.
2. In the **Search Results** section, click the link in the **Total** column corresponding to the usage data file whose records you want to view.

The **Usage Data** screen appears. It contains the following two sections:

- **Search Criteria** — This section allows you to filter the usage records based on the various search criteria. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Name	Displays the name of the usage data file.	Not applicable
File Type	Indicates the type of the usage data file.	Not applicable
Default Usage Start Date	Displays the usage start date entered while uploading the usage data file.	Not applicable
Default Usage End Date	Displays the usage end date entered while uploading the usage data file.	Not applicable
Usage Record Status	Used to specify the status of the usage record. The valid values are: <ul style="list-style-type: none"> <li>• Valid</li> <li>• Invalid</li> <li>• Submitted for Approval</li> <li>• Processed</li> <li>• Rejected</li> <li>• Cancelled</li> </ul>	No
Division	Used to specify the division to which the usage record belongs.	No
Account Identifier Type	Used to specify the identifier type based on which you want to search for the usage records.	Yes (Conditional) <b>Note:</b> If you enter the account identifier as a search criteria, you have to enter the account identifier type.
Account Identifier	Used to indicate the account whose usage records you want to view.	Yes (Conditional) <b>Note:</b> If you enter the account identifier type as a search criteria, you have to enter the account identifier.

- **Search Results** — By default, all records of the usage data file are listed in the **Search Results** section. You can filter the search results based on the specified criteria. the **Search Results** section contains the following columns:

Column Name	Column Description
BILLABLE CHARGE ID	Indicates the billable charge which is generated for the usage record. <b>Note:</b> This column appears only for the valid records for which billable charges have been created.
ACCOUNT ID TYPE	Indicates the account identifier type.



Column Name	Column Description
ACCOUNT IDENTIFIER	Indicates the account to which the usage record belongs.
ACCOUNT INFORMATION	Displays information about the account.
DIVISION	Indicates the division to which the usage record belongs.
CONTRACT ID	Displays the contract ID.  <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
CHARGE TYPE	Indicates the charge type.  <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
START DATE	Displays the date from when the price item was used.  <b>Note:</b> If the start date is not available, the default usage start date appears in this column.
END DATE	Displays the date till when the price item was used.  <b>Note:</b> If the end date is not available, the default usage end date appears in this column.
DESCRIPTION	Displays the description of the usage record. It is shown on the billable charge.
PRICE ITEM	Displays the price item code.
VARIANCE	Indicates the variance that must be used along with the price item for determining the price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
PARAM TYPE1, PARAM TYPE2, ....., PARAM TYPE15	Indicates the price item parameter that must be used along with the price item for determining the price item pricing.  <b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
PARAM VALUE1, PARAM VALUE2, ....., PARAM VALUE15	Displays the value of the price item parameter.  <b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
SQI1, SQI2, ....., SQI10	Indicates the service quantity identifier that must be used for calculating the price item charges.

Column Name	Column Description
SQIVALUE1, SQIVALUE2, ....., SQIVALUE10	Displays the number of units of the service quantity.
BILL LINE DESCRIPTION1, BILL LINE DESCRIPTION2, ....., BILL LINE DESCRIPTION10	Displays the description of the line item (charge).
AMOUNT1, AMOUNT2, ....., AMOUNT10	Displays the charge amount.
CURRENCY1, CURRENCY2, ....., CURRENCY10	Displays the currency in which the amount is charged.
MEMO ONLY1, MEMO ONLY2, ....., MEMO ONLY10	Indicates whether the charge should be included in the bill amount or not.
SUMMARY1, SUMMARY2, ....., SUMMARY10	Indicates whether the charge should be included in the summary line or not.
SHOW ON BILL1, SHOW ON BILL2, ....., SHOW ON BILL10	Indicates whether the charge should appear on the person's printed bill or not.
GL DISTRIBUTION CODE 1, GL DISTRIBUTION CODE 2, ....., GL DISTRIBUTION CODE 10	Displays the distribution code which indicates the GL account associated with the charge.
CHARTYPE1, CHARTYPE2, ....., CHARTYPE10	Indicates the characteristic that must be defined for the billable charge.
CHARVAL1, CHARVAL2, ....., CHARVAL10	Displays the value of the characteristic type.

**Note:**

If you have defined business labels for usage data fields, the columns will appear with the business labels defined for the respective column.

Only those columns that contain data in the CSV file appear in the **Usage Data** screen. For example, if information about characteristics is provided in the CHARTYPE4 and CHARVAL4 columns of the CSV file, then only the CHARTYPE4 and CHARVAL4 columns appear in the **Usage Data** screen. Similarly, if information about the line item (charge) is provided in the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, and GL DISTRIBUTION CODE 6 columns of the CSV file, then only the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, AND GL DISTRIBUTION CODE 6 columns appear in the **Usage Data** screen.

**Note:**

Pagination is used to display limited number of records in the **Search Results** section. You can change the number of records displayed per page, if required. You can use the navigation buttons, such as **First** ( <<< ), **Previous** ( < ), **Next** ( > ), and **Last** ( >>> ) to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

**Note:** You can download details of all the records of a usage data file in a CSV file format using the **Export TO Excel** link provided in the **Search** section.

- View the records of the usage data file in the **Usage Data** screen.
- If required, you can change the number of records displayed per page.

**Note:** By default, the number of records that appear in each page depends on the minimum value defined in the **PAGE\_NUMBER** lookup field. For example, if the **PAGE\_NUMBER** lookup field has four values — 10, 20, 30, and 40, then the number of records displayed in each page, by default, would be 10.

- If required, you can click the **First** ( <<< ), **Previous** ( < ), **Next** ( > ), and **Last** ( >>> ) buttons to navigate between pages.
- If required, you can filter the usage records in the **Usage Data** screen.
- If required, you can click the **Export TO Excel** link to download details of all the records of a usage data file in a CSV file format.

**Related Topics**

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to filter the usage records	<a href="#">Filtering Usage Records</a> on page 940

**Viewing Valid Records of a Usage Data File****Procedure**

To view valid records of a usage data file:

- Search for the usage data file in the **Usage Data Processing** screen.
- In the **Search Results** section, click the link in the **Valid** column corresponding to the usage data file whose valid records you want to view.

The **Usage Data** screen appears. It contains the following two sections:

- Search Criteria** — This section allows you to filter the valid records based on the various search criteria. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Name	Displays the name of the usage data file.	Not applicable
File Type	Indicates the type of the usage data file.	Not applicable
Default Usage Start Date	Displays the usage start date entered while uploading the usage data file.	Not applicable

Field Name	Field Description	Mandatory (Yes or No)
Default Usage End Date	Displays the usage end date entered while uploading the usage data file.	Not applicable
Status	Indicates that all valid records are displayed in the <b>Usage Data</b> screen.	Not applicable
Division	Used to specify the division to which the valid record belongs.	No
Account Identifier Type	Used to specify the identifier type based on which you want to search for the valid records.	Yes (Conditional) <b>Note:</b> If you enter the account identifier as a search criteria, you have to enter the account identifier type.
Account Identifier	Used to indicate the account whose valid records you want to view.	Yes (Conditional) <b>Note:</b> If you enter the account identifier type as a search criteria, you have to enter the account identifier.

- **Search Results** — By default, all valid records of the usage data file are listed in the **Search Results** section. You can filter the search results based on the specified criteria. the **Search Results** section contains the following columns:

Column Name	Column Description
ACCOUNT ID TYPE	Indicates the account identifier type.
ACCOUNT IDENTIFIER	Indicates the account to which the usage record belongs.
ACCOUNT INFORMATION	Displays information about the account.
DIVISION	Indicates the division to which the usage record belongs.
CONTRACT ID	Displays the contract ID. <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
CHARGE TYPE	Indicates the charge type. <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
START DATE	Displays the date from when the price item was used. <b>Note:</b> If the start date is not available, the default usage start date appears in this column.

Column Name	Column Description
END DATE	Displays the date till when the price item was used.  <b>Note:</b> If the end date is not available, the default usage end date appears in this column.
DESCRIPTION	Displays the description of the usage record. It is shown on the billable charge.
PRICE ITEM	Displays the price item code.
VARIANCE	Indicates the variance that must be used along with the price item for determining the price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
PARAM TYPE1, PARAM TYPE2, ....., PARAM TYPE15	Indicates the price item parameter that must be used along with the price item for determining the price item pricing.  <b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
PARAM VALUE1, PARAM VALUE2, ....., PARAM VALUE15	Displays the value of the price item parameter.  <b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
SQI1, SQI2, ....., SQI10	Indicates the service quantity identifier that must be used for calculating the price item charges.
SQIVALUE1, SQIVALUE2, ....., SQIVALUE10	Displays the number of units of the service quantity.
BILL LINE DESCRIPTION1, BILL LINE DESCRIPTION2, ....., BILL LINE DESCRIPTION10	Displays the description of the line item (charge).
AMOUNT1, AMOUNT2, ....., AMOUNT10	Displays the charge amount.
CURRENCY1, CURRENCY2, ....., CURRENCY10	Displays the currency in which the amount is charged.
MEMO ONLY1, MEMO ONLY2, ....., MEMO ONLY10	Indicates whether the charge should be included in the bill amount or not.





Column Name	Column Description
SUMMARY1, SUMMARY2, ....., SUMMARY10	Indicates whether the charge should be included in the summary line or not.
SHOW ON BILL1, SHOW ON BILL2, ....., SHOW ON BILL10	Indicates whether the charge should appear on the person's printed bill or not.
GL DISTRIBUTION CODE 1, GL DISTRIBUTION CODE 2, ....., GL DISTRIBUTION CODE 10	Displays the distribution code which indicates the GL account associated with the charge.
CHARTYPE1, CHARTYPE2, ....., CHARTYPE10	Indicates the characteristic that must be defined for the billable charge.
CHARVAL1, CHARVAL2, ....., CHARVAL10	Displays the value of the characteristic type.

**Note:**

If you have defined business labels for usage data fields, the columns will appear with the business labels defined for the respective column.





Only those columns that contain data in the CSV file appear in the **Usage Data** screen. For example, if information about characteristics is provided in the CHARTYPE4 and CHARVAL4 columns of the CSV file, then only the CHARTYPE4 and CHARVAL4 columns appear in the **Usage Data** screen. Similarly, if information about the line item (charge) is provided in the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, and GL DISTRIBUTION CODE 6 columns of the CSV file, then only the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, AND GL DISTRIBUTION CODE 6 columns appear in the **Usage Data** screen.

**Note:**

Pagination is used to display limited number of records in the **Search Results** section. You can change the number of records displayed per page, if required. You can use the navigation buttons, such as **First** () , **Previous** () , **Next** () , and **Last** () to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

3. View the valid records of the usage data file in the **Usage Data** screen.
4. If required, you can change the number of records displayed per page.

**Note:** By default, the number of records that appear in each page depends on the minimum value defined in the **PAGE\_NUMBER** lookup field. For example, if the **PAGE\_NUMBER** lookup field has four values — 10, 20, 30, and 40, then the number of records displayed in each page, by default, would be 10.

5. If required, you can click the **First** () , **Previous** () , **Next** () , and **Last** () buttons to navigate between pages.
6. If required, you can filter the valid records in the **Usage Data** screen.

**Related Topics**

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to filter the usage records	<a href="#">Filtering Usage Records</a> on page 940

## Viewing Invalid Records of a Usage Data File

### Procedure

To view invalid records of a usage data file:

1. Search for the usage data file in the **Usage Data Processing** screen.
2. In the **Search Results** section, click the link in the **Invalid** column corresponding to the usage data file whose invalid records you want to view.

The **Usage Data** screen appears. It contains the following two sections:

- **Search Criteria** — This section allows you to filter the invalid records based on the various search criteria. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Name	Displays the name of the usage data file.	Not applicable
File Type	Indicates the type of the usage data file.	Not applicable
Default Usage Start Date	Displays the usage start date entered while uploading the usage data file.	Not applicable
Default Usage End Date	Displays the usage end date entered while uploading the usage data file.	Not applicable
Status	Indicates that all invalid records are displayed in the <b>Usage Data</b> screen.	Not applicable
Division	Used to specify the division to which the invalid record belongs.	No
Account Identifier Type	Used to specify the identifier type based on which you want to search for the invalid records.	Yes (Conditional) <b>Note:</b> If you enter the account identifier as a search criteria, you have to enter the account identifier type.
Account Identifier	Used to indicate the account whose invalid records you want to view.	Yes (Conditional) <b>Note:</b> If you enter the account identifier type as a search criteria, you have to enter the account identifier.

- **Search Results** — By default, all invalid records of the usage data file are listed in the **Search Results** section. You can filter the search results based on the specified criteria. the **Search Results** section contains the following columns:

Column Name	Column Description
ACCOUNT ID TYPE	Indicates the account identifier type.
ACCOUNT IDENTIFIER	Indicates the account to which the usage record belongs.
ACCOUNT INFORMATION	Displays information about the account.
DIVISION	Indicates the division to which the usage record belongs.
CONTRACT ID	Displays the contract ID.
	<b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
CHARGE TYPE	Indicates the charge type.
	<b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
START DATE	Displays the date from when the price item was used.
	<b>Note:</b> If the start date is not available, the default usage start date appears in this column.
END DATE	Displays the date till when the price item was used.
	<b>Note:</b> If the end date is not available, the default usage end date appears in this column.
DESCRIPTION	Displays the description of the usage record. It is shown on the billable charge.
PRICE ITEM	Displays the price item code.
VARIANCE	Indicates the variance that must be used along with the price item for determining the price item pricing.
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
PARAM TYPE1, PARAM TYPE2, ....., PARAM TYPE15	Indicates the price item parameter that must be used along with the price item for determining the price item pricing.
	<b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
PARAM VALUE1, PARAM VALUE2, ....., PARAM VALUE15	Displays the value of the price item parameter.
	<b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
SQI1, SQI2, ....., SQI10	Indicates the service quantity identifier that must be used for calculating the price item charges.



Column Name	Column Description
SQIVALUE1, SQIVALUE2, ....., SQIVALUE10	Displays the number of units of the service quantity.
BILL LINE DESCRIPTION1, BILL LINE DESCRIPTION2, ....., BILL LINE DESCRIPTION10	Displays the description of the line item (charge).
AMOUNT1, AMOUNT2, ....., AMOUNT10	Displays the charge amount.
CURRENCY1, CURRENCY2, ....., CURRENCY10	Displays the currency in which the amount is charged.
MEMO ONLY1, MEMO ONLY2, ....., MEMO ONLY10	Indicates whether the charge should be included in the bill amount or not.
SUMMARY1, SUMMARY2, ....., SUMMARY10	Indicates whether the charge should be included in the summary line or not.
SHOW ON BILL1, SHOW ON BILL2, ....., SHOW ON BILL10	Indicates whether the charge should appear on the person's printed bill or not.
GL DISTRIBUTION CODE 1, GL DISTRIBUTION CODE 2, ....., GL DISTRIBUTION CODE 10	Displays the distribution code which indicates the GL account associated with the charge.
CHARTYPE1, CHARTYPE2, ....., CHARTYPE10	Indicates the characteristic that must be defined for the billable charge.
CHARVAL1, CHARVAL2, ....., CHARVAL10	Displays the value of the characteristic type.

**Note:**

If you have defined business labels for usage data fields, the columns will appear with the business labels defined for the respective column.

Only those columns that contain data in the CSV file appear in the **Usage Data** screen. For example, if information about characteristics is provided in the CHARTYPE4 and CHARVAL4 columns of the CSV file, then only the CHARTYPE4 and CHARVAL4 columns appear in the **Usage Data** screen. Similarly, if information about the line item (charge) is provided in the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, and GL DISTRIBUTION CODE 6 columns of the CSV file, then only the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, AND GL DISTRIBUTION CODE 6 columns appear in the **Usage Data** screen.

**Note:**

Pagination is used to display limited number of records in the **Search Results** section. You can change the number of records displayed per page, if required. You can use the navigation buttons, such as **First** ( << ), **Previous** ( < ), **Next** ( > ), and **Last** ( >> ) to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

- View the invalid records of the usage data file in the **Usage Data** screen.
- If required, you can change the number of records displayed per page.

**Note:** By default, the number of records that appear in each page depends on the minimum value defined in the **PAGE\_NUMBER** lookup field. For example, if the **PAGE\_NUMBER** lookup field has four values — 10, 20, 30, and 40, then the number of records displayed in each page, by default, would be 10.

- If required, you can click the **First** ( << ), **Previous** ( < ), **Next** ( > ), and **Last** ( >> ) buttons to navigate between pages.
- If required, you can filter the invalid records in the **Usage Data** screen.

**Related Topics**

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to filter the usage records	<a href="#">Filtering Usage Records</a> on page 940

**Viewing Submitted Records of a Usage Data File****Procedure**

To view submitted records of a usage data file:

- Search for the usage data file in the **Usage Data Processing** screen.
- In the **Search Results** section, click the link in the **Submitted** column corresponding to the usage data file whose submitted records you want to view.

The **Usage Data** screen appears. It contains the following two sections:

- Search Criteria** — This section allows you to filter the submitted records based on the various search criteria. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Name	Displays the name of the usage data file.	Not applicable
File Type	Indicates the type of the usage data file.	Not applicable
Default Usage Start Date	Displays the usage start date entered while uploading the usage data file.	Not applicable
Default Usage End Date	Displays the usage end date entered while uploading the usage data file.	Not applicable
Usage Record Status	Indicates that all records submitted for approval are displayed in the <b>Usage Data</b> screen.	Not applicable

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to specify the division to which the submitted record belongs.	No
Account Identifier Type	Used to specify the identifier type based on which you want to search for the submitted records.	Yes (Conditional) <b>Note:</b> If you enter the account identifier as a search criteria, you have to enter the account identifier type.
Account Identifier	Used to indicate the account whose submitted records you want to view.	Yes (Conditional) <b>Note:</b> If you enter the account identifier type as a search criteria, you have to enter the account identifier.

- **Search Results** — By default, all submitted records of the usage data file are listed in the **Search Results** section. You can filter the search results based on the specified criteria. the **Search Results** section contains the following columns:

Column Name	Column Description
BILLABLE CHARGE ID	Indicates the billable charge which is generated for the usage record.
ACCOUNT ID TYPE	Indicates the account identifier type.
ACCOUNT IDENTIFIER	Indicates the account to which the usage record belongs.
ACCOUNT INFORMATION	Displays information about the account.
DIVISION	Indicates the division to which the usage record belongs.
CONTRACT ID	Displays the contract ID. <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
CHARGE TYPE	Indicates the charge type. <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
START DATE	Displays the date from when the price item was used. <b>Note:</b> If the start date is not available, the default usage start date appears in this column.
END DATE	Displays the date till when the price item was used. <b>Note:</b> If the end date is not available, the default usage end date appears in this column.

Column Name	Column Description
DESCRIPTION	Displays the description of the usage record. It is shown on the billable charge.
PRICE ITEM	Displays the price item code.
VARIANCE	Indicates the variance that must be used along with the price item for determining the price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
PARAM TYPE1, PARAM TYPE2, ....., PARAM TYPE15	Indicates the price item parameter that must be used along with the price item for determining the price item pricing.  <b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
PARAM VALUE1, PARAM VALUE2, ....., PARAM VALUE15	Displays the value of the price item parameter.  <b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
SQI1, SQI2, ....., SQI10	Indicates the service quantity identifier that must be used for calculating the price item charges.
SQIVALUE1, SQIVALUE2, ....., SQIVALUE10	Displays the number of units of the service quantity.
BILL LINE DESCRIPTION1, BILL LINE DESCRIPTION2, ....., BILL LINE DESCRIPTION10	Displays the description of the line item (charge).
AMOUNT1, AMOUNT2, ....., AMOUNT10	Displays the charge amount.
CURRENCY1, CURRENCY2, ....., CURRENCY10	Displays the currency in which the amount is charged.
MEMO ONLY1, MEMO ONLY2, ....., MEMO ONLY10	Indicates whether the charge should be included in the bill amount or not.
SUMMARY1, SUMMARY2, ....., SUMMARY10	Indicates whether the charge should be included in the summary line or not.
SHOW ON BILL1, SHOW ON BILL2, ....., SHOW ON BILL10	Indicates whether the charge should appear on the person's printed bill or not.

Column Name	Column Description
GL DISTRIBUTION CODE 1, GL DISTRIBUTION CODE 2, ..., GL DISTRIBUTION CODE 10	Displays the distribution code which indicates the GL account associated with the charge.
CHARTYPE1, CHARTYPE2, ....., CHARTYPE10	Indicates the characteristic that must be defined for the billable charge.
CHARVAL1, CHARVAL2, ....., CHARVAL10	Displays the value of the characteristic type.

**Note:**

If you have defined business labels for usage data fields, the columns will appear with the business labels defined for the respective column.

Only those columns that contain data in the CSV file appear in the **Usage Data** screen. For example, if information about characteristics is provided in the CHARTYPE4 and CHARVAL4 columns of the CSV file, then only the CHARTYPE4 and CHARVAL4 columns appear in the **Usage Data** screen. Similarly, if information about the line item (charge) is provided in the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, and GL DISTRIBUTION CODE 6 columns of the CSV file, then only the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, AND GL DISTRIBUTION CODE 6 columns appear in the **Usage Data** screen.

**Note:**

Pagination is used to display limited number of records in the **Search Results** section. You can change the number of records displayed per page, if required. You can use the navigation buttons, such as **First** ( << ), **Previous** ( < ), **Next** ( > ), and **Last** ( >> ) to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

- View the submitted records of the usage data file in the **Usage Data** screen.
- If required, you can change the number of records displayed per page.

**Note:** By default, the number of records that appear in each page depends on the minimum value defined in the **PAGE\_NUMBER** lookup field. For example, if the **PAGE\_NUMBER** lookup field has four values — 10, 20, 30, and 40, then the number of records displayed in each page, by default, would be 10.

- If required, you can click the **First** ( << ), **Previous** ( < ), **Next** ( > ), and **Last** ( >> ) buttons to navigate between pages.
- If required, you can filter the submitted records in the **Usage Data** screen.

**Related Topics**

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to filter the usage records	<a href="#">Filtering Usage Records</a> on page 940

## Viewing Processed Records of a Usage Data File

### Procedure

To view processed records of a usage data file:

1. Search for the usage data file in the **Usage Data Processing** screen.
2. In the **Search Results** section, click the link in the **Processed** column corresponding to the usage data file whose processed records you want to view.

The **Usage Data** screen appears. It contains the following two sections:

- **Search Criteria** — This section allows you to filter the processed records based on the various search criteria. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Name	Displays the name of the usage data file.	Not applicable
File Type	Indicates the type of the usage data file.	Not applicable
Default Usage Start Date	Displays the usage start date entered while uploading the usage data file.	Not applicable
Default Usage End Date	Displays the usage end date entered while uploading the usage data file.	Not applicable
Usage Record Status	Indicates that all processed records are displayed in the <b>Usage Data</b> screen.	Not applicable
Division	Used to specify the division to which the processed record belongs.	No
Account Identifier Type	Used to specify the identifier type based on which you want to search for the processed records.	Yes (Conditional) <b>Note:</b> If you enter the account identifier as a search criteria, you have to enter the account identifier type.
Account Identifier	Used to indicate the account whose processed records you want to view.	Yes (Conditional) <b>Note:</b> If you enter the account identifier type as a search criteria, you have to enter the account identifier.

- **Search Results** — By default, all processed records of the usage data file are listed in the **Search Results** section. You can filter the search results based on the specified criteria. the **Search Results** section contains the following columns:

Column Name	Column Description
BILLABLE CHARGE ID	Indicates the billable charge which is generated for the usage record.
ACCOUNT ID TYPE	Indicates the account identifier type.
ACCOUNT IDENTIFIER	Indicates the account to which the usage record belongs.

Column Name	Column Description
ACCOUNT INFORMATION	Displays information about the account.
DIVISION	Indicates the division to which the usage record belongs.
CONTRACT ID	Displays the contract ID.  <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
CHARGE TYPE	Indicates the charge type.  <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
START DATE	Displays the date from when the price item was used.  <b>Note:</b> If the start date is not available, the default usage start date appears in this column.
END DATE	Displays the date till when the price item was used.  <b>Note:</b> If the end date is not available, the default usage end date appears in this column.
DESCRIPTION	Displays the description of the usage record. It is shown on the billable charge.
PRICE ITEM	Displays the price item code.
VARIANCE	Indicates the variance that must be used along with the price item for determining the price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
PARAM TYPE1, PARAM TYPE2, ....., PARAM TYPE15	Indicates the price item parameter that must be used along with the price item for determining the price item pricing.  <b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
PARAM VALUE1, PARAM VALUE2, ....., PARAM VALUE15	Displays the value of the price item parameter.  <b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
SQI1, SQI2, ....., SQI10	Indicates the service quantity identifier that must be used for calculating the price item charges.
SQVALUE1, SQVALUE2, ....., SQVALUE10	Displays the number of units of the service quantity.

Column Name	Column Description
BILL LINE DESCRIPTION1, BILL LINE DESCRIPTION2, ....., BILL LINE DESCRIPTION10	Displays the description of the line item (charge).
AMOUNT1, AMOUNT2, ....., AMOUNT10	Displays the charge amount.
CURRENCY1, CURRENCY2, ....., CURRENCY10	Displays the currency in which the amount is charged.
MEMO ONLY1, MEMO ONLY2, ....., MEMO ONLY10	Indicates whether the charge should be included in the bill amount or not.
SUMMARY1, SUMMARY2, ....., SUMMARY10	Indicates whether the charge should be included in the summary line or not.
SHOW ON BILL1, SHOW ON BILL2, ....., SHOW ON BILL10	Indicates whether the charge should appear on the person's printed bill or not.
GL DISTRIBUTION CODE 1, GL DISTRIBUTION CODE 2, ....., GL DISTRIBUTION CODE 10	Displays the distribution code which indicates the GL account associated with the charge.
CHARTYPE1, CHARTYPE2, ....., CHARTYPE10	Indicates the characteristic that must be defined for the billable charge.
CHARVAL1, CHARVAL2, ....., CHARVAL10	Displays the value of the characteristic type.

**Note:**

If you have defined business labels for usage data fields, the columns will appear with the business labels defined for the respective column.

Only those columns that contain data in the CSV file appear in the **Usage Data** screen. For example, if information about characteristics is provided in the CHARTYPE4 and CHARVAL4 columns of the CSV file, then only the CHARTYPE4 and CHARVAL4 columns appear in the **Usage Data** screen. Similarly, if information about the line item (charge) is provided in the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, and GL DISTRIBUTION CODE 6 columns of the CSV file, then only the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, AND GL DISTRIBUTION CODE 6 columns appear in the **Usage Data** screen.



**Note:**

Pagination is used to display limited number of records in the **Search Results** section. You can change the number of records displayed per page, if required. You can use the navigation buttons, such as **First** ( << ), **Previous** ( < ), **Next** ( > ), and **Last** ( >> ) to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

- View the processed records of the usage data file in the **Usage Data** screen.
- If required, you can change the number of records displayed per page.

**Note:** By default, the number of records that appear in each page depends on the minimum value defined in the **PAGE\_NUMBER** lookup field. For example, if the **PAGE\_NUMBER** lookup field has four values — 10, 20, 30, and 40, then the number of records displayed in each page, by default, would be 10.

- If required, you can click the **First** ( << ), **Previous** ( < ), **Next** ( > ), and **Last** ( >> ) buttons to navigate between pages.
- If required, you can filter the processed records in the **Usage Data** screen.

**Related Topics**

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to filter the usage records	<a href="#">Filtering Usage Records</a> on page 940

**Viewing Cancelled Records of a Usage Data File****Procedure**

To view cancelled records of a usage data file:

- Search for the usage data file in the **Usage Data Processing** screen.
- In the **Search Results** section, click the link in the **Cancelled** column corresponding to the usage data file whose cancelled records you want to view.

The **Usage Data** screen appears. It contains the following two sections:

- Search Criteria** — This section allows you to filter the cancelled records based on the various search criteria. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Name	Displays the name of the usage data file.	Not applicable
File Type	Indicates the type of the usage data file.	Not applicable
Default Usage Start Date	Displays the usage start date entered while uploading the usage data file.	Not applicable
Default Usage End Date	Displays the usage end date entered while uploading the usage data file.	Not applicable
Usage Record Status	Indicates that all cancelled records are displayed in the <b>Usage Data</b> screen.	Not applicable

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to specify the division to which the cancelled record belongs.	No
Account Identifier Type	Used to specify the identifier type based on which you want to search for the cancelled records.	Yes (Conditional) <b>Note:</b> If you enter the account identifier as a search criteria, you have to enter the account identifier type.
Account Identifier	Used to indicate the account whose cancelled records you want to view.	Yes (Conditional) <b>Note:</b> If you enter the account identifier type as a search criteria, you have to enter the account identifier.

- **Search Results** — By default, all cancelled records of the usage data file are listed in the **Search Results** section. You can filter the search results based on the specified criteria. the **Search Results** section contains the following columns:

Column Name	Column Description
BILLABLE CHARGE ID	Indicates the billable charge which is generated for the usage record. <b>Note:</b> This column appears only if you have cancelled a valid record for which billable charges have been created.
ACCOUNT ID TYPE	Indicates the account identifier type.
ACCOUNT IDENTIFIER	Indicates the account to which the usage record belongs.
ACCOUNT INFORMATION	Displays information about the account.
DIVISION	Indicates the division to which the usage record belongs.
CONTRACT ID	Displays the contract ID. <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
CHARGE TYPE	Indicates the charge type. <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
START DATE	Displays the date from when the price item was used. <b>Note:</b> If the start date is not available, the default usage start date appears in this column.

Column Name	Column Description
END DATE	Displays the date till when the price item was used.  <b>Note:</b> If the end date is not available, the default usage end date appears in this column.
DESCRIPTION	Displays the description of the usage record. It is shown on the billable charge.
PRICE ITEM	Displays the price item code.
VARIANCE	Indicates the variance that must be used along with the price item for determining the price item pricing.  <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
PARAM TYPE1, PARAM TYPE2, ....., PARAM TYPE15	Indicates the price item parameter that must be used along with the price item for determining the price item pricing.  <b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
PARAM VALUE1, PARAM VALUE2, ....., PARAM VALUE15	Displays the value of the price item parameter.  <b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
SQI1, SQI2, ....., SQI10	Indicates the service quantity identifier that must be used for calculating the price item charges.
SQIVALUE1, SQIVALUE2, ....., SQIVALUE10	Displays the number of units of the service quantity.
BILL LINE DESCRIPTION1, BILL LINE DESCRIPTION2, ....., BILL LINE DESCRIPTION10	Displays the description of the line item (charge).
AMOUNT1, AMOUNT2, ....., AMOUNT10	Displays the charge amount.
CURRENCY1, CURRENCY2, ....., CURRENCY10	Displays the currency in which the amount is charged.
MEMO ONLY1, MEMO ONLY2, ....., MEMO ONLY10	Indicates whether the charge should be included in the bill amount or not.





Column Name	Column Description
SUMMARY1, SUMMARY2, ....., SUMMARY10	Indicates whether the charge should be included in the summary line or not.
SHOW ON BILL1, SHOW ON BILL2, ....., SHOW ON BILL10	Indicates whether the charge should appear on the person's printed bill or not.
GL DISTRIBUTION CODE 1, GL DISTRIBUTION CODE 2, ....., GL DISTRIBUTION CODE 10	Displays the distribution code which indicates the GL account associated with the charge.
CHARTYPE1, CHARTYPE2, ....., CHARTYPE10	Indicates the characteristic that must be defined for the billable charge.
CHARVAL1, CHARVAL2, ....., CHARVAL10	Displays the value of the characteristic type.
REASON	Indicates the reason why the usage record was cancelled.
COMMENTS	Displays additional information entered while cancelling a usage record.

**Note:**

If you have defined business labels for usage data fields, the columns will appear with the business labels defined for the respective column.





Only those columns that contain data in the CSV file appear in the **Usage Data** screen. For example, if information about characteristics is provided in the CHARTYPE4 and CHARVAL4 columns of the CSV file, then only the CHARTYPE4 and CHARVAL4 columns appear in the **Usage Data** screen. Similarly, if information about the line item (charge) is provided in the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, and GL DISTRIBUTION CODE 6 columns of the CSV file, then only the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, AND GL DISTRIBUTION CODE 6 columns appear in the **Usage Data** screen.

**Note:**

Pagination is used to display limited number of records in the **Search Results** section. You can change the number of records displayed per page, if required. You can use the navigation buttons, such as **First** () , **Previous** () , **Next** () , and **Last** () to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

- View the cancelled records of the usage data file in the **Usage Data** screen.
- If required, you can change the number of records displayed per page.

**Note:** By default, the number of records that appear in each page depends on the minimum value defined in the **PAGE\_NUMBER** lookup field. For example, if the **PAGE\_NUMBER** lookup field has four values — 10, 20, 30, and 40, then the number of records displayed in each page, by default, would be 10.

- If required, you can click the **First** () , **Previous** () , **Next** () , and **Last** () buttons to navigate between pages.
- If required, you can filter the cancelled records in the **Usage Data** screen.

**Related Topics**

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to filter the usage records	<a href="#">Filtering Usage Records</a> on page 940

**Viewing Rejected Records of a Usage Data File****Procedure**

To view rejected records of a usage data file:

1. Search for the usage data file in the **Usage Data Processing** screen.
2. In the **Search Results** section, click the link in the **Rejected** column corresponding to the usage data file whose rejected records you want to view.

The **Usage Data** screen appears. It contains the following two sections:

- **Search Criteria** — This section allows you to filter the rejected records based on the various search criteria. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Name	Displays the name of the usage data file.	Not applicable
File Type	Indicates the type of the usage data file.	Not applicable
Default Usage Start Date	Displays the usage start date entered while uploading the usage data file.	Not applicable
Default Usage End Date	Displays the usage end date entered while uploading the usage data file.	Not applicable
Status	Indicates that all rejected records are displayed in the <b>Usage Data</b> screen.	Not applicable
Division	Used to specify the division to which the rejected record belongs.	No
Account Identifier Type	Used to specify the identifier type based on which you want to search for the rejected records.	Yes (Conditional) <b>Note:</b> If you enter the account identifier as a search criteria, you have to enter the account identifier type.
Account Identifier	Used to indicate the account whose rejected records you want to view.	Yes (Conditional) <b>Note:</b> If you enter the account identifier type as a search criteria, you have to enter the account identifier.

- **Search Results** — By default, all rejected records of the usage data file are listed in the **Search Results** section. You can filter the search results based on the specified criteria. the **Search Results** section contains the following columns:

Column Name	Column Description
ACCOUNT ID TYPE	Indicates the account identifier type.
ACCOUNT IDENTIFIER	Indicates the account to which the usage record belongs.
ACCOUNT INFORMATION	Displays information about the account.
DIVISION	Indicates the division to which the usage record belongs.
CONTRACT ID	Displays the contract ID.
	<b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
CHARGE TYPE	Indicates the charge type.
	<b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
START DATE	Displays the date from when the price item was used.
	<b>Note:</b> If the start date is not available, the default usage start date appears in this column.
END DATE	Displays the date till when the price item was used.
	<b>Note:</b> If the end date is not available, the default usage end date appears in this column.
DESCRIPTION	Displays the description of the usage record. It is shown on the billable charge.
PRICE ITEM	Displays the price item code.
VARIANCE	Indicates the variance that must be used along with the price item for determining the price item pricing.
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
PARAM TYPE 1, PARAM TYPE 2, ....., PARAM TYPE 15	Indicates the price item parameter that must be used along with the price item for determining the price item pricing.
	<b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .

Column Name	Column Description
PARAM VALUE 1, PARAM VALUE 2, ....., PARAM VALUE 15	Displays the value of the price item parameter.  <b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
SQI1, SQI2, ....., SQI10	Indicates the service quantity identifier that must be used for calculating the price item charges.
SQIVALUE1, SQIVALUE2, ....., SQIVALUE10	Displays the number of units of the service quantity.
BILL LINE DESCRIPTION1, BILL LINE DESCRIPTION2, ....., BILL LINE DESCRIPTION10	Displays the description of the line item (charge).
AMOUNT1, AMOUNT2, ....., AMOUNT10	Displays the charge amount.
CURRENCY 1, CURRENCY 2, ....., CURRENCY 10	Displays the currency in which the amount is charged.
MEMO ONLY 1, MEMO ONLY 2, ....., MEMO ONLY 10	Indicates whether the charge should be included in the bill amount or not.
SUMMARY 1, SUMMARY 2, ....., SUMMARY 10	Indicates whether the charge should be included in the summary line or not.
SHOW ON BILL 1, SHOW ON BILL 2, ....., SHOW ON BILL 10	Indicates whether the charge should appear on the person's printed bill or not.
GL DISTRIBUTION CODE 1, GL DISTRIBUTION CODE 2, ....., GL DISTRIBUTION CODE 10	Displays the distribution code which indicates the GL account associated with the charge.
CHARTYPE 1, CHARTYPE 2, ....., CHARTYPE 10	Indicates the characteristic that must be defined for the billable charge.
CHARVAL 1, CHARVAL 2, ....., CHARVAL 10	Displays the value of the characteristic type.
REASON	Indicates the reason why the usage record was rejected by the approver.
COMMENTS	Displays additional information entered while rejecting a usage record.

**Note:**

If you have defined business labels for usage data fields, the columns will appear with the business labels defined for the respective column.

Only those columns that contain data in the CSV file appear in the **Usage Data** screen. For example, if information about characteristics is provided in the CHARTYPE4 and CHARVAL4 columns of the CSV file, then only the CHARTYPE4 and CHARVAL4 columns appear in the **Usage Data** screen. Similarly, if information about the line item (charge) is provided in the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, and GL DISTRIBUTION CODE 6 columns of the CSV file, then only the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, AND GL DISTRIBUTION CODE 6 columns appear in the **Usage Data** screen.

**Note:**

Pagination is used to display limited number of records in the **Search Results** section. You can change the number of records displayed per page, if required. You can use the navigation buttons, such as **First** ( <<< ), **Previous** ( < ), **Next** ( > ), and **Last** ( >>> ) to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

3. View the rejected records of the usage data file in the **Usage Data** screen.
4. If required, you can change the number of records displayed per page.

**Note:** By default, the number of records that appear in each page depends on the minimum value defined in the **PAGE\_NUMBER** lookup field. For example, if the **PAGE\_NUMBER** lookup field has four values — 10, 20, 30, and 40, then the number of records displayed in each page, by default, would be 10.

5. If required, you can click the **First** ( <<< ), **Previous** ( < ), **Next** ( > ), and **Last** ( >>> ) buttons to navigate between pages.
6. If required, you can filter the rejected records in the **Usage Data** screen.

**Related Topics**

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to filter the usage records	<a href="#">Filtering Usage Records</a> on page 940

**Viewing Billed Records of a Usage Data File****Procedure**

To view billed records of a usage data file:

1. Search for the usage data file in the **Usage Data Processing** screen.
2. In the **Search Results** section, click the link in the **Billed** column corresponding to the usage data file whose billed records you want to view.

The **Usage Data** screen appears. It contains the following two sections:

- **Search Criteria** — This section allows you to filter the billed records based on the various search criteria. It contains the following fields:



Field Name	Field Description	Mandatory (Yes or No)
File Name	Displays the name of the usage data file.	Not applicable
File Type	Indicates the type of the usage data file.	Not applicable
Default Usage Start Date	Displays the usage start date entered while uploading the usage data file.	Not applicable
Default Usage End Date	Displays the usage end date entered while uploading the usage data file.	Not applicable
Usage Record Status	Indicates that all billed records are displayed in the <b>Usage Data</b> screen.	Not applicable
Division	Used to specify the division to which the billed record belongs.	No
Account Identifier Type	Used to specify the identifier type based on which you want to search for the billed records.	Yes (Conditional) <b>Note:</b> If you enter the account identifier as a search criteria, you have to enter the account identifier type.
Account Identifier	Used to indicate the account whose billed records you want to view.	Yes (Conditional) <b>Note:</b> If you enter the account identifier type as a search criteria, you have to enter the account identifier.

- **Search Results** — By default, all billed records of the usage data file are listed in the **Search Results** section. You can filter the search results based on the specified criteria. the **Search Results** section contains the following columns:

Column Name	Column Description
BILLABLE CHARGE ID	Indicates the billable charge which is generated for the usage record.
ACCOUNT ID TYPE	Indicates the account identifier type.
ACCOUNT IDENTIFIER	Indicates the account to which the usage record belongs.
ACCOUNT INFORMATION	Displays information about the account.
DIVISION	Indicates the division to which the usage record belongs.
CONTRACT ID	Displays the contract ID. <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
CHARGE TYPE	Indicates the charge type. <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.

Column Name	Column Description
START DATE	Displays the date from when the price item was used.
	<b>Note:</b> If the start date is not available, the default usage start date appears in this column.
END DATE	Displays the date till when the price item was used.
	<b>Note:</b> If the end date is not available, the default usage end date appears in this column.
DESCRIPTION	Displays the description of the usage record. It is shown on the billable charge.
PRICE ITEM	Displays the price item code.
VARIANCE	Indicates the variance that must be used along with the price item for determining the price item pricing.
	<b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
PARAM TYPE1, PARAM TYPE2, ....., PARAM TYPE15	Indicates the price item parameter that must be used along with the price item for determining the price item pricing.
	<b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
PARAM VALUE1, PARAM VALUE2, ....., PARAM VALUE15	Displays the value of the price item parameter.
	<b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
SQI1, SQI2, ....., SQI10	Indicates the service quantity identifier that must be used for calculating the price item charges.
SQIVALUE1, SQIVALUE2, ....., SQIVALUE10	Displays the number of units of the service quantity.
BILL LINE DESCRIPTION1, BILL LINE DESCRIPTION2, ....., BILL LINE DESCRIPTION10	Displays the description of the line item (charge).
AMOUNT1, AMOUNT2, ....., AMOUNT10	Displays the charge amount.
CURRENCY1, CURRENCY2, ....., CURRENCY10	Displays the currency in which the amount is charged.





Column Name	Column Description
MEMO ONLY1, MEMO ONLY2, ....., MEMO ONLY10	Indicates whether the charge should be included in the bill amount or not.
SUMMARY1, SUMMARY2, ....., SUMMARY10	Indicates whether the charge should be included in the summary line or not.
SHOW ON BILL1, SHOW ON BILL2, ....., SHOW ON BILL10	Indicates whether the charge should appear on the person's printed bill or not.
GL DISTRIBUTION CODE 1, GL DISTRIBUTION CODE 2, ....., GL DISTRIBUTION CODE 10	Displays the distribution code which indicates the GL account associated with the charge.
CHARTYPE1, CHARTYPE2, ....., CHARTYPE10	Indicates the characteristic that must be defined for the billable charge.
CHARVAL1, CHARVAL2, ....., CHARVAL10	Displays the value of the characteristic type.

**Note:**

If you have defined business labels for usage data fields, the columns will appear with the business labels defined for the respective column.





Only those columns that contain data in the CSV file appear in the **Usage Data** screen. For example, if information about characteristics is provided in the CHARTYPE4 and CHARVAL4 columns of the CSV file, then only the CHARTYPE4 and CHARVAL4 columns appear in the **Usage Data** screen. Similarly, if information about the line item (charge) is provided in the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, and GL DISTRIBUTION CODE 6 columns of the CSV file, then only the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, AND GL DISTRIBUTION CODE 6 columns appear in the **Usage Data** screen.

**Note:**

Pagination is used to display limited number of records in the **Search Results** section. You can change the number of records displayed per page, if required. You can use the navigation buttons, such as **First** () , **Previous** () , **Next** () , and **Last** () to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

3. View the billed records of the usage data file in the **Usage Data** screen.
4. If required, you can change the number of records displayed per page.

**Note:** By default, the number of records that appear in each page depends on the minimum value defined in the **PAGE\_NUMBER** lookup field. For example, if the **PAGE\_NUMBER** lookup field has four values — 10, 20, 30, and 40, then the number of records displayed in each page, by default, would be 10.

5. If required, you can click the **First** () , **Previous** () , **Next** () , and **Last** () buttons to navigate between pages.
6. If required, you can filter the billed records in the **Usage Data** screen.

**Related Topics**

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to filter the usage records	<a href="#">Filtering Usage Records</a> on page 940

**Viewing Unbilled Records of a Usage Data File****Procedure**

To view unbilled records of a usage data file:

1. Search for the usage data file in the **Usage Data Processing** screen.
2. In the **Search Results** section, click the link in the **Unbilled** column corresponding to the usage data file whose unbilled records you want to view.

The **Usage Data** screen appears. It contains the following two sections:

- **Search Criteria** — This section allows you to filter the unbilled records based on the various search criteria. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Name	Displays the name of the usage data file.	Not applicable
File Type	Indicates the type of the usage data file.	Not applicable
Default Usage Start Date	Displays the usage start date entered while uploading the usage data file.	Not applicable
Default Usage End Date	Displays the usage end date entered while uploading the usage data file.	Not applicable
Usage Record Status	Indicates that all unbilled records are displayed in the <b>Usage Data</b> screen.	Not applicable
Division	Used to specify the division to which the unbilled record belongs.	No
Account Identifier Type	Used to specify the identifier type based on which you want to search for the unbilled records.	Yes (Conditional) <b>Note:</b> If you enter the account identifier as a search criteria, you have to enter the account identifier type.
Account Identifier	Used to indicate the account whose unbilled records you want to view.	Yes (Conditional) <b>Note:</b> If you enter the account identifier type as a search criteria, you have to enter the account identifier.

- **Search Results** — By default, all unbilled records of the usage data file are listed in the **Search Results** section. You can filter the search results based on the specified criteria. the **Search Results** section contains the following columns:

Column Name	Column Description
BILLABLE CHARGE ID	Indicates the billable charge which is generated for the usage record.
ACCOUNT ID TYPE	Indicates the account identifier type.
ACCOUNT IDENTIFIER	Indicates the account to which the usage record belongs.
ACCOUNT INFORMATION	Displays information about the account.
DIVISION	Indicates the division to which the usage record belongs.
CONTRACT ID	Displays the contract ID. <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
CHARGE TYPE	Indicates the charge type. <b>Note:</b> This column appears only if usage data files are uploaded for the insurance module.
START DATE	Displays the date from when the price item was used. <b>Note:</b> If the start date is not available, the default usage start date appears in this column.
END DATE	Displays the date till when the price item was used. <b>Note:</b> If the end date is not available, the default usage end date appears in this column.
DESCRIPTION	Displays the description of the usage record. It is shown on the billable charge.
PRICE ITEM	Displays the price item code.
VARIANCE	Indicates the variance that must be used along with the price item for determining the price item pricing. <b>Note:</b> This column appears only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>False</b> .
PARAM TYPE1, PARAM TYPE2, ....., PARAM TYPE15	Indicates the price item parameter that must be used along with the price item for determining the price item pricing. <b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .

Column Name	Column Description
PARAM VALUE1, PARAM VALUE2, ....., PARAM VALUE15	Displays the value of the price item parameter.  <b>Note:</b> These columns appear only when the <b>Multi Price Parameter</b> option type of the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration is set to <b>True</b> .
SQI1, SQI2, ....., SQI10	Indicates the service quantity identifier that must be used for calculating the price item charges.
SQIVALUE1, SQIVALUE2, ....., SQIVALUE10	Displays the number of units of the service quantity.
BILL LINE DESCRIPTION1, BILL LINE DESCRIPTION2, ....., BILL LINE DESCRIPTION10	Displays the description of the line item (charge).
AMOUNT1, AMOUNT2, ....., AMOUNT10	Displays the charge amount.
CURRENCY1, CURRENCY2, ....., CURRENCY10	Displays the currency in which the amount is charged.
MEMO ONLY1, MEMO ONLY2, ....., MEMO ONLY10	Indicates whether the charge should be included in the bill amount or not.
SUMMARY1, SUMMARY2, ....., SUMMARY10	Indicates whether the charge should be included in the summary line or not.
SHOW ON BILL1, SHOW ON BILL2, ....., SHOW ON BILL10	Indicates whether the charge should appear on the person's printed bill or not.
GL DISTRIBUTION CODE 1, GL DISTRIBUTION CODE 2, ....., GL DISTRIBUTION CODE 10	Displays the distribution code which indicates the GL account associated with the charge.
CHARTYPE1, CHARTYPE2, ....., CHARTYPE10	Indicates the characteristic that must be defined for the billable charge.
CHARVAL1, CHARVAL2, ....., CHARVAL10	Displays the value of the characteristic type.

**Note:**

If you have defined business labels for usage data fields, the columns will appear with the business labels defined for the respective column.

Only those columns that contain data in the CSV file appear in the **Usage Data** screen. For example, if information about characteristics is provided in the CHARTYPE4 and CHARVAL4 columns of the CSV file, then only the CHARTYPE4 and CHARVAL4 columns appear in the **Usage Data** screen. Similarly, if information about the line item (charge) is provided in the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, and GL DISTRIBUTION CODE 6 columns of the CSV file, then only the BILL LINE DESCRIPTION6, AMOUNT6, CURRENCY6, MEMO ONLY6, SUMMARY6, SHOW ON BILL6, AND GL DISTRIBUTION CODE 6 columns appear in the **Usage Data** screen.

**Note:**

Pagination is used to display limited number of records in the **Search Results** section. You can change the number of records displayed per page, if required. You can use the navigation buttons, such as **First** ( <<< ), **Previous** ( < ), **Next** ( > ), and **Last** ( >>> ) to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

3. View the unbilled records of the usage data file in the **Usage Data** screen.
4. If required, you can change the number of records displayed per page.

**Note:** By default, the number of records that appear in each page depends on the minimum value defined in the **PAGE\_NUMBER** lookup field. For example, if the **PAGE\_NUMBER** lookup field has four values — 10, 20, 30, and 40, then the number of records displayed in each page, by default, would be 10.

5. If required, you can click the **First** ( <<< ), **Previous** ( < ), **Next** ( > ), and **Last** ( >>> ) buttons to navigate between pages.
6. If required, you can filter the unbilled records in the **Usage Data** screen.

**Related Topics**

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to filter the usage records	<a href="#">Filtering Usage Records</a> on page 940

**Submitting a Valid Record****Procedure**

To submit a valid record:

1. Search for the usage data file in the **Usage Data Processing** screen.
2. In the **Search Results** section, click the **Submit** ( 🖱️ ) icon corresponding to the usage data file whose valid records you want to submit.

The system behaves in the following manner when:

- **Billing Method** — **Adhoc Billing, Approval Workflow — Off, and Bill After Date — Current or Future Date**: A billable charge is created for each valid usage record. The **Adhoc Bill** flag is set to **Y** and

the **Bill After Date** is stamped on the billable charge. If the total number of valid records in a usage data file exceeds the transaction limit, a batch job is created using the **Billable Charge Creation (C1-ODBCH)** batch. A message appears indicating the batch job ID. This batch job creates a billable charge for each valid usage record. The status of the usage record is changed to **Processed**.

- **Billing Method — Adhoc Billing, Approval Workflow — On, and Bill After Date — Current or Future Date:** A To Do entry is created for the approver to approve the valid records. The status of the usage record is changed to **Submitted**.
- **Billing Method — Regular Billing, Approval Workflow — Off, and Bill After Date — Specified:** A billable charge is created for each valid usage record. The **Adhoc Bill** flag is set to **N** and the **Bill After Date** is stamped on the billable charge. If the total number of valid records in a usage data file exceeds the transaction limit, a batch job is created using the **Billable Charge Creation (C1-ODBCH)** batch. A message appears indicating the batch job ID. This batch job creates a billable charge for each valid usage record. The status of the usage record is changed to **Processed**. The bills will be generated for the account in the bill cycle in which the bill after date falls.
- **Billing Method — Regular Billing, Approval Workflow — Off, and Bill After Date — Not Specified:** A billable charge is created for each valid usage record. The **Adhoc Bill** flag is set to **N** in the billable charge. If the total number of valid records in a usage data file exceeds the transaction limit, a batch job is created using the **Billable Charge Creation (C1-ODBCH)** batch. A message appears indicating the batch job ID. This batch job creates a billable charge for each valid usage record. The status of the usage record is changed to **Processed**. The bills will be generated for the account based on the bill cycle defined for the account.
- **Billing Method — Regular Billing and Approval Workflow — On:** A To Do entry is created for the approver to approve the valid records. The status of the usage record is changed to **Submitted**.

**Note:**

You can change the transaction limit, whenever required, using the **On Demand Billing (C1-ODBFC)** feature configuration. For more information on the **Billable Charge Creation (C1-ODBCH)** batch, see *Oracle Revenue Management and Billing Batch Execution Guide*.

If you want to create billable charges for valid usage records where start date is a future date, then ensure that the **Use Calendar Billing** option is set to **Allow Advanced Billing** in the respective contract type.

If a batch job is created automatically, the number of valid records for which billable charges are created in each work unit depends on the value defined for the **Billable Charge Chunk Size** option type in the **On Demand Billing (C1-ODBFC)** feature configuration.

In case an account belongs to an invoicing group, the billable charge is created for the member account and the bill is generated for the master account.

On successful completion of the **Billable Charge Creation (C1-ODBCH)** batch, a To Do entry is created using the **C1-ODBCH To Do** type. You can view this To Do entry only when you are assigned a To Do role which is mapped to the **C1-ODBCH To Do** type. This To Do indicates whether the batch was successfully executed or not. If the batch was successfully executed, it indicates the following:

- Number of records for which billable charges were created
- Number of records for which billable charges could not be created successfully

3. If a batch job is created automatically, click **OK** in the message box.

### Related Topics

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to set the <b>On Demand Billing (C1-ODBFC)</b> feature configuration	<a href="#">Setting the C1-ODBFC Feature Configuration</a> on page 2039



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## Approving a Valid Record


You can view the number of records which are pending for approval in the **Submitted** column corresponding to the usage data file in the **Usage Data Processing** screen. The approver can review, and accordingly approve or reject the usage record based on the observations.

**Note:** The system will not allow you to approve or reject a usage record submitted by you.

### Procedure

To approve a valid record:

1. Do either of the following:

If you want to...	Then...
Approve the usage record from the <b>Usage Data Processing</b> screen	<ol style="list-style-type: none"> <li>1. Search for the usage data file in the <b>Usage Data Processing</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Approve</b> (  ) icon corresponding to the usage data file whose records you want to review.</li> </ol>
Approve the usage record from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. From the <b>Main Menu</b>, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>2. Select the type of To Do entries you want to view. The <b>To Do List</b> screen appears.</li> <li>3. Select <b>Open</b> from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>4. Click the <b>Submitted Message</b> link corresponding to the To Do entry whose records you want to review.</li> </ol>

The **Usage Data** screen appears.

2. Review the usage records which you want approve or reject.
3. Do either of the following:

If you want to...	Then...
Approve one or more usage records	<ol style="list-style-type: none"> <li>1. If the usage record is accurate, then select the check box corresponding to the usage record.</li> <li>2. Click <b>Approve</b>. The system behaves in the following manner when: <ul style="list-style-type: none"> <li>• <b>Billing Method — Adhoc Billing and Bill After Date — Current or Future Date:</b> A billable charge is created for each valid record which is approved. The <b>Adhoc Bill</b> flag is set to <b>Y</b> and</li> </ul> </li> </ol>

If you want to...	Then...
	<p>the <b>Bill After Date</b> is stamped on the billable charge. The status of the usage record is changed to <b>Processed</b>.</p> <ul style="list-style-type: none"> <li>• <b>Billing Method — Regular Billing and Bill After Date — Specified:</b> A billable charge is created for each valid record which is approved. The <b>Adhoc Bill</b> flag is set to <b>N</b> and the <b>Bill After Date</b> is stamped on the billable charge. The status of the usage record is changed to <b>Processed</b>. The bills will be generated for the account in the bill cycle in which the bill after date falls.</li> <li>• <b>Billing Method — Regular Billing and Bill After Date — Not Specified:</b> A billable charge is created for each valid record which is approved. The <b>Adhoc Bill</b> flag is set to <b>N</b> in the billable charge. The status of the usage record is changed to <b>Processed</b>. The bills will be generated for the account based on the bill cycle defined for the account.</li> </ul>
Approve all usage records	<p><b>1. Click Approve All.</b></p> <p>The system behaves in the following manner when:</p> <ul style="list-style-type: none"> <li>• <b>Billing Method — Adhoc Billing and Bill After Date — Current or Future Date:</b> A billable charge is created for each valid record which is approved. The <b>Adhoc Bill</b> flag is set to <b>Y</b> and the <b>Bill After Date</b> is stamped on the billable charge. If the total number of records that you want to approve exceeds the transaction limit, a batch job is created using the <b>Billable Charge Creation (C1-ODBCH)</b> batch. A message appears indicating the batch job ID. This batch job creates a billable charge for each valid usage record. The status of the usage record is changed to <b>Processed</b>.</li> <li>• <b>Billing Method — Regular Billing and Bill After Date — Specified:</b> A billable charge is created for each valid record which is approved. The <b>Adhoc Bill</b> flag is set to <b>N</b> and the <b>Bill After Date</b> is stamped on the billable charge. If the total number of records that you want to approve exceeds the transaction limit, a batch job is created using the <b>Billable Charge Creation (C1-ODBCH)</b> batch. A message appears indicating the batch job ID. This batch job creates a billable charge for each valid usage record. The status of the usage record is changed to <b>Processed</b>. The bills will be generated for the account in the bill cycle in which the bill after date falls.</li> <li>• <b>Billing Method — Regular Billing and Bill After Date — Not Specified:</b> A billable charge is created for each valid record which is approved. The</li> </ul>

If you want to...	Then...
	<p><b>Adhoc Bill</b> flag is set to <b>N</b> in the billable charge. If the total number of records that you want to approve exceeds the transaction limit, a batch job is created using the <b>Billable Charge Creation (C1-ODBCH)</b> batch. A message appears indicating the batch job ID. This batch job creates a billable charge for each valid usage record. The status of the usage record is changed to <b>Processed</b>. The bills will be generated for the account based on the bill cycle defined for the account.</p>

**Note:**

You can change the transaction limit, whenever required, using the **On Demand Billing (C1-ODBFC)** feature configuration. For more information on the **Billable Charge Creation (C1-ODBCH)** batch, see *Oracle Revenue Management and Billing Batch Execution Guide*.

If you want to create billable charges for approved records where start date is a future date, then ensure that the **Use Calendar Billing** option is set to **Allow Advanced Billing** in the respective contract type.

If a batch job is created automatically, the number of approved records for which billable charges are created in each work unit depends on the value defined for the **Billable Charge Chunk Size** option type in the **On Demand Billing (C1-ODBFC)** feature configuration.

In case an account belongs to an invoicing group, the billable charge is created for the member account and the bill is generated for the master account.

On successful completion of the **Billable Charge Creation (C1-ODBCH)** batch, a To Do entry is created using the **C1-ODBCH To Do** type. You can view this To Do entry only when you are assigned a To Do role which is mapped to the **C1-ODBCH To Do** type. This To Do indicates whether the batch was successfully executed or not. If the batch was successfully executed, it indicates the following:

- Number of records for which billable charges were created
- Number of records for which billable charges could not be created successfully

4. If a batch job is created automatically, click **OK** in the message box.

**Related Topics**

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to set the <b>On Demand Billing (C1-ODBFC)</b> feature configuration	<a href="#">Setting the C1-ODBFC Feature Configuration</a> on page 2039

**Rejecting a Valid Record**

You can view the number of records which are pending for approval in the **Submitted** column corresponding to the usage data file in the **Usage Data Processing** screen. The approver can review, and accordingly approve or reject the usage record based on the observations.

**Note:** The system will not allow you to approve or reject a usage record submitted by you.

**Procedure**

To reject a valid record:

1. Do either of the following:

If you want to...	Then...
Reject the usage record from the <b>Usage Data Processing</b> screen	<ol style="list-style-type: none"> <li>1. Search for the usage data file in the <b>Usage Data Processing</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Approve</b> ( ✓ ) icon corresponding to the usage data file whose records you want to review.</li> </ol>
Reject the usage record from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. From the <b>Main Menu</b>, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>2. Select the type of To Do entries you want to view. The <b>To Do List</b> screen appears.</li> <li>3. Select <b>Open</b> from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>4. Click the <b>Submitted Message</b> link corresponding to the To Do entry whose records you want to review.</li> </ol>

The **Usage Data** screen appears.

2. Review the usage records which you want approve or reject.
3. Do either of the following:

If you want to...	Then...
Reject one or more usage records	<ol style="list-style-type: none"> <li>1. If the usage record is not appropriate, then select the check box corresponding to the usage record.</li> <li>2. Click <b>Reject</b>.</li> </ol>
Reject all usage records	<ol style="list-style-type: none"> <li>1. Click <b>Reject All</b>.</li> </ol>

The **Rejection Reason** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Reason	Used to indicate the reason why you want to reject the usage record.	Yes
Comments	Used to specify additional information while rejecting the usage record.	Yes

4. Select the reason for rejecting the usage record and enter the comments in the respective field.

**Note:** The **ODB\_REJ\_RSN\_FLG** lookup field values appear in the **Reason** list.

5. Click **OK**.

The status of the usage record is changed to **Rejected**. A To Do entry is created for the submitter to include correct or missing data.

**Related Topics**

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893




## Cancelling a Usage Data File

There might be situations when incorrect usage data file is uploaded in the system. In such case, the system provides you with an ability to cancel the file. Once the usage data file is cancelled, the status of the file and all usage records in the file is changed to **Cancelled**. However, note that you can cancel a usage data file only when there are no records (in other words, zero records) in the **Processed** and **Submitted** statuses.

**Procedure**

To cancel a usage data file:

1. Do either of the following:

If you want to...	Then...
Cancel the usage data file from the <b>Usage Data Processing</b> screen	<ol style="list-style-type: none"> <li>1. Search for the usage data file in the <b>Usage Data Processing</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the <b>Cancel</b> (  ) icon corresponding to the usage data file that you want to cancel.</li> </ol>
Cancel the usage data file from the <b>On Demand Billing</b> screen	<ol style="list-style-type: none"> <li>1. From the <b>Main Menu</b>, select <b>Financial</b> and then click <b>On Demand Billing</b>. The <b>On Demand Billing</b> screen appears.</li> <li>2. Search for the file group whose usage data file you want to cancel. The search results appears.</li> <li>3. Click the <b>Broadcast</b> (  ) icon corresponding to the required file group. The <b>Group Files</b> zone appears. The <b>Group Files</b> zone lists the usage data files that are uploaded using the file group.</li> <li>4. Click the <b>Cancel</b> (  ) icon corresponding to the usage data file that you want to cancel.</li> </ol>

A message appears confirming whether you want to cancel the usage data file.

2. Click **OK**.

The **Cancel Reason** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Reason	Used to indicate the reason why you want to cancel the usage data file.	Yes
Comments	Used to specify additional information while cancelling the usage data file.	Yes

3. Select the reason for cancelling the usage data file and enter the comments in the respective field.

**Note:** The **ODB\_CAN\_RSN\_FLG** lookup field values appear in the **Reason** list.

4. Click **OK**.

The status of the usage data file is changed to **Cancelled**.

### Related Topics


For more information on...	See...
How to search for a file group	<a href="#">Searching for a File Group</a> on page 879
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
<b>Group Files</b> zone	<a href="#">Group Files</a> on page 878

## Revalidating a Usage Data File

There might be situations when you want to execute the validation process once again on the usage data file. For example, initially when the usage data file was uploaded, accounts didn't have an active contract and therefore the status of the usage records was set to **Invalid**. Later, a contract was created and activated for each account (whose usage records are available in the usage data file). In such case, you need to execute the validation process once again on the usage data file. However, note that when you revalidate a usage data file, only the records in the **Valid** and **Invalid** status are revalidated.

### Procedure

To revalidate a usage data file:

1. Search for the usage data file in the **Usage Data Processing** screen.
2. Click the **Revalidate** () icon corresponding to the usage data file on which you want to execute the validation process once again.

The valid and invalid records are revalidated, and accordingly the status of records is changed. A message appears indicating that the validation process has completed successfully.

**Note:**

If the usage data file size exceeds the file size limit set in the **On Demand Billing (C1-ODBFC)** feature configuration, a batch job is created using the **Upload and Validate Usage Data File (C1-ODFU)** batch. A message appears indicating the batch job ID. This batch job revalidates the usage data file. For more information on the **Upload and Validate Usage Data File (C1-ODFU)** batch, see *Oracle Revenue Management and Billing Batch Execution Guide*.

If a batch job is created automatically, the number of usage records that are revalidated in each work unit depends on the value defined for the **Validation Chunk Size** option type in the **On Demand Billing (C1-ODBFC)** feature configuration.

On successful completion of the **Upload and Validate Usage Data File (C1-ODFU)** batch, a To Do entry is created using the **C1-ODFU To Do** type. You can view this To Do entry only when you are assigned a To Do role which is mapped to the **C1-ODFU To Do** type. This To Do indicates whether the batch was successfully executed or not. If the batch was successfully executed, it indicates the following:

- Number of records which were successfully validated
- Number of records which could not pass through the validation process
- Number of records which failed to validate due to some technical reasons

3. Click **OK** in the message box.

Once a usage record is successfully validated, the status of the usage record is changed to **Valid**. And, if a usage record could not pass through the validation process, the status of the usage record is changed to **Invalid**.

**Related Topics**

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893
How to set the <b>On Demand Billing (C1-ODBFC)</b> feature configuration	<a href="#">Setting the C1-ODBFC Feature Configuration</a> on page 2039

**Editing a Valid, Invalid, or Rejected Usage Record**

If the usage record validation fails or the approver rejects the usage record due to some reason, the status of the record is changed to **Invalid** or **Rejected**, respectively. You need to then correct the existing data or add the missing data. The system allows you to edit the valid, invalid, and rejected usage records.

**Procedure**

To edit a valid, invalid or rejected usage record:

1. Search for the usage data file in the **Usage Data Processing** screen.
2. Depending on whether you want to edit a valid, invalid, or rejected record, click the link in the **Valid**, **Invalid**, or **Rejected** column corresponding to the usage data file whose records you want to edit.

The **Usage Data** screen appears. The columns in the **Search Results** section are editable.

**Note:**

In case of rejected records, all columns except the **Reason** and **Comments** columns are editable.

In case of invalid record, the field with incorrect or missing data is highlighted with the red color. This helps to easily identify the reason why the validation process failed.

3. Enter the correct or missing data in the respective field.
4. Click **Save**.

All valid, invalid, or rejected usage records are validated once again. Once the validation process has completed successfully, the status of the records is changed accordingly.

### Related Topics

For more information on...	See...
How to search for a usage data file	<a href="#">Searching for a Usage Data File</a> on page 893

## Filtering Usage Records

### Procedure

To filter records of a usage data file:

1. Search for the usage data file in the **Usage Data Processing** screen.
2. Depending on whether you want to filter total, valid, invalid, submitted, processed, rejected, cancelled, billed, or unbilled usage records, click the link in the respective column corresponding to the usage data file.

The **Usage Data** screen appears.

3. Enter the search criteria based on which you want to filter the records.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

The search results are filtered based on the specified criteria.

### Related Topics

For more information on...	See...
How to view all records of a usage data file	<a href="#">Viewing All Records of a Usage Data File</a> on page 899
How to view valid records of a usage data file	<a href="#">Viewing Valid Records of a Usage Data File</a> on page 903
How to view invalid records of a usage data file	<a href="#">Viewing Invalid Records of a Usage Data File</a> on page 907
How to view submitted records of a usage data file	<a href="#">Viewing Submitted Records of a Usage Data File</a> on page 910
How to view processed records of a usage data file	<a href="#">Viewing Processed Records of a Usage Data File</a> on page 914
How to view rejected records of a usage data file	<a href="#">Viewing Rejected Records of a Usage Data File</a> on page 921
How to view cancelled records of a usage data file	<a href="#">Viewing Cancelled Records of a Usage Data File</a> on page 917
How to view billed records of a usage data file	<a href="#">Viewing Billed Records of a Usage Data File</a> on page 924
How to view unbilled records of a usage data file	<a href="#">Viewing Unbilled Records of a Usage Data File</a> on page 928



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# Chapter 12

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## Upload Validated Payment Data

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### Topics:

- [Payment Upload Process](#)
- [Prerequisites](#)
- [CSV File Format](#)
- [Payment Data File Status Transition](#)
- [Payment Record Status Transition](#)
- [Error Messages](#)
- [Payment Upload](#)

Oracle Revenue Management and Billing until now provided you with an ability to interface payments from an external source, such as remittance processor. The system supported two mechanisms to upload payment data — one using which you can populate payment upload staging records and another using which you can populate payment event upload staging records. The system now enables you to validate the payment records before you move them to the staging area. The system provides the pre-staging area where you can upload and validate the payment records. The system provides a user interface which helps you to upload a payment data file in the pre-staging area. It also helps you to perform various tasks, such as:

- Track the status of the payment records and the payment data file
- Move the payment records to the staging area
- Cancel a payment data file
- View the log of a payment data file

You can upload a payment data file in the CSV format. You need to ensure that the CSV file is in the required format; otherwise the file will not be uploaded in the system. For more information about the CSV file format, see [CSV File Format](#) on page 945. At present, the system supports only the CSV file format. This is because the payment data mapping algorithm type shipped with the product is designed to support the CSV format. If you want to use any other file format, you need to define custom mapping algorithm type that supports the required file format.

The file type using which you upload a payment data file indicates the mapping and validation algorithms that you want to use for the payment data file. On uploading a payment data file, the mapping algorithm parses the CSV file and uploads the payments records in the pre-staging area. The validation process starts immediately after the file is uploaded in the system. During the validation process, the system and custom validations (if any) are executed. Once the validation process is complete, you can move the payment records from the pre-staging to staging area. Once the payment records are moved to the staging area, the system creates payment events, tenders, payments and payment segments through a batch process. For more information about the payment upload process, see [Payment Upload Process](#) on page 942.

During the payment upload process, a payment data file and each record of the file goes through various statuses until the payment events and payments are created. For more information about the payment data file and payment record statuses, see [Payment Data File Status Transition](#) on page 947 and [Payment Record Status Transition](#) on page 947, respectively.

## Payment Upload Process

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The payment upload process includes the following sub-processes:

- [Upload Payment Records in the Pre-Staging Area](#) on page 942
- [Move Payment Records to the Staging Area](#) on page 943
- [Create Payment Events and Payments](#) on page 943

### Upload Payment Records in the Pre-Staging Area

Oracle Revenue Management and Billing allows you to validate the payment records before you move them to the staging area. You can upload and validate the payment records in the pre-staging area. You can upload a payment data file in the CSV format. You need to ensure that the CSV file is in the required format; otherwise the file will not be uploaded in the system. For more information about the CSV file format, see [CSV File Format](#) on page 945.

While uploading a payment data file, you need to specify the file type using which you want to upload the payment data file. The file type indicates the mapping and validation algorithms that you want to use for the payment data file. Therefore, while defining a file type using which you want to upload a payment data file, you need to:

- Set the feed type to **Payment Upload Data**
- Attach mapping algorithm which is created using the **C1-CSVUPLPAY** algorithm type
- Attach validation algorithm which is created using the **C1-PUPLVALID** algorithm type

On uploading a payment data file, the mapping algorithm does the following:

1. Validates whether the file is in the CSV format
2. Validates whether at least one payment record is available in the CSV file
3. Parses the flat file in the CSV format and maps the columns in the CSV file to various tables in the database
4. Uploads the payments records in the pre-staging area

The validation process starts immediately after the payment data file is uploaded in the system. During the validation process, the system and custom validations (if any) are executed. The system checks whether:

- The data is available in the **Tender ID, Tender Amount, Payment Amount, Date Received, Bank Account, and Payment Type** columns in the CSV file.
- The data is available in the **Match Type** and **Match Value** columns in the CSV file.

**Note:** This validation is done only when the **Is Match Type Validation Required (Y/N)** parameter is set to **Y** in the validation algorithm.

- The payee and payor accounts specified in the payment record exists in the system.
- The payee account with the specified account identifier type and account identifier combination exists in the system.
- A valid currency code is specified in the payment record.

**Note:** If the currency code is not specified, the currency is set to the payor account's invoice currency.

- The payment type (i.e. tender type) specified in the payment record exists in the system.
- The account identifier type specified in the payment record exists in the system.

**Note:** This validation is done only when the payee account ID is not specified in the payment record.

- The match type specified in the payment record exists in the system.

**Note:** This validation is done only when the **Is Match Type Validation Required (Y/N)** parameter is set to **Y** in the validation algorithm.

- The characteristic type specified in the payment record exists in the system.
- The characteristic value matches any predefined value when the characteristic value type is set to **Predefined Value**.
- The characteristic value is specified in the payment record when the characteristic type is specified and vice-versa.

You can upload a file by clicking the **Upload** link in the **Payment Upload** screen. On uploading a payment data file, the payment records are copied to the pre-staging area and the status of the payment data file is set to **Pending**. The validation process starts immediately after the payment data file is uploaded in the system. If a payment record is successfully validated, the status of the payment record is set to **Valid**. If a payment record contains incorrect or missing data, the status of the payment record is set to either **Invalid** or **Error** depending on the scenario. For more information about the scenarios when a payment record is set to the **Invalid** or **Error** status, see [Payment Record Status Transition](#) on page 947.

Once the validation process is completed, the status of the payment data file is changed to **Validated**. Once the payment records are uploaded and validated in the pre-staging area, you can do either of the following:

- Move the payment records to the staging area
- Cancel a payment data file
- Replace the existing payment data file

**Note:** If a payment data file contains an invalid record, you need to correct or add missing data in the CSV file and then upload the file once again. Unless, a payment data file has no invalid records, you cannot move any record of the payment data file to the staging area.

## Move Payment Records to the Staging Area

Once the payment records are uploaded and validated in the pre-staging area, you can move the records to the staging area. The system allows you to move only valid and error records of a payment data file to the staging area. If a payment data file contains an invalid record, you cannot move any record of the payment data file to the staging area. In such scenario, you need to correct the invalid payment records and upload the same file once again in the system. In addition, if you have cancelled a payment data file, you cannot move any records (including valid and error records) of the payment data file to the staging area.

You can move the payment records to the staging area by clicking the **Move to Staging** icon corresponding to the payment data file in the **Payment Upload** screen. The **Move to Staging** icon appears only when:

- The status of the payment data file is **Validated**.
- There are no invalid records in the payment data file.
- The **Disable Move to Staging** check box is not selected in the respective file type.

On clicking the **Move to Staging** icon, the payment records are copied (and not moved) from the pre-staging to staging area and the status of the payment data file is changed to **In Staging**. In addition, the status of the payment records in the pre-staging area is changed to **In Staging** and the status of the deposit control, tender control, and payment tender staging records is set to **Pending**. Once you move the payment records to the staging area, you can edit the payment staging records, if required.

## Create Payment Events and Payments

Once the payment records are moved to the staging area, the system creates payment events for the payment data file in the background when the **Payment Upload (PUPL)** batch is invoked. You can configure the **Payment Upload (PUPL)** batch such that it is executed at regular intervals. When the **Payment Upload (PUPL)** batch is invoked, the

system checks whether there are any deposit control, tender control, payment tender, and payment staging records in the **Pending** status. If there are staging records in the **Pending** status, the system creates the following entities:

- Deposit Control
- Tender Control
- Payment Events
- Payment Tenders
- Payments
- Payment Segments
- Financial Transactions (when the payments are frozen)

The status of the deposit control, tender control, payment tender, and payment staging records is changed to **Complete**. If any error occurs while creating payment event for a payment record, the status of the deposit control, tender control, payment tender, and payment staging records is changed to **Error**. In addition, the status of the payment record in the pre-staging area is changed to **Error in Staging**.

Traditionally, the **Payment Upload (PUPL)** batch considered staging records which are in the **Error** or **Pending** status. If a staging record is in the **Error** status, the system used to reset the status to **Pending** and then further processed the staging record. This system behavior still exists for staging records which are not uploaded through the **Payment Upload** process. If the staging records are uploaded through the **Payment Upload** process, you need to manually correct the staging records and change the status of deposit control, tender control, payment tender, and payment staging records to **Pending**. The corrected staging records will then be processed when the **Payment Upload (PUPL)** batch is invoked at subsequent interval.

## Prerequisites

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To setup the payment upload process, you need to do the following:

- Define the required match types with the appropriate payment distribution override and manual distribution algorithms.
- Define the required tender types in the system.
- Define the required currency codes in the system.
- Define the required tender sources in the system.
- Define the required characteristic types where the characteristic entity is set to **Payment**.
- Create a mapping algorithm using the **C1-CSVUPLPAY** algorithm type.
- Create a validation algorithm using the **C1-PUPLVALID** algorithm type.
- Define the required file types where the feed type is set to **Payment Upload Data**.
- Assign the **PUPL To Do** type to a To Do role whose users must receive the To Do generated while executing the **Payment Upload (PUPL)** batch.
- Set the batch control type of the **Payment Upload (PUPL)** batch to **Timed** and define the following attributes:
  - Time Interval
  - Timer Active
  - User ID
  - Batch Language
  - Email Address

## CSV File Format

Before uploading a payment data file, you need to ensure that the CSV file contains the following columns:

Column Name	Description	Mandatory (Yes or No)
Account ID	Used to specify the payee account ID.	Yes
Match Type	Used to specify the match type using which you want to match the payment.	Yes (Conditional) <b>Note:</b> This data is required when the match value is specified.
Match Value	Used to specify the entity (such as bill, contract, and so on) against which you want to match the payment.	Yes (Conditional) <b>Note:</b> This data is required when the match type is specified.
Tender ID	Used to specify the payment tender ID. <b>Note:</b> If the tender ID is same for two or more payment records, the system will create multiple payments against one tender. In other words, there will be multiple payments which are created through the payment event.	Yes
Tender Amount	Used to specify the tender amount. <b>Note:</b> You must not specify the value less than or equal to 0. The precision specified for the tender amount must not exceed the decimal places defined for the currency in the system.	Yes
Payment Amount	Used to specify the amount paid through the tender. <b>Note:</b> You must not specify the value less than or equal to 0. The precision specified for the payment amount must not exceed the decimal places defined for the currency in the system.	Yes
Date Received	Used to specify the date when the payment is made. <b>Note:</b> You must specify the date in the MM/DD/YYYY format.	Yes
Bank Account	Used to specify the external source ID which is associated with the tender source.	Yes

Column Name	Description	Mandatory (Yes or No)
Payment Type	Used to specify the type of tender through which the payment is made.	Yes
Check Number	Used to specify the check number if the payment is made through check.	No
Currency	Used to specify the currency in which the payment is made. <b>Note:</b> If the currency is not specified, it is set to the payor account's invoice currency.	No
Account ID Type	Used to specify the account identifier type.	Yes (Conditional) <b>Note:</b> This data is required when the account identifier is specified.
Account Identifier	Used to specify the account for which the payment is made.	Yes (Conditional) <b>Note:</b> This data is required when the account identifier type is specified.
Payment Char Type1, Payment Char Type2, ....., Payment Char Type5	Used to indicate the characteristic that must be defined for the payment.	Yes (Conditional) <b>Note:</b> This data is required when the characteristic value is specified.
Payment Char Value1, Payment Char Value2, ....., Payment Char Value5	Used to specify the value for the characteristic type.	Yes (Conditional) <b>Note:</b> This data is required when the characteristic type is specified.
MICR ID	Used to specify the MICR code.	No
Payor ID	Used to specify the payor account ID. <b>Note:</b> If the payor account ID is not specified, the payor account ID is set to the payee account ID assuming that the payor and payee are the same.	No

**Note:**

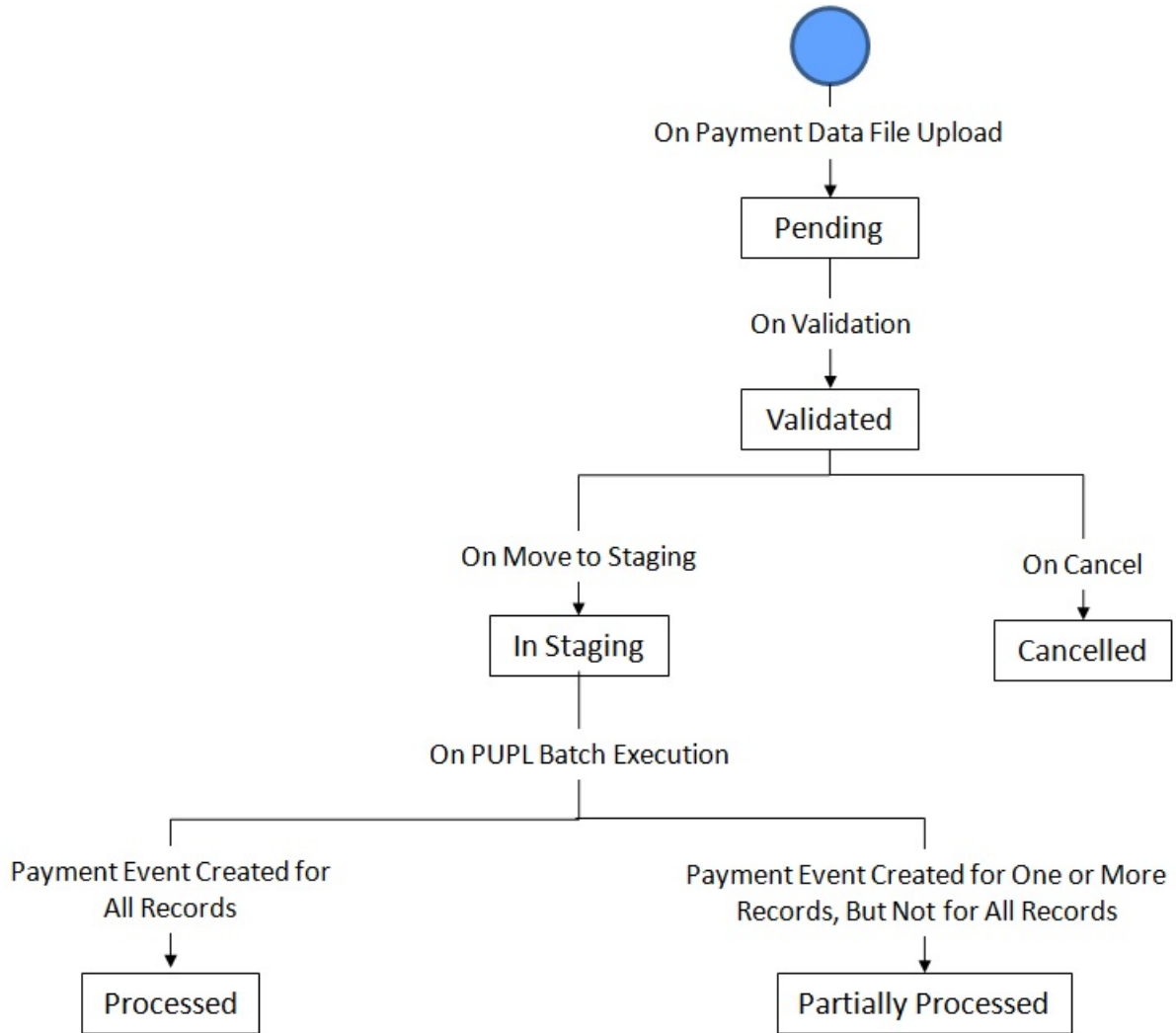
If a payment data file contains column names other than those mentioned in the above table, the system will not upload the payment data file.

If a payment data file contains more than 1000 payment records, the system will not allow you to upload the payment data file in the system. Therefore, ensure that a payment data file contains less than 1000 payment records.

## Payment Data File Status Transition

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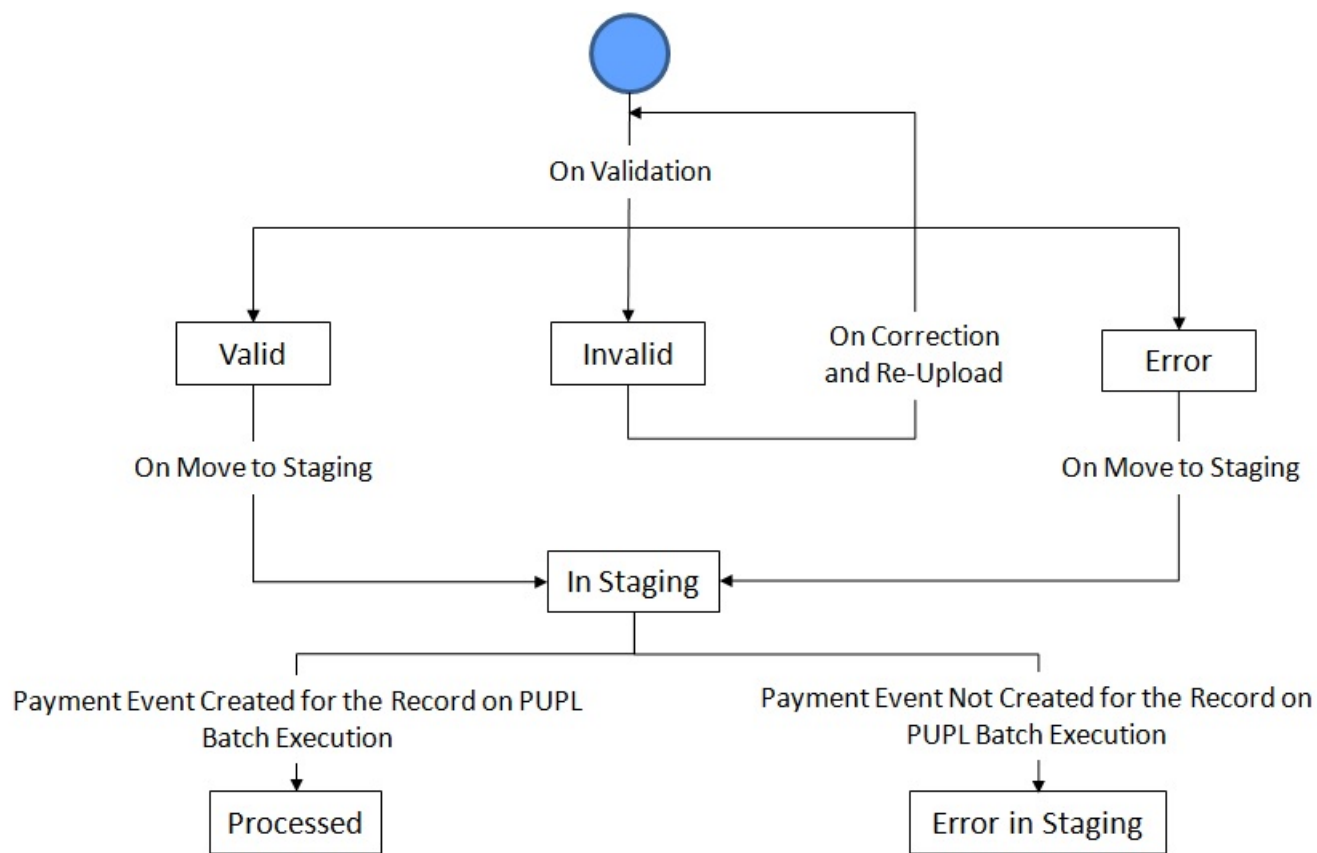
The following figure graphically indicates how a payment data file moves from one status to another during the payment upload process:



## Payment Record Status Transition

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The following figure graphically indicates how a payment record moves from one status to another during the payment upload process:



The following table lists the scenarios when a payment record is set to **Invalid** or **Error** status:

Scenario	Payment Record Status
The system could not find the payee account ID for a given account identifier type and account identifier combination when the payee account ID is not specified in the payment record.	Invalid
The payee account ID specified in the payment record does not exist in the system.	Invalid
The payee account ID, account identifier type, or account identifier are not specified in the payment record.	Invalid
The match type is not specified in the payment record.	Invalid
The match type specified in the payment record does not exist in the system.	Error
The match value is not specified in the payment record.	Invalid
The currency code does not exist in the system.	Invalid
The tender amount is either zero or not specified in the payment record.	Invalid
The payment amount is either zero or not specified in the payment record.	Invalid
The bank account is not specified in the payment record.	Invalid
The payment type (i.e. tender type) does not exist in the system.	Invalid



Scenario	Payment Record Status
The payment type is not specified in the payment record.	Invalid
The tender ID is not specified in the payment record.	Invalid
The date received is not specified in the payment record.	Invalid
The payor account ID specified in the payment record does not exist in the system.	Invalid
The characteristic type specified in the payment record does not exist in the system.	Invalid
If a characteristic type is specified, but the characteristic value is not specified in the payment record.	Invalid
If a characteristic value is specified, but the characteristic type is not specified in the payment record.	Invalid
The characteristic value does not match any predefined value when the characteristic value type is set to <b>Predefined Value</b> .	Invalid

**Note:** The system does the match type and match value related validations only when the **Is Match Type Validation Required (Y/N)** parameter is set to **Y** in the validation algorithm.

## Error Messages

The following table lists the errors that may occur during the payment upload process. It also indicates how you can resolve these errors.

Message Number	Error Message	Message Category	Possible Issues
80110	File cannot be reuploaded as some records have already been processed.	11111	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to replace an existing file whose payment records are already moved to the staging area and/or for which payment events are already created.</li> </ul>
1463	This file already exists in the system. Please check.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to upload a file which is already uploaded in the system without selecting the <b>Replace Existing File</b> check box.</li> </ul>
1465	Please upload a file in the CSV format.	17000	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to upload a file which is not in the CSV format.</li> </ul>
80113	Duplicate Header for column %1 in file.	11111	The possible issues could be: <ul style="list-style-type: none"> <li>The file has two or more columns with the same header.</li> </ul>

Message Number	Error Message	Message Category	Possible Issues																																				
80111	Length of value %1 too long for Field %2. Maximum length: %3 Found %4.	11111	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>The length of value specified in the column exceeds the maximum field length. The following table lists the maximum length of each field:</li> </ul> <table border="1"> <thead> <tr> <th>Column Name</th> <th>Maximum Length</th> </tr> </thead> <tbody> <tr> <td>Account ID</td> <td>10</td> </tr> <tr> <td>Match Type</td> <td>8</td> </tr> <tr> <td>Match Value</td> <td>30</td> </tr> <tr> <td>Tender ID</td> <td>12</td> </tr> <tr> <td>Tender Amount</td> <td>15</td> </tr> <tr> <td>Payment Amount</td> <td>15</td> </tr> <tr> <td>Date Received</td> <td>10</td> </tr> <tr> <td>Bank Account</td> <td>30</td> </tr> <tr> <td>Payment Type</td> <td>4</td> </tr> <tr> <td>Check Number</td> <td>10</td> </tr> <tr> <td>Currency</td> <td>3</td> </tr> <tr> <td>Account ID Type</td> <td>8</td> </tr> <tr> <td>Account Identifier</td> <td>30</td> </tr> <tr> <td>Payment Char Type1, Payment Char Type2, ....., Payment Char Type5</td> <td>8</td> </tr> <tr> <td>Payment Char Value1, Payment Char Value2, ....., Payment Char Value5</td> <td>254</td> </tr> <tr> <td>MICR ID</td> <td>30</td> </tr> <tr> <td>Payor ID</td> <td>10</td> </tr> </tbody> </table>	Column Name	Maximum Length	Account ID	10	Match Type	8	Match Value	30	Tender ID	12	Tender Amount	15	Payment Amount	15	Date Received	10	Bank Account	30	Payment Type	4	Check Number	10	Currency	3	Account ID Type	8	Account Identifier	30	Payment Char Type1, Payment Char Type2, ....., Payment Char Type5	8	Payment Char Value1, Payment Char Value2, ....., Payment Char Value5	254	MICR ID	30	Payor ID	10
Column Name	Maximum Length																																						
Account ID	10																																						
Match Type	8																																						
Match Value	30																																						
Tender ID	12																																						
Tender Amount	15																																						
Payment Amount	15																																						
Date Received	10																																						
Bank Account	30																																						
Payment Type	4																																						
Check Number	10																																						
Currency	3																																						
Account ID Type	8																																						
Account Identifier	30																																						
Payment Char Type1, Payment Char Type2, ....., Payment Char Type5	8																																						
Payment Char Value1, Payment Char Value2, ....., Payment Char Value5	254																																						
MICR ID	30																																						
Payor ID	10																																						

Message Number	Error Message	Message Category	Possible Issues
80085	Invalid value for column: % 1.	11111	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>• The payee account ID specified in the payment record does not exist in the system.</li> <li>• The match type specified in the payment record does not exist in the system.</li> <li>• The currency code does not exist in the system.</li> <li>• The account identifier type specified in the payment record does not exist in the system.</li> <li>• The tender amount is either zero or not specified in the payment record.</li> <li>• The payment amount is either zero or not specified in the payment record.</li> <li>• The bank account is not specified in the payment record.</li> <li>• The payment type (i.e. tender type) does not exist in the system.</li> <li>• The tender ID is not specified in the payment record.</li> <li>• The date received is not specified in the payment record.</li> <li>• The characteristic type specified in the payment record does not exist in the system.</li> <li>• The payor account ID specified in the payment record does not exist in the system.</li> </ul>
80100	Invalid Account Identifier and Account Identifier Type code combination.	11111	<p>The possible issues could be:</p> <ul style="list-style-type: none"> <li>• The system could not find the payee account ID for a given account identifier type and account identifier combination when the payee account ID is not specified in the payment record.</li> </ul>

Message Number	Error Message	Message Category	Possible Issues
80086	%1 has more decimal positions than currency code %2 supports (%3).	11111	The possible issues could be: <ul style="list-style-type: none"> <li>The precision specified for the tender amount exceeds the decimal places defined for the currency in the system.</li> <li>The precision specified for the payment amount exceeds the decimal places defined for the currency in the system.</li> </ul>
13601	Tender Source does not exist for External Source ID (%1)	11	The possible issues could be: <ul style="list-style-type: none"> <li>The tender source does not exist for the external source ID in the system.</li> </ul>
13603	Deposit control (%1/%2) Deposit Amount is not equal to sum of Tender Amounts	11	The possible issues could be: <ul style="list-style-type: none"> <li>The sum of tender control staging amount does not match the deposit control staging amount.</li> </ul>
13604	Deposit Control (%1/%2) Tender count does not equal the number of Tender controls	11	The possible issues could be: <ul style="list-style-type: none"> <li>The number of tender control staging records does not match the total tender controls specified in the deposit control staging record.</li> </ul>
13605	Tender control (%1/%2/%3) Total Tender Amount not equal to sum of Tender Amounts	11	The possible issues could be: <ul style="list-style-type: none"> <li>The sum of payment tender staging amount does not match the total tender amount specified in tender control staging record.</li> </ul>
13606	Tender control (%1/%2/%3) tender count does not equal the number of Tenders	11	The possible issues could be: <ul style="list-style-type: none"> <li>The number of payment tender staging records does not match the total number of tenders specified in the tender control staging record.</li> </ul>
13607	Suspense Contract does not exist for External Source ID (%1)	11	The possible issues could be: <ul style="list-style-type: none"> <li>The suspense contract is not defined for the tender source.</li> </ul>
13608	Many Tender Sources found for External Source ID (%1)	11	The possible issues could be: <ul style="list-style-type: none"> <li>There are multiple tender sources in the system with the same external source ID.</li> </ul>

Message Number	Error Message	Message Category	Possible Issues
13701	Pay Tender (%1/%2/%3/%4) Amount not equal to sum of Pay Amounts	11	The possible issues could be: <ul style="list-style-type: none"> <li>The sum of payment staging amount does not match the total amount specified in payment tender staging record.</li> </ul>
13705	Payment (%1/%2/%3/%4) Person ID (%5) exists on multiple accounts.	11	The possible issues could be: <ul style="list-style-type: none"> <li>There are multiple payment records having contracts with the same old account ID but their payee account ID is different.</li> </ul>
80194	File has no records to upload	11111	The possible issues could be: <ul style="list-style-type: none"> <li>You are trying to upload a file without any payment records.</li> </ul>
80195	Incorrect header: %1	11111	The possible issues could be: <ul style="list-style-type: none"> <li>One or more column names in the payment data file are incorrect.</li> </ul>
80196	Maximum file name size allowed is 60 characters	11111	The possible issues could be: <ul style="list-style-type: none"> <li>The file name contains more than 60 characters.</li> </ul>
80199	Missing value for column %1	11111	The possible issues could be: <ul style="list-style-type: none"> <li>The match type is not specified in the payment record.</li> <li>The match value is not specified in the payment record.</li> <li>The payment type is not specified in the payment record.</li> </ul>

## Payment Upload

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The **Payment Upload** screen allows you to search for a payment data file using various search criteria. Through this screen, you can:

- Upload a payment data file
- Cancel a payment data file
- View the records uploaded through a payment data file
- View the log of a payment data file
- Move the payment records to the staging area
- Edit a payment staging record
- Replace an existing payment data file
- View the reasons why the payment record is in the **Error** or **Invalid** status

This screen consists of the following zones:

- [Search Payment Data File](#) on page 954
- [Payment Data Records](#) on page 956
- [Payment Data File Log](#) on page 957

## Search Payment Data File

The **Search Payment Data File** zone allows you to search for a payment data file which is uploaded and/or processed in the system. This zone contains the following two sections:



- **Search Criteria** — the **Search Criteria** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
File Name	Used to search a particular payment data file.	No
User ID	Used to search payment data files which are uploaded by a particular user.	No
Upload From Date	Used to search payment data files which are uploaded from a particular date onwards.  <b>Note:</b> By default, the date is set to the current date minus 7 days. You can change the date, if required.	No
To	Used to search payment data files which are uploaded till a particular date.  <b>Note:</b> By default, the date is set to the current date. You can change the date, if required.	No
File Type	Used to search payment data files which are uploaded using a particular file type.	No
File Status	Used to search payment data files with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Cancelled</li> <li>• In Staging</li> <li>• Partially Processed</li> <li>• Pending</li> <li>• Processed</li> <li>• Validated</li> </ul>	No

**Note:** You must specify at least one search criterion while searching for a payment data file.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
File Name	Displays the name of the payment data file.
File Type	Indicates the type of the payment data file.
Upload Date	Displays the date and time when the payment data file was uploaded in the system.

Column Name	Column Description
Status	Indicates the status of the payment data file. The valid values are: <ul style="list-style-type: none"> <li>Cancelled</li> <li>In Staging</li> <li>Partially Processed</li> <li>Pending</li> <li>Processed</li> <li>Validated</li> </ul>
Total	Displays the total number of records that are uploaded through the payment data file.
Valid	Displays the number of records which are successfully validated in the system.
Invalid	Displays the number of records which could not pass through the validation process in the system.
Error	Displays the number of records where the data is incorrect.
In Staging	Displays the number of records which are copied from the pre-staging to staging area.
Processed	Displays the number of records for which payment events are created.
Staging Error	Displays the number of records for which payment events could not be created.
Cancel	On clicking the <b>Cancel</b> (  ) icon, you can cancel the payment data file. <p><b>Note:</b> The <b>Cancel</b> icon appears only when the status of the payment data file is <b>Validated</b>. In other words, you cannot cancel a payment data file when its records are moved to the staging area or when the payment events are created for the payment data file.</p>
Move to Staging	On clicking the <b>Move to Staging</b> (  ) icon, you can move the valid and error records of the payment data file to the staging area. <p><b>Note:</b> The <b>Move to Staging</b> icon appears only when:</p> <ul style="list-style-type: none"> <li>The status of the payment data file is <b>Validated</b>.</li> <li>There are no invalid records in the payment data file.</li> <li>The <b>Disable Move to Staging</b> check box is not selected in the respective file type.</li> </ul>

You can upload a payment data file by clicking the **Upload** link in the upper right corner of this zone. On clicking the **Broadcast** () icon corresponding to the payment data file, the **Payment Data Records** and **Payment Data File Log** zones appear.

#### Related Topics

For more information on...	See...
<b>Payment Upload</b> screen	<a href="#">Payment Upload</a> on page 953

For more information on...	See...
How to upload a payment data file	<a href="#">Uploading a Payment Data File</a> on page 958
How to search for a payment data file	<a href="#">Searching for a Payment Data File</a> on page 958
How to cancel a payment data file	<a href="#">Cancelling a Payment Data File</a> on page 961
How to replace an existing payment data file	<a href="#">Replacing an Existing File</a> on page 960
How to move the payment records to the staging area	<a href="#">Moving the Payment Records to the Staging Area</a> on page 961
How to edit a payment staging record	<a href="#">Editing a Payment Staging Record</a> on page 962
How to view the records of a payment data file	<a href="#">Viewing the Records of a Payment Data File</a> on page 963
How to view the log of a payment data file	<a href="#">Viewing the Log of a Payment Data File</a> on page 963

## Payment Data Records

The **Payment Data Records** zone lists the records of the payment data file. This zone contains the following columns:

Column Name	Column Description
Payor Account ID	Indicates the account which made the payment.
Payee Account ID	Indicates the account for which the payment was made.
Match Type	Indicates the match type using which the payment must be matched.
Match Value	Indicates the entity (such as bill, contract, and so on) against which the payment must be matched.
Pay Tender ID	Displays the payment tender ID.
Tender Amount	Displays the tender amount.
Payment Amount	Displays the amount paid through the tender.
Currency	Indicates the currency in which the payment was made.
Date Received	Displays the date when the payment was made.
Bank Account	Displays the bank account from which the payment was made.
Tender Type	Indicates the type of tender through which the payment was made.
Check Number	Displays the check number if the payment was made through check.
MICR ID	Displays the MICR code.
Status	Indicates the status of the payment record. The valid values are: <ul style="list-style-type: none"> <li>• Valid</li> <li>• Invalid</li> <li>• Error</li> <li>• In Staging</li> <li>• Processed</li> <li>• Error in Staging</li> </ul>



Column Name	Column Description
Payment Information Event	Displays information about the payment event which is created for the payment record.
	<p><b>Note:</b></p> <p>It has a link. On clicking the link, the <b>Payment Event</b> screen appears with the details of the respective payment event.</p> <p>The data appears in this column only when the status of the payment record is <b>Processed</b>.</p>
Payment Staging Record	On clicking the <b>Edit</b> (✎) icon, the <b>Payment Upload Staging</b> screen appears where you can edit the details of the payment staging record.
	<p><b>Note:</b> The <b>Edit</b> icon appears only when the status of the payment record is <b>In Staging</b>.</p>
Error Message	On clicking the <b>View</b> (👁) icon, the <b>Error Messages</b> window appears where you can view the reasons why the status of the payment record is <b>Invalid</b> or <b>Error</b> .
	<p><b>Note:</b> The <b>View</b> icon appears only when the status of the payment record is <b>Error</b> or <b>Invalid</b>.</p>

**Note:** Pagination is used to display limited number of records in the **Payment Data Records** zone. By default, 20 records are displayed in this zone. You can use the navigation links, such as **Previous** and **Next** to navigate between pages.

By default, the **Payment Data Records** zone does not appear in the **Payment Upload** screen. It appears only when you click the **Broadcast** (📡) icon corresponding to the payment data file in the **Search Payment Data File** zone.

#### **Related Topics**

For more information on...	See...
How to view the records of a payment data file	<a href="#">Viewing the Records of a Payment Data File</a> on page 963
How to view the reasons why the status of the payment record is <b>Invalid</b> or <b>Error</b>	<a href="#">Viewing the Error Messages</a> on page 964

## Payment Data File Log

The **Payment Data File Log** zone lists the complete trail of actions performed on the payment data file. This zone contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the payment data file.
Log Details	Displays the details about the action performed on the payment data file.
User	Indicates the user who has performed the action on the payment data file.

By default, the **Payment Data File Log** zone does not appear in the **Payment Upload** screen. It appears only when you click the **Broadcast** (📡) icon corresponding to the payment data file in the **Search Payment Data File** zone.

#### **Related Topics**

For more information on...	See...
How to view the log of a payment data file	<a href="#">Viewing the Log of a Payment Data File</a> on page 963

## Searching for a Payment Data File

### Prerequisites

To search for a payment data file, you should have:

- File types defined in the application (where the feed type is set to Payment Upload Data)

### Procedure

To search for a payment data file:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Payment Upload**.  
The **Payment Upload** screen appears.
3. Enter the search criteria in the **Search Payment Data File** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of payment data files that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>Payment Upload</b> screen	<a href="#">Payment Upload</a> on page 953
<b>Search Payment Data File</b> zone	<a href="#">Search Payment Data File</a> on page 954

## Uploading a Payment Data File

### Prerequisites

To upload a payment data file, you should have:

- File types defined in the application (where the feed type is set to Payment Upload Data)
- Payment data in the required CSV file format

### Procedure

To upload a payment data file:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Payment Upload**.  
The **Payment Upload** screen appears.

- Click the **Upload** link in the upper right corner of the **Search Payment Data File** zone.

The **Upload Payment Data File** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
File Type	Used to indicate the type of payment data file.	Yes
	<b>Note:</b> The list includes only those file types where the feed type is set to <b>Payment Upload Data</b> .	
File Name	Used to specify the name and path of the payment data file that you want to upload.	Yes
	<b>Note:</b> You can also click the <b>Browse</b> button corresponding to this field to browse to the location where the payment data file is available in the system.	
Replace Existing File	Used to indicate whether you want to replace any existing file in the system. You must select this check box when you want to upload the same file once again.	No

- Select the type of payment data file from the **File Type** list.
- Click the **Browse** button corresponding to the **File Name** field.

The **Choose File to Upload** dialog box appears.

- Browse to the location where the payment data file that you want to upload is available.
- Click **Open**.

The payment data file name and path appears in the **File Name** field.

- Click **Upload**.

A message appears indicating that the payment data file is uploaded successfully. If an error occurs while parsing, the payment data file is not uploaded in the system.

**Note:** If a payment data file contains more than 1000 payment records, the system will not allow you to upload the payment data file in the system. Therefore, ensure that a payment data file contains less than 1000 payment records.

- Click **OK** in the message box.

On uploading the payment data file, the payment records are copied to the pre-staging area and the status of the payment data file is set to **Pending**. The validation process starts immediately after the payment data file is uploaded in the system. If a payment record is successfully validated, the status of the payment record is set to **Valid**. If a payment record contains incorrect or missing data, the status of the payment record is set to either **Invalid** or **Error** depending on the scenario. For more information about the scenarios when a payment record is set to the **Invalid** or **Error** status, see [Payment Record Status Transition](#) on page 947.

Once the validation process is completed, the status of the payment data file is changed to **Validated**. If a payment data file contains an invalid record, you need to correct or add missing data in the CSV file and then upload the file once again. Unless, a payment data file has no invalid records, you cannot move any record of the payment data file to the staging area.

### Related Topics

For more information on...	See...
<b>Payment Upload</b> screen	<a href="#">Payment Upload</a> on page 953

<b>For more information on...</b>	<b>See...</b>
<b>Search Payment Data File</b> zone	<a href="#">Search Payment Data File</a> on page 954

## Replacing an Existing File

### Prerequisites

To replace an existing payment data file, you should have:

- File types defined in the application (where the feed type is set to Payment Upload Data)
- Payment data in the required CSV file format

### Procedure

To replace an existing payment data file:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Payment Upload**.  
The **Payment Upload** screen appears.
3. Click the **Upload** link in the upper right corner of the **Search Payment Data File** zone.  
The **Upload Payment Data File** screen appears.
4. Select the type of payment data file from the **File Type** list.
5. Click the **Browse** button corresponding to the **File Name** field.  
The **Choose File to Upload** dialog box appears.
6. Browse to the location where the payment data file that you want to upload is available.
7. Click **Open**.  
The payment data file name and path appears in the **File Name** field.
8. Select the **Replace Existing File** check box.

**Note:** You can replace an existing file only when the payment data file is in the **Validated** status. In other words, you cannot replace a file whose payment records are already moved to the staging area and/or for which payment events are already created.

9. Click **Upload**.

A message appears indicating that the payment data file is uploaded successfully. If an error occurs while parsing, the payment data file is not uploaded in the system.

10. Click **OK** in the message box.

Once the payment data file is successfully uploaded, the status of the payment data file is set to **Pending**. The validation process starts immediately after the payment data file is uploaded in the system. If a payment record is successfully validated, the status of the payment record is changed to **Valid**. If a payment record contains incorrect or missing data, the status of the payment record is changed to either **Invalid** or **Error** depending on the scenario. For more information about the scenarios when a payment record is set to the **Invalid** or **Error** status, see [Payment Record Status Transition](#) on page 947. You can view the details of the uploaded payment data file and its records in the **Payment Upload** screen.

Once the validation process is completed, the payment records are copied to the pre-staging area and the status of the payment data file is changed to **Validated**. If a payment data file contains an invalid record, you need to

correct or add missing data in the CSV file and then upload the file once again. Unless, a payment data file has no invalid records, you cannot move any record of the payment data file to the staging area.

### Related Topics

For more information on...	See...
Payment Upload screen	<a href="#">Payment Upload</a> on page 953
Search Payment Data File zone	<a href="#">Search Payment Data File</a> on page 954

## Cancelling a Payment Data File

There might be situations when incorrect payment data file is uploaded in the system. In such case, the system provides you with an ability to cancel the file. However, note that you can cancel a payment data file only when it is in the **Validated** status. In other words, you cannot cancel a payment data file when its records are moved to the staging area or when the payment events are created for the payment data file.

### Procedure

To cancel a payment data file:

1. Search for the payment data file in the **Payment Upload** screen.
2. In the **Search Results** section, click the **Cancel** () icon in the **Cancel** column corresponding to the payment data file that you want to cancel.

A message appears confirming whether you want to cancel the payment data file.

**Note:** The **Cancel** icon appears only when the status of the payment data file is **Validated**.

3. Click **OK**.

The status of the payment data file is changed to **Cancelled**.


### Related Topics

For more information on...	See...
How to search for a payment data file	<a href="#">Searching for a Payment Data File</a> on page 958

## Moving the Payment Records to the Staging Area

### Procedure

To move the payment records to the staging area:

1. Search for the payment data file in the **Payment Upload** screen.
2. In the **Search Results** section, click the **Move to Staging** () icon in the **Move to Staging** column corresponding to the payment data file whose records you want to move to the staging area.

A message appears confirming whether you want to move all payment records to the payment upload staging area.

**Note:**

The **Move to Staging** icon appears only when:

- The status of the payment data file is **Validated**.
- There are no invalid records in the payment data file.
- The **Disable Move to Staging** check box is not selected in the respective file type.

The system allows you to move only valid and error records of a payment data file to the staging area. If a payment data file contains an invalid record, you cannot move any record of the payment data file to the staging area.

3. Click **OK** in the message box.

A message appears indicating that the payment records are successfully copied from the pre-staging to staging area.

4. Click **OK** in the message box.

The status of the payment data file is changed to **In Staging**. In addition, the status of the payment records in the pre-staging area is changed to **In Staging** and the status of the deposit control, tender control, and payment tender staging records is set to **Pending**.

**Related Topics**

For more information on...	See...
How to search for a payment data file	<a href="#">Searching for a Payment Data File</a> on page 958

**Editing a Payment Staging Record**


You can edit a payment record only when it is moved from the pre-staging to staging area. On editing a payment record in the staging area, the system does not reflect the changes in the pre-staging area. It only reflects the changes in the staging area.

**Procedure**

To edit a payment staging record:

1. Search for the payment data file in the **Payment Upload** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the payment data file whose staging records you want to edit.

The **Payment Data Records** and **Payment Data File Log** zones appear.

3. In the **Payment Data Records** zone, click the **Edit**  icon in the **Payment Staging Record** column corresponding to the payment record whose details you want to edit in the staging area.

The **Payment Upload Staging** screen appears. It contains the following tabs:

- **Tender Details** — Enables you to view and edit the tender control staging details.
- **Payment Advice** — Enables you to view and edit the payment staging details.
- **Payment Characteristics** — Enables you to view and edit the payment characteristic staging details.

**Note:** The **Edit** icon appears only when the status of the payment record is **In Staging**.

4. Modify the required details.
5. Click the **Save** link in the **Application** toolbar.

The changes made to the payment staging record are saved.

### Related Topics

For more information on...	See...
How to search for a payment data file	<a href="#">Searching for a Payment Data File</a> on page 958

## Viewing the Records of a Payment Data File

### Procedure

To view the records of a payment data file:

1. Search for the payment data file in the **Payment Upload** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the payment data file whose records you want to view.

The **Payment Data Records** and **Payment Data File Log** zones appear.

3. View the details of the payment records, which are uploaded through the payment data file, in the **Payment Data Records** zone.

### Related Topics

For more information on...	See...
How to search for a payment data file	<a href="#">Searching for a Payment Data File</a> on page 958
<b>Payment Data Records</b> zone	<a href="#">Payment Data Records</a> on page 956

## Viewing the Log of a Payment Data File

### Procedure

To view the log of a payment data file:

1. Search for the payment data file in the **Payment Upload** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the payment data file whose log you want to view.

The **Payment Data Records** and **Payment Data File Log** zones appear.

3. View the actions performed on the payment data file in the **Payment Data File Log** zone.

### Related Topics


For more information on...	See...
How to search for a payment data file	<a href="#">Searching for a Payment Data File</a> on page 958
<b>Payment Data File Log</b> zone	<a href="#">Payment Data File Log</a> on page 957

## Viewing the Error Messages

The system allows you to view the reasons why the payment record in a payment data file is in the **Error** or **Invalid** status.

### Procedure

To view the error messages:

1. Search for the payment data file in the **Payment Upload** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the payment data file whose payment records are in the **Error** or **Invalid** status.

The **Payment Data Records** and **Payment Data File Log** zones appear.

3. In the **Payment Data Records** zone, click the **View**  icon in the **Error Message** column corresponding to the payment record which is in the **Error** or **Invalid** status.

The **Error Messages** window appears. It lists the reasons why the payment record is in the **Error** or **Invalid** status. If the payment record is in the **Invalid** status, you need to correct or add missing data in the CSV file and then upload the file once again. Unless, a payment data file has no invalid records, you cannot move any record of the payment data file to the staging area.

**Note:** The **View** icon appears only when the status of the payment record is **Error** or **Invalid**.

4. View the reasons in the **Error Messages** window.
5. Click **OK**.

### Related Topics

For more information on...	See...
How to search for a payment data file	<a href="#">Searching for a Payment Data File</a> on page 958
<b>Payment Data Records</b> zone	<a href="#">Payment Data Records</a> on page 956



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# Chapter 13

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## Freeze Payments on Notification

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### Topics:

- [Freeze Payments on Notification Process](#)
- [Prerequisites](#)
- [Automatic Payment or Refund Clearing Staging Record Status Transition](#)
- [EDI 824 File Format](#)
- [Sample EDI 824 File Format](#)
- [Automatic Payment and Refund Upload Reason](#)
- [Automatic Payment and Refund Clearing Staging](#)

Oracle Revenue Management and Billing facilitates you to create automatic payments and refunds when the automatic payment option is enabled for an account. A clearing record is created for each automatic payment and refund in the system. You can then send the automatic payment and refund clearing records to the auto clearing house for verification. The system provides the mechanism to extract the automatic payment clearing records in a flat file. You can then send the flat file to the auto clearing house for verification. However, the implementation team will have to write the custom logic to extract the automatic refund clearing records in a file which you can then send to the auto clearing house for verification.

Once the auto clearing house reviews the automatic payment clearing records, the system allows you to upload review comments received in the EDI 824 file format. On uploading an EDI 824 file, an automatic payment clearing staging record is created for each valid automatic payment clearing ID. The data received from the auto clearing house is stored in the following staging tables:

- CI\_APAY\_STAGE\_UP
- CI\_APAY\_STAGE\_UP\_REM
- CI\_APAY\_STGUP\_CHAR

The implementation team will have to write the custom logic to upload review comments for automatic refund clearing records in the above mentioned staging tables. The review comments for automatic payment clearing records can be received in the form of reason (i.e. upload reason) and error codes (i.e. payment cancelation reason or NOC reason) which will help you to determine whether the automatic payment must be frozen or cancelled in the system. Similarly, the review comments for automatic refund clearing records can be received in the form of reason (i.e. upload reason) and error codes (i.e. void status reason) which will help you to determine whether the refund request must be voided and refund adjustments must be cancelled in the system.

Once the review comments are received from the auto clearing house, you can do the following:

- Freeze or cancel the automatic payments
- Void the refund requests and cancel the refund adjustments

For more detailed information about the freeze payments on notification process, see [Freeze Payments on Notification Process](#) on page 967.

The system allows you to define upload reasons, payment cancelation reasons, NOC reasons, and void status reasons. The system also allows you to edit and delete the automatic payment and refund clearing staging records through the user interface. However, you can edit an automatic payment or refund clearing staging record only when it is in the **Pending** or **Error** status, and you can

delete an automatic payment or refund clearing staging record only when it is in the **Pending** status. During the freeze payments on notification process, the automatic payment and refund clearing staging records go through various statuses in its lifecycle. For more information about the statuses, see [Automatic Payment or Refund Clearing Staging Record Status Transition](#) on page 971.

For more information on how to setup the freeze payments on notification process, see [Prerequisites](#) on page 970.

## Freeze Payments on Notification Process

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The Freeze Payments on Notification process includes the following sub-processes:

1. [Creating Automatic Payments and Refunds](#) on page 967
2. [Generating a Flat File](#) on page 967
3. [Uploading Response from Auto Clearing House \(ACH\)](#) on page 967
4. [Freezing or Canceling Automatic Payments](#) on page 968
5. [Voiding Refund Requests and Canceling Refund Adjustments](#) on page 969
6. [Generating To Do Entries](#) on page 969
7. [Creating Tender Controls](#) on page 969

Note that during the freeze payments on notification process, you need to execute the following batches in the specified order:

1. Create Automatic Payments and Refunds (APAYCRET)
2. Activate Automatic Payments (ACTVTAPY)
3. Extract Automatic Payments (APAYACH)
4. Upload Response from Auto Clearing House (C1-APACK)
5. Freeze or Cancel Automatic Payments (APAYRA)
6. Cancel Automatic Refunds (AREFRA)
7. To Do Creation for Automatic Payment Exception Records (APAYUPTD)
8. Create Tender Controls for Automatic Payments (BALAPY)

For more information about these batches, see *Oracle Revenue Management and Billing Batch Guide*.

### Creating Automatic Payments and Refunds

If you have configured the automatic payment option for an account, the system calculates the automatic payment amount and extract date during the bill completion and stamps these details against the bill in the **CI\_BILL\_ACH** table. The **Create Automatic Payments and Refunds (APAYCRET)** batch allows you to create automatic payment and refund request depending on whether the automatic payment amount is in debit or credit. It also creates a clearing record for each automatic payment and refund in the **CI\_APAY\_CLR\_STG** and **CI\_ADJ\_CLR\_STG** tables, respectively. For more information about the batch, see *Oracle Revenue Management and Billing Batch Guide*.

### Generating a Flat File

Unless you activate a clearing record, you cannot extract the clearing record in a flat file. The **Activate Automatic Payments (ACTVTAPY)** batch allows you to activate a clearing record. It stamps the **APAYACH** batch control and incremental batch run number on the clearing record.

Once the clearing records are activated, you can extract the clearing records in a flat file. The **Extract Automatic Payments (APAYACH)** batch allows you to extract the clearing records with the latest batch run number in a flat file. The flat file is then sent to the auto clearing house for review. For more information about these batches, see *Oracle Revenue Management and Billing Batch Guide*.

**Note:** At present, you cannot activate and extract the automatic refund clearing records using the **Activate Automatic Payments (ACTVTAPY)** and **Extract Automatic Payments (APAYACH)** batches, respectively. The implementation team will have to write the custom logic to activate and extract automatic refund clearing records in a flat file.

### Uploading Response from Auto Clearing House (ACH)

Once the auto clearing house reviews the automatic payment clearing records, the review comments can be shared in the EDI 824 file format. An EDI 824 file may contain the review comments for one or more automatic payment clearing records. You can upload these EDI 824 files and store the review comments in the staging area using the **Upload Response from Auto Clearing House (C1-APACK)** batch.

On uploading an EDI 824 file, the system checks whether the automatic payment clearing ID specified in each record exists in the system. If so, it creates an automatic payment clearing staging record for the automatic payment clearing

ID in the **CI\_APAY\_STAGE\_UP** table. If the acknowledgement code in the record is set to **TE** or **TR**, the system considers that the auto clearing house has rejected the automatic payment clearing record. The reason code (i.e. upload reason) specified in the **Reject Upload Reason** parameter of the **C1-APAY** algorithm is stored corresponding to the automatic payment clearing staging record in the **CI\_APAY\_STAGE\_UP\_REM** table. In addition, the error code (i.e. payment cancelation reason) is stored corresponding to the automatic payment clearing staging record in the **CI\_APAY\_STAGE\_UP\_REM** table.

However, if the acknowledgement code is blank or if the acknowledgement code is set to a value other than **TE** or **TR**, the system considers that the auto clearing house has accepted the automatic payment clearing record. The reason code (i.e. upload reason) specified in the **Success Upload Reason** parameter of the **C1-APAY** algorithm is stored corresponding to the automatic payment clearing staging record in the **CI\_APAY\_STAGE\_UP\_REM** table. In addition, the error code (i.e. NOC reason) is stored corresponding to the automatic payment clearing staging record in the **CI\_APAY\_STAGE\_UP\_REM** table. In this case, the record may contain more than one error code.

The status of the automatic payment clearing staging record is set to **Pending**. If the error code (i.e. payment cancelation reason or NOC reason) is invalid, the status of the automatic payment clearing staging record is set to **Error**. An exception is logged in the **CI\_APAY\_STGUP\_EXC** table. In addition, if the status of the NOC reason is **Inactive** in the system, the status of the automatic payment clearing staging record is set to **Error** and an exception is logged in the **CI\_APAY\_STGUP\_EXC** table.

The system sets the automatic payment distribution and freeze date (i.e. **APAY\_DIST\_FRZ\_DT**) for each automatic payment clearing record (for which automatic payment clearing staging record is added in the system) to the payment date (which is stored on the payment event). For more information about the batch, see *Oracle Revenue Management and Billing Batch Guide*.

**Note:** An additional table named **CI\_APAY\_STGUP\_CHAR** is available which the implementation team can use to store additional information about the automatic payment clearing staging record in the form of characteristics.

To ensure that the EDI 824 files are uploaded successfully, you need to set the following parameters in an algorithm which is created using the **C1-APAY** algorithm type:

- **Line Separator** - Used to indicate the character specified in the EDI 824 files to represent the end of line.
- **Field Separator** - Used to indicate the character specified in the EDI 824 files to represent the end of data record.
- **Reject Upload Reason** - Used to indicate the upload reason which you want to use when the auto clearing house has rejected the automatic payment clearing record.
- **Success Upload Reason** - Used to indicate the upload reason which you want to use when the auto clearing house has accepted the automatic payment clearing record with or without Notice to Change (NOC).

**Note:** You must specify an upload reason which is already defined in the system.

For more information about the EDI 824 file format, see [EDI 824 File Format](#) on page 971.

## Freezing or Canceling Automatic Payments

Once the review comments are received in the form of reason and error codes for an automatic payment clearing record, you need to freeze or cancel the automatic payment based on the reason code. You can freeze or cancel automatic payments through the **Freeze or Cancel Automatic Payments (APAYRA)** batch.

On executing the **Freeze or Cancel Automatic Payments (APAYRA)** batch, the system checks whether the reason code (i.e. upload reason) and error code (i.e. payment cancelation reason or NOC reason) specified in the automatic payment clearing staging record exist in the system. This batch considers only those automatic payment clearing staging records which are in the **Pending** status and for which payment freeze date is specified in the automatic payment clearing record. If the reason code and error code exist in the system, the system executes the algorithms attached to the reason code in the specified sequence. If the type of reason code is **Cancel**, the attached algorithm cancels the automatic payment and payment event. If the type of reason code is **Success**, the attached algorithm freezes the automatic payment on the payment freeze date. However, if the type of reason code is **Success** and the error code is specified along with the reason code, the attached algorithm freezes the automatic payment on the payment freeze date, stores error codes (i.e.

NOC reasons) as payment tender characteristics and then creates a To Do entry to notify user about these NOC reasons. Finally, the status of the automatic payment clearing staging record is changed to **Complete**.

If the reason code and/or error code (i.e. upload reason, payment cancelation reason, or NOC reason) specified in the automatic payment clearing staging record does not exist in the system, the status of the automatic payment clearing staging record is changed to **Error**. In addition, if the status of the NOC reason is **Inactive** in the system, the status of the automatic payment clearing staging record is changed to **Error**. For more information about the batch, see *Oracle Revenue Management and Billing Batch Guide*.

## Voiding Refund Requests and Canceling Refund Adjustments

Once the auto clearing house reviews the automatic refund clearing records and shares the review comments, the implementation team will have to store the review comments in the following staging tables:

- **CI\_APAY\_STAGE\_UP** – Used to store the automatic payment or refund clearing staging record for an automatic payment or refund clearing record, respectively. The status of the automatic payment or refund clearing staging record must be set to **Pending**.
- **CI\_APAY\_STAGE\_UP\_REM** – Used to store the reason and error codes of each automatic payment or refund clearing staging record.
- **CI\_APAY\_STGUP\_CHAR** – Used to store additional information about the automatic payment or refund clearing staging record in the form of characteristics.

The review comments must be received in the form of reason (i.e. upload reason) and error codes (i.e. void status reason) for an automatic refund clearing record. On executing the **Cancel Automatic Refunds (AREFRA)** batch, it checks whether the reason and error codes specified in the automatic refund clearing staging record exist in the system. If the reason and error codes exist in the system, the system executes the algorithms attached to the reason code in the specified sequence. If the type of reason code is **Cancel**, the attached algorithm changes the status of the refund request to **Voided** and the corresponding refund adjustments are canceled. If the type of reason code is **Success**, no changes are made to the refund request and refund adjustments. Finally, the status of the automatic refund clearing staging record is changed to **Complete**.

If the reason code and/or error code (i.e. upload reason, void status reason) specified in the automatic refund clearing staging record does not exist in the system, the status of the automatic refund clearing staging record is changed to **Error**.

## Generating To Do Entries

If an exception occurs while executing the **Freeze or Cancel Automatic Payments (APAYRA)** batch, you can notify the user about such exception. The **To Do Creation for Automatic Payment Exception Records (APAYUPTD)** batch allows you to create a To Do using the APAYUPTD To Do type when an exception is logged for an automatic payment clearing staging record in the **CI\_APAY\_STGUP\_EXC** table. The system creates one To Do entry for all exceptions that have occurred for an automatic payment clearing staging record. For more information about these batches, see *Oracle Revenue Management and Billing Batch Guide*.

**Note:** At present, a To Do is not created when an exception is logged for an automatic refund clearing staging record in the **CI\_APAY\_STGUP\_EXC** table while executing the **Cancel Automatic Refunds (AREFRA)** batch.

## Creating Tender Controls

Once you freeze the automatic payments, you need to create tender and deposit controls. The **Create Tender Controls for Automatic Payments (BALAPY)** batch allows you to create tender and deposit controls for each automatic payment which is frozen, but not yet linked to any tender control. One tender control is created for the **APAYACH** batch control and batch run number combination. The payment tenders of these automatic payments are then linked to the tender control.

This batch also balances the open tender control records and changes the status of the tender and deposit controls, accordingly. For more information about the batch, see *Oracle Revenue Management and Billing Batch Guide*.

## Prerequisites

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To setup the freeze payments on notification process, you need to do the following:

- Define the automatic payment instructions for the account for which you want to enable the automatic payment option.

**Note:** You can either define non-rule based effective dated automatic payment instructions in the **Auto Pay** tab of the **Account** screen or define rule based effective dated automatic payment instructions through the **Auto Pay Rule** screen.

- Set the **Autopay Creation Option** field to **Freeze Payment on Notification** in the **Billing** tab of the **Installation Options** screen.
- Create an automatic payment creation algorithm using the **APAY-CREATE** algorithm type and attach it to the **Automatic Payment Creation** system event in the **Algorithms** tab of the **Installation Options - Framework** screen.
- Create an automatic refund creation algorithm using the **C1-AREF-CRET** algorithm type and attach it to the **Automatic Adjustment Creation** system event in the **Algorithms** tab of the **Installation Options - Framework** screen.
- Create a date calculation algorithm using the **APAY-DTCALC** algorithm type and attach it to the **Autopay Date Calculation Alg** spot of the auto pay route type which is specified on the account's automatic payment instruction.
- Define the required upload reasons in the system.
- Define the required payment cancelation reasons in the system.
- Define values for the **APAY\_UPL\_NOC\_LOOKUP** lookup field.

**Note:** The **APAY\_UPL\_NOC\_LOOKUP** lookup field is used to define NOC reasons. The NOC reason specified in the automatic payment clearing staging record must exist in this lookup field and its status must be **Active**. Otherwise, the status of the automatic payment clearing staging record is changed to **Error**.

- Define voided status reasons for the **C1-RefundReq** business object.
- Create an automatic payment success algorithm using the **C1-APAY-SUCC** algorithm type and attach it to the reason code where the reason type is set to **Success**.

**Note:** You must attach the automatic payment success algorithm to an upload reason which you want to use while freezing automatic payments.

- Create an automatic payment cancel algorithm using the **C1-APAY-CAN** algorithm type and attach it to the reason code where the reason type is set to **Cancel**.

**Note:** You must attach the automatic payment cancel algorithm to an upload reason which you want to use while canceling automatic payments.

- Create a void automatic refund algorithm using the **C1-AREF-VOID** algorithm type and attach it to the reason code where the reason type is set to **Cancel**.

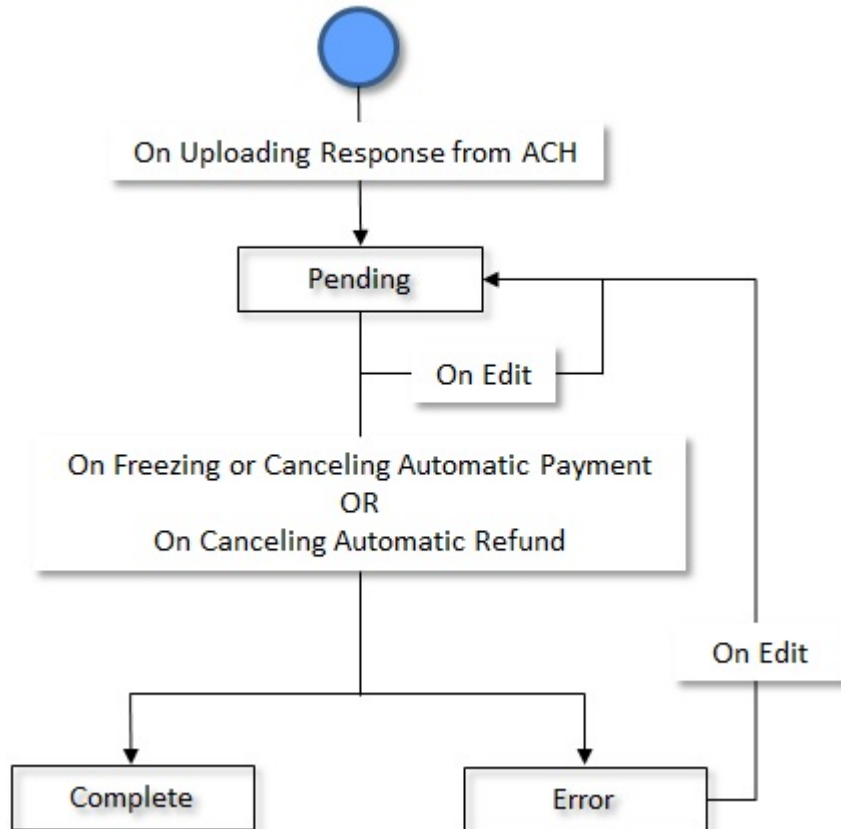
**Note:** You must attach the void automatic refund algorithm to an upload reason which you want to use while voiding automatic refunds.

- Create a characteristic type where the characteristic entity is set to **Payment Tender**. And, then specify this characteristic type as the value for the **Tender Characteristic Type** parameter in an algorithm which is created using the **C1-APAY-SUCC** algorithm type.

- Assign the **C1-ACH** To Do type to a To Do role whose users must receive the To Do entries generated when automatic payments are frozen with a Notice to Change (NOC).
- Assign the **APAYUPTD** To Do type to a To Do role whose users must receive the To Do entries generated when exceptions have occurred while executing the **Freeze or Cancel Automatic Payments (APAYRA)** batch.
- Define values for the following parameters in an algorithm which is created using the **C1-APAY** algorithm type:
  - Line Separator
  - Field Separator
  - Reject Upload Reason
  - Success Upload Reason

## Automatic Payment or Refund Clearing Staging Record Status Transition

The following figure graphically indicates how an automatic payment or refund clearing staging record moves from one status to another during the freeze payments on notification process:



## EDI 824 File Format

Before uploading the EDI 824 file, you need to ensure that the file contains the following tags and attributes:



Tag	Attribute	Description	Mandatory (Yes or No)
OTI	Reference Number	Used to specify the automatic payment clearing ID. It indicates the automatic payment clearing record for which the review comments are received from the auto clearing house.	Yes
OTI	Acknowledgement Code	Used to indicate whether the automatic payment clearing record is accepted or rejected by the auto clearing house. If you want to reject the automatic payment clearing record, you must specify <b>TE</b> or <b>TR</b> as the acknowledgement code. However, if you want to approve the automatic payment clearing record, you can either specify any value other than <b>TE</b> or <b>TR</b> or leave this attribute blank.	No
TED	Error Code	Used to indicate either of the following: <ul style="list-style-type: none"> <li>The payment cancellation reason when the automatic payment clearing record is rejected by the auto clearing house.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"><b>Note:</b> You must specify a payment cancellation reason which is already defined in the system.</div> <ul style="list-style-type: none"> <li>The Notice to Change (NOC) reason when the automatic payment clearing record is accepted by the auto clearing house with a Notice to Change (NOC).</li> </ul> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"><b>Note:</b> You must specify a NOC reason which is already defined in the <b>APAY_UPL_NOC_LOOKUP</b> lookup field.</div>	Yes (Conditional)  <b>Note:</b> This attribute is required when the automatic payment clearing record is rejected by the auto clearing house.
TED	Error Description	Used to specify the reason why the automatic payment clearing record is either rejected or accepted with a Notice to Change (NOC).	No

## Sample EDI 824 File Format

```

OTI*TR*TN*411302586842\
TED*WA01*WRONG ACCOUNT\
OTI*TF*TN*411302525641\
OTI*TO*TN*806152348038\
TED*BR01*Bill Reopened\
OTI*TO*TN*806152307159\
OTI*TE*TN*806152307229\
TED*WA01*WRONG ACCOUNT\

```

Here, TR, TF, TO, and TE are acknowledgement codes. TR and TE indicate that the automatic payment clearing records are rejected. And, TF and TO indicate that the automatic payment clearing records are accepted with or without a Notice to Change (NOC).



Here, 411302586842, 411302525641, 806152348038, 806152307159, and 806152307229 are automatic payment clearing records, and WA01 and BR01 are error codes. WA01 is a payment cancellation reason and BR01 is a NOC reason. The string “WRONG ACCOUNT” and “Bill Reopened” are error descriptions.

For more information about the EDI 824 file format, see [EDI 824 File Format](#) on page 971.

## Automatic Payment and Refund Upload Reason

Once the auto clearing house reviews the automatic payment and refund clearing records, an appropriate upload reason must be received for each clearing record. The upload reason indicates the following:



- Whether the automatic payment must be frozen or cancelled in the system
- Whether the automatic refund must be canceled in the system (i.e. the refund request must be voided and refund adjustments must be canceled)

The **Automatic Payment and Refund Upload Reason** screen allows you to define, edit, and delete an upload reason. It contains the following zone:

- [Upload Reasons](#) on page 973

## Upload Reasons

The **Upload Reasons** zone lists upload reasons that are already defined in the system. It contains the following columns:

Column Name	Column Description
Upload Reason	Displays the upload reason.
Reason Type	Indicates the type of upload reason. The valid values are: <ul style="list-style-type: none"> <li>• Cancel</li> <li>• Success</li> </ul>
Eligible for Processing	Indicates whether the algorithms attached to the upload reason must be triggered while executing the <b>Freeze or Cancel Automatic Payments (APAYRA)</b> or <b>Cancel Automatic Refunds (AREFRA)</b> batch. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>
Description	Displays the description of the upload reason.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Automatic Payment and Refund Upload Reason</b> screen appears where you can edit the details of the upload reason.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the upload reason.

You can define an upload reason by clicking the **Add** link in the upper right corner of this zone.

### Related Topics

For more information on...	See...
How to define an upload reason	<a href="#">Defining an Upload Reason</a> on page 974
How to edit an upload reason	<a href="#">Editing an Upload Reason</a> on page 976
How to delete an upload reason	<a href="#">Deleting an Upload Reason</a> on page 978

## Defining an Upload Reason

### Prerequisites

To define an upload reason, you should have:

- Automatic payment success algorithm defined using the **C1-APAY-SUCC** algorithm type
- Automatic payment cancel algorithm defined using the **C1-APAY-CAN** algorithm type
- Void automatic refund algorithm defined using the **C1-AREF-VOID** algorithm type

### Procedure

To define an upload reason:


1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Automatic Payment and Refund Upload Reason**.  
The **Automatic Payment and Refund Upload Reason** screen appears.
3. Click the **Add** link in the upper right corner of the **Upload Reasons** zone.

The **Automatic Payment and Refund Upload Reason** screen appears. It contains the following fields:



Field Name	Field Description	Mandatory (Yes or No)
Upload Reason	Used to specify the upload reason.	Yes
Description	Used to specify the description for the upload reason.	Yes
Reason Type	Used to indicate the type of upload reason. The valid values are: <ul style="list-style-type: none"> <li>• <b>Cancel</b> — This type of upload reason indicates that you must cancel the automatic payment or refund in the system. In this case, the error code indicates the reason why the automatic payment is cancelled or the refund request is voided.</li> <li>• <b>Success</b> — This type of upload reason indicates that you must freeze the automatic payment on the payment freeze date. If the error code is specified, it indicates that you must freeze the automatic payment, and at the same time notify user that the automatic payment is accepted with a Notice to Change (NOC). The NOC reason is stored as payment tender characteristic in the system. You can specify more than one error code (i.e. NOC reasons) with this type of upload reason. On freezing an automatic payment, the user is notified about these NOC reasons through a To Do entry. The system creates one To Do entry using the <b>C1-ACH</b> To Do type for all NOC reasons specified in the automatic payment clearing staging record.</li> </ul>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Eligible for Processing	Used to indicate whether the algorithms attached to the upload reason must be triggered while executing the <b>Freeze or Cancel Automatic Payments (APAYRA)</b> or <b>Cancel Automatic Refunds (AREFRA)</b> batch.	No

In addition, this screen contains a grid where you can attach algorithms to the upload reason. It contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Used to indicate the order in which the algorithm must be triggered.	Yes (Conditional) <b>Note:</b> This field is required when you are attaching an algorithm to the upload reason.
Algorithm	Used to attach an algorithm to the upload reason. If the type of the upload reason is set to <b>Success</b> , you must attach the automatic payment success algorithm. However, if the type of the upload reason is set to <b>Cancel</b> , you must attach either automatic payment cancel or void automatic refund algorithm depending on whether the upload reason will be used for automatic payment or automatic refund cancelation.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Code Search</b> window appears. On specifying the algorithm code, the description of the algorithm appears corresponding to the <b>Algorithm</b> field.	Yes (Conditional) <b>Note:</b> This field is required when you are attaching an algorithm to the upload reason.

- Enter the required details in the **Automatic Payment and Refund Upload Reason** screen.

**Note:** If you want to attach more than one algorithm to the upload reason, click the **Add**  icon and then specify the details. However, if you want to remove an algorithm from the upload reason, click the **Delete**  icon corresponding to the algorithm.

- Click **Save**.

The upload reason is defined.

### Related Topics

For more information on...	See...
<b>Automatic Payment and Refund Upload Reason</b> screen	<a href="#">Automatic Payment and Refund Upload Reason</a> on page 973
<b>Upload Reasons</b> zone	<a href="#">Upload Reasons</a> on page 973

## Editing an Upload Reason

### Prerequisites

To edit an upload reason, you should have:

- Automatic payment success algorithm defined using the **C1-APAY-SUCC** algorithm type
- Automatic payment cancel algorithm defined using the **C1-APAY-CAN** algorithm type
- Void automatic refund algorithm defined using the **C1-AREF-VOID** algorithm type

### Procedure

To edit an upload reason:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

2. From the **Admin** menu, select **A** and then click **Automatic Payment and Refund Upload Reason**.

The **Automatic Payment and Refund Upload Reason** screen appears.


3. In the **Upload Reasons** zone, click the **Edit** (✎) icon in the **Edit** column corresponding to the upload reason whose details you want to edit.

The **Automatic Payment and Refund Upload Reason** screen appears. It contains the following fields:



Field Name	Field Description	Mandatory (Yes or No)
Upload Reason	Displays the upload reason.	Not applicable
Description	Used to specify the description for the upload reason.	Yes
Reason Type	Used to indicate the type of upload reason. The valid values are: <ul style="list-style-type: none"> <li>• <b>Cancel</b> — This type of upload reason indicates that you must cancel the automatic payment or refund in the system. In this case, the error code indicates the reason why the automatic payment is cancelled or the refund request is voided.</li> <li>• <b>Success</b> — This type of upload reason indicates that you must freeze the automatic payment on the payment freeze date. If the error code is specified, it indicates that you must freeze the automatic payment, and at the same time notify user that the automatic payment is accepted with a Notice to Change (NOC). The NOC reason is stored as payment tender characteristic in the system. You can specify more than one error code (i.e. NOC reasons) with this type of upload reason. On freezing an automatic payment, the user is notified about these NOC reasons through a To Do entry. The system creates one To Do entry using the <b>C1-ACH</b> To Do type for all NOC reasons specified in the automatic payment clearing staging record.</li> </ul>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Eligible for Processing	Used to indicate whether the algorithms attached to the upload reason must be triggered while executing the <b>Freeze or Cancel Automatic Payments (APAYRA)</b> or <b>Cancel Automatic Refunds (AREFRA)</b> batch.	No

In addition, this screen contains a grid where you can attach algorithms to the upload reason. It contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Used to indicate the order in which the algorithm must be triggered.	Yes (Conditional) <b>Note:</b> This field is required when you are attaching an algorithm to the upload reason.
Algorithm	Used to attach an algorithm to the upload reason. If the type of the upload reason is set to <b>Success</b> , you must attach the automatic payment success algorithm. However, if the type of the upload reason is set to <b>Cancel</b> , you must attach either automatic payment cancel or void automatic refund algorithm depending on whether the upload reason will be used for automatic payment or automatic refund cancelation.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Code Search</b> window appears.  On specifying the algorithm code, the description of the algorithm appears corresponding to the <b>Algorithm</b> field.	Yes (Conditional) <b>Note:</b> This field is required when you are attaching an algorithm to the upload reason.

4. Modify the required details in the **Automatic Payment and Refund Upload Reason** screen.

**Note:** If you want to attach more than one algorithm to the upload reason, click the **Add**  icon and then specify the details. However, if you want to remove an algorithm from the upload reason, click the **Delete**  icon corresponding to the algorithm.

5. Click **Save**.

The changes made to the upload reason are saved.

### Related Topics

For more information on...	See...
<b>Automatic Payment and Refund Upload Reason</b> screen	<a href="#">Automatic Payment and Refund Upload Reason</a> on page 973
<b>Upload Reasons</b> zone	<a href="#">Upload Reasons</a> on page 973

## Deleting an Upload Reason

### Procedure

To delete an upload reason:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Automatic Payment and Refund Upload Reason**.  
The **Automatic Payment and Refund Upload Reason** screen appears.
3. In the **Upload Reasons** zone, click the **Delete** (🗑️) icon in the **Delete** column corresponding to the upload reason that you want to delete.  
A message appears confirming whether you want to delete the upload reason.
4. Click **OK**.  
The upload reason is deleted.

### Related Topics

For more information on...	See...
<b>Automatic Payment and Refund Upload Reason</b> screen	<a href="#">Automatic Payment and Refund Upload Reason</a> on page 973
<b>Upload Reasons</b> zone	<a href="#">Upload Reasons</a> on page 973

## Automatic Payment and Refund Clearing Staging

The **Automatic Payment and Refund Clearing Staging** screen allows you to search for automatic payment or refund clearing records using various search criteria. In addition, you can:

- View the automatic payment or refund clearing staging records associated to a clearing record
- View the upload reason and payment cancelation reason or NOC reason specified in the automatic payment clearing staging record
- View the upload reason and void status reason specified in the automatic refund clearing staging record
- View the characteristics defined for the automatic payment or refund clearing staging record
- Edit an automatic payment or refund clearing staging record
- Delete an automatic payment or refund clearing staging record


This screen contains the following zones:

- [Search Clearing Record](#) on page 979
- [Associated Clearing Staging Records](#) on page 981
- [Clearing Staging Upload Reasons](#) on page 982
- [Clearing Staging Characteristics](#) on page 982

## Search Clearing Record

The **Search Clearing Record** zone allows you to search for automatic payment and refund clearing records using various search criteria. It contains the following two sections:

- **Search Criteria** — the **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for the automatic payment or refund clearing records. The valid values are: <ul style="list-style-type: none"> <li>• Automatic Payment</li> <li>• Automatic Refund</li> </ul>	Yes
Clearing ID	Used to search a particular clearing record.	No
Account ID	Used to search clearing records which are created for a particular account.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	No
Person Name	Used to search clearing records which are created for accounts of a particular person.	No
Extract From Date	Used to search clearing records that are extracted on or after a particular date.	No
Extract To Date	Used to search clearing records that are extracted on or before a particular date.	No
Bill ID	Used to search clearing records which are created against a bill.	No
Alternate Bill ID	Used to search clearing records which are created against a bill with the specified alternate bill ID.	No
Batch Control	Used to search clearing records where the <b>APAYACH</b> batch control is stamped. The valid value is <b>APAYACH</b> .	No
Batch Run Number	Used to search clearing records which are activated in a particular batch run.	No

**Note:** You must specify at least one search criterion while searching for a clearing record.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Clearing ID	Displays the clearing ID.

Column Name	Column Description
Account Information	Indicates the account for which the clearing record is created. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears with the details of the respective account.
Bill Information	Indicates the bill against which the clearing record is created. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears with the details of the respective bill.
Payment Amount	Displays the payment amount.
	<b>Note:</b> This column appears only when you select the <b>Automatic Payment</b> option from the <b>Search By</b> list.
Pay Tender ID	Displays the payment tender ID.
	<p><b>Note:</b></p> <p>It has a link. On clicking the link, the <b>Payment Event</b> screen appears where you can view the details of the respective tender.</p> <p>This column appears only when you select the <b>Automatic Payment</b> option from the <b>Search By</b> list.</p>
Tender Status	Indicates the current status of the payment tender. The valid values are: <ul style="list-style-type: none"> <li>Valid</li> <li>Canceled</li> </ul>
	<b>Note:</b> This column appears only when you select the <b>Automatic Payment</b> option from the <b>Search By</b> list.
Extract Date	Displays the date when the clearing record is extracted in a flat file.
Payment Freeze Date	Displays the date when the automatic payment must be frozen in the system.
	<b>Note:</b> This column appears only when you select the <b>Automatic Payment</b> option from the <b>Search By</b> list.
External Source ID	Indicates the tender source through which the payment was remitted.
Entity Type	Indicates the type of entity which is created for automatic refund. The valid value is: <ul style="list-style-type: none"> <li>Refund Request</li> </ul>
	<b>Note:</b> This column appears only when you select the <b>Automatic Refund</b> option from the <b>Search By</b> list.
Entity ID	Displays the entity ID.
	<b>Note:</b> This column appears only when you select the <b>Automatic Refund</b> option from the <b>Search By</b> list.





Column Name	Column Description
Account Number	Indicates the bank account through which the automatic payment is made.
Batch Control	Indicates the batch control which is stamped on the clearing record.
Batch Run Number	Indicates the batch run in which the clearing record was activated.
Alternate Bill ID	Indicates the bill against which the clearing record is created.


### Related Topics

For more information on...	See...
How to search for a clearing record	<a href="#">Searching for a Clearing Record</a> on page 983

## Associated Clearing Staging Records

The **Associated Clearing Staging Records** zone lists the automatic payment or refund clearing staging records which are added corresponding to the clearing record. You can edit and delete an automatic payment or refund clearing staging record through this zone. It contains the following columns:

Column Name	Column Description
Clearing Staging ID	Displays the clearing staging ID.
Clearing ID	Indicates the clearing record against which the clearing staging record is added.
Status	Indicates the status of the clearing staging record. The valid values are: <ul style="list-style-type: none"> <li>• Pending</li> <li>• Complete</li> <li>• Error</li> </ul>
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Edit Clearing Staging Record</b> screen appears where you can edit the details of the clearing staging record. <p><b>Note:</b> You can edit a clearing staging record only when it is in the <b>Pending</b> or <b>Error</b> status.</p>
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the clearing staging record. <p><b>Note:</b> You can delete a clearing staging record only when it is in the <b>Pending</b> status.</p>

By default, the **Associated Clearing Staging Records** zone does not appear in the **Automatic Payment and Refund Clearing Staging** screen. It appears only when you click the **Broadcast** () icon corresponding to the clearing record in the **Search Clearing Record** zone.


### Related Topics

For more information on...	See...
How to view the clearing staging records associated to a clearing record	<a href="#">Viewing the Clearing Staging Records Associated to a Clearing Record</a> on page 983
How to edit a clearing staging record	<a href="#">Editing a Clearing Staging Record</a> on page 985
How to delete a clearing staging record	<a href="#">Deleting a Clearing Staging Record</a> on page 987

## Clearing Staging Upload Reasons

The **Clearing Staging Upload Reasons** zone lists the reason code (i.e. upload reason) and error code (i.e. payment cancellation reason, Notice to Change (NOC) reasons, or void status reason) specified in the automatic payment or refund clearing staging record. It contains the following columns:

Column Name	Column Description
Sequence	Indicates the sequence in which the upload reason should be considered while freezing or canceling the automatic payment or while canceling the automatic refund.
Clearing Staging ID	Displays the clearing staging ID.
Clearing ID	Indicates the clearing record against which the clearing staging record is added.
Upload Reason	Indicates whether the auto clearing house has accepted or rejected the clearing record.
Cancel Reason	Indicates the reason why the auto clearing house has rejected the clearing record. If the clearing record is created for an automatic payment, the payment cancellation reason appears in this column. However, if the clearing record is created for an automatic refund, the void status reason appears in this column.
NOC Reason	Indicates the reason why the auto clearing house has accepted the clearing record with a Notice to Change (NOC).
NOC Reason Description	Displays the description of the NOC reason.

By default, the **Clearing Staging Upload Reasons** zone does not appear in the **Automatic Payment and Refund Clearing Staging** screen. It appears only when you click the **Broadcast**  icon corresponding to the clearing staging record in the **Associated Clearing Staging Records** zone.


### Related Topics

For more information on...	See...
How to view the upload reason specified in the clearing staging record	<a href="#">Viewing the Upload Reason Specified in the Clearing Staging Record</a> on page 984

## Clearing Staging Characteristics

The **Clearing Staging Characteristics** zone lists the characteristics defined for the automatic payment or refund clearing staging record. It contains the following columns:

Column Name	Column Description
Clearing Staging ID	Displays the clearing staging ID.
Clearing ID	Indicates the clearing record against which the clearing staging record is added.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the characteristic value.

By default, the **Clearing Staging Characteristics** zone does not appear in the **Automatic Payment and Refund Clearing Staging** screen. It appears only when you click the **Broadcast**  icon corresponding to the clearing staging record in the **Associated Clearing Staging Records** zone.

### Related Topics

For more information on...	See...
How to view the characteristics of the clearing staging record	<a href="#">Viewing the Characteristics of the Clearing Staging Record</a> on page 984

## Searching for a Clearing Record

### Procedure

To search for a clearing record:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Automatic Payment and Refund Clearing Staging**.  
The **Automatic Payment and Refund Clearing Staging** screen appears.
3. Enter the search criteria in the **Search Clearing Record** zone depending on whether you want to search for automatic payment or refund clearing records.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of clearing records that meet the search criteria appears in the **Search Results** section.


### Related Topics

For more information on...	See...
<b>Automatic Payment and Refund Clearing Staging</b> screen	<a href="#">Automatic Payment and Refund Clearing Staging</a> on page 978
<b>Search Clearing Record</b> zone	<a href="#">Search Clearing Record</a> on page 979

## Viewing the Clearing Staging Records Associated to a Clearing Record

### Procedure

To view the clearing staging records associated to a clearing record:

1. Search for the clearing record in the **Automatic Payment and Refund Clearing Staging** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the clearing record whose associated clearing staging records you want to view.  
The **Associated Clearing Staging Records** zone appears.
3. View the details of the clearing staging records in the **Associated Clearing Staging Records** zone.

### Related Topics



For more information on...	See...
How to search for a clearing record	<a href="#">Searching for a Clearing Record</a> on page 983

For more information on...	See...
Associated Clearing Staging Records zone	<a href="#">Associated Clearing Staging Records</a> on page 981

## Viewing the Upload Reason Specified in the Clearing Staging Record

### Procedure

To view the upload reason specified in the clearing staging record:

1. Search for the clearing record in the **Automatic Payment and Refund Clearing Staging** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the clearing record whose associated clearing staging records you want to view.  
  
The **Associated Clearing Staging Records** zone appears.
3. In the **Associated Clearing Staging Records** zone, click the **Broadcast**  icon corresponding to the clearing staging record whose details you want to view.  
  
The **Clearing Staging Upload Reasons** and **Clearing Staging Characteristics** zones appear.
4. View the reason and error codes specified in the clearing staging record in the **Clearing Staging Upload Reasons** zone.



### Related Topics

For more information on...	See...
How to search for a clearing record	<a href="#">Searching for a Clearing Record</a> on page 983
Associated Clearing Staging Records zone	<a href="#">Associated Clearing Staging Records</a> on page 981
Clearing Staging Upload Reasons zone	<a href="#">Clearing Staging Upload Reasons</a> on page 982

## Viewing the Characteristics of the Clearing Staging Record

### Procedure

To view the characteristics of the clearing staging record:

1. Search for the clearing record in the **Automatic Payment and Refund Clearing Staging** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the clearing record whose associated clearing staging records you want to view.  
  
The **Associated Clearing Staging Records** zone appears.
3. In the **Associated Clearing Staging Records** zone, click the **Broadcast**  icon corresponding to the clearing staging record whose details you want to view.  
  
The **Clearing Staging Upload Reasons** and **Clearing Staging Characteristics** zones appear.
4. View the characteristics of the clearing staging record in the **Clearing Staging Characteristics** zone.

### Related Topics

For more information on...	See...
How to search for a clearing record	<a href="#">Searching for a Clearing Record</a> on page 983
<b>Associated Clearing Staging Records</b> zone	<a href="#">Associated Clearing Staging Records</a> on page 981
<b>Clearing Staging Characteristics</b> zone	<a href="#">Clearing Staging Characteristics</a> on page 982

## Editing a Clearing Staging Record

### Prerequisites


To edit a clearing staging record, you should have:

- Upload reasons defined in the application
- NOC reasons defined in the **APAY\_UPL\_NOC\_LOOKUP** lookup field.
- Payment cancelation reasons defined in the application
- Reasons defined for the **Voided** status of the **C1-RefundReq** business object in the **Status Reason** screen


**Note:** You can edit a clearing staging record only when it is in the **Pending** or **Error** status. On editing a clearing staging record which is in the **Error** status, the status of the clearing staging record is changed to **Pending**. Also, the exceptions logged for the clearing staging record are deleted from the **CI\_APAY\_STGUP\_EXC** table.

### Procedure

To edit a clearing staging record:

1. Search for the clearing record in the **Automatic Payment and Refund Clearing Staging** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the clearing record whose associated clearing staging record you want to edit.

The **Associated Clearing Staging Records** zone appears.

3. In the **Associated Clearing Staging Records** zone, click the **Edit**  icon in the **Edit** column corresponding to the clearing staging record whose details you want to edit.

The **Edit Clearing Staging Record** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Clearing Staging ID	Displays the clearing staging ID.	Not applicable
Clearing ID	Indicates the clearing record against which the clearing staging record is added.	Not applicable
Status	Indicates the status of the clearing staging record. The valid values are: <ul style="list-style-type: none"> <li>• Pending</li> <li>• Complete</li> <li>• Error</li> </ul>	Not applicable
Upload Date	Used to specify the date when the clearing staging record was uploaded or added in the system.	Yes

In addition, this screen contains the following two sections:

- **Upload Reasons** — Used to add, edit, or remove the reason code (i.e. upload reason) and error (sub reason) codes from the clearing staging record. It contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Upload Reason	Used to specify the upload reason. It indicates whether the auto clearing house has accepted or rejected the clearing record.	Yes
Reason Type	Used to indicate the type of upload reason. The valid values are: <ul style="list-style-type: none"> <li>• Cancel</li> <li>• Success</li> </ul>	Yes
Sub Reason Code	Used to specify either of the following: <ul style="list-style-type: none"> <li>• Payment cancelation reason or void status reason (for automatic refund) when the reason type is set to <b>Cancel</b></li> <li>• Notice to Change (NOC) reason when the reason type is set to <b>Success</b></li> </ul>	No
Sub Reason Description	Used to specify the description of the NOC reason.	No

**Note:** The upload reason, payment cancelation reason, void status reason, and NOC reasons must be already defined in the system. If you specify an invalid reason and sub reason codes, the status of the clearing staging record is changed to **Error** when you execute the **Freeze or Cancel Automatic Payments (APAYRA)** or **Cancel Automatic Refunds (AREFRA)** batch.

- **Characteristics** — Used to define characteristics for the clearing staging record.
4. Modify the required details in the **Edit Clearing Staging Record** screen.

**Note:** If you want to add more than one reason or sub reason code, click the **Add** (+) icon in the **Upload Reasons** section and then specify the required details. However, if you want to remove a reason or sub reason code, click the **Delete** (🗑️) icon corresponding to the reason.

5. Define characteristics for the clearing staging record, if required.
6. Click **Save**.

The changes made to the clearing staging record are saved.

### **Related Topics**

For more information on...	See...
How to search for a clearing record	<a href="#">Searching for a Clearing Record</a> on page 983
<b>Associated Clearing Staging Records</b> zone	<a href="#">Associated Clearing Staging Records</a> on page 981
How to define characteristics for a clearing staging record	<a href="#">Defining Characteristics for a Clearing Staging Record</a> on page 986

## **Defining Characteristics for a Clearing Staging Record**

### **Prerequisites**

To define characteristics for a clearing staging record, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Auto Payment Upload**)

### **Procedure**


To define characteristics for a clearing staging record:


1. Ensure that the **Characteristics** section is expanded when you are editing a clearing staging record.


The **Characteristics** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the clearing staging record.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the clearing staging record.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Auto Payment Upload</b> .	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the clearing staging record.
Characteristic Value	Used to specify the value for the characteristic type. <b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the clearing staging record.

2. Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

3. If you want to define more than one characteristic for the clearing staging record, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the clearing staging record, click the **Delete**  icon corresponding to the characteristic.

### **Related Topics**

For more information on...	See...
How to edit a clearing staging record	<a href="#">Editing a Clearing Staging Record</a> on page 985

## **Deleting a Clearing Staging Record**


### **Procedure**

To delete a clearing staging record:

1. Search for the clearing record in the **Automatic Payment and Refund Clearing Staging** screen.

2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the clearing record whose associated clearing staging record you want to delete.

The **Associated Clearing Staging Records** zone appears.

3. In the **Associated Clearing Staging Records** zone, click the **Delete**  icon in the **Delete** column corresponding to the clearing staging record that you want to delete.

A message appears confirming whether you want to delete the clearing staging record.

**Note:** You can delete a clearing staging record only when it is in the **Pending** status.

4. Click **OK**.

The clearing staging record is deleted.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a clearing record	<a href="#">Searching for a Clearing Record</a> on page 983
<b>Associated Clearing Staging Records</b> zone	<a href="#">Associated Clearing Staging Records</a> on page 981



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# Chapter 14

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## Construct

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### Topics:

- [Prerequisites](#)
- [Construct Status Transition](#)
- [Template](#)
- [Construct \(Used for Searching\)](#)
- [Construct \(Used for Viewing\)](#)
- [Billing and Settlement Hierarchy](#)

Oracle Revenue Management and Billing provides you with a flexible way to define the billing hierarchy using the construct based billing feature. In a construct, you can include:

- **Usage Accounts** - A set of usage accounts of different persons whose charges and/or adjustments must be billed through an invoice account. These persons need not belong to the same person hierarchy. The system allows you to select a set of usage accounts based on the criteria using the account selection template. The persons' and their child persons' usage accounts that meet the specified criteria are included in the construct.
- **Billable Charges** - A set of billable charges that you want to bill through an invoice account. The system will only consider billable charges of those usage accounts for which the construct is defined. The system allows you to select a set of billable charges based on the criteria using the billable charge selection template.
- **Adjustments** - A set of adjustments that you want to bill through an invoice account. The system will only consider adjustments of those usage accounts for which the construct is defined. The system allows you to select a set of adjustments based on the criteria using the adjustment selection template.

You can bill the charges and adjustments of usage accounts on the same invoice account. Or, you can bill the charges of usage accounts on one invoice account and the adjustments on another invoice account. Or, you can bill the charges or adjustments of the usage accounts on more than one invoice account. You can define different types of constructs. At present, the system supports only invoice and settlement construct. Here, settlement includes receivables and payables.

One usage account can belong to only one active construct and not to multiple active constructs at the same time. The system also allows you to exclude some usage accounts when you do not want to include all usage accounts that satisfy the criteria in the construct. While defining a construct, you can use an existing invoice account. The contracts for the invoice account are created only when you activate the construct. One contract is created for every target contract type set on usage accounts' contracts' contract type.

You can use a construct during the construct based billing process only when the construct is in the **Active** status. The following batches are designed to support the construct based billing process:

- **Construct Based - Pending Bill Generation (BILLOPEN)** – This batch is used to generate pending bills for accounts that meet the criteria.
- **Construct Based - Bill Segment Generation (BSGENREG)** – This batch is used to generate the bill segments on the pending bills.

- **Construct Based - Bill Completion (POSTPROC)** – This batch is used to generate post processing bill segments during the bill completion process. It changes the status of the bill to **Complete**.

During the bill generation process, all accounts that meet the criteria are considered for billing. These accounts may be usage or invoice accounts. All billable charges (with the **Adhoc** flag set to **No**) whose start date is earlier than or equal to the batch business date are considered during bill segment generation. If a billable charge satisfies the rule defined on any active construct, the bill segment is generated on the respective invoice account. And, if a billable charge does not satisfy the rule defined on any active construct, the bill segment is generated on the usage account. The post-processing bill segments, if any, are generated on the invoice or usage account depending on the type of price assignment.

**Note:** The construct based billing batches are currently not designed to consider billable charges whose end date is earlier than or equal to the batch business date.

For more information on how to setup the construct based billing process, refer to [Prerequisites](#) on page 991.

## Prerequisites

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To setup the construct based billing process, you need to do the following:

- Define the Target Contract Type characteristic for usage accounts' contracts' contract type.
- Create a default account creation algorithm using the C1-ACTCR-IC algorithm type.
- Create a default contract creation algorithm using the C1-CTMP-IC algorithm type.
- Create a usage account construct mapping algorithm using the C1-UACM-IC algorithm type.
- Associate the usage account construct mapping algorithm to a division whose usage accounts you want to include in any existing active construct.

**Note:** There might be situations when a usage account is created after the construct is activated. If you want to include such usage account in any existing active construct, you need to associate the usage account construct mapping algorithm to a division in which you are creating the usage account. If the usage account satisfies the criteria specified in any active construct, it is included in the construct once the usage account is created.

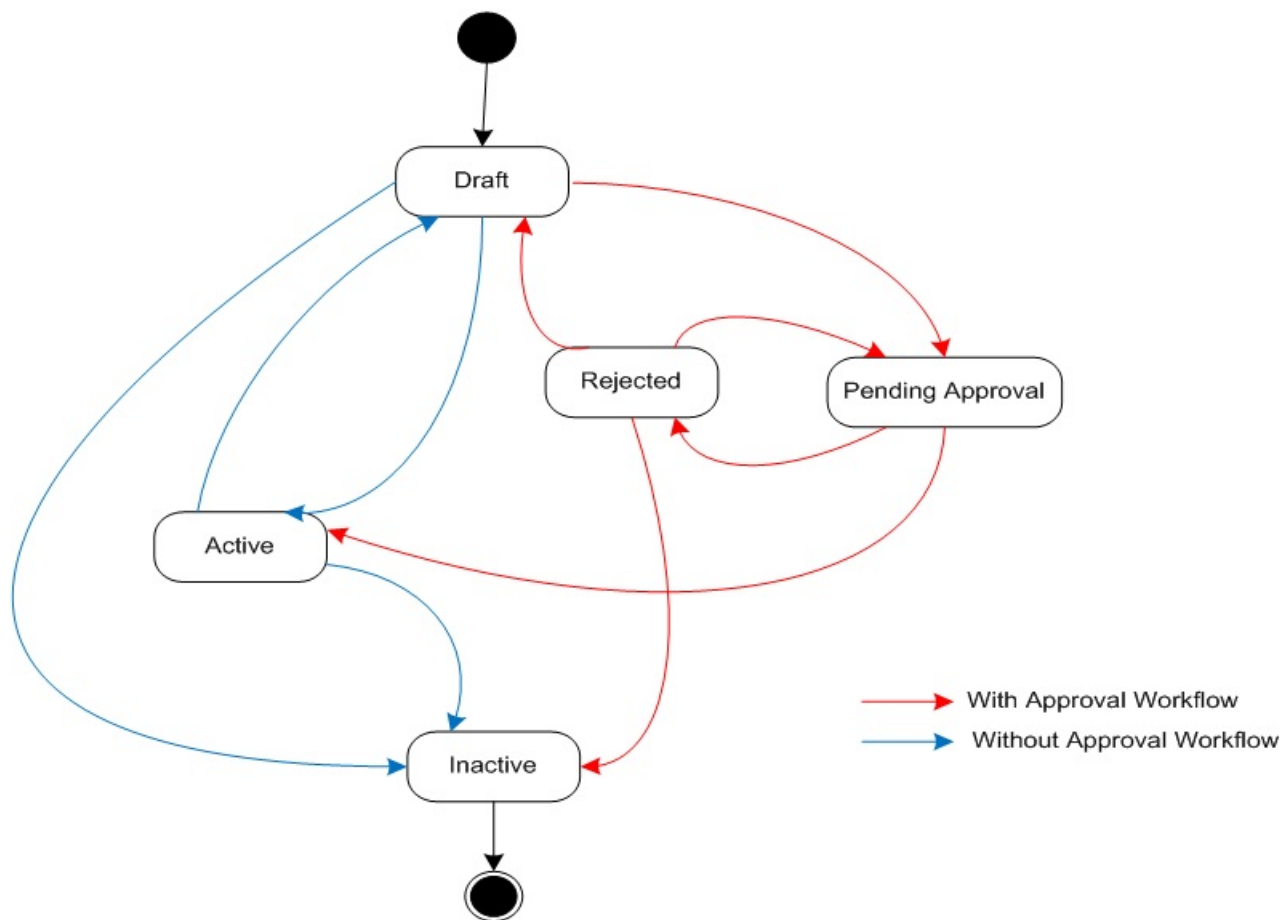
- Define the required templates, profiles and constructs in the application.
- Define values for the PAGE\_NUMBER lookup field.
- Define approval workflow group, approval workflow chain, approval workflow criteria, and approval workflow group chain linkage for construct.
- Configure the approval workflow settings for construct.
- Define approval workflow reasons which are required while rejecting a construct.
- Assign the **C1-IC\_AC** To Do type to a To Do role whose users must receive the To Do entries generated when the new invoice account is created while activating a construct.
- Transfer adjustments algorithm defined using the **C1-IC-AD-XFR** algorithm type.
- Define an algorithm of the BS-CRE-INVCN algorithm type and attach it on the **Create Algorithm** spot of the bill segment type.

**Note:** If you want to use the regular billing process, you need to attach an algorithm of the BS-CRE-PRICE algorithm type on the **Create Algorithm** spot of the bill segment type. However, if you want to use the construct based billing process, you need to attach an algorithm of the BS-CRE-INVCN algorithm type on **Create Algorithm** spot of the bill segment type.

## Construct Status Transition

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The following figure graphically indicates how a construct moves from one status to another during its lifecycle:



## Template

---

Template is used to select a set of usage accounts, billable charges, or adjustments based on the criteria. In a template, you can define a SELECT statement to retrieve data from a table or view based on a condition. You can use the bind variables in the where clause (condition). The bind variables must be alphanumeric and prefixed with the colon (:). The values for these bind variables are specified while defining a construct.

You can validate the syntax of the SELECT statement. If the syntax of the SELECT statement is correct, a message appears indicating that the SQL statement was validated successfully. However, if the syntax of the SELECT statement is incorrect, an error message occurs. You need to then correct the SELECT statement accordingly. Otherwise, the system will not allow you to save the template.

You can define the following three types of templates:

- **Account Selection** - Used for selecting a set of usage accounts based on the criteria.
- **Adjustment Selection** - Used for selecting a set of adjustments based on the criteria.
- **Billable Charge Selection** - Used for selecting a set of billable charges based on the criteria.

You can only use templates which are active while defining or editing a construct. The **Template** screen allows you to define, edit, and delete a template. You can edit a template even if it is used in any construct. However, any changes made to a template will not be reflected in a construct where the template is already used unless you use the latest template in the construct. This screen consists of the following zones:

- [Search Template](#) on page 993

## Search Template

The **Search Template** zone allows you to search for a template using various search criteria. This zone contains the following two sections:

- **Search Criteria** - Used to search by different search criteria. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Template	Used to specify the template name.	No
Description	Used to specify the description for the template.	No
Purpose	Used to indicate the purpose of the template. The valid values are: <ul style="list-style-type: none"> <li>• <b>Adjustment Selection</b> - Used for selecting a set of adjustments based on the criteria.</li> <li>• <b>Bill Segment Selection</b> - Used for selecting a set of bill segments based on the criteria.</li> <li>• <b>Billable Charge Selection</b> - Used for selecting a set of billable charges based on the criteria.</li> <li>• <b>Usage Account Selection</b> - Used for selecting a set of usage accounts based on the criteria.</li> <li>• <b>Usage and Invoice Account Selection</b> - Used for selecting a set of usage and invoice accounts based on the criteria.</li> </ul>	No
Status	Used to indicate the status of the template. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	No

**Note:** You must specify at least one search criterion while searching for a template.

- **Search Results** - On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Template	Displays the name of the template.
Description	Displays the description of the template.
Purpose	Indicates the purpose of the template. The valid values are: <ul style="list-style-type: none"> <li>• Adjustment Selection</li> <li>• Billable Segment Selection</li> <li>• Billable Charge Selection</li> <li>• Usage Account Selection</li> <li>• Usage and Invoice Account Selection</li> </ul>

Column Name	Column Description
Status	Indicates the status of the template. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>
View	On clicking the <b>View</b> (🔍) icon, the <b>View Template</b> screen appears where you can view the details of the template.
Edit	On clicking the <b>Edit</b> (✏️) icon, the <b>Template</b> screen appears where you can edit the details of the template.
	<b>Note:</b> If a template is used in any construct, a message appears confirming whether you want to edit the template.

You can create a new template by clicking the **Add** button in the upper right corner of this zone.

### **Related Topics**

For more information on...	See...
How to search for a template	<a href="#">Searching for a Template</a> on page 994
How to define a template	<a href="#">Defining a Template</a> on page 995
How to edit a template	<a href="#">Editing a Template</a> on page 997
How to view the details of a template	<a href="#">Viewing the Template Details</a> on page 1001
How to delete a template	<a href="#">Deleting a Template</a> on page 1000

## **Searching for a Template**

### **Procedure**

To search for a template:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **T** and then click **Template**.  
The **Template** screen appears.
3. Enter the search criteria in the **Search Template** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of templates that meet the search criteria appears in the **Search Results** section.

### **Related Topics**

For more information on...	See...
<b>Template</b> screen	<a href="#">Template</a> on page 992
<b>Search Template</b> zone	<a href="#">Search Template</a> on page 993

## Defining a Template

### Procedure

To define a template:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **T** and then click **Template**.  
A sub-menu appears.
3. Click the **Add** option from the **Template** sub-menu.


The **Template** screen appears. It consists of the following zone:


- **Search Template** — Used to specify basic details about the template. It consists of the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Template	Used to specify the template name.	Yes
Description	Used to search for a template by it's description.	Yes
Purpose	Used to indicate the purpose of the template. The valid values are: <ul style="list-style-type: none"> <li>• <b>Adjustment Selection</b> - Used for selecting a set of adjustments based on the criteria.</li> <li>• <b>Bill Segment Selection</b> - Used for selecting a set of bill segments based on the criteria.</li> <li>• <b>Billable Charge Selection</b> - Used for selecting a set of billable charges based on the criteria.</li> <li>• <b>Usage Account Selection</b> - Used for selecting a set of usage accounts based on the criteria.</li> <li>• <b>Usage and Invoice Account Selection</b> - Used for selecting a set of usage and invoice accounts based on the criteria.</li> </ul>	Yes
Status	Used to specify additional information about the template.	Yes

In addition, this tab contains the **Bind Variables** section where you can define the bind variables which are used in the where clause. The **Bind Variables** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Bind Variable	Used to specify the bind variable (which is used in the where clause).	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a bind variable.

Field Name	Field Description	Mandatory (Yes or No)
Data Type	Used to indicate the type of data that you want to store in the bind variable. The valid values are: <ul style="list-style-type: none"> <li>Date</li> <li>Numeric</li> <li>String</li> </ul>	Yes (Conditional) <b>Note:</b> This field is required when you are defining a bind variable.
Label	Used to specify the business label for the bind variable. The business label appears when you define and edit the criteria for selecting a set of usage accounts, adjustments, or billable charges.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a bind variable.
Zone	Used to specify the zone for the template. <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Zone/Code Description</b> window appears.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a bind variable.

- Enter the required details in the **Main** tab.
- If you want to define more than one bind variable, click the **Add**  icon in the **Bind Variables** section and then enter the required details.

**Note:** However, if you want to remove a bind variable from the **Bind Variables** section, click the **Delete**  icon corresponding to the bind variable.

- If required, click **Validate** to validate the syntax of the SELECT statement.

**Note:** If the syntax of the SELECT statement is correct, a message appears indicating that the SQL statement was validated successfully. However, if the syntax of the SELECT statement is incorrect, an error message occurs. You need to then correct the SELECT statement accordingly. Otherwise, the system will not allow you to save the template.

- Define characteristics for the template, if required.
- Click **Validate and Save**.

The system validates the syntax of the SELECT statement and then accordingly saves the template.

### **Related Topics**

For more information on...	See...
<b>Template</b> screen	<a href="#">Template</a> on page 992
<b>Search Template</b> zone	<a href="#">Search Template</a> on page 993
How to define characteristics for a template	<a href="#">Defining Characteristics for a Template</a> on page 996

## **Defining Characteristics for a Template**

### **Prerequisites**

To define characteristics for a template, you should have:



- Characteristic types defined in the application (where the characteristic entity is set to Template)

### **Procedure**

To define characteristics for a template:

1. Click the **Characteristics** tab in the **Template** screen when you are creating or editing a template.

The **Characteristics** tab appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the template.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the template.
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the template.
Characteristic Value	Used to specify the value for the characteristic type. <b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the template.

2. Enter the required details.
3. If you want to define more than one characteristic for the template, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the template, click the **Delete** (🗑️) icon corresponding to the characteristic.

4. Click **Validate and Save**.

The characteristics are defined for the template.

### **Related Topics**

For more information on...	See...
How to define a template	<a href="#">Defining a Template</a> on page 995
How to edit a template	<a href="#">Editing a Template</a> on page 997

## **Editing a Template**

### **Procedure**

To edit a template:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

- From the **Admin** menu, select **T** and then click **Template**.

The **Template** screen appears.

- In the **Search Results** section, click the **Edit** (  ) icon in the **Edit** column corresponding to the template whose details you want to edit.

**Note:** If a template is used in any construct, a message appears confirming whether you want to edit the template. You must click **OK** if you want to edit the template. Any changes made to a template will not be reflected in any construct where the template is already used unless you use the latest template in the construct.

The **Template** screen appears. It consists of the following tabs:

- **Main** - Used to specify basic details about the template.
- **Characteristics** - Used to define characteristics for the template.

The **Main** tab contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Template	Used to indicate the template name.	Not applicable
Description	Used to specify the description for the template.	Yes
Detailed Description	Used to specify additional information about the template.	No
Purpose	Used to indicate the purpose of the template. The valid values are: <ul style="list-style-type: none"> <li>• <b>Account Selection</b> - Used for selecting a set of usage accounts based on the criteria.</li> <li>• <b>Adjustment Selection</b> - Used for selecting a set of adjustments based on the criteria.</li> <li>• <b>Billable Charge Selection</b> - Used for selecting a set of billable charges based on the criteria.</li> <li>• <b>Usage Account Selection</b> - Used for selecting a set of usage accounts based on the criteria.</li> <li>• <b>Usage and Invoice Account Selection</b> - Used for selecting a set of usage and invoice accounts based on the criteria.</li> </ul>	Yes
Status	Used to indicate the status of the template. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	Yes

Field Name	Field Description	Mandatory (Yes or No)								
Select	<p>Used to specify the column name. It indicates the data that you want to retrieve using the SELECT statement.</p> <p>The default value appears in this field when you select the purpose of the template. However, the default value changes depending on the purpose of template. You can edit the column name whenever required.</p> <table border="1"> <thead> <tr> <th>If you have set the purpose of the template to....</th> <th>Then, the default value is...</th> </tr> </thead> <tbody> <tr> <td>Account Selection</td> <td>ACCT_ID</td> </tr> <tr> <td>Adjustment Selection</td> <td>ADJ_ID</td> </tr> <tr> <td>Billable Charge Selection</td> <td>BILLABLE_CHG_ID</td> </tr> </tbody> </table>	If you have set the purpose of the template to....	Then, the default value is...	Account Selection	ACCT_ID	Adjustment Selection	ADJ_ID	Billable Charge Selection	BILLABLE_CHG_ID	Yes
If you have set the purpose of the template to....	Then, the default value is...									
Account Selection	ACCT_ID									
Adjustment Selection	ADJ_ID									
Billable Charge Selection	BILLABLE_CHG_ID									
From	Used to specify the table or view name. It indicates the table or view from which you want to retrieve the data.	Yes								
Where	<p>Used to specify the condition based on which you want to retrieve the data from the table or view. You can use the bind variables in the where clause using the following syntax:</p> <pre>{column_name}{operator} : {bind_variable}</pre> <p>The bind variables must be alphanumeric and prefixed with the colon (:). There should not be any space between the column name, operator, and the bind variable. For example, CURRENCY_CD=:CURRENCY. All bind variables used in the where clause must be defined in the <b>Bind Variables</b> section.</p>	No								

In addition, this tab contains the **Bind Variables** section where you can define the bind variables which are used in the where clause. The **Bind Variables** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Bind Variable	Used to specify the bind variable (which is used in the where clause).	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a bind variable.
Data Type	<p>Used to indicate the type of data that you want to store in the bind variable. The valid values are:</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Numeric</li> <li>• String</li> </ul>	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a bind variable.

Field Name	Field Description	Mandatory (Yes or No)
Label	Used to specify the business label for the bind variable. The business label appears when you define and edit the criteria for selecting a set of usage accounts, adjustments, or billable charges.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a bind variable.
Zone	Used to indicate a zone for the template.	Yes (Conditional)
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Zone/Code Description</b> window appears.	<b>Note:</b> This field is required when you are defining a bind variable.

- Modify the details in the **Main** tab, if required.
- If you want to define more than one bind variable, click the **Add** (+) icon in the **Bind Variables** section and then enter the required details.

**Note:** However, if you want to remove a bind variable from the **Bind Variables** section, click the **Delete** (🗑️) icon corresponding to the bind variable.

- If required, click **Validate** to validate the syntax of the SELECT statement.

**Note:** If the syntax of the SELECT statement is correct, a message appears indicating that the SQL statement was validated successfully. However, if the syntax of the SELECT statement is incorrect, an error message occurs. You need to then correct the SELECT statement accordingly. Otherwise, the system will not allow you to save the template.

- Define, edit or remove characteristics from the template, if required.
- Click **Validate and Save**.

The system validates the syntax of the SELECT statement and then accordingly saves the changes *Defining Characteristics for a Template* on page 996 made to the template.

### Related Topics

For more information on...	See...
How to search for a template	<a href="#">Searching for a Template</a> on page 994
How to define characteristics for a template	<a href="#">Defining Characteristics for a Template</a> on page 996

## Deleting a Template

### Procedure

To delete a template:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **T** and then click **Template**.  
The **Template** screen appears.
- In the **Search Results** section, click the **Delete** (🗑️) icon in the **Delete** column corresponding to the template that you want to delete.

A message appears confirming whether you want to delete the template.

**Note:** You can only delete a template which is not yet used in any construct.

4. Click **OK**.

The template is deleted.

### Related Topics

For more information on...	See...
How to search for a template	<a href="#">Searching for a Template</a> on page 994

## Viewing the Template Details

### Procedure

To view the details of a template:

1. Search for the template in the **Template** screen.
2. In the **Search Results** section, click the **View** (🔍) icon in the **View** column corresponding to the template whose details you want to view.

The **View Template** screen appears.

3. View the basic details of the template in the **Main** tab.
4. View the characteristics defined for the template in the **Characteristics** tab.

### Related Topics

For more information on...	See...
How to search for a template	<a href="#">Searching for a Template</a> on page 994

## Construct (Used for Searching)

The **Construct** screen allows you to search for a construct using various search criteria. Through this screen, you can define, edit, view, copy, inactivate a construct. It contains the following zones:

- [Search Construct](#) on page 1001

### Search Construct

The **Search Construct** zone allows you to search for a construct using various search criteria. It contains the following two sections:

- **Search Criteria** - The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Construct ID	Used to specify the construct ID.	No
Description	Used to specify the description for the construct.	No





Field Name	Field Description	Mandatory (Yes or No)
Construct Type	Used to indicate the type of the construct. The valid values are: <ul style="list-style-type: none"> <li>• Invoice Only</li> <li>• Invoice and Settlement</li> <li>• Settlement Only</li> </ul>	No
Status	Used to indicate the status of the construct. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Draft</li> <li>• Inactive</li> <li>• Pending Approval</li> <li>• Rejected</li> </ul>	No
Effective Start Date	Used to specify the date from when the construct is effective.	No
Effective End Date	Used to specify the date till when the construct is effective.	No
Usage Account Identifier Type	Used to indicate the usage account's identifier type based on which you want to search for a construct.  <b>Note:</b> This field appears only when you select the <b>Invoice Only</b> or <b>Invoice and Settlement</b> option from the <b>Construct Type</b> list.	No
Usage or Invoice Account Identifier Type	Used to indicate the usage or invoice account's identifier type based on which you want to search for a construct.  <b>Note:</b> This field appears only when you select the <b>Settlement Only</b> option from the <b>Construct Type</b> list.	No
Usage Account Identifier	Used to indicate the usage account which belongs to the construct.  <b>Note:</b> This field appears only when you select the <b>Invoice Only</b> or <b>Invoice and Settlement</b> option from the <b>Construct Type</b> list.	No
Usage or Invoice Account Identifier	Used to indicate the usage or invoice account which belongs to the construct.  <b>Note:</b> This field appears only when you select the <b>Settlement Only</b> option from the <b>Construct Type</b> list.	No

Field Name	Field Description	Mandatory (Yes or No)
Invoice Account Identifier Type	Used to indicate the invoice account's identifier type based on which you want to search for a construct.	No
	<b>Note:</b> This field appears only when you select the <b>Invoice Only</b> or <b>Invoice and Settlement</b> option from the <b>Construct Type</b> list.	
Settlement Account Identifier Type	Used to indicate the settlement account's identifier type based on which you want to search for a construct.	No
	<b>Note:</b> This field appears only when you select the <b>Settlement Only</b> option from the <b>Purpose</b> list.	
Invoice Account Identifier	Used to indicate the invoice account which is used in the construct.	No
	<b>Note:</b> This field appears only when you select the <b>Invoice Only</b> or <b>Invoice and Settlement</b> option from the <b>Construct Type</b> list.	
Settlement Account Identifier	Used to indicate the settlement account which is used in the construct.	No
	<b>Note:</b> This field appears only when you select the <b>Settlement Only</b> option from the <b>Construct Type</b> list.	

**Note:** You must specify at least one search criterion while searching for a construct.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Construct ID	Displays the construct ID.
Description	Displays the description of the construct.
Construct Type	Indicates the purpose of the construct. The valid values are: <ul style="list-style-type: none"> <li>• Invoice Only</li> <li>• Invoice and Settlement</li> <li>• Settlement Only</li> </ul>
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.

Column Name	Column Description
Status	Indicates the status of the construct. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Draft</li> <li>• Inactive</li> <li>• Pending Approval</li> <li>• Rejected</li> </ul>
Copy	On clicking the <b>Copy</b> (  ) icon, the <b>Construct</b> screen appears where you can create a construct using an existing construct.
View	On clicking the <b>View</b> (  ) icon, the <b>Construct</b> screen appears where you can view the details of the construct.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Construct</b> screen appears where you can edit the details of the construct.
Inactivate	On clicking the <b>Inactivate</b> icon (  ) in the <b>Inactivate</b> column, the <b>Inactivate</b> window appears confirming whether you want to inactivate the selected construct. <p><b>Note:</b> You can only inactivate the construct which is in <b>Active</b> status. The <b>Inactivate</b> icon appears in the <b>Inactivate</b> column, only in front of the construct which is in <b>Active</b> status.</p>

You can create a new construct by clicking the **Add** button in the upper right corner of the **Construct** screen.

### **Related Topics**

For more information on...	See...
How to search for a construct	<a href="#">Searching for a Construct</a> on page 1004
How to define a construct	<a href="#">Defining a Construct</a> on page 1005
How to edit a construct	<a href="#">Editing a Construct</a> on page 1008
How to copy a construct	<a href="#">Copying a Construct</a> on page 1011
How to view the details of a construct	<a href="#">Viewing the Construct Details</a> on page 1012

## **Searching for a Construct**

### **Procedure**

To search for a construct:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select the **Invoice & Settlement Management** and then click **Construct**.  
A sub-menu appears.
3. Click the **Search** option from the **Construct** sub-menu.  
The **Construct** screen appears.



- Enter the search criteria in the **Search Construct** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.

A list of constructs that meet the search criteria appears in the **Search Results** section.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Construct</b> screen	<a href="#">Construct (Used for Viewing)</a> on page 1013
<b>Search Construct</b> zone	<a href="#">Search Construct</a> on page 1001

## **Defining a Construct**

### **Procedure**

To define a construct:

- Click the **Menu** link in the **Application** toolbar.  
A list appears.
- From the **Main** menu, select **Invoice & Settlement Management** and then click **Construct**.  
A sub-menu appears.
- Click the **Add** option from the **Construct** sub-menu.

The **Construct** screen appears. It consists of the following sections:

- **Main** — Used to specify basic details about the construct.
- **Characteristics** — Used to define characteristics for the construct.

The **Main** section contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Construct Description	Used to specify the description for the construct.	Yes
Construct Type	Used to indicate the type of the construct. The valid values are: <ul style="list-style-type: none"> <li>• <b>Invoice</b> — Indicates that you want to use the construct for billing.</li> <li>• <b>Invoice and Settlement</b> — Indicates that you want to use the construct for billing and settlement.</li> <li>• <b>Settlement</b> — Indicates that you want to use the construct for settlement.</li> </ul>	Yes
	<b>Note:</b> Here, settlement includes receivables and payables	

Field Name	Field Description	Mandatory (Yes or No)
Status	Used to indicate the status of the construct. By default, the <b>Draft</b> option is selected from the list.	Not applicable
Effective Start Date	Used to specify the date from when the construct is effective.	Yes
	<b>Note:</b> The effective from date cannot be later than the effective end date.	
Effective End Date	Used to specify the date till when the construct is effective.	No
	<b>Note:</b> The effective to date cannot be earlier than the effective start date.	

**Tip:** Alternatively, you can access the **Construct** screen by clicking the **Add** button on the top-right of the **Construct** screen.

4. Enter the required details in the **Main** section.
5. Define characteristics for the construct, if required.
6. Do either of the following:

If you want to...	Then...
Save the construct in the draft version	<ol style="list-style-type: none"> <li>1. Click <b>Save as Draft</b>.</li> </ol> <p>The construct is created and the status of the construct is set to <b>Draft</b>. The construct ID is generated automatically when the construct is created.</p>
Activate the construct	<ol style="list-style-type: none"> <li>1. Click <b>Activate</b>.</li> </ol> <p>The construct is created and the status of the construct is set to <b>Active</b>. The construct ID is generated automatically when the construct is created.</p> <p><b>Note:</b> The <b>Activate</b> button appears while defining a construct only when the approval workflow process is not configured for construct.</p>
Send the construct for approval	<ol style="list-style-type: none"> <li>1. Click <b>Send for Approval</b>.</li> </ol> <p>The construct is created and the approval workflow request is raised for the construct. The status of the construct is set to <b>Pending Approval</b>. In addition, the construct ID is generated automatically when the construct is created.</p> <p><b>Note:</b> The <b>Send for Approval</b> button appears while defining a construct only when the approval workflow process is configured for construct.</p>

### **Related Topics**

For more information on...	See...
<b>Construct (Used for Viewing)</b> screen	<a href="#">Construct (Used for Viewing)</a> on page 1013
<b>Search Construct</b> zone	<a href="#">Search Construct</a> on page 1001
How to include usage accounts in a construct	<a href="#">Including Usage Accounts in a Construct</a> on page 1018
How to exclude usage accounts from a construct	<a href="#">Excluding Usage Accounts from a Construct</a> on page 1020
How to include billable charges in a construct	<a href="#">Including Billable Charges in a Construct</a> on page 1022
How to include adjustments in a construct	<a href="#">Including Billable Charges in a Construct</a> on page 1022
How to define characteristics for a construct	<a href="#">Defining Characteristics for a Construct</a> on page 1007

## Defining Characteristics for a Construct

### Prerequisites

To define characteristics for a construct, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to Construct)

### Procedure

To define characteristics for a construct:

1. Ensure that the **Characteristics** section is expanded in the **Construct** screen when you are creating or editing a construct. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the construct.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the construct.
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the construct.
Characteristic Value	Used to specify the value for the characteristic type. <b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.  The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Predefined Characteristic Search</b> window appears.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the construct.

2. Enter the required details.

**Note:** If you select a predefined characteristic type, the **Search** (🔍) icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

- If you want to define more than one characteristic for the construct, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the construct, click the **Delete** (🗑️) icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to define a construct	<a href="#">Defining a Construct</a> on page 1005
How to edit a construct	<a href="#">Editing a Construct</a> on page 1008

## Editing a Construct

You can only edit a construct in the **Draft**, **Active**, or **Rejected** status. If a bill is already generated through a construct and it is in the **Pending** status, you cannot edit the details of the construct. You can only edit the effective to date of a construct when all bills generated through the construct are in the **Completed** status. The effective to date must be later than the last completed bill's bill date. Otherwise, the system will not allow you to edit the effective to date of the construct.

### Procedure

To edit a template:

- Click the **Menu** link in the **Application** toolbar.  
A list appears.
- From the **Main** menu, select **Invoice & Settlement Management** and then click **Construct**.  
A sub-menu appears.
- Click on **Search**.  
The **Construct** screen appears.
- In the **Search Results** section, click the **Edit** (✏️) icon in the **Edit** column corresponding to the **Construct ID** whose details you want to edit.

**Note:** If a template is used in any construct, a message appears confirming whether you want to edit the template. You must click **OK** if you want to edit the template. Any changes made to a template will not be reflected in any construct where the template is already used unless you use the latest template in the construct.

The **Template** screen appears. It consists of the following tabs:

- Main** - Used to specify basic details about the template.
- Characteristics** - Used to define characteristics for the template.

The **Main** tab contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Template	Used to indicate the template name.	Not applicable
Description	Used to specify the description for the template.	Yes

Field Name	Field Description	Mandatory (Yes or No)								
Detailed Description	Used to specify additional information about the template.	No								
Purpose	Used to indicate the purpose of the template. The valid values are: <ul style="list-style-type: none"> <li>• <b>Account Selection</b> - Used for selecting a set of usage accounts based on the criteria.</li> <li>• <b>Adjustment Selection</b> - Used for selecting a set of adjustments based on the criteria.</li> <li>• <b>Billable Charge Selection</b> - Used for selecting a set of billable charges based on the criteria.</li> <li>• <b>Usage Account Selection</b> - Used for selecting a set of usage accounts based on the criteria.</li> <li>• <b>Usage and Invoice Account Selection</b> - Used for selecting a set of usage and invoice accounts based on the criteria.</li> </ul>	Yes								
Status	Used to indicate the status of the template. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	Yes								
Select	Used to specify the column name. It indicates the data that you want to retrieve using the SELECT statement. The default value appears in this field when you select the purpose of the template. However, the default value changes depending on the purpose of template. You can edit the column name whenever required. <table border="1" data-bbox="548 1192 1156 1459"> <thead> <tr> <th>If you have set the purpose of the template to....</th> <th>Then, the default value is...</th> </tr> </thead> <tbody> <tr> <td>Account Selection</td> <td>ACCT_ID</td> </tr> <tr> <td>Adjustment Selection</td> <td>ADJ_ID</td> </tr> <tr> <td>Billable Charge Selection</td> <td>BILLABLE_CHG_ID</td> </tr> </tbody> </table>	If you have set the purpose of the template to....	Then, the default value is...	Account Selection	ACCT_ID	Adjustment Selection	ADJ_ID	Billable Charge Selection	BILLABLE_CHG_ID	Yes
If you have set the purpose of the template to....	Then, the default value is...									
Account Selection	ACCT_ID									
Adjustment Selection	ADJ_ID									
Billable Charge Selection	BILLABLE_CHG_ID									
From	Used to specify the table or view name. It indicates the table or view from which you want to retrieve the data.	Yes								

Field Name	Field Description	Mandatory (Yes or No)
Where	<p>Used to specify the condition based on which you want to retrieve the data from the table or view. You can use the bind variables in the where clause using the following syntax:</p> <pre>{column_name}{operator} : {bind_variable}</pre> <p>The bind variables must be alphanumeric and prefixed with the colon (:). There should not be any space between the column name, operator, and the bind variable. For example, CURRENCY_CD=:CURRENCY. All bind variables used in the where clause must be defined in the <b>Bind Variables</b> section.</p>	No

In addition, this tab contains the **Bind Variables** section where you can define the bind variables which are used in the where clause. The **Bind Variables** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Bind Variable	Used to specify the bind variable (which is used in the where clause).	Yes (Conditional) <b>Note:</b> This field is required when you are defining a bind variable.
Data Type	Used to indicate the type of data that you want to store in the bind variable. The valid values are: <ul style="list-style-type: none"> <li>• Date</li> <li>• Numeric</li> <li>• String</li> </ul>	Yes (Conditional) <b>Note:</b> This field is required when you are defining a bind variable.
Label	Used to specify the business label for the bind variable. The business label appears when you define and edit the criteria for selecting a set of usage accounts, adjustments, or billable charges.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a bind variable.
Zone	Used to indicate a zone for the template. <b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Zone/Code Description</b> window appears.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a bind variable.

5. Modify the details in the **Main** tab, if required.

**Note:** If you want to define more than one bind variable, click the **Add** (+) icon in the **Bind Variables** section and then enter the required details. However, if you want to remove a bind variable from the **Bind Variables** section, click the **Delete** (🗑️) icon corresponding to the bind variable.

6. If required, click **Validate** to validate the syntax of the SELECT statement.

**Note:** If the syntax of the SELECT statement is correct, a message appears indicating that the SQL statement was validated successfully. However, if the syntax of the SELECT statement is incorrect, an error message occurs. You need to then correct the SELECT statement accordingly. Otherwise, the system will not allow you to save the template.

7. Define, edit or remove characteristics from the template, if required.
8. Click **Validate and Save**.

The system validates the syntax of the SELECT statement and then accordingly saves the changes made to the template.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a construct	<a href="#">Searching for a Construct</a> on page 1004
How to include usage accounts in a construct	<a href="#">Including Usage Accounts in a Construct</a> on page 1018
How to exclude usage accounts from a construct	<a href="#">Excluding Usage Accounts from a Construct</a> on page 1020
How to include billable charges in a construct	<a href="#">Including Bill Segments in a Construct</a> on page 1023
How to include adjustments in a construct	<a href="#">Including Adjustments in a Construct</a> on page 1025

## **Copying a Construct**

Instead of creating a construct from scratch, you can create a new construct using an existing construct. This is possible through copying a construct. On copying a construct, the usage accounts, billable charges, and adjustments' selection criteria and characteristics are copied to the new construct. You can then edit the details, if required.


### **Prerequisites**

To copy a construct, you should have:

- Construct (whose copy you want to create) defined in the application

### **Procedure**

To copy a construct:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Invoice & Settlement Management** and then click **Construct**.  
A sub-menu appears.
3. Click on **Search**.  
The **Construct** screen appears.
4. In the **Search Results** section, click the **Copy** () icon in the **Copy** column corresponding to the construct whose copy you want to create.

The **Construct** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Construct Description	Used to specify the description for the new construct.	Yes
Effective From	Used to specify the date from when the new construct is effective.	Yes
	<b>Note:</b> The effective from date cannot be later than the effective to date.	
Effective To	Used to specify the date till when the new construct is effective.	No
	<b>Note:</b> The effective to date cannot be earlier than the effective from date.	

5. Enter the required details in the **Main** section and the **Characteristics** section.

6. Click **Save and Next**.

The **Construct** screen appears.

7. Edit the details of the new construct, if required.


### Related Topics

For more information on...	See...
How to search for a construct	<a href="#">Searching for a Construct</a> on page 1004
How to edit a construct	<a href="#">Editing a Construct</a> on page 1008

## Viewing the Construct Details

### Procedure

To view the details of a construct:

1. Search for the construct in the **Construct** screen.
2. In the **Search Results** section, click the **View**  icon in the **View** column corresponding to the construct whose details you want to view.

The **Construct** screen appears. It contains the following sections:

- **Construct Information** — Displays basic details about the construct.
- **Include Usage/Invoice Accounts** — Indicates the persons and their usage accounts or the Invoice accounts for which the construct is defined.
- **Include Bill Segments** — Indicates the bill segments of the usage accounts
- **Include Billable Charges** — Indicates the billable charges of the usage accounts which are billed through a settlement account.
- **Exclude Usage/Invoice Accounts** — Indicates the usage accounts of the persons to which this construct is not applicable.
- **Include Adjustments** — Indicates the adjustments of the usage accounts which are billed through an invoice account.
- **Linked Accounts** — Indicates the linked accounts which are included in the construct.



- View the basic details about the construct in the **Construct Information** section.

### Related Topics

For more information on...	See...
Construct screen	<a href="#">Construct (Used for Searching)</a> on page 1001
How to search for a construct	<a href="#">Searching for a Construct</a> on page 1004

## Construct (Used for Viewing)

The **Construct** screen allows you to view the details of the construct as well as the log entries. Through this screen, you can define, edit, delete various details of a construct and add log entries. It consists of the following tabs:

- [Construct - Main](#)
- [Construct - Log](#)

### Construct Information

The **Construct Information** zone displays the basic details of the construct. It contains the following sections:

- Main** - The **Main** section contains the following fields:

Field Name	Field Description
Construct ID	Displays the construct ID.
Description	Displays the description of the construct.
Construct Type	Displays the type of the construct.
Status	Displays the status of the construct.
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays date till when the construct is effective.

- Characteristics** - The **Characteristics** section contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the characteristic is effective for the construct.
Characteristic Type	Displays the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- Record Actions** - The **Record Actions** section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the construct.
	<b>Note:</b> The <b>Edit</b> button appears only when the construct is in the <b>Draft</b> status.
Delete	Used to delete the construct.
	<b>Note:</b> The <b>Delete</b> button appears only when the construct is in the <b>Draft</b> status.

Button Name	Button Description
Submit	Used to submit the details of the construct.
	<b>Note:</b> The <b>Submit</b> button appears only when the construct is in the <b>Draft</b> status.

- **Record Information** - The **Record Information** section contains the following fields:



Field Name	Field Description
Business Object	Indicates the business object using which the construct is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the construct business object.
Status Date Time	Displays the date and time when the construct status is updated
Create Date Time	Displays the date and time when the construct is created.

### Related Topics

For more information on...	See...
How to view the details of person billing hierarchy	<a href="#">Viewing Person Billing Hierarchy Details</a> on page 1029
How to view the details of person settlement hierarchy	<a href="#">Viewing Person Settlement Hierarchy Details</a> on page 1030

## Include Usage/Invoice Accounts

The **Include Usage/Invoice Accounts** zone displays the details of usage and invoice accounts. It contains the following columns:




Column Name	Column Description
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.
Priority	Displays the priority of an account.
Template	Displays the name of the template.
Criteria Description	Displays the description of the criteria.
Criteria	Indicates the bind variable for which you need to define the value.  <b>Note:</b> The bind variables change depending on the account selection template that you have selected. If a business label is defined for the bind variable, the business label appears in this field.
Edit	On clicking the <b>Edit</b> (  ) icon in the <b>Edit</b> column, the <b>Selection Criteria</b> screen appears where you can edit the details of the usage and invoice accounts.
Delete	On clicking the <b>Delete</b> (  ) icon in the <b>Delete</b> column, you can delete the usage and invoice accounts.

**Related Topics**

For more information on...	See...
How to include usage accounts in a construct	<a href="#">Including Usage Accounts in a Construct</a> on page 1018
How to include usage and invoice accounts in a construct	<a href="#">Including Usage and Invoice Accounts in a Construct</a> on page 1019

**Include Billable Charges**

The **Include Billable Charges** zone displays the details of the billable charges which should be included in the construct. It contains the following columns:

Field Name	Field Description
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.
Priority	Displays the priority of an account.
Template	Displays the name of the template.
Criteria	Indicates the bind variable for which you need to define the value.  <b>Note:</b> The bind variables change depending on the account selection template that you have selected. If a business label is defined for the bind variable, the business label appears in this field.
Invoice Information	Account Displays the information of the account. In addition, a <b>Context Menu</b> (  ) appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Edit	On clicking the <b>Edit</b> (  ) icon in the <b>Edit</b> column, the <b>Selection Criteria</b> screen appears where you can edit the construct.
Delete	On clicking the <b>Delete</b> (  ) icon in the <b>Delete</b> column, you can delete the construct.




**Related Topics**

For more information on...	See...
How to view the details person billing hierarchy	<a href="#">Viewing Person Billing Hierarchy Details</a> on page 1029
How to view the details person settlement hierarchy	<a href="#">Viewing Person Settlement Hierarchy Details</a> on page 1030

**Include Adjustments**

The **Include Adjustments** zone displays the details of the adjustments which should be included in the construct. It contains the following columns:

Column Name	Column Description
Effective Start Date	Displays the date from when the construct is effective.

Column Name	Column Description
Effective End Date	Displays the date till when the construct is effective.
Priority	Displays the priority of an account.
Template	Displays the name of the template.
Criteria	Indicates the bind variable for which you need to define the value.  <b>Note:</b> The bind variables change depending on the account selection template that you have selected. If a business label is defined for the bind variable, the business label appears in this field.
Invoice Information	Account Displays the information of the account. In addition, a <b>Context Menu</b> (  ) appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Edit	On clicking the <b>Edit</b> (  ) icon in the <b>Edit</b> column, the <b>Selection Criteria</b> screen appears where you can edit the construct.
Delete	On clicking the <b>Delete</b> (  ) icon in the <b>Delete</b> column, you can delete the construct.




### Related Topics

For more information on...	See...
How to view the details of person billing hierarchy	<a href="#">Viewing Person Billing Hierarchy Details</a> on page 1029
How to view the details of person settlement hierarchy	<a href="#">Viewing Person Settlement Hierarchy Details</a> on page 1030

## Include Bill Segments

The **Include Bill Segments** zone displays the details of the bill segments which should be included in the construct. It contains the following columns:

Field Name	Field Description
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.
Priority	Displays the priority of an account.
Template	Displays the name of the template.
Criteria	Indicates the bind variable for which you need to define the value.  <b>Note:</b> The bind variables change depending on the account selection template that you have selected. If a business label is defined for the bind variable, the business label appears in this field.

Field Name	Field Description
Settlement Account Information	<p>Displays the information of the settlement account. In addition, a <b>Context Menu</b> () appears corresponding to this field which helps in navigating to other screens in the application.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.</p>
Edit	On clicking the <b>Edit</b> (  ) icon in the <b>Edit</b> column, the <b>Selection Criteria</b> screen appears where you can edit the construct.
Delete	On clicking the <b>Delete</b> (  ) icon in the <b>Delete</b> column, you can delete the construct.


**Note:** The **Include Bill Segments** zone appears only when you select **Settlement** from the **Construct Type** field drop-down list while searching for a construct.

### Related Topics

For more information on...	See...
How to view the details person billing hierarchy	<a href="#">Viewing Person Billing Hierarchy Details</a> on page 1029
How to view the details person settlement hierarchy	<a href="#">Viewing Person Settlement Hierarchy Details</a> on page 1030

## Linked Accounts

The **Linked Accounts** zone displays the details of all the linked account details of a particular person/account hierarchy. It contains the following columns:




Column Name	Column Description
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.
Account ID	Displays the account ID.
Account Information	<p>Displays the information of the account. In addition, a <b>Context Menu</b> () appears corresponding to this field which helps in navigating to other screens in the application.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.</p>

### Related Topics

For more information on...	See...
How to view the details of person billing hierarchy	<a href="#">Viewing Person Billing Hierarchy Details</a> on page 1029
How to view the details of person settlement hierarchy	<a href="#">Viewing Person Settlement Hierarchy Details</a> on page 1030

## Exclude Usage/Invoice Accounts

The **Exclude Usage/Invoice Accounts** zone displays the details of usage and invoice accounts which you want to exclude from the construct. It contains the following columns:

Field Name	Field Description
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.
Account ID	Displays the account ID.
Account Information	Displays the information of the account. In addition, a <b>Context Menu</b> (  ) appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Edit	On clicking the <b>Edit</b> (  ) icon in the <b>Edit</b> column, the <b>Selection Criteria</b> screen appears where you can edit the construct.
Delete	On clicking the <b>Delete</b> (  ) icon in the <b>Delete</b> column, you can delete the construct.

### Related Topics

For more information on...	See...
How to view the details person billing hierarchy	<a href="#">Viewing Person Billing Hierarchy Details</a> on page 1029
How to view the details person settlement hierarchy	<a href="#">Viewing Person Settlement Hierarchy Details</a> on page 1030

## Including Usage Accounts in a Construct

While defining a construct, you need to indicate the persons and their usage accounts for which you want to define the construct. The system allows you to select a set of usage accounts based on the criteria using the account selection template.

**Note:** One usage account can belong to only one active construct and not to multiple active constructs at the same time.

### Prerequisites

To include usage accounts in a construct, you should have:

- Persons, usage accounts, and account selection templates defined in the application

### Procedure

To include usage accounts in a construct:

1. Ensure that **Include Usage/Invoice Accounts** zone is expanded while defining, editing, viewing or copying a construct on the **Construct** screen. It contains the following fields:

Field Name	Field Description
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.

Field Name	Field Description
Priority	Displays the priority of an account.
Template	Displays the name of the template.
Criteria Description	Displays the description of the criteria.
Criteria	Indicates the bind variable for which you need to define the value.  <b>Note:</b> The bind variables change depending on the account selection template that you have selected. If a business label is defined for the bind variable, the business label appears in this field.
Edit	On clicking the <b>Edit</b> (✎) icon in the <b>Edit</b> column, the <b>Payment Request Type</b> screen appears where you can edit the details of the payment request type.
Delete	On clicking the <b>Delete</b> (🗑) icon in the <b>Delete</b> column, you can delete the payment request type.

- Click the **Add** link at the top—right side of the **Include Usage/Invoice Accounts** zone.  
The **Selection Criteria** screen appears.
- Enter the required details and click **Save**.
- If you want to include more than one usage accounts, click **Save and Add New** button in the **Selection Criteria** screen and repeat step 3.
- The **Usage Accounts** are included in the construct.

### **Related Topics**

For more information on...	See...
How to define a construct	<a href="#">Defining a Construct</a> on page 1005
How to edit a construct	<a href="#">Editing a Construct</a> on page 1008

## **Including Usage and Invoice Accounts in a Construct**

While defining a construct, you need to indicate the persons and their usage and invoice accounts for which you want to define the construct. The system allows you to select a set of usage and invoice accounts based on the criteria using the usage and invoice account selection template.

**Note:** One usage and invoice account can belong to only one active construct and not to multiple active constructs at the same time.

### **Prerequisites**



To include usage and invoice accounts in a construct, you should have:

- Persons, usage and invoice accounts, and account selection templates defined in the application

### **Procedure**

To include usage and invoice accounts in a construct:

- Ensure that **Include Usage/Invoice Accounts** zone is expanded while defining, editing, viewing or copying a construct on the **Construct** screen. It contains the following fields:

Field Name	Field Description
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.
Priority	Displays the priority of an account.
Template	Displays the name of the template.
Criteria Description	Displays the description of the criteria.
Criteria	Indicates the bind variable for which you need to define the value.  <b>Note:</b> The bind variables change depending on the account selection template that you have selected. If a business label is defined for the bind variable, the business label appears in this field.
Edit	On clicking the <b>Edit</b> (  ) icon in the <b>Edit</b> column, the <b>Selection Criteria</b> screen appears where you can edit the construct.
Delete	On clicking the <b>Delete</b> (  ) icon in the <b>Delete</b> column, you can delete the construct.

- Click the **Add** link at the top—right side of the **Include Usage/Invoice Accounts** zone.  
The **Selection Criteria** screen appears.
- Enter the required details and click **Save**.
- If you want to include more than one usage accounts, click **Save and Add New** button in the **Selection Criteria** screen and repeat step 3.  
The **Usage and Invoice Accounts** are included in the construct.

### Related Topics

For more information on...	See...
How to define a construct	<a href="#">Defining a Construct</a> on page 1005
How to edit a construct	<a href="#">Editing a Construct</a> on page 1008

## Excluding Usage Accounts from a Construct

The system will determine the usage accounts based on the criteria defined in the **Exclude Usage Accounts** section. There might be situations when you do not want to include all usage accounts that satisfy the criteria in the construct. In such cases, you can list the usage accounts that should be excluded from the construct.




### Procedure

To exclude usage accounts from a construct:

- Ensure that **Exclude Usage/Invoice Accounts** zone is expanded while defining, editing, viewing or copying a construct on the **Construct** screen. It contains the following fields:

Field Name	Field Description
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.





Field Name	Field Description
Account ID	Displays the account ID.
Account Information	Displays the information of the account. In addition, this column has a <b>Context Menu</b> (  ) which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Edit	On clicking the <b>Edit</b> (  ) icon in the <b>Edit</b> column, the <b>Selection Criteria</b> screen appears where you can edit the construct.
Delete	On clicking the <b>Delete</b> (  ) icon in the <b>Delete</b> column, you can delete the construct.


- Click the **Add** link at the top—right side of the **Exclude Usage/Invoice Accounts** zone.

The **Exclude Usage Accounts** screen appears.

- Search for the usage account that you want to exclude from the construct.

**Note:** The **Search** (  ) icon appears corresponding to this field. On clicking the **Search** icon, the **Account Search** window appears.

- If you want to exclude more than one usage account, click the **Add** (  ) icon and then repeat the step 3.

**Note:** However, if you do not want a usage account to be excluded from the construct, click the **Delete** (  ) icon corresponding to the excluded usage account.

- Enter the required details and click **Save**.

The **Usage Accounts** are excluded from the construct.

### Related Topics

For more information on...	See...
How to define a construct	<a href="#">Defining a Construct</a> on page 1005
How to edit a construct	<a href="#">Editing a Construct</a> on page 1008

## Excluding Usage and Invoice Accounts from a Construct




The system will determine the usage and invoice accounts based on the criteria defined in the **Exclude Usage/Invoice Accounts** section. There might be situations when you do not want to include all usage and invoice accounts that satisfy the criteria in the construct. In such cases, you can list the usage and invoice accounts that should be excluded from the construct.

### Procedure

To exclude usage and invoice accounts from a construct:

- Ensure that **Exclude Usage/Invoice Accounts** zone is expanded while defining, editing, viewing or copying a construct on the **Construct** screen. It contains the following fields:


Field Name	Field Description
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.


Field Name	Field Description
Effective End Date	Displays the date till when the construct is effective.
Account ID	Displays the account ID.
Account Information	Displays the information of the account. In addition, this column has a <b>Context Menu</b> (  ) which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Edit	On clicking the <b>Edit</b> (  ) icon in the <b>Edit</b> column, the <b>Selection Criteria</b> screen appears where you can edit the construct.
Delete	On clicking the <b>Delete</b> (  ) icon in the <b>Delete</b> column, you can delete the construct.


- Click the **Add** link at the top—right side of the **Exclude Usage/Invoice Accounts** zone.

The **Exclude Usage/Invoice Accounts** screen appears.

- Search for the usage and invoice account that you want to exclude from the construct.

**Note:** The **Search** (  ) icon appears corresponding to this field. On clicking the **Search** icon, the **Account Search** window appears.

- If you want to exclude more than one usage and invoice account, click the **Add** (  ) icon and then repeat the step 3.

**Note:** However, if you do not want a usage and invoice account to be excluded from the construct, click the **Delete** (  ) icon corresponding to the excluded usage and invoice account.

- Enter the required details and click **Save**.

The **Usage And Invoice Accounts** are excluded from the construct.

### Related Topics

For more information on...	See...
How to define a construct	<a href="#">Defining a Construct</a> on page 1005
How to edit a construct	<a href="#">Editing a Construct</a> on page 1008

## Including Billable Charges in a Construct

While defining a construct, you need to indicate the billable charges that you want to bill through an invoice account. You can use an existing invoice account. The system allows you to select a set of billable charges based on the criteria using the billable charge selection template.

### Prerequisites




To include billable charges in a construct, you should have:

- Billable charge selection templates defined in the application
- Invoice account defined in the application (in case you want to use an existing invoice account)

### Procedure

To include billable charges in a construct:

1. Ensure that **Include Billable Charges** zone is expanded while defining, editing, viewing or copying a construct on the **Construct** screen. It contains the following fields:

Field Name	Field Description
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.
Priority	Displays the priority of an account.
Template	Displays the name of the template.
Criteria	Indicates the bind variable for which you need to define the value.  <b>Note:</b> The bind variables change depending on the account selection template that you have selected. If a business label is defined for the bind variable, the business label appears in this field.
Invoice Account Information	Displays the information of the account. In addition, this column has a <b>Context Menu</b> (  ) which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Edit	On clicking the <b>Edit</b> (  ) icon in the <b>Edit</b> column, the <b>Selection Criteria</b> screen appears where you can edit the construct.
Delete	On clicking the <b>Delete</b> (  ) icon in the <b>Delete</b> column, you can delete the construct.

2. Click the **Add** link at the top—right side of the **Include Billable Charges** zone.  
The **Selection Criteria** screen appears.
3. Search for the billable charge selection template that you want to use for selecting a set of billable charges.
4. Enter the required details and click **Save**.
5. If you want to include more than one usage accounts, click **Save and Add New** button in the **Selection Criteria** screen and repeat step 4.

The **Usage And Invoice Accounts** are included in the construct.

### Related Topics

For more information on...	See...
How to define a construct	<a href="#">Defining a Construct</a> on page 1005
How to edit a construct	<a href="#">Editing a Construct</a> on page 1008

## Including Bill Segments in a Construct

While defining a construct, you need to indicate the bill segments that you want to bill through a settlement account. You can use an existing settlement account. The system allows you to select multiple bill segments based on the criteria using the bill segment selection template.

### Prerequisites

To include bill segments in a construct, you should have:

- Bill segment selection templates defined in the application
- Settlement account defined in the application (in case you want to use an existing settlement account)

### **Procedure**

To include bill segments in a construct:

1. Ensure that **Include Bill Segments** zone is expanded while defining, editing, viewing or copying a construct on the **Construct** screen. It contains the following fields:

<b>Field Name</b>	<b>Field Description</b>
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.
Priority	Displays the priority of an account.
Template	Displays the name of the template.
Criteria	Indicates the bind variable for which you need to define the value.  <b>Note:</b> The bind variables change depending on the account selection template that you have selected. If a business label is defined for the bind variable, the business label appears in this field.
Settlement Account Information	Displays the information of the settlement account. In addition, this column has a context menu (☰) which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Edit	On clicking the <b>Edit</b> (✏️) icon in the <b>Edit</b> column, the <b>Selection Criteria</b> screen appears where you can edit the construct.
Delete	On clicking the <b>Delete</b> (🗑️) icon in the <b>Delete</b> column, you can delete the construct.

2. Click the **Add** link at the top—right side of the **Include Bill Segments** zone.

The **Selection Criteria** screen appears.

3. Search for the bill segment selection template that you want to use for selecting bill segments.
4. Enter the required details and click **Save**.
5. If you want to include more than one bill segments, click **Save and Add New** button in the **Selection Criteria** screen and repeat step 4.

The bill segments are included from the construct.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to define a construct	<a href="#">Defining a Construct</a> on page 1005
How to edit a construct	<a href="#">Editing a Construct</a> on page 1008

## Including Adjustments in a Construct

While defining a construct, you need to indicate the adjustments that you want to bill through an invoice or settlement account. You can use an existing invoice or settlement account. The system allows you to select a set of adjustments based on the criteria using the adjustment selection template.

### Prerequisites




To include adjustments in a construct, you should have:

- Adjustment selection templates defined in the application
- Invoice or settlement account defined in the application (in case you want to use an existing invoice account)

### Procedure

To include adjustments in a construct:

1. Ensure that **Include Adjustments** zone is expanded while defining, editing, viewing or copying a construct in the **Construct** screen. It contains the following fields:

Column Name	Column Description
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.
Priority	Displays the priority of an account.
Template	Displays the name of the template.
Criteria	Indicates the bind variable for which you need to define the value.  <b>Note:</b> The bind variables change depending on the account selection template that you have selected. If a business label is defined for the bind variable, the business label appears in this field.
Invoice Account Information	Displays the information of the invoice account. In addition, this column has a context menu (  ) which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Edit	On clicking the <b>Edit</b> (  ) icon in the <b>Edit</b> column, the <b>Selection Criteria</b> screen appears where you can edit the construct.
Delete	On clicking the <b>Delete</b> (  ) icon in the <b>Delete</b> column, you can delete the construct.

2. Click the **Add** link at the top-right side of the **Include Adjustments** zone.  
The **Selection Criteria** screen appears.
3. Search for the adjustment selection template that you want to use for selecting a set of adjustments.
4. Enter the required details and click **Save**.
5. If you want to include more than one usage adjustments, click **Save and Add New** button in the **Selection Criteria** screen and repeat step 4.

The **Adjustments** are included in the construct.

### Related Topics

For more information on...	See...
<b>Construct</b> screen	<a href="#">Construct (Used for Searching)</a> on page 1001
<b>Include Adjustments</b> zone	<a href="#">Include Adjustments</a> on page 1015

## Activating a Construct

Only active constructs which are effective are used during the construct based billing process. Therefore, you need to activate a construct.


### Prerequisites

To activate a construct, you should have:

- Target contract type (characteristic type) defined on usage accounts' contracts' contract type
- Default account creation algorithm defined using the C1-ACTCR-IC algorithm type
- Default contract creation algorithm defined using the C1-CTMP-IC algorithm type
- Assign the **C1-IC\_AC** To Do type to a To Do role whose users must receive the To Do entries generated when the new invoice account is created while activating a construct

### Procedure

To activate a construct:

1. Search for the draft construct in the **Construct** screen.
2. In the **Search Results** section, click **View**  icon in the **View** column corresponding to the construct that you want to activate.

The **Construct** screen appears.

3. Click **Submit** button in the **Construct Information** zone.

A message appears confirming whether you want to activate a construct.

**Note:** If you click on **Edit**  icon or **Copy** icon  in the respective columns while searching for a construct, click on **Save and Next** button and then click **Submit** button in the **Construct Information** zone.

4. Click **OK**.

The construct is activated.

### Related Topics

For more information on...	See...
<b>Construct</b> screen	<a href="#">Construct (Used for Searching)</a> on page 1001
How to search for a construct	<a href="#">Searching for a Construct</a> on page 1004

## Billing and Settlement Hierarchy


The **Billing and Settlement Hierarchy** screen allows you to search for a person/account hierarchy using various search criteria. Through this screen, you can search and view person/account hierarchy. It contains the following zones:

- [Search Hierarchy](#) on page 1027
- [Linked Accounts](#) on page 1017
- [Criteria](#) on page 1029

## Search Hierarchy

The **Search Hierarchy** zone allows you to search for a person or an account with its billing/settlement hierarchy using various search criteria. It contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for an account with person's billing or settlement hierarchy or account's billing or settlement hierarchy. The valid values are: <ul style="list-style-type: none"> <li>• <b>Person-Billing Hierarchy</b></li> <li>• <b>Person-Settlement Hierarchy</b></li> <li>• <b>Account-Billing Hierarchy</b></li> <li>• <b>Account-Settlement Hierarchy</b></li> </ul>	Yes
Person ID	Used to search for accounts which belong to a particular person.  <b>Note:</b> This field appears only when you select the <b>Person-Billing Hierarchy</b> and <b>Person-Settlement Hierarchy</b> option from the <b>Search By</b> list.  The <b>Search</b> (  ) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Person Search</b> window appears.	Yes
As on Date	Used to search for billing information which is effective on the specified date.	No
Person Name	Used to search for accounts which belong to a particular person.  <b>Note:</b> This field appears only when you select the <b>Person-Billing Hierarchy</b> and <b>Person-Settlement Hierarchy</b> option from the <b>Search By</b> list.	Yes
View Option	Used to indicate whether you want to view invoice or usage account billing details. The valid values are: <ul style="list-style-type: none"> <li>• <b>Invoice Account</b> — Used when you want to view the usage accounts billed through an invoice account.</li> <li>• <b>Usage Account</b> — Used when you want to view the invoice accounts through which a usage account is billed.</li> </ul> <b>Note:</b> This field appears only when you select the <b>Account-Billing Hierarchy</b> and <b>Account-Settlement Hierarchy</b> option from the <b>Search By</b> list.	No

Field Name	Field Description	Mandatory (Yes or No)
Account ID	Used to specify the invoice or usage account ID.	No
	<b>Note:</b> This field appears only when you select the <b>Account-Billing Hierarchy</b> and <b>Account-Settlement Hierarchy</b> option from the <b>Search By</b> list.	

**Note:** You must specify at least one search criterion while searching for a person or an account.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Invoice Account Information	Displays the information of the invoice account.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.  This field appears only when you select the <b>Person-Billing Hierarchy</b> and <b>Account-Billing Hierarchy</b> (if <b>View Option</b> is selected as <b>Settlement Account</b> ) option from the <b>Search By</b> list.
Settlement Account Information	Displays the information of the settlement account.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.  This field appears only when you select the <b>Account-Billing Hierarchy</b> and <b>Account-Settlement Hierarchy</b> option from the <b>Search By</b> list.
Construct Information	Displays additional information about the construct.
	<b>Note:</b> It has a link. On clicking the link, the <b>Construct</b> screen appears where you can view the details of the respective construct.
Effective Start Date	Displays the date from when the construct is effective.
Effective End Date	Displays the date till when the construct is effective.

On clicking the **Broadcast** icon () corresponding to the account, **Linked Accounts** zone and **Criteria** zone appears with the details of the respective account.

### Related Topics

For more information on...	See...
<b>Billing and Settlement Hierarchy</b> zone	<a href="#">Billing and Settlement Hierarchy</a> on page 1026


## Linked Accounts

The **Linked Accounts** zone displays various accounts linked to a person. It contains the following columns:



Field Name	Field Description
Account ID	Displays the account IDs of all the accounts linked to a person. <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Account Category	Displays the category of an account.
Person Name	Displays the name of a particular person. <b>Note:</b> It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the respective person.

**Note:**

The **Linked Accounts** zone does not appear automatically. It appears only when you click the **Broadcast**  icon in the search results section of the **Search Hierarchy** zone.

**Related Topics**

For more information on...	See...
<b>Billing and Settlement Hierarchy</b> screen	<a href="#">Billing and Settlement Hierarchy</a> on page 1026
<b>Search Hierarchy</b> zone	<a href="#">Search Hierarchy</a> on page 1027

**Criteria**

The **Criteria** zone displays the details of all the criteria of a particular person/account hierarchy. It contains the following columns:

Column Name	Column Description
Criteria Type	Displays the criteria type for billing to the account.
Priority	Displays the order in which the bill segments must be generated for a set of billable charges or adjustments on the invoice account.
Selection Criteria	Displays the selection criteria for the construct

**Related Topics**

For more information on...	See...
How to view the details of the construct	<a href="#">Viewing the Construct Details</a> on page 1012

**Viewing Person Billing Hierarchy Details****Procedure**

To view the details of a construct with person billing hierarchy:

1. Search for the hierarchy in the **Billing and Settlement Hierarchy** screen.
2. Select **Account-Billing Hierarchy** option from the **Search By** list and **Usage Account** option from the **View Option** list in the **Search Hierarchy** zone.
3. Enter **Person Name** or **Person ID** and click **Search** button.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. In the **Search Results** section, click the **Broadcast**  icon corresponding to the construct whose details you want to view. The **Linked Accounts** and **Criteria** zones appear.

The details of all the active constructs with invoice only or invoice and settlement purposes are displayed.

5. View the details of the construct in the **Linked Accounts** zone and **Criteria** zone.

#### Related Topics

For more information on...	See...
<b>Billing and Settlement Hierarchy</b> screen	<a href="#">Billing and Settlement Hierarchy</a> on page 1026
<b>Linked Accounts</b> zone	<a href="#">Linked Accounts</a> on page 1028
<b>Criteria</b> zone	<a href="#">Criteria</a> on page 1029

## Viewing Person Settlement Hierarchy Details

### Procedure

To view the details of a construct with person settlement hierarchy:

1. Search for the construct in the **Billing and Settlement Hierarchy** screen.
2. Select **Person-Settlement Hierarchy** option from the **Search By** list in the **Search Hierarchy** zone.
3. Enter **Person Name** or **Person ID** and click **Search** button.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. In the **Search Results** section, click the **Broadcast**  icon corresponding to the construct whose details you want to view. The **Linked Accounts** and **Criteria** zones appear.

The details of all the active constructs with settlement only types of construct are displayed.

5. View the details of the construct in the **Linked Accounts** zone and **Criteria** zone.

#### Related Topics

For more information on...	See...
<b>Billing and Settlement Hierarchy</b> screen	<a href="#">Billing and Settlement Hierarchy</a> on page 1026
<b>Linked Accounts</b> zone	<a href="#">Linked Accounts</a> on page 1028
<b>Criteria</b> zone	<a href="#">Criteria</a> on page 1029

## Viewing Usage Accounts Billed through an Invoice Account

### Procedure

To view the usage accounts billed through an invoice account:

1. Click the **Menu** link in the **Actions/Navigation** area.  
A list appears.
2. Select the **Main Menu** option from the list.
3. From the **Main Menu**, select **Invoice & Settlement Management** and then click **Billing and Settlement Hierarchy**.

The **Billing and Settlement Hierarchy** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for an account with person's billing or settlement hierarchy or account's billing or settlement hierarchy. The valid values are: <ul style="list-style-type: none"> <li>• <b>Person-Billing Hierarchy</b></li> <li>• <b>Person-Settlement Hierarchy</b></li> <li>• <b>Account-Billing Hierarchy</b></li> <li>• <b>Account-Settlement Hierarchy</b></li> </ul>	Yes
Person ID	Used to search for accounts which belong to a particular person.  <b>Note:</b> This field appears only when you select the <b>Person-Billing Hierarchy</b> and <b>Person-Settlement Hierarchy</b> option from the <b>Search By</b> list.  The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Person Search</b> window appears.	Yes
As on Date	Used to search for billing information which is effective on the specified date.	No
Person Name	Used to search for accounts which belong to a particular person.  <b>Note:</b> This field appears only when you select the <b>Person-Billing Hierarchy</b> and <b>Person-Settlement Hierarchy</b> option from the <b>Search By</b> list.	Yes

Field Name	Field Description	Mandatory (Yes or No)
View Option	<p>Used to indicate whether you want to view invoice or usage account billing details. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Invoice Account</b> — Used when you want to view the usage accounts billed through an invoice account.</li> <li>• <b>Usage Account</b> — Used when you want to view the invoice accounts through which a usage account is billed.</li> </ul> <p><b>Note:</b> This field appears only when you select the <b>Account-Billing Hierarchy</b> and <b>Account-Settlement Hierarchy</b> option from the <b>Search By</b> list.</p>	No
Account ID	<p>Used to specify the invoice or usage account ID.</p> <p><b>Note:</b> This field appears only when you select the <b>Account-Billing Hierarchy</b> and <b>Account-Settlement Hierarchy</b> option from the <b>Search By</b> list.</p>	No

4. Select the **Invoice Account** option from the **View Option** list.
5. Enter the date and invoice account ID in the respective fields.
6. Click **Search**.

A list of usage accounts which are billed through the invoice account appears in the search results. The **Search Results** section contains the following columns:

Column Name	Column Description
Usage Account	<p>Indicates the usage account which is billed through the invoice account.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.</p>
Construct Description	<p>Indicates the construct in which the usage account is included.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>Construct</b> screen appears where you can view the details of the respective construct.</p>
Selection Criteria	Indicates the criteria used to select a set of usage account's charges or adjustments.

#### **Related Topics**

For more information on...	See...
<b>Billing and Settlement Hierarchy</b> screen	<a href="#">Billing and Settlement Hierarchy</a> on page 1026

## **Viewing Invoice Accounts through which a Usage Account is Billed**

### **Procedure**

To view the invoice accounts through which a usage account is billed:

1. Search for the hierarchy in the **Billing and Settlement Hierarchy** screen.

2. Select **Account-Billing Hierarchy** option from the **Search By** list and **Usage Account** option from the **View Option** list in the **Search Hierarchy** zone.
3. Enter the **Account ID** and click **Search** button.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of invoice accounts through which the usage account’s charges or adjustments are billed appears in the search results. The **Search Results** section contains the following fields:

Field Name	Field Description
Construct Description	Indicates the construct in which the usage account is included.
	<b>Note:</b> It has a link. On clicking the link, the <b>Construct</b> screen appears where you can view the details of the respective construct.

In addition, this section contains the following columns:

Column Name	Column Description
Invoice Account	Indicates the invoice account through which the usage account’s charges or adjustments are billed.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears with the details of the respective account.
Priority	Indicates the order in which the bill segments must be generated for a set of billable charges or adjustments on the invoice account.
Selection Criteria	Indicates the criteria used to select a set of billable charges or adjustments.


#### Related Topics

For more information on...	See...
<b>Billing and Settlement Hierarchy</b> screen	<a href="#">Billing and Settlement Hierarchy</a> on page 1026

## Viewing Settlement Accounts through which a Usage or Invoice Account is Settled

### Procedure

To view construct in which a settlement account is used:

1. Search for the hierarchy in the **Billing and Settlement Hierarchy** screen.
2. Select **Account-Settlement Hierarchy** option from the **Search By** list and **Settlement Account** option from the **View Option** list in the **Search Hierarchy** zone.
3. In the **Search Results** section, click the **Broadcast**  icon corresponding to the construct whose details you want to view. The **Linked Accounts** and **Criteria** zones appear.

The details of all the active constructs linked with the settlement accounts are displayed.


4. View the details of the construct in the **Linked Accounts** zone and **Criteria** zone.

**Related Topics**

For more information on...	See...
<b>Billing and Settlement Hierarchy</b> screen	<a href="#">Billing and Settlement Hierarchy</a> on page 1026
<b>Linked Accounts</b> zone	<a href="#">Linked Accounts</a> on page 1028
<b>Criteria</b> zone	<a href="#">Criteria</a> on page 1029

**Viewing Settlement Hierarchy of a Invoice or Usage Account****Procedure**

To view the settlement hierarchy details of a invoice or usage account:

1. Search for the construct in the **Billing and Settlement Hierarchy** screen.
2. Select **Account Settlement Hierarchy** option from the **Search By** list and **Usage or Invoice Account** option from the **View Option** list in the **Search Hierarchy** zone.
3. In the **Search Results** section, click the **Broadcast**  icon corresponding to the construct whose details you want to view. The **Linked Accounts** and **Criteria** zones appear.

The details of all the active constructs linked with the invoice or usage accounts are displayed.

4. View the details of the construct in the **Linked Accounts** zone and **Criteria** zone.

**Related Topics**

For more information on...	See...
<b>Billing and Settlement Hierarchy</b> screen	<a href="#">Billing and Settlement Hierarchy</a> on page 1026
<b>Linked Accounts</b> zone	<a href="#">Linked Accounts</a> on page 1028
<b>Criteria</b> zone	<a href="#">Criteria</a> on page 1029

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# Chapter 15

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## Trial Billing

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### Topics:

- [Trial Bill \(Used for Searching\)](#)
- [Trial Bill \(Used for Viewing\)](#)

Oracle Revenue Management and Billing facilitates you to generate trial bills before actual bill is generated for an account. This helps to review the trial bill and make the required corrections before the actual bill is generated. The Trial Billing feature is currently designed and developed for open item accounting and not for balance forward accounting.

The process of trial and actual billing is identical. The only difference is that you cannot freeze and complete the trial bills. Also, during trial billing, the account balance is not updated. It is updated only when the actual bill is generated. You can generate trial bill only in case of regular billing, and not in case of adhoc billing. The trial bills can be generated only through the batch process. To generate trial bills, you need to execute the following batches in the specified order:

1. **Pending Bill Generation (C1-PNDBL)** – This batch is used to generate pending trial or actual bills for accounts that meet the criteria.
2. **Bill Segment Generation (C1-BLGEN)** – This batch is used to generate bill segments for pending trial or actual bills.
3. **Bill Completion (C1-BLPPR)** – This batch is used to generate post-processing bill segments in the pending trial or actual bills during the bill completion process. The adjustments, if any, created on the accounts are swept onto the pending trial or actual bills. In addition, the bill routing information and bill messages are stamped on the pending trial or actual bills. If the adjustment currency is different from the account's invoice currency, the transfer adjustment is created on the pending actual bill. However, in case of pending trial bill, the currency conversion for adjustments is done, but the transfer adjustments are not created. Finally, the status of the actual bill is set to **Complete**, whereas the status of the trial bill remains as **Pending**.

**Note:** The adjustments which are in the **Freezable** status are not swept onto the trial bills. Only adjustments which are in the **Frozen** status are swept onto the trial bills.

The **Trial Bill** check box is added in the **Main** tab of the **Account** screen. If you leave the **Process All or Selected Accounts** parameter blank while executing the above batches, all accounts (that meet the criteria) irrespective of whether the **Trial Bill** check box is selected or not are considered for generating the trial bills. However, if the **Process All or Selected Accounts** parameter is set to **Y**, then only those accounts that meet the criteria and where the **Trial Bill** check box is selected are considered for generating the trial bills.

You can create an actual bill using a trial bill. While creating actual bills using trial bills, you need to specify the trial billing batch run number whose trial bills

you want to convert to the actual bills. To create actual bills using trial bills, you need to execute the following batches in the specified order:

1. **Pending Bill Generation (C1-PNDBL)** - This batch generates pending actual bill for accounts that meet the criteria.
2. **Bill Segment Generation (C1-BLGEN)** – This batch copies regular bill segments which are generated for the trial bill and stamps them onto the pending actual bill. It also copies the corresponding financial transactions (FTs).
3. **Bill Completion (C1-BLPPR)** – This batch copies post-processing bill segments which are generated for the trial bill and stamps them onto the pending actual bill. The bill routing information and bill messages are copied from the trial bill to the pending actual bill. The adjustment, if any, created on the account are swept onto the pending actual bill. They are not copied from the respective trial bill. If the adjustment currency is different from the account's invoice currency, the transfer adjustment is created on the pending actual bill. Finally, the status of the actual bill is set to **Complete**.

The actual bill ID, bill segment ID and FT ID are different from the trial bill ID, bill segment ID and FT ID, respectively. If an actual bill is created using a trial bill, the system will stamp the trial bill ID on the actual bill. This helps you to track the trial bill of an actual bill.

The system allows you to view a trial bill through a user interface. It also allows you to print the trial bill in the PDF format. You can print a trial bill only when Oracle Documaker is integrated with Oracle Revenue Management and Billing. For more information about the batches, see *Oracle Revenue Management and Billing Batch Guide*.



## Trial Bill (Used for Searching)

The **Trial Bill** screen allows you to search for a trial bill using various search criteria. It contains the following zone:

- [Search Trial Bill](#) on page 1037



Through this screen, you can navigate to the following screen:

- [Trial Bill \(Used for Viewing\)](#) on page 1040

### Search Trial Bill

The **Search Trial Bill** zone allows you to search for trial bills using various search criteria. It contains the following two sections:

- **Search Criteria** — The criteria are grouped as indicated by line separators between the criteria. Each group is independent from the other, and only one group is used at a time for searching. If you enter criteria in more than one group, the criteria from the first group is used for searching. For example, if you enter the criteria in the Account ID and Trial Bill Description fields (which are in different criteria groups), the system searches for trial bills using the account ID. The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for a trial bill using the trial bill details. The valid value is: <ul style="list-style-type: none"> <li>• Trial Bill Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Trial Bill Details</b> option is selected.	
Person ID	Used to search trial bills which are generated for a particular person.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Person Search</b> window appears.	
Trial Bill ID	Used to search for a particular trial bill.	No
Account ID	Used to search trial bills which are generated for a particular account.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	
Division	Used to search trial bills which are generated for accounts belonging to a particular division.	No
From Trial Bill Date	Used to search trial bills which are generated from a particular date onwards.	No
Invoice Currency	Used to search trial bills which are generated in a particular invoice currency.	No
To Trial Bill Date	Used to search trial bills which are generated till a particular date.	No

Field Name	Field Description	Mandatory (Yes or No)
Batch Run Date	Used to search trial bills which are generated on a particular batch run date.	No
Trial Bill Description	Used to search trial bills which are generated in a particular batch run.	Yes (Conditional)
		<b>Note:</b> This field is required when you are searching for trial bills using the batch run date.

**Note:** You must specify at least one search criterion while searching for a trial bill.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Trial Bill Information	Displays additional information about the trial bill. <b>Note:</b> It has a link. On clicking the link, the <b>Trial Bill</b> screen appears where you can view the details of the respective trial bill.
Current Charges	Displays the trial bill amount.
Account Information	Indicates the account for which the trial bill is generated. In addition, this column has a context menu which helps in navigating to other screens in the application. <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears with the details of the respective account.
Person Name	Indicates the person for whom the trial bill is generated.
Division	Indicates the division to which the account belongs.
Batch Run Date	Displays the date when the batch is executed to generate the trial bill.
Batch Run Number	Indicates the batch run in which the trial bill is generated.

### Related Topics

For more information on...	See...
How to search for a trial bill	<a href="#">Searching for a Trial Bill</a> on page 1038
How to view the details of a trial bill	<a href="#">Viewing the Trial Bill Details</a> on page 1039

## Searching for a Trial Bill

### Prerequisites

To search for a trial bill, you should have:

- Divisions and currencies defined in the application

### Procedure

To search for a trial bill:

1. Click the **Menu** link in the **Application** toolbar.

A list appears.

- From the **Main** menu, select **Financial** and then click **Trial Bill**.

The **Trial Bill** screen appears.

- Enter the search criteria in the **Search Trial Bill** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.

A list of trial bills that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>Trial Bill</b> screen	<a href="#">Trial Bill (Used for Searching)</a> on page 1037
<b>Search Trial Bill</b> zone	<a href="#">Search Trial Bill</a> on page 1037

## Viewing the Trial Bill Details

### Procedure

To view the details of a trial bill:

- Search for the trial bill in the **Trial Bill** screen.
- In the **Search Results** section, click the link in the **Trial Bill Information** column corresponding to the trial bill whose details you want to view.  
The **Trial Bill** screen appears.
- View the basic details of the trial bill in the **Trial Bill** zone.
- View the segments of the trial bill in the **Trial Bill Segments** zone.
- View the calc lines of a trial bill segment in the **Trial Bill Segment Calc Lines** zone.
- View the service quantity details of a trial bill segment in the **Trial Bill Segment SQ Details** zone.
- View the financial details of a trial bill segment in the **Trial Bill Segment Financial Details** zone.

### Related Topics

For more information on...	See...
How to search for a trial bill	<a href="#">Searching for a Trial Bill</a> on page 1038
<b>Trial Bill</b> screen	<a href="#">Trial Bill (Used for Viewing)</a> on page 1040
<b>Trial Bill</b> zone	<a href="#">Trial Bill</a> on page 1040
<b>Trial Bill Segments</b> zone	<a href="#">Trial Bill Segments</a> on page 1041
<b>Trial Bill Segment Calc Lines</b> zone	<a href="#">Trial Bill Segment Calc Lines</a> on page 1043
<b>Trial Bill Segment SQ Details</b> zone	<a href="#">Trial Bill Segment SQ Details</a> on page 1044
<b>Trial Bill Segment Financial Details</b> zone	<a href="#">Trial Bill Segment Financial Details</a> on page 1044

For more information on...	See...
How to view the segments of a trial bill	<a href="#">Viewing the Segments of a Trial Bill</a> on page 1045
How to view the calc lines of a trial bill segment	<a href="#">Viewing the Calc Lines of a Trial Bill Segment</a> on page 1046
How to view the service quantity details of a trial bill segment	<a href="#">Viewing the SQ Details of a Trial Bill Segment</a> on page 1047
How to view the financial details of a trial bill segment	<a href="#">Viewing the Financial Details of a Trial Bill Segment</a> on page 1048

## Trial Bill (Used for Viewing)

The **Trial Bill** screen allows you to:

- View the details of a trial bill, such as the trial bill summary, trial bill messages, and trial bill characteristics
- View the segments of a trial bill
- View the calculation lines, service quantity details, and financial details of a trial bill segment

It contains the following zones:

- [Trial Bill](#) on page 1040
- [Trial Bill Segments](#) on page 1041
- [Trial Bill Segment Calc Lines](#) on page 1043
- [Trial Bill Segment SQ Details](#) on page 1044
- [Trial Bill Segment Financial Details](#) on page 1044

## Trial Bill

The **Trial Bill** zone displays the details of the trial bill. It contains the following sections:

- **Main** — This section provides basic information about the trial bill. It contains the following fields:

Field Name	Field Description
Trial Bill ID	Displays the trial bill ID.
Trial Bill Information	Displays additional information about the trial bill.
Trial Bill Description	Displays the description of the batch run in which the trial bill is generated.
Account Information	Indicates the account for which the trial bill is generated. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.

- **Trial Bill Summary** — This section summarizes the financial impact of the bill. It contains the following fields:

Field Name	Field Description
New Charges	Displays the total amount of frozen bill segment financial transactions which are linked to the trial bill.
Adjustments	Displays the total amount of frozen and/or canceled adjustment financial transactions which are linked to the trial bill.
Corrections	Displays the total amount of canceled and/or rebilled bill segment financial transactions which are linked to the trial bill.
Total	Displays the sum of new charges, adjustments, and corrections.
No. of Bill Segments in Error	Indicates the number of bill segments in the trial bill which are in the <b>Error</b> status.

- **Trial Bill Messages** — This section lists the bill messages that are stamped on the trial bill. It contains the following columns:

Column Name	Column Description
Message Code	Displays the code that uniquely identifies the bill message.
Message on Bill	Displays the bill message.
Priority	Indicates the priority which determines the order in which the bill message must be printed on the trial bill.
Insert Code	Indicates whether the bill message must be sent separately along with the trial bill.

- **Characteristics** — This section lists characteristics defined for the trial bill. It contains the following columns:

Column Name	Column Description
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

In addition, this zone contains a button named **Display Trial Bill** which allows you to print a trial bill in the PDF format.


### Related Topics



For more information on...	See...
How to print a trial bill in the PDF format	<a href="#">Printing a Trial Bill in the PDF Format</a> on page 1045

## Trial Bill Segments

The **Trial Bill Segments** zone lists the segments of the trial bill. You can filter the trial bill segments using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Account ID	Used to search trial bill segments which are generated for a particular usage account.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	

Field Name	Field Description	Mandatory (Yes or No)
Contract Type	Used to search trial bill segments which are generated against a particular type of contract.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Contract Type Search</b> window appears.	
Trial Bill Segment Type	Used to search for a particular type of trial bill segments. The valid values are: <ul style="list-style-type: none"> <li>• Post Processing</li> <li>• Regular</li> </ul>	No
Price Item	Used to search trial bill segments which are generated for a particular price item.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> window appears.	
Trial Bill Segment Status	Used to search trial bill segments in a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Error</li> <li>• Freezable</li> </ul>	No

- **Search Results** — On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Trial Bill Segment ID	Displays the trial bill segment ID.
Status	Indicates the status of the trial bill segment. The valid values are: <ul style="list-style-type: none"> <li>• Error</li> <li>• Freezable</li> </ul>
Start Date	Displays the start date of the trial bill segment.
End Date	Displays the end date of the trial bill segment.
Calculated Amount (Pricing Currency)	Displays the trial bill segment amount in the pricing currency.
Price Item	Indicates the price item for which the trial bill segment is generated.
Pricing Parameters	Indicates the price item parameters which are used along with the price item for determining the price item pricing.
Rate Schedule	Indicates the rate schedule which is used for defining the price item pricing.
Price Assignment ID	Indicates the price item pricing which is used during calculation.

Column Name	Column Description
Billable Charge ID	Indicates the billable charge for which the trial bill segment is generated.
	<b>Note:</b> It has a link. On clicking the link, the <b>Billable Charge</b> screen appears where you can view the details of the respective billable charge.
Construct ID	Indicates the construct through which the trial bill segment is generated.
	<b>Note:</b> It has a link. On clicking the link, the <b>Construct</b> screen appears where you can view the details of the respective construct.

On clicking the **Broadcast**  icon corresponding to the trial bill segment, the **Trial Bill Segment Calc Lines**, **Trial Bill Segment SQ Details**, and **Trial Bill Segment Financial Details** zones appear with the details of the respective trial bill segment.

### Related Topics


For more information on...	See...
How to view the segments of a trial bill	<a href="#">Viewing the Segments of a Trial Bill</a> on page 1045

## Trial Bill Segment Calc Lines

The **Trial Bill Segment Calc Lines** zone lists the calculation lines which indicate how the system calculated the trial bill segment amount. It contains the following columns:

Column Name	Column Description
Sequence No.	Indicates the sequence in which the calculation line is created while calculating the trial bill segment amount.
Description on Bill	Displays the summarized information about the calculation line that will be printed on the trial bill.
Calculated Amount (Pricing Currency)	Displays the calculated charge amount associated with the calculation line in the pricing currency.
Calculated Amount (Invoice Currency)	Displays the calculated charge amount associated with the calculation line in the invoice currency.
Print	Indicates whether information about the calculation line will be printed on the person's trial bill. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Appears in Summary	Indicates whether the calculation line amount will appear in the summary of the trial bill. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Exchange Rate	Indicates the exchange rate which is used when the invoice currency is different from the pricing currency.
Price Component ID	Indicates the price component which is used during calculation.

Column Name	Column Description
Service Quantity Identifier	Indicates the service quantity identifier (SQI) of the service quantity which is priced on the calculation line.
Billable Service Quantity	Displays the SQI value used by the rates engine for calculation.
Base Amount	Displays the total amount derived from the cross-referenced lines that the current line then used to calculate the charge amount.
Rate Component Sequence	Indicates the sequence of the rate component on the effective rate version which is used while calculating the line.
Exempt Amount	Displays the amount of the calculated charge that the person does not have to pay due to tax exemption.
Distribution Code	Indicates the distribution code associated with the rate component.

By default, the **Trial Bill Segment Calc Lines** zone does not appear in the **Trial Bill** screen. It appears only when you click the **Broadcast**  icon corresponding to the trial bill segment in the **Trial Bill Segment** zone.


#### Related Topics

For more information on...	See...
How to view the calc lines of a trial bill segment	<a href="#">Viewing the Calc Lines of a Trial Bill Segment</a> on page 1046

### Trial Bill Segment SQ Details

The **Trial Bill Segment SQ Details** zone lists the service quantity identifiers associated with the contract against which the trial bill segment is created. It contains the following columns:

Column Name	Column Description
SQI	Indicates the service quantity identifier.
Billable Service Quantity	Displays the SQI value used by the rates engine for calculation.

By default, the **Trial Bill Segment SQ Details** zone does not appear in the **Trial Bill** screen. It appears only when you click the **Broadcast**  icon corresponding to the trial bill segment in the **Trial Bill Segment** zone.

#### Related Topics

For more information on...	See...
How to view the service quantity details of a trial bill segment	<a href="#">Viewing the SQ Details of a Trial Bill Segment</a> on page 1047


### Trial Bill Segment Financial Details

The **Trial Bill Segment Financial Details** zone lists the distribution codes which indicate the GL accounts that will be affected by the trial bill segment financial transaction. It contains the following columns:

Column Name	Column Description
Sequence No.	Indicates the sequence in which the distribution code will be considered for deriving the GL account.
Distribution Code	Indicates the distribution code associated with the rate component used for calculating the trial bill segment amount.



Column Name	Column Description
Amount	Displays the amount that will be debited or credited to the GL account.

By default, the **Trial Bill Segment Financial Details** zone does not appear in the **Trial Bill** screen. It appears only when you click the **Broadcast**  icon corresponding to the trial bill segment in the **Trial Bill Segment** zone.

### Related Topics

For more information on...	See...
How to view the financial details of a trial bill segment	<a href="#">Viewing the Financial Details of a Trial Bill Segment</a> on page 1048

## Printing a Trial Bill in the PDF Format

### Prerequisites

To print a trial bill in the PDF format, you should have:

- Oracle Documaker integrated with Oracle Revenue Management and Billing

### Procedure

To print a trial bill in the PDF format:

1. Search for the trial bill in the **Trial Bill** screen.
2. In the **Search Results** section, click the link in the **Trial Bill Information** column corresponding to the trial bill that you want to print in the PDF format.

The **Trial Bill** screen appears.

3. Click the **Display Trial Bill** button in the **Trial Bill** zone.

The trial bill is printed in the PDF format.

### Related Topics

For more information on...	See...
How to search for a trial bill	<a href="#">Searching for a Trial Bill</a> on page 1038
<b>Trial Bill</b> screen	<a href="#">Trial Bill (Used for Viewing)</a> on page 1040
<b>Trial Bill</b> zone	<a href="#">Trial Bill</a> on page 1040

## Viewing the Segments of a Trial Bill

### Procedure

To view the segments of a trial bill:

1. Search for the trial bill in the **Trial Bill** screen.
2. In the **Search Results** section, click the link in the **Trial Bill Information** column corresponding to the trial bill whose details you want to view.

The **Trial Bill** screen appears.

3. View the segments of the trial bill in the **Trial Bill Segments** zone.
4. If required, you can filter the trial bill segments using various search criteria.

**Related Topics**

For more information on...	See...
How to search for a trial bill	<a href="#">Searching for a Trial Bill</a> on page 1038
<b>Trial Bill</b> screen	<a href="#">Trial Bill (Used for Viewing)</a> on page 1040
<b>Trial Bill Segments</b> zone	<a href="#">Trial Bill Segments</a> on page 1041
How to filter the trial bill segments	<a href="#">Filtering the Trial Bill Segments</a> on page 1046

**Filtering the Trial Bill Segments****Prerequisites**

To filter the trial bill segments, you should have:

- Usage accounts, contract types, and price items defined in the application

**Procedure**

To filter the trial bill segments:

1. Search for the trial bill in the **Trial Bill** screen.
2. In the **Search Results** section, click the link in the **Trial Bill Information** column corresponding to the trial bill whose details you want to view.

The **Trial Bill** screen appears.

3. Enter the search criteria in the **Trial Bill Segments** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

The search results are filtered based on the specified criteria.

**Related Topics**

For more information on...	See...
How to search for a trial bill	<a href="#">Searching for a Trial Bill</a> on page 1038
<b>Trial Bill</b> screen	<a href="#">Trial Bill (Used for Viewing)</a> on page 1040
<b>Trial Bill Segments</b> zone	<a href="#">Trial Bill Segments</a> on page 1041

**Viewing the Calc Lines of a Trial Bill Segment****Procedure**

To view the calc lines of a trial bill segment:

1. Search for the trial bill in the **Trial Bill** screen.

2. In the **Search Results** section, click the link in the **Trial Bill Information** column corresponding to the trial bill whose details you want to view.

The **Trial Bill** screen appears.

3. If required, you can filter the trial bill segments in the **Trial Bill Segments** zone.

4. In the **Search Results** section, click the **Broadcast**  icon corresponding to the trial bill segment whose details you want to view.

The **Trial Bill Segment Calc Lines**, **Trial Bill Segment SQ Details**, and **Trial Bill Segment Financial Details** zones appear.

5. View the calc lines of the trial bill segment in the **Trial Bill Segment Calc Lines** zone.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a trial bill	<a href="#">Searching for a Trial Bill</a> on page 1038
<b>Trial Bill</b> screen	<a href="#">Trial Bill (Used for Viewing)</a> on page 1040
How to filter the trial bill segments	<a href="#">Filtering the Trial Bill Segments</a> on page 1046
<b>Trial Bill Segment Calc Lines</b> zone	<a href="#">Trial Bill Segment Calc Lines</a> on page 1043

## **Viewing the SQ Details of a Trial Bill Segment**

### **Procedure**

To view the service quantity details of a trial bill segment:

1. Search for the trial bill in the **Trial Bill** screen.
2. In the **Search Results** section, click the link in the **Trial Bill Information** column corresponding to the trial bill whose details you want to view.

The **Trial Bill** screen appears.

3. If required, you can filter the trial bill segments in the **Trial Bill Segments** zone.
4. In the **Search Results** section, click the **Broadcast**  icon corresponding to the trial bill segment whose details you want to view.

The **Trial Bill Segment Calc Lines**, **Trial Bill Segment SQ Details**, and **Trial Bill Segment Financial Details** zones appear.

5. View the service quantity details of the trial bill segment in the **Trial Bill Segment SQ Details** zone.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a trial bill	<a href="#">Searching for a Trial Bill</a> on page 1038
<b>Trial Bill</b> screen	<a href="#">Trial Bill (Used for Viewing)</a> on page 1040
How to filter the trial bill segments	<a href="#">Filtering the Trial Bill Segments</a> on page 1046
<b>Trial Bill Segment SQ Details</b> zone	<a href="#">Trial Bill Segment SQ Details</a> on page 1044


## Viewing the Financial Details of a Trial Bill Segment

### Procedure

To view the financial details of a trial bill segment:

1. Search for the trial bill in the **Trial Bill** screen.
2. In the **Search Results** section, click the link in the **Trial Bill Information** column corresponding to the trial bill whose details you want to view.

The **Trial Bill** screen appears.

3. If required, you can filter the trial bill segments in the **Trial Bill Segments** zone.
4. In the **Search Results** section, click the **Broadcast**  icon corresponding to the trial bill segment whose details you want to view.

The **Trial Bill Segment Calc Lines**, **Trial Bill Segment SQ Details**, and **Trial Bill Segment Financial Details** zones appear.

5. View the financial details of the trial bill segment in the **Trial Bill Segment Financial Details** zone.

### Related Topics

For more information on...	See...
How to search for a trial bill	<a href="#">Searching for a Trial Bill</a> on page 1038
<b>Trial Bill</b> screen	<a href="#">Trial Bill (Used for Viewing)</a> on page 1040
How to filter the trial bill segments	<a href="#">Filtering the Trial Bill Segments</a> on page 1046
<b>Trial Bill Segment Financial Details</b> zone	<a href="#">Trial Bill Segment Financial Details</a> on page 1044

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# Chapter 16

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## Bill Tolerance

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### Topics:

- [Prerequisites](#)

Oracle Revenue Management and Billing allows you to define tolerance limit for the bill amount. If the difference between the previous and current bill amount exceeds either positive or negative tolerance limit, a To Do entry is generated when you initiate the bill completion process. In addition, a To Do entry is generated for the first bill of an account during the bill completion process. Until you review and close the To Do entry, you cannot complete the bill. After you close the To Do entry, you need to initiate the bill completion process once again to freeze and complete the bill. Note that the To Do entries are generated only for regular bills and not for adhoc bills.

The **Bill Tolerance** feature is supported when you freeze and complete the regular bills through the user interface and through the charge based billing batch named **Bill Completion (C1-BLPPR)**. It is not yet supported when you freeze and complete the bill through the **BILLING** batch. In addition, this feature is not yet designed to work when bills are generated through the construct based billing batches.

For more information on how to setup the bill tolerance feature, refer to [Prerequisites](#) on page 1050.

## Prerequisites

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To setup the bill tolerance feature, you need to do the following:

- Define an algorithm of the C1-BILL\_TOLR algorithm type and attach it to the **Pre-Bill Completion Review** system event on the respective customer class. This algorithm type has the following parameters:
  - Positive Tolerance Percentage** – Used to specify the positive tolerance limit in percentage.
  - Negative Tolerance Percentage** – Used to specify the negative tolerance limit in percentage.
  - Positive Tolerance Amount** - Used to specify the positive tolerance limit in amount.
  - Negative Tolerance Amount** - Used to specify the negative tolerance limit in amount.
  - Tolerance To Do Type** – Used to indicate that To Do entry of the specified To Do type must be created when the bill amount difference exceeds either positive or negative tolerance limit. This parameter is mandatory.
  - First Bill To Do Type** – Used to indicate that To Do entry of the specified To Do type must be created when the first bill is generated for an account. This parameter is mandatory.
  - Tolerance To Do Role** - Used to indicate that users with the specified To Do role can only view the “%1 Bill Tolerance Limit Exceeded” To Do entry. This parameter is mandatory.
  - First Bill To Do Role** - Used to indicate that users with the specified To Do role can only view the “%1 To-do generated for First Bill” To Do entry. This parameter is mandatory.

For example, if you set the **Positive Tolerance Percentage** parameter to 10 and the **Negative Tolerance Percentage** parameter to 15 in the algorithm, then in the following scenarios:

Current Bill Amount (USD)	Previous Bill Amount (USD)	Tolerance Amount Calculation	To Do Entry Generated (Yes or No)	Reason
120	100	$100+(100*10)/100=110$	Yes	Current Bill Amount is above Positive Tolerance Limit
115	105	$105+(105*10)/100=115.5$	No	Current Bill Amount is within Positive Tolerance Limit
80	100	$100-(100*15)/100=85$	Yes	Current Bill Amount is below Negative Tolerance Limit
95	110	$110-(110*15)/100=93.5$	No	Current Bill Amount is within Negative Tolerance Limit

If the tolerance limit is specified in both percentage and amount, the system calculates the tolerance amount using percentage and amount, considers the minimum value, and then creates the To Do entry accordingly. For example, if you set the **Positive Tolerance Percentage** parameter to 10, the **Positive Tolerance Amount** parameter to 15, the **Negative Tolerance Percentage** parameter to 5, and the **Negative Tolerance Amount** parameter to 25 in the algorithm, then in the following scenarios:

Current Bill Amount (USD)	Previous Bill Amount (USD)	Tolerance Amount Calculation	To Do Entry Generated (Yes or No)	Reason
120	100	$100+(100*10)/100=110$ (Derived using positive tolerance percentage)  $100+15=115$ (Derived using positive tolerance amount)  Minimum Value is 110 in Positive Scenario	Yes	Current Bill Amount is above Positive Tolerance Limit
180	200	$200-(200*5)/100=190$ (Derived using negative tolerance percentage)  $200-25=175$ (Derived using negative tolerance amount)  Minimum Value is 190 in Negative Scenario	Yes	Current Bill Amount is below Negative Tolerance Limit

During the tolerance amount calculation, the system checks whether the **Multi-Currency Accounts** feature is enabled or disabled. If the **Multi-Currency Accounts** feature is enabled, the system converts the previous and current bill amount in the division's base currency when the invoice currency is different from the division's base currency. Once the currency conversion is done, the tolerance amount is calculated and To Do entry is generated accordingly.

- Set the **Multi Price Parameter** option type of the **Multi Parameter Based Pricing (C1\_PPARM\_FLG)** feature configuration to **True** if you want to enable the currency conversion feature during tolerance amount calculation
- Define the Tolerance and First Bill To Do types using the following information:
  - **Navigation Option** - billMaint
  - **Priority** – Priority 10 – Highest
  - **Message Category** - 11105
  - **Message Number** – 11009
  - **Sort Keys** — Define the following sort keys for the To Do type:

Sort Key	Use as Default	Sort Order
Bill ID	Yes	Ascending

- **Drill Keys** — Define the following drill keys for the To Do type:

Table Name	Field Name
CI_BILL	BILL_ID

### Related Topics

For more information on...	See...
How to set the <b>Multi Parameter Based Pricing (C1_PPARM_FLG)</b> feature configuration	<a href="#">Setting the C1_PPARM_FLG Feature Configuration</a> on page 2043



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# Chapter 17

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## GL Account Validation

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### Topics:

- [Static GL Account Validation](#)
- [Dynamic GL Account Validation](#)

Oracle Revenue Management and Billing allows you to validate the GL account statically and dynamically. The static GL account validation means you can validate the GL account while creating or editing a distribution code. And, the dynamic GL account validation means you can validate the GL account while assigning it to trial and actual financial transactions through the batch process.

For more information about static GL account validation and dynamic GL account validation, refer to [Static GL Account Validation](#) on page 1054 and [Dynamic GL Account Validation](#) on page 1054, respectively.

## Static GL Account Validation

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If you want to validate the GL account while creating or editing a distribution code, you need to select the **Validate GL Account** check box in the **Distribution Code** screen. If the GL account is valid, the following string appears below the check box while saving the distribution code:

“GL Account is validated on YYYY-MM-DD”

And, if the GL account is invalid, the following string appears below the check box while saving the distribution code:

“GL Account is invalid”

If you want to enable the static GL account validation feature on the **Distribution Code** screen, you need to define an algorithm of the **C1-GLVAL** or **C1-GLVAL-COB** algorithm type and attach the algorithm to the **GL Account Validation** system event in the **Algorithms** tab of the **Installation Options – Framework** screen. Both these algorithm types have one parameter named **GL Account Length**. You need to set the value of this parameter while creating the algorithm using the **C1-GLVAL** or **C1-GLVAL-COB** algorithm type. If you attach an algorithm of the **C1-GLVAL** algorithm type, the system checks whether the length of GL account is greater than or equal to the value defined in the **GL Account Length** parameter. If the length is greater than or equal to the specified length, the GL account is considered as valid. And, if the length is less than the specified length, the GL account is considered as invalid.

And, if you attach an algorithm of the **C1-GLVAL-COB** algorithm type, the system checks whether the length of GL account is equal to the value defined in the **GL Account Length** parameter. If the length is equal to the specified length, the GL account is considered as valid. And, if the length is less than or greater than the specified length, the GL account is considered as invalid.

## Dynamic GL Account Validation

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If you want to validate GL account while assigning it to trial and actual financial transactions, you need to set the **Validate GL Account** parameter to **Y** while executing the batch. If the GL account is valid, the date when the GL account is validated is added in the **GLA\_VAL\_DT** column of the **CI\_TRL\_FT\_GL** or **CI\_FT\_GL** table, respectively, depending on whether the GL account is assigned to a trial or actual financial transaction.

If you want to enable the dynamic GL account validation feature in the **C1-GLASN** or **GLASSGN2** batch, you need to define an algorithm of the **C1-GLVAL** or **C1-GLVAL-COB** algorithm type and attach the algorithm to either of the following:

- The **GL Account Validation** algorithm entity in the **Algorithms** tab of the **Division** screen
- The **GL Account Validation** system event in the **Algorithms** tab of the **Installation Options – Framework** screen

If the GL account validation algorithm is defined at both these algorithm spots, the algorithm defined at the division level always takes precedence over the algorithm defined in the installation options during dynamic GL account validation.

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# Chapter 18

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## Upload Validated Adjustment Data

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### Topics:

- [Prerequisites](#)
- [CSV File Format](#)
- [Adjustment Upload Request \(Without Approval\) Status Transition](#)
- [Adjustment Upload Request \(With Approval\) Status Transition](#)
- [Algorithms Used in C1-ADJUPLD](#)
- [Adjustment Upload Request](#)

Oracle Revenue Management and Billing until now provided you with an ability to upload adjustment data received from an external source system and create adjustments using the **C1-ADUP1** and **C1-ADUP2** batches. However, there was no user interface available through which you can upload an adjustment data file and create adjustments from the adjustment records. Now, the system provides a user interface which helps you to upload an adjustment data file.

You can upload an adjustment data file in the CSV format. You need to ensure that the CSV file is in the required format; otherwise the file will not be uploaded in the system. At present, the system supports only the CSV file format. For more information about the CSV file format, see [CSV File Format](#) on page 1057.

While uploading an adjustment data file, you need to specify the upload request type using which you want to upload the adjustment data file. It is the upload request type which helps the system to determine:

- Whether adjustments must be created in the real time (i.e. immediately) or in the deferred mode (i.e. in the background)
- Whether the size of the adjustment data file exceeds the maximum file size defined in the upload request type
- Whether the adjustment data file must be approved by the approver before creating adjustments

All records are validated before uploading an adjustment data file. During the validation process, the system and custom validations (if any) are executed. If there is any invalid record, the system does not allow you to upload the adjustment data file. The system indicates the reason why the adjustment record could not pass through the validation process. You need to first correct the adjustment record in the CSV file and then upload the adjustment data file.

An upload request of the specified upload request type is created when an adjustment data file is successfully uploaded in the system. You can track an adjustment data file through an upload request. During the adjustment upload process, an adjustment upload request goes through various statuses in its lifecycle. For more information about the adjustment upload request statuses, see [Adjustment Upload Request \(Without Approval\) Status Transition](#) on page 1058 and [Adjustment Upload Request \(With Approval\) Status Transition](#) on page 1059.

Note that the lifecycle of an adjustment upload request is driven by the business object using which the adjustment upload request is created. An adjustment upload request business object named **C1-ADJUPLD** is shipped with the product. The adjustment upload feature explained in this section is documented based on the lifecycle and logic defined in the **C1-ADJUPLD** business object.

If required, the implementation team can create a custom adjustment upload request business object.

Once the adjustment upload request is created, you can perform various tasks, such as:

- Track the status of an adjustment upload request
- View the details of an adjustment upload request
- View all records of an adjustment data file
- Cancel an adjustment data file
- Create adjustments for an adjustment data file
- Submit the adjustment data file for approval
- Approve or reject an adjustment data file based on the observations

## Prerequisites

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To setup the adjustment upload process, you need to do the following:

- Define the required upload request types in the system
- Create a defer algorithm using the **C1-UPLDEFEVL** algorithm type
- Create an algorithm using the **C1-MTCIALG** algorithm type if you want to create adjustments using the Contract match type
- Create an algorithm using the **C1-MTCTALG** algorithm type if you want to create adjustments using the Contract Type match type
- Define the required characteristic types where the characteristic entity is set to Upload Request Type
- Define cancellation and rejection reasons for the **C1-ADJUPLD** business object
- Assign the **C1-ADJUP** To Do type to a To Do role whose users must receive To Do entries generated while submitting an upload request (i.e. an adjustment data file) for approval
- Set the batch control type of the **Upload Request Periodic Monitor (C1-UPLRQ)** batch to **Timed** and define the following attributes:
  - Time Interval
  - Timer Active
  - User ID
  - Batch Language
  - Email Address

## CSV File Format

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Before uploading an adjustment data file, you need to ensure that the CSV file contains the following columns:

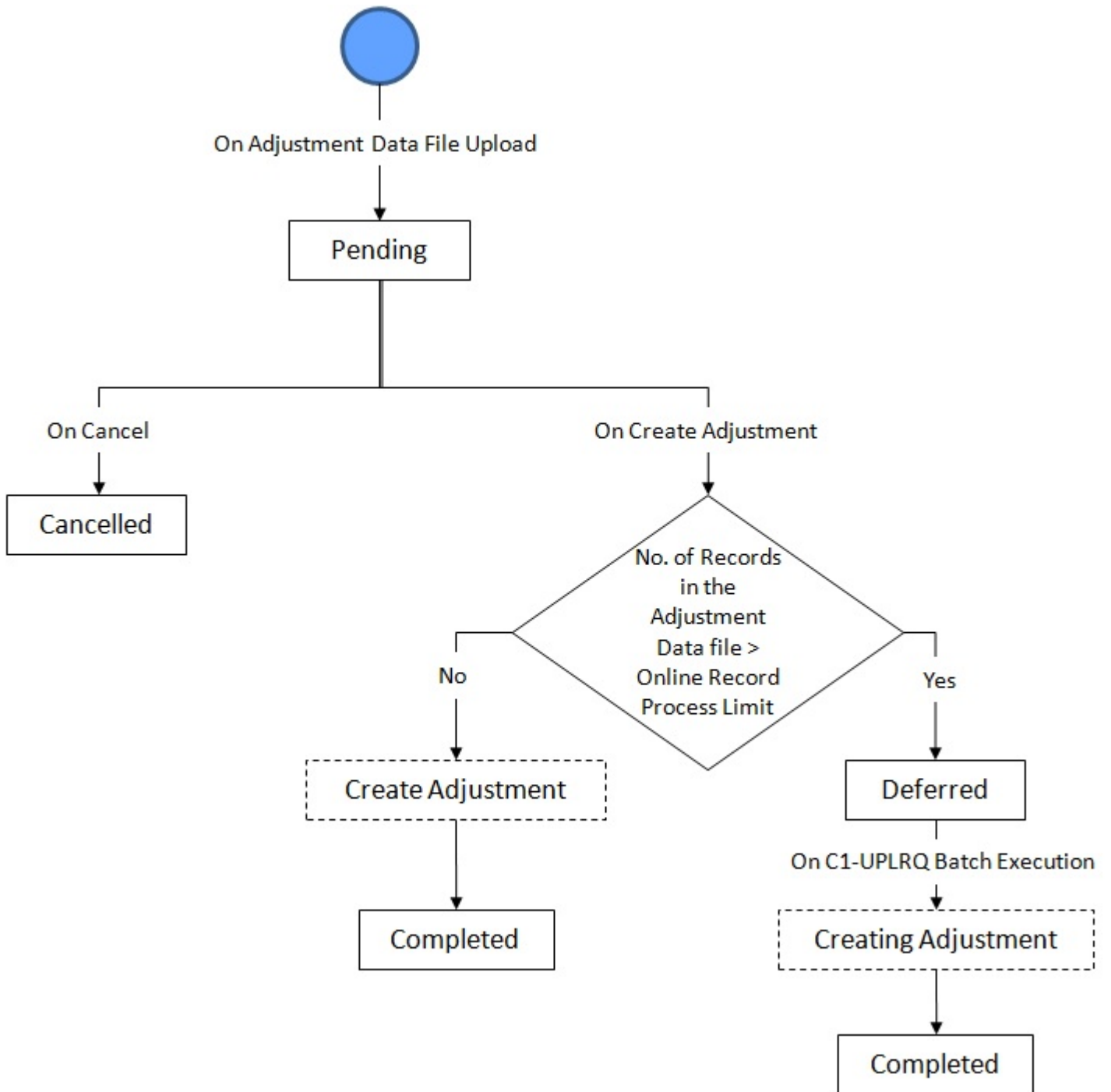
Column Name	Description	Mandatory (Yes or No)
Account Identifier Type	Used to specify the account identifier type.	Yes (Conditional) <b>Note:</b> This data is required when the match type is Contract Type and account ID is not specified.
Account Identifier	Used to specify the account identifier.	Yes (Conditional) <b>Note:</b> This data is required when the match type is Contract Type and account ID is not specified.
Account ID	Used to indicate the account for which the adjustment must be created.	Yes (Conditional) <b>Note:</b> This data is required when the match type is Contract Type and the account identifier type and account identifier are not specified.

Column Name	Description	Mandatory (Yes or No)
Match Type	Used to indicate the match type using which the adjustment must be created.	Yes
Match Value	Used to indicate the entity (such as contract, contract type, and so on) against which the adjustment must be created.	Yes
Adjustment Type	Used to indicate the adjustment type using which the adjustment must be created.	Yes
	<b>Note:</b> The adjustment type must be included in the adjustment type profile which is attached to the contract type.	
Adjustment Amount	Used to specify the adjustment amount.	Yes
	<b>Note:</b> The adjustment amount precision must match the precision (decimal positions) defined for the currency.	
Currency Code	Used to indicate the currency in which the adjustment must be created.	Yes
Comments	Used to specify additional information about the adjustment.	No
Bill ID	Used to indicate the bill on which the adjustment must be created.	No
Arrears Date	Used to specify the date from when the amount is outstanding on the bill.	No
Char Type 1, Char Type 2, ....., Char Type 5	Used to indicate the characteristic that must be defined for the adjustment.	Yes (Conditional)
		<b>Note:</b> This data is required if the characteristic value is specified.
Char Value 1, Char Value 2, ....., Char Value 5	Used to specify the value for the characteristic type.	Yes (Conditional)
		<b>Note:</b> This data is required if the characteristic type is specified.

**Note:** If an adjustment data file contains column names other than those mentioned in the above table, the system will not upload the adjustment data file.

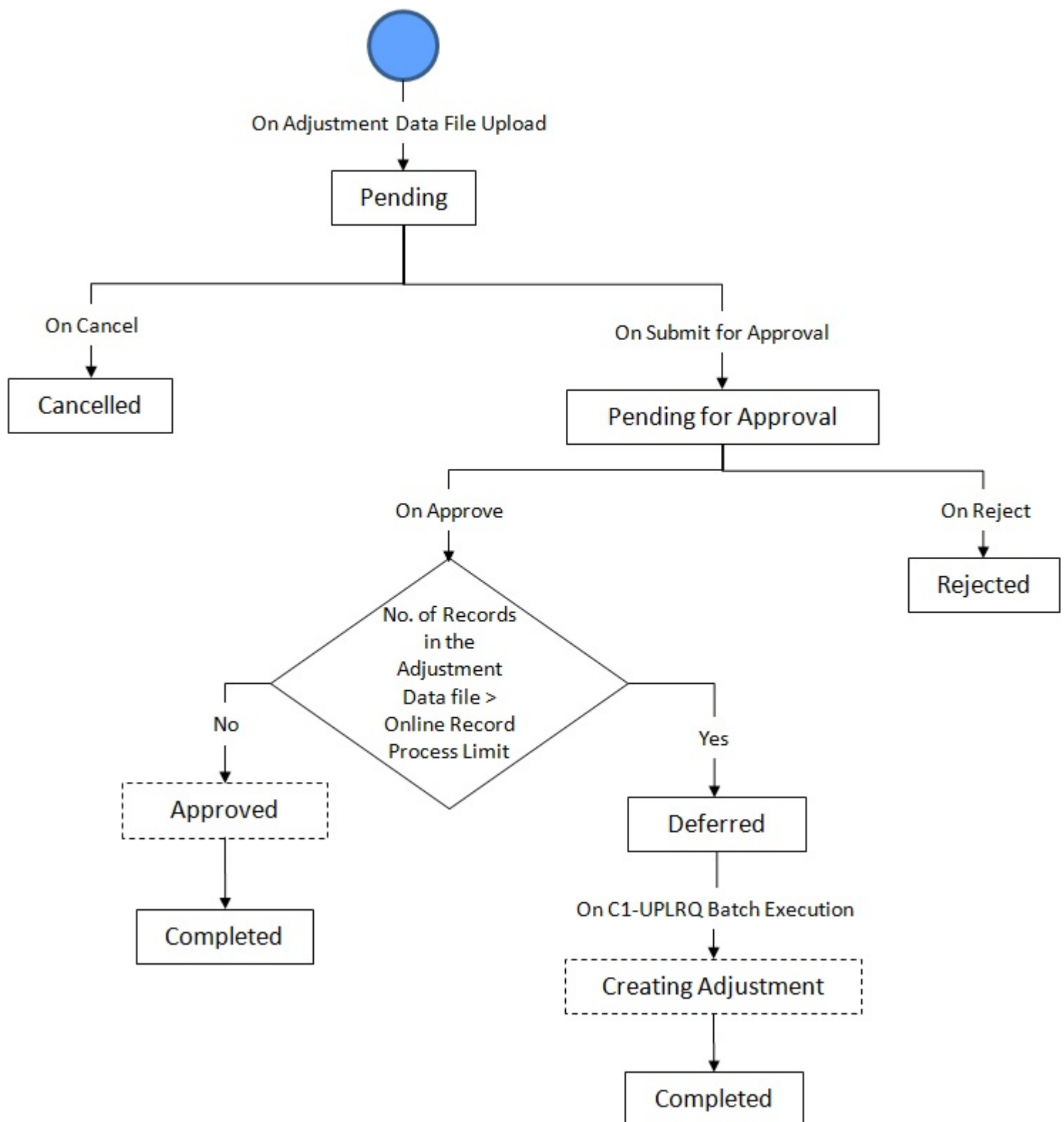
## Adjustment Upload Request (Without Approval) Status Transition

The following figure graphically indicates how an adjustment upload request moves from one status to another when approval workflow is off:



## Adjustment Upload Request (With Approval) Status Transition

The following figure graphically indicates how an adjustment upload request moves from one status to another when approval workflow is on:



## Algorithms Used in C1-ADJUPLD

The following table lists the algorithms which are attached to the **C1-ADJUPLD** business object:



System Event	Algorithm	Algorithm Type	Description
Information	C1-FLREQ-INF	C1-FLREQ-INF	<p>This algorithm formats the upload request information that appears throughout the system for the BO. The algorithm formats the information as follows: Upload Request type description, Status description, ID. This algorithm generates the upload request information string which appears throughout the application. This algorithm concatenates the following fields:</p> <ul style="list-style-type: none"> <li>• Upload Request Type Description</li> <li>• Upload Request Description</li> <li>• Upload Request ID</li> </ul>
Validation	C1-ADVALREQ	C1-ADVALREQ	<p>This algorithm will be called from a business service and is responsible for validating the uploaded CSV file and identify if any records are invalid. The validations to be performed are mentioned below:</p> <ol style="list-style-type: none"> <li>1. Mandatory column data checks</li> <li>2. Check for valid values for account, match type, match value, adjustment type, adjustment characteristics type, currency and amount.</li> <li>3. This algorithm will also call the match type algorithm linked to the request type to derive and validate the value for contract ID. This algorithm validates the uploaded CSV file and identifies invalid records, if any. The validations performed are as follows:</li> </ol> <ul style="list-style-type: none"> <li>• Validating mandatory column data</li> <li>• Validating values for account, match type, match value, adjustment type, adjustment characteristics type, currency and amount.</li> <li>• Invoke the match type algorithm linked to the request type to derive and validate the value for contract ID.</li> </ul>

The following table lists the algorithms which are used in the lifecycle of the **C1-ADJUPLD** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	-	-	-	-
Cancelled	-	-	-	-

Status	System Event	Algorithm	Algorithm Type	Description
Create Adjustment	Enter	C1-ADJUPLDEF	C1-ADJUPLDEF	This algorithm will evaluate if request processing should be done in real time or deferred for offline processing. This will be invoked by the Enter Status algorithm when the Request object enters 'CREATE' or 'APPROVED' status. This algorithm evaluates and creates adjustment. It evaluates, if request should be processed in real time or deferred for offline processing. This algorithm is triggered by the <b>Enter</b> status algorithm when the request object is changed to <b>Create</b> or <b>Approved</b> status.
Deferred	Monitor	C1-ADJ-MNTR	C1-ADJ-MNTR	This algorithm will be invoked from the Upload Request Monitor batch. This will be responsible for BO transition from 'Deferred' to 'Creating' status. This algorithm is triggered from the <b>Upload Request Monitor</b> batch. This algorithm transitions the business object status from <b>Deferred</b> to <b>Creating</b> .
Pending for Approval	Enter	C1-ADJUPAPVL	C1-ADJUPAPVL	This algorithm will be responsible of creating To Do for the approver to approve or reject the uploaded file data. To Do will be created using the To Do Type linked to the request type to the approver(s) who are associated with the To Do Role linked to the request type. This will be invoked by the Enter Status algorithm when the Request object enters 'SUBMITTED - Pending For Approver' status. This algorithm creates the To Do using the To Do Type for the approver to approve or reject the uploaded file data. This To Do Type is linked to the request type to the approver(s) associated with the To Do Role linked to the request type. This algorithm is triggered by the <b>Enter</b> status algorithm when the request object enters <b>Submitted - Pending For Approver</b> status.

Status	System Event	Algorithm	Algorithm Type	Description
Approved	Enter	C1-ADJUPLDEF	C1-ADJUPLDEF	This algorithm will evaluate if request processing should be done in real time or deferred for offline processing. This will be invoked by the Enter Status algorithm when the Request object enters 'CREATE' or 'APPROVED' status. This algorithm evaluates if request should be processed in real time or deferred for offline processing. This algorithm is triggered by the <b>Enter</b> status algorithm when the request object is changed to <b>Create</b> or <b>Approved</b> status.
Rejected	-	-	-	-
Completed	-	-	-	-
Creating Adjustment	Enter	C1-ADJCRTION	C1-ADJCRTION	This algorithm is responsible for creating Adjustment for the uploaded file. The adjustment ID will be updated back in the request table to link the request with the adjustments. This algorithm creates an adjustment for the uploaded file. In addition, the adjustment ID is stamped on the adjustment and on the corresponding financial transaction.

## Adjustment Upload Request

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The **Adjustment Upload Request** screen allows you to search for an adjustment upload request using various search criteria. Through this screen, you can:

- Upload an adjustment data file
- Cancel an adjustment data file
- View the details of an adjustment upload request
- View all adjustment records which are uploaded through an adjustment data file
- Create adjustments for an adjustment data file
- Submit an adjustment data file for approval
- Approve or reject an adjustment data file
- View the log of an adjustment upload request
- Add a log entry for an adjustment upload request

This screen consists of the following zones:

- [Search Adjustment Upload Request](#) on page 1064

## Search Adjustment Upload Request

The **Search Adjustment Upload Request** zone allows you to search for an adjustment upload request using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The fields in the **Search Criteria** section change depending on the query option selected. At present, there is only one query option named **Upload Request**. On selecting the **Upload Request** query option, the **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Upload Request Type	Used to search adjustment upload requests which are created using a particular upload request type.	No
Status	Used to search adjustment upload requests with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Approved</li> <li>• Cancelled</li> <li>• Completed</li> <li>• Create Adjustment</li> <li>• Creating Adjustment</li> <li>• Deferred</li> <li>• Pending</li> <li>• Rejected</li> <li>• Pending For Approval</li> </ul>	No
Upload From Date	Used to search adjustment upload requests which are created from a particular date onwards.	No
	<b>Note:</b> By default, the current date appears in this field.	
To	Used to search adjustment upload requests which are created till a particular date.	No
	<b>Note:</b> By default, the current date appears in this field.	
File Name	Used to search an adjustment upload request which is created while uploading an adjustment data file.	No

**Note:** You must specify at least one search criterion while searching for an adjustment upload request.

- **Search Results** — On clicking the **Refresh** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Upload Date	Displays the date and time when the adjustment data file is uploaded in the system.

Column Name	Column Description
Upload Request Information	Displays information about the adjustment upload request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Upload Request</b> screen appears where you can view the details of the respective upload request.
Status	Indicates the status of the adjustment upload request.
Upload Request Type	Indicates the upload request type using which the adjustment data file is uploaded in the system.
File Name	Displays the name of the adjustment data file.

You can upload an adjustment data file by clicking the **Upload** link in the upper right corner of this zone.

### **Related Topics**

For more information on...	See...
How to search for an adjustment upload request	<a href="#">Searching for an Adjustment Upload Request</a> on page 1068
How to upload an adjustment data file	<a href="#">Uploading an Adjustment Data File</a> on page 1069
How to view the details of an adjustment upload request	<a href="#">Viewing the Adjustment Upload Request Details</a> on page 1079

## **Adjustment Upload Request**

The **Adjustment Upload Request** zone displays the details of the adjustment upload request. This zone contains the following sections:

- **Header** — This section provides basic information about the upload request. It contains the following fields:

Field Name	Field Description
Upload Request Information	Displays information about the adjustment upload request. The information string contains the following comma-separated values: <ul style="list-style-type: none"> <li>• Upload Request Type Description</li> <li>• Status Description</li> <li>• Upload Request ID</li> </ul>
	<b>Note:</b> This information string is generated using the <b>C1-FLREQ-INF</b> algorithm which is attached to the <b>Information</b> system event in the adjustment upload request business object. If you want to display a different information string, you need to define a custom algorithm type and attach the algorithm in the adjustment upload request business object.

Field Name	Field Description
Status	<p>Indicates the status of the adjustment upload request. The valid values are:</p> <ul style="list-style-type: none"> <li>• Approved</li> <li>• Cancelled</li> <li>• Completed</li> <li>• Create Adjustment</li> <li>• Creating Adjustment</li> <li>• Deferred</li> <li>• Pending</li> <li>• Rejected</li> <li>• Pending for Approval</li> </ul>
Status Reason	<p>Indicates the reason why the adjustment data file is cancelled or rejected.</p> <p><b>Note:</b> This field appears only when the adjustment upload request is in the <b>Cancelled</b> or <b>Rejected</b> status.</p>
File Name	<p>Displays the name of the adjustment data file for which the adjustment upload request is created.</p>

- **Record Actions** — This section contains the following buttons:

Button Name	Button Description
Cancel File	<p>Used to cancel an adjustment data file.</p> <p><b>Note:</b> The <b>Cancel File</b> button appears only when the adjustment upload request is in the <b>Pending</b> status.</p>
Create Adjustment	<p>Used to create adjustments for the records which are uploaded through the adjustment data file.</p> <p><b>Note:</b> The <b>Create Adjustment</b> button appears only when:</p> <ul style="list-style-type: none"> <li>• The adjustment upload request is in the <b>Pending</b> status.</li> <li>• The approval workflow process is not configured for the upload request type using which the adjustment data file is uploaded.</li> </ul>
Submit for Approval	<p>Used to submit the adjustment data file for approval.</p> <p><b>Note:</b> The <b>Submit for Approval</b> button appears only when:</p> <ul style="list-style-type: none"> <li>• The adjustment upload request is in the <b>Pending</b> status.</li> <li>• The approval workflow process is configured for the upload request type using which the adjustment data file is uploaded.</li> </ul>

Button Name	Button Description
Approve	Used to approve the adjustment data file.
	<p><b>Note:</b> The <b>Approve</b> button appears only when:</p> <ul style="list-style-type: none"> <li>The adjustment upload request is in the <b>Pending for Approval</b> status.</li> <li>A user with the approval To Do role is reviewing the adjustment data file.</li> </ul>
Reject	Used to reject the adjustment data file.
	<p><b>Note:</b> The <b>Reject</b> button appears only when:</p> <ul style="list-style-type: none"> <li>The adjustment upload request is in the <b>Pending for Approval</b> status.</li> <li>A user with the approval To Do role is reviewing the adjustment data file.</li> </ul>

**Note:** The **Record Actions** section does not contain buttons when the status of the adjustment upload request is **Cancelled, Completed, Deferred, or Rejected**.

- **Record Information** — This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the adjustment upload request is created.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears with the details of the respective business object.</p>
Status Date/Time	Displays the date and time when the adjustment upload request status is updated.
Create Date/Time	Displays the date and time when the adjustment upload request is created.

### Related Topics

For more information on...	See...
How to view the details of an adjustment upload request	<a href="#">Viewing the Adjustment Upload Request Details</a> on page 1079
How to cancel an adjustment data file	<a href="#">Cancelling an Adjustment Data File</a> on page 1074
How to create adjustments for an adjustment data file	<a href="#">Creating Adjustments for an Adjustment Data File</a> on page 1075
How to submit an adjustment data file for approval	<a href="#">Submitting an Adjustment Data File for Approval</a> on page 1076
How to approve an adjustment data file	<a href="#">Approving an Adjustment Data File</a> on page 1077
How to reject an adjustment data file	<a href="#">Rejecting an Adjustment Data File</a> on page 1078

## Adjustment Data Records

The **Adjustment Data Records** zone lists the adjustment records which are uploaded through the adjustment data file. This zone contains the following columns:

Column Name	Column Description
Adjustment Information	<p>Displays information about the adjustment that is created using the adjustment record.</p> <p><b>Note:</b></p> <p>The data appears in this column only when the status of the adjustment upload request is <b>Completed</b>.</p> <p>It has a link. On clicking the link, the <b>Adjustment</b> screen appears with the details of the respective adjustment.</p> <p>The information string appears only when an algorithm of the <b>C1-ADI-INFO</b> algorithm type is attached to the <b>Adjustment Information</b> system event in the <b>Algorithms</b> tab of the <b>Installation Options — Framework</b> screen.</p>
Account Identifier Type	Indicates the account identifier type.
Account Identifier	Displays the value of the account identifier type.
Account ID	Indicates the account for which the adjustment must be created.
Adjustment Match Value	Indicates the contract against which the adjustment must be created.
Adjustment Type	Indicates the adjustment type using which the adjustment must be created.
Adjustment Amount	Displays the adjustment amount.
Comments	Displays additional information about the adjustment.
Bill ID	Indicates the bill on which the adjustment must be created.
Arrears Date	Displays the date from when the amount is outstanding on the bill.
Char Type 1, Char Type 2, ....., Char Type 5	Indicates the characteristic that must be defined for the adjustment.
Char Value 1, Char Value 2, ....., Char Value 5	Displays the value of the characteristic type.

### **Related Topics**

For more information on...	See...
How to view the details of an adjustment upload request	<a href="#">Viewing the Adjustment Upload Request Details</a> on page 1079
How to view the adjustment records uploaded through an adjustment data file	<a href="#">Viewing All Records of an Adjustment Data File</a> on page 1080

## **Searching for an Adjustment Upload Request**

### **Prerequisites**

To search for an adjustment upload request, you should have:

- Upload request types defined in the application

### **Procedure**

To search for an adjustment upload request:

1. Click the **Menu** link in the **Actions/Navigation** area.



A list appears.

2. Select the **Main Menu** option from the list.
3. From the **Main Menu**, select **Financial** and then click **Adjustment Upload Request**.

The **Adjustment Upload Request** screen appears.

4. Enter the search criteria in the **Search Adjustment Upload Request** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of adjustment upload requests that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>Adjustment Upload Request</b> screen	<a href="#">Adjustment Upload Request</a> on page 1063
<b>Search Adjustment Upload Request</b> zone	<a href="#">Search Adjustment Upload Request</a> on page 1064

## Uploading an Adjustment Data File

### Prerequisites

To upload an adjustment data file, you should have:

- Upload request types defined in the application
- Adjustment data in the required CSV file format

### Procedure

To upload an adjustment data file:

1. Click the **Menu** link in the **Actions/Navigation** area.  
A list appears.
2. Select the **Main Menu** option from the list.
3. From the **Main Menu**, select **Financial** and then click **Adjustment Upload Request**.

The **Adjustment Upload Request** screen appears.

4. Click the **Upload** link in the upper right corner of the **Search Adjustment Upload Request** zone.

The **Upload Adjustment Data File** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Upload Request Type	Used to indicate the upload request type using which you want to upload the adjustment data file.  <b>Note:</b> The list includes only those upload request types which are in the <b>Active</b> status.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Replace Existing File	Used to indicate whether you want to replace any existing file in the system. You must select this check box when you want to upload the same file once again.	No
	<b>Note:</b> You can replace an existing file only when the adjustment upload request is in the <b>Pending</b> or <b>Cancelled</b> status.	
File Name	Used to specify the name and path of the adjustment data file that you want to upload.	Yes
	<b>Note:</b> You can also click the <b>Browse</b> button corresponding to this field to browse to the location where the adjustment data file is available in the system.	

5. Select the upload request type using which you want to upload the adjustment data file.

6. Click the **Browse** button corresponding to the **File Name** field.

The **Choose File to Upload** dialog box appears.

7. Browse to the location where the adjustment data file that you want to upload is available.

8. Click **Open**.

The adjustment data file name and path appears in the **File Name** field.

9. Click **Submit**.

A grid appears which helps you to preview all records in the adjustment data file. It contains the following columns:

Column Name	Column Description
Errors	Indicates the reason why the adjustment record is invalid. If there are multiple reasons, the comma-separated list of error messages appears in this column.
	<b>Note:</b> This column appears only when you click the <b>Save</b> button.
Account Identifier Type	Indicates the account identifier type.
Account Identifier	Displays the value of the account identifier type.
Account ID	Indicates the account for which the adjustment must be created.
Match Type	Indicates the match type using which the adjustment must be created.
Match Value	Indicates the entity (such as contract, contract type, and so on) against which the adjustment must be created.
Adjustment Type	Indicates the adjustment type using which the adjustment must be created.
Adjustment Amount	Displays the adjustment amount.
Currency Code	Indicates the currency in which the adjustment must be created.
Comments	Displays additional information about the adjustment.
Bill ID	Indicates the bill on which the adjustment must be created.
Arrears Date	Displays the date from when the amount is outstanding on the bill.
Char Type 1	Indicates the characteristic that must be defined for the adjustment.

Column Name	Column Description
Char Value 1	Displays the value of the characteristic type.
Char Type 2	Indicates the characteristic that must be defined for the adjustment.
Char Value 2	Displays the value of the characteristic type.
Char Type 3	Indicates the characteristic that must be defined for the adjustment.
Char Value 3	Displays the value of the characteristic type.
Char Type 4	Indicates the characteristic that must be defined for the adjustment.
Char Value 4	Displays the value of the characteristic type.
Char Type 5	Indicates the characteristic that must be defined for the adjustment.
Char Value 5	Displays the value of the characteristic type.

**Note:** If you upload an adjustment data file which exceeds the maximum file size defined in the upload request type, the system will not allow you to upload the file.

#### 10. Click **Save**.

The validation process starts immediately. The adjustment record is considered as invalid when:

- Account ID, Account Identifier Type, Account Identifier, Adjustment Type, Currency, Bill ID, Characteristic Type, Characteristic Value, or Match Type is invalid.
- Match Type, Match Value, Adjustment Type, Adjustment Amount, Currency, or Characteristic Value is missing.
- Contract ID does not exist in the system.
- The contract is in the **Cancelled** status.
- Contract type does not exist in the system.
- Account Identifier Type, Account Identifier, or Account ID is missing when the match type is Contract Type.
- No active contract of the specified contract type is available.
- Adjustment amount precision does not match the precision (decimal positions) defined for the currency.
- The adjustment type is not included in the adjustment type profile which is attached to the contract type.
- The characteristic type is not associated with the adjustment type.

If there is an invalid record in the adjustment data file, you will not be able to upload the file.

#### Related Topics

For more information on...	See...
Adjustment Upload Request screen	<a href="#">Adjustment Upload Request</a> on page 1063
Search Adjustment Upload Request zone	<a href="#">Search Adjustment Upload Request</a> on page 1064

## Replacing an Adjustment Data File

### Prerequisites

To replace an existing adjustment data file, you should have:

- Upload request types defined in the application

- Adjustment data in the required CSV file format

### **Procedure**

To replace an existing adjustment data file:

1. Click the **Menu** link in the **Actions/Navigation** area.

A list appears.

2. Select the **Main Menu** option from the list.
3. From the **Main Menu**, select **Financial** and then click **Adjustment Upload Request**.

The **Adjustment Upload Request** screen appears.

4. Click the **Upload** link in the upper right corner of the **Search Adjustment Upload Request** zone.

The **Adjustment Upload Data File** screen appears. It contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Upload Request Type	Used to indicate the upload request type using which you want to upload the adjustment data file.	Yes
	<b>Note:</b> The list includes only those upload request types which are in the <b>Active</b> status.	
Replace Existing File	Used to indicate whether you want to replace any existing file in the system. You must select this check box when you want to upload the same file once again.	No
	<b>Note:</b> You can replace an existing file only when the adjustment upload request is in the <b>Pending</b> or <b>Cancelled</b> status.	
File Name	Used to specify the name and path of the adjustment data file that you want to upload.	Yes
	<b>Note:</b> You can also click the <b>Browse</b> button corresponding to this field to browse to the location where the adjustment data file is available in the system.	

5. Select the upload request type using which you want to upload the adjustment data file.
6. Select the **Replace Existing File** check box to indicate that you want to replace an existing adjustment data file.
7. Click the **Browse** button corresponding to the **File Name** field.

The **Choose File to Upload** dialog box appears.

8. Browse to the location where the adjustment data file that you want to upload is available.
9. Click **Open**.

The adjustment data file name and path appears in the **File Name** field.

10. Click **Submit**.

A grid appears which helps you to preview all records in the adjustment data file. It contains the following columns:

Column Name	Column Description
Errors	Indicates the reason why the adjustment record is invalid. If there are multiple reasons, the comma-separated list of error messages appears in this column.
	<b>Note:</b> This column appears only when you click the <b>Save</b> button.
Account Identifier Type	Indicates the account identifier type.
Account Identifier	Displays the value of the account identifier type.
Account ID	Indicates the account for which the adjustment must be created.
Match Type	Indicates the match type using which the adjustment must be created.
Match Value	Indicates the entity (such as contract, contract type, and so on) against which the adjustment must be created.
Adjustment Type	Indicates the adjustment type using which the adjustment must be created.
Adjustment Amount	Displays the adjustment amount.
Currency Code	Indicates the currency in which the adjustment must be created.
Comments	Displays additional information about the adjustment.
Bill ID	Indicates the bill on which the adjustment must be created.
Arrears Date	Displays the date from when the amount is outstanding on the bill.
Char Type 1	Indicates the characteristic that must be defined for the adjustment.
Char Value 1	Displays the value of the characteristic type.
Char Type 2	Indicates the characteristic that must be defined for the adjustment.
Char Value 2	Displays the value of the characteristic type.
Char Type 3	Indicates the characteristic that must be defined for the adjustment.
Char Value 3	Displays the value of the characteristic type.
Char Type 4	Indicates the characteristic that must be defined for the adjustment.
Char Value 4	Displays the value of the characteristic type.
Char Type 5	Indicates the characteristic that must be defined for the adjustment.
Char Value 5	Displays the value of the characteristic type.

**Note:** If you upload an adjustment data file which exceeds the maximum file size defined in the upload request type, the system will not allow you to upload the file.

#### 11. Click **Save**.

The validation process starts immediately. The adjustment record is considered as invalid when:

- Account ID, Account Identifier Type, Account Identifier, Adjustment Type, Currency, Bill ID, Characteristic Type, Characteristic Value, or Match Type is invalid.
- Match Type, Match Value, Adjustment Type, Adjustment Amount, Currency, or Characteristic Value is missing.
- Contract ID does not exist in the system.
- The contract is in the **Cancelled** status.

- Contract type does not exist in the system.
- Account Identifier Type, Account Identifier, or Account ID is missing when the match type is Contract Type.
- No active contract of the specified contract type is available.
- Adjustment amount precision does not match the precision (decimal positions) defined for the currency.
- The adjustment type is not included in the adjustment type profile which is attached to the contract type.
- The characteristic type is not associated with the adjustment type.

If there is an invalid record in the adjustment data file, you will not be able to upload the file.

### Related Topics

For more information on...	See...
<b>Adjustment Upload Request</b> screen	<a href="#">Adjustment Upload Request</a> on page 1063
<b>Search Adjustment Upload Request</b> zone	<a href="#">Search Adjustment Upload Request</a> on page 1064

## Canceling an Adjustment Data File

There might be situations when incorrect adjustment data file is uploaded in the system. In such case, the system provides you with an ability to cancel the file. However, note that you can cancel an adjustment data file only when the adjustment upload request is in the **Pending** status.

### Prerequisites

To cancel an adjustment data file, you should have:

- Cancellation reasons defined in the application

**Note:** While cancelling an adjustment data file, you need to specify the reason why you want to cancel the adjustment data file. You can select the appropriate cancellation reason only when you have defined the reasons for the **Cancelled** status of the **C1-ADJUPLD** business object in the **Status Reason** screen.

### Procedure

To cancel an adjustment data file:

1. Search for the adjustment upload request (which is created while uploading the file that you want to cancel) in the **Adjustment Upload Request** screen.
2. In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the adjustment data file that you want to cancel.

The **Adjustment Upload Request** screen appears. It contains the following two tabs:

- **Main** – This tab contains the following two zones:
    - **Adjustment Upload Request** – Displays the details of the adjustment upload request.
    - **Adjustment Data Records** – Lists the adjustment records which are uploaded through the adjustment data file.
  - **Log** – This tab lists the complete trail of actions performed on the adjustment upload request.
3. Click **Cancel File** in the **Adjustment Upload Request** zone.

The **Cancellation Information** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Cancellation Reason	Used to indicate the reason why you want to cancel the adjustment data file.	Yes

**Note:** The **Cancel File** button appears only when the adjustment upload request is in the **Pending** status.

- Select the cancellation reason from the list.
- Click **Save**.

The adjustment data file is cancelled. In addition, the status of the adjustment upload request is changed to **Cancelled**.

#### Related Topics

For more information on...	See...
How to search for an adjustment upload request	<a href="#">Searching for an Adjustment Upload Request</a> on page 1068
<b>Adjustment Upload Request</b> zone	<a href="#">Adjustment Upload Request</a> on page 1065

## Creating Adjustments for an Adjustment Data File

### Procedure

To create adjustments for an adjustment data file:

- Search for the adjustment upload request (which is created while uploading the file for which you want to create adjustments) in the **Adjustment Upload Request** screen.
- In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the adjustment data file for which you want to create adjustments.

The **Adjustment Upload Request** screen appears. It contains the following two tabs:

- **Main** – This tab contains the following two zones:
    - **Adjustment Upload Request** – Displays the details of the adjustment upload request.
    - **Adjustment Data Records** – Lists the adjustment records which are uploaded through the adjustment data file.
  - **Log** – This tab lists the complete trail of actions performed on the adjustment upload request.
- Click **Create Adjustment** in the **Adjustment Upload Request** zone.

The Defer algorithm attached to the upload request type using which you have uploaded the adjustment data file is triggered. If the number of records in the adjustment data file does not exceed the online record process limit (defined in the Defer algorithm), the system creates adjustments in the real time (i.e. immediately). In addition, the adjustment information string appears corresponding to each adjustment record in the **Adjustment Data Records** zone and the status of the adjustment upload request is changed to **Completed**. However, if the number of records in the adjustment data file exceeds the online record process limit, the system creates adjustments in the deferred mode and the status of the adjustment upload request is changed to **Deferred**.

**Note:**

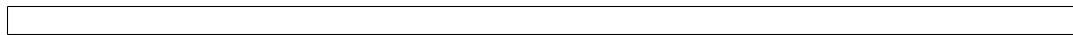
Deferred mode means in the background when the **Upload Request Periodic Monitor (C1-UPLRQ)** batch is invoked. You can configure the **Upload Request Periodic Monitor (C1-UPLRQ)** batch such that it is executed at regular intervals. When the **Upload Request Periodic Monitor (C1-UPLRQ)** batch is invoked, the system checks whether there are any adjustment upload requests in the **Deferred** status. If there is an adjustment upload request in the **Deferred** status, the system creates adjustments for the adjustment data file. Once the adjustments are created, the adjustment information string appears corresponding to each adjustment record in the **Adjustment Data Records** zone and the status of the adjustment upload request is changed to **Completed**.

The **Create Adjustment** button appears only when:

- The adjustment upload request is in the **Pending** status.
- The approval workflow process is not configured for the upload request type using which the adjustment data file is uploaded.

**Related Topics**

For more information on...	See...
How to search for an adjustment upload request	<a href="#">Searching for an Adjustment Upload Request</a> on page 1068
<b>Adjustment Upload Request</b> zone	<a href="#">Adjustment Upload Request</a> on page 1065
<b>Adjustment Data Records</b> zone	<a href="#">Adjustment Data Records</a> on page 1067

**Submitting an Adjustment Data File for Approval****Procedure**

To submit an adjustment data file for approval:

1. Search for the adjustment upload request (which is created while uploading the file that you want to submit for approval) in the **Adjustment Upload Request** screen.
2. In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the adjustment data file that you want to submit for approval.

The **Adjustment Upload Request** screen appears. It contains the following two tabs:

- **Main** – This tab contains the following two zones:
    - **Adjustment Upload Request** – Displays the details of the adjustment upload request.
    - **Adjustment Data Records** – Lists the adjustment records which are uploaded through the adjustment data file.
  - **Log** – This tab lists the complete trail of actions performed on the adjustment upload request.
3. Click **Submit for Approval** in the **Adjustment Upload Request** zone.

The status of the adjustment upload request is changed to **Pending for Approval**. A To Do is created using the **C1-ADJUP** To Do type. Users having a To Do role to which the **C1-ADJUP** To Do type is associated can view the To Do from the **To Do List** screen. On clicking the **Submitted Message** link corresponding to the To Do, the **Adjustment Upload Request** screen appears where you can review the records of the adjustment data file.



**Note:**

The **Submit for Approval** button appears only when:

- The adjustment upload request is in the **Pending** status.
- The approval workflow process is configured for the upload request type using which the adjustment data file is uploaded.

**Related Topics**

For more information on...	See...
<b>Adjustment Upload Request</b> zone	<a href="#">Adjustment Upload Request</a> on page 1065
How to search for an adjustment upload request	<a href="#">Searching for an Adjustment Upload Request</a> on page 1068

**Approving an Adjustment Data File****Procedure**

To approve an adjustment data file:

1. Search for the adjustment upload request (which is created while uploading the file that you want to review) in the **Adjustment Upload Request** screen.
2. In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the adjustment data file that you want to review.

The **Adjustment Upload Request** screen appears. It contains the following two tabs:

- **Main** – This tab contains the following two zones:
    - **Adjustment Upload Request** – Displays the details of the adjustment upload request.
    - **Adjustment Data Records** – Lists the adjustment records which are uploaded through the adjustment data file.
  - **Log** – This tab lists the complete trail of actions performed on the adjustment upload request.
3. Review the records of the adjustment data file in the **Adjustment Data Records** zone.
  4. If the adjustment data file is appropriate, then click **Approve** in the **Adjustment Upload Request** zone.

The Defer algorithm attached to the upload request type using which you have uploaded the adjustment data file is triggered. If the number of records in the adjustment data file does not exceed the online record process limit (defined in the Defer algorithm), the system creates adjustments in the real time (i.e. immediately). In addition, the adjustment information string appears corresponding to each adjustment record in the **Adjustment Data Records** zone and the status of the adjustment upload request is changed to **Completed**. However, if the number of records in the adjustment data file exceeds the online record process limit, the system creates adjustments in the deferred mode and the status of the adjustment upload request is changed to **Deferred**.

**Note:**

Deferred mode means in the background when the **Upload Request Periodic Monitor (C1-UPLRQ)** batch is invoked. You can configure the **Upload Request Periodic Monitor (C1-UPLRQ)** batch such that it is executed at regular intervals. When the **Upload Request Periodic Monitor (C1-UPLRQ)** batch is invoked, the system checks whether there are any adjustment upload requests in the **Deferred** status. If there is an adjustment upload request in the **Deferred** status, the system creates adjustments for the adjustment data file. Once the adjustments are created, the adjustment information string appears corresponding to each adjustment record in the **Adjustment Data Records** zone and the status of the adjustment upload request is changed to **Completed**.

The **Approve** button appears only when:

- The adjustment upload request is in the **Pending for Approval** status.
- A user with the approval To Do role is reviewing the adjustment data file.

**Related Topics**

For more information on...	See...
How to search for an adjustment upload request	<a href="#">Searching for an Adjustment Upload Request</a> on page 1068
<b>Adjustment Upload Request</b> zone	<a href="#">Adjustment Upload Request</a> on page 1065
<b>Adjustment Data Records</b> zone	<a href="#">Adjustment Data Records</a> on page 1067

**Rejecting an Adjustment Data File****Prerequisites**

To reject an adjustment data file, you should have:

- Rejection reasons defined in the application

**Note:**

While rejecting an adjustment data file, you need to specify the reason why you want to reject the adjustment data file. You can select the appropriate rejection reason only when you have defined the reasons for the **Rejected** status of the **C1-ADJUPLD** business object in the **Status Reason** screen.

The system does not allow the submitter to approve or reject the adjustment data file.

**Procedure**

To reject an adjustment data file:

1. Search for the adjustment upload request (which is created while uploading the file that you want to review) in the **Adjustment Upload Request** screen.
2. In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the adjustment data file that you want to review.

The **Adjustment Upload Request** screen appears. It contains the following two tabs:

- **Main** – This tab contains the following two zones:
  - **Adjustment Upload Request** – Displays the details of the adjustment upload request.
  - **Adjustment Data Records** – Lists the adjustment records which are uploaded through the adjustment data file.
- **Log** – This tab lists the complete trail of actions performed on the adjustment upload request.

- Review the records of the adjustment data file in the **Adjustment Data Records** zone.
- If the adjustment data file is not appropriate, then click **Reject** in the **Adjustment Upload Request** zone.

The **Rejection Information** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Rejection Reason	Used to indicate the reason why you want to reject the adjustment data file.	Yes

**Note:**

The **Reject** button appears only when:

- The adjustment upload request is in the **Pending for Approval** status.
- A user with the approval To Do role is reviewing the adjustment data file.

- Select the rejection reason from the list.
- Click **Save**.

The adjustment data file is rejected. In addition, the status of the adjustment upload request is changed to **Rejected**.

### **Related Topics**

For more information on...	See...
<b>Adjustment Upload Request</b> zone	<a href="#">Adjustment Upload Request</a> on page 1065
<b>Adjustment Data Records</b> zone	<a href="#">Adjustment Data Records</a> on page 1067
How to search for an adjustment upload request	<a href="#">Searching for an Adjustment Upload Request</a> on page 1068

## **Viewing the Adjustment Upload Request Details**

### **Procedure**

To view the details of an adjustment upload request:

- Search for an adjustment upload request in the **Adjustment Upload Request** screen.
- In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the adjustment upload request whose details you want to view.

The **Adjustment Upload Request** screen appears. It contains the following two tabs:

- Main** – This tab contains the following two zones:
    - Adjustment Upload Request** – Displays the details of the adjustment upload request.
    - Adjustment Data Records** – Lists the adjustment records which are uploaded through the adjustment data file.
  - Log** – This tab lists the complete trail of actions performed on the adjustment upload request.
- View the details of the adjustment upload request in the **Adjustment Upload Request** zone.
  - View the list of adjustment records which are uploaded through the adjustment data file in the **Adjustment Data Records** zone.

### **Related Topics**

For more information on...	See...
How to search for an adjustment upload request	<a href="#">Searching for an Adjustment Upload Request</a> on page 1068
<b>Adjustment Upload Request</b> zone	<a href="#">Adjustment Upload Request</a> on page 1065
<b>Adjustment Data Records</b> zone	<a href="#">Adjustment Data Records</a> on page 1067

## Viewing All Records of an Adjustment Data File

### Procedure

To view all records of an adjustment data file:

1. Search for the adjustment upload request (which is created while uploading the file whose records you want to view) in the **Adjustment Upload Request** screen.
2. In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the adjustment data file whose records you want to view.

The **Adjustment Upload Request** screen appears. It contains the following two tabs:

- **Main** – This tab contains the following two zones:
    - **Adjustment Upload Request** – Displays the details of the adjustment upload request.
    - **Adjustment Data Records** – Lists the adjustment records which are uploaded through the adjustment data file.
  - **Log** – This tab lists the complete trail of actions performed on the adjustment upload request.
3. View the list of adjustment records which are uploaded through the adjustment data file in the **Adjustment Data Records** zone.

### Related Topics

For more information on...	See...
How to search for an adjustment upload request	<a href="#">Searching for an Adjustment Upload Request</a> on page 1068
<b>Adjustment Data Records</b> zone	<a href="#">Adjustment Data Records</a> on page 1067

## Viewing the Log of an Adjustment Upload Request

### Procedure

To view the log of an adjustment upload request:

1. Search for the adjustment upload request in the **Adjustment Upload Request** screen.
2. In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the adjustment upload request whose log you want to view.

The **Adjustment Upload Request** screen appears. It contains the following two tabs:

- **Main** – This tab contains the following two zones:
  - **Adjustment Upload Request** – Displays the details of the adjustment upload request.

- **Adjustment Data Records** – Lists the adjustment records which are uploaded through the adjustment data file.
  - **Log** – This tab lists the complete trail of actions performed on the adjustment upload request.
3. Click the **Log** tab.

The **Upload Request Log** zone in the **Log** tab contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the adjustment upload request.
Details	Displays the details about the action performed on the adjustment upload request.
User	Indicates the user who has performed the action on the adjustment upload request.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the adjustment upload request.
Status Reason	Indicates the reason why the adjustment upload request was rejected or cancelled.

**Note:** You can manually add a log entry for the adjustment upload request by clicking the **Add Log Entry** link in the upper right corner of the **Upload Request Log** zone.

### Related Topics

For more information on...	See...
How to search for an adjustment upload request	<a href="#">Searching for an Adjustment Upload Request</a> on page 1068
How to add a log entry for an adjustment upload request	<a href="#">Adding a Log Entry for an Adjustment Upload Request</a> on page 1081

## Adding a Log Entry for an Adjustment Upload Request

### Procedure

To add a log entry for an adjustment upload request:

1. Search for the adjustment upload request in the **Adjustment Upload Request** screen.
2. In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the adjustment upload request whose log you want to edit.

The **Adjustment Upload Request** screen appears. It contains the following two tabs:

- **Main** – This tab contains the following two zones:
  - **Adjustment Upload Request** – Displays the details of the adjustment upload request.
  - **Adjustment Data Records** – Lists the adjustment records which are uploaded through the adjustment data file.
- **Log** – This tab lists the complete trail of actions performed on the adjustment upload request.

3. Click the **Log** tab.

The **Log** tab appears.

4. Click the **Add Log Entry** link in the upper right corner of the **Upload Request Log** zone.

The **Add Request Log** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Request Information	Displays information about the adjustment upload request.	Not applicable
Log Details	Used to specify additional comments on the adjustment upload request.	Yes

5. Enter the comments in the **Log Details** field.

6. Click **Save**.

The log entry is added in the **Upload Request Log** zone.

### **Related Topics**

For more information on...	See...
How to search for an adjustment upload request	<a href="#">Searching for an Adjustment Upload Request</a> on page 1068

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# Chapter 19

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## Foreign Exchange Gain Loss

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### Topics:

- [Foreign Exchange Gain Loss Calculation](#)
- [Prerequisites](#)
- [Foreign Exchange Gain Loss Scenarios](#)

In a multi-currency environment, financial transactions such as payments and adjustments created for an account can result in loss or gain due to fluctuations in the exchange rate at different point in time. This loss or gain is booked under the Foreign Exchange Gain Loss in the General Ledger and does not impact the account balance of the person.

The Foreign Exchange Gain or Loss might occur when:

- Exchange Rate for Invoice Currency to Division' Base Currency is different on Bill Completion Date and Payment Freeze Date

**Assumption:** In this case, the Invoice Currency and Payment Currency are same.

- Exchange Rate for Adjustment Currency to Division's Base Currency is different on Bill Completion Date and Adjustment Freeze Date

**Assumption:** In this case, the Adjustment Currency and Invoice Currency are same, but they are different from the Division's Base Currency.

- Exchange Rate for Adjustment Currency to Division's Base Currency is different on Bill Completion Date and Payment Freeze Date

**Assumption:** In this case, the Adjustment Currency, Payment Currency, and Invoice Currency are same, but they are different from the Division's Base Currency.

Oracle Revenue Management and Billing facilitates you to calculate the foreign exchange gain or loss and book it against an FXLG distribution code. However, you can calculate the foreign exchange gain or loss only when you have enabled the FT GL Extension feature. For more information on how the system calculates the foreign exchange gain loss, see [Foreign Exchange Gain Loss Calculation](#) on page 1084. For more information on how to setup the Foreign Exchange Gain Loss feature, see [Prerequisites](#) on page 1084.

**Note:** The system can calculate the foreign exchange gain or loss appropriately only when the Division's Base Currency is same on Bill Completion Date and Adjustment/Payment Freeze Date. Otherwise, erroneous results might occur.

## Foreign Exchange Gain Loss Calculation

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During the Foreign Exchange Gain Loss calculation, the system considers the following types of financial transactions:

- Payments (i.e. Pay Segments)
- Credit adjustments which are created against a bill after the bill completion
- Write-off adjustments which are created against a bill
- Write Up adjustments which are automatically created when you match a payment against a bill using the Bill Weighted match type
- Write Down adjustments which are automatically created when you match a payment against a bill using the Bill Weighted match type

**Note:** The system does not consider financial transactions which are created due to payment and adjustment cancellation.

To understand how foreign exchange gain or loss is calculated, see [Foreign Exchange Gain Loss Scenarios](#) on page 1085.

You can calculate the foreign exchange gain loss only when you have enabled the FT GL Extension feature. Oracle Revenue Management and Billing provides you a batch named **Foreign Exchange Loss Gain (C1-FXLG)** which calculates the foreign exchange gain loss. This batch considers payment and adjustment FTs when:

- Division's Base Currency is different from the Payment or Adjustment Currency
- Payment or Adjustment Freeze Date is different from the Bill Completion Date
- Match Event ID exists in the financial transaction
- FXLG\_CALC\_STATUS column corresponding to the financial transaction in the CI\_FT table is set to N or NULL

Once the foreign exchange gain or loss is calculated, two entries are added corresponding to each financial transaction in the CI\_FT\_GL and CI\_FT\_GL\_EXT tables. One entry for foreign exchange gain loss is booked against the distribution code for FXLG and another entry for foreign exchange gain loss is booked against the distribution code which is used for contract balancing. The foreign exchange loss is recorded as positive entry and the foreign exchange gain is recorded as negative entry. In the CI\_FT\_GL table, the foreign exchange gain loss is recorded in the financial transaction currency. And, in the CI\_FT\_GL\_EXT table, the foreign exchange gain loss is recorded in the division's base currency.

You must execute the **Foreign Exchange Loss Gain (C1-FXLG)** batch prior to the **Assign GL Account to Financial Transaction (C1-GLASN)** or **Insert Records in CI\_FTTEMP (GLASSGN1)** batch. For more information about these batches, refer to *Oracle Revenue Management and Billing Batch Guide*.

## Prerequisites

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To setup the Foreign Exchange Gain Loss feature, you need to do the following:

- Create an algorithm of the **FTFREZGLEXTN** algorithm type and attach it on the **FT Freeze** system event of the customer class for which you want to enable FT GL extension feature
- Set the following parameters of an algorithm which is created using the **FTFREZGLEXTN** algorithm type to **R** (i.e. arrears date):
  - Exchange Rate Date Type for Adjustments with Freeze At Will Option (Valid Values: A, R, F, C)
  - Exchange Rate Date Type for Adjustments with Freeze At Bill Completion Option (Valid Values: A, R, F, C, E)
  - Exchange Rate Date Type for Payments (Valid Values: A, R, F, C)



- Exchange Rate Date Type for Bill Segments (Valid Values: A, R, F, C)
- Create an algorithm of the **C1\_CURALGBS** algorithm type and attach it to the **Currency Conversion For Bill Segments** algorithm spot of the division for which you want to enable the currency conversion feature
- Create an algorithm of the **C1\_CURALGAD** algorithm type and attach it to the **Currency Conversion For Adjustments** algorithm spot of the division for which you want to enable the currency conversion feature
- Create an algorithm of the **C1\_CURALGPY** algorithm type and attach it to the **Currency Conversion For Payments** algorithm spot of the division for which you want to enable the currency conversion feature
- Set the **Bill Segment Freeze Option** to **Freeze At Bill Completion** in the **Billing** tab of the **Installation Options** screen
- Define the required exchange rates for currency conversion
- Define the distribution code against which you want to book the foreign exchange gain loss
- Set the **Adjustment Freeze Option** to **Freeze At Bill Completion** for adjustment types whose adjustments are presented and impacts the next bill of an account

### Related Topics

For more information on...	See...
FTFREZGLEXTN algorithm type	<a href="#">FTFREZGLEXTN</a> on page 649
C1_CURALGBS algorithm type	<a href="#">C1_CURALGBS</a> on page 634
C1_CURALGAD algorithm type	<a href="#">C1_CURALGAD</a> on page 635
C1_CURALGPY algorithm type	<a href="#">C1_CURALGPY</a> on page 637

## Foreign Exchange Gain Loss Scenarios

To understand how foreign exchange gain loss is calculated, refer to the following different scenarios:

- [Payment Scenarios](#) on page 1085
- [Credit Adjustment Scenarios](#) on page 1089
- [Write Off Adjustment Scenarios](#) on page 1090
- [Write Up/Down Adjustment Scenarios](#) on page 1092

### Payment Scenarios

The following scenarios indicate how foreign exchange gain or loss is calculated for payments which are matched against bills:

- Scenario 1 — Payment Freeze Date = Bill Completion Date; Payment Amount = Invoice Amount

	Bill Completion Date (01-01-2001)	Payment Freeze Date (01-01-2001)
Exchange Rate From	USD	USD
Exchange Rate To	INR	INR
Exchange Rate	50	50
Invoice/Payment Currency	USD	USD
Invoice Amount	1000	-

	<b>Bill Completion Date (01-01-2001)</b>	<b>Payment Freeze Date (01-01-2001)</b>
<b>Base Currency</b>	INR	INR
<b>Booked Revenue in Base Currency</b>	1000*50 = 50000	-
<b>Payment Amount</b>	-	1000
<b>Payment Amount in Base Currency on Bill Completion Date</b>	-	1000*50 = 50000
<b>Realized Revenue (Payment Amount) in Base Currency on Payment Freeze Date</b>	-	1000*50 = 50000
<b>Foreign Exchange Gain or Loss</b>	-	Not applicable

**Observation:** In the Scenario 1, the foreign exchange gain or loss is not applicable because Bill Completion Date and Payment Freeze Date are same.

- Scenario 2 — Payment Freeze Date Not Equal to Bill Completion Date; Exchange Rate is Same; Payment Amount = Invoice Amount

	<b>Bill Completion Date (01-01-2001)</b>	<b>Payment Freeze Date (01-02-2001)</b>
<b>Exchange Rate From</b>	USD	USD
<b>Exchange Rate To</b>	INR	INR
<b>Exchange Rate</b>	50	50
<b>Invoice/Payment Currency</b>	USD	USD
<b>Invoice Amount</b>	1000	-
<b>Base Currency</b>	INR	INR
<b>Booked Revenue in Base Currency</b>	1000*50 = 50000	-
<b>Payment Amount</b>	-	1000
<b>Payment Amount in Base Currency on Bill Completion Date</b>	-	1000*50 = 50000
<b>Realized Revenue (Payment Amount) in Base Currency on Payment Freeze Date</b>	-	1000*50 = 50000
<b>Foreign Exchange Gain or Loss</b>	-	50000-50000 = 0

**Observation:** In the Scenario 2, there is no foreign exchange gain or loss because the exchange rate is same on the Bill Completion Date and Payment Freeze Date.

- Scenario 3 — Payment Freeze Date Not Equal to Bill Completion Date; Exchange Rate is Different; Payment Amount = Invoice Amount

	<b>Bill Completion Date (01-01-2001)</b>	<b>Payment Freeze Date (01-02-2001)</b>
<b>Exchange Rate From</b>	USD	USD
<b>Exchange Rate To</b>	INR	INR
<b>Exchange Rate</b>	50	51

	<b>Bill Completion Date (01-01-2001)</b>	<b>Payment Freeze Date (01-02-2001)</b>
<b>Invoice/Payment Currency</b>	USD	USD
<b>Invoice Amount</b>	1000	-
<b>Base Currency</b>	INR	INR
<b>Booked Revenue in Base Currency</b>	$1000 * 50 = 50000$	-
<b>Payment Amount</b>	-	1000
<b>Payment Amount in Base Currency on Bill Completion Date</b>	-	$1000 * 50 = 50000$
<b>Realized Revenue (Payment Amount) in Base Currency on Payment Freeze Date</b>	-	$1000 * 51 = 51000$
<b>Foreign Exchange Gain or Loss</b>	-	$50000 - 51000 = -1000$

**Observation:** In the Scenario 3, there is foreign exchange gain of 1000 INR on 01-02-2001 because of difference in exchange rate.

- Scenario 4 — Payment Freeze Date Not Equal to Bill Completion Date; Exchange Rate is Same; Partial Payments; Total Payment Amount = Invoice Amount

	<b>Bill Completion Date (01-01-2001)</b>	<b>First Partial Payment Freeze Date (01-02-2001)</b>	<b>Second Partial Payment Freeze Date (01-03-2001)</b>
<b>Exchange Rate From</b>	USD	USD	USD
<b>Exchange Rate To</b>	INR	INR	INR
<b>Exchange Rate</b>	50	50	50
<b>Invoice/Payment Currency</b>	USD	USD	USD
<b>Invoice Amount</b>	1000	-	-
<b>Base Currency</b>	INR	INR	INR
<b>Booked Revenue in Base Currency</b>	$1000 * 50 = 50000$	-	-
<b>Payment Amount</b>	-	500	500
<b>Payment Amount in Base Currency on Bill Completion Date</b>	-	$500 * 50 = 25000$	$500 * 50 = 25000$
<b>Realized Revenue (Payment Amount) in Base Currency on Payment Freeze Date</b>	-	$500 * 50 = 25000$	$500 * 50 = 25000$
<b>Foreign Exchange Gain or Loss</b>	-	$25000 - 25000 = 0$	$25000 - 25000 = 0$

**Observation:** In the Scenario 4, there is no foreign exchange gain or loss because the exchange rate is same on the Bill Completion Date and Payment Freeze Date.

- Scenario 5 — Payment Freeze Date Not Equal to Bill Completion Date; Exchange Rate is Different; Partial Payments; Total Payment Amount = Invoice Amount

	<b>Bill Completion Date (01-01-2001)</b>	<b>First Payment Date (01-02-2001)</b>	<b>Partial Freeze (01-03-2001)</b>
<b>Exchange Rate From</b>	USD	USD	USD
<b>Exchange Rate To</b>	INR	INR	INR
<b>Exchange Rate</b>	50	51	48
<b>Invoice/Payment Currency</b>	USD	USD	USD
<b>Invoice Amount</b>	1000	-	-
<b>Base Currency</b>	INR	INR	INR
<b>Booked Revenue in Base Currency</b>	$1000 * 50 = 50000$	-	-
<b>Payment Amount</b>	-	800	200
<b>Payment Amount in Base Currency on Bill Completion Date</b>	-	$800 * 50 = 40000$	$200 * 50 = 10000$
<b>Realized Revenue (Payment Amount) in Base Currency on Payment Freeze Date</b>	-	$800 * 51 = 40800$	$200 * 48 = 9600$
<b>Foreign Exchange Gain or Loss</b>	-	$40000 - 40800 = -800$	$10000 - 9600 = 400$

**Observation:** In the Scenario 5, there is foreign exchange gain of 800 INR on 01-02-2001 and foreign exchange loss of 400 INR on 01-03-2001.

- Scenario 6 — Payment Freeze Date Not Equal to Bill Completion Date; Exchange Rate is Different; Payment Amount > Invoice Amount (i.e. Overpayment)

	<b>Bill Completion Date (01-01-2001)</b>	<b>Payment Freeze Date (01-02-2001)</b>
<b>Exchange Rate From</b>	USD	USD
<b>Exchange Rate To</b>	INR	INR
<b>Exchange Rate</b>	50	49
<b>Invoice/Payment Currency</b>	USD	USD
<b>Invoice Amount</b>	1000	-
<b>Base Currency</b>	INR	INR
<b>Booked Revenue in Base Currency</b>	$1000 * 50 = 50000$	-
<b>Payment Amount</b>	-	1200
<b>Payment Amount in Base Currency on Bill Completion Date</b>	-	$1000 * 50 = 50000$
<b>Realized Revenue (Payment Amount) in Base Currency on Payment Freeze Date</b>	-	$1000 * 49 = 49000$
<b>Foreign Exchange Gain or Loss</b>	-	$50000 - 49000 = 1000$

**Observation:** In the Scenario 6, there is foreign exchange loss of 1000 INR on 01-02-2001 because of difference in exchange rate. Note that the foreign exchange gain or loss is not calculated on the overpayment amount (i.e. 200 USD).

- Scenario 7 — Payment Freeze Date Not Equal to Bill Completion Date; Exchange Rate is Different; Partial Payments; Total Payment Amount > Invoice Amount (i.e. Overpayment)

	<b>Bill Completion Date (01-01-2001)</b>	<b>First Partial Payment Freeze Date (01-02-2001)</b>	<b>Second Partial Payment Freeze Date (01-03-2001)</b>
<b>Exchange Rate From</b>	USD	USD	USD
<b>Exchange Rate To</b>	INR	INR	INR
<b>Exchange Rate</b>	50	49	52
<b>Invoice/Payment Currency</b>	USD	USD	USD
<b>Invoice Amount</b>	1000	-	-
<b>Base Currency</b>	INR	INR	INR
<b>Booked Revenue in Base Currency</b>	$1000 * 50 = 50000$	-	-
<b>Payment Amount</b>	-	800	400
<b>Payment Amount in Base Currency on Bill Completion Date</b>	-	$800 * 50 = 40000$	$200 * 50 = 10000$
<b>Realized Revenue (Payment Amount) in Base Currency on Payment Freeze Date</b>	-	$800 * 49 = 39200$	$200 * 52 = 10400$
<b>Foreign Exchange Gain or Loss</b>	-	$40000 - 39200 = 800$	$10000 - 10400 = -400$

**Observation:** In the Scenario 7, there is foreign exchange loss of 800 INR on 01-02-2001 and foreign exchange gain of 400 INR on 01-03-2001. Note that the foreign exchange gain or loss is not calculated on the overpayment amount (i.e. 200 USD).

**Note:** If a payment is cancelled, reverse financial transactions are created. These financial transactions are not considered during the foreign exchange gain loss calculation.

## Credit Adjustment Scenarios

An adjustment which is posted against a bill after the bill completion is treated as payment towards the bill. The following scenarios indicate how foreign exchange gain or loss is calculated for credit adjustments which are created against a bill after the bill completion:

- Scenario 1 — Adjustment Freeze Date Not Equal to Bill Completion Date; Exchange Rate is Different

	<b>Bill Completion Date (04-30-2015)</b>	<b>Adjustment Freeze Date (05-10-2015)</b>
<b>Exchange Rate From</b>	USD	USD
<b>Exchange Rate To</b>	INR	INR
<b>Exchange Rate</b>	50	40
<b>Invoice/Adjustment Currency</b>	INR	INR
<b>Invoice Amount</b>	1000	-
<b>Base Currency</b>	USD	USD
<b>Booked Revenue in Base Currency</b>	$1000 / 50 = 20$	-

	<b>Bill Completion Date (04–30–2015)</b>	<b>Adjustment Freeze Date (05–10–2015)</b>
<b>Adjustment Amount</b>	-	400
<b>Adjustment Amount in Base Currency on Bill Completion Date</b>	-	$400/50 = 8$
<b>Realized Revenue (Adjustment Amount) in Base Currency on Adjustment Freeze Date</b>	-	$400/40 = 10$
<b>Foreign Exchange Gain or Loss</b>	-	$8-10 = -2$

**Observation:** In the Scenario 1, there is foreign exchange gain of 2 USD on 05–10–2015 because of difference in exchange rate.

- Scenario 2 — Adjustment Freeze Date Not Equal to Bill Completion Date; Exchange Rate is Different

	<b>Bill Completion Date (04–11–2014)</b>	<b>Adjustment Freeze Date (04–30–2014)</b>
<b>Exchange Rate From</b>	USD	USD
<b>Exchange Rate To</b>	INR	INR
<b>Exchange Rate</b>	55	60
<b>Invoice/Adjustment Currency</b>	INR	INR
<b>Invoice Amount</b>	2000	-
<b>Base Currency</b>	USD	USD
<b>Booked Revenue in Base Currency</b>	$2000/55 = 36.36$	-
<b>Adjustment Amount</b>	-	200
<b>Adjustment Amount in Base Currency on Bill Completion Date</b>	-	$200/55 = 3.63$
<b>Realized Revenue (Adjustment Amount) in Base Currency on Adjustment Freeze Date</b>	-	$200/60 = 3.33$
<b>Foreign Exchange Gain or Loss</b>	-	$3.63-3.33 = 0.30$

**Observation:** In the Scenario 2, there is foreign exchange loss of 0.30 USD on 04–30–2014 because of difference in exchange rate.

**Note:**

Multi-currency is not supported while creating credit adjustments against a bill after the bill completion. Therefore, the credit adjustment's currency must be same as the invoice currency.

If the amount of credit adjustment exceeds the bill amount, you need to match the excess amount against another bill while freezing the adjustment. Otherwise, the adjustment is not considered during foreign exchange gain loss calculation.

If a credit adjustment is cancelled, reverse financial transactions are created. These financial transactions are not considered during the foreign exchange gain loss calculation.

## Write Off Adjustment Scenarios

The following scenarios indicate how foreign exchange gain or loss is calculated for write off adjustments which are created against a bill:

- Scenario 1 — Adjustment Freeze Date Not Equal to Bill Completion Date; Exchange Rate is Different; Full Bill Amount is Written Off

	Bill Completion Date (04-30-2015)	Adjustment Freeze Date (05-10-2015)
Exchange Rate From	USD	USD
Exchange Rate To	INR	INR
Exchange Rate	50	60
Invoice/Adjustment Currency	INR	INR
Invoice Amount	1000	-
Base Currency	USD	USD
Booked Revenue in Base Currency	$1000/50 = 20$	-
Adjustment Amount	-	1000
Adjustment Amount in Base Currency on Bill Completion Date	-	$1000/50 = 20$
Realized Revenue (Adjustment Amount) in Base Currency on Adjustment Freeze Date	-	$1000/60 = 16.67$
Foreign Exchange Gain or Loss	-	$20 - 16.67 = 3.33$

**Observation:** In the Scenario 1, there is foreign exchange loss of 3.33 USD on 05-10-2015 because of difference in exchange rate.

- Scenario 2 — Adjustment Freeze Date Not Equal to Bill Completion Date; Exchange Rate is Different; Partial Bill Amount is Written Off

	Bill Completion Date (01-30-2014)	Adjustment Freeze Date (03-03-2015)
Exchange Rate From	USD	USD
Exchange Rate To	INR	INR
Exchange Rate	60	55
Invoice/Adjustment Currency	INR	INR
Invoice Amount	1000	-
Base Currency	USD	USD
Booked Revenue in Base Currency	$1000/60 = 16.67$	-
Adjustment Amount	-	600
Adjustment Amount in Base Currency on Bill Completion Date	-	$600/60 = 10$
Realized Revenue (Adjustment Amount) in Base Currency on Adjustment Freeze Date	-	$600/55 = 10.91$
Foreign Exchange Gain or Loss	-	$10 - 10.91 = -0.91$

**Observation:** In the Scenario 2, there is foreign exchange gain of 0.91 USD on 03-03-2015 because of difference in exchange rate.

**Note:** If a write off adjustment is cancelled, reverse financial transactions are created. These financial transactions are not considered during the foreign exchange gain loss calculation.

## Write Up/Down Adjustment Scenarios

If the lower or upper tolerance limit defined in the Bill Weighted Payment Distribution algorithm is met when a payment is matched against a bill using the Bill Weighted match type, the Write Up or Write Down adjustment is automatically created. The following scenarios indicate how foreign exchange gain or loss is calculated for write up or write down adjustments:

- Scenario 1 — Payment/Adjustment Freeze Date Not Equal to Bill Completion Date; Exchange Rate is Different; Payment Matched against a Bill with Two Bill Segments (BS1 — 50 INR; BS2 — 50 INR)

	Bill Completion Date (04–30–2015)	Payment Freeze Date (05–14–2015)	Write Up/Down Adjustment (Against BS1) Freeze Date (05–14–2015)	Write Up/Down Adjustment (Against BS2) Freeze Date (05–14–2015)
Exchange Rate From	USD	USD	USD	USD
Exchange Rate To	INR	INR	INR	INR
Exchange Rate	50	45	45	45
Invoice/Payment/Adjustment Currency	INR	INR	INR	INR
Invoice Amount	100	-	-	-
Base Currency	USD	USD	USD	USD
Booked Revenue in Base Currency	$100/50 = 2$	-	-	-
Payment/Adjustment Amount	-	95	2.5	2.5
Payment/Adjustment Amount in Base Currency on Bill Completion Date	-	$95/50 = 1.9$	$2.5/50 = 0.05$	$2.5/50 = 0.05$
Realized Revenue (Payment/Adjustment Amount) in Base Currency on Payment/Adjustment Freeze Date	-	$95/45 = 2.11$	$2.5/45 = 0.056$	$2.5/45 = 0.056$
Foreign Exchange Gain or Loss	-	$1.9 - 2.11 = -0.21$	$0.05 - 0.056 = -0.006$	$0.05 - 0.056 = -0.006$

**Observation:** In the Scenario 1, two Write Up adjustments are created — one against BS1 and another against BS2. While freezing the payment which is matched against the bill, there is foreign exchange gain of 0.21 USD



on 05-14-2015. However, while freezing the Write Up adjustments which are created against BS1 and BS2, there is foreign exchange gain of 0.006 and 0.006 USD, respectively, on 05-14-2015.

**Note:** If a write up or write down adjustment is cancelled, reverse financial transactions are created. These financial transactions are not considered during the foreign exchange gain loss calculation.



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# Chapter 20

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## Payment Request

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### Topics:

- [Prerequisites](#)
- [Payment Request \(Without Approval\) Status Transition](#)
- [Payment Request \(With Approval\) Status Transition](#)
- [Algorithms Used in C1-PaymentRequest](#)
- [Algorithms Used in C1-PaymentTransferRequest](#)
- [Payment Request Type](#)
- [Payment Request \(Used for Searching\)](#)
- [Payment Request \(Used for Viewing\)](#)
- [Payment Event Summary](#)

Oracle Revenue Management and Billing facilitates you to create and transfer payments through a payment request. While creating a payment creation or transfer request, you need to specify the payment request type using which you want to create the payment request. It is the payment request type which helps the system to determine:

- Whether to create payment transfer or payment creation request
- Whether payment events and payments must be created in real time (i.e. immediately) or in the deferred mode
- Whether payment creation or transfer instructions must be approved by the approver before freezing the payments

While creating a payment creation request, you need to specify the tender amount and match type details. However, while creating a payment transfer request, you need to specify the transfer amount and match type details. The **Payment Request** feature supports the following match types :

- By Bill Regular (Match Entity: Account)
- By Bill (Match Entity: Bill)
- By Bill Weighted (Match Entity: Account)
- By Bill Segments (Match Entity: Account)
- By Suspense Contract (Match Entity: Account)
- By Settlement ID (Match Entity: Account)

You can specify multiple match types along with the entity (such as account or bill) in the payment request. Depending on the match type and match entity selected, the entities (such as unpaid bills, bill segments, or contracts) of the account are considered against which you can match the tender or transfer (payment) amount. Once you update the payment amount against the required entities, you can distribute the tender or payment amount.

On distributing the tender amount, the payment event, payments, payment segments, and payment tender are created. The payments are created in the **Freezable** status. If any error occurs while creating a payment, the payment is created in the **Error** status. If all payments of a payment event are in the **Freezable** status, the status of the payment event is set to **Balanced**. However, if any payment of a payment event is in the **Error** status, the status of the payment event is set to **Unbalanced**. On distributing the payment amount (during transfer), the new payments are created in the **Freezable** status. If any error occurs while creating a new payment, the payment is created in the **Error** status. The status of the payment event is set to **Unbalanced**. The old payments in the payment event that you want to transfer remains in the **Frozen** or **Error** status.

The system allows you to view the pay segments of a payment and edit the pay segment amount, if required. You can edit the pay segment amount before submitting the payment request for approval or before freezing the payments. If the approval is not required for the payment request, you can directly freeze the payments created through the payment request. However, if the approval is required for the payment request, you need to submit the payment request for approval. Based on the observations, the approver might approve or reject the payment request. On approving a payment creation request or freezing the payments, the status of the payments is changed from **Freezable** to **Frozen**. However, on approving a payment transfer request or freezing the payments, the system does the following:

- Changes the status of the old payments which are in the **Frozen** status to **Cancelled**
- Deletes the old payments which are in the **Error** status
- Changes the status of the new payments which are in the **Freezable** status to **Frozen**
- Changes the status of the payment event to **Balanced** when there are no payments in the **Error** status

On rejecting a payment creation request, the payment event, payments, payment segments, and payment tender which are created through the payment creation request are deleted. However, on rejecting a payment transfer request, the new payments which are created through the payment transfer request are deleted.

During the payment request process, a payment creation or transfer request goes through various statuses in its lifecycle. For more information about the payment request statuses, see [Payment Request \(Without Approval\) Status Transition](#) on page 1098 and [Payment Request \(With Approval\) Status Transition](#) on page 1099.

Note that the lifecycle of a payment creation and transfer requests is driven by the respective business object using which the payment creation and transfer requests are created. The **C1-PaymentRequest** and **C1-PaymentTransferRequest** business objects are shipped with the product. The payment request feature explained in this document is articulated based on the lifecycle and logic defined in the **C1-PaymentRequest** and **C1-PaymentTransferRequest** business objects.

For more information on how to setup the payment request process, see [Prerequisites](#) on page 1097.

## Prerequisites

To setup the payment request process, you need to do the following:

- Define the following match types:

Match Type	Description	Payment Distribution Override Algorithm	Manual Distribution Algorithm	Entity Type	Match Type Search Zone	Entity Flag
BILLR	By Bill Regular	C1-PDOV-PYBL	C1-MD-BILL	Account	C1_ACCTSRCH	Bill
BILLW	By Bill Weighted	C1-PDOV-WTBS	C1-MD-BILL	Account	C1_ACCTSRCH	Bill
BILL-WO	By Bill Weighted Outstanding Amount	C1-PDOV-WTOA		Account	C1_ACCT_SRCH	Bill
BILLSEG	By Bill Segment	C1-PDOV-PYBS	C1-MD-BSEG	Account	C1_ACCTSRCH	Bill Segment
BYSATY	By Suspense Contract	C1-PDOV-SATY	C1-MD-ONSA	Account	C1_ACCTSRCH	Contract
SETT-ID	By Settlement ID	C1-PDOV-PYSL	C1-MD-SID	Account	C1_ACCTSRCH	Settlement
BYBILL	By Bill	C1-PDOV-PYBL or C1-PDOV-WTBS	C1-MDBYBILL	Bill	CI_BILL	Bill
BILL-BS	By Bill - Pay By Bill Segment Oldest	C1-PDOV-BSDT		Account	C1_ACCT_SRCH	Bill

**Note:** The **C1-PDOV-BSDT** algorithm for the bill match type BILL-BS is used to distribute the amount among the bill segments of the bill in the order of bill segment start date.

**Note:** The **C1-PDOV-WTOA** algorithm for the bill match type BILL-WOA performs the bill weighted calculation based on the unpaid amount on the bill segment.

- Create a defer algorithm using the **C1-PAY-COUNT** algorithm type
- Define the required payment request types in the system
- Define the required characteristic types where the characteristic entity is set to **Payment Request Type**
- Define the required characteristic types where the characteristic entity is set to **Payment Tender**
- Define rejected status reasons for the **C1-PaymentRequest** business object
- Define rejected status reasons for the **C1-PaymentTransferRequest** business object
- Define payment cancelation or transfer reasons through the **Payment Cancel Reason** screen

- Assign the **C1-PAYRQ** To Do type to a To Do role whose users must receive To Do generated while submitting a payment request for approval
- Set the **Payment Portal Configuration (C1-PAYPORTAL)** feature configuration
- Set the **Payment Request-Sort Distribution data (C1-PYREQSRT)** feature configuration
- Set the batch control type of the **Payment Request Periodic Monitor (C1-PAYRQ)** batch to **Timed** and define the following attributes:
  - Time Interval
  - Timer Active
  - User ID
  - Batch Language
  - Email Address

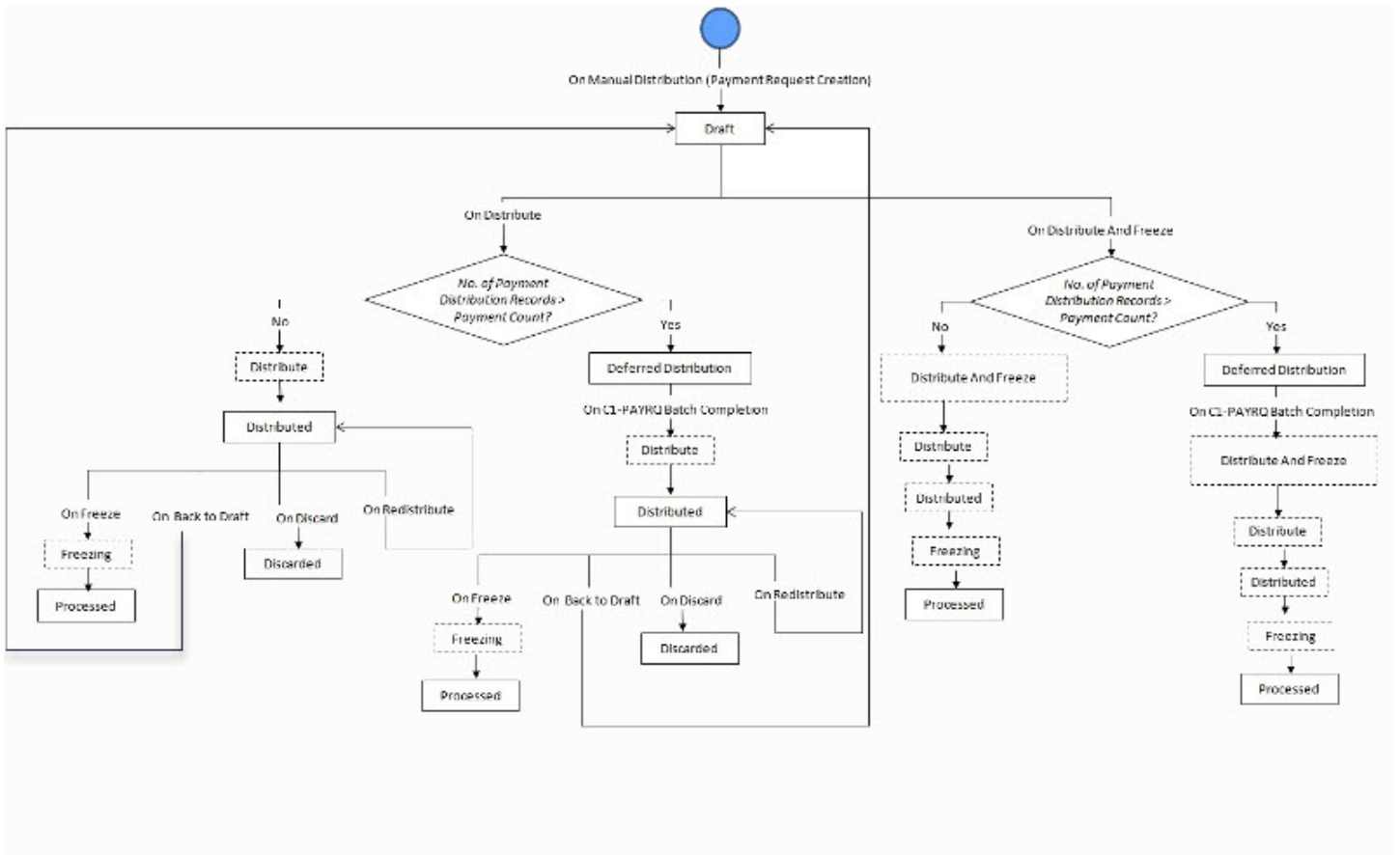
### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to set the C1-PAYPORTAL feature configuration	<a href="#">Setting the C1-PAYPORTAL Feature Configuration</a> on page 2040
How to set the C1-PYREQSRT feature configuration	<a href="#">Setting the C1-PYREQSRT Feature Configuration</a> on page 2045

## **Payment Request (Without Approval) Status Transition**

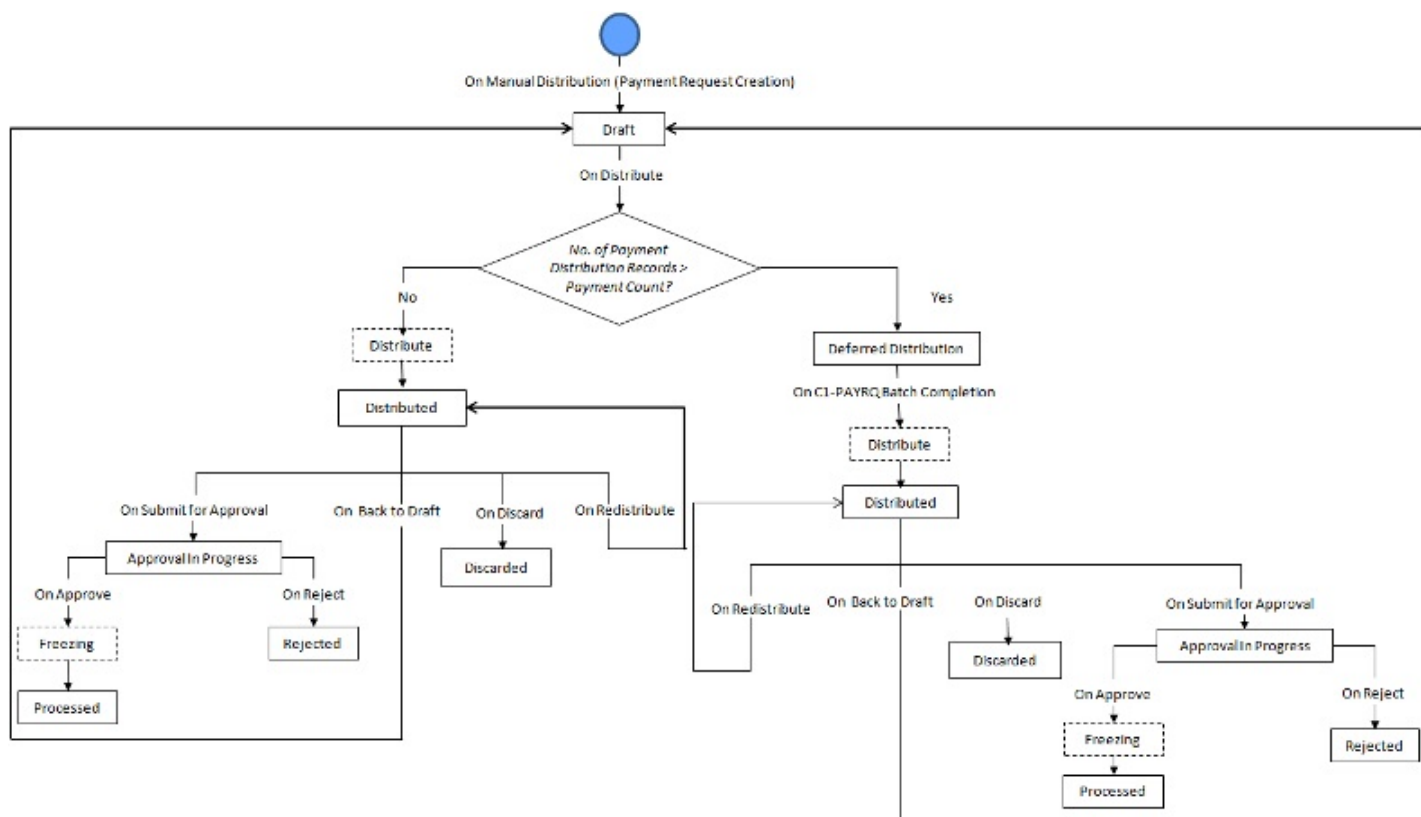
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The following figure graphically indicates how a payment creation or transfer request moves from one status to another when the approval workflow is off:



## Payment Request (With Approval) Status Transition

The following figure graphically indicates how a payment creation or transfer request moves from one status to another when approval workflow is on:



## Algorithms Used in C1-PaymentRequest

The following table lists the algorithms which are attached to the **C1-PaymentRequest** business object:

System Event	Algorithm	Algorithm Type	Description
Information	C1-PAYRQ-INF	C1-PAYRQ-INF	This algorithm generates the payment request information string which appears throughout the application. This algorithm concatenates the following fields: <ul style="list-style-type: none"> <li>• Payment Request Type Description</li> <li>• Payment Request Status Description</li> <li>• Payment Request ID</li> </ul>
Post-Processing	C1-PAYREQPOS	C1-PAYREQPOS	This algorithm invokes the manual distribution algorithm of the match types that are newly added while editing a payment request. It also deletes the respective match type entities from the <b>C1_PAY_DISTRIBUTION</b> table when you remove a match type while editing a payment request.



System Event	Algorithm	Algorithm Type	Description
Validation	C1-PAYREQVAL	C1-PAYREQVAL	<p>This algorithm checks whether the mandatory data (such as payment date, payor account, tender type, tender amount, currency, match type, and match entity) is specified while creating a payment request. It also checks whether auto pay source, auto pay route type, and account number are specified when you select a tender type where the <b>Generate Auto Pay</b> option is selected. This algorithm is triggered when you click the <b>Manual Distribution</b> button.</p> <p><b>Note:</b> You do not specify the tender and auto pay details while creating a payment transfer request.</p>

The following table lists the algorithms which are used in the lifecycle of the **C1-PaymentRequest** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Enter	C1-PAY-DFT	C1-PAY-DFT	This algorithm invokes the manual distribution algorithm of the match types that you have selected while creating a payment request.
Draft	Exit	C1-PAYDFTEXT	C1-PAYDFTEXT	This algorithm checks whether the sum of the distributed payment amount is equal to the tender or transfer amount. This algorithm is triggered when you click the <b>Distribute</b> button.
Approval In Progress	Enter	C1-PAY-PFA	C1-PAY-PFA	This algorithm creates the To Do using the To Do type specified in the payment request type using which the payment request is created. The To Do is sent to the users with the approval To Do role specified in the payment request type.
Approval In Progress	Exit	C1-PAYPFAEXT	C1-PAYPFAEXT	This algorithm checks whether the approver is associated with the approval To Do role specified in the payment request type. It does not allow the submitter to approve or reject the payment request.
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm type completes To Do entries that are linked to an object when the object exits a given state. The system finds all open To Do entries with drill keys for the current business object's primary key, and completes them, unless the To Do entry's type has been configured with an Exclude To Do Type Characteristic Type indicating that it should not be automatically completed.

Status	System Event	Algorithm	Algorithm Type	Description
Approved	Enter	C1-PAY-APP	C1-PAY-APP	This algorithm changes the status of the payment request to <b>Freezing</b> when the approver clicks the <b>Approve</b> button.
Distribute	Enter	C1-PAY-DIST	C1-PAY-DIST	This algorithm invokes the defer algorithm specified in the payment request type using which the payment request is created. The defer algorithm checks whether the tender or transfer amount must be distributed in the real time (i.e. immediately) or in the deferred mode. If the tender or transfer amount must be distributed in the real time, the status of the payment request is changed to <b>Distributed</b> . However., if the tender or transfer amount must be distributed in the deferred mode, the status of the payment request is changed to <b>Deferred Distribution</b> .
Deferred Distribution	Monitor	C1-PAY-MONT	C1-PAY-MONT	This algorithm is invoked from the <b>Payment Request Periodic Monitor (C1-PAYRQ)</b> batch. It changes the status of the payment request from <b>Deferred Distribution</b> to <b>Distributed</b> .
Distributed	Enter	C1-PAYCREATE	C1-PAYCREATE	This algorithm creates the payment event, payments, payment segments, and payment tender. A payment is created for each record in the <b>C1_PAY_DISTRIBUTION</b> table where the payment amount is greater than or less than zero. The status of the payments is set to <b>Freezable</b> . If any error occurs while creating a payment, the status of the payment is set to <b>Error</b> . The payment event ID is updated corresponding to the payment request in the <b>C1_PAY_REQ</b> table. Finally, the status of the payment request is changed to <b>Distributed</b> .
Distributed	Exit	C1-FRZ-VALID	C1-FRZ-VALID	This algorithm is triggered when you click the <b>Submit for Approval</b> or <b>Freeze</b> button. It checks whether the sum of payment segment amount is equal to the payment amount for each payment.

Status	System Event	Algorithm	Algorithm Type	Description
Distributed	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm completes To Do entries that are linked to an object when the object exits a given state. The system finds all open To Do entries with drill keys for the current business object's primary key, and completes them, unless the To Do entry's type has been configured with an Exclude To Do Type Characteristic Type indicating that it should not be automatically completed.
Freezing	Enter	C1-PAY-V-FRZ	C1-PAY-V-FRZ	This algorithm validates whether payment already exists on the entity. It checks the unpaid amount of the entity.
Freezing	Enter	C1-PAY-FRZ	C1-PAY-FRZ	<p>This algorithm fetches the payment event created through the payment request. If you are freezing the payments of a payment creation request, this algorithm does the following:</p> <ul style="list-style-type: none"> <li>• Changes the status of the payments which are in the <b>Freezable</b> status to <b>Frozen</b></li> <li>• Changes the status of the payment event to <b>Balanced</b> when there are no payments in the <b>Error</b> status</li> </ul> <p>However, if you are freezing the payments of a payment transfer request, this algorithm does the following:</p> <ul style="list-style-type: none"> <li>• Changes the status of the old payments which are in the <b>Frozen</b> status to <b>Cancelled</b></li> <li>• Deletes the old payments which are in the <b>Error</b> status</li> <li>• Changes the status of the new payments which are in the <b>Freezable</b> status to <b>Frozen</b></li> <li>• Changes the status of the payment event to <b>Balanced</b> when there are no payments in the <b>Error</b> status</li> </ul>
Processed	-	-	-	-

Status	System Event	Algorithm	Algorithm Type	Description
Rejected	Enter	C1-PAY-RJT	C1-PAY-RJT	This algorithm is triggered when the approver clicks the <b>Reject</b> button. If you are rejecting a payment creation request, this algorithm deletes the payment event, payments, payment segments, and payment tender which are created through the payment creation request. However, if you are rejecting a payment transfer request, this algorithm deletes the new payments which are created through the payment transfer request.
Discarded	Enter	C1-PAY-RJT	C1-PAY-RJT	This algorithm is triggered when the approver clicks the <b>Reject</b> button. If you are rejecting a payment creation request, this algorithm deletes the payment event, payments, payment segments, and payment tender which are created through the payment creation request. However, if you are rejecting a payment transfer request, this algorithm deletes the new payments which are created through the payment transfer request.
Distribute And Freeze	Enter	C1-ISFREEZE	C1-ISFREEZE	This algorithm invokes the distribute algorithm and set Flag in the payment request clob.

## Algorithms Used in C1-PaymentTransferRequest

The following table lists the algorithms which are attached to the **C1-PaymentTransferRequest** business object:

System Event	Algorithm	Algorithm Type	Description
Information	C1-PAYRQ-INF	C1-PAYRQ-INF	This algorithm generates the payment request information string which appears throughout the application. This algorithm concatenates the following fields: <ul style="list-style-type: none"> <li>• Payment Request Type Description</li> <li>• Payment Request Status Description</li> <li>• Payment Request ID</li> </ul>
Post-Processing	C1-PAYREQPOS	C1-PAYREQPOS	This algorithm invokes the manual distribution algorithm of the match types that are newly added while editing a payment request. It also deletes the respective match type entities from the <b>C1_PAY_DISTRIBUTION</b> table when you remove a match type while editing a payment request.

System Event	Algorithm	Algorithm Type	Description
Validation	C1-PAYREQVAL	C1-PAYREQVAL	<p>This algorithm checks whether the mandatory data (such as payment date, payor account, tender type, tender amount, currency, match type, and match entity) is specified while creating a payment request. It also checks whether auto pay source, auto pay route type, and account number are specified when you select a tender type where the <b>Generate Auto Pay</b> option is selected. This algorithm is triggered when you click the <b>Manual Distribution</b> button.</p> <p><b>Note:</b> You do not specify the tender and auto pay details while creating a payment transfer request.</p>

The following table lists the algorithms which are used in the lifecycle of the **C1-PaymentTransferRequest** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Enter	C1-PAY-DFT	C1-PAY-DFT	This algorithm invokes the manual distribution algorithm of the match types that you have selected while creating a payment request.
Draft	Exit	C1-PAYDFTEXT	C1-PAYDFTEXT	This algorithm checks whether the sum of the distributed payment amount is equal to the tender or transfer amount. This algorithm is triggered when you click the <b>Distribute</b> button.
Approval In Progress	Enter	C1-PAY-PFA	C1-PAY-PFA	This algorithm creates the To Do using the To Do type specified in the payment request type using which the payment request is created. The To Do is sent to the users with the approval To Do role specified in the payment request type.
Approval In Progress	Exit	C1-PAYPFAEXT	C1-PAYPFAEXT	This algorithm checks whether the approver is associated with the approval To Do role specified in the payment request type. It does not allow the submitter to approve or reject the payment request.

Status	System Event	Algorithm	Algorithm Type	Description
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm type completes To Do entries that are linked to an object when the object exits a given state. The system finds all open To Do entries with drill keys for the current business object's primary key, and completes them, unless the To Do entry's type has been configured with an Exclude To Do Type Characteristic Type indicating that it should not be automatically completed.
Approved	Enter	C1-PAY-APP	C1-PAY-APP	This algorithm changes the status of the payment request to <b>Freezing</b> when the approver clicks the <b>Approve</b> button.
Distribute	Enter	C1-PAY-DIST	C1-PAY-DIST	This algorithm invokes the defer algorithm specified in the payment request type using which the payment request is created. The defer algorithm checks whether the tender or transfer amount must be distributed in the real time (i.e. immediately) or in the deferred mode. If the tender or transfer amount must be distributed in the real time, the status of the payment request is changed to <b>Distributed</b> . However., if the tender or transfer amount must be distributed in the deferred mode, the status of the payment request is changed to <b>Deferred Distribution</b> .
Deferred Distribution	Monitor	C1-PAY-MONT	C1-PAY-MONT	This algorithm is invoked from the <b>Payment Request Periodic Monitor (C1-PAYRQ)</b> batch. It changes the status of the payment request from <b>Deferred Distribution</b> to <b>Distributed</b> .

Status	System Event	Algorithm	Algorithm Type	Description
Distributed	Enter	C1-PAYTRANS	C1-PAYTRANS	This algorithm is invoked when the status of the payment transfer request is changed to <b>Distributed</b> . A payment is created for each record in the <b>C1_PAY_DISTRIBUTION</b> table where the payment amount is greater than or less than zero. The status of the new payments is set to <b>Freezable</b> . If any error occurs while creating a payment, the status of the payment is set to <b>Error</b> . The payment event ID is updated corresponding to the payment request in the <b>C1_PAY_REQ</b> table. Finally, the status of the payment request is changed to <b>Distributed</b> .
Distributed	Exit	C1-FRZ-VALID	C1-FRZ-VALID	This algorithm is triggered when you click the <b>Submit for Approval</b> or <b>Freeze</b> button. It checks whether the sum of payment segment amount is equal to the payment amount for each payment.
Distributed	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm type completes To Do entries that are linked to an object when the object exits a given state. The system finds all open To Do entries with drill keys for the current business object's primary key, and completes them, unless the To Do entry's type has been configured with an Exclude To Do Type Characteristic Type indicating that it should not be automatically completed.
Freezing	Enter	C1-PAY-V-FRZ	C1-PAY-V-FRZ	This algorithm validates the payment that already exists on the entity. It checks the unpaid amount of the entity.

Status	System Event	Algorithm	Algorithm Type	Description
Freezing	Enter	C1-PAY-FRZ	C1-PAY-FRZ	<p>This algorithm fetches the payment event created through the payment request. If you are freezing the payments of a payment creation request, this algorithm does the following:</p> <ul style="list-style-type: none"> <li>• Changes the status of the payments which are in the <b>Freezable</b> status to <b>Frozen</b></li> <li>• Changes the status of the payment event to <b>Balanced</b> when there are no payments in the <b>Error</b> status</li> </ul> <p>However, if you are freezing the payments of a payment transfer request, this algorithm does the following:</p> <ul style="list-style-type: none"> <li>• Changes the status of the old payments which are in the <b>Frozen</b> status to <b>Cancelled</b></li> <li>• Deletes the old payments which are in the <b>Error</b> status</li> <li>• Changes the status of the new payments which are in the <b>Freezable</b> status to <b>Frozen</b></li> <li>• Changes the status of the payment event to <b>Balanced</b> when there are no payments in the <b>Error</b> status</li> </ul>
Processed	-	-	-	-
Rejected	Enter	C1-PAY-RJT	C1-PAY-RJT	<p>This algorithm is triggered when the approver clicks the <b>Reject</b> button. If you are rejecting a payment creation request, this algorithm deletes the payment event, payments, payment segments, and payment tender which are created through the payment creation request. However, if you are rejecting a payment transfer request, this algorithm deletes the new payments which are created through the payment transfer request.</p>



Status	System Event	Algorithm	Algorithm Type	Description
Discarded	Enter	C1-PAY-RJT	C1-PAY-RJT	This algorithm is triggered when the approver clicks the <b>Reject</b> button. If you are rejecting a payment creation request, this algorithm deletes the payment event, payments, payment segments, and payment tender which are created through the payment creation request. However, if you are rejecting a payment transfer request, this algorithm deletes the new payments which are created through the payment transfer request.
Distribute And Freeze	Enter	C1-ISFREEZE	C1-ISFREEZE	This algorithm invokes the distribute algorithm and set Flag in payment request clob.
Cancel	-	-	-	-

## Payment Request Type

Oracle Revenue Management and Billing allows you to define a payment request type using which you can create a payment request. A payment request of the specified payment request type is created when you manually distribute the tender or payment amount. It is the payment request type which helps the system to determine:



- Whether to create payment transfer or payment creation request
- Whether payment events and payments must be created in real time (i.e. immediately) or in the deferred mode
- Whether payment creation or transfer instructions must be approved by the approver before freezing payments

The **Payment Request Type** screen allows you to define, edit, copy, and delete a payment request type. This screen consists of the following zones:

- [Payment Request Type List](#) on page 1109
- [Payment Request Type](#) on page 1110

## Payment Request Type List

The **Payment Request Type List** zone lists payment request types that are already defined in the system. It contains the following columns:

Column Name	Column Description
Payment Request Type	Displays the payment request type.
Description	Displays the description of the payment request type.
Edit	On clicking the <b>Edit</b>  icon, the <b>Payment Request Type</b> screen appears where you can edit the details of the payment request type.
Duplicate	On clicking the <b>Duplicate</b>  icon, the <b>Payment Request Type</b> screen appears where you can define a payment request type using an existing payment request type.

Column Name	Column Description
Delete	On clicking the <b>Delete</b> (🗑️) icon, you can delete the payment request type.
	<b>Note:</b> You can delete a payment request type only when you have not created a payment request using the payment request type.

On clicking the **Broadcast** (📡) icon corresponding to a payment request type, the **Payment Request Type** zone appears with the details of the respective payment request type.

### Related Topics

For more information on...	See...
How to define a payment request type	<a href="#">Defining a Payment Request Type</a> on page 1112
How to edit a payment request type	<a href="#">Editing a Payment Request Type</a> on page 1116
How to copy a payment request type	<a href="#">Copying a Payment Request Type</a> on page 1119
How to delete a payment request type	<a href="#">Deleting a Payment Request Type</a> on page 1122
How to view the details of a payment request type	<a href="#">Viewing the Payment Request Type Details</a> on page 1123

## Payment Request Type

The **Payment Request Type** zone displays the details of the payment request type. This zone contains the following sections:

- **Main** — This section provides basic information about the payment request type. It contains the following fields:

Field Name	Field Description
Payment Request Type	Displays the payment request type.
Payment Request Business Object	Indicates the business object that will be used to create the payment request. <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Description	Displays the description of the payment request type.
Detailed Description	Displays additional information about the payment request type.
Status	Indicates the status of the payment request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>
Transfer	Indicates whether the payment request type will be used to create payment transfer or payment creation request.

Field Name	Field Description
Defer Algorithm	<p>Indicates the algorithm that will be triggered when you distribute tender or payment amount. This algorithm checks whether the number of payment distribution records in the payment request exceeds the payment count (defined in the Defer algorithm). If the number of payment distribution records in the payment request does not exceed the payment count, the system distributes tender or payment amount and accordingly creates payment event and payments in real time (i.e. immediately). However, if the number of payment distribution records in the payment request exceeds the payment count, the system distributes tender or payment amount in the deferred mode.</p> <p><b>Note:</b></p> <p>Number of payment distribution records = (Number of bill segments present in each bill fetched using the Bill Weighted, Bill Regular, and Bill match type algorithm) + (Number of bill segments fetched using the Bill Segment match type algorithm) + (Number of contracts fetched using the Suspense Contract match type algorithm) + (Number of settlements fetched using the Settlement match type algorithm)</p> <p>It has a link. On clicking the link, the <b>Algorithm</b> screen appears where you can view the details of the respective algorithm.</p>
Approval Required	Indicates whether approval is required while freezing payments of the payment requests which are created using the payment request type.
Approval To Do Type	<p>Indicates that To Do of the specified To Do type must be created when you submit the payment request for approval.</p> <p><b>Note:</b></p> <p>This field appears only when the <b>Approval Required</b> check box is selected.</p> <p>It has a link. On clicking the link, the <b>To Do Type</b> screen appears with the details of the respective To Do type.</p>
Approval To Do Role	<p>Indicates that users with the specified To Do role can only approve the payment request submitted for approval.</p> <p><b>Note:</b></p> <p>This field appears only when the <b>Approval Required</b> check box is selected.</p> <p>It has a link. On clicking the link, the <b>To Do Role</b> screen appears where you can view the details of the respective To Do role.</p>

- **Characteristics** — This section lists the characteristics defined for the payment request type. It contains the following columns:

Column Name	Column Description
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.


- **Record Actions** — This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the payment request type.

Button Name	Button Description
Delete	Used to delete the payment request type.
	<b>Note:</b> You can delete a payment request type only when you have not created a payment request using the payment request type.
Duplicate	Used to create a new payment request type using an existing payment request type.

- **Record Information** — This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the payment request type is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

By default, the **Payment Request Type** zone does not appear in the **Payment Request Type** screen. It appears only when you click the **Broadcast**  icon corresponding to a payment request type in the **Payment Request Type List** zone.

### **Related Topics**

For more information on...	See...
How to define a payment request type	<a href="#">Defining a Payment Request Type</a> on page 1112
How to edit a payment request type	<a href="#">Editing a Payment Request Type</a> on page 1116
How to copy a payment request type	<a href="#">Copying a Payment Request Type</a> on page 1119
How to delete a payment request type	<a href="#">Deleting a Payment Request Type</a> on page 1122
How to view the details of a payment request type	<a href="#">Viewing the Payment Request Type Details</a> on page 1123

## **Defining a Payment Request Type**

### **Prerequisites**

To define a payment request type, you should have:

- Payment request business objects defined in the application
- Defer algorithm defined using the **C1-PAY-COUNT** algorithm type
- **C1-PAYRQ To Do** type assigned to a To Do role whose users must receive To Do generated while submitting a payment request for approval

### **Procedure**

To define a payment request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **P** and then click **Payment Request Type**.  
A sub-menu appears.
3. Click the **Add** option from the **Payment Request Type** sub-menu.

The **Select Business Object** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Payment Request Type Business Object	Used to indicate the business object that you want to use to create the payment request type.	Yes

**Tip:** Alternatively, you can access the **Select Business Object** screen by clicking the **Add** button in the **Page Title** area of the **Payment Request Type** screen.

**Note:** The **Select Business Object** screen appears only when there are multiple payment request type business objects defined in the application. If there is only one payment request type business object defined in the application, the **Payment Request Type** screen appears.


4. Select the required payment request type business object from the respective field.
5. Click **OK**.

The **Payment Request Type** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the payment request type.
- **Characteristics** - Used to define characteristics for the payment request type.


The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Payment Request Type	Used to specify the payment request type.	Yes
Business Object	Indicates the payment request type business object used while defining the payment request type.	Not applicable
Payment Request Business Object	Used to indicate the business object that you want to use while creating the payment request.	Yes
Description	Used to specify the description for the payment request type.	Yes
Detailed Description	Used to specify additional information about the payment request type.	No
Status	Used to indicate the status of the payment request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	Yes
Transfer	Used to indicate whether the payment request type will be used to create payment transfer or payment creation request.	No

Field Name	Field Description	Mandatory (Yes or No)
Defer Algorithm	<p>Used to attach an algorithm that will be triggered when you distribute tender or payment amount. This algorithm checks whether the number of payment distribution records in the payment request exceeds the payment count (defined in the Defer algorithm). If the number of payment distribution records in the payment request does not exceed the payment count, the system distributes tender or payment amount and accordingly creates payment event and payments in real time (i.e. immediately). However, if the number of payment distribution records in the payment request exceeds the payment count, the system distributes tender or payment amount in the deferred mode.</p> <p><b>Note:</b></p> <p>Number of payment distribution records = (Number of bill segments present in each bill fetched using the Bill Weighted, Bill Regular, and Bill match type algorithm) + (Number of bill segments fetched using the Bill Segment match type algorithm) + (Number of contracts fetched using the Suspense Contract match type algorithm) + (Number of settlements fetched using the Settlement match type algorithm)</p> <p>Deferred mode means in the background when the <b>Payment Request Periodic Monitor (C1-PAYRQ)</b> batch is invoked. You can configure the <b>Payment Request Periodic Monitor (C1-PAYRQ)</b> batch such that it is executed at regular intervals. When the <b>Payment Request Periodic Monitor (C1-PAYRQ)</b> batch is invoked, the system checks whether there are any payment requests in the <b>Deferred Distribution</b> status. If there is a payment request in the <b>Deferred Distribution</b> status, the system distributes tender or payment amount and accordingly creates payment event and payments.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	Yes
Approval Required	Used to indicate whether approval is required while freezing payments of the payment requests which are created using the payment request type.	No
Approval To Do Type	<p>Used to indicate that To Do of the specified To Do type must be created when you submit the payment request for approval.</p> <p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p>	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.</p>

Field Name	Field Description	Mandatory (Yes or No)
Approval To Do Role	Used to indicate that users with the specified To Do role can only approve the payment request submitted for approval.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.

6. Enter the required details.

**Note:** You can search for an algorithm and To Do type by clicking the **Search**  icon corresponding to the respective field.

7. Define characteristics for the payment request type, if required.  
8. Click **Save**.

The payment request type is defined.

### Related Topics

For more information on...	See...
<b>Payment Request Type</b> screen	<a href="#">Payment Request Type</a> on page 1109
<b>Payment Request Type List</b> zone	<a href="#">Payment Request Type List</a> on page 1109
How to define characteristics for a payment request type	<a href="#">Defining Characteristics for a Payment Request Type</a> on page 1115

## Defining Characteristics for a Payment Request Type

### Prerequisites

To define characteristics for a payment request type, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Payment Request Type**)

### Procedure

To define characteristics for a payment request type:


1. Ensure that the **Characteristics** section is expanded when you are defining, editing, or copying a payment request type.


The **Characteristics** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Payment Request Type</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the payment request type.

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the payment request type.

- Enter the required details.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

- If you want to define more than one characteristic for the payment request type, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the payment request type, click the **Delete**  icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to define a payment request type	<a href="#">Defining a Payment Request Type</a> on page 1112
How to edit a payment request type	<a href="#">Editing a Payment Request Type</a> on page 1116
How to copy a payment request type	<a href="#">Copying a Payment Request Type</a> on page 1119

## Editing a Payment Request Type

### Prerequisites

To edit a payment request type, you should have:

- Payment request business objects defined in the application
- Defer algorithm defined using the **C1-PAY-COUNT** algorithm type
- C1-PAYRQ** To Do type assigned to a To Do role whose users must receive To Do generated while submitting a payment request for approval

### Procedure

To edit a payment request type:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **P** and then click **Payment Request Type**.  
A sub-menu appears.
- Click the **Search** option from the **Payment Request Type** sub-menu.  
The **Payment Request Type** screen appears.




4. In the **Payment Request Type List** zone, click the **Edit** (✎) icon in the **Edit** column corresponding to the payment request type whose details you want to edit.

The **Payment Request Type** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the payment request type.
- **Characteristics** - Used to define characteristics for the payment request type.

The **Main** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Payment Request Type	Displays the payment request type.	Not applicable
Business Object	Indicates the payment request type business object used while defining the payment request type.	Not applicable
Payment Request Business Object	Used to indicate the business object that you want to use while creating the payment request.	Yes
Description	Used to specify the description for the payment request type.	Yes
Detailed Description	Used to specify additional information about the payment request type.	No
Status	Used to indicate the status of the payment request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	Yes
Transfer	Used to indicate whether the payment request type will be used to create payment transfer or payment creation request.	No

Field Name	Field Description	Mandatory (Yes or No)
Defer Algorithm	<p>Used to attach an algorithm that will be triggered when you distribute tender or payment amount. This algorithm checks whether the number of payment distribution records in the payment request exceeds the payment count (defined in the Defer algorithm). If the number of payment distribution records in the payment request does not exceed the payment count, the system distributes tender or payment amount and accordingly creates payment event and payments in real time (i.e. immediately). However, if the number of payment distribution records in the payment request exceeds the payment count, the system distributes tender or payment amount in the deferred mode.</p> <p><b>Note:</b></p> <p>Number of payment distribution records = (Number of bill segments present in each bill fetched using the Bill Weighted, Bill Regular, and Bill match type algorithm) + (Number of bill segments fetched using the Bill Segment match type algorithm) + (Number of contracts fetched using the Suspense Contract match type algorithm) + (Number of settlements fetched using the Settlement match type algorithm)</p> <p>Deferred mode means in the background when the <b>Payment Request Periodic Monitor (C1-PAYRQ)</b> batch is invoked. You can configure the <b>Payment Request Periodic Monitor (C1-PAYRQ)</b> batch such that it is executed at regular intervals. When the <b>Payment Request Periodic Monitor (C1-PAYRQ)</b> batch is invoked, the system checks whether there are any payment requests in the <b>Deferred Distribution</b> status. If there is a payment request in the <b>Deferred Distribution</b> status, the system distributes tender or payment amount and accordingly creates payment event and payments.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	Yes
Approval Required	Used to indicate whether approval is required while freezing payments of the payment requests which are created using the payment request type.	No
Approval To Do Type	<p>Used to indicate that To Do of the specified To Do type must be created when you submit the payment request for approval.</p> <p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p>	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.</p>

Field Name	Field Description	Mandatory (Yes or No)
Approval To Do Role	Used to indicate that users with the specified To Do role can only approve the payment request submitted for approval.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.

**Tip:** Alternatively, you can click the **Edit** button in the **Payment Request Type** zone to edit the details of the payment request type.

5. Modify the required details.

**Note:** You can search for an algorithm and To Do type by clicking the **Search**  icon corresponding to the respective field.

6. Define, edit, or remove characteristics from the payment request type, if required.
7. Click **Save**.

The changes made to the payment request type are saved.

### **Related Topics**

For more information on...	See...
<b>Payment Request Type</b> screen	<a href="#">Payment Request Type</a> on page 1109
<b>Payment Request Type List</b> zone	<a href="#">Payment Request Type List</a> on page 1109
<b>Payment Request Type</b> zone	<a href="#">Payment Request Type</a> on page 1110
How to define characteristics for a payment request type	<a href="#">Defining Characteristics for a Payment Request Type</a> on page 1115

## **Copying a Payment Request Type**

Instead of creating a payment request type from scratch, you can create a new payment request type using an existing payment request type. This is possible through copying a payment request type. On copying a payment request type, the details including the characteristics are copied to the new payment request type. You can then edit the details, if required.

### **Prerequisites**

To copy a payment request type, you should have:

- Payment request type (whose copy you want to create) defined in the application
- Payment request business objects defined in the application
- Defer algorithm defined using the **C1-PAY-COUNT** algorithm type
- **C1-PAYRQ** To Do type assigned to a To Do role whose users must receive To Do generated while submitting a payment request for approval

### **Procedure**


To copy a payment request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **P** and then click **Payment Request Type**.

A sub-menu appears.

- Click the **Search** option from the **Payment Request Type** sub-menu.

The **Payment Request Type** screen appears.


- In the **Payment Request Type List** zone, click the **Duplicate**  icon in the **Duplicate** column corresponding to the payment request type whose copy you want to create.

The **Payment Request Type** screen appears. It contains the following sections:

- Main** - Used to specify basic details about the payment request type.
- Characteristics** - Used to define characteristics for the payment request type.

The **Main** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Payment Request Type	Used to specify the payment request type.	Yes
Business Object	Indicates the payment request type business object used while defining the payment request type.	Not applicable
Payment Request Business Object	Used to indicate the business object that you want to use while creating the payment request.	Yes
Description	Used to specify the description for the payment request type.	Yes
Detailed Description	Used to specify additional information about the payment request type.	No
Status	Used to indicate the status of the payment request type. The valid values are: <ul style="list-style-type: none"> <li>Active</li> <li>Inactive</li> </ul>	Yes
Transfer	Used to indicate whether the payment request type will be used to create payment transfer or payment creation request.	No

Field Name	Field Description	Mandatory (Yes or No)
Defer Algorithm	<p>Used to attach an algorithm that will be triggered when you distribute tender or payment amount. This algorithm checks whether the number of payment distribution records in the payment request exceeds the payment count (defined in the Defer algorithm). If the number of payment distribution records in the payment request does not exceed the payment count, the system distributes tender or payment amount and accordingly creates payment event and payments in real time (i.e. immediately). However, if the number of payment distribution records in the payment request exceeds the payment count, the system distributes tender or payment amount in the deferred mode.</p> <p><b>Note:</b></p> <p>Number of payment distribution records = (Number of bill segments present in each bill fetched using the Bill Weighted, Bill Regular, and Bill match type algorithm) + (Number of bill segments fetched using the Bill Segment match type algorithm) + (Number of contracts fetched using the Suspense Contract match type algorithm) + (Number of settlements fetched using the Settlement match type algorithm)</p> <p>Deferred mode means in the background when the <b>Payment Request Periodic Monitor (C1-PAYRQ)</b> batch is invoked. You can configure the <b>Payment Request Periodic Monitor (C1-PAYRQ)</b> batch such that it is executed at regular intervals. When the <b>Payment Request Periodic Monitor (C1-PAYRQ)</b> batch is invoked, the system checks whether there are any payment requests in the <b>Deferred Distribution</b> status. If there is a payment request in the <b>Deferred Distribution</b> status, the system distributes tender or payment amount and accordingly creates payment event and payments.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	Yes
Approval Required	Used to indicate whether approval is required while freezing payments of the payment requests which are created using the payment request type.	No
Approval To Do Type	<p>Used to indicate that To Do of the specified To Do type must be created when you submit the payment request for approval.</p> <p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p>	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.</p>

Field Name	Field Description	Mandatory (Yes or No)
Approval To Do Role	Used to indicate that users with the specified To Do role can only approve the payment request submitted for approval.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.

**Tip:** Alternatively, you can click the **Duplicate** button in the **Payment Request Type** zone to create a copy of the payment request type.

- Enter the required details.

**Note:** You can search for an algorithm and To Do type by clicking the **Search**  icon corresponding to the respective field.

- Define, edit, or remove characteristics from the payment request type, if required.
- Click **Save**.

The new payment request type is defined.


### **Related Topics**

For more information on...	See...
<b>Payment Request Type</b> screen	<a href="#">Payment Request Type</a> on page 1109
<b>Payment Request Type List</b> zone	<a href="#">Payment Request Type List</a> on page 1109
<b>Payment Request Type</b> zone	<a href="#">Payment Request Type</a> on page 1110
How to define characteristics for a payment request type	<a href="#">Defining Characteristics for a Payment Request Type</a> on page 1115

## **Deleting a Payment Request Type**

### **Procedure**

To delete a payment request type:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **P** and then click **Payment Request Type**.  
A sub-menu appears.
- Click the **Search** option from the **Payment Request Type** sub-menu.  
The **Payment Request Type** screen appears.
- In the **Payment Request Type List** zone, click the **Delete**  icon in the **Delete** column corresponding to the payment request type that you want to delete.  
A message appears confirming whether you want to delete the payment request type.

**Note:** You can delete a payment request type only when you have not created a payment request using the payment request type.

**Tip:** Alternatively, you can click the **Delete** button in the **Payment Request Type** zone to delete the payment request type.

- Click **OK**.

The payment request type is deleted.


### Related Topics

For more information on...	See...
<b>Payment Request Type</b> screen	<a href="#">Payment Request Type</a> on page 1109
<b>Payment Request Type List</b> zone	<a href="#">Payment Request Type List</a> on page 1109
<b>Payment Request Type</b> zone	<a href="#">Payment Request Type</a> on page 1110

## Viewing the Payment Request Type Details

### Procedure

To view the details of a payment request type:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **P** and then click **Payment Request Type**.  
A sub-menu appears.
- Click the **Search** option from the **Payment Request Type** sub-menu.  
The **Payment Request Type** screen appears.
- In the **Payment Request Type List** zone, click the **Broadcast**  icon corresponding to the payment request type whose details you want to view.  
The **Payment Request Type** zone appears.
- View the details of the payment request type in the **Payment Request Type** zone.

### Related Topics

For more information on...	See...
<b>Payment Request Type</b> screen	<a href="#">Payment Request Type</a> on page 1109
<b>Payment Request Type List</b> zone	<a href="#">Payment Request Type List</a> on page 1109
<b>Payment Request Type</b> zone	<a href="#">Payment Request Type</a> on page 1110

## Payment Request (Used for Searching)

The **Payment Request** screen allows you to search for a payment creation or transfer request using various search criteria. It also allows you to create payment creation and transfer requests. Through this screen, you can navigate to the following screens:

- [Payment Request \(Used for Viewing\)](#) on page 1128

This screen consists of the following zones:

- [Search Payment Request](#) on page 1124



## Search Payment Request

The **Search Payment Request** zone allows you to search for a payment request using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for a payment request using request or payment details. The valid values are: <ul style="list-style-type: none"> <li>• Request Details</li> <li>• Payment Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Request Details</b> option is selected.	
On or Before Creation Date/Time	Used to search payment requests which are created till a particular date and time.	No
	<b>Note:</b> By default, the current date and time appears in this field.  This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Payment Request Status	Used to search payment requests with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Deferred Distribution</li> <li>• Discarded</li> <li>• Distribute And Freeze</li> <li>• Distributed</li> <li>• Draft</li> <li>• Processed</li> <li>• Rejected</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Payment Request Type	Used to search payment requests which are created using a particular payment request type.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	



Field Name	Field Description	Mandatory (Yes or No)
User ID	Used to search payment requests which are created by a particular user.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Payment Request ID	Used to search a particular payment request.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Payment Event ID	Used to search a payment request through which a payment event is created.	No
	<b>Note:</b> This field appears only when you select the <b>Payment Details</b> option from the <b>Search By</b> list. The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Payment Event Search</b> window appears.	
Payor Account ID	Used to search payment requests which are created for a particular payor account.	No
	<b>Note:</b> This field appears only when you select the <b>Payment Details</b> option from the <b>Search By</b> list. The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	
Payor Name	Used to search payment requests which are created for a particular payor.	No
	<b>Note:</b> This field appears only when you select the <b>Payment Details</b> option from the <b>Search By</b> list.	
Payment Date	Used to search payment requests through which payments are created on a particular date.	No
	<b>Note:</b> This field appears only when you select the <b>Payment Details</b> option from the <b>Search By</b> list.	

**Note:** You must specify at least one search criterion while searching for a payment request.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Create Date/Time	Displays the date and time when the payment request was created in the system.
Payment Request Information	Displays information about the payment request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Payment Request</b> screen appears where you can view the details of the respective payment request.
Status	Indicates the status of the payment request. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Deferred Distribution</li> <li>• Distributed</li> <li>• Draft</li> <li>• Processed</li> <li>• Rejected</li> </ul>
Payment Event Information	Displays information about the payment event which is created through the payment request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Payment Event</b> screen appears with the details of the respective payment event.
Created By	Indicates the user who has created the payment request.
Payor Account Information	Displays information about the payor's account for which the payment request is created. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.

### Related Topics

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
How to create a payment request	<a href="#">Creating a Payment Creation Request</a> on page 1136
How to view the details of a payment request	<a href="#">Viewing the Payment Request Details</a> on page 1127

## Searching for a Payment Request

### Prerequisites

To search for a payment request, you should have:

- Payment request types defined in the application

### Procedure

To search for a payment request:

1. Click the **Menu** link in the **Application** toolbar.

A list appears.

- From the **Main** menu, select **Financial** and then click **Payment Request**.

A sub-menu appears.

- Click the **Search** option from the **Payment Request** sub-menu.

The **Payment Request** screen appears.

- Enter the search criteria in the **Search Payment Request** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.

A list of payment requests that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Searching)</a> on page 1123
<b>Search Payment Request</b> zone	<a href="#">Search Payment Request</a> on page 1124

## Viewing the Payment Request Details

### Procedure

To view the details of a payment request:

- Search for the payment request in the **Payment Request** screen.
- In the **Search Results** section, click the link in the **Payment Request Information** column corresponding to the payment request whose details you want to view.

The **Payment Request** screen appears. It consists of the following tabs:

- **Main** – This tab contains the following two zones:
    - **Payment Request** – Displays the details of the payment request.
    - **Payment Distribution** – Lists the payment distribution records of the payment request.
  - **Log** – This tab lists the complete trail of actions performed on the payment request.
- View the details of the payment request in the **Payment Request** zone.
  - View the payment distribution records of the payment request in the **Payment Distribution** zone.

### Related Topics

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128
<b>Payment Request</b> zone	<a href="#">Payment Request</a> on page 1128
<b>Payment Distribution</b> zone	<a href="#">Payment Distribution</a> on page 1134

## Payment Request (Used for Viewing)

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Once you create a payment creation or transfer request, the **Payment Request** screen allows you to:

- Edit the details of a payment request
- Edit the payment amount against each entity
- Delete a payment request
- View the details of a payment request
- Distribute the tender or payment amount
- Edit the amount of a payment segment
- Freeze the payments created through a payment request
- Submit a payment request for approval before freezing payments
- Approve or reject a payment request
- View the log of a payment request
- Add a log entry for a payment request

This screen consists of the following tabs:

- **Main** – This tab contains the following two zones:
  - **Payment Request** – Displays the details of the payment request.
  - **Payment Distribution** – Lists the payment distribution records of the payment request.
- **Log** – This tab lists the complete trail of actions performed on the payment request.

### Payment Request

The **Payment Request** zone displays the details of the payment request. This zone contains the following sections:

- **Main** — This section provides basic information about the payment request. It contains the following fields:

Field Name	Field Description
Payment Request Information	Displays information about the payment request.
Payment Request Type	Indicates the payment request type using which the payment request is created.  <b>Note:</b> It has a link. On clicking the link, the <b>Payment Request Type</b> screen appears where you can view the details of the payment request type.
Payment Request Status	Indicates the status of the payment request. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Deferred Distribution</li> <li>• Distributed</li> <li>• Draft</li> <li>• Processed</li> <li>• Rejected</li> </ul>

Field Name	Field Description
Status Reason	Indicates the reason why the payment request is rejected.
	<p><b>Note:</b></p> <p>This field appears only when the payment request is in the <b>Rejected</b> status.</p> <p>It has a link. On clicking the link, the <b>Status Reason</b> screen appears where you can view the details of the rejected reason.</p>
Payor Account Information	Displays information about the payor's account for which the payment request is created.
	<p><b>Note:</b></p> <p>This field appears only when you are viewing the details of a payment creation request.</p> <p>It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.</p>
Payment Date	Displays the date when the payment event and payments are created.
Payment Event Information	Displays information about the payment event. If you are viewing the details of a payment creation request, this field displays information about the payment event which is created through the payment creation request. However, if you are viewing the details of a payment transfer request, this field displays information about the payment event whose payments you want to transfer.
	<p><b>Note:</b></p> <p>This field does not appear when the payment request is in the <b>Rejected</b> status.</p> <p>If you are viewing the details of a payment creation request, this field does not appear when the payment creation request is in the <b>Draft</b> status.</p> <p>It has a link. On clicking the link, the <b>Payment Event</b> screen appears where you can view the details of the respective payment event.</p>
Transfer Amount	Displays the total payment amount which you want to transfer.
	<p><b>Note:</b> This field appears only when you are viewing the details of a payment transfer request.</p>
Transfer Reason	Indicates the reason why you want to transfer the payment amount.
	<p><b>Note:</b> This field appears only when you are viewing the details of a payment transfer request.</p>

- **Tender Details** — This section provides details about the tender used in the payment request. This section appears only when you are viewing the details of a payment creation request. It contains the following fields:

Field Name	Field Description
Tender Type	Indicates the type of tender through which the payment was made.
Tender Amount	Displays the tender amount.

Field Name	Field Description
Currency	Indicates the currency in which the payment was made.
Check Number	Displays the check number if the payment is made through check. <b>Note:</b> This field appears only when the tender type is set to <b>Check</b> .
Auto Pay Route Type Code	Indicates when and how automatic payment request of the account is routed to a financial institution. <b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.
Schedule Extract Date	Displays the date when the automatic payment request is scheduled to be sent to a financial institution. <b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.
Auto Pay Source Code	Indicates the financial institution that receives the automatic payment request. <b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.
Distribution and Freeze Date	Displays the date when the automatic payment must be distributed and frozen in the system. <b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.
Account Number	Indicates the bank account number through which the automatic payment was made. <b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.
Expires On	Displays the date when the tender type will expire. <b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.
Name	Displays the name of the person as maintained in the financial institution's system. <b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.

Field Name	Field Description
Tender Control Information	Displays information about the tender control which is created when the payment event and payments are created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<p><b>Note:</b></p> <p>This field appears only when the payment request is in the <b>Distributed, Approval In Progress, Processed</b> , or <b>Rejected</b> status.</p> <p>It has a link. On clicking the link, the <b>Tender Control</b> screen appears where you can view the details of the respective tender control.</p>
Deposit Control Information	Displays information about the deposit control which is created when the payment event and payments are created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<p><b>Note:</b></p> <p>This field appears only when the payment request is in the <b>Distributed, Approval In Progress, Processed</b>, or <b>Rejected</b> status.</p> <p>It has a link. On clicking the link, the <b>Deposit Control</b> screen appears where you can view the details of the respective deposit control.</p>
Pay Tender ID	Displays the payment tender ID.
	<p><b>Note:</b> This field appears only when the payment request is in the <b>Processed</b> status.</p>
Tender Status	Indicates the current status of the tender. The valid values are: <ul style="list-style-type: none"> <li>Valid</li> <li>Cancelled</li> </ul>
	<p><b>Note:</b> This field appears only when the payment request is in the <b>Processed</b> status.</p>
MICR ID	Displays the MICR code on the payment.
Ext. Reference ID	Displays the external reference number of the payment on the payment upload interface record.
Person ID	Indicates the person's account ID mentioned in the payment upload interface record.
Name	Indicates the person mentioned in the payment upload interface record.

- **Characteristics** — This section lists the characteristics defined for the payment tender. It appears only when you are viewing the details of a payment creation request. It contains the following columns:

Column Name	Column Description
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Match Types** — This section lists the match type details of the payment request. This section appears only when you are viewing the details of a payment creation request. It contains the following columns:

Column Name	Column Description
Match Type	Indicates the match type using which you want to match the payment.
Match By	Indicates the bill or account (whose entities, such as unpaid bills, unpaid bill segments, settlement IDs, or contracts) must be considered while matching the payment.

- **Payor Account Details** — This section appears only when you are viewing the details of a payment transfer request. It contains the following columns:

Column Name	Column Description
Payor Account Information	Displays information about the payor's account whose payments you want to transfer.

- **Payment Details** — This section appears only when you are viewing the details of a payment transfer request. It contains the **Show Payments** link. On clicking the link, the **Payment** screen appears where you can view the details of the payment that you want to transfer. In case, you want to transfer multiple payments, the **Payment Search** window appears with the list of payments selected for transfer. You can click the individual payment to view the details in the **Payment** screen. The **Show Payments** link does not appear when you are viewing the details of a payment transfer request which is in the **Processed** status. Instead, the following column appears in this section:

Column Name	Column Description
Payment(s)	Displays information about the payment which is cancelled.

- **Record Actions** — This section contains the following buttons:

Column Name	Column Description
Edit	Used to edit the details of the payment request.
	<b>Note:</b> The <b>Edit</b> button appears only when the payment request is in the <b>Draft</b> status.
Delete	Used to delete the payment request.
	<b>Note:</b> The <b>Delete</b> button appears only when the payment request is in the <b>Draft</b> status.
Distribute	Used to distribute the tender or payment amount.
	<b>Note:</b> The <b>Distribute</b> button appears only when the payment request is in the <b>Draft</b> status.
Submit for Approval	Used to submit the payment request for approval.
	<b>Note:</b> The <b>Submit for Approval</b> button appears only when: <ul style="list-style-type: none"> <li>• The payment request is in the <b>Distributed</b> status.</li> <li>• The <b>Approval Required</b> check box is selected in the payment request type using which the payment request is created.</li> </ul>



Column Name	Column Description
Freeze	Used to freeze the payments which are created through the payment request.
	<p><b>Note:</b> The <b>Freeze</b> button appears only when:</p> <ul style="list-style-type: none"> <li>The payment request is in the <b>Distributed</b> status.</li> <li>The <b>Approval Required</b> check box is not selected in the payment request type using which the payment request is created.</li> </ul>
Approve	Used to approve the payment request.
	<p><b>Note:</b> The <b>Approve</b> button appears only when:</p> <ul style="list-style-type: none"> <li>The payment request is in the <b>Approval In Progress</b> status.</li> <li>A user with the approval To Do role is reviewing the payment request.</li> </ul>
Reject	Used to reject the payment request.
	<p><b>Note:</b> The <b>Reject</b> button appears only when:</p> <ul style="list-style-type: none"> <li>The payment request is in the <b>Approval In Progress</b> status.</li> <li>A user with the approval To Do role is reviewing the payment request.</li> </ul>
Back to Draft	Used to change the status of the payment request to <b>Draft</b> .
	<p><b>Note:</b> The <b>Back to Draft</b> button appears only when the payment request is in the <b>Distributed</b> status.</p>
Discard	Used to discard the payment creation or transfer request.
	<p><b>Note:</b> The <b>Discard</b> button appears only when the payment request is in the <b>Distributed</b> status.</p>
Distribute And Freeze	Used to distribute and freeze the payments at the same time.
	<p><b>Note:</b> the <b>Distribute And Freeze</b> button appears only when the payment request is in the <b>Draft</b> status.</p>

- **Record Information** — This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the payment request is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.</p>
Status Date/Time	Displays the date and time when the payment request status is updated
Create Date/Time	Displays the date and time when the payment request is created.

## Payment Distribution

The **Payment Distribution** zone lists the payment distribution records of the payment request. This zone contains the following columns:

Column Name	Column Description
Match Type	Indicates the match type using which the payment was matched.
Payee Account ID	Indicates the account for which the payment was made.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Match Value	Indicates the entity (such as bill ID, bill segment ID, contract ID, or settlement ID) against which the payment was matched.
Match Entity	Indicates the type of entity against which the payment was matched. The valid values are: <ul style="list-style-type: none"> <li>• Bill</li> <li>• Bill Segment</li> <li>• Contract</li> <li>• Settlement</li> </ul>
Amount	Displays the entity amount. In case of contract, the entity amount would be zero.
Write Off Adjustment Amount	Indicates the amount which is either write up or down when the payment against the bill is within the tolerance limit.  <b>Note:</b> The data appears in this column only when the match type is <b>Bill Weighted</b> and the payment amount is within the underpayment or overpayment tolerance limit. This column does not appear when the payment request is in the <b>Draft</b> or <b>Rejected</b> status.
Paid Amount	Displays the amount which is already paid against the entity.  <b>Note:</b> This column appears only when the payment request is in the <b>Draft</b> or <b>Rejected</b> status.
Unpaid Amount	Displays the amount which is eligible for payment against the entity.  <b>Note:</b> This column appears only when the payment request is in the <b>Draft</b> or <b>Rejected</b> status.
Payment Amount	Displays the payment amount. If the <b>Show Default</b> check box is not selected against a match type while creating the payment request, the payment amount against the respective match type entities is set to zero. However, if the <b>Show Default</b> check box is selected against a match type while creating the payment request, the payment amount appears against the respective match type entities. The tender amount is divided among the entities in the sequence of match types (where <b>Show Default</b> check box is selected) followed by the sequence of bill, bill segment, or contract start date. You can edit the payment amount, if required.
Payment Currency	Indicates the currency in which the payment was made.

Column Name	Column Description
Payment ID	Displays the payment ID.
	<p><b>Note:</b></p> <p>It has a link. On clicking the link, the <b>Payment</b> screen appears with the details of the respective payment.</p> <p>This column does not appear when the payment request is in the <b>Draft</b> or <b>Rejected</b> status.</p>
Payment Status	<p>Indicates the status of the payment. The valid values are:</p> <ul style="list-style-type: none"> <li>• Canceled</li> <li>• Error</li> <li>• Freezable</li> <li>• Frozen</li> <li>• Incomplete</li> </ul>
	<p><b>Note:</b> This column does not appear when the payment request is in the <b>Draft</b> or <b>Rejected</b> status.</p>
Error Message	Indicates the reason why the payment is in the <b>Error</b> status.
	<p><b>Note:</b> This column does not appear when the payment request is in the <b>Draft</b> or <b>Rejected</b> status.</p>
Detail	On clicking the <b>Detail</b> button, the <b>Edit Payment Segment Amount</b> screen appears where you can edit the payment segment amount.
	<p><b>Note:</b></p> <p>This column does not appear when the payment request is in the <b>Draft</b> or <b>Rejected</b> status.</p> <p>The <b>Detail</b> button appears in the <b>Detail</b> column only when:</p> <ul style="list-style-type: none"> <li>• The payment request is in the <b>Distributed</b> or <b>Approval In Progress</b> status</li> <li>• The payment is in the <b>Freezable</b> status.</li> </ul> <p>However, a user with the approval To Do role will not be able to edit the payment segment amount.</p>
Redistribute	On clicking the <b>Redistribute</b> button, you can redistribute the payment amount among the payment segments.
	<p><b>Note:</b></p> <p>This column appears only when the payment request is in the <b>Distributed</b> or <b>Distribute and Freeze</b> status.</p> <p>The <b>Redistribute</b> button appears in the <b>Redistribute</b> column only when:</p> <ul style="list-style-type: none"> <li>• The payment request is in the <b>Distributed</b> or <b>Approval In Progress</b> status</li> </ul>

You can edit the payment amount by clicking the **Update Payment Amount** button in the upper right corner of this zone.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to edit the payment amount against each entity	<a href="#">Editing the Payment Amount</a> on page 1142

## Creating a Payment Creation Request

### Prerequisites

To create a payment creation request, you should have:

- Payment request types defined in the application (where the **Transfer** check box is not selected)

### Procedure

To create a payment creation request:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Payment Request**.  
A sub-menu appears.
3. Click the **Add** option from the **Payment Request** sub-menu.

The **Select Payment Request Type** screen appears. It contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Payment Request Type	Used to indicate the payment request type using which you want to create the payment request.  <b>Note:</b> The list includes only those payment request types where the <b>Transfer</b> check box is not selected.	Yes

**Tip:** Alternatively, you can access the **Select Payment Request Type** screen by clicking the **Add** button in the **Page Title** area of the **Payment Request** screen.

4. Select the required payment request type from the respective field.
5. Click **OK**.

The **Payment Request** screen appears. It contains the following sections:


- **Main** - Used to specify basic details about the payment request. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Payment Request Type	Indicates the payment request type using which you want to create the payment request.	Not applicable
Payor Account Information	Used to indicate the payor account for which you want to create the payment request.  <b>Note:</b> On specify the account ID, additional information about the account appears corresponding to this field.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Payment Date	Used to specify the date when the payment was made.	Yes
	<b>Note:</b> By default, the current date appears in this field.	

- **Tender Details** - Used to specify the tender details in the payment request. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Tender Type	Used to indicate the type of tender through which the payment was made.	Yes
Tender Amount	Used to specify the tender amount.	Yes
Currency	Used to indicate the currency in which the payment was made.	Yes
Check Number	Used to specify the check number if the payment is made through check.	No
Auto Pay Route Type Code	Used to indicate when and how automatic payment request of the account is routed to a financial institution.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	
Schedule Extract Date	Displays the date when the automatic payment request is scheduled to be sent to a financial institution.	Not applicable
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	
Auto Pay Source Code	Used to indicate the financial institution that receives the automatic payment request.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	
Distribution and Freeze Date	Displays the date when the automatic payment must be distributed and frozen in the system.	Not applicable
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	


Field Name	Field Description	Mandatory (Yes or No)
Account Number	Used to indicate the bank account number through which the automatic payment was made.	Yes (Conditional)  <b>Note:</b> This field is required only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	
Expires On	Used to specify the date when the tender type will expire.	No
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	
Name	Used to specify the name of the person as maintained in the financial institution's system.	No
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	
MICR ID	Used to specify the MICR code on the payment.	No
Ext. Reference ID	Used to specify the external reference number of the payment on the payment upload interface record.	No
Person ID	Used to indicate the person's account ID mentioned in the payment upload interface record.	No
Name	Used to indicate the person mentioned in the payment upload interface record.	No
Tender Control ID	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Tender Control Search</b> window appears.	

**Note:** If the auto pay instructions are defined for the payor account, by default, the auto pay data appears in the **Auto Pay Route Type Code**, **Auto Pay Source Code**, **Account Number**, **Expires On**, and **Name** fields.

- **Characteristics** - Used to define characteristics for the payment tender. This section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Payment Tender</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the payment tender.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the payment tender.



- **Match Types** - Used to define match types for the payment request. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Match Type	Used to indicate the match type using which you want to match the payment.	Yes
Show Default	Used to indicate whether the default payment amount should be displayed against the match type entities.	No
	<b>Note:</b> By default, the <b>Show Default</b> check box is selected when you select the match type.	
Entity	<p>Indicates the match type entity. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Account</b> — Enables you to select the account whose unpaid bills, unpaid bill segments, settlement IDs, or contracts must be considered while matching the payment.</li> <li>• <b>Bill</b> — Enables you to select the unpaid bill against which you want to match the payment.</li> </ul> <p><b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.</p>	Not applicable
Entity ID	Used to specify the account or bill ID depending on the match type entity.	Yes

6. Enter the required details.

**Note:**

You can search for a payor account, auto pay route type, auto pay source, and entity by clicking the **Search**  icon corresponding to the respective field.

If you want to specify more than one match type within the payment request, click the **Add**  icon in the **Match Types** section and then specify the details. However, if you want to remove a match type from the payment request, click the **Delete**  icon corresponding to the match type.

7. Define characteristics for the payment tender, if required.

8. Click **Manual Distribution**.

The payment request is created and the status of the payment request is set to **Draft**. The **Payment Request** screen appears. Depending on the match type and match entity specified while creating the payment request, the following entities are listed in the **Payment Distribution** zone:

Match Type	Match Entity	Entities
By Bill Regular	Account	Unpaid bills of the account
By Bill Weighted	Account	Unpaid bills of the account
By Bill	Bill	Unpaid bill
By Bill Segments	Account	Unpaid bill segments
By Suspense Contract	Account	Contracts of the account  <b>Note:</b> Only contracts of the contract type where the <b>Eligible for Billing</b> flag is set to <b>No</b> and <b>Special Role</b> flag is set to <b>Suspense</b> are listed in the <b>Payment Distribution</b> zone. If no contracts with this specification exist for the account, the system checks whether there is any such contract type (where the <b>Eligible for Billing</b> flag is set to <b>No</b> and <b>Special Role</b> flag is set to <b>Suspense</b> ) defined for the division to which the account belongs. If there is any such contract type defined for the division, the system creates the contract for the account using the respective contract type and the same is listed in <b>Payment Distribution</b> zone.
By Settlement	Account	Unpaid bill segments where the settlement account is stamped

If the **Show Default** check box is not selected against a match type while creating the payment request, the payment amount against the respective match type entities is set to zero. However, if the **Show Default** check box is selected against a match type, the payment amount appears against the respective match type entities. The tender amount is divided among the entities in the sequence of match types (where **Show Default** check box is selected) followed by the sequence of bill, bill segment, or contract start date. You can then edit the payment amount, if required.



**Note:**

If a payment request is already created for a payee account and is currently in progress, the system will not allow you to create another payment request for the payee account until the previous payment request is in the **Processed** or **Rejected** status.

The system does not allow you to create a payment request for a payee account when the respective match type entities (such as unpaid bills, unpaid bill segments, contracts, or settlement IDs do not exists for the payee account.

**Related Topics**

For more information on...	See...
<b>Search Payment Request</b> zone	<a href="#">Search Payment Request</a> on page 1124
How to define characteristics for a payment tender	<a href="#">Defining Characteristics for a Payment Tender</a> on page 1141
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128
<b>Payment Distribution</b> zone	<a href="#">Payment Distribution</a> on page 1134

**Defining Characteristics for a Payment Tender****Prerequisites**

To define characteristics for a payment tender, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Payment Tender**)

**Procedure**

To define characteristics for a payment tender:

1. Ensure that the **Characteristics** section is expanded when you are defining or editing a payment request.

The **Characteristics** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Payment Tender</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the payment tender.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the payment tender.

2. Enter the required details.

**Note:** If you select a predefined characteristic type, the **Search** (🔍) icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

3. If you want to define more than one characteristic for the payment tender, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the payment tender, click the **Delete** (🗑️) icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to create a payment creation request	<a href="#">Creating a Payment Creation Request</a> on page 1136
How to edit a payment request	<a href="#">Editing a Payment Request</a> on page 1144

## Editing the Payment Amount

### Procedure

To edit the payment amount against each entity:

1. Search for the payment request in the **Payment Request** screen.
2. In the **Search Results** section, click the link in the **Payment Request Information** column corresponding to the payment request whose details you want to edit.

The **Payment Request** screen appears.

3. Click the **Update Payment Amount** button in the upper right corner of the **Payment Distribution** zone.

The **Edit Payment Amount** screen appears. It contains the following two sections:

- **Search Criteria** — The **Search Criteria** section allows you to filter the payment distribution records using various search criteria. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Match Type	Used to search the entities which are considered using a particular match type.	Yes
	<b>Note:</b> By default, the <b>All</b> option is selected.	
Entity ID	Used to search entities which belong to a particular account.	Yes
	<b>Note:</b> By default, the <b>All</b> option is selected.	
Match Value	Used to search for a particular entity (such as bill, bill segment, contract, or settlement ID).	No
Sort By	Used to sort entity information as per the match type defined in the <b>C1-PYREQSRT</b> feature configuration.	No

- **Search Results** — On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Match Type	Indicates the match type using which the entity is considered.
Payee Information	Displays information about the account for which the payment was made.
Entity Information	Displays information about the entity against which the payment was matched.
Amount	Displays the entity amount. In case of contract, the entity amount would be zero.
Paid Amount	Displays the amount which is already paid against the entity.
Unpaid Amount	Displays the amount which is eligible for payment against the entity.
Payment Amount	Used to specify the payment amount.  <b>Note:</b> If the <b>Allow Overpayment</b> option type of the <b>C1-PAYPORTAL</b> feature configuration is set to <b>true</b> , you can specify the payment amount greater than the unpaid amount. In other words, you can make overpayment against an entity.
Payment Currency	Indicates the currency in which the payment was made.

In addition, the **Search Results** section contains the following fields:

Field Name	Field Description
Total Amount	Displays the tender or transfer amount.
Running Total	Displays the sum of payment amount specified against each entity.
Running Balance	Displays the difference between total amount and running total. The running balance is highlighted in the red color when the difference amount is non-zero.

**Note:** Pagination is used to display limited number of records in the **Edit Payment Amount** screen. You can change the number of records displayed per page, if required. You can use the navigation buttons, such as **First** ( << ), **Previous** ( < ), **Next** ( > ), and **Last** ( >> ) to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

- Modify the payment amount against an entity, if required.

**Note:** The sum of payment amount should be equal to the tender or transfer (payment) amount.

- Click **Save**.

The changes made to the payment request are saved.

- Click **Close**.

The payment amount is updated in the **Payment Distribution** zone.

### Related Topics

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128

<b>For more information on...</b>	<b>See...</b>
<b>Payment Distribution</b> zone	<i>Payment Distribution</i> on page 1134

## Editing a Payment Request

### Procedure

To edit a payment request:


1. Search for the payment request in the **Payment Request** screen.
2. In the **Search Results** section, click the link in the **Payment Request Information** column corresponding to the payment request whose details you want to edit.

The **Payment Request** screen appears.

3. Click the **Edit** button in the **Payment Request** zone.

The **Payment Request** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the payment request. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Payment Request Information	Displays information about the payment request.	Not applicable
Payment Request Type	Indicates the payment request type using which the payment request is created.	Not applicable
Payor Account Information	Used to indicate the payor account for which you want to create the payment request.  <b>Note:</b> On specify the account ID, additional information about the account appears corresponding to this field.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> screen appears.	Yes
Payment Date	Used to specify the date when the payment was made.	Yes

- **Tender Details** - Used to specify the tender details in the payment request. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Tender Type	Used to indicate the type of tender through which the payment was made.	Yes
Tender Amount	Used to specify the tender amount.	Yes
Currency	Used to indicate the currency in which the payment was made.	Yes
Check Number	Used to specify the check number if the payment is made through check.	No

Field Name	Field Description	Mandatory (Yes or No)
Auto Pay Route Type Code	Used to indicate when and how automatic payment request of the account is routed to a financial institution.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	<b>Note:</b> This field is required only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.
Schedule Extract Date	Displays the date when the automatic payment request is scheduled to be sent to a financial institution.	Not applicable
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	
Auto Pay Source Code	Used to indicate the financial institution that receives the automatic payment request.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	<b>Note:</b> This field is required only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.
Distribution and Freeze Date	Displays the date when the automatic payment must be distributed and frozen in the system.	Not applicable
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	
Account Number	Used to indicate the bank account number through which the automatic payment was made.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	<b>Note:</b> This field is required only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.
Expires On	Used to specify the date when the tender type will expire.	No
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	
Name	Used to specify the name of the person as maintained in the financial institution's system.	No
	<b>Note:</b> This field appears only when you select a tender type where the <b>Generate Auto Pay</b> check box is selected.	
MICR ID	Used to specify the MICR code on the payment.	No

Field Name	Field Description	Mandatory (Yes or No)
Ext. Reference ID	Used to specify the external reference number of the payment on the payment upload interface record.	No
Person ID	Used to indicate the person's account ID mentioned in the payment upload interface record.	No
Name	Used to indicate the person mentioned in the payment upload interface record.	No

**Note:** If the auto pay instructions are defined for the payor account, by default, the auto pay data appears in the **Auto Pay Route Type Code**, **Auto Pay Source Code**, **Account Number**, **Expires On**, and **Name** fields.

- **Characteristics** - Used to define characteristics for the payment tender. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Payment Tender</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the payment tender.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the payment tender.

- **Match Types** - Used to define match types for the payment request. This section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Match Type	Used to indicate the match type using which you want to match the payment.	Yes
Show Default	Used to indicate whether the default payment amount should be displayed against the match type entities.	No
	<b>Note:</b> By default, the <b>Show Default</b> check box is selected when you select the match type.	



Field Name	Field Description	Mandatory (Yes or No)
Entity	Indicates the match type entity. The valid values are: <ul style="list-style-type: none"> <li><b>Account</b> — Enables you to select the account whose unpaid bills, unpaid bill segments, settlement IDs, or contracts must be considered while matching the payment.</li> <li><b>Bill</b> — Enables you to select the unpaid bill against which you want to match the payment.</li> </ul>	Not applicable
Entity ID	Used to specify the account or bill ID depending on the match type entity.	Yes

**Note:** The **Edit** button appears only when the payment request is in the **Draft** status.

- Modify the details of the payment request, if required.

**Note:**

You can search for a payor account, auto pay route type, auto pay source, and entity by clicking the **Search**  icon corresponding to the respective field.

If you want to specify more than one match type within the payment request, click the **Add**  icon in the **Match Types** section and then specify the details. However, if you want to remove a match type from the payment request, click the **Delete**  icon corresponding to the match type.

You cannot edit an existing row in the **Match Types** section. If you want to edit the details of an existing row, you need to first remove the row and then add it again with the updated information.

- Define, edit, or remove characteristics from the payment request, if required.
- Click **Manual Distribution**.

The changes made to the payment request are saved. Depending on the information specified in the **Match Types** section, the entities are listed in the **Payment Distribution** zone. You can edit the payment amount against each entity, if required.

### **Related Topics**

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128
<b>Payment Request</b> zone	<a href="#">Payment Request</a> on page 1128
<b>Payment Distribution</b> zone	<a href="#">Payment Distribution</a> on page 1134
How to define characteristics for a payment tender	<a href="#">Defining Characteristics for a Payment Tender</a> on page 1141

## Deleting a Payment Request

### **Procedure**

To delete a payment request:

1. Search for the payment request in the **Payment Request** screen.
2. In the **Search Results** section, click the link in the **Payment Request Information** column corresponding to the payment request that you want to delete.

The **Payment Request** screen appears.

3. Click the **Delete** button in the **Payment Request** zone.

A message appears confirming whether you want to delete the payment request.

**Note:** The **Delete** button appears only when the payment request is in the **Draft** status.

4. Click **OK**.

The payment request is deleted.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128
<b>Payment Request</b> zone	<a href="#">Payment Request</a> on page 1128

## **Distributing the Tender or Payment Amount**

### **Procedure**

To distribute the tender or payment amount:

1. Search for the payment request in the **Payment Request** screen.
2. In the **Search Results** section, click the link in the **Payment Request Information** column corresponding to the payment request whose tender or payment amount you want to distribute.

The **Payment Request** screen appears.

3. Click the **Distribute** button in the **Payment Request** zone.

The Defer algorithm attached to the payment request type using which you have created the payment request is triggered. This algorithm checks whether the number of payment distribution records in the payment request exceeds the payment count defined in the Defer algorithm. If the number of payment distribution records in the payment request does not exceed the payment count, the system distributes the tender or payment amount in real time (i.e. immediately). However, if the number of payment distribution records in the payment request exceeds the payment count, the system distributes the tender or payment amount in the deferred mode.

**Note:**

Number of payment distribution records = (Number of bill segments present in each bill fetched using the Bill Weighted, Bill Regular, and Bill match type algorithm) + (Number of bill segments fetched using the Bill Segment match type algorithm) + (Number of contracts fetched using the Suspense Contract match type algorithm) + (Number of settlements fetched using the Settlement match type algorithm)

Deferred mode means in the background when the **Payment Request Periodic Monitor (C1-PAYRQ)** batch is invoked. You can configure the **Payment Request Periodic Monitor (C1-PAYRQ)** batch such that it is executed at regular intervals. When the **Payment Request Periodic Monitor (C1-PAYRQ)** batch is invoked, the system checks whether there are any payment requests in the **Deferred Distribution** status. If there is a payment request in the **Deferred Distribution** status, the system distributes the tender or payment amount.



On distributing the tender amount, the payment event, payments, payment segments, and payment tenders are created. The payments are created in the **Freezable** status. If any error occurs while creating the payment, the payment is created in the **Error** status. If all payments of a payment event are in the **Freezable** status, the status of the payment event is set to **Balanced**. However, if any payment of a payment event is in the **Error** status, the status of the payment event is set to **Unbalanced**. On distributing the payment amount (during transfer), the new payments are created in the **Freezable** status. If any error occurs while creating the new payment, the payment is created in the **Error** status. The status of the payment event is set to **Unbalanced**. The old payments in the payment event that you want to transfer remains in the **Frozen** or **Error** status.

Once the tender or payment amount is successfully distributed, the status of the payment request is changed to **Distributed**.

**Note:**

The **Distribute** button appears only when the payment request is in the **Draft** status.

The sum of payment amount should be equal to the tender or transfer (payment) amount. Otherwise, the system will not allow you to distribute the tender or payment amount.

**Related Topics**

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128
<b>Payment Request</b> zone	<a href="#">Payment Request</a> on page 1128
How to edit the payment amount against each entity	<a href="#">Editing the Payment Amount</a> on page 1142

## Distributing and Freezing the Tender or Payment Amount

### Procedure

To distribute and freeze the tender or payment amount:

1. Search for the payment request in the **Payment Request** screen.
2. In the **Search Results** section, click the link in the **Payment Request Information** column corresponding to the payment request whose tender or payment amount you want to distribute and freeze.

The **Payment Request** screen appears.

3. Click the **Distribute And Freeze** button in the **Payment Request** zone.

The Defer algorithm attached to the payment request type using which you have created the payment request is triggered. This algorithm checks whether the number of payment distribution records in the payment request exceeds the payment count defined in the Defer algorithm. If the number of payment distribution records in the payment request does not exceed the payment count, the system distributes and freezes the tender or payment amount in real time (i.e. immediately). However, if the number of payment distribution records in the payment request exceeds the payment count, the system distributes and freezes the tender or payment amount in the deferred mode.

**Note:**

Number of payment distribution records = (Number of bill segments present in each bill fetched using the Bill Weighted, Bill Regular, and Bill match type algorithm) + (Number of bill segments fetched using the Bill Segment match type algorithm) + (Number of contracts fetched using the Suspense Contract match type algorithm) + (Number of settlements fetched using the Settlement match type algorithm)

Deferred mode means in the background when the **Payment Request Periodic Monitor (C1-PAYRQ)** batch is invoked. You can configure the **Payment Request Periodic Monitor (C1-PAYRQ)** batch such that it is executed at regular intervals. When the **Payment Request Periodic Monitor (C1-PAYRQ)** batch is invoked, the system checks whether there are any payment requests in the **Deferred Distribution** status. If there is a payment request in the **Deferred Distribution** status, the system distributes the tender or payment amount.

On distributing and freezing the tender amount, the payment event, payments, payment segments, and payment tenders are created. The payments are created in the **Frozen** status. If any error occurs while creating the payment, the payment is created in the **Error** status. If all payments of a payment event are in the **Frozen** status, the status of the payment event is set to **Balanced**. However, if any payment of a payment event is in the **Error** status, the status of the payment event is set to **Unbalanced**. On distributing the payment amount (during transfer), the new payments are created in the **Frozen** status. If any error occurs while creating the new payment, the payment is created in the **Error** status. The status of the payment event is set to **Unbalanced**. The old payments in the payment event that you want to transfer remains in the **Frozen** or **Error** status.

Once the tender or payment amount is successfully distributed and frozen, the status of the payment request is changed to **Processed**.

**Note:**

The **Distribute And Freeze** button appears only when the payment request is in the **Draft** status.

The sum of payment amount should be equal to the tender or transfer (payment) amount. Otherwise, the system will not allow you to distribute the tender or payment amount.

**Related Topics**

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128
<b>Payment Request</b> zone	<a href="#">Payment Request</a> on page 1128
How to edit the payment amount against each entity	<a href="#">Editing the Payment Amount</a> on page 1142

**Redistributing the Tender or Payment Amount****Procedure**

To redistribute the tender or payment amount:

1. Search for the payment request in the **Payment Request** screen.
2. In the **Search Results** section, click the link in the **Payment Request Information** column corresponding to the payment request whose tender or payment amount you want to redistribute.

The **Payment Request** screen appears.

3. In the **Payment Distribution** zone, click the **Redistribute** button in the **Redistribute** column corresponding to the payment distribution whose tender or payment amount you want to redistribute.

The required payment gets redistributed among the account's contracts.

**Note:** The **Redistribute** button appears only when the payment status is in **Incomplete, Error, or Freezable** status.

### Related Topics

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128
<b>Payment Request</b> zone	<a href="#">Payment Request</a> on page 1128
How to edit the payment amount against each entity	<a href="#">Editing the Payment Amount</a> on page 1142

## Editing the Payment Segment Amount

Before you freeze the payments, the system allows you to edit the pay segment amount of the payments which are in the **Freezable** status. You can edit the amount only when there are multiple pay segments in a payment.

### Procedure

To edit the payment segment amount:

1. Search for the payment request in the **Payment Request** screen.
2. In the **Search Results** section, click the link in the **Payment Request Information** column corresponding to the payment request whose details you want to edit.

The **Payment Request** screen appears.

3. Click the **Detail** button in the **Payment Distribution** zone.

The **Edit Payment Segment Amount** screen appears. It contains the following fields:

Field Name	Field Description
Payment Event Information	Displays information about the payment event which is created through the payment request.
Payment Information	Displays information about the payment which is created through the payment event.
Payee Account Information	Displays information about the account for which the payment is made.
Match Value	Displays information about the entity against which the payment is matched.
Payment Amount	Displays the total payment amount.
Running Total	Displays the sum of payment amount specified against each pay segment.
Running Balance	Displays the difference between total payment amount and running total. The running balance is highlighted in the red color when the difference amount is non-zero.

In addition, this section contains the following columns:





Column Name	Column Description	Mandatory (Yes or No)
Sr No	Indicates the sequence number of the pay segment.	Not applicable

Column Name	Column Description	Mandatory (Yes or No)
Entity Information	Displays information about the entity (such as bill segment or contract) against which the pay segment is created.	Not applicable
Total Amount	Displays the entity amount. If the pay segment is created against a contract, the system considers all bill segments of the bill which are created against the contract and calculates the total bill segment amount.	Not applicable
Unpaid Amount	Displays the amount which is eligible for payment. If the pay segment is created against a contract, the system considers all bill segments of the bill which are created against the contract and calculates the total unpaid bill segment amount.	Not applicable
Payment Amount	Used to specify the payment amount that you want to distribute against the pay segment.  <b>Note:</b> This field is non-editable when: <ul style="list-style-type: none"> <li>• There is only one pay segment in a payment.</li> <li>• A user with the approval To Do role is reviewing the pay segment amount.</li> </ul>	Yes
Payment Currency	Indicates the currency in which the payment was made.	Not applicable
Pay Segment ID	Displays the pay segment ID.	Not applicable

**Note:**

The **Detail** button appears in the **Detail** column only when:

- The payment request is in the **Distributed** or **Approval In Progress** status
- The payment is in the **Freezable** status.

Pagination is used to display limited number of records in the **Edit Payment Segment Amount** screen. You can change the number of records displayed per page, if required. You can use the navigation buttons, such as **First** () , **Previous** () , **Next** () , and **Last** () to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

4. Modify the payment amount against a pay segment, if required.

**Note:** The sum of payment segment amount should be equal to the payment amount.

5. Click **Redistribute**.

The payment amount is redistributed among the pay segments.

**Note:** The **Redistribute** button is disabled when the **Payment Amount** field is non-editable.

6. Click **Close**.

### Related Topics

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128
<b>Payment Distribution</b> zone	<a href="#">Payment Distribution</a> on page 1134

## Freezing Payments Created Through a Payment Request

### Procedure

To freeze the payments created through a payment request:

1. Search for the payment request in the **Payment Request** screen.
2. In the **Search Results** section, click the link in the **Payment Request Information** column corresponding to the payment request whose payments you want to freeze.

The **Payment Request** screen appears.

3. If required, you can edit the amount of a payment segment before freezing the payments.
4. Click the **Freeze** button in the **Payment Request** zone.

The system behaves in the following manner:

If you are...	Then
Freezing the payments created through a payment creation request	The status of the payments which are in the <b>Freezable</b> status is changed to <b>Frozen</b> . In addition, the status of the payment request is changed to <b>Processed</b> .
Freezing the payments created through a payment transfer request	The status of the old payments which are in the <b>Frozen</b> status is changed to <b>Cancelled</b> . The old payments which are in the <b>Error</b> status are deleted. The status of the new payments which are in the <b>Freezable</b> status is changed to <b>Frozen</b> . The status of the payment event is changed to <b>Balanced</b> when there are no new payments in the <b>Error</b> status. In addition, the status of the payment request is changed to <b>Processed</b> .

### Note:

The **Freeze** button appears only when:

- The payment request is in the **Distributed** status.
- The **Approval Required** check box is not selected in the payment request type using which the payment request is created.

For each payment, ensure that the sum of payment segment amount is equal to the payment amount. Otherwise, the system will not allow you to freeze the payments created through the payment request.

### Related Topics

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128

For more information on...	See...
Payment Request zone	<a href="#">Payment Request</a> on page 1128
How to edit the amount of a payment segment	<a href="#">Editing the Payment Segment Amount</a> on page 1151

## Submitting a Payment Request for Approval

### Procedure

To submit a payment request for approval:

1. Search for the payment request in the **Payment Request** screen.
2. In the **Search Results** section, click the link in the **Payment Request Information** column corresponding to the payment request that you want to submit for approval.

The **Payment Request** screen appears.

3. If required, you can edit the amount of a payment segment before submitting the payment request for approval.
4. Click the **Submit for Approval** button in the **Payment Request** zone.

The status of the payment request is changed to **Approval In Progress**. A To Do is created using the **C1-PAYRQ** To Do type. Users having a To Do role to which the **C1-PAYRQ** To Do type is associated can view the To Do from the **To Do List** screen.

#### **Note:**

The **Submit for Approval** button appears only when:

- The payment request is in the **Distributed** status.
- The **Approval Required** check box is selected in the payment request type using which the payment request is created.

For each payment, ensure that the sum of payment segment amount is equal to the payment amount. Otherwise, the system will not allow you to submit the payment request for approval.

### Related Topics

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
Payment Request screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128
Payment Request zone	<a href="#">Payment Request</a> on page 1128
How to edit the amount of a payment segment	<a href="#">Editing the Payment Segment Amount</a> on page 1151

## Approving a Payment Request

You can view the number of payment requests which are pending for approval in the **Payment Request** screen. The approver can review, and accordingly approve or reject the payment request based on the observations.

**Note:** The system will not allow you to approve or reject a payment request submitted by you.

### Procedure

To approve a payment request:

1. Do either of the following:

If you want to	Then
Approve a payment request through the <b>Payment Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the payment request in the <b>Payment Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Payment Request Information</b> column corresponding to the payment request which you want to review.</li> </ol>
Approve a payment request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1-PAYRQ</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the payment request that you want to review.</li> </ol>

The **Payment Request** screen appears.

2. Review the payment request details.
3. Click the **Approve** button in the **Payment Request** zone.

The system behaves in the following manner:

If you are...	Then
Approving a payment creation request	The status of the payments which are in the <b>Freezable</b> status is changed to <b>Frozen</b> . In addition, the status of the payment request is changed to <b>Processed</b> .
Approving a payment transfer request	The status of the old payments which are in the <b>Frozen</b> status is changed to <b>Cancelled</b> . The old payments which are in the <b>Error</b> status are deleted. The status of the new payments which are in the <b>Freezable</b> status is changed to <b>Frozen</b> . The status of the payment event is changed to <b>Balanced</b> when there are no new payments in the <b>Error</b> status. In addition, the status of the payment request is changed to <b>Processed</b> .

**Note:** The **Approve** button appears only when:

- The payment request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the payment request.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128
<b>Payment Request</b> zone	<a href="#">Payment Request</a> on page 1128

## **Rejecting a Payment Request**

### **Prerequisites**

To reject a payment request, you should have:

- Rejection reasons defined in the application

### **Note:**

While rejecting a payment request, you need to specify the reason why you want to reject the payment request. If you are rejecting a payment creation request, you can select the appropriate rejection reason only when you have defined the reasons for the **Rejected** status of the **C1-PaymentRequest** business object in the **Status Reason** screen. However, if you are rejecting a payment transfer request, you can select the appropriate rejection reason only when you have defined the reasons for the **Rejected** status of the **C1-PaymentTransferRequest** business object in the **Status Reason** screen.

The system will not allow you to approve or reject a payment request submitted by you.

### **Procedure**

To reject a payment request:

1. Do either of the following:

<b>If you want to...</b>	<b>Then...</b>
Reject a payment request through the <b>Payment Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the payment request in the <b>Payment Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Payment Request Information</b> column corresponding to the payment request which you want to review.</li> </ol>
Reject a payment request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>.</li> </ol>



If you want to...	Then...
	<p>The <b>To Do Type for User Search</b> window appears.</p> <ol style="list-style-type: none"> <li>Enter <b>C1-PAYRQ</b> in the <b>To Do Type</b> field.</li> <li>Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field.</li> </ol> <p>The <b>To Do List</b> screen appears.</p> <ol style="list-style-type: none"> <li>Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>Click the link in the <b>Message</b> column corresponding to the To Do of the payment request that you want to review.</li> </ol>

The **Payment Request** screen appears.

- Review the payment request details.
- If required, you can review the payment segment amount of each payment by clicking the **Detail** button in the **Detail** column corresponding to the payment in the **Payment Distribution** zone.
- Click the **Reject** button in the **Payment Request** zone.

The **Status Reason** window appears. It contains following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	Used to indicate the reason why you want to reject the payment request.	Yes

**Note:** The **Reject** button appears only when:

- The payment request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the payment request.

- Select the rejection reason from the **Status Reason** list.
- Click **Save**.

If the approver rejects a payment creation request, the payment event, payments, payment segments, and payment tender which are created through the payment creation request are deleted. However, if the approver rejects a payment transfer request, the new payments which are created through the payment transfer request are deleted. In addition, the status of the payment creation or transfer request is changed to **Rejected**.

### Related Topics

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128
<b>Payment Request</b> zone	<a href="#">Payment Request</a> on page 1128

## Discarding a Payment Request

1. Search for the payment request in the **Payment Request** screen.
2. In the **Search Results** section, click the link in the **Payment Request Information** column corresponding to the payment request which you want to discard.
3. Click the **Discard** button in the **Payment Request** zone.

### Note:

The **Discard** button appears only when the payment request is in **Distributed** status.

If the approver discards a payment creation request, the payment event, payments, payment segments, and payment tender which are created through the payment creation request are deleted. However, if the approver discards a payment transfer request, the new payments which are created through the payment transfer request are deleted. In addition, the status of the payment creation or transfer request is changed to **Discarded**.

Discarding a payment request is similar to rejecting a payment request. However, you can only reject a payment request, when approval workflow is on while creating a payment request but discarding a payment request can be done in both the cases, when the approval workflow is on or off.

### Related Topics

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128
<b>Payment Request</b> zone	<a href="#">Payment Request</a> on page 1128

## Viewing the Log of a Payment Request

### Procedure

To view the log of a payment request:

1. Search for the payment request in the **Payment Request** screen.
2. In the **Search Results** section, click the link in the **Payment Request Information** column corresponding to the payment request whose log you want to view.

The **Payment Request** screen appears. It consists of the following tabs:

- **Main** – This tab contains the following two zones:
    - **Payment Request** – Displays the details of the payment request.
    - **Payment Distribution** – Lists the payment distribution records of the payment request.
  - **Log** – This tab lists the complete trail of actions performed on the payment request.
3. Click the **Log** tab.

The **Payment Request Log** zone in the **Log** tab contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the payment request.
Details	Displays the details about the action performed on the payment request.
User	Indicates the user who has performed the action on the payment request.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the payment request.
Status Reason	Indicates the reason why the payment request was rejected.

**Note:** You can manually add a log entry for the payment request by clicking the **Add Log Entry** link in the upper right corner of the **Payment Request Log** zone.

### Related Topics

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126
How to add a log entry for a payment request	<a href="#">Adding a Log Entry for a Payment Request</a> on page 1159

## Adding a Log Entry for a Payment Request

### Procedure

To add a log entry for a payment request:

1. Search for the payment request in the **Payment Request** screen.
2. In the **Search Results** section, click the link in the **Payment Request Information** column corresponding to the payment request whose log you want to edit.

The **Payment Request** screen appears. It consists of the following tabs:

- **Main** – This tab contains the following two zones:
  - **Payment Request** – Displays the details of the payment request.
  - **Payment Distribution** – Lists the payment distribution records of the payment request.
- **Log** – This tab lists the complete trail of actions performed on the payment request.

3. Click the **Log** tab.

The **Log** tab appears.

4. Click the **Add Log Entry** link in the upper right corner of the **Payment Request Log** zone.

The **Add Payment Request Log** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Payment Request Information	Displays information about the payment request.	Not applicable

Field Name	Field Description	Mandatory (Yes or No)
Log Details	Used to specify additional comments on the payment request.	Yes

5. Enter the comments in the **Log Details** field.

6. Click **Save**.

The log entry is added in the **Payment Request Log** zone.

### **Related Topics**

For more information on...	See...
How to search for a payment request	<a href="#">Searching for a Payment Request</a> on page 1126

## **Payment Event Summary**

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The **Payment Event Summary** screen allows you to search for a payment event using various search criteria. Through this screen, you can:

- View the payments created through a payment event
- View payment segments of a payment
- Transfer one or more payments of a payment event to another payee account
- Cancel a payment event
- Delete a payment event
- Cancel a payment of a payment event
- Delete a payment of a payment event
- Refund a payment which is matched against the suspense or excess credit contract



This screen consists of following zones:


- [Search Payment Event](#) on page 1160
- [Payments](#) on page 1163
- [Payment Segments](#) on page 1165

### **Search Payment Event**

The **Search Payment Event** zone allows you to search for a payment event using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	<p>Used to indicate whether you want to search for a payment event using the payor, payment event, tender, or contract details. The valid values are:</p> <ul style="list-style-type: none"> <li>• Payor Account/Payment Event</li> <li>• Tender Details</li> <li>• Suspense/Excess Credit Contract</li> </ul> <p><b>Note:</b> By default, the <b>Payor Account/Payment Event</b> option is selected.</p>	Yes
Payment Event ID	<p>Used to search a particular payment event.</p> <p><b>Note:</b> This field appears only when you select the <b>Payor Account/Payment Event</b> option from the <b>Search By</b> list. The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Payment Event Search</b> window appears.</p>	No
Payor Account ID	<p>Used to search payment events which are created for a particular payor account.</p> <p><b>Note:</b> This field appears only when you select the <b>Payor Account/Payment Event</b> option from the <b>Search By</b> list. The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.</p>	No
Payor Name	<p>Used to search payment events which are created for a particular payor.</p> <p><b>Note:</b> This field appears only when you select the <b>Payor Account/Payment Event</b> option from the <b>Search By</b> list.</p>	No
Payment Date	<p>Used to search payment events which are created on a particular date.</p> <p><b>Note:</b> This field appears only when you select the <b>Payor Account/Payment Event</b> option from the <b>Search By</b> list.</p>	No
Tender Type	<p>Used to search payment events where a particular tender type is used.</p> <p><b>Note:</b> This field appears only when you select the <b>Tender Details</b> option from the <b>Search By</b> list.</p>	No

Field Name	Field Description	Mandatory (Yes or No)
Check Number	Used to search a payment event which includes payments made through a particular check.	No
	<b>Note:</b> This field appears only when you select the <b>Tender Details</b> option from the <b>Search By</b> list.	
MICR ID	Used to search payment events which include payments made with a particular MICR code.	No
	<b>Note:</b> This field appears only when you select the <b>Tender Details</b> option from the <b>Search By</b> list.	
Contract ID	Used to search payment events which include payments made against a particular suspense or excess credit contract.	No
	<b>Note:</b> This field appears only when you select the <b>Suspense/ Excess Credit Contract</b> option from the <b>Search By</b> list.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Contract Search</b> window appears.	

**Note:** You must specify at least one search criterion while searching for a payment event.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Payment Event Information	Displays additional information about the payment event.
	<b>Note:</b> It has a link. On clicking the link, the <b>Payment Event</b> screen appears where you can view the details of the respective payment event.
Transfer	On clicking the <b>Transfer</b> button, you can transfer all payments (which are in either <b>Frozen</b> and <b>Error</b> status) of the payment event to another payee account.
	<b>Note:</b> The <b>Transfer</b> button appears only when: <ul style="list-style-type: none"> <li>• One or more payments of the payment event are in the <b>Frozen</b> or <b>Error</b> status.</li> <li>• There is no payment transfer request which is currently in progress for the payment event.</li> </ul>

Column Name	Column Description
Cancel	On clicking the <b>Cancel</b> button, you can cancel all payments (which are in the <b>Frozen</b> status) of the payment event.
	<p><b>Note:</b> The <b>Cancel</b> button appears only when:</p> <ul style="list-style-type: none"> <li>• One or more payments of the payment event are in the <b>Frozen</b> status.</li> <li>• One or more payments of the payment event are not in the <b>Freezable</b> or <b>Error</b> status.</li> <li>• There is no payment transfer request which is currently in progress for the payment event.</li> </ul>
Delete	On clicking the <b>Delete</b> button, you can delete the payment event.
	<p><b>Note:</b> The <b>Delete</b> button appears only when the payments of a payment event are in the <b>Freezable</b>, <b>Error</b> or <b>Incomplete</b> status.</p>
Additional Information	Displays information about the status of the payment event.
Payment Date	Displays the date when the payment was made.
Payor Name	Indicates the person who has made the payment.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the respective person.</p>
Payor Account ID	Indicates the account which made the payment.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.</p>
Tender Amount	Displays the tender amount.
Payment Event ID	Displays the payment event ID.

### Related Topics

For more information on...	See...
How to search for a payment event	<a href="#">Searching for a Payment Event</a> on page 1165
How to transfer payments of a payment event	<a href="#">Creating a Payment Transfer Request</a> on page 1166
How to cancel a payment event	<a href="#">Cancelling a Payment Event</a> on page 1170
How to delete a payment event	<a href="#">Deleting a Payment Event</a> on page 1171

## Payments

The **Payments** zone lists all payments created through the payment event. This zone contains the following columns:

Column Name	Column Description
Payment ID	Displays the payment ID.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Payment</b> screen appears with the details of the respective payment.</p>

Column Name	Column Description
Payee Account Information	Displays information about the account for which the payment was made. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears with the details of the respective account.
Payment Amount	Displays the amount paid through the tender.
Payment Currency	Indicates the currency in which the payment was made.
Payment Status	Indicates the status of the payment. The valid values are: <ul style="list-style-type: none"> <li>• Incomplete</li> <li>• Error</li> <li>• Freezable</li> <li>• Frozen</li> <li>• Canceled</li> </ul>
Match Type	Indicates the match type using which the payment was matched.
Match Value	Indicates the entity (such as bill, bill segment, or contract) against which the payment was matched.
Error Message	Indicates the reason why the payment is in the <b>Error</b> status.
Payor Account ID	Indicates the account which made the payment.
Refund Amount	Displays the amount which is already refunded to the payor account.

In addition, this zone contains the following buttons:

Button Name	Button Description
Transfer	Used to transfer the payment to another payee account.
	<b>Note:</b> You can transfer a payment only when it is in the <b>Frozen</b> or <b>Error</b> status.
Cancel	Used to cancel the payment.
	<b>Note:</b> You can cancel a payment only when it is in the <b>Frozen</b> status.
Delete	Used to delete the payment.
	<b>Note:</b> You can delete a payment only when it is in the <b>Freezable</b> or <b>Error</b> status.
Refund	Used to refund the payment amount to the payor account.
	<b>Note:</b> You can refund the payment amount to the payor account only when: <ul style="list-style-type: none"> <li>• The payment is matched against the suspense or excess credit contract.</li> <li>• The payment is in the <b>Frozen</b> status.</li> </ul>

### Related Topics



For more information on...	See...
How to view payments created through a payment event	<a href="#">Viewing Payments Created Through a Payment Event</a> on page 1172
How to cancel a payment	<a href="#">Cancelling a Payment</a> on page 1172
How to delete a payment	<a href="#">Deleting a Payment</a> on page 1173
How to transfer a payment	<a href="#">Creating a Payment Transfer Request</a> on page 1166
How to refund a payment	<a href="#">Creating a Refund Request</a> on page 1351

## Payment Segments

The **Payment Segments** zone lists payment segments of a payment. This zone contains the following columns:

Column Name	Column Description
Pay Segment ID	Displays the payment segment ID. <b>Note:</b> It has a link. On clicking the link, the <b>Pay Segments</b> tab of the <b>Payment</b> screen appears where you view the details of the payment segment.
Contract Information	Displays information about the contract against which the payment segment is created. In addition, this column has a context menu which helps in navigating to other screens in the application. <b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.
Payment Amount	Displays the payment segment amount.
Match Event ID	Indicates the match event which is created for the payment segment. <b>Note:</b> It has a link. On clicking the link, the <b>Match Event</b> screen appears where you can view the details of the respective match event.

### Related Topics

For more information on...	See...
How to view payment segments of a payment	<a href="#">Viewing Payment Segments of a Payment</a> on page 1173

## Searching for a Payment Event

### Prerequisites

To search for a payment event, you should have:

- Tender types defined in the application

### Procedure

To search for a payment event:


1. Click the **Menu** link in the **Actions/Navigation** area.  
A list appears.
2. Select the **Main Menu** option from the list.

- From the **Main Menu**, select **Financial** and then click **Payment Event Summary**.

The **Payment Event Summary** screen appears.

- Enter the search criteria in the **Search Payment Event** zone.

**Note:**

You can search for a payment event and payor account by clicking the **Search**  icon corresponding to the respective field.

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.

A list of payment events that meet the search criteria appears in the **Search Results** section.

**Related Topics**

For more information on...	See...
<b>Payment Event Summary</b> screen	<a href="#">Payment Event Summary</a> on page 1160
<b>Search Payment Event</b> zone	<a href="#">Search Payment Event</a> on page 1160

## Creating a Payment Transfer Request

The system allows you to transfer payments through a payment request. You can transfer all payments or individual payment of a payment event. You can only transfer payments which are in the **Frozen** or **Error** status.

**Prerequisites**

To create a payment transfer request, you should have:


- Payment request types defined in the application (where the **Transfer** check box is selected)
- Payment cancel reasons defined in the application (where the **Payment Transfer** check box is selected)

**Procedure**

To create a payment transfer request:

- Search for the payment event (whose payments you want to transfer) in the **Payment Event Summary** screen.
- Do either of the following:

If you want to...	Then...
Transfer all payments of a payment event	<ol style="list-style-type: none"> <li>In the <b>Search Results</b> section, click the <b>Transfer</b> button in the <b>Transfer</b> column corresponding to the payment event whose payments you want to transfer.</li> </ol>

If you want to...	Then...
	<p><b>Note:</b> The <b>Transfer</b> button appears only when:</p> <ul style="list-style-type: none"> <li>• One or more payments of the payment event are in the <b>Frozen</b> or <b>Error</b> status.</li> <li>• There is no payment transfer request which is currently in progress for the payment event.</li> </ul>
Transfer one or more payments of a payment event	<ol style="list-style-type: none"> <li>1. In the <b>Search Results</b> section, click the <b>Broadcast</b>  icon corresponding to the payment event whose payments you want to view.  The <b>Payments</b> zone appears.</li> <li>2. Select the check box corresponding to the payments that you want to transfer.</li> <li>3. Click the <b>Transfer</b> button in the <b>Payments</b> zone.</li> </ol> <p><b>Note:</b> You can transfer a payment only when it is in the <b>Frozen</b> or <b>Error</b> status.</p>

The **Select Payment Request Type** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Payment Request Type	<p>Used to indicate the payment request type using which you want to create the payment request.</p> <p><b>Note:</b> The list includes only those payment request types where the <b>Transfer</b> check box is selected.</p>	Yes

3. Select the required payment request type from the respective field.
4. Click **OK**.
  - **Main** - Used to specify basic details about the payment request. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Payment Request Type	Indicates the payment request type using which you want to create the payment request.	Not applicable
Payment Event Information	Displays information about the payment event whose payments you want to transfer.	Not applicable
Transfer Amount	Displays the total payment amount which you want to transfer.	Not applicable

Field Name	Field Description	Mandatory (Yes or No)
Payment Date	Used to specify the date when the payment was transferred.	Yes
	<b>Note:</b> By default, the current date appears in this field.	
Transfer Reason	Used to indicate the reason why you want to transfer the payments.	Yes
	<b>Note:</b> The list includes only those payment cancel reasons where the <b>Payment Transfer</b> check box is selected.	

- **Payor Account Details** — This section contains the following columns:

Column Name	Column Description
Payor Account Information	Displays information about the payor's account whose payments you want to transfer.

- **Payment Details** — This section contains the following columns:

Column Name	Column Description
Payment(s)	Displays information about the payment that you want to transfer.

- **Match Types** - Used to define match types for the payment request. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Match Type	Used to indicate the match type using which you want to match the payment.	Yes
Show Default	Used to indicate whether the default payment amount should be displayed against the match type entities.	No
	<b>Note:</b> By default, the <b>Show Default</b> check box is selected when you select the match type.	
Entity	Indicates the match type entity. The valid values are: <ul style="list-style-type: none"> <li>• <b>Account</b> — Enables you to select the account whose unpaid bills, unpaid bill segments, settlement IDs, or contracts must be considered while matching the payment.</li> <li>• <b>Bill</b> — Enables you to select the unpaid bill against which you want to match the payment.</li> </ul>	Not applicable
Entity ID	Used to specify the account or bill ID depending on the match type entity.	Yes

5. Enter the required details.

**Note:**

You can search for an entity (such as account or bill) by clicking the **Search** (🔍) icon corresponding to the respective field.

If you want to specify more than one match type within the payment request, click the **Add** (+) icon in the **Match Types** section and then specify the details. However, if you want to remove a match type from the payment request, click the **Delete** (🗑️) icon corresponding to the match type.

**6. Click Manual Distribution.**

The payment request is created and the status of the payment request is set to **Draft**. The **Payment Request** screen appears. Depending on the match type and match entity specified while creating the payment request, the following entities are listed in the **Payment Distribution** zone:

Match Type	Match Entity	Entities
By Bill Regular	Account	Unpaid bills of the account
By Bill Weighted	Account	Unpaid bills of the account
By Bill	Bill	Unpaid bill
By Bill Segments	Account	Unpaid bill segments
By Suspense Contract	Account	Contracts of the account  <b>Note:</b> Only contracts of the contract type where the <b>Eligible for Billing</b> flag is set to <b>No</b> and <b>Special Role</b> flag is set to <b>Suspense</b> are listed in the <b>Payment Distribution</b> zone. If no contracts with this specification exist for the account, the system checks whether there is any such contract type (where the <b>Eligible for Billing</b> flag is set to <b>No</b> and <b>Special Role</b> flag is set to <b>Suspense</b> ) defined for the division to which the account belongs. If there is any such contract type defined for the division, the system creates the contract for the account using the respective contract type and the same is listed in <b>Payment Distribution</b> zone.
By Settlement	Account	Unpaid bill segments where the settlement account is stamped

If the **Show Default** check box is not selected against a match type while creating the payment request, the payment amount against the respective match type entities is set to zero. However, if the **Show Default** check box is selected against a match type, the payment amount appears against the respective match type entities. The transfer amount is divided among the entities in the sequence of match types (where **Show Default** check box is selected) followed by the sequence of bill, bill segment, or contract start date. You can then edit the payment amount, if required.

**Note:**

If a payment request is already created for a payee account and is currently in progress, the system will not allow you to create another payment request for the payee account until the previous payment request is in the **Processed** or **Rejected** status.

The system does not allow you to create a payment request for a payee account when the respective match type entities (such as unpaid bills, unpaid bill segments, contracts, or settlement IDs do not exists for the payee account.

**Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a payment event	<a href="#">Searching for a Payment Event</a> on page 1165
<b>Payment Request</b> screen	<a href="#">Payment Request (Used for Viewing)</a> on page 1128
<b>Payment Distribution</b> zone	<a href="#">Payment Distribution</a> on page 1134
How to view the details of a payment transfer request	<a href="#">Viewing the Payment Request Details</a> on page 1127
How to edit a payment transfer request	<a href="#">Editing a Payment Request</a> on page 1144
How to delete a payment transfer request	<a href="#">Deleting a Payment Request</a> on page 1147
How to edit the payment amount against each entity	<a href="#">Editing the Payment Amount</a> on page 1142
How to distribute the tender or payment amount	<a href="#">Distributing the Tender or Payment Amount</a> on page 1148
How to freeze the payments created through a payment transfer request	<a href="#">Freezing Payments Created Through a Payment Request</a> on page 1153
How to approve a payment transfer request	<a href="#">Approving a Payment Request</a> on page 1154
How to reject a payment transfer request	<a href="#">Rejecting a Payment Request</a> on page 1156
How to edit the amount of a payment segment	<a href="#">Editing the Payment Segment Amount</a> on page 1151
How to submit a payment transfer request for approval	<a href="#">Submitting a Payment Request for Approval</a> on page 1154

**Canceling a Payment Event****Prerequisites**

To cancel a payment event, you should have:

- Payment cancel reasons defined in the application

**Procedure**

To cancel a payment event:

1. Search for the payment event in the **Payment Event Summary** screen.
2. In the **Search Results** section, click the **Cancel** button in the **Cancel** column corresponding to the payment event that you want to cancel.

The **Cancel** window appears. It contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Cancel Reason	Used to indicate the reason why you want to cancel the payment event.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Bank	Used to indicate the bank which should be charged for the cancellation.	Yes
Bank Account	Used to indicate the bank account which should be charged for the cancellation.	Yes

**Note:** The **Cancel** button appears only when:

- One or more payments of the payment event are in the **Frozen** status.
- One or more payments of the payment event are not in the **Freezable** or **Error** status.
- There is no payment transfer request which is currently in progress for the payment event.

3. Select the cancel reason, bank, and bank account from the respective fields.
4. Click **OK**.

The payment tender and all payments in the payment event are cancelled.

#### Related Topics

For more information on...	See...
How to search for a payment event	<a href="#">Searching for a Payment Event</a> on page 1165

## Deleting a Payment Event

You can delete a payment event only when the payment(s) of the payment event are in the **Freezable**, **Error**, or **Incomplete** status. On deleting a payment event, the payment event, payments, payment segments, and payment tender are deleted.

#### Procedure

To delete a payment event:

1. Search for the payment event in the **Payment Event Summary** screen.
2. In the **Search Results** section, click the **Delete** button in the **Delete** column corresponding to the payment event that you want to delete.

A message appears confirming whether you want to delete the payment event.

**Note:** The **Delete** button appears only when the payments of a payment event are in the **Freezable**, **Error**, or **Incomplete** status.

3. Click **OK**.

The payment event is deleted.


#### Related Topics

For more information on...	See...
How to search for a payment event	<a href="#">Searching for a Payment Event</a> on page 1165

## Viewing Payments Created Through a Payment Event

### Procedure

To view payments created through a payment event:

1. Search for the payment event in the **Payment Event Summary** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the payment event whose payments you want to view.

The **Payments** zone appears.

3. View all payments created through the payment event in the **Payments** zone.

### Related Topics

For more information on...	See...
How to search for a payment event	<a href="#">Searching for a Payment Event</a> on page 1165
<b>Payments</b> zone	<a href="#">Payments</a> on page 1163

## Canceling a Payment


### Prerequisites

To cancel a payment of a payment event, you should have:

- Payment cancel reasons defined in the application

### Procedure

To cancel a payment of a payment event:

1. Search for the payment event in the **Payment Event Summary** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the payment event whose payment you want to cancel.

The **Payments** zone appears.

3. Select the check box corresponding to the payment that you want to cancel.
4. Click **Cancel** in the **Payments** zone.

The **Payment Cancel** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Cancel Reason	Used to indicate the reason why you want to cancel the payment.	Yes

**Note:** You can cancel a payment only when it is in the **Frozen** status.

5. Select the cancel reason from the respective list.
6. Click **OK**.

The status of the payment is changed to **Canceled**.

### Related Topics




For more information on...	See...
How to search for a payment event	<a href="#">Searching for a Payment Event</a> on page 1165
<b>Payments</b> zone	<a href="#">Payments</a> on page 1163

## Deleting a Payment

### Procedure

To delete a payment of a payment event:

1. Search for the payment event in the **Payment Event Summary** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the payment event whose payment you want to delete.

The **Payments** zone appears.

3. Select the check box corresponding to the payment that you want to delete.
4. Click **Delete** in the **Payments** zone.

A message appears confirming whether you want to delete the payment.

**Note:** You can delete a payment only when it is in the **Freezable** or **Error** status.

5. Click **OK**.

The payment is deleted.



### Related Topics

For more information on...	See...
How to search for a payment event	<a href="#">Searching for a Payment Event</a> on page 1165
<b>Payments</b> zone	<a href="#">Payments</a> on page 1163

## Viewing Payment Segments of a Payment

### Procedure

To view payment segments of a payment:

1. Search for the payment event (whose payment details you want to view) in the **Payment Event Summary** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the payment event whose payments you want to view.  
The **Payments** zone appears.
3. Click the **Broadcast**  icon corresponding to the payment whose payment segments you want to view.  
The **Payment Segments** zone appears.
4. View the payment segments of the payment in the **Payment Segments** zone.

### Related Topics

For more information on...	See...
How to search for a payment event	<a href="#">Searching for a Payment Event</a> on page 1165
<b>Payment Segments</b> zone	<a href="#">Payment Segments</a> on page 1165

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# Chapter 21

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## Account Receivable Central

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### Topics:

- [Single Offset](#)
- [Mass Offset](#)
- [Cross Currency Offset](#)
- [Hold](#)
- [Refund](#)
- [Write Off](#)
- [Dispute](#)
- [Account Receivable Central](#)

The Account Receivable Central is a portal which facilitates user to perform Single/Mass/Cross Currency offset operation for a bill's outstanding amount with another bill or multiple bills. You can also refund/write off amount to the account using refund requests and write off requests respectively.

Account Receivable Central also enables to put bill(s) on hold for the funding purpose. It allows you to have a complete overview of the bills. Based on the search criteria, the system returns a list of bills that meet the search criteria.

Account Receivable Central is used for:

- **Single Offset** - Enables single debit bill to be offset against multiple credit bills in the same currency and vice versa.
- **Mass Offset** - Enables credit/debit bills to be offset against multiple debit and credit bills in the same currency.
- **Cross Currency Offset** - Enables single debit bills to be offset against multiple credit bills in currencies other than the bill selected for offset and vice versa.
- **Hold** - Enables bill(s) to be put on hold fully (the bill outstanding amount) or partially (the bill outstanding amount in partial) for a specific period for funding.
- **Refund** - Enables you to refund amount of credit bill or bill line item (credit bill segment or adjustment) to the account through a refund request.
- **Write Off** - Enables you to write off amount to the account through a write off request.
- **Dispute** - Enables you to dispute amount of credit/debit bill or bill item (credit/debit bill segment or adjustment) to the account through a dispute request.

The bill(s) for offsetting can belong to the same person or multiple persons depending upon the option **Allow Offsetting across Persons** set in the feature configuration **C1-OFFSETREQ** which allows offsetting in the system.

## Single Offset

Single Offset enables you to search and add bill to an offset request from the **Account Receivable Central** screen. Single Offset enables single debit bill to be offset against multiple credit bills in the same currency and vice versa. The offset request is created and an offset request ID is generated for the request.

You can search and select credit/debit bills (with outstanding amount) for offsetting belonging to the same or different person. All the selected bills with their outstanding balance are displayed. The display of bills is controlled by **C1-OFFSETREQ** feature configuration. The feature configuration identifies whether offsetting is allowed for bills across persons. To offset bills belonging to different persons, set the **Allow Offsetting Across Persons** option type to **Y**. The bills are displayed having same currency with the default offset amount on the offset request after adding the bills. You can select one or multiple or all the bills displayed and add to the offset request. After you add a debit bill from **Account Receivable Central**, you cannot add more debit bills to the offset request.

Upon adding a bill to the offset request, the default offset amount algorithm **C1-OFST-AMT** configured in the offset request type is invoked. The bills in the offset request are processed based on the logic of oldest bill first. The default offset amount is populated against the selected debit and credit bills. You can also edit the offset amount from the offset request, if required. The offset adjustments for offset requests are created and distributed based on the match type set in the offset distribution algorithm.

You can configure the offset request type to be submitted for offset distribution with or without approval. Upon submitting the offset request for approval, a To Do type is created and sent to the approver for offset request approval. The status of the offset request changes from **Submitted** to **Approval In Progress** in case of offset request with approval and in case of offset request without approval it changes to **Processed**. The approver can either approve or reject the offset request. Once the approver approves the offset request, selected bills are offset and adjustments are created for the bills. The status of the offset request changes from **Approval In Progress** to **Processed**. You can also view the details of the adjustment(s) created. However, if the approver rejects an offset request, a rejection reason should be provided.

A log maintained for offset requests logs complete trail of actions performed on offset request except the actions performed while editing the offset request. On submitting, the offset request status changes to **Processed** or **Approval In Progress** depending on the configuration of the offset request type and the **Unapply** button is enabled which cancels the adjustments. Upon cancelling the adjustments, the enter status algorithm cancels the offset adjustments and the status of the request changes to **Unapplied Offset**.

**Note:** The **Unapply** button appears only when the offset request is in the **Processed** status

Bill Information	Original Outstanding Amount	Offset Amount	Remaining Bill Balance	Comments
Bill 1	\$1200	—\$800	\$400	Bill 1 amount \$1200 is offset against Bill 2.
Bill 2	—\$1000	\$500	—\$500	From Bill 2, \$500 is offset against from Bill 1.
Bill 3	—\$300	\$300	0	From Bill 3, \$300 is offset against from Bill 1.

## Mass Offset

Mass offset functions is similar to single offset, the only difference is that mass offset enables credit/debit bills to be offset against multiple debit and credit bills in the same currency.

Upon selection of a debit/credit bill from **Account Receivable Central**, you can add more credit/debit bill(s) from the search bills result in offset request. You can filter the bills using the **Bill Type** filter on the bill search zone to select debit/credit bills to be added to the offset request. While offsetting the credit/debit amount across multiple bills, the oldest bill is offset first.

A log maintained for offset requests logs complete trail of actions performed on offset request. Once you submit the offset request, the offset request status changes to **Processed** or **Approval In Progress** depending on the configuration of the offset request type. When the offset request status changes to **Processed** adjustments are created and the **Unapply** button is enabled which cancels the adjustments. Upon unapplying the offset request, the enter status algorithm cancels the offset adjustments and the status of the request changes to **Unapplied Offset**.

Bill Information	Original Outstanding Amount	Offset Amount	Remaining Bill Balance	Comments
Bill 1	\$2000	—\$700	\$1300	The Offset amount \$400 is offset against Bill 2.
Bill 2	—\$400	\$400	0	Bill 2 is offset against \$400 from Bill Outstanding amount of Bill 1 i.e. \$2000.
Bill 3	—\$300	\$300	0	Bill 3 is offset against \$300 from Bill Outstanding amount of Bill 1 i.e. \$1600.

## Cross Currency Offset

Enables single debit bills to be offset against multiple credit bills in currencies other than the bill selected for offset and vice versa. Cross-currency offset enables you to offset credit/debit bills with different currencies. You can add credit/debit bills to the debit/credit bill added from **Account Receivable Central**. After you add a debit bill from **Account Receivable Central**, you cannot add more debit bills to the offset request. While offsetting the credit/debit amount across multiple bills, the oldest bill is offset first.

The **C1-OFFSUBENT** algorithm validates whether the sum of debit offset amount is equal to sum of credit offset amount for all bills selected in the offset request. After validation, status of the offset request changes to **Processed** or **Approval In Progress** depending on the configuration of the offset request type.

Bill Information	Outstanding Amount	Outstanding Amount (in Offset currency)	Offset Amount	Remaining Bill Balance	Comments
Bill 1	\$300	\$300	—\$130.1	\$169.9	Outstanding amount \$300 is offset against \$130.1 (£100). (Exchange rate: 1£=1.3\$)
Bill 2	—£100	—\$130.1	\$130.1	0	Outstanding amount £100 (\$130.1) of Bill 2 is offset against \$300 from Bill 1.

**Note:** In case of multiple exchange rates with same date and different timestamps, the latest timestamp is considered.

**Note:** The adjustments are created in the currency of the bill.

## Hold

Account Receivable Central enables bill(s) to be put on hold which belongs to a person's account or all accounts of a particular person. When a bill is put on hold, specific reason must be specified; no funding related activities can be performed for the specified period.

Funding related activities are put on hold from the start date of the hold request. The hold exists till the hold request release date; however you can also release individual bills.

You can only put bills on hold which has **Completed** status. When a person/account is on hold, all the subsequent bills under them are also on hold irrespective of bill status. You can select the bill amount in a bill to be put on hold i.e. you can put the particular bill on hold with partial or full bill amount.

Hold request type is used to define the hold request. In the hold request type, the **Hold Process** is set to **Funding**, which puts hold on only the funding activities of the selected bill belonging to a person or account.

## Refund

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Enables you to refund amount of credit bill to account through a refund request. For creating a refund request you need to specify the refund request type using which you want to create the refund request. The refund request can be defined with (single level/multi-level) or without approval workflow. An approval profile should be defined for the approval workflow. While defining the refund request type, the adjustment type should be defined for creating refund adjustments.

## Write Off

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Enables you to write off the amount to the account through a write off request. For creating a write off request you need to specify the write off request type. The write off request can be defined with (single level/multi-level) or without approval workflow. An approval profile should be defined for the approval workflow. While defining the write off request type, the adjustment type should be defined for creating write off adjustments.

## Dispute

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Enables you to dispute amount of credit/debit bill to an account through a dispute request. For creating a dispute request you need to specify the dispute request type using which you want to create the dispute request. The dispute request can be defined with (single level/multi-level) or without approval workflow. An approval profile should be defined for the approval workflow. While defining the dispute request type, the adjustment type should be defined for creating dispute adjustments.

## Account Receivable Central

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The **Account Receivable Central** screen allows you to search for bills using various search criteria. This screen consists of the following zones:

- [Search Bill](#) on page 1178


Through the **Account Receivable Central** screen, you can navigate to the following screens:

- [Offset Request \(Used for Viewing\)](#) on page 1213
- [Hold Request \(Used for Viewing\)](#) on page 1435
- [Refund Request](#) on page 1341
- [Write Off Request](#) on page 1374
- [Dispute Request \(Used for Viewing\)](#) on page 1745

## Search Bill

The **Search Bill** zone allows you to search for bills in the **Accounts Receivable Central** screen using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search bills using bill details, using account details or using person details whose account is linked to a particular bill. The valid values are: <ul style="list-style-type: none"> <li>• <b>Person Details</b></li> <li>• <b>Account Details</b></li> <li>• <b>Bill Details</b></li> </ul>	Yes
	<b>Note:</b> By default, the <b>Person Details</b> option is selected.	
Person ID	Used to select the person ID based on which you want to search for bills of a person.	No
	<b>Note:</b> This field appears only when you select the <b>Person Details</b> option from the <b>Search By</b> list. The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	
Person Hierarchy	Used to indicate whether to display hierarchy of the person linked to a particular bill.	No
	<b>Note:</b> This field appears only when you select the <b>Person Details</b> option from the <b>Search By</b> list.	
Person Identifier Type	Used to select the identifier type based on which you want to search for bills of a person.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Person Details</b> option from the <b>Search By</b> list.	
Person Identifier	Used to specify the value of the person identifier type.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Person Details</b> option from the <b>Search By</b> list.	
Bills on Hold	Used to indicate whether the bill is on hold. The valid values are: <ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> </ul>	No

Field Name	Field Description	Mandatory (Yes or No)
Bill Balance	Used to search bills with a particular balance amount. The valid values are: <ul style="list-style-type: none"> <li>• Equal to Zero</li> <li>• Greater Than Zero</li> <li>• Less Than Zero</li> <li>• Not Equal to Zero</li> </ul>	No
Pending Bills	Used to indicate whether the bill is pending.	No
Account ID	Used to search for bills of a particular account.  <b>Note:</b> This field appears only when you select the <b>Account Details</b> option from the <b>Search By</b> list.	No
Account Identifier Type	Used to specify the account identifier type of the account whose bill you want to search.  <b>Note:</b> This field appears only when you select the <b>Account Details</b> option from the <b>Search By</b> list.	No
Account Identifier	Used to select the account identifier based on which you want to search for bills of a particular account.  <b>Note:</b> This field appears only when you select the <b>Account Details</b> option from the <b>Search By</b> list.	No
Bill ID	Used to search a particular bill.  <b>Note:</b> This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list.	No
Alternate Bill ID	Used to search a particular bill using the alternate bill ID.  <b>Note:</b> This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list.	No
Invoice Currency	Used to search for bills which are billed in a particular currency.  <b>Note:</b> This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list.	No
Bill Date From	Used to search bills which are created from a particular date onwards.	No
To	Used to search bills which are created till a particular date.	No
Bill Outstanding Amount From	Used to search bills with a particular minimum outstanding amount.	



Field Name	Field Description	Mandatory (Yes or No)
To	Used to search bills with a particular maximum outstanding amount.	

**Note:** You must specify at least one search criterion while searching for a bill when you select the **Person Details** or **Account Details** option from the **Search By** list.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Bill Information	Displays additional information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears with the details of the respective bill.
Original Bill Amount	Displays the bill amount when the bill was generated.
Outstanding Amount	Displays the current bill balance amount.
Bill Date	Used to specify the date on which the bill was generated.
Hold Amount	Displays the amount from the bill that is on hold.
Account Information	Displays additional information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application. A tool tip appears when you hover over this column corresponding to the bill. It indicates the Current Balance, Excess Payment and Unapplied Payments and their values.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective bill.
Person Information	Displays additional information about the person. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Person</b> screen appears with the details of the respective bill.

This zone contains following buttons:

Button Name	Button Description
Single Offset	Used to add the selected bill with same currency to an offset request.
Mass Offset	Used to add the selected bills with same currency to an offset request.
Cross Currency Offset	Used to add the selected bills with different currency to an offset request.
Hold	Used to add the selected bill to hold request to be put on hold.
Write Off	Used to add the selected bill to a write off request.
Refund	Used to add the selected bill to a refund request.
Dispute	Used to add the selected bill to a dispute request.

### **Related Topics**

For more information on...	See...
How to search for bill	<a href="#">Searching for a Bill</a> on page 1183
How to view the details of a bill	<a href="#">Viewing the Bill Details</a> on page 1184

## Bill Information

The **Bill Information** screen allows you to view detail information of a particular bill.

This screen consists of the following zones:

- [Hold Details](#) on page 1182
- [Offset Details](#) on page 1182
- [Garnishment Details](#) on page 1183
- [Bill Line Items](#) on page 1183

## Hold Details

The **Hold Details** zone displays details of the hold request on a bill. This zone contains following columns:

Column Name	Column Description
Hold Request Information	Displays additional information about the hold request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Hold Request</b> screen appears where you can view the details of the respective hold request.
Status	Indicates the status of the hold request.
Entity	Displays the type of entity.
Hold Entity	Displays additional information about the bill which is put on hold.
	<b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears where you can view the details of the respective bill.
Start Date	Displays the start date of the hold request.
End Date	Displays the end date of the hold request.

## Offset Details

The **Offset Details** zone displays details of the offset request. This zone contains following columns:

Column Name	Column Description
Offset Request Information	Displays additional information about the offset request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Offset Request</b> screen appears where you can view the details of the respective offset request.
Offset Amount	Displays the total offset amount.
Creation Mode	Displays the mode of creation for offset request . The valid values are: <ul style="list-style-type: none"> <li>• Automatic</li> <li>• Manual</li> </ul>

## Garnishment Details

The **Garnishment Details** zone displays details garnishment details of the offset request. This zone contains following columns:

Column Name	Column Description
Garnishment Contract	Displays additional information about the contract created against the garnishment adjustments. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.
Garnishment Amount	Displays the total garnishment amount.

## Bill Line Items

The **Bill Line Items** zone displays information about the selected bill's bill line item. This zone contains the following fields:

Field Name	Field Description
Bill Line Item	Displays the bill line item (bill segment/adjustment) of the selected bills.
Bill Line Item Information	Displays the information about the bill line item.  <b>Note:</b> It has a link. On clicking the link, the <b>Bill Segment</b> screen or <b>Adjustments</b> screen appears with the details of the respective bill line item or adjustments.
Amount	Displays the amount of the bill line item.
Contract Information	Displays additional information about the contract against which the bill segment or adjustment is created. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.

### Related Topics

For more information on...	See...
How to view the details of a bill	<a href="#">Viewing the Bill Details</a> on page 1184

## Searching for a Bill

### Procedure

To search for a bill:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Account Receivable Central**.  
The **Account Receivable Central** screen appears.

- Enter the search criteria in the **Search Bill** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the '%' wildcard character in all input fields except the date and ID fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

**Note:** The wild card search for searching bill in the **Search Bill** zone is applicable only when you select the **Bill Details** option from the **Search By** list.

- Click **Search**.

A list of bills that meet the search criteria appears in the **Search Results** section.


#### Related Topics

For more information on...	See...
<b>Account Receivable Central</b> screen	<a href="#">Account Receivable Central</a> on page 1178
<b>Search Bill</b> zone	<a href="#">Search Bill</a> on page 1178

## Viewing the Bill Details

### Procedure

To view the details of a bill:

- Search for the bill in the **Account Receivable Central** screen.
- In the **Search Results** section, click the **Show Context Menu** () icon corresponding to the bill whose details you want to view.  
A menu appears.
- Click the **Go To Bill Information** menu option.  
The **Bill Information** screen appears.
- View the details of the bills in the **Bill Information** screen.

#### Related Topics

For more information on...	See...
<b>Account Receivable Central</b> screen	<a href="#">Account Receivable Central</a> on page 1178
<b>Bill Information</b> screen	<a href="#">Bill Information</a> on page 1182
How to search for a bill	<a href="#">Searching for a Bill</a> on page 1183

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# Chapter

# 22

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## Offset Request

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### Topics:

- [Offset Request \(Without Approval\) Status Transition](#)
- [Offset Request \(With Approval\) Status Transition](#)
- [Algorithms Used in C1-OffsetRequest](#)
- [Prerequisites](#)
- [Offset Request Type](#)
- [Offset Request \(Used for Searching\)](#)
- [Offset Request \(Used for Viewing\)](#)

Oracle Revenue Management and Billing allows you to offset credit and debit bill(s) from the account(s) belonging to different persons. While creating an offset request, you need to specify the offset request type using which you want to create the offset request. You can create an offset request from:

- **Account Receivables Central** screen
- **Offset Request** screen

You can offset the bills across from the account(s) belonging to same or different person. In an offset request you can offset debit bill(s) against credit bill(s) or vice-versa. You can also offset bills with same currency or different currencies.

The offset request type helps the system to determine:

- Whether adjustments must be created in the real time (i.e. immediately) or in the deferred mode (i.e. in the background).
- Whether the offset request must be approved before creating offset adjustments in the system.
- Default adjustment type using which offset adjustments must be created.
- The default offset amount whenever a new bill is added using **C1-OFST-AMT** algorithm.

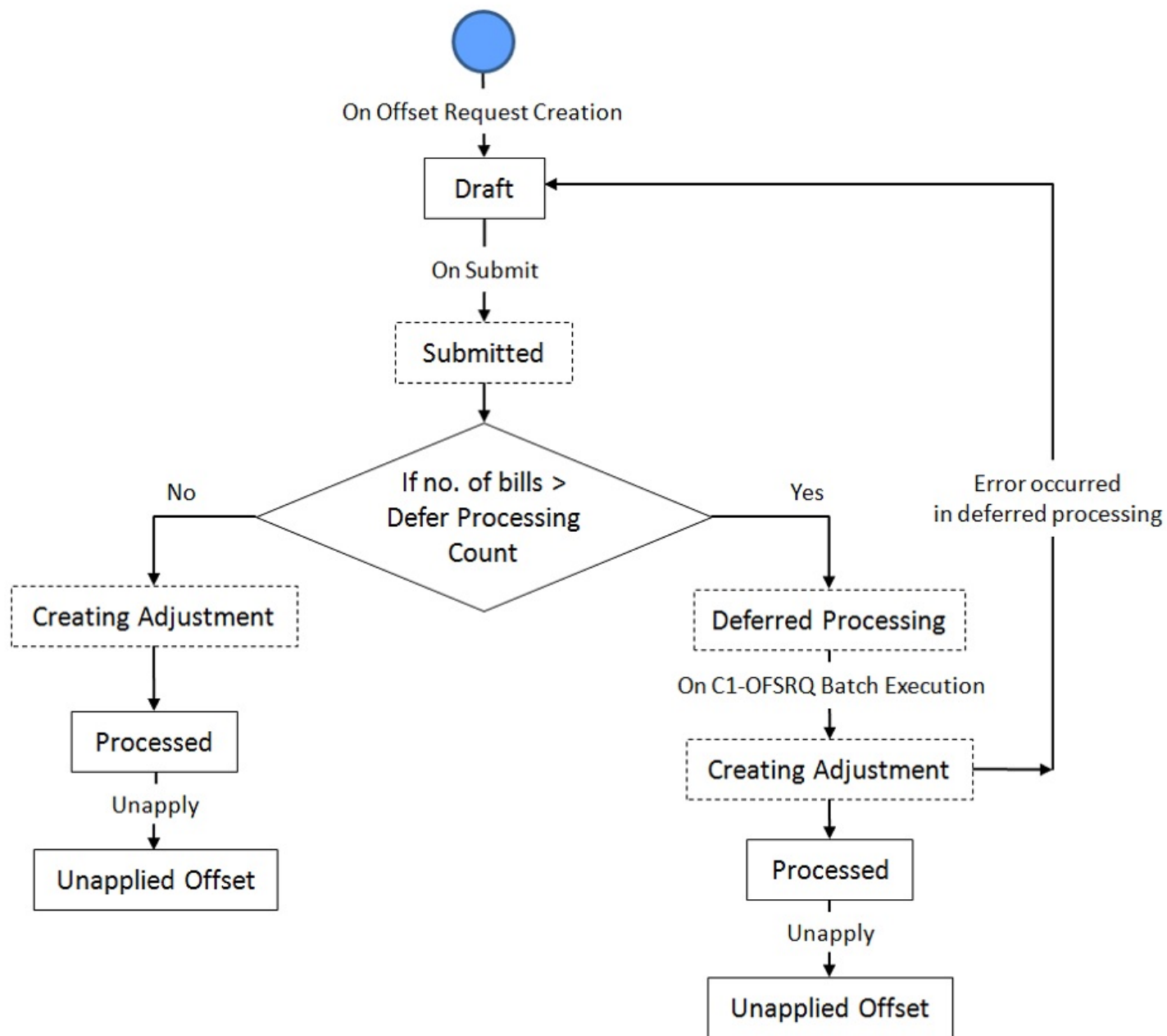
During the offset request process, an offset request goes through various statuses in its lifecycle. For more information about the offset request statuses, see [Offset Request \(Without Approval\) Status Transition](#) on page 1186 and [Offset Request \(With Approval\) Status Transition](#) on page 1187.

Note that the lifecycle of an offset request is driven by business object using which the offset request is created. An offset request business object named **C1-OffsetRequest** is shipped with the product. The offset request feature explained in this document is articulated based on the lifecycle and logic defined in the **C1-OffsetRequest** business object.

For more information on how to setup the offset request process, see [Prerequisites](#) on page 1193.

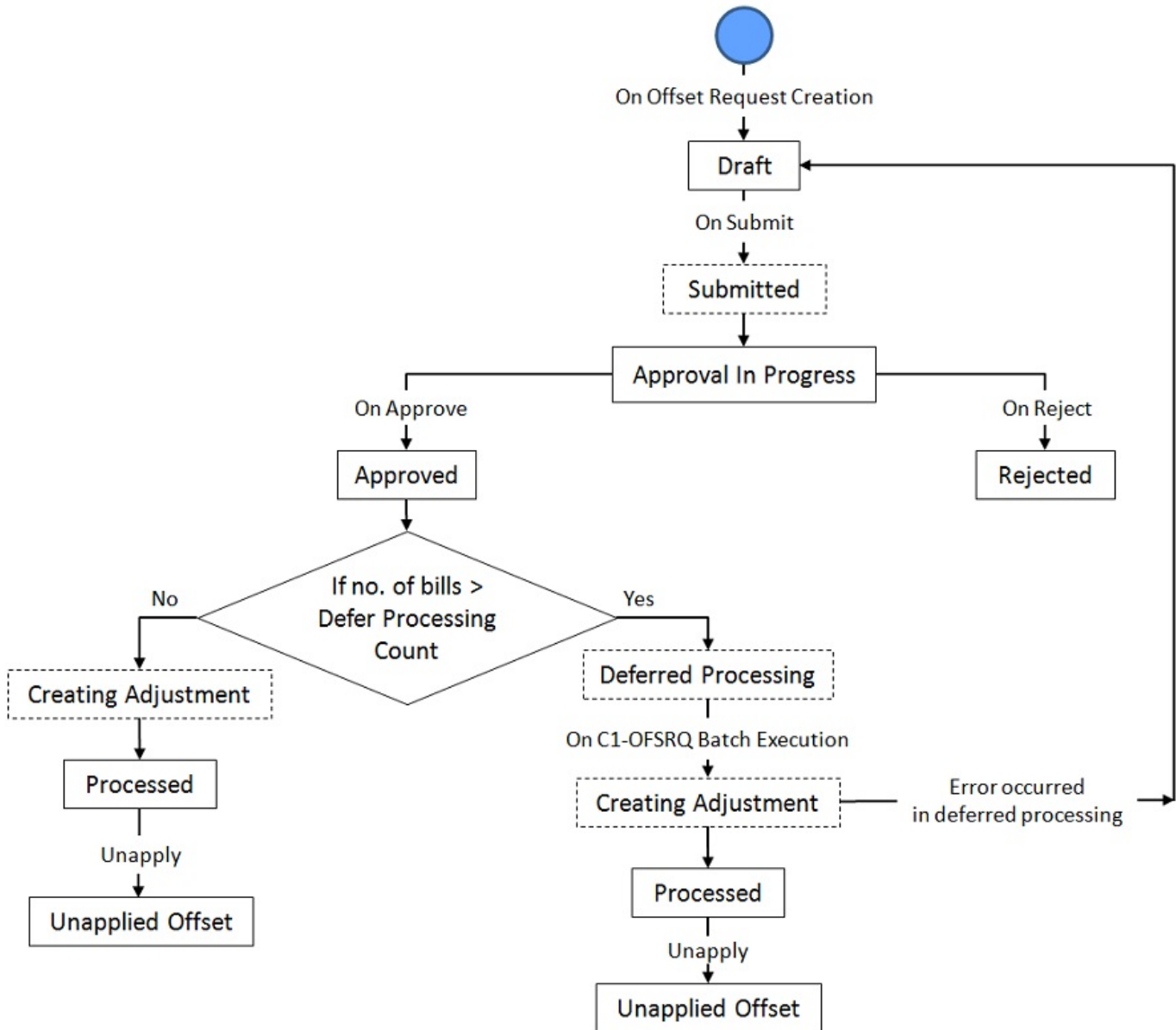
## Offset Request (Without Approval) Status Transition

The following figure graphically indicates how an offset request moves from one status to another when approval workflow is off:



## Offset Request (With Approval) Status Transition

The following figure graphically indicates how an offset request moves from one status to another when approval workflow is on:



## Algorithms Used in C1-OffsetRequest

The following table lists the algorithms which are attached to the **C1-OffsetRequest** business object:

System Event	Algorithm	Algorithm Type	Description
Information	C1-OFFST-INF	C1-OFFST-INF	<p>This algorithm generates the offset request information string which appears throughout the application. It concatenates the following fields:</p> <ul style="list-style-type: none"> <li>• Offset Request Type Description</li> <li>• Offset Request Status Description</li> <li>• Offset Request ID</li> </ul>

The following table lists the algorithms which are used in the lifecycle of the **C1-OffsetRequest** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Enter	-	-	-
Submitted	Enter	C1-OFFSUBENT	C1-OFFSUBENT	<p>This algorithm checks the following:</p> <ul style="list-style-type: none"> <li>• If the bill(s) under request has non-zero outstanding amount.</li> <li>• The bill status is <b>Completed</b>.</li> <li>• Offset amount overridden by the user is non-zero.</li> <li>• Sum of all offset amounts for debit bills is equal to sum of all offset amounts for credit bills.</li> <li>• At least one debit and one credit bill is selected in the offset request.</li> </ul>
Approval In Progress	Enter	C1-OFFAPPENT	C1-OFFAPPENT	This algorithm creates To Do based on the Approval To Do Type configured in offset request type.
Approval In Progress	Enter	C1-OFFAPPEXT	C1-OFFAPPEXT	This algorithm checks whether an approver is associated with the approval <b>To Do Role</b> specified in the offset request type. It does not allow the submitter to approve or reject the offset request.
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm type completes To Do entries that are linked to an object when the object exits a given state. The system finds all open To Do entries with drill keys for the current business object's primary key, and completes them, unless the To Do entry's type has been configured with an Exclude To Do Type Characteristic Type indicating that it should not be automatically completed.



Status	System Event	Algorithm	Algorithm Type	Description
Approved	Enter	C1-OFSAPRENT	C1-OFSAPRENT	This algorithm changes the status of the offset request to <b>Deferred Processing</b> or <b>Creating Adjustment</b> when the approver clicks the <b>Approve</b> button.
Rejected	-	-	-	-
Deferred Processing	Enter	F1-AT-RQJ	F1-AT-RQJ	This algorithm type transitions current state of the business object to the input Next Status or to the status related to the input Next Transition Condition. Only either of the soft parameters may be specified. If both soft parameters are not specified, the business object will be transitioned to the default next status specified on lifecycle. Algorithms of this algorithm type may be defined for any business object status as its monitor algorithm.
Creating Adjustment	Enter	F1-AT-RQJ	F1-AT-RQJ	This algorithm type transitions current state of the business object to the input Next Status or to the status related to the input Next Transition Condition. Only either of the soft parameters may be specified. If both soft parameters are not specified, the business object will be transitioned to the default next status specified on lifecycle. Algorithms of this algorithm type may be defined for any business object status as its monitor algorithm.

Status	System Event	Algorithm	Algorithm Type	Description
Creating Adjustment	Enter	C1-OFST-DIST	C1-OFST-DIST	<p>This algorithm is executed on submit or on approve of an offset request. It creates the transfer adjustments between bill segments/contracts of bills selected in an offset request using following two parameters for this algorithm:</p> <p><b>Parameter 1 - Match Type Code:</b> This should be the Match Type defined for payment override distribution in the system. If a bill selected for offsetting is already paid partially using some Match Type, then match events and amounts of offset adjustments follow the same pattern of distribution. However if no payment has been received against a bill, then the Match Type value which is defined as parameter which will be used for the offset distribution. It is assumed the payment and offset distribution of Match Type Code is maintained in the system.</p>

Status	System Event	Algorithm	Algorithm Type	Description
				<p><b>Parameter 2 - Match Type Entity Flag:</b> Valid values for this parameter are 'BILL',' BSEG' and 'SA'. This parameter defines the open item at which the match events are to be created. In case of unpaid bills, new match events will be created based on the value of this parameter. Based on the flag defined for Match Events are created as follows:</p> <ol style="list-style-type: none"> <li>1. If the Match Type Flag is 'BILL', then all FTs on a bill have the same Match Event.</li> <li>2. If the Match Type Flag is 'BSEG', then each line item (bill segment or adjustment) on the bill will have a unique match event.</li> <li>3. If the Match Type Flag is 'SA', then line items belonging to the same contract within a bill will have the same match event.</li> </ol> <p>Offset distribution is performed in steps given below:</p> <ol style="list-style-type: none"> <li>1. Internal Offsetting within each bill: <ul style="list-style-type: none"> <li>• This is done only if a bill has both debit and credit line items.</li> <li>• Internal offsetting happens either at contract level or bill line item level, based on the value of parameter 'Match Type Entity Flag'. If the value is 'BILL' or 'SA', then internal offsetting will be done at contract level and if it is 'BSEG', then internal offsetting is done at bill line item level.</li> <li>• In a bill starting from the highest priority (PAY_PRIORITY_FLG in contract type) credit contract with highest contract type priority/ bill line item, the balance will be offset with the highest priority debit contract/ bill line item by creating</li> </ul> </li> </ol>

Status	System Event	Algorithm	Algorithm Type	Description
				<p>It determines an outstanding amount starting from the oldest bill, for each credit open item (i.e. bill and contract type / bill line item).</p> <p>It invokes Payment Distribution Algorithm Driver (which invokes Payment Distribution Override algorithm in the match type) to determine the distribution of this amount to the debit bill by passing debit Bill ID (starting from the oldest bill), Account ID of the Bill under offset and Match Type code.</p> <p>It creates transfer adjustments from credit bill to debit bill.</p> <p>If there exists balance on credit bill then it is distributed to the next debit bill.</p> <p>The above process is repeated for each credit bill until balance on each credit bill is exhausted.</p> <p><b>Note:</b> In case of offset of a partially paid bill, the match type to be defined should be same as the match type used during payment distribution.</p> <p><b>Note:</b> In case of a partially refunded or written off bill, the match type should have the same <b>Pay Dist Override Algorithm</b> at the bill segment / adjustments level.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Creating Adjustment		C1-UPD-HOLD	C1-UPD-HOLD	<p>This algorithm updates the hold amount or hold entity end date in hold request from the offset request. There are two scenarios:</p> <ul style="list-style-type: none"> <li>• If the outstanding amount on the bill after offsetting is not zero and less than the current hold amount, the hold amount will be updated to the outstanding amount.</li> <li>• If the outstanding amount on the bill after offsetting is zero and the bill is present is some hold request which is active then the end date for the bill will be updated as the system date.</li> </ul> <p>This algorithm also inserts log entries in the offset request and hold request logs. When the hold details for a bill is updated, the bill ID will be stored as part of the offset request logs and the old hold amount/updated hold amount or the end date which is added to the hold entity will be stored as part of the hold request logs.</p>
Processed	-	-	-	-
Unapplied Offset	Enter	C1-UNAPOFST	C1-UNAPOFST	This algorithm cancels all offset adjustments in an offset request.

## Prerequisites

To setup the offset request process, you need to do the following:

- Define the required characteristic types where the characteristic entity is set to **Offset Request Type**
- Define the required characteristic types where the characteristic entity is set to **Offset Request**
- Define unapplied offset and rejected status reasons for the **C1-OffsetRequest** business object
- Assign the **C1-OFSRQ** To Do type to a To Do role whose users must receive To Do generated while submitting an offset request for approval
- Assign the **C1-OFSSB** To Do type to a To Do role whose users must receive To Do generated when an error occurs in case of deferred processing.
- Set the **C1-OFFSETREQ** feature configuration.
- Define an algorithm of the **C1-ADI-INFO** algorithm type and attach to the **Adjustment Information** system event in the **Algorithms** tab of the **Installation Options — Framework** screen
- For the defined adjustment type, the **Print by Default** and **Impact Next Bill Balance** should be unchecked and the **A/P Request Type Code** leave this option blank.

- Define **Exchange Rate** for cross currency offset.
- Define the required offset request types in the system

## Offset Request Type

Oracle Revenue Management and Billing allows you to define:

- **Offset Request Type** — It is used to create an offset request. You can define multiple offset request types in the system. An offset request type helps the system to determine:
  - Whether the offset request must be approved before creating offset adjustments in the system.
  - Default adjustment type using which offset adjustments must be created.
  - Whether adjustments must be created in real time (i.e. immediately) or in the deferred mode (i.e. in the background)
  - The default offset amount whenever a new bill is added using **C1-OFST-AMT** algorithm.

While defining an offset request type where approval workflow is required, you need to select the **Approval Required** check box. If the **Approval Required** check box is selected, the offset request (which is created using the offset request type) is sent for approval before creating the offset adjustments. However, if the **Approval Required** check box is not selected, the offset adjustments are created in real time (i.e. immediately) or in the deferred mode (i.e. in the background) on submitting an offset request.

**Note:** The offset adjustments are created in deferred mode if the number of bills in the offset request are more than the **Defer Processing Count** configured in the offset request type.

Let us understand an offset scenario with the help of some examples.

Bill 1, Bill 2 and Bill 3 are added to an offset request. You can update the offset amount in the offset request. Note that the offset amount must be less than the bill outstanding amount.

Bill Information	Bill Outstanding Amount	Offset Amount	Remaining Bill Balance	Comments
Bill 1	\$1500	—\$500	\$1000	Offset amount \$500 can be split to be offset against Bill 2 and Bill 3.
Bill 2	\$200	—\$200	0	Bill 2 is offset against \$200 from Bill Outstanding amount of Bill 1 i.e. \$1500.
Bill 3	\$300	—\$300	0	Bill 3 is offset against \$300 from Bill Outstanding amount of Bill 1 i.e. \$1500.




The offset request type is defined with or without approval and mapped to an adjustment type creating adjustments. You can cancel the offset adjustment by clicking the **Unapply** button in the **Offset Request** zone.


The **Offset Request Type** screen allows you to define, edit, delete, and copy an offset request type. This screen consists of the following zones:

- [Offset Request Type List](#) on page 1195
- [Offset Request Type](#) on page 1195

## Offset Request Type List

The **Offset Request Type List** zone lists offset request types that are already defined in the system. It contains the following columns:

Column Name	Column Description
Offset Request Type	Displays the offset request type.
Description	Displays the description of the offset request type.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Offset Request Type</b> screen appears where you can edit the details of the offset request type.
Duplicate	On clicking the <b>Duplicate</b> (  ) icon, the <b>Offset Request Type</b> screen appears where you can define an offset request type using an existing offset request type.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the offset request type.  <b>Note:</b> You can delete an offset request type only when you have not created an offset request using the offset request type.

On clicking the **Broadcast** () icon corresponding to the offset request type, the **Offset Request Type** zone appears with the details of the respective offset request type.

### Related Topics

For more information on...	See...
How to define an offset request type	<a href="#">Defining an Offset Request Type</a> on page 1198
How to edit an offset request type	<a href="#">Editing an Offset Request Type</a> on page 1201
How to copy an offset request type	<a href="#">Copying Offset Request Type</a> on page 1205
How to delete an offset request type	<a href="#">Deleting an Offset Request Type</a> on page 1204
How to view the details of an offset request type	<a href="#">Viewing the Offset Request Details</a> on page 1212

## Offset Request Type

The **Offset Request Type** zone displays the details of the offset request type. This zone consists of the following sections:

- **Main** — This section provides basic information about The offset request type. It contains the following fields:

Field Name	Field Description
Offset Request Type	Displays the offset request type.
Description	Displays the description of the offset request type.
Offset Request Business Object	Indicates the business object that will be used to create the offset request.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

Field Name	Field Description
Detailed Description	Displays additional information about the offset request type.
Status	Indicates the status of the offset request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>
Adjustment Type	Indicates the adjustment type using which the offset adjustments must be created.
	<b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective adjustment type.
Default Offset Amount Algorithm	Indicates the default offset amount algorithm which calculates the offset amount.
Defer Processing Count	Displays the number of bills to determine if the offset request will be processed in deferred mode.
	<b>Note:</b> If the number of bills is less than the <b>Defer Processing Count</b> , the offset request will be processed in real time (i.e. immediately).
Approval Required	Indicates whether approval is required while processing the offset adjustments using the offset request type.
Approval To Do Type	Indicates that the To Do entry of the specified To Do type must be created when you submit the offset request for approval.
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected. It has a link. On clicking the link, the <b>To Do Type</b> screen appears with the details of the respective To Do Type.
Approval To Do Role	Indicates that users with the specified To Do Role can only approve the offset request submitted for approval.
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected. It has a link. On clicking the link, the <b>To Do Role</b> screen appears where you can view the details of the respective To Do Role.
Submitter To Do Type	Indicates the To Do type for the submitter when the offset request moves to <b>Draft</b> status due to error while deferred processing..
	<b>Note:</b> It has a link. On clicking the link, the <b>To Do Type</b> screen appears where you can view the details of the respective To Do type.



Field Name	Field Description
Submitter To Do Role	Indicates the To Do role for the submitter when the offset request moves to <b>Draft</b> status due to error while deferred processing..
	<p><b>Note:</b></p> <p>It has a link. On clicking the link, the <b>To Do Role</b> screen appears where you can view the details of the respective To Do role.</p>

- **Characteristics** — This section lists the characteristics defined for the offset request type. It contains the following columns:


Column Name	Column Description
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** — This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the offset request type.
Delete	Used to delete the offset request type.
	<p><b>Note:</b> You can delete a offset request type only when you have not created an offset request using the offset request type.</p>
Duplicate	Used to create a new offset request type using an existing offset request type.

- **Record Information** — This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the offset request type is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.</p>

By default, the **Offset Request Type** zone does not appear in the **Offset Request Type** screen. It appears only when you click the **Broadcast**  icon corresponding to the offset request type in the **Offset Request Type List** zone.

### Related Topics

For more information on...	See...
How to define an offset request type	<a href="#">Defining an Offset Request Type</a> on page 1198
How to edit an offset request type	<a href="#">Editing an Offset Request Type</a> on page 1201
How to copy an offset request type	<a href="#">Copying Offset Request Type</a> on page 1205
How to delete an offset request type	<a href="#">Deleting an Offset Request Type</a> on page 1204
How to view the details of an offset request type	<a href="#">Viewing the Offset Request Type Details</a> on page 1208

## Defining an Offset Request Type

### Prerequisites

To define an offset request type, you should have:

- Offset request business objects defined in the application
- **C1-OFSRQ** To Do type assigned to a To Do role whose users must receive To Do generated while submitting an offset request for approval.
- **C1-OFSRQ** To Do type assigned to a To Do role whose users must receive To Do generated while resubmitting an offset request or in case an error occurs in the deferred processing.

### Procedure

To define an offset request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **O** and then click **Offset Request Type**.  
A sub-menu appears.
3. Click the **Add** option from the **Offset Request Type** sub-menu.

The **Select Business Object** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Offset Request Type Business Object	Used to indicate the business object that you want to use to create the offset request type.	Yes

**Tip:** Alternatively, you can access the **Select Business Object** screen by clicking the **Add** button in the **Page Title** area of the **Offset Request Type** screen.

**Note:** The **Select Business Object** screen appears only when there are multiple offset request type business objects defined in the application. If there is only one offset request type business object defined in the application, the **Offset Request Type** screen appears.



4. Select the required offset request type business object from the respective field.
5. Click **OK**.



The **Offset Request Type** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the offset request type.
- **Characteristics** - Used to define characteristics for the offset request type.


The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Offset Request Type	Used to specify the offset request type.	Yes
Description	Used to specify the description for the offset request type.	Yes
Offset Request Business Object	Used to indicate the business object that you want to use while creating the offset request.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Detailed Description	Used to specify additional information about the offset request type.	No
Status	<p>Used to indicate the status of the offset request type. The valid values are:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul> <p><b>Note:</b> You cannot change the status of a offset request type to <b>Inactive</b> if there are offset requests which are created using the offset request type and are currently in the <b>Draft</b> or <b>Approval In Progress</b> or <b>Deferred Processing</b> status.</p>	Yes
Adjustment Type	<p>Used to indicate the adjustment type using which the offset adjustment must be created.</p> <p><b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.</p>	Yes
Default Offset Amount Algorithm	<p>Used to attach an algorithm that will be triggered when you create adjustments. This algorithm calculates the default offset amount whenever a bill is added to an offset request.</p> <p><b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	Yes
Defer Processing Count	<p>Displays the number of bills to determine if the offset request will be processed in deferred mode.</p> <p><b>Note:</b> If the number of bills is less than the <b>Defer Processing Count</b>, the offset request will be processed in real time (i.e. immediately).</p>	No
Approval Required	Indicates whether approval is required while processing the offset adjustments using the offset request type.	No

Field Name	Field Description	Mandatory (Yes or No)
Approval To Do Type	Used to Indicate the To Do entry of the specified To Do type must be created when you submit the offset request for approval.	Yes (Conditional)  <b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.
	<b>Note:</b>  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.	
Approval To Do Role	Used to indicate that users with the specified To Do role can only approve the offset request submitted for approval.	Yes (Conditional)  <b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.
Submitter To Do Type	<b>Note:</b>  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.	

6. Enter the required details depending on whether you want to define offset request type.

**Note:** You can search for an adjustment type by clicking the **Search**  icon corresponding to the respective field.

7. Define characteristics for the offset request type, if required.  
8. Click **Save**.

The offset request type is defined.

### **Related Topics**

For more information on...	See...
<b>Offset Request Type</b> screen	<a href="#">Offset Request Type</a> on page 1194
<b>Offset Request Type List</b> zone	<a href="#">Offset Request Type List</a> on page 1195
How to define characteristics for a offset request type	<a href="#">Defining Characteristics for an Offset Request Type</a> on page 1200

## **Defining Characteristics for an Offset Request Type**

### **Prerequisites**

To define characteristics for an offset request type, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Offset Request Type**)

### **Procedure**


To define characteristics for an offset request type:


1. Ensure that the **Characteristics** section is expanded when you are defining, editing, or copying an offset request type.


The **Characteristics** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Offset Request Type</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the offset request type.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the offset request type.

2. Enter the required details.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

3. If you want to define more than one characteristic for the offset request type, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the offset request type, click the **Delete**  icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to define an offset request type	<a href="#">Defining an Offset Request Type</a> on page 1198
How to edit an offset request type	<a href="#">Editing an Offset Request Type</a> on page 1201
How to copy an offset request type	<a href="#">Copying Offset Request Type</a> on page 1205

## Editing an Offset Request Type

### Prerequisites

To edit an offset request type, you should have:

- Offset request business objects defined in the application
- **C1-OFSRQ** To Do type assigned to a To Do role whose users must receive To Do generated while submitting an offset request for approval.
- **C1-OFSRQ** To Do type assigned to a To Do role whose users must receive To Do generated while resubmitting an offset request or in case an error occurs in the deferred processing.

**Procedure**

To edit an offset request type:




1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **O** and then click **Offset Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Offset Request Type** sub-menu.  
The **Offset Request Type** screen appears.
4. In the **Offset Request Type List** zone, click the **Edit** (✎) icon in the **Edit** column corresponding to the offset request type whose details you want to edit.


The **Offset Request Type** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the offset request type.
- **Characteristics** - Used to define characteristics for the offset request type.

The **Main** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Offset Request Type	Used to specify the offset request type.	Yes
Description	Used to specify the description for the offset request type.	Yes
Offset Request Business Object	Used to indicate the business object that you want to use while creating the offset request.	Yes
Detailed Description	Used to specify additional information about the offset request type.	No
Status	<p>Used to indicate the status of the offset request type. The valid values are:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul> <p><b>Note:</b> You cannot change the status of a offset request type to <b>Inactive</b> if there are offset requests which are created using the offset request type and are currently in the <b>Draft</b> or <b>Approval In Progress</b> or <b>Deferred Processing</b> status.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Adjustment Type	Used to indicate the adjustment type using which the offset adjustment must be created.	Yes
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.</p>	
Default Offset Amount Algorithm	Used to attach an algorithm that will be triggered when you create adjustments. This algorithm calculates the default offset amount whenever a bill is added to an offset request.	Yes
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	
Defer Processing Count	Displays the number of bills to determine if the offset request will be processed in deferred mode.	No
	<p><b>Note:</b> If the number of bills is less than the <b>Defer Processing Count</b>, the offset request will be processed in real time (i.e. immediately).</p>	
Approval Required	Indicates whether approval is required while processing the offset adjustments using the offset request type.	No
Approval To Do Type	Used to Indicate the To Do entry of the specified To Do type must be created when you submit the offset request for approval.	Yes (Conditional)
	<p><b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Approval To Do Role	Used to indicate that users with the specified To Do role can only approve the offset request submitted for approval.	Yes (Conditional) <b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.
Submitter To Do Type	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.	

**Tip:** Alternatively, you can click the **Edit** button in the **Offset Request Type** zone to edit the details of the offset request type.

- Modify the details, if required.

**Note:** You can search for an adjustment type by clicking the **Search**  icon corresponding to the respective field.

- Define, edit, or remove characteristics from the offset request type, if required.
- Click **Save**.

The changes made to the offset request type are saved.

### **Related Topics**

For more information on...	See...
<b>Offset Request Type</b> screen	<a href="#">Offset Request Type</a> on page 1194
<b>Offset Request Type List</b> zone	<a href="#">Offset Request Type List</a> on page 1195
<b>Offset Request Type</b> zone	<a href="#">Offset Request Type</a> on page 1195
How to define characteristics for an offset request type	<a href="#">Defining Characteristics for an Offset Request Type</a> on page 1200

## **Deleting an Offset Request Type**

### **Procedure**

To delete an offset request type:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **O** and then click **Offset Request Type**.  
A sub-menu appears.
- Click the **Search** option from the **Offset Request Type** sub-menu.  
The **Offset Request Type** screen appears.



4. In the **Offset Request Type List** zone, click the **Delete** () icon in the **Delete** column corresponding to the offset request type that you want to delete.

A message appears confirming whether you want to delete the offset request type.

**Note:** You can delete an offset request type only when you have not defined an offset request using the offset request type.

**Tip:** Alternatively, you can click the **Delete** button in the **Offset Request Type** zone to delete the offset request type.

5. Click **OK**.

The offset request type is deleted.

### Related Topics

For more information on...	See...
<b>Offset Request Type</b> screen	<a href="#">Offset Request Type</a> on page 1194
<b>Offset Request Type List</b> zone	<a href="#">Offset Request Type List</a> on page 1195
<b>Offset Request Type</b> zone	<a href="#">Offset Request Type</a> on page 1195

## Copying Offset Request Type

Instead of creating an offset request type from scratch, you can create a new offset request type using an existing offset request type. This is possible through copying an offset request type. On copying an offset request type, the details including the characteristics are copied to the new offset request type. You can then edit the details, if required.


### Prerequisites

To copy an offset request type, you should have:



- Offset request type (whose copy you want to create) defined in the application
- Offset request business objects defined in the application



### Procedure

To copy an offset request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **O** and then click **Offset Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Offset Request Type** sub-menu.  
The **Offset Request Type** screen appears.
4. In the **Offset Request Type List** zone, click the **Duplicate** () icon in the **Duplicate** column corresponding to the offset request type whose copy you want to create.  
The **Offset Request Type** screen appears. It contains the following sections:
  - **Main** - Used to specify basic details about the offset request type.
  - **Characteristics** - Used to define characteristics for the offset request type.


The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Offset Request Type	Used to specify the offset request type.	Yes
Description	Used to specify the description for the offset request type.	Yes
Offset Request Business Object	Used to indicate the business object that you want to use while creating the offset request.	Yes
Detailed Description	Used to specify additional information about the offset request type.	No
Status	<p>Used to indicate the status of the offset request type. The valid values are:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul> <p><b>Note:</b> You cannot change the status of a offset request type to <b>Inactive</b> if there are offset requests which are created using the offset request type and are currently in the <b>Draft</b> or <b>Approval In Progress</b> or <b>Deferred Processing</b> status.</p>	Yes
Adjustment Type	<p>Used to indicate the adjustment type using which the offset adjustment must be created.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.</p>	Yes
Default Offset Amount Algorithm	<p>Used to attach an algorithm that will be triggered when you create adjustments. This algorithm calculates the default offset amount whenever a bill is added to an offset request.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Defer Processing Count	Displays the number of bills to determine if the offset request will be processed in deferred mode.	No
	<b>Note:</b> If the number of bills is less than the <b>Defer Processing Count</b> , the offset request will be processed in real time (i.e. immediately).	
Approval Required	Indicates whether approval is required while processing the offset adjustments using the offset request type.	No
Approval To Do Type	Used to Indicate the To Do entry of the specified To Do type must be created when you submit the offset request for approval.	Yes (Conditional)
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.	
Approval To Do Role	Used to indicate that users with the specified To Do role can only approve the offset request submitted for approval.	Yes (Conditional)
		<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.
Submitter To Do Type	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.	

**Tip:** Alternatively, you can click the **Duplicate** button in the **Offset Request Type** zone to create a copy of the offset request type.

5. Enter the required details.

**Note:** You can search for an adjustment type by clicking the **Search**  icon corresponding to the respective field.

6. Define, edit, or remove characteristics from the offset request type, if required.
7. Click **Save**.

The new offset request type is defined.


### **Related Topics**

For more information on...	See...
<b>Offset Request Type</b> screen	<a href="#">Offset Request Type</a> on page 1194
<b>Offset Request Type List</b> zone	<a href="#">Offset Request Type List</a> on page 1195
<b>Offset Request Type</b> zone	<a href="#">Offset Request Type</a> on page 1195
How to define characteristics for an offset request type	<a href="#">Defining Characteristics for an Offset Request Type</a> on page 1200

## Viewing the Offset Request Type Details

### Procedure

To view the details of an offset request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **O** and then click **Offset Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Offset Request Type** sub-menu.  
The **Offset Request Type** screen appears.
4. In the **Offset Request Type List** zone, click the **Broadcast**  icon corresponding to the offset request type whose details you want to view.  
The **Offset Request Type** zone appears.
5. View the details of the offset request type in the **Offset Request Type** zone.

### Related Topics

For more information on...	See...
<b>Offset Request Type</b> screen	<a href="#">Offset Request Type</a> on page 1194
<b>Offset Request Type List</b> zone	<a href="#">Offset Request Type List</a> on page 1195
<b>Offset Request Type</b> zone	<a href="#">Offset Request Type</a> on page 1195

## Offset Request (Used for Searching)

The **Offset Request** screen allows you to search for an offset request using various search criteria. It also allows you to create an offset request. Through this screen, you can navigate to the following screens:

- [Offset Request \(Used for Viewing\)](#) on page 1213

This screen consists of the following zones:




- [Search Offset Request](#) on page 1208

### Search Offset Request

The **Search Offset Request** zone allows you to search for offset requests using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for an offset request using request details or bill details. The valid values are: <ul style="list-style-type: none"> <li>• Request Details</li> <li>• Bill Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Request Details</b> option is selected.	
Created From	Used to search offset requests which are created from a particular date onwards.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
To	Used to search offset requests which are created till a particular date.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Status	Used to search offset requests with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Draft</li> <li>• Deferred Processing</li> <li>• Processed</li> <li>• Rejected</li> <li>• Unapplied Offset</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
User ID	Used to search offset requests which are created by a particular user.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Offset Request Type	Used to search offset requests which are created using a particular offset request type.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Offset Request ID	Used to search a particular offset request.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Person ID	Used to search for offset requests in which bills of a particular person are selected for offsetting.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Person Search</b> window appears.	
Account ID	Used to search for offset requests in which bills of a particular account are selected for offsetting.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Person Search</b> window appears.	
Bill ID	Used to search offset requests with a particular bill.	No
	<b>Note:</b> This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Bill Search</b> window appears.	
Alternate Bill ID	Used to search a particular offset request using the alternate bill ID.	
Bill Date From	Used to search offset requests with bills which are created from a particular date onwards.	No
	<b>Note:</b> This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list.	
To	Used to search offset requests with bills which are created till a particular date.	No
	<b>Note:</b> This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list.	

**Note:** You must specify at least one search criterion while searching for an offset request.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Create Date/Time	Displays the date and time when the offset request is created.
Offset Request Information	Displays information about the offset request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Offset Request</b> screen appears.
Offset Amount	Displays the total offset amount.
Status	Indicates the status of the offset request.
Created By	Indicates the user who has created the offset request.
Creation Mode	Displays the mode of offset request creation. The valid values are: <ul style="list-style-type: none"> <li>• Automatic</li> <li>• Manual</li> </ul>

### Related Topics

For more information on...	See...
How to search for an offset request	<a href="#">Searching for an Offset Request</a> on page 1211
How to view the details of an offset request	<a href="#">Viewing the Offset Request Details</a> on page 1212
How to create an offset request	<a href="#">Creating an Offset Request</a> on page 1219

## Searching for an Offset Request

### Prerequisites

To search for an offset request, you should have:

- Offset request types defined in the application

### Procedure

To search for an offset request:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Offset Request**.  
A sub-menu appears.
3. Click the **Search** option from the **Offset Request** sub-menu.  
The **Offset Request** screen appears.
4. Enter the search criteria in the **Search Offset Request** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of offset requests that meet the search criteria appears in the **Search Results** section.

**Related Topics**

For more information on...	See...
<b>Offset Request</b> screen	<a href="#">Offset Request (Used for Searching)</a> on page 1208
<b>Search Offset Request</b> zone	<a href="#">Search Offset Request</a> on page 1208

## Viewing the Offset Request Details

**Procedure**

To view the details of an offset request:

1. Search for the offset request in the **Offset Request** screen.
2. In the **Search Results** section, click the link in the **Offset Request Information** column corresponding to the offset request whose details you want to view.

The **Offset Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the offset request. It contains the following zones:
    - **Offset Request** – Displays the details of the offset request.
    - **Selected Bills** – Lists the debit or credit bill line items to be offset.
    - **Search Bill** – Used to debit and credit bills that you want to offset. The bills in the search results added to the offset request can be viewed in the **Selected Bills** zone.
  - **Log** – Lists the complete trail of actions performed on the offset request.
3. View the details of the offset request in the **Offset Request** zone.
  4. View the entities (such as credit or debit bills) which must be offset in the **Selected Bills** zone.

**Related Topics**

For more information on...	See...
<b>Offset Request</b> screen	<a href="#">Offset Request (Used for Viewing)</a> on page 1213
<b>Offset Request</b> zone	<a href="#">Offset Request</a> on page 1213
<b>Selected Bills</b> zone	<a href="#">Selected Bills</a> on page 1215
<b>Search Bill</b> zone	<a href="#">Search Bill</a> on page 1216
How to search for an offset request	<a href="#">Searching for an Offset Request</a> on page 1211



## Offset Request (Used for Viewing)

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Once you create an offset request, the **Offset Request** screen allows you to:

- Edit the details of an offset request
- Edit the offset amount of the bills in the offset request
- Delete an offset request
- View the details of an offset request
- Submit an offset request for approval
- Approve or reject an offset request
- View the log of an offset request
- Add a log entry for an offset request

This screen consists of the following tabs:

- **Main** – This tab contains the following two zones:
  - **Offset Request** – Displays the details of the offset request.
  - **Selected Bills** – Lists the selected bills added to the offset request.
  - **Search Bill** – Searches bills using search criteria.
- **Log** – This tab lists the complete trail of actions performed on the offset request.

### Offset Request - Main

The **Main** tab on the **Offset Request** contains the following zones:

- [Offset Request](#) on page 1213
- [Selected Bills](#) on page 1215
- [Search Bill](#) on page 1216

### Offset Request

The **Offset Request** zone displays the details of the offset request. This zone contains the following sections:

- **Main** — This section provides basic information about the offset request. It contains the following fields:

Field Name	Field Description
Offset Request Information	Displays information about the offset request.
Offset Request Type	Indicates the offset request type using which the offset request is created.
	<b>Note:</b> It has a link. On clicking the link, the <b>Offset Request Type</b> screen appears where you can view the details of the offset request type.

Field Name	Field Description
Status	Indicates the status of the offset request. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Draft</li> <li>• Deferred Processing</li> <li>• Rejected</li> <li>• Processed</li> <li>• Unapplied Offset</li> </ul>
Adjustment Type	Indicates the adjustment type using which offset adjustments are created for the offset request. By default, adjustment type defined in the offset request type is displayed. <p><b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears with the details of the respective offset request.</p>
Offset Amount	Displays the total debit offset amount.

- **Characteristics** — Lists the characteristics defined for the offset request. It contains the following fields:

Field Name	Field Description
Effective Date	Indicates the date from when the characteristic is effective for the offset request.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** — This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the offset request. <p><b>Note:</b> The <b>Edit</b> button appears only when the offset request is in the <b>Draft</b> status.</p>
Delete	Used to delete the offset request. <p><b>Note:</b> The <b>Delete</b> button appears only when the offset request is in the <b>Draft</b> status.</p>
Submit	Used to submit the offset request for approval or create offset adjustments in case approval is not configured for the offset request. <p><b>Note:</b> The <b>Submit</b> button appears only when the offset request is in the <b>Draft</b> status.</p>

Button Name	Button Description
Approve	Used to approve the offset request.
	<p><b>Note:</b> The <b>Approve</b> button appears only when:</p> <ul style="list-style-type: none"> <li>The offset request is in the <b>Approval In Progress</b> status.</li> <li>A user with the approval To Do role is reviewing the offset request.</li> </ul>
Reject	Used to reject the offset request.
	<p><b>Note:</b> The <b>Reject</b> button appears only when:</p> <ul style="list-style-type: none"> <li>The offset request is in the <b>Approval In Progress</b> status.</li> <li>A user with the approval To Do role is reviewing the offset request.</li> </ul>
Unapply	Used to unapply the offset request to cancel the offset adjustments.
	<p><b>Note:</b> The <b>Unapply</b> button appears only when the offset request is in the <b>Processed</b> status.</p>


- **Record Information** — This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the offset request is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.</p>
Status Date/Time	Displays the date and time when the offset request status is updated
Create Date/Time	Displays the date and time when the offset request is created.

### Selected Bills

The **Selected Bills** zone lists the debit and credit bill(s) that you have added to the offset request. This zone contains the following columns:

Column Name	Column Description
Bill Information	Displays additional information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears with the details of the respective bill.</p>
Bill Date	Displays the date on which the bill was generated.
Outstanding Amount	Displays the outstanding amount of the bill.
	<p><b>Note:</b> After the offset request is processed, this field displays the new bill balance instead of <b>Remaining Bill Balance</b>.</p>

Column Name	Column Description
Hold Amount	Displays the bill amount that has been put on hold.
	<b>Note:</b> After the offset request is processed, this field displays the new hold amount instead of <b>Updated Hold Amount</b> .
Offset Amount	Displays the amount that you want to offset.
	<b>Note:</b> By default, the amount which is eligible for offset appears in this field. You can edit the amount, if required. However, you cannot specify the amount greater than the eligible amount.
Remaining Bill Balance	Displays the difference between bill outstanding amount and offset amount.
	<b>Note:</b> This column appears only when the offset request status is in the <b>Draft</b> or <b>Rejected</b> status.
Updated Hold Amount	Displays the updated hold amount which is the hold amount before the offset request is processed.
	<b>Note:</b> This column appears only when the offset request status is in the <b>Draft</b> or <b>Rejected</b> status.
View Adjustments	Displays the details of adjustments created against the corresponding bill by clicking the <b>View</b> (  ) icon for the respective bill.
	<b>Note:</b> This column appears only when the offset request is in the <b>Processed</b> status.
Account Information	Displays information about the account.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears with the details of the respective account.
Bill ID	Displays the bill ID.

### Search Bill

The **Search Bill** zone allows you to search for a bill applicable for offset. This zone contains the following fields:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for an offset request using person, account, or bill details. The valid values are: <ul style="list-style-type: none"> <li>• Person Details</li> <li>• Account Details</li> <li>• Bill Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Person Details</b> option is selected.	

Field Name	Field Description	Mandatory (Yes or No)
Person ID	Used to search for bills which belong to a particular person.	Yes
	<b>Note:</b> This field appears only when you select the <b>Person Details</b> option from the <b>Search By</b> list. The <b>Allow Offsetting Across Persons</b> option in the <b>C1-OFFSETREQ</b> feature configuration is set to <b>Y</b> .	
Account ID	Used to search for bills which belong to a particular account.	
	<b>Note:</b> This field appears only when you select the <b>Account Details</b> option from the <b>Search By</b> list.	
Bill ID	Used to search for a particular bill.	
	<b>Note:</b> This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list.	
Bills on Hold	Used to indicate whether the bills are on hold. The valid values are: <ul style="list-style-type: none"> <li>• No</li> <li>• Yes</li> </ul>	
	<b>Note:</b> This field appears only when you select the <b>Person Details</b> option from the <b>Search By</b> list.	
Bill Balance	Used to indicate category for bill balance. The valid values are: <ul style="list-style-type: none"> <li>• Equal to Zero</li> <li>• Greater Than Zero</li> <li>• Lesser Than Zero</li> <li>• Not Equal to Zero</li> </ul>	
Bill Date From	Used to search bills applicable for the offset request which are created from a particular date onwards.	Yes
	<b>Note:</b> By default, date before 30 days of the current date appears in this field.	
Bill Date To	Used to search bills applicable for the offset request which are created till a particular date.	Yes
	<b>Note:</b> By default, the current date appears in this field.	
Show Cross Currency Bills	Used to indicate whether the bills are cross currency bills.	Not applicable

**Note:** You must specify at least one search criterion while searching for an offset request.


- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Bill Information	Display additional information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application. <b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears with the details of the respective bill.
Bill Date	Displays the date when the bill was completed.
Due Date	Displays the due date of the bill.
Outstanding Amount	Displays the total outstanding amount of the bill.
Hold Amount	Displays the amount from the bill that has been put on hold.
Outstanding Amount (Offset Currency)	Displays the outstanding amount of the bill in the native currency of the offset request. <b>Note:</b> This column appears only if the <b>Show Cross Currency Bills</b> option is checked.
Account Information	Display additional information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application. <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears with the details of the respective account.

### Related Topics

For more information on...	See...
How to add a credit/debit bill to an offset request	<a href="#">Adding a Credit or Debit Bill to the Offset Request</a> on page 1223

### View Adjustments

The **View Adjustments** screen appears when you click the **View**  icon under **View Adjustments** column in the **Selected Bills** zone on the **Offset Request** screen when the offset request is in **Processed** status. This zone contains the following columns:

Column Name	Column Description
Adjustment Information	Displays the additional information about the bill.
Adjustment Amount	Displays the adjustment amount.
From Bill	Displays the additional information about the bill from the which the offset request is created.
To Bill	Displays the additional information about the bill which is offset against a selected bill.

**Note:** The view icon for **View Adjustments** appears only when the offset request is in the **Processed** status.

## Offset Request - Log

The **Log** tab on the **Offset Request** contains the following zones:

- [Offset Request Log](#) on page 1219

### Offset Request Log

The **Offset Request Log** zone on the **Offset Request** screen lists the complete trail of actions performed on the offset request. It also logs the actions of To Do types, hold amount updated from offset request and error occurred in deferred processing of the offset request. This zone contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the offset request.
Details	Displays the details about the action performed on the offset request.
User	Indicates the user who has performed the action on the offset request.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the offset request.
Status Reason	Indicates the reason why the offset request was rejected or unapplied offset.

**Note:** You can manually add a log entry for the offset request by clicking the **Add Log Entry** link in the upper right corner of the **Offset Request Log** zone.

### Related Topics

For more information on...	See...
How to view the log of an offset request	<a href="#">Viewing the Log of an Offset Request</a> on page 1232

## Creating an Offset Request

### Prerequisites

To create an offset request, you should have:

- Offset request types defined in the application.

### Procedure


To create an offset request:

1. Do either of the following:

If you want to...	Then...
Define an offset request from the <b>Account Receivable Central</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>Financial</b> and then click <b>Account Receivable Central</b>.  The <b>Account Receivable Central</b> screen appears.</li> </ol>

If you want to...	Then...
	<ol style="list-style-type: none"> <li>3. Search for the bill in the <b>Account Receivable Central</b> screen.</li> <li>4. In the <b>Search Results</b> section, select the required bill and then click <b>Single Offset</b>, <b>Mass Offset</b>, or <b>Cross Currency Offset</b>, whichever is applicable.</li> </ol>
Define an offset request from the <b>Offset Request</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>Financial</b> and then click <b>Offset Request</b>. A sub-menu appears.</li> <li>3. Click the <b>Add</b> option from the <b>Offset Request</b> sub-menu.</li> </ol>

The **Add Offset Request** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Offset Request Type	Used to indicate the request type using which you want to create the offset request.	Yes
Bill	<p>Used to indicate the bill against which you want to create the offset request.</p> <p><b>Note:</b> When you add the bill from <b>Account Receivable Central</b> screen, this field is disabled.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Bill Search</b> window appears.</p>	Yes

**Tip:** Alternatively, you can access the **Add Offset Request** screen by clicking the **Add** button in the **Page Title** area of the **Offset Request** screen.

2. Select the required offset request type and bill from the respective fields.

**Note:** You can search for an account by clicking the **Search**  icon corresponding to the respective field.

3. Click **Save**.

The offset request is defined and the status of the offset request is set to **Draft**. The **Offset Request** screen appears where you can view the details of the offset request. It contains the following tabs:

- **Main** – Displays information about the offset request. It contains the following zones:
  - **Offset Request** – Displays the details of the offset request.
  - **Selected Bills** – Lists the bills with debit and credit line items of the account which must be offset.



- **Search Bill** — Used to search bills with debit and credit line items that you want to offset. This tab appears only when the offset request is in the **Draft** status.
  - **Log** – Lists the complete trail of actions performed on the offset request.
4. Add debit and credit line items that you want to offset.
  5. Edit the offset amount of each entity, if required.
  6. Define characteristics for the offset request, if required.

### Related Topics

For more information on...	See...
<b>Offset Request</b> screen	<a href="#">Offset Request (Used for Searching)</a> on page 1208
How to add a debit /credit bill to the offset request	<a href="#">Adding a Credit or Debit Bill to the Offset Request</a> on page 1223
How to edit an offset request	<a href="#">Editing an Offset Request</a> on page 1225
How to define characteristics for an offset request	<a href="#">Defining Characteristics for an Offset Request</a> on page 1221

## Defining Characteristics for an Offset Request

### Prerequisites

To define characteristics for an offset request, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Offset Request**)

### Procedure

To define characteristics for an offset request:

1. Search for the offset request in the **Offset Request** screen.
2. In the **Search Results** section, click the link in the **Offset Request Information** column corresponding to the offset request whose details you want to edit.

The **Offset Request** screen appears.

3. Click the **Edit** button in the **Offset Request** zone.

The **Offset Request** screen appears.

**Note:** The **Edit** button appears only when the offset request is in the **Draft** status.


4. Ensure that the **Characteristics** section is expanded when you are editing the offset request.


The **Characteristics** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the offset request.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the offset request.

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Offset Request</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the offset request.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the offset request.

5. Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

6. If you want to define more than one characteristic for the offset request, click the **Add**  icon and then repeat step 5.

**Note:** However, if you want to remove a characteristic from the offset request, click the **Delete**  icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to search for an offset request	<a href="#">Searching for an Offset Request</a> on page 1211
How to create an offset request	<a href="#">Creating an Offset Request</a> on page 1219

## Filtering Credit and Debit Bills of an Offset Request

### Procedure

To filter bills of an offset request:

1. Search for the bills in the **Offset Request** screen.
2. In the **Search Results** section, click the link in the **Offset Request Information** column corresponding to the offset request whose details you want to view.

The **Offset Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the offset request. It contains the following zones:
  - **Offset Request** – Displays the details of the offset request.
  - **Selected Bills** – Lists the debit and credit bill(s) to be offset.
  - **Search Bill** – Used to search bills with debit or credit bill(s) that you want to offset. The debit or credit bill(s) in the search results added to the offset request can be viewed in the **Selected Bills** zone.
- **Log** – Lists the complete trail of actions performed on the offset request.

You can filter the bills using **Bill Balance** search criteria available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** (✖) icon in the upper right corner of the **Selected Bills** zone.

### 3. Click **Search**.

The search results are filtered based on the specified criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Bill Information	Displays additional information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears with the details of the respective bill.
Due Date	Displays the due date of the bill.
Outstanding Amount	Displays the outstanding amount of the bill.  <b>Note:</b> After the offset request is processed, this field displays the new bill balance instead of <b>Remaining Bill Balance</b> .
Hold Amount	Displays the bill amount that has been put on hold.  <b>Note:</b> After the offset request is processed, this field displays the new hold amount instead of <b>Updated Hold Amount</b> .
Offset Amount	Displays the amount that you want to offset.  <b>Note:</b> By default, the amount which is eligible for offset appears in this field. You can edit the amount, if required. However, you cannot specify the amount greater than the remaining bill balance.
Remaining Bill Balance	Displays the difference between bill outstanding amount and the offset amount.  <b>Note:</b> This column appears only when the offset request status is in the <b>Draft</b> or <b>Rejected</b> status.
Updated Hold Amount	Displays the updated hold amount.  <b>Note:</b> This column appears only when the offset request status is in the <b>Draft</b> or <b>Rejected</b> status.

#### **Related Topics**

For more information on...	See...
How to search for an offset request	<a href="#">Searching for an Offset Request</a> on page 1211

## Adding a Credit or Debit Bill to the Offset Request

You can add the credit/debit bills to an offset request. While adding a credit/debit bill to an offset request, you can either:

- Add selected credit/debit bill to the offset request from the **Account Receivable Central** screen only before creating the offset request.
- Add selected credit/debit bill(s) to the offset request from the **Offset Request** screen.

### **Prerequisites**

To add credit/debit bill(s) to the offset request, you should have:

- Completed bills for the account/person.

### **Procedure**

To add credit/debit bill(s) to the offset request:

1. Do either of the following:

<b>If you want to...</b>	<b>Then...</b>
Add a credit/debit bill from the <b>Offset Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the bills in the <b>Search Bill</b> zone on the <b>Offset Request</b> screen.</li> <li>2. Select a bill and click the <b>Add</b> button.</li> </ol> <p>The selected bill(s) are added to the offset request. You can view the added bills in the <b>Offset Request</b> screen.</p>
Create single offset request	<ol style="list-style-type: none"> <li>1. Search for the bill in the <b>Account Receivable Central</b> screen.</li> <li>2. From the search results, select a bill and click the <b>Single Offset</b> button.</li> </ol> <p>The selected bill is added to an offset request. You can view the added bill in the <b>Offset Request</b> screen.</p>
Create mass offset request	<ol style="list-style-type: none"> <li>1. Search for the bills in the <b>Account Receivable Central</b> screen.</li> <li>2. From the search results, select a bill and click the <b>Mass Offset</b> button.</li> </ol> <p>The selected bill is added to an offset request and you can add more bills with same currency to the offset request from the <b>Search Bill</b> zone in the <b>Offset Request</b> screen. You can view the added bills in the <b>Offset Request</b> screen.</p>
Create cross currency offset request	<ol style="list-style-type: none"> <li>1. Search for the bills in the <b>Account Receivable Central</b> screen.</li> <li>2. From the search results, select a bill and click the <b>Cross Currency Offset</b> button.</li> </ol> <p>The selected bills is added to an offset request and you can add more bills with different currencies to the offset request from the <b>Search Bill</b> zone in the <b>Offset Request</b> screen. You can view the added bills in the <b>Offset Request</b> screen.</p>

**Note:** You can add only one bill from **Account Receivable Central** screen. You cannot remove the bill added from the **Account Receivable Central** screen.

- After selecting the required fields in the **Add Offset Request** screen, the selected bill appears in the **Offset Request** screen.

### Related Topics

For more information on...	See...
How to create an offset request	<a href="#">Creating an Offset Request</a> on page 1219

## Editing an Offset Request

### Prerequisites

To edit an offset request, you should have:

- Adjustment types defined in the application

### Procedure

To edit an offset request:

- Search for the offset request in the **Offset Request** screen.
- In the **Search Results** section, click the link in the **Offset Request Information** column corresponding to the offset request whose details you want to edit.

The **Offset Request** screen appears.

- Click the **Edit** button in the **Offset Request** zone.

The **Offset Request** screen appears. It contains the following sections:

- Main** — Used to edit the offset details, such as the amount which must be offset and the adjustment type using which the offset adjustment must be created. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Offset Request Information	Displays information about the offset request.	Not applicable
Offset Request Type	Indicates the offset request type using which the offset request is created.	Not applicable
Adjustment Type	Used to indicate the adjustment type using which the offset adjustment must be created.	Yes
Comments	Used to specify additional information about the offset request.	No

- Characteristics** — Used to define characteristics for the offset request. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the offset request.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the offset request.

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Offset Request</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the offset request.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the offset request.

- **Offset Details** — Used to edit the offset details, such as the amount which must be offset. It contains the following fields:

Column Name	Column Description
Total Debit Offset Amount	Displays the total debit amount of the all the bills added in the offset request.
Total Credit Offset Amount	Displays the total credit amount of the all the bills added in the offset request.
Total Offset Amount	Displays the total credit and debit amount of the all the bills added in the offset request.
Bill Information	Displays additional information about the bill.
Outstanding Amount	Displays the outstanding amount of the bill.
Due Date	Displays the due date of the bill.
Hold Amount	Displays the amount of the bill that has been put on hold.
Outstanding Amount (Offset Currency)	Displays the outstanding amount of the bill in the native currency of the offset request.
	<b>Note:</b> This column appears only in case of cross currency offset.
Offset Amount	Displays the amount that you want to offset.
	<b>Note:</b> By default, the amount which is eligible for offset appears in this field. You can edit the amount, if required. However, you cannot specify the amount greater than the eligible amount.
Remaining Bill Balance	Displays the difference between bill outstanding amount and the offset amount.
Updated Hold Amount	Displays the updated hold amount.

**Note:**

The **Edit** button appears only when the offset request is in the **Draft** status.

4. Modify the details of the offset request, if required.
5. Define, edit, or remove characteristics of the offset request, if required.
6. Click **Save**.

The changes made to the offset request are saved.

**Related Topics**

For more information on...	See...
<b>Offset Request</b> screen	<a href="#">Offset Request (Used for Searching)</a> on page 1208
<b>Offset Request</b> zone	<a href="#">Offset Request</a> on page 1213
How to search for an offset request	<a href="#">Searching for an Offset Request</a> on page 1211
How to define characteristics for a offset request	<a href="#">Defining Characteristics for an Offset Request</a> on page 1221

**Deleting an Offset Request****Procedure**

To delete an offset request:

1. Search for the offset request in the **Offset Request** screen.
2. In the **Search Results** section, click the link in the **Offset Request Information** column corresponding to the offset request that you want to delete.

The **Offset Request** screen appears.

3. Click the **Delete** button in the **Offset Request** zone.

A message appears confirming whether you want to delete the offset request.

**Note:** The **Delete** button appears only when the offset request is in the **Draft** status.

**Note:** This button is disabled if the bill is added to the offset request from the **Account Receivable Central** screen.

4. Click **OK**.

The offset request is deleted.

**Related Topics**

For more information on...	See...
<b>Offset Request</b> screen	<a href="#">Offset Request (Used for Searching)</a> on page 1208
<b>Offset Request</b> zone	<a href="#">Offset Request</a> on page 1213
How to search for an offset request	<a href="#">Searching for an Offset Request</a> on page 1211

## Submitting an Offset Request

### Prerequisites

To submit an offset request, you should have:

- Debit and credit bill(s) added in the offset request.

### Procedure

To submit an offset request:

1. Search for the offset request in the **Offset Request** screen.
2. In the **Search Results** section, click the link in the **Offset Request Information** column corresponding to the offset request that you want to delete.

The **Offset Request** screen appears.

3. Click the **Submit** button in the **Offset Request** zone.

The system behaves in the following manner:

<b>If...</b>	<b>Then</b>
The <b>Approval Required</b> check box is selected in the offset request type using which the offset request is created	A To Do of the <b>C1-OFSRQ</b> To Do type is created and sent to the approver. The status of the offset request is changed to <b>Approval In Progress</b> .
The <b>Approval Required</b> check box is not selected in the offset request type using which the offset request is created.	The offset adjustments are created using the specified adjustment type and the status of the offset request is changed to <b>Processed</b> .  <b>Note:</b> The offset adjustments are created in the <b>Frozen</b> status. If a match event is present for the bill line items, the existing match event is stamped on the offset adjustments and on the corresponding financial transactions. However, if the match events does not exist, a new match event is created and stamped on the offset adjustments and on the corresponding financial transactions. If you are doing a partial offset for any entity, the corresponding match event status is set to <b>Open</b> . However, if the entire eligible amount is offset, the corresponding match event status is set to <b>Balanced</b> .

**Note:** The **Offset Amount** should be less than or equal to current **Outstanding Amount** of the bill.

**Note:** The **Submit** button appears only when the offset request is in the **Draft** status.

### Related Topics

<b>For more information on...</b>	<b>See...</b>
<b>Offset Request</b> screen	<a href="#">Offset Request (Used for Searching)</a> on page 1208
<b>Offset Request</b> zone	<a href="#">Offset Request</a> on page 1213
How to search for an offset request	<a href="#">Searching for an Offset Request</a> on page 1211



## Approving an Offset Request

You can view the number of offset requests which are pending for approval in the **Offset Request** screen. The approver can review, and accordingly approve or reject the offset request based on the observations.

**Note:** The system will not allow you to approve or reject an offset request submitted by you.

### Procedure

To approve an offset request:

1. Do either of the following:

If you want to...	Then...
Approve an offset request through the <b>Offset Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the offset request in the <b>Offset Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Offset Request Information</b> column corresponding to the offset request which you want to review.</li> </ol>
Approve an offset request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1-OFSRQ</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the offset request that you want to review.</li> </ol>

The **Offset Request** screen appears.

2. Review the offset request details.
3. Click the **Approve** button in the **Offset Request** zone.

If the number of bills in the offset request does not exceed the defer processing count (defined in the Offset Request Type), the system creates adjustments in the real time (i.e. immediately). In addition, the adjustment information string appears corresponding to each adjustment record in the **View Adjustments** screen and the status of the offset request is changed to **Processed**. However, if the number of bills in the offset request exceeds the defer processing count, the system creates adjustments in the deferred mode and the status of the adjustment offset request is changed to **Deferred Processing**.

**Note:** Deferred mode means in the background when the **Offset Request Periodic Monitor (C1-OFSRQ)** batch is invoked. When the **Offset Request Periodic Monitor (C1-OFSRQ)** batch is invoked, the system checks whether there are any offset requests in the **Deferred Processing** status. If there is an offset request in the **Deferred Processing** status, the system creates adjustments for the offset request. Once the adjustments are created, the adjustment information string appears corresponding to each adjustment record in the **View Adjustments** screen and the status of the offset request is changed to **Processed**.

**Note:**

The **Approve** button appears only when:

- The offset request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the offset request.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Offset Request</b> screen	<a href="#">Offset Request (Used for Searching)</a> on page 1208
<b>Offset Request</b> zone	<a href="#">Offset Request</a> on page 1213
<b>View Adjustments</b>	<a href="#">View Adjustments</a> on page 1218
How to search for an offset request	<a href="#">Searching for an Offset Request</a> on page 1211

## **Rejecting an Offset Request**

### **Prerequisites**

To reject an offset request, you should have:

- Rejection reasons defined in the application

**Note:**

While rejecting an offset request, you need to specify the reason why you want to reject the offset request. You can select the appropriate rejection reason only when you have defined the reasons for the **Rejected** status of the **C1-OffsetRequest** business object in the **Status Reason** screen.

The system will not allow you to approve or reject an offset request submitted by you.

### **Procedure**

To reject an offset request:

1. Do either of the following:

<b>If you want to...</b>	<b>Then...</b>
Reject an offset request through the <b>Offset Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the offset request in the <b>Offset Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Offset Request Information</b> column corresponding to the offset request which you want to review.</li> </ol>

If you want to...	Then...
Reject an offset request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1-OFSRQ</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the offset request that you want to review.</li> </ol>

The **Offset Request** screen appears.

2. Review the offset request details.
3. Click the **Reject** button in the **Offset Request** zone.

The **Reject Offset Request** window appears. It contains following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	Used to indicate the reason why you want to reject the offset request.	Yes
Comments	Used to specify additional information while rejecting the offset request.	No

**Note:** The **Reject** button appears only when:

- The offset request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the offset request.

4. Select the rejection reason from the **Status Reason** list.
5. Click **Save**.

The status of the offset request is changed to **Rejected**.

#### Related Topics

For more information on...	See...
<b>Offset Request</b> screen	<a href="#">Offset Request (Used for Searching)</a> on page 1208
<b>Offset Request</b> zone	<a href="#">Offset Request</a> on page 1213

<b>For more information on...</b>	<b>See...</b>
How to search for an offset request	<a href="#">Searching for an Offset Request</a> on page 1211

## Viewing the Log of an Offset Request

### Procedure

To view the log of an offset request:

1. Search for the offset request in the **Offset Request** screen.
2. In the **Search Results** section, click the link in the **Offset Request Information** column corresponding to the offset request whose log you want to view.

The **Offset Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the offset request. It contains the following zones:
  - **Offset Request** – Displays the details of the offset request.
  - **Selected Bills** – Lists the debit and credit bill line items which must be offset.
  - **Search Bill** – Used to search debit and credit bill line items that you want to offset.
- **Log** – Lists the complete trail of actions performed on the offset request.

3. Click the **Log** tab.

The **Offset Request Log** zone in the **Log** tab contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the offset request.
Details	Displays the details about the action performed on the offset request.
User	Indicates the user who has performed the action on the offset request.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the offset request.
Status Reason	Indicates the reason why the offset request was rejected or cancelled.

**Note:** You can manually add a log entry for the offset request by clicking the **Add Log Entry** link in the upper right corner of the **Offset Request Log** zone.

### Related Topics

<b>For more information on...</b>	<b>See...</b>
How to search for an offset request	<a href="#">Searching for an Offset Request</a> on page 1211
How to add a log entry for an offset request	<a href="#">Adding a Log Entry for an Offset Request</a> on page 1232

## Adding a Log Entry for an Offset Request

**Procedure**

To add a log entry for an offset request:

1. Search for the offset request in the **Offset Request** screen.
2. In the **Search Results** section, click the link in the **Offset Request Information** column corresponding to the offset request whose log you want to edit.

The **Offset Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the offset request. It contains the following zones:
  - **Offset Request** – Displays the details of the offset request.
  - **Selected Bills** – Lists the debit and credit bill line items which must be offset.
  - **Search Bill** – Used to search debit and credit bill line items that you want to offset.
- **Log** – Lists the complete trail of actions performed on the offset request.

3. Click the **Log** tab.

The **Log** tab appears.

4. Click the **Add Log Entry** link in the upper right corner of the **Offset Request Log** zone.

The **Add Request Log** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Request Information	Displays information about the offset request.	Not applicable
Log Details	Used to specify additional comments on the offset request.	Yes

5. Enter the comments in the **Log Details** field.
6. Click **Save**.

The log entry is added in the **Offset Request Log** zone.

**Related Topics**

For more information on...	See...
How to search for an offset request	<a href="#">Searching for an Offset Request</a> on page 1211

**Unapplying an Offset Request**

There might be situations when an incorrect offset request is processed in the system. In such case, the system provides you with an ability to unapply the offset request. However, you can unapply an offset request only when the offset request is in the **Processed** status.

**Prerequisites**

To unapply an offset request, you should have:

- Unapply reasons defined in the application

**Note:** While unapplying an offset request, you need to specify the reason why you want to unapply the offset request. You can select the appropriate unapply reason only when you have defined the reasons for the **Unapplied Offset** status of the **C1-OffsetRequest** business object in the **Status Reason** screen.

**Procedure**

To unapply an offset request:

1. Search for the offset request in the **Offset Request** screen.
2. In the **Search Results** section, click the link in the **Offset Request Information** column corresponding to the offset request that you want to unapply.

The **Offset Request** screen appears.

3. Click the **Unapply** button in the **Offset Request** zone.

The **Unapply Reason** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	Used to indicate the reason why you want to unapply the offset request.	Yes
Comments	Used to specify additional information while cancelling the offset request.	No

**Note:** The **Unapply** button appears only when the offset request is in the **Processed** status.

4. Select the unapply reason from the **Unapply Reason** list.
5. Click **Save**.

The status of the offset request is changed to **Unapplied Offset**.

#### **Related Topics**

For more information on...	See...
<b>Offset Request</b> screen	<a href="#">Offset Request (Used for Searching)</a> on page 1208
<b>Offset Request</b> zone	<a href="#">Offset Request</a> on page 1213
How to search for an offset request	<a href="#">Searching for an Offset Request</a> on page 1211

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# Chapter 23

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## Funding Request

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### Topics:

- [Prerequisites](#)
- [Funding Request \(Without Approval\) Status Transition](#)
- [Funding Request \(With Approval\) Status Transition](#)
- [Algorithms Used in C1-FundingReq](#)
- [Funding Request Type](#)
- [Funding Request \(Used for Searching\)](#)
- [Funding Request \(Used for Viewing\)](#)

Oracle Revenue Management and Billing provides the automatic payment facility for an account. The system automatically calculates the automatic payment amount during the bill completion and stamps these details against the bill in the **CI\_BILL\_ACH** table. However, there might be situations when you would like to do the following before stamping the automatic payment amount against the bill in the **CI\_BILL\_ACH** table:

- Hold certain amount on the bill through a hold request
- Offset the bill against another bill through an offset request
- Transfer the amount on the credit bill to one or more garnishment contracts of the account

The system enables you to change the automatic payment amount through the funding process. The funding process supports all three automatic payment creation options (i.e. Create At Bill Completion, Create On Extract Date, and Freeze Payment on Notification).

While creating a funding request, you need to specify a funding request type using which you want to create the funding request. It is the funding request type which helps the system to determine:

- The business object using which the funding request should be created in the system.
- The currency in which the total debit and credit amount should be calculated.
- The default funding adjustment type using which the A/P adjustment should be created against a credit bill.

**Note:** In the **Default Funding Adjustment Type** field, you can only specify an adjustment type where the **A/P Request Type Code** field is set to **REFUND**.

- The default garnishment adjustment type using which the garnishment adjustment should be created when the amount from the credit bill is transferred to the garnishment contract of the account.

**Note:** In the **Default Garnishment Adjustment Type** field, you can only specify an adjustment type where the **A/P Request Type Code** field is not set to **REFUND**.

- Whether the approval is required for the funding request.
- An algorithm which helps to calculate the threshold range for a bill based on the number of payments made for the bill in the specified period.

- Whether a funding request must be processed in the deferred mode when the number of bills in the funding request exceeds the defer processing count.

**Note:** The **Funding Request (C1-FundingReq)** business object is shipped with the product.

Once you specify a funding request type, the funding request is created in the **Draft** status. You can then add one or more debit or credit bills in the funding request. Note that you can only add bills of those accounts for which the **Defer Auto Pay** option is selected on the customer class. Once the bills are added, you can submit a funding request. Before you submit a funding request, you can do the following:

- Hold certain amount on the bill through a hold request
- Offset the bill against another bill through an offset request
- Transfer the amount on the credit bill to one or more garnishment contracts of the account

**Note:** The garnishment contract is a contract which is created using a contract type where the **Special Role Flag** field is set to **Garnishment**.

The system calculates the funding amount in the following manner:

Bill Type	Funding Amount for the Bill
Debit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request)
Credit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request) – Garnishment Amount (set on the bill in the funding request)

You can delete or submit a funding request which is in the **Draft** status. On submitting a funding request, the status of the funding request is changed to either **Deferred Processing** or **Create Funding** depending on whether the number of bills in the funding request exceeds the defer processing count. Once the **Funding Request Periodic Monitor (C1-FNDRQ)** batch is executed, it checks whether there are any funding requests in the **Deferred Processing** status. If so, it changes the status of the funding request to **Create Funding**.

Once the status of a funding request is changed to **Create Funding**, the system creates the A/P adjustment against a bill when the funding amount of the bill is in credit. It also creates non A/P adjustments using the garnishment adjustment type when the funding amount of a credit bill is transferred to the garnishment contracts of the account. However, if the funding amount of a bill is in debit, the funding amount is stamped as the automatic payment amount against the bill in the **CI\_BILL\_ACH** table. Then, on executing the **Create Automatic Payments and Refunds (APAYCRET)** batch, the system creates automatic payment and payment event for such bill.

You can optionally configure the approval process for the funding request. If the **Approval Required** option is selected in the funding request type, the status of the funding request is changed to **Approval In Progress** on submitting the funding request. The system calculates the sum of total debit and credit amount in the funding request. Depending on whether the sum total is debit or credit,



the system uses the debit or credit hierarchy in the approval profile (which is specified in the funding request type), respectively. If the sum total is less than the minimum threshold amount, the system automatically approves the funding request and changes the status of the funding request to either **Deferred Processing** or **Create Funding** depending on whether the number of bills in the funding request exceeds the defer processing count. However, if the sum total is equal to or greater than the threshold amount specified at the first level in the approval hierarchy, the system creates a To Do using the To Do type specified in the approval profile and assigns it to the users with the To Do role defined at the first level in the approval hierarchy.

Once the approver at the first level in the approval hierarchy approves the funding request, the system checks whether the sum total of the debit and credit amount is equal to or greater than the threshold amount specified at the next level in the approval hierarchy. If the sum total of the debit and credit amount is equal to or greater than the threshold amount specified at the next level in the approval hierarchy, the system changes the status of the funding request to **Approval In Progress**. However, if the sum total of the debit and credit amount is less than the threshold amount specified at the next level in the approval hierarchy, the system changes the status of the funding request to either **Deferred Processing** or **Create Funding** depending on whether the number of bills in the funding request exceeds the defer processing count.

If an approver rejects a funding request, the status of the funding request is changed to **Rejected**. And, if an approver requests to resubmit a funding request for approval, the status of the funding request is changed to **Draft**. You can then edit the funding request and resubmit it for approval.

If a funding request is created automatically through a custom batch, the system allows you to manually exclude some bills from the funding request when it is in the **Draft** status. You can exclude a bill from a funding request by changing its status to **Cancelled**.

For more information on how to setup the funding request process, see [Prerequisites](#) on page 1238.

## Prerequisites

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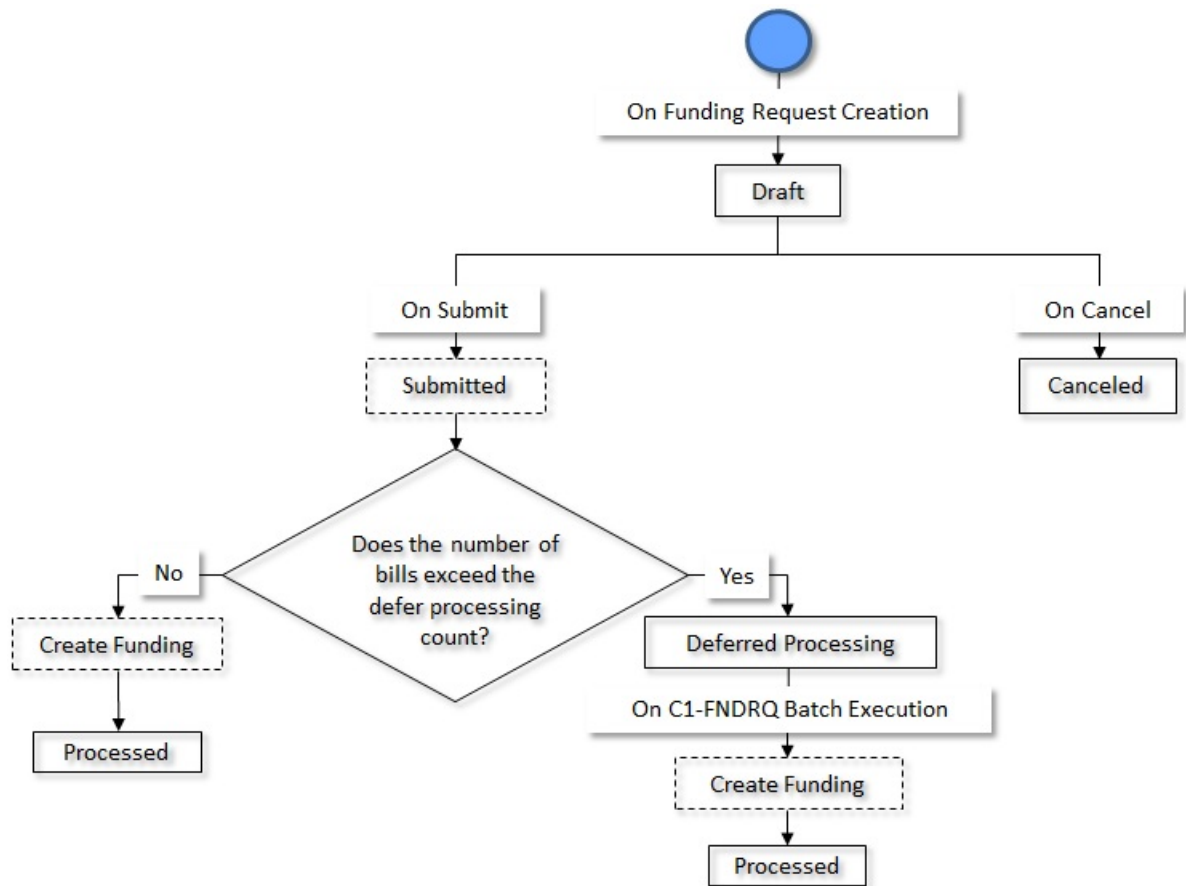
To setup the funding request process, you need to do the following:

- Define the required funding request types in the system
- Define the required funding adjustment types where the **A/P Request Type Code** field is set to **REFUND**
- Define the required garnishment adjustment types where the **A/P Request Type Code** field is not set to **REFUND**
- Define the required characteristic types where the characteristic entity is set to **Funding Request Type**
- Define the required characteristic types where the characteristic entity is set to **Funding Request**
- Define the required approval profiles with the debit and credit approval hierarchy in the system
- Specify the **C1-FNDAP** To Do type in the approval profile which you want to use in the funding request's approval process
- Specify the **C1-FNDSB** as the submitter To Do type in the funding request types
- Define the status reasons for the **Rejected** status of the **C1-FundingRequest** business object in the **Status Reason** screen
- Assign the **C1-FNDAP** To Do type to a To Do role whose users must receive a To Do while submitting a funding request for approval
- Assign the **C1-FNDSB** To Do type to a To Do role whose users must receive a To Do when an approver requests to resubmit the funding request for approval
- Select the **Defer Auto Pay** option on the customer class of the accounts for which you want to use the funding process
- Define the values for the **CAN\_RSN\_CD\_FLG** lookup field
- Define a currency conversion algorithm for payments using the **C1\_CURALGPY** algorithm type
- Define a currency conversion algorithm for adjustments using the **C1\_CURALGAD** algorithm type
- Attach the currency conversion algorithms to the **Currency Conversion For Adjustments** and **Currency Conversion For Payments** algorithm spots to the required divisions
- Set the batch control type of the **Funding Request Periodic Monitor (C1-FNDRQ)** batch to **Timed** and define the following attributes:
  - Time Interval
  - Timer Active
  - User ID
  - Batch Language
  - Email Address

## Funding Request (Without Approval) Status Transition

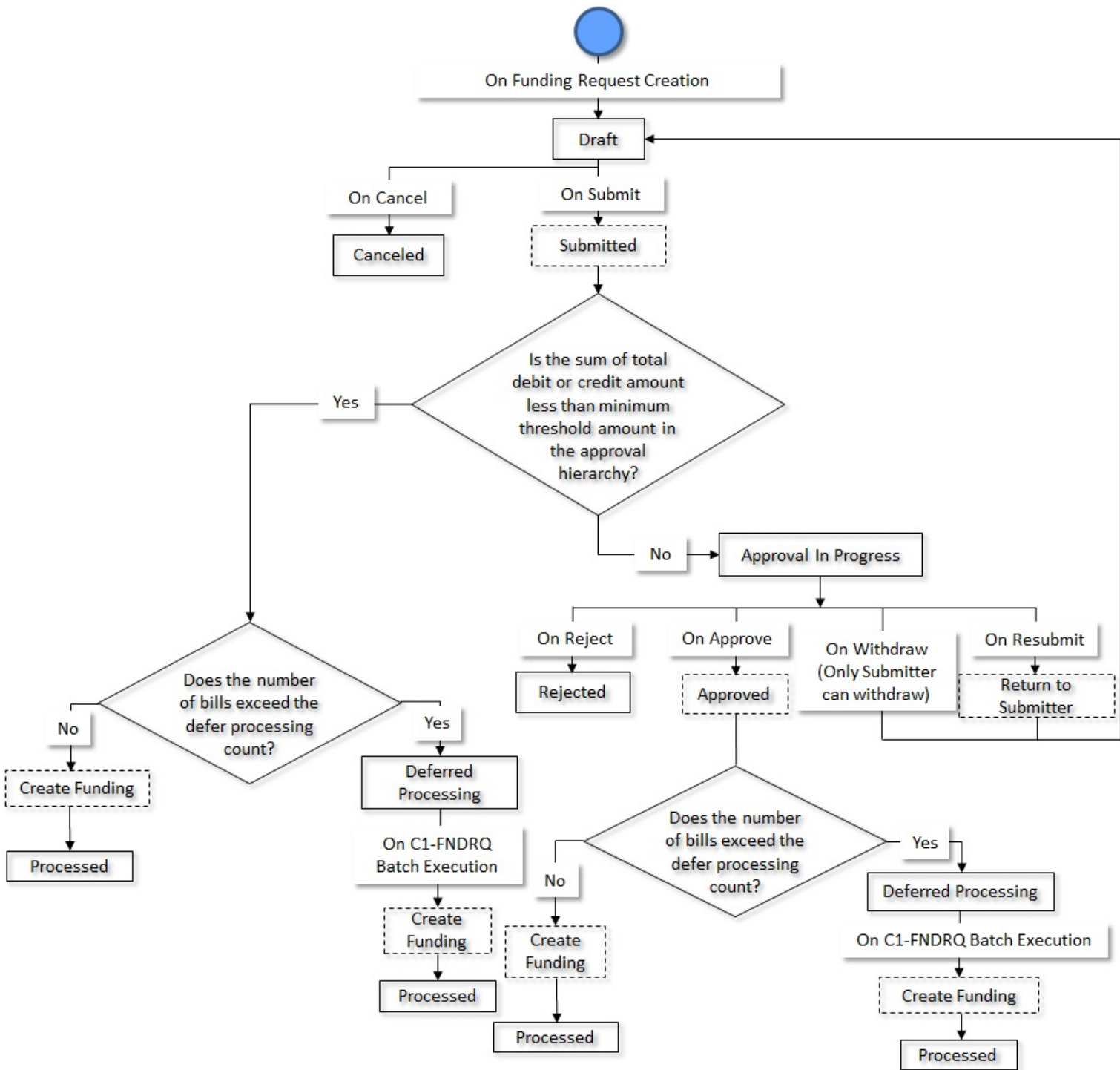
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The following figure graphically indicates how a funding request moves from one status to another when the approval process is not configured in the funding request type:



## Funding Request (With Approval) Status Transition

The following figure graphically indicates how a funding request moves from one status to another when the approval process is configured in the funding request type:



## Algorithms Used in C1-FundingReq

The following table lists the algorithm which is attached to the **C1-FundingReq** business object:

System Event	Algorithm	Algorithm Type	Description
Information	C1-FUNDINFO	C1-FUNDINFO	Refer to <a href="#">C1-FUNDINFO</a> on page 1241

The following table lists the algorithms which are used in the lifecycle of the **C1-FundingReq** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Exit	F1-TODOCOMPL	F1-TODOCOMPL	Refer to <a href="#">F1-TODOCOMPL</a> on page 1242
Submitted	Enter	C1-FUNDSUBMT	C1-FUNDSUBMT	Refer to <a href="#">C1-FUNDSUBMT</a> on page 1241
Approval In Progress	Enter	C1-FUNDAPP	C1-FUNDAPP	Refer to <a href="#">C1-FUNDAPP</a> on page 1242
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	Refer to <a href="#">F1-TODOCOMPL</a> on page 1242
Approved	Enter	C1-FUNDAPRVD	C1-FUNDAPRVD	Refer to <a href="#">C1-FUNDAPRVD</a> on page 1242
Rejected	-	-	-	-
Deferred Processing	Monitor	F1-AT-RQJ	F1-AT-RQJ	Refer to <a href="#">F1-AT-RQJ</a> on page 1242
Return to Submitter	Enter	C1-FNDRESUBM	C1-FNDRESUBM	Refer to <a href="#">C1-FNDRESUBM</a> on page 1242
Creating Funding	Monitor	F1-AT-RQJ	F1-AT-RQJ	Refer to <a href="#">F1-AT-RQJ</a> on page 1242
Creating Funding	Enter	C1-FUNDVAL	C1-FUNDVAL	Refer to <a href="#">C1-FUNDVAL</a> on page 1242
Creating Funding	Enter	C1-FUNDAPAY	C1-FUNDAPAY	Refer to <a href="#">C1-FUNDAPAY</a> on page 1243
Creating Funding	Enter	C1-FUNDADJCR	C1-FUNDADJCR	Refer to <a href="#">C1-FUNDADJCR</a> on page 1243
Processed	-	-	-	-

## C1-FUNDINFO

This algorithm generates the funding request information string which appears throughout the application. It concatenates the following fields separated by a comma in the specified order:

1. Funding Request Type Description
2. Funding Request Status Description
3. Funding Request ID

## C1-FUNDSUBMT

This algorithm is invoked when you submit a funding request. If the approval process is not configured in the funding request type, it changes the status of the funding request to either **Deferred Processing** or **Create Funding** depending on whether the number of bills in the funding request exceeds the defer processing count. If the approval process is configured in the funding request type, it calculates the sum of total debit and credit amount in the funding request. Depending on whether the sum total is debit or credit, it uses the debit or credit hierarchy in the approval profile (which is specified in the funding request type), respectively. If the sum total is less than the minimum threshold amount in the approval hierarchy, the funding request is automatically approved by the system and the status of the funding request is changed to either **Deferred Processing** or **Create Funding** depending on whether the number of bills in the funding request exceeds the defer processing count. However, if the sum total is equal to or greater than the threshold amount specified at the first level in the approval hierarchy, the status of the funding request is changed to **Approval In Progress**.

## C1-FUNDAPP

This algorithm is invoked when the status of the funding request is changed to **Approval In Progress**. It creates a To Do using the To Do type specified in the approval profile and assigns it to the users with the To Do role defined at the first level in the approval hierarchy. In addition, a log entry is created for the funding request when the To Do is created.

**Note:** If a funding request needs approval from the subsequent level in the approval hierarchy, this algorithm creates a To Do and assigns it to the users with the To Do role defined at the subsequent level in the approval hierarchy.

## C1-FUNDAPRVD

This algorithm is invoked when you approve a funding request. It checks whether the sum total of the debit and credit amount is equal to or greater than the threshold amount specified at the next level in the approval hierarchy. If the sum total of the debit and credit amount is equal to or greater than the threshold amount specified at the next level in the approval hierarchy, the status of the funding request is changed to **Approval In Progress**. However, if the sum total of the debit and credit amount is less than the threshold amount specified at the next level in the approval hierarchy, the status of the funding request is changed to either **Deferred Processing** or **Create Funding** depending on whether the number of bills in the funding request exceeds the defer processing count.

## F1-TODOCOMPL

This algorithm completes To Do entries that are created for the business object when the business object exits the given status. It finds and completes all open To Do entries where the business object's primary key is defined as a drill key. However, if the **Exclude To Do Entries From Auto Completion** characteristic is set to **Y** for the business object, the system does not automatically complete the respective To Do entry.

## F1-AT-RQJ

This algorithm transitions the current status of the business object to the specified status. It contains the following parameters:

- **Next Status** – Used when you want to override the default next status specified in the lifecycle.
- **Next Transition Condition** – Used when you want to override the default next transition condition specified in the lifecycle.

At a time, you can specify value for either the **Next Status** or **Next Transition Condition** parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.

## C1-FNDRESUBM

This algorithm is invoked when the status of the funding request is changed to **Return to Submitter**. It changes the status of the funding request to **Draft**. The submitter can then make the required changes and resubmit the funding request for approval. In addition, it creates a To Do using the submitter To Do type which is specified in the funding request type. Once a To Do is created, it is assigned to all users with a submitter To Do role which is specified in the funding request type.

## C1-FUNDVAL

This algorithm is invoked when the status of the funding request is changed to **Create Funding**. It checks whether the funding amount of a debit bill is equal to the bill outstanding amount minus hold and offset amount set on the bill (i.e. Funding Amount = Outstanding Bill Amount – Hold Amount – Offset Amount). Similarly, it checks whether the funding amount of a credit bill is equal to the bill outstanding amount minus hold, offset, and garnishment amount set on the bill (i.e. Funding Amount = Outstanding Bill Amount – Hold Amount – Offset Amount – Garnishment Amount). If so, it executes the next algorithm. However, if the funding amount is incorrect, the status of the record in the funding request is changed to **Error**.

## C1-FUNDAPAY

If the funding amount of a bill is in debit, it stamps the funding amount as the automatic payment amount against the bill in the **CI\_BILL\_ACH** table. Then, on executing the **Create Automatic Payments and Refunds (APAYCRET)** batch, the system creates automatic payment and payment event for such bill.

It considers the records in the funding request which are in the **Pending** status. Once the **CI\_BILL\_ACH** table is updated, the status of the record in the funding request is changed to **Processed**. If any error occurs while updating the **CI\_BILL\_ACH** table, the status of the record in the funding request is changed to **Error**.

## C1-FUNDADJCR

If the funding amount of a bill is in credit, it creates the A/P adjustments using the funding adjustment type. It also creates non A/P adjustments using the garnishment adjustment type when the funding amount of a credit bill is transferred to the garnishment contracts of the account.

It considers the records in the funding request which are in the **Pending** status. Once the adjustments are created, the status of the record in the funding request is changed to **Processed**. If any error occurs while creating the adjustments, the status of the record in the funding request is changed to **Error**.

### Points to Note:

- The system uses the funding and garnishment adjustment types from the funding request.
- The main customer's address is used while creating the A/P adjustment for a credit bill.
- The garnishment adjustments are created against the garnishment contracts of the account. A garnishment contract is a contract which is created using a contract type where the **Special Role Flag** field is set to **Garnishment**.
- The system allows you to transfer funding amount to multiple garnishment contracts of the account. Accordingly, the number of non A/P adjustments will be created using the garnishment adjustment type.

It contains the following parameters:

- **Adjustment Type** - Used to indicate the adjustment type using which the adjustment should be created against the credit bill for internal offsetting.
- **Match Type Entity Flag** - Used to indicate the match type entity on which a new match event must be created when no payment exists for the credit bill. The valid values are:
  - **BILL** - Used when you want to create the same match event on all financial transactions of a bill.
  - **BSEG** - Used when you want to create a unique match event for each bill line item (such as, bill segment or adjustment).
  - **SA** - Used when you want to create the same match event on the bill line items which are created against the same contract.

## Funding Request Type

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Oracle Revenue Management and Billing allows you to define a funding request type using which you can create a funding request. It is the funding request type which helps the system to determine the following:

- The business object using which the funding request should be created in the system.
- The currency in which the funding amount should be calculated.
- The default funding adjustment type using which the A/P adjustment should be created against a credit bill on submitting the funding request.

**Note:** In the **Default Funding Adjustment Type** field, you can only specify an adjustment type where the **A/P Request Type Code** field is set to **REFUND**.

- The default garnishment adjustment type using which the garnishment adjustment should be created when the amount from the credit bill is moved to the garnishment contract of the account.

**Note:** In the **Default Garnishment Adjustment Type** field, you can only specify an adjustment type where the **A/P Request Type Code** field is not set to **REFUND**.




- Whether the approval is required for the funding request.
- An algorithm which helps to calculate the threshold range for a bill based on the number of payments made for the bill in the specified period.
- Whether a funding request must be processed in the deferred mode when the number of bills in the funding request exceeds the defer processing count.


The **Funding Request Type** screen allows you to define, edit, delete, and copy a funding request type. It contains the following zones:

- [Funding Request Type List](#) on page 1244
- [Funding Request Type](#) on page 1245

## Funding Request Type List

The **Funding Request Type List** zone lists the funding request types that are already defined in the system. It contains the following columns:

Column Name	Column Description
Funding Request Type	Displays the funding request type.
Description	Displays the description of the funding request type.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Funding Request Type</b> screen appears where you can edit the details of the funding request type.
Duplicate	On clicking the <b>Duplicate</b> (  ) icon, the <b>Funding Request Type</b> screen appears where you can define a new funding request type using an existing funding request type.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the funding request type.
	<b>Note:</b> You can delete a funding request type only when you have not created a funding request using the funding request type.

On clicking the **Broadcast** () icon corresponding to a funding request type, the **Funding Request Type** zone appears with the details of the respective funding request type.

### Related Topics

For more information on...	See...
How to edit a funding request type	<a href="#">Editing a Funding Request Type</a> on page 1253
How to copy a funding request type	<a href="#">Copying a Funding Request Type</a> on page 1260
How to delete a funding request type	<a href="#">Deleting a Funding Request Type</a> on page 1259
How to view the details of a funding request type	<a href="#">Viewing the Funding Request Type Details</a> on page 1265



## Funding Request Type

The **Funding Request Type** zone displays the details of the funding request type. It contains of the following sections:

- **Main** - Displays the basic information about the funding request type. It contains the following fields:

Field Name	Field Description
Funding Request Type	Displays the funding request type.
Description	Displays the description of the funding request type.
Funding Request Business Object	Indicates the business object that will be used to create the funding request. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Detailed Description	Displays additional information about the funding request type.
Status	Indicates the status of the funding request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>
Funding Amount Currency	Indicates the currency in which the total debit and credit amount should be calculated in the funding request. The total debit and credit amount appears in the <b>Statistics</b> section of the <b>Funding Request</b> zone.
Default Funding Adjustment Type	Indicates the adjustment type using which the funding adjustments must be created.  <b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective adjustment type.
Default Garnishment Adjustment Type	Indicates the garnishment adjustment type using which the garnishment adjustments must be created.  <b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears with the details of the respective adjustment type.
Threshold Range Algorithm	Indicates the threshold range for a bill based on the payments done for the bill.  <b>Note:</b> It has a link. On clicking the link, the <b>Algorithm</b> screen appears where you can view the details of the respective algorithm.
Defer Processing Count	Displays the number of bills to determine if the funding request will be processed in deferred mode.  <b>Note:</b> If the number of bills is less than the <b>Defer Processing Count</b> , the funding request will be processed in real time (i.e. immediately).

Field Name	Field Description
Approval Required	Indicates whether approval is required while creating the funding adjustments using the funding request type.
Approval Profile	Indicates the approval profile which must be used to define approval hierarchy for the funding request type.  <b>Note:</b> The <b>Approval Profile</b> field appears only when the <b>Approval Required</b> check box is selected. It has a link. On clicking the link, the <b>Approval Profile</b> screen appears where you can view the details of the respective approval profile.
Submitter To Do Type	Indicates the To Do type for the submitter when the funding request type is resubmitted by the approver.  <b>Note:</b> The <b>Submitter To Do Type</b> field appears only when the <b>Approval Required</b> check box is selected. It has a link. On clicking the link, the <b>To Do Type</b> screen appears where you can view the details of the respective To Do type.
Submitter To Do Role	Indicates the To Do role for the submitter when the funding request type is resubmitted by the approver.  <b>Note:</b> The <b>Submitter To Do Role</b> field appears only when the <b>Approval Required</b> check box is selected. It has a link. On clicking the link, the <b>To Do Role</b> screen appears where you can view the details of the respective To Do role.

- **Characteristics** - The **Characteristics** section lists the characteristics defined for the funding request type. It contains the following columns:

Column Name	Column Description
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.


- **Record Actions** - The **Record Actions** section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the funding request type.
Delete	Used to delete the funding request type.  <b>Note:</b> You can delete a funding request type only when you have not created a funding request using the funding request type.

Button Name	Button Description
Duplicate	Used to create a new funding request type using an existing funding request type.

- **Record Information** - The **Record Information** section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the funding request type is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

By default, the **Funding Request Type** zone does not appear in the **Funding Request Type** screen. It appears only when you click the **Broadcast**  icon corresponding to the funding request type in the **Funding Request Type List** zone.

### Related Topics

For more information on...	See...
How to define a funding request type	<a href="#">Defining a Characteristic for a Funding Request Type</a> on page 1252
How to edit a funding request type	<a href="#">Editing a Funding Request Type</a> on page 1253
How to copy a funding request type	<a href="#">Copying a Funding Request Type</a> on page 1260
How to delete a funding request type	<a href="#">Deleting a Funding Request Type</a> on page 1259
How to view the details of a funding request type	<a href="#">Viewing the Funding Request Type Details</a> on page 1265

## Defining a Funding Request Type

### Prerequisites

To define a funding request type, you should have:

- Funding request type business objects defined in the application
- Funding request business objects defined in the application
- Currencies defined in the application
- Funding adjustment types defined in the application (where the **A/P Request Type Code** field is set to **REFUND**)
- Garnishment adjustment types defined in the application (where the **A/P Request Type Code** field is not set to **REFUND**)
- A threshold range algorithm defined using the **C1-FDRTTR** algorithm type
- Required approval profiles defined in the application
- A To Do role assigned to the **C1-FNDSB** To Do type in the application

### Procedure

To define a funding request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Funding Request Type**.

A sub-menu appears.

- Click the **Add** option from the **Funding Request Type** sub-menu.

The **Select Business Object** screen appears. It contains the following field:

Field Name	Field Description	Mandatory (Yes or No)
Funding Request Type Business Object	Used to indicate the business object using which you want to create the funding request type.	Yes

**Tip:** Alternatively, you can access the **Select Business Object** screen by clicking the **Add** button in the **Page Title** area of the **Funding Request Type** screen.

**Note:** The **Select Business Object** screen appears only when there are multiple funding request type business objects defined in the application. If there is only one funding request type business object defined in the application, the **Funding Request Type** screen appears.


- Select the required funding request type business object from the respective field.
- Click **OK**.



The **Funding Request Type** screen appears. It contains the following sections:

- Main** - Used to specify basic details about the funding request type.
- Characteristics** - Used to define characteristics for the funding request type.


The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Funding Request Type	Used to specify the funding request type.	Yes
Business Object	Indicates the business object using which you are defining the funding request type.	Not applicable
Description	Used to specify the description for the funding request type.	Yes
Funding Request Business Object	Used to indicate the business object using which you want to create the funding request.	Yes
Detailed Description	Used to specify additional information about the funding request type.	No
Status	Used to indicate the status of the funding request type. The valid values are: <ul style="list-style-type: none"> <li>Active</li> <li>Inactive</li> </ul>	Yes
	<b>Note:</b> You cannot change the status of a funding request type to <b>Inactive</b> when the corresponding funding request is in a status other than <b>Processed</b> or <b>Rejected</b> .	

Field Name	Field Description	Mandatory (Yes or No)
Funding Amount Currency	<p>Used to indicate the currency in which the total debit and credit amount should be calculated in the funding request. The total debit and credit amount appears in the <b>Statistics</b> section of the <b>Funding Request</b> zone.</p> <p><b>Note:</b></p> <p>The list includes only those currencies which are defined in the system.</p> <p>If the currency specified in this field is different from the bill's currency, the system does currency conversion before calculating the total debit and credit amount in the funding request. The total debit amount is the sum of funding amount of all bills whose funding amount is in debit. However, the total credit amount is the sum of funding amount and garnishment amount of all bills whose funding amount is in credit. While calculating the total debit amount, the system uses the currency conversion algorithm attached to the <b>Currency Conversion For Payments</b> algorithm spot of the account's division. However, while calculating the total credit amount, the system uses the currency conversion algorithm attached to the <b>Currency Conversion For Adjustments</b> algorithm spot of the account's division.</p>	Yes
Default Funding Adjustment Type	<p>Used to indicate the adjustment type using which the A/P adjustment should be created against a credit bill on submitting the funding request.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to the <b>Default Funding Adjustment Type</b> field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.</p> <p>In the <b>Default Funding Adjustment Type</b> field, you can only specify an adjustment type where the <b>A/P Request Type Code</b> field is set to <b>REFUND</b>.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Default Garnishment Adjustment Type	<p>Used to indicate the adjustment type using which the garnishment adjustment should be created when the amount from the credit bill is transferred to the garnishment contract of the account.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to the <b>Default Garnishment Adjustment Type</b> field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.</p> <p>In the <b>Default Garnishment Adjustment Type</b> field, you can only specify an adjustment type where the <b>A/P Request Type Code</b> field is not set to <b>REFUND</b>.</p>	Yes
Threshold Range Algorithm	<p>Used to attach an algorithm which helps to calculate the threshold range for a bill based on the number of payments made for the bill in the specified period.</p> <p><b>Note:</b></p> <p>You must specify an algorithm which is created using the <b>C1-FDRTR</b> algorithm type in the <b>Threshold Range Algorithm</b> field.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Threshold Range Algorithm</b> field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	No

Field Name	Field Description	Mandatory (Yes or No)
Defer Processing Count	<p>Used to indicate whether a funding request must be processed in the deferred mode (i.e. in the background) when the number of bills in the funding request exceeds the defer processing count.</p> <p><b>Note:</b> You cannot specify a negative value in the <b>Defer Processing Count</b> field.</p> <p>Deferred mode means in the background when the <b>Funding Request Periodic Monitor (C1-FNDRQ)</b> batch is invoked. You can configure the <b>Funding Request Periodic Monitor (C1-FNDRQ)</b> batch such that it is executed at regular intervals. For more information about the <b>Funding Request Periodic Monitor (C1-FNDRQ)</b> batch, refer to <i>Oracle Revenue Management and Billing Batch Guide</i>.</p> <p>If the number of bills in a funding request does not exceed the defer processing count, the system will process the funding request in real time (i.e. immediately).</p>	No
Approval Required	Used to indicate whether the approval is required before creating payments for debit bills and A/P adjustments for credit bills through the funding request.	No
Approval Profile	<p>Used to indicate the approval profile using which the system should determine the debit or credit hierarchy level from where the approval is required. The system considers the debit or credit hierarchy level where the funding amount of the debit or credit bill falls within the threshold limit.</p> <p><b>Note:</b> This field appears only when the <b>Approval Required</b> option is selected.</p>	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when the <b>Approval Required</b> option is selected.</p>

Field Name	Field Description	Mandatory (Yes or No)
Submitter To Do Type	Used to indicate that To Do entry of the specified To Do type must be created when the approver rejects the funding request or raises the request for resubmitting the funding request.	Yes (Conditional)
	<p><b>Note:</b></p> <p>You must specify the <b>C1-FNDSB</b> To Do type in the <b>Submitter To Do Type</b> field.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Submitter To Do Type</b> field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.</p> <p>This field appears only when the <b>Approval Required</b> option is selected.</p>	<p><b>Note:</b> This field is required when the <b>Approval Required</b> option is selected.</p>
Submitter To Do Role	Used to indicate that the users with the specified To Do role must receive a To Do when the approver rejects the funding request or raises the request for resubmitting the funding request.	Yes (Conditional)
	<p><b>Note:</b></p> <p>This field appears only when the <b>Approval Required</b> option is selected.</p> <p>The list includes only those To Do roles which are associated to the specified submitter To Do type.</p>	<p><b>Note:</b> This field is required when the <b>Approval Required</b> option is selected.</p>

6. Enter the required details in the **Main** section.
7. Define characteristics for the funding request type, if required.
8. Click **Save**.

The funding request type is defined.

### **Related Topics**

For more information on...	See...
<b>Funding Request Type</b> screen	<a href="#">Funding Request Type</a> on page 1243
How to define a characteristic for a funding request type	<a href="#">Defining a Characteristic for a Funding Request Type</a> on page 1252

## **Defining a Characteristic for a Funding Request Type**

### **Prerequisites**

To define a characteristic for a funding request type, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Funding Request Type**)





**Procedure**


To define a characteristic for a funding request type:

1. Ensure that the **Characteristics** section is expanded when you are defining, editing, or copying a funding request type.

The **Characteristics** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Funding Request Type</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the funding request type.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> If you select a predefined characteristic type, the <b>Search</b>  icon appears corresponding to the <b>Characteristic Value</b> field. On clicking the <b>Search</b> icon, you can search for a predefined characteristic value.  On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the funding request type.

2. Enter the required details in the **Characteristics** section.
3. If you want to define more than one characteristic for the funding request type, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the funding request type, click the **Delete**  icon corresponding to the characteristic.

**Related Topics**

For more information on...	See...
How to define a funding request type	<a href="#">Defining a Funding Request Type</a> on page 1247
How to edit a funding request type	<a href="#">Editing a Funding Request Type</a> on page 1253
How to copy a funding request type	<a href="#">Copying a Funding Request Type</a> on page 1260


**Editing a Funding Request Type****Prerequisites**

To edit a funding request type, you should have:

- Funding request business objects defined in the application
- Currencies defined in the application
- Funding adjustment types defined in the application (where the **A/P Request Type Code** field is set to **REFUND**)
- Garnishment adjustment types defined in the application (where the **A/P Request Type Code** field is not set to **REFUND**)
- A threshold range algorithm defined using the **C1-FDRTTR** algorithm type
- Required approval profiles defined in the application
- A To Do role assigned to the **C1-FNDSB** To Do type in the application

### Procedure

To edit a funding request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Funding Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Funding Request Type** sub-menu.  
The **Funding Request Type** screen appears.
4. In the **Funding Request Type List** zone, click the **Edit** () icon in the **Edit** column corresponding to the funding request type whose details you want to edit.



The **Funding Request Type** screen appears. It contains the following sections:


- **Main** - Used to specify basic details about the funding request type.
- **Characteristics** - Used to define characteristics for the funding request type.


The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Funding Request Type	Displays the funding request type.	Not applicable
Business Object	Indicates the business object using which you are defining the funding request type.	Not applicable
Description	Used to specify the description for the funding request type.	Yes
Funding Request Business Object	Used to indicate the business object using which you want to create the funding request.	Yes
Detailed Description	Used to specify additional information about the funding request type.	No

Field Name	Field Description	Mandatory (Yes or No)
Status	<p>Used to indicate the status of the funding request type. The valid values are:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul> <p><b>Note:</b> You cannot change the status of a funding request type to <b>Inactive</b> when the corresponding funding request is in a status other than <b>Processed</b> or <b>Rejected</b>.</p>	Yes
Funding Amount Currency	<p>Used to indicate the currency in which the total debit and credit amount should be calculated in the funding request. The total debit and credit amount appears in the <b>Statistics</b> section of the <b>Funding Request</b> zone.</p> <p><b>Note:</b></p> <p>The list includes only those currencies which are defined in the system.</p> <p>If the currency specified in this field is different from the bill's currency, the system does currency conversion before calculating the total debit and credit amount in the funding request. The total debit amount is the sum of funding amount of all bills whose funding amount is in debit. However, the total credit amount is the sum of funding amount and garnishment amount of all bills whose funding amount is in credit. While calculating the total debit amount, the system uses the currency conversion algorithm attached to the <b>Currency Conversion For Payments</b> algorithm spot of the account's division. However, while calculating the total credit amount, the system uses the currency conversion algorithm attached to the <b>Currency Conversion For Adjustments</b> algorithm spot of the account's division.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Default Funding Adjustment Type	<p>Used to indicate the adjustment type using which the A/P adjustment should be created against a credit bill on submitting the funding request.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to the <b>Default Funding Adjustment Type</b> field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.</p> <p>In the <b>Default Funding Adjustment Type</b> field, you can only specify an adjustment type where the <b>A/P Request Type Code</b> field is set to <b>REFUND</b>.</p>	Yes
Default Garnishment Adjustment Type	<p>Used to indicate the adjustment type using which the garnishment adjustment should be created when the amount from the credit bill is transferred to the garnishment contract of the account.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to the <b>Default Garnishment Adjustment Type</b> field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.</p> <p>In the <b>Default Garnishment Adjustment Type</b> field, you can only specify an adjustment type where the <b>A/P Request Type Code</b> field is not set to <b>REFUND</b>.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Threshold Range Algorithm	<p>Used to attach an algorithm which helps to calculate the threshold range for a bill based on the number of payments made for the bill in the specified period.</p> <p><b>Note:</b></p> <p>You must specify an algorithm which is created using the <b>C1-FDRTTR</b> algorithm type in the <b>Threshold Range Algorithm</b> field.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Threshold Range Algorithm</b> field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	No
Defer Processing Count	<p>Used to indicate whether a funding request must be processed in the deferred mode (i.e. in the background) when the number of bills in the funding request exceeds the defer processing count.</p> <p><b>Note:</b></p> <p>You cannot specify a negative value in the <b>Defer Processing Count</b> field.</p> <p>Deferred mode means in the background when the <b>Funding Request Periodic Monitor (C1-FNDRQ)</b> batch is invoked. You can configure the <b>Funding Request Periodic Monitor (C1-FNDRQ)</b> batch such that it is executed at regular intervals. For more information about the <b>Funding Request Periodic Monitor (C1-FNDRQ)</b> batch, refer to <i>Oracle Revenue Management and Billing Batch Guide</i>.</p> <p>If the number of bills in a funding request does not exceed the defer processing count, the system will process the funding request in real time (i.e. immediately).</p>	No
Approval Required	Used to indicate whether the approval is required before creating payments for debit bills and A/P adjustments for credit bills through the funding request.	No

Field Name	Field Description	Mandatory (Yes or No)
Approval Profile	Used to indicate the approval profile using which the system should determine the debit or credit hierarchy level from where the approval is required. The system considers the debit or credit hierarchy level where the funding amount of the debit or credit bill falls within the threshold limit.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> option is selected.	<b>Note:</b> This field is required when the <b>Approval Required</b> option is selected.
Submitter To Do Type	Used to indicate that To Do entry of the specified To Do type must be created when the approver rejects the funding request or raises the request for resubmitting the funding request.	Yes (Conditional)
	<p><b>Note:</b></p> <p>You must specify the <b>C1-FNDSB</b> To Do type in the <b>Submitter To Do Type</b> field.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Submitter To Do Type</b> field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.</p> <p>This field appears only when the <b>Approval Required</b> option is selected.</p>	<b>Note:</b> This field is required when the <b>Approval Required</b> option is selected.
Submitter To Do Role	Used to indicate that the users with the specified To Do role must receive a To Do when the approver rejects the funding request or raises the request for resubmitting the funding request.	Yes (Conditional)
	<p><b>Note:</b></p> <p>This field appears only when the <b>Approval Required</b> option is selected.</p> <p>The list includes only those To Do roles which are associated to the specified submitter To Do type.</p>	<b>Note:</b> This field is required when the <b>Approval Required</b> option is selected.

**Tip:** Alternatively, you can edit the details of a funding request type by clicking the **Edit** button in the **Funding Request Type** zone.

5. Modify the details in the **Main** section, if required.
6. Define, edit, or remove characteristics from the funding request type, if required.
7. Click **Save**.

The changes made to the funding request type are saved.

### Related Topics

For more information on...	See...
<b>Funding Request Type</b> screen	<a href="#">Funding Request Type</a> on page 1243
<b>Funding Request Type List</b> zone	<a href="#">Funding Request Type List</a> on page 1244
<b>Funding Request Type</b> zone	<a href="#">Funding Request Type</a> on page 1245
How to define a characteristic for a funding request type	<a href="#">Defining a Characteristic for a Funding Request Type</a> on page 1252

## Deleting a Funding Request Type

### Procedure

To delete a funding request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Funding Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Funding Request Type** sub-menu.  
The **Funding Request Type** screen appears.
4. In the **Funding Request Type List** zone, click the **Delete** (🗑️) icon in the **Delete** column corresponding to the funding request type that you want to delete.  
A message appears confirming whether you want to delete the funding request type.

**Note:** You can delete a funding request type only when you have not created a funding request using the funding request type.

**Tip:** Alternatively, you can delete a funding request type by clicking the **Delete** button in the **Funding Request Type** zone.

5. Click **OK**.  
The funding request type is deleted.

### Related Topics

For more information on...	See...
<b>Funding Request Type</b> screen	<a href="#">Funding Request Type</a> on page 1243
<b>Funding Request Type List</b> zone	<a href="#">Funding Request Type List</a> on page 1244
<b>Funding Request Type</b> zone	<a href="#">Funding Request Type</a> on page 1245

## Copying a Funding Request Type

Instead of creating a funding request type from scratch, you can create a new funding request type using an existing funding request type. This is possible through copying a funding request type. On copying a funding request type, the details including the characteristics are copied to the new funding request type. You can then edit the details, if required.


### Prerequisites

To copy a funding request type, you should have:

- Funding request type (whose copy you want to create) defined in the application
- Funding request business objects defined in the application
- Currencies defined in the application
- Funding adjustment types defined in the application (where the **A/P Request Type Code** field is set to **REFUND**)
- Garnishment adjustment types defined in the application (where the **A/P Request Type Code** field is not set to **REFUND**)
- A threshold range algorithm defined using the **C1-FDRTTR** algorithm type
- Required approval profiles defined in the application
- A To Do role assigned to the **C1-FNDSB** To Do type in the application

### Procedure

To copy a funding request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Funding Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Funding Request Type** sub-menu.  
The **Funding Request Type** screen appears.
4. In the **Funding Request Type List** zone, click the **Duplicate** () icon in the **Duplicate** column corresponding to the funding request type whose copy you want to create.

The **Funding Request Type** screen appears. It contains the following sections:



- **Main** - Used to specify basic details about the funding request type.
- **Characteristics** - Used to define characteristics for the funding request type.


The **Main** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Funding Request Type	Used to specify the funding request type.	Yes
Business Object	Indicates the business object using which you are defining the funding request type.	Not applicable
Description	Used to specify the description for the funding request type.	Yes
Funding Request Business Object	Used to indicate the business object using which you want to create the funding request.	Yes



Field Name	Field Description	Mandatory (Yes or No)
Detailed Description	Used to specify additional information about the funding request type.	No
Status	<p>Used to indicate the status of the funding request type. The valid values are:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul> <p><b>Note:</b> You cannot change the status of a funding request type to <b>Inactive</b> when the corresponding funding request is in a status other than <b>Processed</b> or <b>Rejected</b>.</p>	Yes
Funding Amount Currency	<p>Used to indicate the currency in which the total debit and credit amount should be calculated in the funding request. The total debit and credit amount appears in the <b>Statistics</b> section of the <b>Funding Request</b> zone.</p> <p><b>Note:</b> The list includes only those currencies which are defined in the system.</p> <p>If the currency specified in this field is different from the bill's currency, the system does currency conversion before calculating the total debit and credit amount in the funding request. The total debit amount is the sum of funding amount of all bills whose funding amount is in debit. However, the total credit amount is the sum of funding amount and garnishment amount of all bills whose funding amount is in credit. While calculating the total debit amount, the system uses the currency conversion algorithm attached to the <b>Currency Conversion For Payments</b> algorithm spot of the account's division. However, while calculating the total credit amount, the system uses the currency conversion algorithm attached to the <b>Currency Conversion For Adjustments</b> algorithm spot of the account's division.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Default Funding Adjustment Type	<p>Used to indicate the adjustment type using which the A/P adjustment should be created against a credit bill on submitting the funding request.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to the <b>Default Funding Adjustment Type</b> field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.</p> <p>In the <b>Default Funding Adjustment Type</b> field, you can only specify an adjustment type where the <b>A/P Request Type Code</b> field is set to <b>REFUND</b>.</p>	Yes
Default Garnishment Adjustment Type	<p>Used to indicate the adjustment type using which the garnishment adjustment should be created when the amount from the credit bill is transferred to the garnishment contract of the account.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to the <b>Default Garnishment Adjustment Type</b> field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.</p> <p>In the <b>Default Garnishment Adjustment Type</b> field, you can only specify an adjustment type where the <b>A/P Request Type Code</b> field is not set to <b>REFUND</b>.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Threshold Range Algorithm	<p>Used to attach an algorithm which helps to calculate the threshold range for a bill based on the number of payments made for the bill in the specified period.</p> <p><b>Note:</b></p> <p>You must specify an algorithm which is created using the <b>C1-FDRTTR</b> algorithm type in the <b>Threshold Range Algorithm</b> field.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Threshold Range Algorithm</b> field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	No
Defer Processing Count	<p>Used to indicate whether a funding request must be processed in the deferred mode (i.e. in the background) when the number of bills in the funding request exceeds the defer processing count.</p> <p><b>Note:</b></p> <p>You cannot specify a negative value in the <b>Defer Processing Count</b> field.</p> <p>Deferred mode means in the background when the <b>Funding Request Periodic Monitor (C1-FNDRQ)</b> batch is invoked. You can configure the <b>Funding Request Periodic Monitor (C1-FNDRQ)</b> batch such that it is executed at regular intervals. For more information about the <b>Funding Request Periodic Monitor (C1-FNDRQ)</b> batch, refer to <i>Oracle Revenue Management and Billing Batch Guide</i>.</p> <p>If the number of bills in a funding request does not exceed the defer processing count, the system will process the funding request in real time (i.e. immediately).</p>	No
Approval Required	Used to indicate whether the approval is required before creating payments for debit bills and A/P adjustments for credit bills through the funding request.	No

Field Name	Field Description	Mandatory (Yes or No)
Approval Profile	Used to indicate the approval profile using which the system should determine the debit or credit hierarchy level from where the approval is required. The system considers the debit or credit hierarchy level where the funding amount of the debit or credit bill falls within the threshold limit.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> option is selected.	<b>Note:</b> This field is required when the <b>Approval Required</b> option is selected.
Submitter To Do Type	Used to indicate that To Do entry of the specified To Do type must be created when the approver rejects the funding request or raises the request for resubmitting the funding request.	Yes (Conditional)
	<p><b>Note:</b></p> <p>You must specify the <b>C1-FNDSB</b> To Do type in the <b>Submitter To Do Type</b> field.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Submitter To Do Type</b> field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.</p> <p>This field appears only when the <b>Approval Required</b> option is selected.</p>	<b>Note:</b> This field is required when the <b>Approval Required</b> option is selected.
Submitter To Do Role	Used to indicate that the users with the specified To Do role must receive a To Do when the approver rejects the funding request or raises the request for resubmitting the funding request.	Yes (Conditional)
	<p><b>Note:</b></p> <p>This field appears only when the <b>Approval Required</b> option is selected.</p> <p>The list includes only those To Do roles which are associated to the specified submitter To Do type.</p>	<b>Note:</b> This field is required when the <b>Approval Required</b> option is selected.

**Tip:** Alternatively, you can copy a funding request type by clicking the **Duplicate** button in the **Funding Request Type** zone.

5. Enter the required details in the **Main** section.
6. Define, edit, or remove characteristics from the funding request type, if required.
7. Click **Save**.

The new funding request type is defined.


### Related Topics

For more information on...	See...
<b>Funding Request Type</b> screen	<a href="#">Funding Request Type</a> on page 1243
<b>Funding Request Type List</b> zone	<a href="#">Funding Request Type List</a> on page 1244
<b>Funding Request Type</b> zone	<a href="#">Funding Request Type</a> on page 1245
How to define a characteristic for a funding request type	<a href="#">Defining a Characteristic for a Funding Request Type</a> on page 1252

## Viewing the Funding Request Type Details

### Procedure

To view the details of a funding request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Funding Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Funding Request Type** sub-menu.  
The **Funding Request Type** screen appears.
4. In the **Funding Request Type List** zone, click the **Broadcast**  icon corresponding to the funding request type whose details you want to view.  
The **Funding Request Type** zone appears.
5. View the details of the funding request type in the **Funding Request Type** zone.

### Related Topics

For more information on...	See...
<b>Funding Request Type</b> screen	<a href="#">Funding Request Type</a> on page 1243
<b>Funding Request Type List</b> zone	<a href="#">Funding Request Type List</a> on page 1244
<b>Funding Request Type</b> zone	<a href="#">Funding Request Type</a> on page 1245

## Funding Request (Used for Searching)

The **Funding Request** screen allows you to search for a funding request using various search criteria. It also allows you to create a funding request. It contains the following zone:

- [Search Funding Request](#) on page 1266

Through this screen, you can navigate to the following screen:


- [Funding Request \(Used for Viewing\)](#) on page 1270

## Search Funding Request

The **Search Funding Request** zone allows you to search for a funding request using various search criteria. It contains the following two sections:

- **Search Criteria** - The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for a funding request using the funding request or bill details. The valid values are: <ul style="list-style-type: none"> <li>• Request Details</li> <li>• Bill Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Request Details</b> option is selected.	
Created From	Used to search funding requests which are created from a particular date onwards.	No
	<b>Note:</b> This field appears only when the <b>Request Details</b> option is selected from the <b>Search By</b> list.	
Status	Used to search funding requests with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Deferred Processing</li> <li>• Draft</li> <li>• Processed</li> <li>• Rejected</li> </ul>	No
	<b>Note:</b> This field appears only when the <b>Request Details</b> option is selected from the <b>Search By</b> list.	
Created To	Used to search funding requests which are created till a particular date.	No
	<b>Note:</b> This field appears only when the <b>Request Details</b> option is selected from the <b>Search By</b> list.	
User ID	Used to search funding requests which are created by a particular user.	No
	<b>Note:</b> This field appears only when the <b>Request Details</b> option is selected from the <b>Search By</b> list.	
Funding Request Type	Used to search funding requests which are created using a particular funding request type.	No
	<b>Note:</b> This field appears only when the <b>Request Details</b> option is selected from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Funding Request ID	Used to search a particular funding request.	No
	<b>Note:</b> This field appears only when the <b>Request Details</b> option is selected from the <b>Search By</b> list.	
Bill ID	Used to search funding requests which include a particular bill.	No
	<b>Note:</b> This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list.  The <b>Search</b>  icon appears corresponding to the <b>Bill ID</b> field. On clicking the <b>Search</b> icon, the <b>Bill Search</b> window appears.	
Bill Date From	Used to search funding requests which include bills that are created from a particular date onwards.	No
	<b>Note:</b> This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list.	
Alternate Bill ID	Used to search funding requests which include a particular bill.	No
	<b>Note:</b> This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list.	
Bill Date To	Used to search funding requests which include bills that are created till a particular date.	No
	<b>Note:</b> This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list.	

**Note:** You must specify at least one search criterion while searching for a funding request.

- **Search Results** - On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Create Date Time	Displays the date and time when the funding request is created.
Funding Request Information	Displays information about the funding request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Funding Request</b> screen appears where you can view the details of the respective funding request.

Column Name	Column Description
Status	Indicates the status of the funding request. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Deferred Processing</li> <li>• Draft</li> <li>• Processed</li> <li>• Rejected</li> </ul>
Total Debit Amount	Displays the total amount of the debit bills which are added in the funding request.
Total Credit Amount	Displays the total amount of the credit bills which are added in the funding request.
Created By	Indicates the user who has created the funding request.
Creation Mode	Indicates how the funding request is created. The valid values are: <ul style="list-style-type: none"> <li>• Automatic</li> <li>• Manual</li> </ul>

**Note:** Pagination is used to display limited number of records in the **Search Results** section. You can use the navigation links, such as **Previous** and **Next** to navigate between pages.

### Related Topics

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268

## Searching for a Funding Request

### Prerequisites

To search for a funding request, you should have:

- Funding request types defined in the application

### Procedure

To search for a funding request:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Funding Request**.  
A sub-menu appears.
3. Click the **Search** option from the **Funding Request** sub-menu.  
The **Funding Request** screen appears.
4. Enter the search criteria in the **Search Funding Request** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.



### 5. Click **Search**.

A list of funding requests that meet the search criteria appears in the **Search Results** section.

#### Related Topics

For more information on...	See...
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Searching)</a> on page 1265
<b>Search Funding Request</b> zone	<a href="#">Search Funding Request</a> on page 1266

## Viewing the Funding Request Details

### Procedure

To view the details of a funding request:

1. Search for the funding request in the **Funding Request** screen.
2. In the **Search Results** section, click the link in the **Funding Request Information** column corresponding to the funding request whose details you want to view.

The **Funding Request** screen appears.

3. Ensure that the **Main** tab is selected.
4. View the details of the funding request in the **Funding Request** zone.
5. View the credit and/or debit bills added in the funding request in the **Selected Bills** zone.

#### Related Topics

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Funding Request</b> zone	<a href="#">Funding Request</a> on page 1271
<b>Selected Bills</b> zone	<a href="#">Selected Bills</a> on page 1274

## Creating a Funding Request

### Prerequisites

To create a funding request, you should have:

- Funding request types defined in the application

### Procedure

To create a funding request:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Funding Request**.

A sub-menu appears.

- Click the **Add** option from the **Funding Request** sub-menu.

The **Add Funding Request** screen appears. It contains the following field:

Field Name	Field Description	Mandatory (Yes or No)
Funding Request Type	Used to indicate the funding request type using which you want to create the funding request.	Yes

**Tip:** Alternatively, you can access this screen by clicking the **Add** button in the **Page Title** area of the **Funding Request** screen.

- Select the required funding request type from the respective field.
- Click **OK**.

The funding request is created in the **Draft** status.

### Related Topics

For more information on...	See...
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Searching)</a> on page 1265
How to add a debit or credit bill to the funding request	<a href="#">Adding a Debit or Credit Bill to a Funding Request</a> on page 1280
How to define a characteristic for a funding request	<a href="#">Defining a Characteristic for a Funding Request</a> on page 1285

## Funding Request (Used for Viewing)

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The **Funding Request** screen allows you to:

- Edit the details of a funding request
- Delete a funding request
- View the details of a funding request
- Submit a funding request for processing
- Approve or reject a funding request
- Request the submitter to resubmit a funding request for approval
- View the log of a funding request
- Add a log entry for a funding request

It consists of the following tabs:

- [Funding Request - Main](#) on page 1270
- [Funding Request - Log](#) on page 1279

### Funding Request - Main

The **Main** tab displays information about the funding request. It contains the following zones:

- [Funding Request](#) on page 1271
- [Selected Bills](#) on page 1274
- [Funding Payment Details](#) on page 1276

**Note:** This zone appears only when the funding request is in the **Processed** status and the funding amount of the bill is in debit.

- [Funding Adjustments](#) on page 1277

**Note:** This zone appears only when the funding request is in the **Processed** status and the funding amount of the bill is in credit.

- [Search Bill](#) on page 1277

## Funding Request

The **Funding Request** zone displays the details of the funding request. It contains the following sections:

- **Main** - Displays basic information about the funding request. It contains the following fields:

Field Name	Field Description
Funding Request Information	Displays information about the funding request.
Funding Request Type	Indicates the funding request type using which the funding request is created.  <b>Note:</b> It has a link. On clicking the link, the <b>Funding Request Type</b> screen appears where you can view the details of the respective funding request type.
Status	Indicates the status of the funding request. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Deferred Processing</li> <li>• Draft</li> <li>• Processed</li> <li>• Rejected</li> </ul>
Status Reason	Indicates the reason why the funding request is rejected.  <b>Note:</b> This field appears only when the funding request is in the <b>Rejected</b> status. It has a link. On clicking the link, the <b>Status Reason</b> screen appears where you can view the details of the respective status reason.
Funding Adjustment Type	Indicates the adjustment type using which the A/P adjustment is created against a credit bill.  <b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective adjustment type.
Garnishment Adjustment Type	Indicates the adjustment type using which the garnishment adjustment is created when the amount from the credit bill is transferred to the garnishment contract of the account.  <b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective adjustment type.

Field Name	Field Description
Comments	Displays additional information entered while rejecting the funding request.
	<b>Note:</b> This field appears only when the funding request is in the <b>Rejected</b> status.

- **Statistics** - Displays analytical information about the funding request. It contains the following fields:

Field Name	Field Description
Total Records	Displays the total number of debit or credit bills which are added in the funding request.
Total Records Processed	Displays the total number of debit or credit bills for which payments or adjustments are successfully created in the system.
Total Records Cancelled	Displays the total number of debit or credit bills which are excluded from the automatic funding request.
Total Records In Error	Displays the total number of debit or credit bills for which payments or adjustments was not successfully created in the system.
Total Payment Events Created	Displays the total number of payment events created against the debit bills in the funding request.
Total Adjustments Created	Displays the total number of adjustments created against the credit bills in the funding request.
Total Credit Amount	Displays the sum of funding amount and garnishment amount of all bills whose funding amount is in credit. The sum total is calculated in the funding amount currency which is specified in the funding request type.
	<b>Note:</b> If the credit bill's currency is different from the funding amount currency, the system does the currency conversion before calculating the sum total. The system uses the currency conversion algorithm attached to the <b>Currency Conversion For Adjustments</b> algorithm spot of the account's division.
Total Debit Amount	Displays the sum of funding amount of all bills whose funding amount is in debit. The sum total is calculated in the funding amount currency which is specified in the funding request type.
	<b>Note:</b> If the debit bill's currency is different from the funding amount currency, the system does the currency conversion before calculating the sum total. The system uses the currency conversion algorithm attached to the <b>Currency Conversion For Payments</b> algorithm spot of the account's division.

- **Record Actions** - This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the funding request.
	<b>Note:</b> The <b>Edit</b> button appears only when the funding request is in the <b>Draft</b> status.

Button Name	Button Description
Delete	Used to delete the funding request.
	<b>Note:</b> The <b>Delete</b> button appears only when the funding request is in the <b>Draft</b> status.
Submit	Used to submit the funding request.
	<b>Note:</b> The <b>Submit</b> button appears only when the funding request is in the <b>Draft</b> status.
Approve	Used to approve the funding request.
	<b>Note:</b> The <b>Approve</b> button appears only when: <ul style="list-style-type: none"> <li>• The funding request is in the <b>Approval In Progress</b> status.</li> <li>• A user with the approval To Do role is reviewing the funding request.</li> </ul>
Reject	Used to reject the funding request.
	<b>Note:</b> The <b>Reject</b> button appears only when: <ul style="list-style-type: none"> <li>• The funding request is in the <b>Approval In Progress</b> status.</li> <li>• A user with the approval To Do role is reviewing the funding request.</li> </ul>
Re Submit	Used to request for resubmitting the funding request.
	<b>Note:</b> The <b>Re Submit</b> button appears only when: <ul style="list-style-type: none"> <li>• The funding request is in the <b>Approval In Progress</b> status.</li> <li>• A user with the approval To Do role is reviewing the funding request.</li> </ul>

- **Record Information** - This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the funding request is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Status Date/Time	Displays the date and time when the funding request status is updated
Create Date/Time	Displays the date and time when the funding request is created.

- **Characteristics** - Lists the characteristics defined for the funding request. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the characteristic is effective for the funding request.
Characteristic Type	Indicates the characteristic type.

Column Name	Column Description
Characteristic Value	Displays the value of the characteristic type.

### Related Topics

For more information on...	See...
How to edit a funding request	<a href="#">Editing a Funding Request</a> on page 1284
How to delete a funding request	<a href="#">Deleting a Funding Request</a> on page 1286
How to submit a funding request	<a href="#">Submitting a Funding Request</a> on page 1287
How to approve a funding request	<a href="#">Approving a Funding Request</a> on page 1289
How to reject a funding request	<a href="#">Rejecting a Funding Request</a> on page 1291
How to request for resubmitting a funding request	<a href="#">Requesting to Resubmit a Funding Request</a> on page 1293

### Selected Bills

The **Selected Bills** zone lists the debit and credit bills which are added to the funding request. It contains the following columns:

Column Name	Column Description						
Bill Information	<p>Displays information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears where you can view the details of the respective bill.</p>						
Outstanding Amount	Displays the unpaid amount of the bill.						
Hold Amount	Displays the amount of the bill which is kept on hold through a hold request.						
Garnishment Amount	Displays the amount of the credit bill which is transferred to the garnishment contracts of the account through the funding request.						
Funding Amount	<p>Displays the bill amount which can be used for the funding process. It is calculated in the following manner:</p> <table border="1"> <thead> <tr> <th>Bill Type</th> <th>Funding Amount for the Bill</th> </tr> </thead> <tbody> <tr> <td>Debit Bill</td> <td>Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request)</td> </tr> <tr> <td>Credit Bill</td> <td>Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request) – Garnishment Amount (set on the bill in a funding request)</td> </tr> </tbody> </table>	Bill Type	Funding Amount for the Bill	Debit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request)	Credit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request) – Garnishment Amount (set on the bill in a funding request)
Bill Type	Funding Amount for the Bill						
Debit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request)						
Credit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request) – Garnishment Amount (set on the bill in a funding request)						
Threshold Range	Indicates the threshold range for a bill which is calculated based on the number of payments made for the bill in the specified period.						

Column Name	Column Description
Record Status	<p>Indicates the status of the bill record in the funding request. The valid values are:</p> <ul style="list-style-type: none"> <li>Cancelled</li> <li>Invalid</li> <li>Masked</li> <li>Pending</li> <li>Processed</li> <li>Valid</li> <li>Error</li> <li>Processed</li> </ul>
Garnishment Contract	<p>Indicates whether the garnishment contract exists for the account. The valid values are:</p> <ul style="list-style-type: none"> <li>Y</li> <li>N</li> </ul> <p><b>Note:</b></p> <p>This column appears only when the funding request is in the <b>Draft</b> status.</p> <p>The data appears in this column only when a credit bill is added to the funding request.</p> <p>It has a link. On clicking the link, the <b>Edit Garnishment Details</b> screen appears where you can transfer the funding amount from the credit bill to one or more garnishment contracts of the account.</p>
Garnishment	<p>On clicking the <b>View</b> (🔍) icon, the <b>View Garnishment Details</b> screen appears where you can view the funding amount transferred to the different garnishment contracts of the account.</p> <p><b>Note:</b></p> <p>This column does not appear when the funding request is in the <b>Draft</b> status.</p> <p>The <b>View</b> (🔍) icon appears in this column only when the funding request is in the <b>Processed</b> status.</p>
Bill ID	Displays the bill ID.


**Note:** Pagination is used to display limited number of records in the **Search Results** section. You can use the navigation links, such as **Previous** and **Next** to navigate between pages.

In addition, this section contains the following button:


Button Name	Button Description
Delete	<p>Used to delete a bill from the funding request.</p> <p><b>Note:</b> The <b>Delete</b> button appears only when the funding request is created manually and it is in the <b>Draft</b> status.</p>

Button Name	Button Description
Edit	Used to exclude a debit or credit bill from the funding request.
	<b>Note:</b> The <b>Edit</b> button appears only when the funding request is created automatically and it is in the <b>Draft</b> status.

A check box appears corresponding to each bill when the funding request is in the **Draft** status. On selecting the check box, you can delete the bill from the funding request. You can also select multiple bills at the same time. In addition, you can select the check box corresponding to the column header. This allows you to delete all bills listed in the respective page from the funding request.

On clicking the **Broadcast**  icon corresponding to a debit or credit bill, the **Funding Payment Details** or **Funding Adjustments** zone appears, respectively.

**Note:** The **Broadcast** icon does not appear when the funding request is in the **Draft** status.

You can filter the list using various search criteria (such as, **Bill ID**, **Record Status**, and **Bill Balance**) available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters**  icon in the upper right corner of this zone.

### Related Topics

For more information on...	See...
How to delete a debit or credit bill from a funding request	<a href="#">Deleting a Debit or Credit Bill from a Funding Request</a> on page 1281
<b>Funding Payment Details</b> zone	<a href="#">Funding Payment Details</a> on page 1276
<b>Funding Adjustments</b> zone	<a href="#">Funding Adjustments</a> on page 1277
How to transfer the funding amount of a credit bill to a garnishment contract	<a href="#">Transferring the Funding Amount of a Credit Bill to a Garnishment Contract</a> on page 1294
How to view the garnishment details of a credit bill	<a href="#">Viewing the Garnishment Details of a Credit Bill</a> on page 1295
How to exclude a debit or credit bill from a funding request	

### Funding Payment Details

The **Funding Payment Details** zone lists the payment events which are created for a debit bill through the funding request. It appears only when the funding request is in the **Processed** status. It contains the following columns:

Column Name	Column Description
Payment Event Information	Displays information about the payment event.
	<b>Note:</b> It has a link. On clicking the link, the <b>Payment Event</b> screen appears where you can view the details of the respective payment event.
Payment Amount	Displays the amount for which automatic payment is created.

**Note:** Pagination is used to display limited number of records in the **Search Results** section. You can use the navigation links, such as **Previous** and **Next** to navigate between pages.



## Funding Adjustments

The **Funding Adjustments** zone lists the funding and garnishment adjustments which are created for a credit bill through the funding request. It appears only when the funding request is in the **Processed** status. It contains the following columns:


Column Name	Column Description
Adjustment Information	Displays information about the funding or garnishment adjustment.
	<b>Note:</b> It has a link. On clicking the link, the <b>Adjustment</b> screen appears where you can view the details of the respective adjustment.
Adjustment Amount	Displays the adjustment amount.

**Note:** Pagination is used to display limited number of records in the **Search Results** section. You can use the navigation links, such as **Previous** and **Next** to navigate between pages.

## Search Bill

The **Search Bill** zone allows you to search for a bill using various search criteria. It appears only when the funding request is in the **Draft** status and the creation mode is set to **Manual**. It contains the following two sections:

- **Search Criteria** - The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for a bill using the person, account, or bill details. The valid values are: <ul style="list-style-type: none"> <li>• Bill Details</li> <li>• Account Details</li> <li>• Person Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Bill Details</b> option is selected.	
Bill ID	Used to search a particular bill.	No
	<b>Note:</b> This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list.  The <b>Search</b>  icon appears corresponding to the <b>Bill ID</b> field. On clicking the <b>Search</b> icon, the <b>Bill Search</b> window appears.	
Bill Date From	Used to search bills which are created from a particular date onwards.	Yes
	<b>Note:</b> This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list.  By default, the current date appears in this field.	

Field Name	Field Description	Mandatory (Yes or No)
Alternate Bill ID	Used to search a particular bill.	No
	<b>Note:</b> This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list.	
Bill Date To	Used to search bills which are created till a particular date.	Yes
	<b>Note:</b> This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list. By default, the current date appears in this field.	
Bill Balance	Used to indicate whether you want to search bills with debit or credit balance. The valid values are: <ul style="list-style-type: none"> <li>• Credit</li> <li>• Debit</li> </ul>	No
	<b>Note:</b> This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list.	
Account ID	Used to search bills of a particular account.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Account Details</b> option is selected from the <b>Search By</b> list.	
Person ID	Used to search bills which belong to a particular person.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Person Details</b> option is selected from the <b>Search By</b> list.	

**Note:** You must specify at least one search criterion while searching for a bill.

- **Search Results** - On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Bill Information	Displays additional information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears where you can view the details of the respective bill.
Due Date	Displays the date when the bill is due for payment.
Outstanding Amount	Displays the unpaid amount of the bill.

Column Name	Column Description						
Hold Amount	Displays the amount of the bill which is kept on hold through a hold request.						
Funding Amount	Displays the bill amount which can be used for the funding process. It is calculated in the following manner: <table border="1" data-bbox="571 346 1461 655"> <thead> <tr> <th>Bill Type</th> <th>Funding Amount for the Bill</th> </tr> </thead> <tbody> <tr> <td>Debit Bill</td> <td>Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request)</td> </tr> <tr> <td>Credit Bill</td> <td>Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request) – Garnishment Amount (set on the bill in a funding request)</td> </tr> </tbody> </table>	Bill Type	Funding Amount for the Bill	Debit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request)	Credit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request) – Garnishment Amount (set on the bill in a funding request)
Bill Type	Funding Amount for the Bill						
Debit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request)						
Credit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request) – Garnishment Amount (set on the bill in a funding request)						
Person Name	Indicates the person to whom the bill belongs. In addition, this column has a context menu which helps in navigating to other screens in the application. <p><b>Note:</b> It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the respective person.</p>						
Bill ID	Displays the bill ID.						
Defer Auto Pay	Indicates whether the <b>Defer Auto Pay</b> option is selected on the customer class of the account for which the bill is created. The valid values are: <ul style="list-style-type: none"> <li>• N</li> <li>• Y</li> </ul>						

**Note:** Pagination is used to display limited number of records in the **Search Results** section. You can use the navigation links, such as **Previous** and **Next** to navigate between pages.

In addition, this section contains the following button:

Button Name	Button Description
Add	Used to add a bill to the funding request.

A check box appears corresponding to each bill. On selecting the check box, you can add the bill to the funding request. You can also select multiple bills at the same time. In addition, you can select the check box corresponding to the column header. This allows you to add all bills listed in the respective page to the funding request.

### **Related Topics**

For more information on...	See...
How to add a debit or credit bill to a funding request	<a href="#">Adding a Debit or Credit Bill to a Funding Request</a> on page 1280

## **Funding Request - Log**

The **Log** tab contains the following zone:

- [Funding Request Log](#) on page 1280

## Funding Request Log

The **Funding Request Log** zone lists the complete trail of actions performed on the funding request. It contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the funding request.
Details	Displays the details of the action performed on the funding request.
User	Indicates the user who has performed the action on the funding request.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is created when the action is performed on the funding request.  <b>Note:</b> At present, no data appears in this column. The implementation team can build the custom logic to meet the business requirements.
Status Reason	Indicates the reason why the funding request was rejected by the approver.  <b>Note:</b> The data appears in this column only when the funding request is in the <b>Rejected</b> status.

**Note:** You can manually add a log entry for the funding request by clicking the **Add Log Entry** link in the upper right corner of the **Funding Request Log** zone.

### Related Topics

For more information on...	See...
How to view the log of a funding request	<a href="#">Viewing the Log of a Funding Request</a> on page 1297
How to add a log entry for a funding request	<a href="#">Adding a Log Entry for a Funding Request</a> on page 1298

## Adding a Debit or Credit Bill to a Funding Request

In a funding request, you can only add the debit or credit bills of the accounts for which the **Defer Auto Pay** option is selected on the respective customer class.

### Procedure

To add a debit or credit bill to a funding request:

1. Search for the funding request in the **Funding Request** screen.
2. In the **Search Results** section, click the link in the **Funding Request Information** column corresponding to the funding request whose details you want to edit.  
  
The **Funding Request** screen appears.
3. Ensure that the **Main** tab is selected.
4. Enter the search criteria in the **Search Bill** zone.

**Note:**

The **Search Bill** zone appears only when the funding request is in the **Draft** status.

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of bills that meet the search criteria appears in the **Search Results** section.

## 6. Select the check box corresponding to a bill that you want to add to the funding request.

7. Click the **Add** button in the **Search Bill** zone.

A message appears indicating that the bill is added to the funding request.

**Note:** You can only add a debit or credit bill of an account for which the **Defer Auto Pay** option is selected on the respective customer class.

8. Click **OK**.

The bill is added to the funding request. The status of the bill record in the funding request is set to **Pending**.

**Related Topics**

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Search Bill</b> zone	<a href="#">Search Bill</a> on page 1277
How to create a funding request	<a href="#">Creating a Funding Request</a> on page 1269

**Deleting a Debit or Credit Bill from a Funding Request****Procedure**

To delete a debit or credit bill from a funding request:

1. Search for the funding request in the **Funding Request** screen.
2. In the **Search Results** section, click the link in the **Funding Request Information** column corresponding to the funding request whose details you want to edit.  
The **Funding Request** screen appears.
3. Ensure that the **Main** tab is selected.
4. In the **Selected Bills** zone, select the check box corresponding to a bill that you want to delete from the funding request.
5. Click the **Delete** button in the **Selected Bills** zone.

A message appears confirming whether you want to delete the bill from the funding request.

**Note:** The **Delete** button appears only when the funding request is in the **Draft** status.

6. Click **OK**.

The debit or credit bill is deleted from the funding request.

### Related Topics

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Selected Bills</b> zone	<a href="#">Selected Bills</a> on page 1274

## Excluding a Bill from a Funding Request

If the funding request is manually created through the user interface, you add or delete bills from the funding request when it is in the **Draft** status. However, if the funding request is automatically created through a custom logic, the system allows you to exclude the required bills from the funding request when it is in the **Draft** status. In such case, the status of the record in the funding request is changed to **Canceled**. The excluded bills can then be included in some other funding request.

### Prerequisites

To exclude a bill from a funding request, you should have:

- Values defined for the **CAN\_RSN\_CD\_FLG** lookup field

### Procedure

To exclude a bill from a funding request:

1. Search for the funding request in the **Funding Request** screen.
2. In the **Search Results** section, click the link in the **Funding Request Information** column corresponding to the funding request whose details you want to edit.  
The **Funding Request** screen appears.
3. Ensure that the **Main** tab is selected.
4. In the **Selected Bills** zone, select the check box corresponding to a bill that you want to exclude from the funding request.
5. Click the **Edit** button in the **Selected Bills** zone.

The **Edit Funding Request Details** screen appears. It contains the following field:

Field Name	Field Description
Funding Request Information	Displays the information about the funding request.

In addition, this screen contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Bill Information	Displays the information about the bill.	Not applicable
Garnishment Amount	Displays the funding amount which is transferred to the garnishment contracts of the account.	Not applicable

Field Name	Field Description	Mandatory (Yes or No)						
Funding Amount	<p>Displays the bill amount which can be used for the funding process. It is calculated in the following manner:</p> <table border="1"> <thead> <tr> <th>Bill Type</th> <th>Funding Amount for the Bill</th> </tr> </thead> <tbody> <tr> <td>Debit Bill</td> <td>Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request)</td> </tr> <tr> <td>Credit Bill</td> <td>Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request) – Garnishment Amount (set on the bill in a funding request)</td> </tr> </tbody> </table>	Bill Type	Funding Amount for the Bill	Debit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request)	Credit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request) – Garnishment Amount (set on the bill in a funding request)	Not applicable
Bill Type	Funding Amount for the Bill							
Debit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request)							
Credit Bill	Outstanding Bill Amount – Hold Amount (set on the bill in a hold request) – Offset Amount (set on the bill in an offset request) – Garnishment Amount (set on the bill in a funding request)							
Status	<p>Used to indicate the status of the record in the funding request. The valid values are:</p> <ul style="list-style-type: none"> <li>Cancelled</li> <li>Invalid</li> <li>Masked</li> <li>Pending</li> <li>Processed</li> <li>Valid</li> </ul>	Yes						
Cancel Reason	<p>Used to indicate the reason why you want to exclude the bill from the funding request.</p> <p><b>Note:</b> The list includes only those values which are defined in the <b>CAN_RSN_CD_FLG</b> lookup field.</p>	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when you want to exclude the bill from the funding request.</p>						

**Note:** The **Edit** button appears only when the creation mode of the funding request is set to **Automatic** and the funding request is in the **Draft** status.

- Select the **Cancelled** option from the **Status** field.
- Select the required cancel reason from the respective field.
- Click **Save**.

The bill is excluded from the funding request. The status of the bill record in the funding request is set to **Cancelled**.

#### **Related Topics**

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270

<b>For more information on...</b>	<b>See...</b>
<b>Selected Bills</b> zone	<i>Selected Bills</i> on page 1274

## Editing a Funding Request

### Prerequisites

To edit a funding request, you should have:

- Funding adjustment types defined in the application (where the **A/P Request Type Code** field is set to **REFUND**)
- Garnishment adjustment types defined in the application (where the **A/P Request Type Code** field is not set to **REFUND**)

### Procedure

To edit a funding request:

1. Search for the funding request in the **Funding Request** screen.
2. In the **Search Results** section, click the link in the **Funding Request Information** column corresponding to the funding request whose details you want to edit.


The **Funding Request** screen appears.

3. Click the **Edit** button in the **Funding Request** zone.


The **Edit Funding Request** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the funding request.
- **Characteristics** - Used to define a characteristic for the funding request.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Funding Request Information	Displays information about the funding request.	Not applicable
Funding Adjustment Type	Used to indicate the adjustment type using which the A/P adjustment should be created against a credit bill.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to the <b>Funding Adjustment Type</b> field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.  In the <b>Funding Adjustment Type</b> field, you can only specify an adjustment type where the <b>A/P Request Type Code</b> field is set to <b>REFUND</b> .	Yes (Conditional)  <b>Note:</b> This field is required while creating an A/P adjustment against a credit bill.



Field Name	Field Description	Mandatory (Yes or No)
Garnishment Adjustment Type	Used to indicate the adjustment type using which the garnishment adjustment should be created when the amount from the credit bill is transferred to the garnishment contract of the account.	Yes (Conditional)
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to the <b>Garnishment Adjustment Type</b> field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.</p> <p>In the <b>Garnishment Adjustment Type</b> field, you can only specify an adjustment type where the <b>A/P Request Type Code</b> field is not set to <b>REFUND</b>.</p>	<p><b>Note:</b> This field is required while creating garnishment adjustments for a credit bill.</p>
Comments	Used to specify additional information about the funding request.	No

**Note:** The **Edit** button appears only when the funding request is in the **Draft** status.

4. Modify the details of the funding request, if required.
5. Define, edit, or remove characteristics from the funding request, if required.
6. Click **Save**.

The changes made to the funding request are saved.

### **Related Topics**

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Funding Request</b> zone	<a href="#">Funding Request</a> on page 1271
How to define a characteristic for a funding request	<a href="#">Defining a Characteristic for a Funding Request</a> on page 1285

## **Defining a Characteristic for a Funding Request**

### **Prerequisites**

To define a characteristic for a funding request, you should have:


- Characteristic types defined in the application (where the characteristic entity is set to **Funding Request**)


### **Procedure**


To define a characteristic for a funding request:

1. Ensure that the **Characteristics** section is expanded when you are editing a funding request.

The **Characteristics** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the funding request.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the funding request.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Funding Request</b> .	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the funding request.
Characteristic Value	Used to specify the value for the characteristic type. <b>Note:</b> If you select a predefined characteristic type, the <b>Search</b>  icon appears corresponding to the <b>Characteristic Value</b> field. On clicking the <b>Search</b> icon, you can search for a predefined characteristic value.  On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the funding request.

- Enter the required details in the **Characteristics** section.
- If you want to define more than one characteristic for the funding request, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the funding request, click the **Delete**  icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to edit a funding request	<a href="#">Editing a Funding Request</a> on page 1284

## Deleting a Funding Request

### Procedure

To delete a funding request:

- Search for the funding request in the **Funding Request** screen.

- In the **Search Results** section, click the link in the **Funding Request Information** column corresponding to the funding request that you want to delete.

The **Funding Request** screen appears.

- Click the **Delete** button in the **Funding Request** zone.

A message appears confirming whether you want to delete the funding request.

**Note:** The **Delete** button appears only when the funding request is in the **Draft** status.

- Click **OK**.

The funding request is deleted.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Funding Request</b> zone	<a href="#">Funding Request</a> on page 1271

## **Submitting a Funding Request**

### **Prerequisites**

To submit a funding request, you should have:

- At least one debit or credit bill in the funding request
- Funding and garnishment adjustment types defined in the funding request
- Funding adjustment type defined in the application (where the **A/P Request Type Code** field is set to **REFUND**)
- Garnishment adjustment type defined in the application (where the **A/P Request Type Code** field is not set to **REFUND**)

### **Procedure**

To submit a funding request:

- Search for the funding request in the **Funding Request** screen.
- In the **Search Results** section, click the link in the **Funding Request Information** column corresponding to the funding request that you want to submit.

The **Funding Request** screen appears.

- Click the **Submit** button in the **Funding Request** zone.

The system behaves in the following manner:

If...	Then...				
<p>The <b>Approval Required</b> option is selected in the funding request type using which the funding request is created</p>	<p>It calculates the sum of total debit and credit amount in the funding request. Depending on whether the sum total is debit or credit, it uses the debit or credit hierarchy in the approval profile (which is specified in the funding request type), respectively. Depending on the sum total amount, the system behaves in the following manner:</p>				
	<table border="1"> <thead> <tr> <th data-bbox="886 455 1175 508">If...</th> <th data-bbox="1180 455 1466 508">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="886 514 1175 905"> <p>The sum total is less than the minimum threshold amount in the approval hierarchy</p> </td> <td data-bbox="1180 514 1466 905"> <p>The system automatically approves the funding request and changes the status of the funding request to either <b>Deferred Processing</b> or <b>Create Funding</b> depending on whether the number of bills in the funding request exceeds the defer processing count.</p> </td> </tr> </tbody> </table>	If...	Then...	<p>The sum total is less than the minimum threshold amount in the approval hierarchy</p>	<p>The system automatically approves the funding request and changes the status of the funding request to either <b>Deferred Processing</b> or <b>Create Funding</b> depending on whether the number of bills in the funding request exceeds the defer processing count.</p>
	If...	Then...			
<p>The sum total is less than the minimum threshold amount in the approval hierarchy</p>	<p>The system automatically approves the funding request and changes the status of the funding request to either <b>Deferred Processing</b> or <b>Create Funding</b> depending on whether the number of bills in the funding request exceeds the defer processing count.</p>				
<p>The sum total is equal to or greater than the threshold amount specified at the first level in the approval hierarchy</p>	<p>The system changes the status of the funding request to <b>Approval In Progress</b>. It creates a To Do using the To Do type specified in the approval profile and assigns it to the users with the To Do role defined at the first level in the approval hierarchy. In addition, it creates a log entry for the funding request when the To Do is created.</p>				

If...	Then...
<p>The <b>Approval Required</b> option is not selected in the funding request type using which the funding request is created</p>	<p>The system changes the status of the funding request to either <b>Deferred Processing</b> or <b>Create Funding</b> depending on whether the number of bills in the funding request exceeds the defer processing count.</p> <p>Once the <b>Funding Request Periodic Monitor (C1-FNDRQ)</b> batch is executed, it checks whether there are any funding requests in the <b>Deferred Processing</b> status. If so, it changes the status of the funding request to <b>Create Funding</b>.</p> <p>Once the status of a funding request is changed to <b>Create Funding</b>, the system creates the A/P adjustment against a bill when the funding amount of the bill is in credit. It also creates non A/P adjustments using the garnishment adjustment type when the funding amount of a credit bill is transferred to the garnishment contracts of the account. However, if the funding amount of a bill is in debit, the funding amount is stamped as the automatic payment amount against the bill in the <b>CI_BILL_ACH</b> table. Then, on executing the <b>Create Automatic Payments and Refunds (APAYCRET)</b> batch, the system creates automatic payment and payment event for such bill.</p> <p><b>Note:</b> The funding and garnishment adjustments are created in the <b>Frozen</b> status.</p>

**Note:** The **Submit** button appears only when the funding request is in the **Draft** status.

### Related Topics

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Funding Request</b> zone	<a href="#">Funding Request</a> on page 1271

## Approving a Funding Request

You can view the number of funding requests which are pending for approval in the **Funding Request** screen. The approver can review, and accordingly approve, reject, or ask the submitter to resubmit the funding request based on the observations.

**Note:** The system will not allow you to approve, reject or resubmit a funding request submitted by you.

### Procedure

To approve a funding request:

1. Do either of the following:

If you want to...	Then...
Approve a funding request through the <b>Funding Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the funding request in the <b>Funding Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Funding Request Information</b> column corresponding to the funding request which you want to review.</li> </ol>
Approve a funding request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1-FNDAP</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the funding request that you want to review.</li> </ol>

The **Funding Request** screen appears.

2. Review the details in the **Funding Request** screen.
3. If the information in the funding request is accurate, then click the **Approve** button in the **Funding Request** zone.

The system behaves in the following manner:

If...	Then...
The sum total of the debit and credit amount is equal to or greater than the threshold amount specified at the next level in the approval hierarchy	The system changes the status of the funding request to <b>Approval In Progress</b> . It creates a To Do using the To Do type specified in the approval profile and assigns it to the users with the To Do role defined at the next level in the approval hierarchy. In addition, it creates a log entry for the funding request when the To Do is created.

If...	Then...
<p>The sum total of the debit and credit amount is less than the threshold amount specified at the next level in the approval hierarchy</p>	<p>The system changes the status of the funding request to either <b>Deferred Processing</b> or <b>Create Funding</b> depending on whether the number of bills in the funding request exceeds the defer processing count.</p> <p>Once the <b>Funding Request Periodic Monitor (C1-FNDRQ)</b> batch is executed, it checks whether there are any funding requests in the <b>Deferred Processing</b> status. If so, it changes the status of the funding request to <b>Create Funding</b>.</p> <p>Once the status of a funding request is changed to <b>Create Funding</b>, the system creates the A/P adjustment against a bill when the funding amount of the bill is in credit. It also creates non A/P adjustments using the garnishment adjustment type when the funding amount of a credit bill is transferred to the garnishment contracts of the account. However, if the funding amount of a bill is in debit, the funding amount is stamped as the automatic payment amount against the bill in the <b>CI_BILL_ACH</b> table. Then, on executing the <b>Create Automatic Payments and Refunds (APAYCRET)</b> batch, the system creates automatic payment and payment event for such bill.</p> <p><b>Note:</b> The funding and garnishment adjustments are created in the <b>Frozen</b> status.</p>

**Note:** The **Approve** button appears only when:

- The funding request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the funding request.

### Related Topics

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Funding Request</b> zone	<a href="#">Funding Request</a> on page 1271

## Rejecting a Funding Request

### Prerequisites

To reject a funding request, you should have:

- Reasons defined for the **Rejected** status of the **C1-FundingRequest** business object in the **Status Reason** screen

**Note:** The system will not allow you to approve, reject or resubmit a funding request submitted by you.

### Procedure

To reject a funding request:

1. Do either of the following:

If you want to...	Then...
Reject a funding request through the <b>Funding Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the funding request in the <b>Funding Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Funding Request Information</b> column corresponding to the funding request which you want to review.</li> </ol>
Reject a funding request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1-FNDAP</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the funding request that you want to review.</li> </ol>

The **Funding Request** screen appears.

2. Review the details in the **Funding Request** screen.
3. If the information in the funding request is incorrect, then click the **Reject** button in the **Funding Request** zone.

The **Reject Funding Request** window appears. It contains following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	<p>Used to indicate the reason why you want to reject the funding request.</p> <p><b>Note:</b> The list includes only those reasons which are defined for the <b>Rejected</b> status of the <b>C1-FundingRequest</b> business object in the <b>Status Reason</b> screen.</p>	Yes
Comments	Used to specify additional information while rejecting the funding request.	No



**Note:** The **Reject** button appears only when:

- The funding request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the funding request.

4. Select the rejection reason from the **Status Reason** list.
5. Click **Save**.

The status of the funding request is changed to **Rejected**.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Funding Request</b> zone	<a href="#">Funding Request</a> on page 1271

## **Requesting to Resubmit a Funding Request**

### **Procedure**

To request for resubmitting a funding request:

1. Do either of the following:

<b>If you want to...</b>	<b>Then...</b>
Request for resubmitting a funding request through the <b>Funding Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the funding request in the <b>Funding Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Funding Request Information</b> column corresponding to the funding request which you want to review.</li> </ol>
Request for resubmitting a funding request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1-FNDAP</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> </ol>

If you want to...	Then...
	<ol style="list-style-type: none"> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the funding request that you want to review.</li> </ol>

The **Funding Request** screen appears.

2. Review the details in the **Funding Request** screen.
3. If the information in the funding request is incomplete and you want the submitter to make the required changes and resubmit it, click the **Re Submit** button in the **Funding Request** zone.

The **Resubmit Funding Request** window appears. It contains the following field:

Field Name	Field Description	Mandatory (Yes or No)
Comments	Used to specify the changes which the submitter should make in the funding request before resubmitting it for approval.	Yes

**Note:** The **Re Submit** button appears only when:

- The funding request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the funding request.

4. Enter the comments in the respective field and then click **Save**.

A To Do is created using the submitter To Do type and assigned to all users with a submitter To Do role specified in the funding request type. In addition, the status of the funding request is changed to **Draft**.

### **Related Topics**

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Funding Request</b> zone	<a href="#">Funding Request</a> on page 1271

## **Transferring the Funding Amount of a Credit Bill to a Garnishment Contract**

### **Prerequisites**

To transfer the funding amount of a credit bill to a garnishment contract, you should have:

- At least one garnishment contract on the account

**Note:** The garnishment contract is a contract which is created using a contract type where the **Special Role Flag** field is set to **Garnishment**.

### **Procedure**

To transfer the funding amount of a credit bill to a garnishment contract:

1. Search for the funding request in the **Funding Request** screen.
2. In the **Search Results** section, click the link in the **Funding Request Information** column corresponding to the funding request whose details you want to edit.

The **Funding Request** screen appears.

3. Expand the **Selected Bills** zone in the **Main** tab.
4. Click the link on the value **Y** in the **Garnishment Contract** column corresponding to a credit bill whose funding amount you want to transfer to a garnishment contract.

The **Edit Garnishment Details** screen appears. It contains the following field:

Field Name	Field Description
Bill Information	Indicates the credit bill whose funding amount you want to transfer to a garnishment contract of the account.

In addition, this screen contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Garnishment Contract	Used to indicate the garnishment contract of the account.	Yes
Garnishment Amount	Used to specify the amount that you want to transfer to the garnishment contract.	Yes

5. Enter the required details in the **Edit Garnishment Details** screen.
6. If you want to transfer the funding amount of the credit bill to more than one garnishment contract of the account, click the **Add (+)** icon and then repeat step 5.

**Note:** However, if you want to remove a garnishment record from the funding request, click the **Delete** (🗑️) icon corresponding to the garnishment record.

7. Click **Save**.

The changes made to the funding request are saved.

### **Related Topics**

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Selected Bills</b> zone	<a href="#">Selected Bills</a> on page 1274


## **Viewing the Garnishment Details of a Credit Bill**

### **Procedure**

To view the garnishment details of a credit bill:

1. Search for the funding request in the **Funding Request** screen.
2. In the **Search Results** section, click the link in the **Funding Request Information** column corresponding to the funding request whose details you want to view.

The **Funding Request** screen appears.

- Expand the **Selected Bills** zone in the **Main** tab.
- Click the **View**  icon in the **Garnishment** column corresponding to the credit bill whose garnishment details you want to view.

The **View Garnishment Details** screen appears. It contains the following field:


Field Name	Field Description
Bill Info	Indicates the credit bill whose garnishment details you are viewing.

In addition, this screen contains the following columns:

Column Name	Column Description
Garnishment Contract	Indicates the garnishment contract of the account against which amount from the credit bill is transferred.
Garnishment Amount	Displays the amount which is transferred to the garnishment contract.

**Note:**

The **Garnishment** column does not appear when the funding request is in the **Draft** status.

The **View**  icon appears in the **Garnishment** column only when the funding request is in the **Processed** status.

### **Related Topics**

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Selected Bills</b> zone	<a href="#">Selected Bills</a> on page 1274


## **Viewing the Payments Created Through a Funding Request**

### **Procedure**


To view the payments created through a funding request:

- Search for the funding request in the **Funding Request** screen.
- In the **Search Results** section, click the link in the **Funding Request Information** column corresponding to the funding request whose details you want to view.

The **Funding Request** screen appears.

- Expand the **Selected Bills** zone in the **Main** tab.
- In the **Selected Bills** zone, click the **Broadcast**  icon corresponding to a debit bill whose payment details you want to view.

The **Funding Payments Details** zone appears.

**Note:** The **Broadcast**  icon appears only when the funding request is in the **Processed** status.

- View the payments created for the debit bill through the funding request in the **Funding Payments Details** zone.

**Note:** The data appears in the **Funding Payments Details** zone only when the **Create Automatic Payments and Refunds (APAYCRET)** batch is executed to create the automatic payment and payment event for the debit bill. For more information about the batch, refer to *Oracle Revenue Management and Billing Batch Guide*.

### Related Topics

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Selected Bills</b> zone	<a href="#">Selected Bills</a> on page 1274
<b>Funding Payments Details</b> zone	<a href="#">Funding Payment Details</a> on page 1276


## Viewing the Adjustments Created Through a Funding Request

### Procedure


To view the adjustments created through a funding request:

- Search for the funding request in the **Funding Request** screen.
- In the **Search Results** section, click the link in the **Funding Request Information** column corresponding to the funding request whose details you want to view.

The **Funding Request** screen appears.

- Expand the **Selected Bills** zone in the **Main** tab.
- In the **Selected Bills** zone, click the **Broadcast**  icon corresponding to a credit bill whose adjustment details you want to view.

The **Funding Adjustments** zone appears.

**Note:** The **Broadcast**  icon appears only when the funding request is in the **Processed** status.

- View the A/P adjustments and garnishment adjustments (if any) created for the credit bill through the funding request in the **Funding Adjustments** zone.

### Related Topics

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Selected Bills</b> zone	<a href="#">Selected Bills</a> on page 1274
<b>Funding Adjustments</b> zone	<a href="#">Funding Adjustments</a> on page 1277

## Viewing the Log of a Funding Request

**Procedure**

To view the log of a funding request:

1. Search for the funding request in the **Funding Request** screen.
2. In the **Search Results** section, click the link in the **Funding Request Information** column corresponding to the funding request whose log you want to view.

The **Funding Request** screen appears.

3. Click the **Log** tab.

The **Log** tab appears.

4. View the complete trail of actions performed on the funding request in the **Funding Request Log** zone.

**Related Topics**

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268
How to add a log entry for a funding request	<a href="#">Adding a Log Entry for a Funding Request</a> on page 1298
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Funding Request Log</b> zone	<a href="#">Funding Request Log</a> on page 1280

**Adding a Log Entry for a Funding Request****Procedure**

To add a log entry for a funding request:

1. Search for the funding request in the **Funding Request** screen.
2. In the **Search Results** section, click the link in the **Funding Request Information** column corresponding to the funding request whose log you want to edit.

The **Funding Request** screen appears.

3. Click the **Log** tab.

The **Log** tab appears.

4. Click the **Add Log Entry** link in the upper right corner of the **Funding Request Log** zone.

The **Add Request Log** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Request Information	Displays information about the funding request.	Not applicable
Log Details	Used to specify additional comments on the funding request.	Yes

5. Enter the comments in the **Log Details** field.
6. Click **Save**.

The log entry is added in the **Funding Request Log** zone.

**Related Topics**

For more information on...	See...
How to search for a funding request	<a href="#">Searching for a Funding Request</a> on page 1268

For more information on...	See...
<b>Funding Request</b> screen	<a href="#">Funding Request (Used for Viewing)</a> on page 1270
<b>Funding Request Log</b> zone	<a href="#">Funding Request Log</a> on page 1280





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# Chapter

# 24

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## Refund/Write Off Request

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### Topics:

- [Refund Request \(Without Approval\) Status Transition](#)
- [Refund Request \(With Approval\) Status Transition](#)
- [Write Off Request \(Without Approval\) Status Transition](#)
- [Write Off Request \(With Approval\) Status Transition](#)
- [Algorithms Used in C1-RefundReq](#)
- [Algorithms Used in C1-WORequest](#)
- [Prerequisites](#)
- [Refund/Write Off Request Type](#)
- [Refund/Write Off Request](#)
- [Refund Request](#)
- [Write Off Request](#)

Oracle Revenue Management and Billing allows you to refund and write off amount to the account. If the amount received from the payor account is matched against the suspense or excess credit contract, the system facilitates you to refund the amount to the payor. In addition, you can refund the amount of a credit bill line item, such as credit bill segment or adjustment, if required. To refund the amount to the account holder, you need to create refund adjustments through a refund request. While creating a refund request, you need to specify the refund request type using which you want to create the refund request. It is the refund request type which helps the system to determine:

- Whether the refund request must be approved before creating refund adjustments in the system
- Approval profile using which the refund request must be approved
- Whether multi-level or single-level approval is required while creating refund adjustments in the system
- Tolerance limit for refund (i.e. minimum refund amount)
- Adjustment type using which the write up adjustment must be created when the total refund amount is less than the minimum refund amount
- Default adjustment type using which refund adjustments must be created

The system allows you to create refund adjustments only using those adjustment types where A/P request type is defined. Once the refund adjustments are created, the A/P Extract process will extract the information and accordingly refund the amount to the payor. During the refund request process, a refund request goes through various statuses in its lifecycle. For more information about the refund request statuses, see [Refund Request \(Without Approval\) Status Transition](#) on page 1303 and [Refund Request \(With Approval\) Status Transition](#) on page 1303.

Note that the lifecycle of a refund request is driven by the business object using which the refund request is created. A refund request business object named **C1-RefundReq** is shipped with the product. The refund request feature explained in this document is articulated based on the lifecycle and logic defined in the **C1-RefundReq** business object.

Similarly, the system facilitates you to write off the amount to the account through a write off request. While creating a write off request, you need to specify the write off request type using which you want to create the write off request. It is the write off request type which helps the system to determine:

- Whether the write off request must be approved before creating write off adjustments in the system
- Approval profile using which the write off request must be approved

- Whether multi-level or single-level approval is required while creating write off adjustments in the system
- Default adjustment type using which write off adjustments must be created

The system allows you to create write off adjustments only using those adjustment types where A/P request type is not defined. During the write off request process, a write off request goes through various statuses in its lifecycle. For more information about the write off request statuses, see [Write Off Request \(Without Approval\) Status Transition](#) on page 1304 and [Write Off Request \(With Approval\) Status Transition](#) on page 1305.

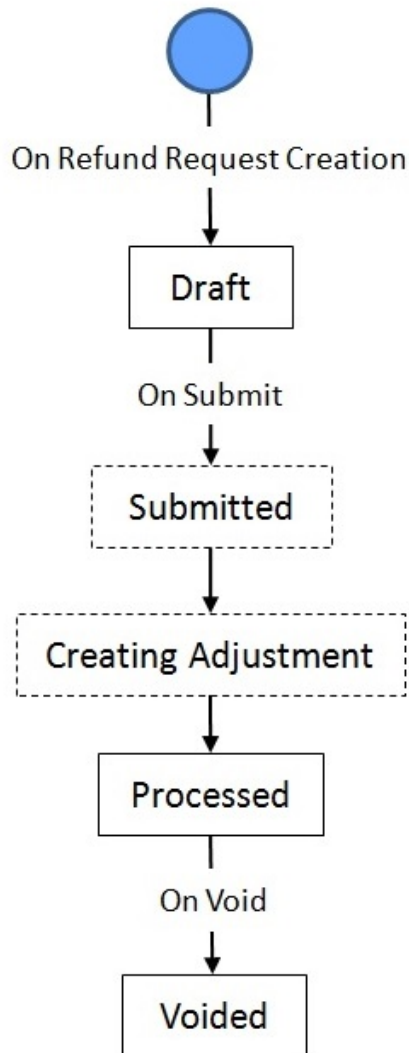
Note that the lifecycle of a write off request is driven by the business object using which the write off request is created. A write off request business object named **C1-WORequest** is shipped with the product. The write off request feature explained in this document is articulated based on the lifecycle and logic defined in the **C1-WORequest** business object.

For more information on how to setup the refund and write off request processes, see [Prerequisites](#) on page 1315.

## Refund Request (Without Approval) Status Transition

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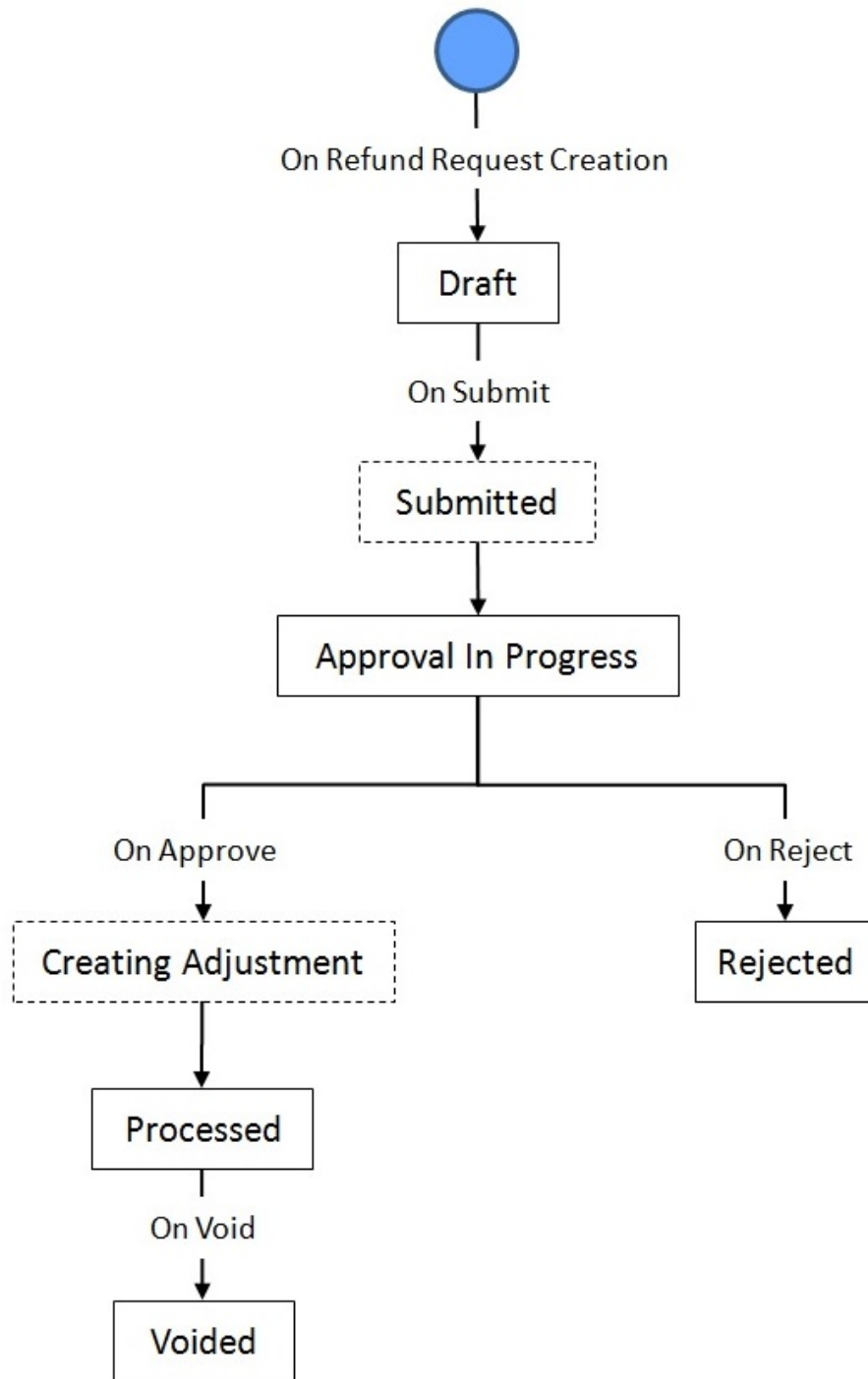
The following figure graphically indicates how a refund request moves from one status to another when approval workflow is off:



## Refund Request (With Approval) Status Transition

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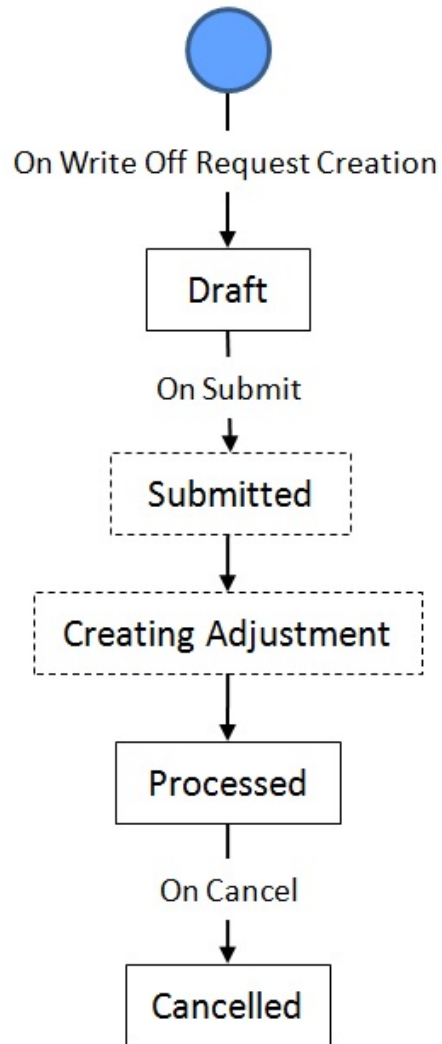
The following figure graphically indicates how a refund request moves from one status to another when approval workflow is on:



## Write Off Request (Without Approval) Status Transition

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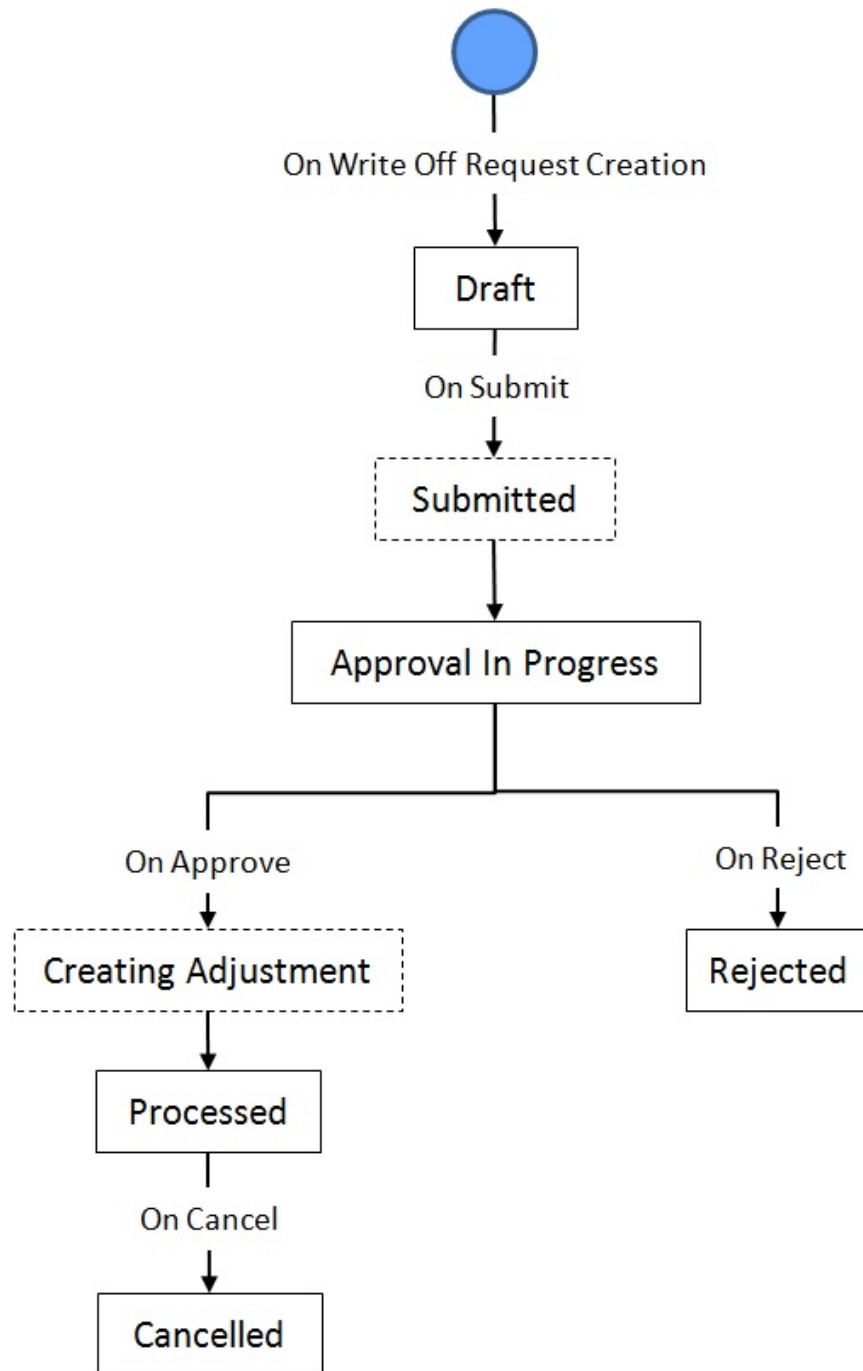
The following figure graphically indicates how a write off request moves from one status to another when approval workflow is off:



## Write Off Request (With Approval) Status Transition

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The following figure graphically indicates how a write off request moves from one status to another when approval workflow is on:



## Algorithms Used in C1-RefundReq

The following table lists the algorithms which are attached to the **C1-RefundReq** business object:

System Event	Algorithm	Algorithm Type	Description
Information	C1-REFREQINF	C1-REFREQINF	<p>This algorithm generates the refund and write off request information string which appears throughout the application. It concatenates the following fields:</p> <ul style="list-style-type: none"> <li>• Refund or Write Off Request Type Description</li> <li>• Refund or Write Off Request Status Description</li> <li>• Refund or Write Off Request ID</li> </ul>
Post-Processing	C1-REFWOPOSP	C1-REFWOPOSP	<p>This algorithm recalculates and updates the total refund amount in the <b>Refund Request</b> zone when you change the refund amount against an entity while editing a refund request.</p>
Validation	C1-REFUNDVAL	C1-REFUNDVAL	<p>This algorithm validates the following for each entity that you have selected in the refund request:</p> <ul style="list-style-type: none"> <li>• The mandatory data, such as refund amount and adjustment type, is specified.</li> <li>• The refund amount is not less than zero.</li> <li>• The refund amount is not greater than the entity amount.</li> <li>• The refund amount is not greater than the eligible refund amount.</li> <li>• The partial refund is not done at the payment event or bill level.</li> </ul>

The following table lists the algorithms which are used in the lifecycle of the **C1-RefundReq** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Enter	C1-REF-DFT	C1-REF-DFT	<p>This algorithm fetches the account's main customer's name and address and displays in the <b>Refund Request</b> zone. In addition, when you refund the payments from the <b>Payment Event Summary</b> screen, this algorithm does the following:</p> <ul style="list-style-type: none"> <li>• The total eligible refund amount is calculated and accordingly displayed in the <b>Refund Request</b> screen.</li> <li>• The default refund adjustment type specified in the refund request type is fetched and displayed against the selected payment event or payments.</li> <li>• On selecting a payment event for refund, if all payments in the payment event are matched against the same suspense or excess credit contract, the payment event is added in the <b>Refund Details</b> zone. However, if the payments in the payment event are matched against different suspense or excess credit contracts, the payments of the payment event are added in the <b>Refund Details</b> zone.</li> </ul>
Submitted	Enter	C1-REFUNDSUB	C1-REFUNDSUB	<p>This algorithm checks the following:</p> <ul style="list-style-type: none"> <li>• Whether the approval is required for the refund request. If the approval is required for a refund request, the status of the refund request is changed to <b>Approval In Progress</b>. However, if the approval is not required for a refund request, the status of the refund request is changed to <b>Creating Adjustment</b>.</li> <li>• At least one entity, such as payment event, payment, or credit bill line item (such as credit bill segment or adjustment) is selected in the refund request.</li> <li>• Whether the approval profile attached to the refund request type has the credit hierarchy and C1-REFRQ To Do type defined.</li> </ul>



Status	System Event	Algorithm	Algorithm Type	Description
Approval In Progress	Enter	C1-REFUNDAPP	C1-REFUNDAPP	<p>This algorithm creates the following:</p> <ul style="list-style-type: none"> <li>• A To Do using the To Do type specified in the approval profile which is attached to the refund request type. The To Do is sent to the appropriate users in the approval hierarchy depending on whether hierarchical approval is required or not.</li> <li>• A log entry is added when a To Do is created using the To Do type.</li> </ul>
Approved	Enter	C1-REFAPPRVD	C1-REFAPPRVD	<p>This algorithm is triggered when the approver clicks the <b>Approve</b> button. It checks whether the approval is required from users at the next level in the approval hierarchy. If the approval is required from the next level in the approval hierarchy, the status of the refund request is changed to <b>Approval In Progress</b> and the algorithm attached to the <b>Approval In Progress</b> status is invoked. If further approval is not required, the status of the refund request is changed to <b>Creating Adjustment</b>.</p>
Rejected	-	-	-	-

Status	System Event	Algorithm	Algorithm Type	Description
Creating Adjustment	Enter	C1-REFADJCRI	C1-REFADJCRI	<p>This algorithm does the following:</p> <ul style="list-style-type: none"> <li>Creates the refund adjustments for the refund request. These refund adjustments are created in the <b>Frozen</b> status. The adjustment ID is displayed corresponding to the entity in the <b>Refund Details</b> zone.</li> <li>Stamps the bill ID of credit line item on the adjustment and the corresponding financial transaction.</li> <li>If a match event is present for the credit bill line item and for payments which are matched against the excess credit contract, the existing match event is stamped on the refund or write up adjustment and the corresponding financial transaction. However, when a match event is not present for payments which are matched against the suspense contract or if the match event does not exist, a new match event is created and stamped on the refund or write up adjustment and the corresponding financial transaction.</li> <li>If you are doing a partial refund for any entity, the corresponding match event status is set to <b>Open</b>. However, if you are refunding the entire eligible amount, the corresponding match event status is set to <b>Balanced</b>.</li> <li>The details of the refund adjustments are added in the <b>A/P Check Request (CL_ADJ_APREQ)</b> table.</li> <li>If a write up adjustment is created, the write up adjustment type specified in the refund request type is displayed corresponding to the entity in the <b>Refund Details</b> zone.</li> </ul>
Processed	-	-	-	-

Status	System Event	Algorithm	Algorithm Type	Description
Voided	Enter	C1-REFVOID	C1-REFVOID	<p>This algorithm is invoked on click of the <b>Void</b> button for a refund request which is in processed state.</p> <p>The algorithm cancels all the frozen adjustments created for the refund request.</p> <p>The algorithm fetches the adjustment cancel reason required for cancelling the adjustments in the status reason characteristics (<b>F1_BUS_OBJ_STATUS_RSN_CHAR</b> table). If the reason is not found, it will use the status reason selected by the user</p>

## Algorithms Used in C1-WORequest

The following table lists the algorithms which are attached to the **C1-WORequest** business object:

System Event	Algorithm	Algorithm Type	Description
Information	C1-REFREQINF	C1-REFREQINF	<p>This algorithm generates the refund and write off request information string which appears throughout the application. It concatenates the following fields:</p> <ul style="list-style-type: none"> <li>• Refund or Write Off Request Type Description</li> <li>• Refund or Write Off Request Status Description</li> <li>• Refund or Write Off Request ID</li> </ul>
Post-Processing	C1-WOPOSP	C1-WOPOSP	<p>This algorithm recalculates and updates the total write off amount in the <b>Write Off Request</b> zone when you change the write off amount against an entity while editing a write off request.</p>

System Event	Algorithm	Algorithm Type	Description
Validation	C1-WOBOVAL	C1-WOBOVAL	<p>This algorithm validates the following for each entity that you have selected in the write off request:</p> <ul style="list-style-type: none"> <li>• The mandatory data, such as write off amount and adjustment type, is specified.</li> <li>• The write off amount is not less than zero.</li> <li>• The write off amount is not greater than the entity amount.</li> <li>• The write off amount is not greater than the eligible write off amount.</li> <li>• The partial write off is not done at the bill level.</li> <li>• The A/P Request Type is not defined in the selected adjustment type.</li> </ul>

The following table lists the algorithms which are used in the lifecycle of the **C1-WORequest** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	-	-	-	-
Submitted	Enter	C1-WOSUBMIT	C1-WOSUBMIT	<p>This algorithm checks the following:</p> <ul style="list-style-type: none"> <li>• Whether the approval is required for the write off request. If the approval is required for a write off request, the status of the write off request is changed to <b>Approval In Progress</b>. However, if the approval is not required for a write off request, the status of the write off request is changed to <b>Creating Adjustment</b>.</li> <li>• At least one debit bill line item (such as debit bill segment or adjustment) is selected in the write off request.</li> <li>• Whether the approval profile attached to the write off request type has the debit hierarchy and C1-WOREQ To Do type defined.</li> </ul>

Status	System Event	Algorithm	Algorithm Type	Description
Approval In Progress	Enter	C1-WOAPPROVL	C1-WOAPPROVL	<p>This algorithm creates the following:</p> <ul style="list-style-type: none"> <li>• A To Do using the To Do type specified in the approval profile which is attached to the write off request type. The To Do is sent to the appropriate users in the approval hierarchy depending on whether hierarchical approval is required or not.</li> <li>• A log entry is added when a To Do is created using the To Do type.</li> </ul>
Approved	Enter	C1-WOAPPROVD	C1-WOAPPROVD	<p>This algorithm is triggered when the approver clicks the <b>Approve</b> button. It checks whether the approval is required from users at the next level in the approval hierarchy. If the approval is required from the next level in the approval hierarchy, the status of the write off request is changed to <b>Approval In Progress</b> and the algorithm attached to the <b>Approval In Progress</b> status is invoked. If further approval is not required, the status of the write off request is changed to <b>Creating Adjustment</b>.</p>
Rejected	-	-	-	-

Status	System Event	Algorithm	Algorithm Type	Description
Creating Adjustment	Enter	C1-WOAJCRT	C1-WOAJCRT	<p>This algorithm does the following:</p> <ul style="list-style-type: none"> <li>Creates the write off adjustments for the write off request. These write off adjustments are created in the <b>Frozen</b> status. The adjustment ID is displayed corresponding to the entity in the <b>Write Off Details</b> zone.</li> <li>Stamps the bill ID of debit line item on the adjustment and the corresponding financial transaction.</li> <li>If a match event is present for the debit bill line item, the existing match event is stamped on the write off adjustment and the corresponding financial transaction. However, if the match event does not exist, a new match event is created and stamped on the write off adjustment and the corresponding financial transaction.</li> <li>If you are doing a partial write off for any entity, the corresponding match event status is set to <b>Open</b>. However, if the entire eligible amount is written off, the corresponding match event status is set to <b>Balanced</b>.</li> </ul>
Processed	-	-	-	-
Cancelled	Enter	C1-WOCANCEL	C1-WOCANCEL	<p>This algorithm is invoked on click of the <b>Cancel</b> button for a write off request which is in the <b>Processed</b> state.</p> <p>This algorithm cancels all the frozen adjustments created for the write off request.</p> <p>The algorithm fetches the adjustment cancel reason required for cancelling the adjustments in the status reason characteristics (<b>F1_BUS_OBJ_STATUS_RSN_CHAR</b> table). If the reason is not found, it will use the status reason selected by the user.</p>

## Prerequisites

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To setup the refund request process, you need to do the following:

- Define the required adjustment types (for creating refund adjustments) where A/P request type is defined
- Define the required adjustment types (for creating write up adjustments) where A/P request type is not defined
- Define the required characteristic types where the characteristic entity is set to **Refund Write Off Request Type**
- Define the required characteristic types where the characteristic entity is set to **Refund Write Off Request**
- Define voided and rejected status reasons for the **C1-RefundReq** business object
- Assign the **C1-REFRQ** To Do type to a To Do role whose users must receive To Do generated while submitting a refund request for approval
- Define the required approval profiles with the credit hierarchy and **C1-REFRQ** To Do type
- Define an algorithm of the **C1-ADI-INFO** algorithm type and attach to the **Adjustment Information** system event in the **Algorithms** tab of the **Installation Options — Framework** screen
- Define the required refund request types in the system

To setup the write off request process, you need to do the following:

- Define the required adjustment types (for creating write off adjustments) where A/P request type is not defined
- Define the required characteristic types where the characteristic entity is set to **Refund Write Off Request Type**
- Define the required characteristic types where the characteristic entity is set to **Refund Write Off Request**
- Define cancelled and rejected status reasons for the **C1-WOREquest** business object
- Assign the **C1-WOREQ** To Do type to a To Do role whose users must receive To Do generated while submitting a write off request for approval
- Define the required approval profiles with the debit hierarchy and **C1-WOREQ** To Do type
- Define an algorithm of the **C1-ADI-INFO** algorithm type and attach to the **Adjustment Information** system event in the **Algorithms** tab of the **Installation Options — Framework** screen
- Define the required write off request types in the system

## Refund/Write Off Request Type

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Oracle Revenue Management and Billing allows you to define:

- **Refund Request Type** — It is used to create a refund request. You can define multiple refund request types in the system. A refund request type helps the system to determine:
  - Whether the refund request must be approved before creating refund adjustments in the system
  - Approval profile using which the refund request must be approved
  - Whether multi-level or single-level approval is required while creating refund adjustments in the system
  - Tolerance limit for refund (i.e. minimum refund amount)
  - Adjustment type using which the write up adjustment must be created when the total refund amount is less than the minimum refund amount
  - Default adjustment type using which refund adjustments must be created

- **Write Off Request Type** — It is used to create a write off request. You can define multiple write off request types in the system. A write off request type helps the system to determine:
  - Whether the write off request must be approved before creating write off adjustments in the system
  - Approval profile using which the write off request must be approved
  - Whether multi-level or single-level approval is required while creating write off adjustments in the system
  - Default adjustment type using which write off adjustments must be created

While defining a refund or write off request type where approval workflow is required, you need to select the **Approval Required** check box. If the **Approval Required** check box is selected, the refund or write off request (which is created using the refund or write off request type) is sent for approval before creating the refund or write off adjustments. However, if the **Approval Required** check box is not selected, the refund or write off adjustments are created immediately on submitting a refund or write off request. The approval process is configured through the approval profile. The approval profile allows you to define the approval hierarchy. You can define a debit and credit hierarchy in the approval profile using the threshold amount. The debit approval hierarchy is used for approving write off request and credit approval hierarchy is used for approving refund request. Therefore, while defining an approval profile for refund, you need to define credit hierarchy and set the To Do Type to **C1-REFRQ**. However, while defining an approval profile for write off, you need to define debit hierarchy and set the To Do Type to **C1-WOREQ**.

You can define an approval hierarchy where users with different To Do role at each level can approve or reject the refund or write off request. For example, you can define an approval profile called A1 with two levels of approval. At the first level, a user with the *Manager* To Do role will approve or reject the refund or write off request, and at the second level, a user with the *Senior Manager* To Do role will approve or reject the refund or write off request. On submitting a refund or write off request where approval is required, a notification in the form of To Do is sent to all users with the To Do role defined at the first level in the hierarchy. Once the request is approved at the first level, a notification is sent to all users with the To Do role defined at the next level in the hierarchy. This process continues till the approval is received from all levels in the hierarchy. Once users at all levels approve the refund or write off request, the refund or write off adjustments are created. However, if an approver at any level in the hierarchy rejects the request, the refund or write off adjustments are not created.

The approval hierarchy is controlled by the threshold amount. For example, you define an approval profile called A1 with two levels of approval — First Level (Threshold Amount: 300, To Do Role: *Manager*) and Second Level (Threshold Amount: 500, To Do Role: *Senior Manager*). Now, if the total refund or write off amount is equal to 300 or less than 500, then the approval is required only from the first level in the hierarchy and not from the second level in the hierarchy. However, if the total refund or write off amount is equal to or greater than 500, then the approval is required from the first level and then from the second level in the hierarchy. But, if the total refund or write off amount is less than 300, then the approval is not required from any levels in the hierarchy. The system will automatically approve the refund or write off request and create the refund or write off adjustments.

The system supports both single-level and multi-level approval process while approving refund or write off request. If the **Hierarchical Approval** check box is selected while defining a refund or write off request type, the approval hierarchy defined in the approval profile is followed based on the threshold limit. However, if the **Hierarchical Approval** check box is not selected while defining a refund or write off request type, the approval is required only from the approval level where the total refund or write off amount falls within the threshold limit. Let us understand this with the help of some examples.

### **Example 1**



Refund Request Type	Approval Profile	Approval Hierarchy	Hierarchical Approval								
R1	Refund Analyst	<p><b>Credit Hierarchy</b></p> <table border="1"> <thead> <tr> <th>Threshold Amount</th> <th>To Do Role</th> </tr> </thead> <tbody> <tr> <td>\$500</td> <td>Senior Analyst</td> </tr> <tr> <td>\$750</td> <td>Manager</td> </tr> <tr> <td>\$1500</td> <td>Senior Manager</td> </tr> </tbody> </table>	Threshold Amount	To Do Role	\$500	Senior Analyst	\$750	Manager	\$1500	Senior Manager	Yes
Threshold Amount	To Do Role										
\$500	Senior Analyst										
\$750	Manager										
\$1500	Senior Manager										
R2	Refund Analyst	<p><b>Credit Hierarchy</b></p> <table border="1"> <thead> <tr> <th>Threshold Amount</th> <th>To Do Role</th> </tr> </thead> <tbody> <tr> <td>\$500</td> <td>Senior Analyst</td> </tr> <tr> <td>\$750</td> <td>Manager</td> </tr> <tr> <td>\$1500</td> <td>Senior Manager</td> </tr> </tbody> </table>	Threshold Amount	To Do Role	\$500	Senior Analyst	\$750	Manager	\$1500	Senior Manager	No
Threshold Amount	To Do Role										
\$500	Senior Analyst										
\$750	Manager										
\$1500	Senior Manager										

The following table indicates how the system will behave in different refund scenarios:

Refund Request	Refund Request Type	Total Refund Amount (\$)	Comments
RR1	R1	200	This refund request is automatically approved by the system because the total refund amount is less than \$500.
RR2	R1	750	<p>The To Do is sent for approval to the following users in the specified order:</p> <ol style="list-style-type: none"> <li>1. Users with the Senior Analyst To Do role</li> <li>2. Users with the Manager To Do role</li> </ol> <p>This is because the total refund amount is either equal to \$750 or less than \$1500 and hierarchical approval is required.</p>
RR3	R1	2000	<p>The To Do is sent for approval to the following users in the specified order:</p> <ol style="list-style-type: none"> <li>1. Users with the Senior Analyst To Do role</li> <li>2. Users with the Manager To Do role</li> <li>3. Users with the Senior Manager To Do role</li> </ol> <p>This is because the total refund amount is greater than \$1500 and hierarchical approval is required.</p>
RR4	R2	200	This refund request is automatically approved by the system because the total refund amount is less than \$500.

Refund Request	Refund Request Type	Total Refund Amount (\$)	Comments
RR5	R2	750	The To Do is sent for approval to users with the Manager To Do role. This is because the total refund amount is either equal to \$750 or less than \$1500 and hierarchical approval is not required.
RR6	R2	2000	The To Do is sent for approval to users with the Senior Manager To Do role. This is because the total refund amount is greater than \$1500 and hierarchical approval is not required.

**Example 2**

Write Off Request Type	Approval Profile	Approval Hierarchy	Hierarchical Approval	
W1	Write Off Analyst	<b>Debit Hierarchy</b>	Yes	
		<b>Threshold Amount</b>		<b>To Do Role</b>
		\$100		Senior Analyst
		\$200		Manager
		\$300		Senior Manager
W2	Write Off Analyst	<b>Debit Hierarchy</b>	No	
		<b>Threshold Amount</b>		<b>To Do Role</b>
		\$100		Senior Analyst
		\$200		Manager
		\$300		Senior Manager

The following table indicates how the system will behave in different write off scenarios:

Write Off Request	Write Off Request Type	Total Write Off Amount (\$)	Comments
WO1	W1	90	This write off request is automatically approved by the system because the total write off amount is less than \$100.
WO2	W1	250	<p>The To Do is sent for approval to the following users in the specified order:</p> <ol style="list-style-type: none"> <li>1. Users with the Senior Analyst To Do role</li> <li>2. Users with the Manager To Do role</li> </ol> <p>This is because the total write off amount is either equal to \$200 or less than \$300 and hierarchical approval is required.</p>




Write Off Request	Write Off Request Type	Total Write Off Amount (\$)	Comments
WO3	W1	500	<p>The To Do is sent for approval to the following users in the specified order:</p> <ol style="list-style-type: none"> <li>1. Users with the Senior Analyst To Do role</li> <li>2. Users with the Manager To Do role</li> <li>3. Users with the Senior Manager To Do role</li> </ol> <p>This is because the total write off amount is greater than \$300 and hierarchical approval is required.</p>
WO4	W2	90	This write off request is automatically approved by the system because the total write off amount is less than \$100.
WO5	W2	250	The To Do is sent for approval to users with the Manager To Do role. This is because the total write off amount is either equal to \$200 or less than \$300 and hierarchical approval is not required.
WO6	W2	500	The To Do is sent for approval to users with the Senior Manager To Do role. This is because the total write off amount is greater than \$300 and hierarchical approval is not required.


The **Refund/Write Off Request Type** screen allows you to define, edit, delete, and copy a refund and write off request type. This screen consists of the following zones:

- [Refund/Write Off Request Type List](#) on page 1319
- [Refund/Write Off Request Type](#) on page 1320

## Refund/Write Off Request Type List

The **Refund/Write Off Request Type List** zone lists refund and write off request types that are already defined in the system. It contains the following columns:

Column Name	Column Description
Refund/Write Off Request Type	Displays the refund or write off request type.
Description	Displays the description of the refund or write off request type.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Refund/Write Off Request Type</b> screen appears where you can edit the details of the refund and write off request type.
Duplicate	On clicking the <b>Duplicate</b> (  ) icon, the <b>Refund/Write Off Request Type</b> screen appears where you can define a refund and write off request type using an existing refund and write off request type.
Delete	<p>On clicking the <b>Delete</b> () icon, you can delete the refund or write off request type.</p> <p><b>Note:</b> You can delete a refund or write off request type only when you have not created a refund or write off request using the refund or write off request type.</p>

On clicking the **Broadcast**  icon corresponding to refund or write off request type, the **Refund/Write Off Request Type** zone appears with the details of the respective refund or write off request type.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to define a refund or write off request type	<a href="#">Defining a Refund or Write Off Request Type</a> on page 1322
How to edit a refund or write off request type	<a href="#">Editing a Refund or Write Off Request Type</a> on page 1326
How to copy a refund or write off request type	<a href="#">Copying a Refund or Write Off Request Type</a> on page 1330
How to delete a refund or write off request type	<a href="#">Deleting a Refund or Write Off Request Type</a> on page 1330
How to view the details of a refund or write off request type	<a href="#">Viewing the Refund or Write Off Request Type Details</a> on page 1334

## **Refund/Write Off Request Type**

The **Refund/Write Off Request Type** zone displays the details of the refund or write off request type. This zone consists of the following sections:

- **Main** — This section provides basic information about the refund or write off request type. It contains the following fields:

<b>Field Name</b>	<b>Field Description</b>
Refund/Write Off Request Type	Displays the refund or write off request type.
Refund/Write Off Request Business Object	Indicates the business object that will be used to create the refund or write off request.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears with the details of the respective business object.
Description	Displays the description of the refund or write off request type.
Detailed Description	Displays additional information about the refund or write off request type.
Status	Indicates the status of the refund or write off request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>
Action	Indicates whether the request type is created for refund or write off. The valid values are: <ul style="list-style-type: none"> <li>• Refund</li> <li>• Write Off</li> </ul>
Minimum Refund Amount	Displays the minimum refund amount.  <b>Note:</b> This field appears only when the <b>Action</b> field is set to <b>Refund</b> .

Field Name	Field Description
Write Up Adjustment Type	Indicates the adjustment type using which the write up adjustment must be created when the total refund amount is less than the minimum refund amount.  <b>Note:</b> This field appears only when the <b>Action</b> field is set to <b>Refund</b> .
Approval Required	Indicates whether approval is required while creating the refund or write off adjustments using the refund or write off request type.
Approval Profile	Indicates the approval profile which must be used to define approval hierarchy for the refund or write off request type.  <b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.  It has a link. On clicking the link, the <b>Approval Profile</b> screen appears with the details of the respective approval profile.
Hierarchical Approval	Indicates whether multi-level or single approval is required while creating the refund or write off adjustments using the refund or write off request type.  <b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.
Adjustment Type	Indicates the adjustment type using which the refund or write off adjustments must be created.  <b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears with the details of the respective adjustment type.

- **Characteristics** — This section lists the characteristics defined for the refund or write off request type. It contains the following columns:


Column Name	Column Description
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** — This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the refund or write off request type.
Delete	Used to delete the refund or write off request type.  <b>Note:</b> You can delete a refund or write off request type only when you have not created a refund or write off request using the refund or write off request type.
Duplicate	Used to create a new refund or write off request type using an existing refund or write off request type.

- **Record Information** — This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the refund or write off request type is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

By default, the **Refund/Write Off Request Type** zone does not appear in the **Refund/Write Off Request Type** screen. It appears only when you click the **Broadcast**  icon corresponding to the refund or write off request type in the **Refund/Write Off Request Type List** zone.

### Related Topics

For more information on...	See...
How to define a refund or write off request type	<a href="#">Defining a Refund or Write Off Request Type</a> on page 1322
How to edit a refund or write off request type	<a href="#">Editing a Refund or Write Off Request Type</a> on page 1326
How to copy a refund or write off request type	<a href="#">Copying a Refund or Write Off Request Type</a> on page 1330
How to delete a refund or write off request type	<a href="#">Deleting a Refund or Write Off Request Type</a> on page 1330
How to view the details of a refund or write off request type	<a href="#">Viewing the Refund or Write Off Request Type Details</a> on page 1334

## Defining a Refund or Write Off Request Type

### Prerequisites

To define a refund or write off request type, you should have:

- Refund or Write Off request business objects defined in the application
- Approval profiles defined in the application
- Adjustment types with and without A/P request type defined in the application

### Procedure

To define a refund or write off request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **R** and then click **Refund/Write Off Request Type**.  
A sub-menu appears.
3. Click the **Add** option from the **Refund/Write Off Request Type** sub-menu.

The **Select Business Object** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Refund/Write Off Request Type Business Object	Used to indicate the business object that you want to use to create the refund or write off request type.	Yes

**Tip:** Alternatively, you can access the **Select Business Object** screen by clicking the **Add** button in the **Page Title** area of the **Refund/Write Off Request Type** screen.

**Note:** The **Select Business Object** screen appears only when there are multiple refund and write off request type business objects defined in the application. If there is only one refund and write off request type business object defined in the application, the **Refund/Write Off Request Type** screen appears.

4. Select the required refund and write off request type business object from the respective field.
5. Click **OK**.

The **Refund/Write Off Request Type** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the refund or write off request type.
- **Characteristics** - Used to define characteristics for the refund or write off request type.

The **Main** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Refund/Write Off Request Type	Used to specify the refund or write off request type.	Yes
Business Object	Indicates the refund and write off request type business object used while defining the refund or write off request type.	Not applicable
Refund/Write Off Request Business Object	Used to indicate the business object that you want to use while creating the refund or write off request.	Yes
Description	Used to specify the description for the refund or write off request type.	Yes
Detailed Description	Used to specify additional information about the refund or write off request type.	No
Status	<p>Used to indicate the status of the refund or write off request type. The valid values are:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul> <p><b>Note:</b> You cannot change the status of a refund or write off request type to <b>Inactive</b> if there are refund or write off requests which are created using the refund or write off request type and are currently in the <b>Draft</b> or <b>Approval In Progress</b> status.</p>	Yes
Action	<p>Used to indicate whether the request type is created for refund or write off. The valid values are:</p> <ul style="list-style-type: none"> <li>• Refund</li> <li>• Write Off</li> </ul>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Minimum Refund Amount	Used to specify the minimum refund amount. This field is used to define tolerance limit for refund. If the total refund amount in a refund request is less than the minimum refund amount, the system creates a write up adjustment. However, if the total refund amount in a refund request is equal to or greater than the minimum refund amount, the system creates a refund adjustment.  <b>Note:</b> This field appears only when the <b>Action</b> field is set to <b>Refund</b> .	Yes
Write Up Adjustment Type	Used to indicate the adjustment type using which the write up adjustment must be created when the total refund amount is less than the minimum refund amount.  <b>Note:</b> This field appears only when the <b>Action</b> field is set to <b>Refund</b> . You can create write up adjustments only using those adjustment types where A/P request type is not defined.	Yes
Approval Required	Used to indicate whether approval is required while creating the refund or write off adjustments using the refund or write off request type.	No
Approval Profile	Used to indicate the approval profile which must be used to define approval hierarchy for the refund or write off request type.  <b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	Yes (Conditional)  <b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.
Hierarchical Approval	Used to indicate whether multi-level or single-level approval is required while creating the refund or write off adjustments using the refund or write off request type.  <b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	No



Field Name	Field Description	Mandatory (Yes or No)
Refund Adjustment Type	Used to indicate the adjustment type using which the refund adjustments must be created. This default adjustment type appears when you select the payments or credit bill line items for refund. You can then change the adjustment type, if required, while editing a refund request.	Yes
	<p><b>Note:</b></p> <p>This field appears only when the <b>Action</b> field is set to <b>Refund</b>.</p> <p>The list includes only those adjustment types where A/P request type is defined.</p>	
Write Off Adjustment Type	Used to indicate the adjustment type using which the write off adjustments must be created. This default adjustment type appears when you select the debit bill line items for write off. You can then change the adjustment type, if required, while editing a write off request.	Yes
	<p><b>Note:</b></p> <p>This field appears only when the <b>Action</b> field is set to <b>Write Off</b>.</p> <p>You can create write off adjustments only using those adjustment types where A/P request type is not defined.</p>	

6. Enter the required details depending on whether you want to define refund or write off request type.

**Note:** You can search for an adjustment type by clicking the **Search**  icon corresponding to the respective field.

7. Define characteristics for the refund or write off request type, if required.  
8. Click **Save**.

The refund or write off request type is defined.

#### Related Topics

For more information on...	See...
Refund/Write Off Request Type screen	<a href="#">Refund/Write Off Request Type</a> on page 1315
How to define characteristics for a refund or write off request type	<a href="#">Defining Characteristics for a Refund or Write Off Request Type</a> on page 1325

## Defining Characteristics for a Refund or Write Off Request Type

### Prerequisites

To define characteristics for a refund or write off request type, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Refund Write Off Request Type**)

### **Procedure**


To define characteristics for a refund or write off request type:


1. Ensure that the **Characteristics** section is expanded when you are defining, editing, or copying a refund or write off request type.


The **Characteristics** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Refund Write Off Request Type</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the refund or write off request type.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the refund or write off request type.

2. Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search** () icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

3. If you want to define more than one characteristic for the refund or write off request type, click the **Add** () icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the refund or write off request type, click the **Delete** () icon corresponding to the characteristic.

### **Related Topics**

For more information on...	See...
How to define a refund or write off request type	<a href="#">Defining a Refund or Write Off Request Type</a> on page 1322
How to edit a refund or write off request type	<a href="#">Editing a Refund or Write Off Request Type</a> on page 1326
How to copy a refund or write off request type	<a href="#">Copying a Refund or Write Off Request Type</a> on page 1330

## **Editing a Refund or Write Off Request Type**

### **Prerequisites**


To edit a refund or write off request type, you should have:

- Refund or Write Off request business objects defined in the application

- Approval profiles defined in the application
- Adjustment types with and without A/P request type defined in the application

### **Procedure**

To edit a refund or write off request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **R** and then click **Refund/Write Off Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Refund/Write Off Request Type** sub-menu.  
The **Refund/Write Off Request Type** screen appears.
4. In the **Refund/Write Off Request Type List** zone, click the **Edit**  icon in the **Edit** column corresponding to the refund or write off request type whose details you want to edit.

The **Refund/Write Off Request Type** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the refund or write off request type.
- **Characteristics** - Used to define characteristics for the refund or write off request type.

The **Main** section contains the following fields:


<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Refund/Write Off Request Type	Displays the refund or write off request type.	Not applicable
Business Object	Indicates the refund and write off request type business object used while defining the refund or write off request type.	Not applicable
Refund/Write Off Request Business Object	Used to indicate the business object that you want to use while creating the refund or write off request.	Yes
Description	Used to specify the description for the refund or write off request type.	Yes
Detailed Description	Used to specify additional information about the refund or write off request type.	No
Status	Used to indicate the status of the refund or write off request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> You cannot change the status of a refund or write off request type to <b>Inactive</b> if there are refund or write off requests which are created using the refund or write off request type and are currently in the <b>Draft</b> or <b>Approval In Progress</b> status.</p> </div>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Action	<p>Indicates whether the request type is created for refund or write off. The valid values are:</p> <ul style="list-style-type: none"> <li>• Refund</li> <li>• Write Off</li> </ul>	Not applicable
Minimum Refund Amount	<p>Used to specify the minimum refund amount. This field is used to define tolerance limit for refund. If the total refund amount in a refund request is less than the minimum refund amount, the system creates a write up adjustment. However, if the total refund amount in a refund request is equal to or greater than the minimum refund amount, the system creates a refund adjustment.</p> <p><b>Note:</b> This field appears only when the <b>Action</b> field is set to <b>Refund</b>.</p>	Yes
Write Up Adjustment Type	<p>Used to indicate the adjustment type using which the write up adjustment must be created when the total refund amount is less than the minimum refund amount.</p> <p><b>Note:</b> This field appears only when the <b>Action</b> field is set to <b>Refund</b>. You can create write up adjustments only using those adjustment types where A/P request type is not defined.</p>	Yes
Approval Required	Used to indicate whether approval is required while creating the refund or write off adjustments using the refund or write off request type.	No
Approval Profile	<p>Used to indicate the approval profile which must be used to define approval hierarchy for the refund or write off request type.</p> <p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p>	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.</p>

Field Name	Field Description	Mandatory (Yes or No)
Hierarchical Approval	Used to indicate whether multi-level or single-level approval is required while creating the refund or write off adjustments using the refund or write off request type.	No
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	
Refund Adjustment Type	Used to indicate the adjustment type using which the refund adjustments must be created. This default adjustment type appears when you select the payments or credit bill line items for refund. You can then change the adjustment type, if required, while editing a refund request.	Yes
	<b>Note:</b> This field appears only when the <b>Action</b> field is set to <b>Refund</b> .  The list includes only those adjustment types where A/P request type is defined.	
Write Off Adjustment Type	Used to indicate the adjustment type using which the write off adjustments must be created. This default adjustment type appears when you select the debit bill line items for write off. You can then change the adjustment type, if required, while editing a write off request.	Yes
	<b>Note:</b> This field appears only when the <b>Action</b> field is set to <b>Write Off</b> .  You can create write off adjustments only using those adjustment types where A/P request type is not defined.	

**Tip:** Alternatively, you can click the **Edit** button in the **Refund/Write Off Request Type** zone to edit the details of the refund or write off request type.

5. Modify the required details in the **Main** section.

**Note:** You can search for an adjustment type by clicking the **Search**  icon corresponding to the respective field.

6. Define, edit, or remove characteristics from the refund or write off request type, if required.
7. Click **Save**.

The changes made to the refund or write off request type are saved.

**Related Topics**

For more information on...	See...
Refund/Write Off Request Type screen	<a href="#">Refund/Write Off Request Type</a> on page 1315
Refund/Write Off Request Type List zone	<a href="#">Refund/Write Off Request Type List</a> on page 1319
Refund/Write Off Request Type zone	<a href="#">Refund/Write Off Request Type</a> on page 1320
How to define characteristics for a refund or write off request type	<a href="#">Defining Characteristics for a Refund or Write Off Request Type</a> on page 1325

**Deleting a Refund or Write Off Request Type****Procedure**

To delete a refund or write off request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **R** and then click **Refund/Write Off Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Refund/Write Off Request Type** sub-menu.  
The **Refund/Write Off Request Type** screen appears.
4. In the **Refund/Write Off Request Type List** zone, click the **Delete** (🗑️) icon in the **Delete** column corresponding to the refund or write off request type that you want to delete.  
A message appears confirming whether you want to delete the refund or write off request type.

**Note:** You can delete a refund or write off request type only when you have not defined a refund or write off request using the refund or write off request type.

**Tip:** Alternatively, you can click the **Delete** button in the **Refund/Write Off Request Type** zone to delete the refund or write off request type.

5. Click **OK**.  
The refund or write off request type is deleted.

**Related Topics**

For more information on...	See...
Refund/Write Off Request Type screen	<a href="#">Refund/Write Off Request Type</a> on page 1315
Refund/Write Off Request Type List zone	<a href="#">Refund/Write Off Request Type List</a> on page 1319
Refund/Write Off Request Type zone	<a href="#">Refund/Write Off Request Type</a> on page 1320

**Copying a Refund or Write Off Request Type**

Instead of creating a refund or write off request type from scratch, you can create a new refund or write off request type using an existing refund or write off request type. This is possible through copying a refund or write off request type. On copying a refund or write off request type, the details including the characteristics are copied to the new refund or write off request type. You can then edit the details, if required.

**Prerequisites**

To copy a refund or write off request type, you should have:

- Refund or Write Off request type (whose copy you want to create) defined in the application
- Refund or Write Off request business objects defined in the application
- Approval profiles defined in the application
- Adjustment types with and without A/P request type defined in the application

**Procedure**

To copy a refund or write off request type:

1. Click the **Admin** link in the **Application** toolbar.


A list appears.

2. From the **Admin** menu, select **R** and then click **Refund/Write Off Request Type**.

A sub-menu appears.

3. Click the **Search** option from the **Refund/Write Off Request Type** sub-menu.

The **Refund/Write Off Request Type** screen appears.

4. In the **Refund/Write Off Request Type List** zone, click the **Duplicate** () icon in the **Duplicate** column corresponding to the refund or write off request type whose copy you want to create.

The **Refund/Write Off Request Type** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the refund or write off request type.
- **Characteristics** - Used to define characteristics for the refund or write off request type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Refund/Write Off Request Type	Used to specify the refund or write off request type.	Yes
Business Object	Indicates the refund and write off request type business object used while defining the refund or write off request type.	Not applicable
Refund/Write Off Request Business Object	Used to indicate the business object that you want to use while creating the refund or write off request.	Yes
Description	Used to specify the description for the refund or write off request type.	Yes
Detailed Description	Used to specify additional information about the refund or write off request type.	No


Field Name	Field Description	Mandatory (Yes or No)
Status	<p>Used to indicate the status of the refund or write off request type. The valid values are:</p> <ul style="list-style-type: none"> <li>Active</li> <li>Inactive</li> </ul> <p><b>Note:</b> You cannot change the status of a refund or write off request type to <b>Inactive</b> if there are refund or write off requests which are created using the refund or write off request type and are currently in the <b>Draft</b> or <b>Approval In Progress</b> status.</p>	Yes
Action	<p>Used to indicate whether the request type is created for refund or write off. The valid values are:</p> <ul style="list-style-type: none"> <li>Refund</li> <li>Write Off</li> </ul>	Yes
Minimum Refund Amount	<p>Used to specify the minimum refund amount. This field is used to define tolerance limit for refund. If the total refund amount in a refund request is less than the minimum refund amount, the system creates a write up adjustment. However, if the total refund amount in a refund request is equal to or greater than the minimum refund amount, the system creates a refund adjustment.</p> <p><b>Note:</b> This field appears only when the <b>Action</b> field is set to <b>Refund</b>.</p>	Yes
Write Up Adjustment Type	<p>Used to indicate the adjustment type using which the write up adjustment must be created when the total refund amount is less than the minimum refund amount.</p> <p><b>Note:</b> This field appears only when the <b>Action</b> field is set to <b>Refund</b>. You can create write up adjustments only using those adjustment types where A/P request type is not defined.</p>	Yes
Approval Required	Used to indicate whether approval is required while creating the refund or write off adjustments using the refund or write off request type.	No



Field Name	Field Description	Mandatory (Yes or No)
Approval Profile	Used to indicate the approval profile which must be used to define approval hierarchy for the refund or write off request type.	Yes (Conditional)
	<p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p>	<p><b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.</p>
Hierarchical Approval	Used to indicate whether multi-level or single-level approval is required while creating the refund or write off adjustments using the refund or write off request type.	No
	<p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p>	
Refund Adjustment Type	<p>Used to indicate the adjustment type using which the refund adjustments must be created. This default adjustment type appears when you select the payments or credit bill line items for refund. You can then change the adjustment type, if required, while editing a refund request.</p> <p><b>Note:</b> This field appears only when the <b>Action</b> field is set to <b>Refund</b>. The list includes only those adjustment types where A/P request type is defined.</p>	Yes
Write Off Adjustment Type	<p>Used to indicate the adjustment type using which the write off adjustments must be created. This default adjustment type appears when you select the debit bill line items for write off. You can then change the adjustment type, if required, while editing a write off request.</p> <p><b>Note:</b> This field appears only when the <b>Action</b> field is set to <b>Write Off</b>. You can create write off adjustments only using those adjustment types where A/P request type is not defined.</p>	Yes

**Tip:** Alternatively, you can click the **Duplicate** button in the **Refund/Write Off Request Type** zone to create a copy of the refund or write off request type.

5. Enter the required details in the **Main** section.

**Note:** You can search for an adjustment type by clicking the **Search**  icon corresponding to the respective field.

6. Define, edit, or remove characteristics from the refund or write off request type, if required.
7. Click **Save**.

The new refund or write off request type is defined.


### Related Topics

For more information on...	See...
<b>Refund/Write Off Request Type</b> screen	<a href="#">Refund/Write Off Request Type</a> on page 1315
<b>Refund/Write Off Request Type List</b> zone	<a href="#">Refund/Write Off Request Type List</a> on page 1319
<b>Refund/Write Off Request Type</b> zone	<a href="#">Refund/Write Off Request Type</a> on page 1320
How to define characteristics for a refund or write off request type	<a href="#">Defining Characteristics for a Refund or Write Off Request Type</a> on page 1325

## Viewing the Refund or Write Off Request Type Details

### Procedure

To view the details of a refund or write off request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **R** and then click **Refund/Write Off Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Refund/Write Off Request Type** sub-menu.  
The **Refund/Write Off Request Type** screen appears.
4. In the **Refund/Write Off Request Type List** zone, click the **Broadcast**  icon corresponding to the refund or write off request type whose details you want to view.  
The **Refund/Write Off Request Type** zone appears.
5. View the details of the refund or write off request type in the **Refund/Write Off Request Type** zone.

### Related Topics

For more information on...	See...
<b>Refund/Write Off Request Type</b> screen	<a href="#">Refund/Write Off Request Type</a> on page 1315
<b>Refund/Write Off Request Type List</b> zone	<a href="#">Refund/Write Off Request Type List</a> on page 1319
<b>Refund/Write Off Request Type</b> zone	<a href="#">Refund/Write Off Request Type</a> on page 1320

## Refund/Write Off Request

The **Refund/Write Off Request** screen allows you to search for a refund and write off request using various search criteria. It also allows you to create a refund and write off requests. Through this screen, you can navigate to the following screens:

- [Refund Request](#) on page 1341
- [Write Off Request](#) on page 1374

This screen consists of the following zones:

- [Search Refund/Write Off Request](#) on page 1335

### Search Refund/Write Off Request

The **Search Refund/Write Off Request** zone allows you to search for refund and write off requests using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	<p>Used to indicate whether you want to search for a refund or write off request using request, payment, or bill details. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Request Details</b> — Used when you want to search for refund and/or write off requests.</li> <li>• <b>Payment Details</b> — Used when you want to search for refund requests.</li> <li>• <b>Bill Details</b> — Used when you want to search for refund and/or write off requests.</li> </ul> <p><b>Note:</b> By default, the <b>Request Details</b> option is selected.</p>	Yes
Action	<p>Used to indicate whether you want to search for refund or write off requests. The valid values are:</p> <ul style="list-style-type: none"> <li>• Refund</li> <li>• Write Off</li> </ul> <p><b>Note:</b> This field appears only when you select the <b>Request Details</b> or <b>Bill Details</b> option from the <b>Search By</b> list.</p>	No

Field Name	Field Description	Mandatory (Yes or No)
Refund/Write Off Request Type	Used to search refund or write off requests which are created using a particular refund or write off request type.	No
	<p><b>Note:</b></p> <p>This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.</p> <p>The refund or write off request types are listed only when you set the <b>Action</b> field to either <b>Refund</b> or <b>Write Off</b>.</p>	
Status	Used to search refund or write off requests with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Cancelled</li> <li>• Draft</li> <li>• Processed</li> <li>• Rejected</li> <li>• Voided</li> </ul>	No
	<p><b>Note:</b></p> <p>This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.</p> <p>The <b>Voided</b> status is applicable while searching for refund requests and the <b>Cancelled</b> status is applicable while searching for write off requests.</p>	
User ID	Used to search refund or write off requests which are created by a particular user.	No
	<p><b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.</p>	
Created From	Used to search refund or write off requests which are created from a particular date onwards.	No
	<p><b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.</p>	
To	Used to search refund or write off requests which are created till a particular date.	No
	<p><b>Note:</b></p> <p>By default, the current date appears in this field.</p> <p>This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Refund/Write Off Request ID	Used to search a particular refund or write off request.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Payment Event ID	Used to search refund requests which includes a particular payment event for refund.	No
	<b>Note:</b> This field appears only when you select the <b>Payment Details</b> option from the <b>Search By</b> list.	
Payor Account ID	Used to search refund requests which are created for a particular payor account.	No
	<b>Note:</b> This field appears only when you select the <b>Payment Details</b> option from the <b>Search By</b> list.	
Payor Name	Used to search refund requests which are created for a particular payor.	No
	<b>Note:</b> This field appears only when you select the <b>Payment Details</b> option from the <b>Search By</b> list.	
Payment Date	Used to search refund requests which includes payments made on a particular date.	No
	<b>Note:</b> This field appears only when you select the <b>Payment Details</b> option from the <b>Search By</b> list.	
MICR ID	Used to search refund requests which includes payments made with a particular MICR code.	No
	<b>Note:</b> This field appears only when you select the <b>Payment Details</b> option from the <b>Search By</b> list.	
Check Number	Used to search refund request which includes payment made through a particular check.	No
	<b>Note:</b> This field appears only when you select the <b>Payment Details</b> option from the <b>Search By</b> list.	
Bill ID	Used to search refund or write off requests which includes bill segments or adjustments of a particular bill.	No
	<b>Note:</b> This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Bill Date From	Used to search refund or write off requests which includes bill segments or adjustments of bills which are created from a particular date onwards.  <b>Note:</b> This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list.	No
To	Used to search refund or write off requests which includes bill segments or adjustments of bills which are created till a particular date.  <b>Note:</b> By default, the current date appears in this field. This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list.	No

**Note:** You must specify at least one search criterion while searching for a refund or write off request.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Create Date/Time	Displays the date and time when the refund or write off request is created.
Refund/Write Off Request Information	Displays information about the refund or write off request.  <b>Note:</b> It has a link. On clicking the link, the <b>Refund Request</b> or <b>Write Off Request</b> screen appears depending on whether the request is for refund or write off.
Status	Indicates the status of the refund or write off request.
Action	Indicates whether the request is created for refund or write off. The valid values are: <ul style="list-style-type: none"> <li>• Refund</li> <li>• Write Off</li> </ul> <b>Note:</b> This column appears only when you select the <b>Request Details</b> or <b>Bill Details</b> option from the <b>Search By</b> list.
Refund/Write Off Amount	Displays the total refund or write off amount.  <b>Note:</b> This column appears only when you select the <b>Request Details</b> or <b>Bill Details</b> option from the <b>Search By</b> list.
Refund Amount	Displays the total refund amount.  <b>Note:</b> This column appears only when you select the <b>Payment Details</b> option from the <b>Search By</b> list.

Column Name	Column Description
Account Information	Displays additional information about the account for which the refund or write off request is created.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears with the details of the respective account.
Created By	Indicates the user who has created the refund or write off request.

### Related Topics

For more information on...	See...
How to search for a refund or write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
How to view the details of a refund request	<a href="#">Viewing the Refund Request Details</a> on page 1340
How to view the details of a write off request	<a href="#">Viewing the Write Off Request Details</a> on page 1340
How to create a refund request	<a href="#">Creating a Refund Request</a> on page 1351
How to create a write off request	<a href="#">Creating a Write Off Request</a> on page 1382

## Searching for a Refund or Write Off Request

### Prerequisites

To search for a refund or write off request, you should have:

- Refund or Write Off request types defined in the application

### Procedure

To search for a refund or write off request:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Refund/Write Off Request**.  
A sub-menu appears.
3. Click the **Search** option from the **Refund/Write Off Request** sub-menu.  
The **Refund/Write Off Request** screen appears.
4. Enter the search criteria in the **Search Refund/Write Off Request** zone depending on whether you want to search for a refund or write off request.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of refund or write off requests that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>Refund/Write Off Request</b> screen	<a href="#">Refund/Write Off Request</a> on page 1335
<b>Search Refund/Write Off Request</b> zone	<a href="#">Search Refund/Write Off Request</a> on page 1335

## Viewing the Refund Request Details

### Procedure

To view the details of a refund request:

1. Search for the refund request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the refund request whose details you want to view.

The **Refund Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the refund request. It contains the following zones:
    - **Refund Request** – Displays the details of the refund request.
    - **Refund Details** – Lists the entities, such as payment events, payments, and/or credit bill line items (such as credit bill segments and adjustments), of the account which must be refunded.
  - **Payments** — Used to search payment events or individual payments that you want to refund. This tab appears only when the refund request is in the **Draft** status.
  - **Bills** — Used to search bills with credit line items, such as credit bill segments and adjustments, that you want to refund. This tab appears only when the refund request is in the **Draft** status.
  - **Log** – Lists the complete trail of actions performed on the refund request.
3. View the details of the refund request in the **Refund Request** zone.
  4. View the entities (such as payment events, payments, or credit bill line items) which must be refunded in the **Refund Details** zone.

### Related Topics

For more information on...	See...
<b>Refund Request</b> screen	<a href="#">Refund Request</a> on page 1341
<b>Refund Request</b> zone	<a href="#">Refund Request</a> on page 1342
<b>Refund Details</b> zone	<a href="#">Refund Details</a> on page 1344
How to search for a refund request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339

## Viewing the Write Off Request Details

### Procedure

To view the details of a write off request:

1. Search for the write off request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the write off request whose details you want to view.



The **Write Off Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the write off request. It contains the following zones:
    - **Write Off Request** – Displays the details of the write off request.
    - **Write Off Details** – Lists the debit bill line items, such as debit bill segments and adjustments, of the account which must be written off.
  - **Bills** — Used to search bills with debit line items, such as debit bill segments and adjustments, that you want to write off. This tab appears only when the write off request is in the **Draft** status.
  - **Log** – Lists the complete trail of actions performed on the write off request.
3. View the details of the write off request in the **Write Off Request** zone.
  4. View the entities (such as debit bill segments and adjustments) which must be written off in the **Write Off Details** zone.

### Related Topics

For more information on...	See...
<b>Write Off Request</b> screen	<a href="#">Write Off Request</a> on page 1374
<b>Write Off Request</b> zone	<a href="#">Write Off Request</a> on page 1375
<b>Write Off Details</b> zone	<a href="#">Write Off Details</a> on page 1377
How to search for a write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339

## Refund Request

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Once you create a refund request, the **Refund Request** screen allows you to:

- Edit and delete a refund request
- View the details of a refund request
- Submit a refund request for approval
- Approve or reject a refund request
- View the log of a refund request
- Add a log entry for a refund request
- Void a refund request

This screen consists of the following tabs:

- **Main** – Displays information about the refund request. It contains the following zones:
  - **Refund Request** – Displays the details of the refund request.
  - **Refund Details** – Lists the entities, such as payment events, payments, and/or credit bill line items (such as credit bill segments and adjustments), of the account which must be refunded.
  - **Bill Line Items** — Displays the details of the bill which must be refunded.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Refund Details** zone.

- **Bills** — Used to search bills with credit line items, such as credit bill segments and adjustments, that you want to refund. It contains the following zones:
  - **Search Bills** — Lists completed bills of the account which are either with credit balance or have one or more credit line items, such as bill segments and adjustments. You can filter the bills using various search criteria.
  - **Bill Line Items** — Lists the debit and credit bill segments and adjustments of the bill.

This tab appears only when the refund request is in the **Draft** status.

- **Payments** — Used to search payment events or individual payments that you want to refund. It contains the following zones:
  - **Search Payment Event** — Lists the payment events which are created for the account. You can filter the payment events using various search criteria.
  - **Payments** — Lists all payments created through the payment event.

This tab appears only when the refund request is in the **Draft** status.

- **Log** — Lists the complete trail of actions performed on the refund request.

## Refund Request - Main

The **Main** tab displays information about the refund request. It contains the following zones:

- [Refund Request](#) on page 1342
- [Refund Details](#) on page 1344
- [Bill Line Items](#) on page 1345

## Refund Request

The **Refund Request** zone displays the details of the refund request. This zone contains the following sections:

- **Main** — This section provides basic information about the refund request. It contains the following fields:

Field Name	Field Description
Refund Request Information	Displays information about the refund request.
Refund Request Type	Indicates the refund request type using which the refund request is created. <b>Note:</b> It has a link. On clicking the link, the <b>Refund/Write Off Request Type</b> screen appears where you can view the details of the refund request type.
Status	Indicates the status of the refund request. The valid values are: <ul style="list-style-type: none"> <li>• Draft</li> <li>• Approval In Progress</li> <li>• Rejected</li> <li>• Processed</li> <li>• Voided</li> </ul>

Field Name	Field Description
Status Reason	Indicates the reason why the refund request is rejected or voided.  <b>Note:</b> This field appears only when the refund request is in the <b>Rejected</b> or <b>Voided</b> status. It has a link. On clicking the link, the <b>Status Reason</b> screen appears where you can view the details of the rejected or voided reason.
Account Information	Indicates the account for which the refund request is created.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Person Name	Indicates the person for whom the refund request is created.
Override Address	Indicates whether the account's mailing address is overridden.
Address 1	Displays the house number and apartment name.
Address 2	Displays the street name.
Address 3	Indicates the landmark, if available.
Address 4	Displays the village, town, or city name.
City	Displays the city name.
State	Displays the state name.
Country	Displays the country name.
Postal	Displays the postal or zip code.
Comments	Displays additional information about the refund request.
Total Refund Amount	Displays the total refund amount.

- **Characteristics** — Lists the characteristics defined for the refund request. It contains the following fields:

Field Name	Field Description
Effective Date	Indicates the date from when the characteristic is effective for the refund request.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** — This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the refund request.  <b>Note:</b> The <b>Edit</b> button appears only when the refund request is in the <b>Draft</b> status.

Button Name	Button Description
Delete	Used to delete the refund request.
	<b>Note:</b> The <b>Delete</b> button appears only when the refund request is in the <b>Draft</b> status.
Submit	Used to submit the refund request for approval.
	<b>Note:</b> The <b>Submit</b> button appears only when the refund request is in the <b>Draft</b> status.
Approve	Used to approve the refund request.
	<b>Note:</b> The <b>Approve</b> button appears only when: <ul style="list-style-type: none"> <li>The refund request is in the <b>Approval In Progress</b> status.</li> <li>A user with the approval To Do role is reviewing the refund request.</li> </ul>
Reject	Used to reject the refund request.
	<b>Note:</b> The <b>Reject</b> button appears only when: <ul style="list-style-type: none"> <li>The refund request is in the <b>Approval In Progress</b> status.</li> <li>A user with the approval To Do role is reviewing the refund request.</li> </ul>
Void	Used to void the refund request.
	<b>Note:</b> The <b>Void</b> button appears only when the refund request is in the <b>Processed</b> status.

- **Record Information** — This section contains the following fields:


Field Name	Field Description
Business Object	Indicates the business object using which the refund request is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Status Date/Time	Displays the date and time when the refund request status is updated
Create Date/Time	Displays the date and time when the refund request is created.

### Refund Details

The **Refund Details** zone lists the payment events, payments, and credit bill line items (such as bill segments and adjustments) that you have added to the refund request. This zone contains the following columns:

Column Name	Column Description
Entity ID	Displays the entity ID.
Entity Type	Indicates whether the entity is a payment event, payment, bill, bill segment, or an adjustment.

Column Name	Column Description
Currency	Indicates the currency in which the entity was created.
Entity Amount	Displays the entity amount.
Refund Amount	Displays the amount that must be refunded.  <b>Note:</b> By default, the amount which is eligible for refund appears in this column. You can edit the amount, if required. However, you cannot specify the amount greater than the eligible amount.
Contract Information	Displays additional information about the contract against which the bill segment or adjustment is created or against which the payment is matched. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.
Adjustment Type	Indicates the adjustment type using which the refund adjustment must be created.  <b>Note:</b> By default, the adjustment type specified in the refund request type appears in this column. You can change the adjustment type, if required, by editing the refund request.
Adjustment Information	Displays information about the refund adjustment.  <b>Note:</b> It has a link. On clicking the link, the <b>Adjustment</b> screen appears where you can view the details of the respective adjustment.  The data appears in this column only when the status of the refund request is <b>Processed</b> .  The information string appears only when an algorithm of the <b>C1-ADI-INFO</b> algorithm type is attached to the <b>Adjustment Information</b> system event in the <b>Algorithms</b> tab of the <b>Installation Options — Framework</b> screen.

**Note:** On clicking the Broadcast  icon corresponding to the entity type as **Bill**, the **Bill Line Items** zone appears with the details of the respective bill.

In addition to above columns, this screen contains following buttons:


Button Name	Button Description
Edit	Used to edit the details of bill line items.
Delete	Used to delete the bill line items.

### Bill Line Items

The **Bill Line Items** zone lists the debit and credit bill segments and adjustments of the bill. This zone contains the following columns:

Column Name	Column Description
Bill ID	Displays the bill ID.

Column Name	Column Description
Entity ID	Displays the bill segment or adjustment ID.
Entity Type	Indicates whether the entity is a bill, bill segment or an adjustment.
Currency	Displays the currency in which the entity was created.
Entity Amount	Displays the bill segment or adjustment amount.
Request Amount	Displays the bill segment or adjustment amount which is eligible for refund. In other words, it means entity amount minus amount refunded.  <b>Note:</b> If the bill segment or adjustment has debit balance, the eligible amount for refund would be zero.
Contract Information	Displays additional information about the contract against which the bill segment or adjustment is created. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.
Adjustment Type	Indicates the adjustment type using which the refund adjustment must be created.  <b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective adjustment type.
Adjustment Information	Displays information about the refund adjustment.

By default, the **Bill Line Items** zone does not appear in the **Main** tab. It appears only when you click the **Broadcast**  icon corresponding to the bill in the **Refund Details** zone.

### Related Topics

For more information on...	See...
How to add a credit bill line item to the refund request	<a href="#">Adding a Credit Bill Line Item to the Refund Request</a> on page 1358

## Refund Request - Bills


The **Bills** tab allows you to search bills with credit line items, such as credit bill segments and adjustments, that you want to refund. It contains the following zones:

- [Search Bills](#) on page 1346
- [Bill Line Items](#) on page 1348

### Search Bills

The **Search Bills** zone lists completed bills of the account which are either with credit balance or have one or more credit line items, such as bill segments and adjustments. You can filter the bills using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for a bill using bill or bill and price item details. The valid values are: <ul style="list-style-type: none"> <li>• Bill Details</li> <li>• Bill and Price Item Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Bill Details</b> option is selected.	
Bill ID	Used to search a particular bill.	No
Bill Date From	Used to search bills which are created from a particular date onwards.	No
To	Used to search bills which are created till a particular date.	No
Price Item	Used to search bills which are created for a particular price item.	No
	<b>Note:</b> This field appears only when you select <b>Bill and Price Item Details</b> option from the <b>Search By</b> list. You can search for a price item by clicking the <b>search</b>  icon corresponding to the field.	

- **Search Results** — On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Bill ID	Displays the bill ID.
Bill Information	Displays additional information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears with the details of the respective bill.
Amount	Displays the total bill amount.

If you want to refund a bill with credit balance and all credit line items, you need to select the check box corresponding to the bill and then click the **Add** button in the **Search Results** section. All credit bill segments and adjustments of the bill are added in the **Refund Details** zone on the **Main** tab. However, if you select a bill (with credit balance) which contains one or more debit line items or if you select a bill (with debit balance) which contains one or more credit line items, the system will not allow you to add the credit line items by directly adding the bill. In such case, you need to individually select the credit bill segments and adjustments of the bill and then add them to the refund request.

**Note:** If a refund request is currently in progress for a credit bill segment or adjustment of a bill, those bills of the account are not listed in the **Search Bills** zone. In addition, a bill with all debit line items are not listed in the **Search Bills** zone.

### Related Topics

For more information on...	See...
How to add a credit bill line item to the refund request	<a href="#">Adding a Credit Bill Line Item to the Refund Request</a> on page 1358

### Bill Line Items

The **Bill Line Items** zone lists the debit and credit bill segments and adjustments of the bill. This zone contains the following columns:

Column Name	Column Description
Entity ID	Displays the bill segment or adjustment ID.
Entity Type	Indicates whether the entity is a bill segment or an adjustment.
Entity Information	Displays additional information about the bill segment or adjustment. If the entity is a bill segment, the context menu appears in the column which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. If the entity is a bill segment, the <b>Bill Segment</b> screen appears where you can view the details of the respective bill segment on clicking the link. However, if the entity is an adjustment, the <b>Adjustment</b> screen appears with the details of the respective adjustment on clicking the link.
Entity Amount	Displays the bill segment or adjustment amount.
Eligible Amount	Displays the bill segment or adjustment amount which is eligible for refund. In other words, it means entity amount minus amount refunded.
	<b>Note:</b> If the bill segment or adjustment has debit balance, the eligible amount for refund would be zero.
Amount Refunded	Displays the amount which is already refunded to the account.
Contract Information	Displays additional information about the contract against which the bill segment or adjustment is created. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.

You can select one or more credit bill segments or adjustments and click the **Add** button in this zone to add selected credit bill segments or adjustments to the refund request.

By default, the **Bill Line Items** zone does not appear in the **Bills** tab. It appears only when you click the **Broadcast**  icon corresponding to the bill in the **Search Bills** zone.

### Related Topics

For more information on...	See...
How to add a credit bill line item to the refund request	<a href="#">Adding a Credit Bill Line Item to the Refund Request</a> on page 1358

## Refund Request - Payments

The **Payments** tab allows you to search payment events or individual payments that you want to refund. It contains the following zones:



- [Search Payment Event](#) on page 1349
- [Payments](#) on page 1350

### Search Payment Event

The **Search Payment Event** zone lists the payment events which are created for the account. You can filter the payment events using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate that you want to search for a payment event using the payment details. The valid values are: <ul style="list-style-type: none"> <li>• Payment Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Payment Details</b> option is selected.	
Payment Event ID	Used to search a particular payment event.	No
Suspense/Excess Credit Contract	Used to search payment events which include payments made against a particular suspense or excess credit contract.	No
	<b>Note:</b> The suspense and excess credit contracts are listed only when these contracts are associated with the account	
Check Number	Used to search a payment event which includes payment made through a particular check.	No
Payment Date	Used to search payment events which include payments created from a particular date onwards.	No
To	Used to search payment events which include payments created till a particular date.	No
MICR ID	Used to search payment events which include payments made with a particular MICR code.	No

- **Search Results** — On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Payment Event Information	Displays additional information about the payment event.
	<b>Note:</b> It has a link. On clicking the link, the <b>Payment Event</b> screen appears where you can view the details of the respective payment event.
Payment Date	Displays the date when the payments were created.
Tender Amount	Displays the tender amount.
Payment Event ID	Displays the payment event ID.

If you want to refund all payments of a payment event, you need to select the check box corresponding to the payment event and then click the **Add** button in the **Search Results** section. If all payments in the payment event are matched against the same suspense or excess credit contract, the payment event is added in the **Refund Details**

zone on the **Main** tab. However, if the payments in the payment event are matched against different suspense or excess credit contracts, the payments of the payment event are added in the **Refund Details** zone.

**Note:** If a refund request is currently in progress for a payment event or for any payment of a payment event, those payments events of the account are not listed in the **Search Payment Event** zone.

### Related Topics

For more information on...	See...
How to add a payment event to the refund request	<a href="#">Adding a Payment Event to the Refund Request</a> on page 1355

### Payments

The **Payments** zone lists only those payments which are created through the payment event and are currently in the **Frozen** status. This zone contains the following columns:

Column Name	Column Description
Payment ID	Displays the payment ID.
	<b>Note:</b> It has a link. On clicking the link, the <b>Payment</b> screen appears where you can view the details of the respective payment.
Payee Account Information	Displays additional information about the account for which the payment was made.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Payment Amount	Displays the payment amount.
Payment Currency	Indicates the currency in which the payment was made.
Payment Status	Indicates the status of the payment.
Match Type	Indicates the match type using which the payment was matched.
Match Value	Indicates the entity (such as bill, contract, and so on) against which the payment was matched.
Amount Refunded	Displays the amount which is already refunded to the payor account.

You can select one or more payments and click the **Add** button in this zone to add selected payments to the refund request.

By default, the **Payments** zone does not appear in the **Payments** tab. It appears only when you click the **Broadcast**  icon corresponding to the payment event in the **Search Payment Event** zone.

### Related Topics

For more information on...	See...
How to add a payment to the refund request	<a href="#">Adding a Payment to the Refund Request</a> on page 1356

## Refund Request - Log

The **Log** tab contains the following zone:

- [Refund Request Log](#) on page 1351

## Refund Request Log

The **Refund Request Log** zone lists the complete trail of actions performed on the refund request. This zone contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the refund request.
Details	Displays the details about the action performed on the refund request.
User	Indicates the user who has performed the action on the refund request.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the refund request.
Status Reason	Displays the status reason of action performed on the refund request.

**Note:** You can manually add a log entry for the refund request by clicking the **Add Log Entry** link in the upper right corner of the **Refund Request Log** zone.

The **Add Request Log** window appears. Enter **Log Details** and click **Save**. The refund request log is added.

### Related Topics

For more information on...	See...
How to view the log of a refund request	<a href="#">Viewing the Log of a Refund Request</a> on page 1371

## Creating a Refund Request

### Prerequisites

To create a refund request, you should have:

- Refund request types defined in the application

### Procedure

To create a refund request:


1. Do either of the following:

If you want to...	Then...
Define a refund request from the <b>Account Receivable Central</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Main</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>Financial</b> and then click <b>Account Receivable Central</b>.</li> <li>3. Search for the bill in the <b>Account Receivable Central</b> screen.</li> <li>4. In the <b>Search Results</b> section, select the required bill and then click <b>Refund</b>.</li> </ol>

If you want to...	Then...
	<p><b>Note:</b> Only one bill at a time is allowed to select for <b>Refund Request</b> from the <b>Account Receivable Central</b> screen.</p>
Define a refund request from the <b>Refund Request</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Main</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>Financial</b> and then click <b>Refund/Write Off Request</b>. A sub-menu appears.</li> <li>3. Click the <b>Add</b> option from the <b>Refund/Write Off Request</b> sub-menu.</li> </ol>

The **Select Request Type** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Action	<p>Displays the type of request (refund or write off) to be created.</p> <p><b>Note:</b> This field is pre-populated if the refund request is created from the <b>Account Receivable Central</b> screen. This field is editable if the refund request is created from the <b>Refund/Write Off Request</b> screen.</p>	Not applicable
Refund/Write Off Request Type	<p>Used to indicate the request type using which you want to create the refund or write off request.</p> <p><b>Note:</b> The refund request types are listed when you set the <b>Action</b> field to <b>Refund</b> and the write off request types are listed when you set the <b>Action</b> field to <b>Write Off</b>.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
Account	Used to indicate the account for which you want to create the refund or write off request.	Yes
	<p><b>Note:</b></p> <p>This field is pre-populated if the refund request is created from the <b>Account Receivable Central</b> screen.</p> <p>This field is editable if the refund request is created from the <b>Refund/Write Off Request</b> screen.</p> <p>You can search for an account by clicking the <b>Search</b>  icon corresponding to the respective field.</p>	

**Tip:**

Alternatively, you can access the **Select Request Type** screen:

- By clicking the **Add** button in the **Page Title** area of **Refund/Write Off Request** screen.
- By selecting the payment which you want to refund in the **Payment Event Summary** screen and then clicking the **Refund** button. Note that the system will allow you to refund only those payments which are in the **Frozen** status and matched against the suspense or excess credit contract.

2. Select the required refund request type from the respective field.
3. Click **Save**.

The refund request is defined and the status of the refund request is set to **Draft**. The **Refund Request** screen appears where you can view the details of the refund request. It contains the following tabs:

**Note:** The refund request can be created only for bill with outstanding amount lesser than zero.

- **Main** – Displays information about the refund request. It contains the following zones:
    - **Refund Request** – Displays the details of the refund request.
    - **Refund Details** – Lists the entities, such as payment events, payments, and/or credit bill line items (such as credit bill segments and adjustments), of the account which must be refunded.
  - **Payments** — Used to search payment events or individual payments that you want to refund. This tab appears only when the refund request is in the **Draft** status.
  - **Bills** — Used to search bills with credit line items, such as credit bill segments and adjustments, that you want to refund. This tab appears only when the refund request is in the **Draft** status.
  - **Log** – Lists the complete trail of actions performed on the refund request.
4. Add payment events, payments, or credit bill line items that you want to refund.
  5. Edit the refund amount of each entity, if required.
  6. Define characteristics for the refund request, if required.
  7. Override the address if you want to sent the refund to an address other than the account's main customer address.

**Related Topics**

For more information on...	See...
<b>Refund Request</b> screen	<a href="#">Refund Request</a> on page 1341
<b>Account Receivable Central</b> screen	<a href="#">Account Receivable Central</a> on page 1178
How to add a payment event to the refund request	<a href="#">Adding a Payment Event to the Refund Request</a> on page 1355
How to add a payment to the refund request	<a href="#">Adding a Payment to the Refund Request</a> on page 1356
How to add a credit bill line item to the refund request	<a href="#">Adding a Credit Bill Line Item to the Refund Request</a> on page 1358
How to edit a refund request	<a href="#">Editing a Refund Request</a> on page 1360
How to define characteristics for a refund request	<a href="#">Defining Characteristics for a Refund Request</a> on page 1354

## Defining Characteristics for a Refund Request

### Prerequisites

To define characteristics for a refund request, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Refund Write Off Request**)

### Procedure

To define characteristics for a refund request:

- Search for the refund request in the **Refund/Write Off Request** screen.
- In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the refund request whose details you want to edit.

The **Refund Request** screen appears.

- Click the **Edit** button in the **Refund Request** zone.

The **Edit Refund Request** screen appears.

**Note:** The **Edit** button appears only when the refund request is in the **Draft** status.


- Ensure that the **Characteristics** section is expanded when you are editing the refund request.


The **Characteristics** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the refund request.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the refund request.
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Refund Write Off Request</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the refund request.

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the refund request.

5. Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

6. If you want to define more than one characteristic for the refund request, click the **Add**  icon and then repeat step 5.

**Note:** However, if you want to remove a characteristic from the refund request, click the **Delete**  icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to search for a refund request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
How to create a refund request	<a href="#">Creating a Refund Request</a> on page 1351

## Adding a Payment Event to the Refund Request

### Prerequisites

To add a payment event to the refund request, you should have:

- Payments made by the account for which you need to create the refund request

### Procedure

To add a payment event to the refund request:

1. Click the **Payments** tab in the **Refund Request** screen.  
The **Payments** tab appears.
2. Filter the payment events, if required, in the **Search Payment Event** zone.

**Note:** You can only refund payments, which are matched against suspense or excess credit contracts, to the payor account. Therefore, you can only view payment events which includes payments matched against suspense or excess credit contracts. If a refund request is currently in progress for a payment event or for any payment of a payment event, those payments events of the account are not listed in the **Search Payment Event** zone.

3. Select the check box corresponding to the payment event, whose payments you want to refund, in the **Search Results** section.

**Note:** You can add more than one payment event to the refund request at the same time.

4. Click **Add**.

A message appears indicating that the selected payment events are added to the refund request.

5. Click **OK**.

Note that the entity is added in the **Refund Details** zone on the **Main** tab.

**Note:**

You can only refund payments which are in the **Frozen** status.

If all payments in the payment event are matched against the same suspense or excess credit contract, the payment event is added in the **Refund Details** zone. However, if the payments in the payment event are matched against different suspense or excess credit contracts, the payments of the payment event are added in the **Refund Details** zone.

**Related Topics**

For more information on...	See...
How to create a refund request	<a href="#">Creating a Refund Request</a> on page 1351

## Adding a Payment to the Refund Request

**Prerequisites**

To add a payment to the refund request, you should have:

- Payments made by the account for which you need to create the refund request

**Procedure**

To add a payment to the refund request:

1. Click the **Payments** tab in the **Refund Request** screen.

The **Payments** tab appears.

2. Filter the payment events, if required, in the **Search Payment Event** zone.

**Note:** You can only refund payments, which are matched against suspense or excess credit contracts, to the payor account. Therefore, you can only view payment events which includes payments matched against suspense or excess credit contracts. If a refund request is currently in progress for a payment event or for any payment of a payment event, those payments events of the account are not listed in the **Search Payment Event** zone.

3. In the **Search Results** section, click the **Broadcast**  icon corresponding to the payment event whose payments you want to view.

The **Payments** zone appears.

4. Select the check box corresponding to the payment that you want to refund.

**Note:** You can add more than one payment to the refund request at the same time.

5. Click **Add**.

A message appears indicating that the selected payments are added to the refund request.

6. Click **OK**.

Note that the payments are added in the **Refund Details** zone on the **Main** tab.

**Note:** You can only refund payments which are in the **Frozen** status.



**Related Topics**

For more information on...	See...
How to create a refund request	<a href="#">Creating a Refund Request</a> on page 1351

**Adding a Credit Bill to the Refund Request**

You can refund the credit bills to the account.

**Prerequisites**

To add a credit bill to the refund request, you should have:

- Completed bills for the account with one or more credit line items

**Procedure**

To add a credit bill to the refund request:

1. Click the **Bills** tab in the **Refund Request** screen.

The **Bills** tab appears.

2. Filter the bills, if required, in the **Search Bills** zone.

**Note:** If a refund request is currently in progress for a credit bill segment or adjustment of a bill, those bills of the account are not listed in the **Search Bills** zone. In addition, a bill with all debit line items are not listed in the **Search Bills** zone.

3. Do either of the following:

If...	Then...
A bill has all credit line items and you want to add the credit bill to the refund request	<ol style="list-style-type: none"> <li>1. In the <b>Search Bills</b> zone, select the bills that you want to refund.</li> <li>2. Click the <b>Add</b> button available at the upper left corner of the <b>Search Bills</b> zone.</li> </ol> <p><b>Note:</b> Default adjustment type selected in the write off request type should be non A/P.</p>
A bill has credit balance and one or more debit line items and you want to add the credit bill to the refund request	<ol style="list-style-type: none"> <li>1. In the <b>Search Bills</b> zone, select the bills that you want to refund.</li> <li>2. Click the <b>Add</b> button available at the upper left corner of the <b>Search Bills</b> zone.</li> </ol> <p><b>Note:</b> Default adjustment type selected in the write off request type should be non A/P.</p>

4. Click **Add**.

A message appears indicating that the selected bills are added to the refund request.

**Note:** If you select a bill (with credit balance) which contains one or more debit line items or if you select a bill (with debit balance) which contains one or more credit line items, the system will not allow you to add the credit line items by directly adding the bill. In such case, you need to individually select the credit bill segments and adjustments of the bill and then add them to the refund request.

5. Click **OK**.

Note that all the credit bill segments or adjustments of the bills are added in the **Refund Details** zone on the **Main** tab.

**Note:**

Irrespective of whether you select a credit bill, or credit bill segments or adjustments, the credit bill segments or adjustments are added in the **Refund Details** zone. The credit bill is not added to the **Refund Details** zone.

The system will not allow you to add a debit line item to the **Refund Details** zone.

**Related Topics**

For more information on...	See...
How to create a refund request	<a href="#">Creating a Refund Request</a> on page 1351

## Adding a Credit Bill Line Item to the Refund Request

You can refund the credit bill line items, such as bill segments and adjustments, to the account. While adding a credit bill line item to the refund request, you can either:

- Directly add all credit line items of a bill to the refund request by adding the bill which has all bill segments and adjustments in credit
- Individually add a credit bill segment or adjustment of a bill (with one or more credit line items) to the refund request

**Prerequisites**

To add a credit bill line item to the refund request, you should have:

- Completed bills for the account with one or more credit line items

**Procedure**

To add a credit bill line item to the refund request:




1. Click the **Bills** tab in the **Refund Request** screen.

The **Bills** tab appears.

2. Filter the bills, if required, in the **Search Bills** zone.

**Note:** If a refund request is currently in progress for a credit bill segment or adjustment of a bill, those bills of the account are not listed in the **Search Bills** zone. In addition, a bill with all debit line items are not listed in the **Search Bills** zone.

3. Do either of the following:

If...	Then...
A bill has all credit line items and you want to add a particular credit bill line item to the refund request	<ol style="list-style-type: none"> <li data-bbox="849 226 1399 380">1. In the <b>Search Bills</b> zone, click the <b>Broadcast</b>  icon corresponding to the bill whose line items you want to view. The <b>Bill Line Items</b> zone appears.</li> <li data-bbox="849 411 1399 506">2. Select the check box corresponding to the credit bill segment or adjustment that you want to refund.</li> </ol>
A bill has credit balance and one or more debit line items	<ol style="list-style-type: none"> <li data-bbox="849 558 1399 711">1. In the <b>Search Bills</b> zone, click the <b>Broadcast</b>  icon corresponding to the bill whose line items you want to view. The <b>Bill Line Items</b> zone appears.</li> <li data-bbox="849 743 1399 837">2. Select the check box corresponding to the credit bill segment or adjustment that you want to refund.</li> </ol>
A bill has debit balance and one or more credit line items	<ol style="list-style-type: none"> <li data-bbox="849 890 1399 1043">1. In the <b>Search Bills</b> zone, click the <b>Broadcast</b>  icon corresponding to the bill whose line items you want to view. The <b>Bill Line Items</b> zone appears.</li> <li data-bbox="849 1075 1399 1169">2. Select the check box corresponding to the credit bill segment or adjustment that you want to refund.</li> </ol>

**4. Click Add.**

A message appears indicating that the selected bill segments or adjustments are added to the refund request.

**Note:** If you select a bill (with credit balance) which contains one or more debit line items or if you select a bill (with debit balance) which contains one or more credit line items, the system will not allow you to add the credit line items by directly adding the bill. In such case, you need to individually select the credit bill segments and adjustments of the bill and then add them to the refund request.

**5. Click OK.**

Note that the credit bill segments or adjustments are added in the **Refund Details** zone on the **Main** tab.

**Note:**

Irrespective of whether you select a credit bill, or credit bill segments or adjustments, the credit bill segments or adjustments are added in the **Refund Details** zone. The credit bill is not added to the **Refund Details** zone.

The system will not allow you to add a debit line item to the **Refund Details** zone.

**Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to create a refund request	<a href="#">Creating a Refund Request</a> on page 1351

## Editing a Refund Request

### Prerequisites

To edit a refund request, you should have:

- Adjustment types with A/P request type defined in the application

### Procedure

To edit a refund request:

1. Search for the refund request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the refund request whose details you want to edit.

The **Refund Request** screen appears.

3. Click the **Edit** button in the **Refund Request** zone.

The **Edit Refund Request** screen appears. It contains the following section:

Field Name	Field Description	Mandatory (Yes or No)
Refund Request Information	Displays information about the refund request.	Not applicable
Account Information	Indicates the account for which the refund request is created.	Not applicable
Person Name	Used to indicate the person for whom the refund request is created.	No
Override Address	Used to indicate whether the account's mailing address must be overridden.  <b>Note:</b> By default, the account's main customer's address appears in the following fields — Address 1, Address 2, Address 3, Address 4, City, Country, State, and Postal. You can override the address in these fields, if required.	No
Address 1	Used to specify the house number and apartment name.	No
Address 2	Used to specify the street name.	No
Address 3	Used to specify any landmark, if available.	No
Address 4	Used to specify the village, town, or city name.	No
City	Used to specify the city name.	No
Country	Used to specify the country name.	No

Field Name	Field Description	Mandatory (Yes or No)
State	Used to specify the state name.	No
Postal	Used to specify the postal or zip code.	No
Comments	Used to specify additional information about the refund request.	No

In addition, this screen contains the following two sections:

- **Characteristics** — Used to define characteristics for the refund request. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the refund request.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the refund request.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Refund Write Off Request</b> .	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the refund request.
Characteristic Value	Used to specify the value for the characteristic type. <b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the refund request.

4. Modify the details of the refund request, if required.
5. Define, edit, or remove characteristics from the refund request, if required.
6. Click **Save**.

The changes made to the refund request are saved.

### **Related Topics**

For more information on...	See...
How to search for a refund request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
<b>Refund Request</b> screen	<a href="#">Refund Request</a> on page 1341
<b>Refund Request</b> zone	<a href="#">Refund Request</a> on page 1342
How to define characteristics for a refund request	<a href="#">Defining Characteristics for a Refund Request</a> on page 1354

## Editing the Refund Details

### Prerequisites

To edit the refund details, you should have:


- Adjustment types with A/P request type defined in the application

### Procedure

To edit the refund details:


1. Search for the refund request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the refund request whose bill line item details you want to edit.

The **Refund Request** screen appears. You can edit the bill line items by either of the following ways:


If...	Then
Select the bill whose details you want to edit in the <b>Refund Details</b> zone and click the <b>Edit</b> button available in the upper left corner of this zone.	The <b>Edit Request Details</b> screen appears.
In the <b>Refund Details</b> zone, click the <b>Broadcast</b>  icon corresponding to the bill whose line items details you want to edit.	The <b>Bill Line Items</b> zone appears.
	<p><b>Note:</b> This zone appears only when the Entity Type is <b>Bill</b>.</p> <ol style="list-style-type: none"> <li>1. Select the bill line item whose details you want to edit in the <b>Bill Line Items</b> zone and click the <b>Edit</b> button available in the upper left corner of this zone.</li> </ol> <p>The <b>Edit Request Details</b> screen appears.</p>

**Note:** A bill line item from the refund request can be edited only when the refund request is in the **Draft** status.

The **Edit Request Details** screen contains the following fields:






Field Name	Field Description	Mandatory (Yes or No)
Request ID	Displays the refund request ID.	Not applicable
Account Information	Displays additional information about the account.	Not applicable
Adjustment Type	Indicates the adjustment type of the refund request type.  You can search for an adjustment type by clicking the <b>Search</b>  icon corresponding to the field.	No

In addition to these fields, this screen contains following columns:

Column Name	Column Description
Entity Type	Indicates the entity type. The valid values are <ul style="list-style-type: none"> <li>• Adjustments</li> <li>• Bill</li> <li>• Bill Segment</li> <li>• Payment Event</li> <li>• Payment</li> </ul>
Entity ID	Displays the entity ID.
Entity Amount	Displays the entity amount.
Currency	Displays the currency in which the entity was created.
Request Amount	Displays the amount that must be refunded.
Adjustment Type	Indicates the adjustment type using which the refund adjustment must be created.  <b>Note:</b> You can search for an account by clicking the <b>Search</b>  icon corresponding to the field.
Bill ID	Displays the bill ID.

In addition to the above columns, the screen has following button:

Button Name	Button Description
Override	Used to override an adjustment type of the refund request.

<p><b>Note:</b></p> <p>In the <b>Bill Line Items</b> zone, click the <b>Broadcast</b>  icon corresponding to the bill line item which you want to delete</p> <p>Pagination is used to display limited number of records in the <b>Search Results</b> section. By default, 10 records are displayed in the <b>Search Results</b> section. You can change the number of records displayed per page, if required.</p> <p>You can use the navigation buttons, such as <b>First</b> () , <b>Previous</b> () , <b>Next</b> () , and <b>Last</b> () to navigate between pages. You can also select the page to which you want to navigate from the <b>Go To</b> list.</p> <p>The values appear in the <b>Page Limit</b> list only when you define values for the <b>PAGE_NUMBER</b> lookup field.</p>
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3. Modify the details of the bill line items.
4. Click **Save**.

The changes made to the refund bill line items are saved.

### **Related Topics**

For more information on...	See...
Refund Request screen	<a href="#">Refund Request</a> on page 1341

For more information on...	See...
<b>Refund Request</b> zone	<a href="#">Refund Request</a> on page 1342
How to search for a refund request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339

## Deleting a Refund Request

### Procedure

To delete a refund request:

1. Search for the refund request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the refund request that you want to delete.

The **Refund Request** screen appears.

3. Click the **Delete** button in the **Refund Request** zone.

A message appears confirming whether you want to delete the refund request.

**Note:** The **Delete** button appears only when the refund request is in the **Draft** status.

4. Click **OK**.

The refund request is deleted.

### Related Topics

For more information on...	See...
How to search for a refund request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
<b>Refund Request</b> screen	<a href="#">Refund Request</a> on page 1341
<b>Refund Request</b> zone	<a href="#">Refund Request</a> on page 1342

## Deleting a Bill from the Refund Request

### Procedure

To delete a bill from the refund request:

1. Search for the refund request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the refund request whose bill you want to delete.

The **Refund Request** screen appears.

3. In the **Refund Details** zone, select the bills and click the **Delete** button available in the upper left corner of this zone.

A message appears confirming whether you want to delete the bill from the refund request.

**Note:** You can delete bill from the refund request only when the request is in the **Draft** status.

4. Click **OK**.



The selected bill gets deleted from the refund request.


### Related Topics

For more information on...	See...
<b>Refund Request</b> screen	<a href="#">Refund Request</a> on page 1341
<b>Refund Request</b> zone	<a href="#">Refund Request</a> on page 1342
How to search for a refund request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339

## Deleting a Bill Line Item from the Refund Request

### Procedure

To delete a bill line item from the refund request:

1. Search for the refund request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the refund request whose bill line items you want to delete.  
The **Refund Request** screen appears.
3. In the **Refund Details** zone, click the **Broadcast**  icon corresponding to the bill whose line items details you want to delete.  
The **Bill Line Items** zone appears.
4. In the **Bill Line Items** zone, select the bill line items which you want to delete and click the **Delete** button available in the upper left corner of this zone.

A message appears confirming whether you want to delete the bill line items from the refund request.

#### **Note:**

You can delete a bill line item from the refund request only when the request is in the **Draft** status.

5. Click **OK**.

The selected bill line items gets deleted from the refund request.

### Related Topics

For more information on...	See...
<b>Refund Request</b> screen	<a href="#">Refund Request</a> on page 1341
<b>Refund Request</b> zone	<a href="#">Refund Request</a> on page 1342
How to search for a refund request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339

## Submitting a Refund Request

### Prerequisites

To submit a refund request, you should have:

- Payment events, payments, or credit bill line items added in the refund request

**Procedure**

To submit a refund request:

1. Search for the refund request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the refund request that you want to submit.

The **Refund Request** screen appears.

3. Click the **Submit** button in the **Refund Request** zone.

The system behaves in the following manner:

If...	Then...
The <b>Approval Required</b> and <b>Hierarchical Approval</b> check boxes are selected in the refund request type using which the refund request is created	A To Do of the <b>C1-REFRQ To Do</b> type is created and sent to the approver at the first level in the approval hierarchy, and the status of the refund request is changed to <b>Approval In Progress</b> .
The <b>Approval Required</b> check box is selected, but the <b>Hierarchical Approval</b> check box is not selected in the refund request type using which the refund request is created	A To Do of the <b>C1-REFRQ To Do</b> type is created and sent to the approver at the hierarchy level where the total refund amount falls within the threshold limit. In addition, the status of the refund request is changed to <b>Approval In Progress</b> .
The <b>Approval Required</b> check box is not selected in the refund request type using which the refund request is created	<p>The refund adjustments are created using the specified adjustment types and the status of the refund request is changed to <b>Processed</b>.</p> <p><b>Note:</b> The refund adjustments are created in the <b>Frozen</b> status. If a match event is present for the credit bill line items (such as bill segments and adjustments) and for the payments which are matched against the excess credit contract, the existing match event is stamped on the refund adjustments and on the corresponding financial transactions. However, when a match is not present for the payments which are matched against the suspense contract or if the match events does not exist, a new match event is created and stamped on the refund adjustments and on the corresponding financial transactions. If you are doing a partial refund for any entity, the corresponding match event status is set to <b>Open</b>. However, if you are refunding the entire eligible amount, the corresponding match event status is set to <b>Balanced</b>.</p>

If...	Then...
The total refund amount is less than minimum refund amount	<p>The write up adjustment is created using the write up adjustment type specified in the refund request type. In addition, the status of the refund request is changed to <b>Processed</b>.</p> <p><b>Note:</b> The write up adjustment is created in the <b>Frozen</b> status. If a match event is present for the credit bill line items (such as bill segments and adjustments) and for the payments which are matched against the excess credit contract, the existing match event is stamped on the write up adjustment and on the corresponding financial transaction. However, when a match event is not present for the payments which are matched against the suspense contract or if the match events does not exist, a new match event is created and stamped on the write up adjustment and on the corresponding financial transaction. If you are doing a partial refund for any entity, the corresponding match event status is set to <b>Open</b>. However, if you are refunding the entire eligible amount, the corresponding match event status is set to <b>Balanced</b>.</p>
The total refund amount is less than the minimum threshold amount	<p>The refund request is automatically approved by the system and refund adjustments are created using the specified adjustment types. In addition, the status of the refund request is changed to <b>Processed</b>.</p> <p><b>Note:</b> The refund adjustments are created in the <b>Frozen</b> status. If a match event is present for the credit bill line items (such as bill segments and adjustments) and for the payments which are matched against the excess credit contract, the existing match event is stamped on the refund adjustments and on the corresponding financial transactions. However, when a match event is not present for the payments which are matched against the suspense contract or if the match events does not exist, a new match event is created and stamped on the refund adjustments and on the corresponding financial transactions. If you are doing a partial refund for any entity, the corresponding match event status is set to <b>Open</b>. However, if you are refunding the entire eligible amount, the corresponding match event status is set to <b>Balanced</b>.</p>

**Note:** The **Submit** button appears only when the refund request is in the **Draft** status.

### Related Topics

For more information on...	See...
How to search for a refund request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
<b>Refund Request</b> screen	<a href="#">Refund Request</a> on page 1341

<b>For more information on...</b>	<b>See...</b>
<b>Refund Request</b> zone	<a href="#">Refund Request</a> on page 1342

## Approving a Refund Request

You can view the number of refund requests which are pending for approval in the **Refund/Write Off Request** screen. The approver can review, and accordingly approve or reject the refund request based on the observations.

**Note:** The system will not allow you to approve or reject a refund request submitted by you.

### **Procedure**

To approve a refund request:

1. Do either of the following:

<b>If you want to...</b>	<b>Then...</b>
Approve a refund request through the <b>Refund/Write Off Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the refund request in the <b>Refund/Write Off Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Refund/Write Off Request Information</b> column corresponding to the refund request which you want to review.</li> </ol>
Approve a refund request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1-REFRQ</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the refund request that you want to review.</li> </ol>

The **Refund Request** screen appears.

2. Review the refund request details.
3. Click the **Approve** button in the **Refund Request** zone.

The system behaves in the following manner:

If...	Then
<p>The <b>Hierarchical Approval</b> check box is selected in the refund request type using which the refund request is created and the total refund amount is greater than the threshold amount specified at the next level in the approval hierarchy</p>	<p>A To Do of the <b>C1-REFRQ</b> To Do type is created and sent to the approver at the next level in the approval hierarchy, and the status of the refund request remains as <b>Approval In Progress</b>.</p>
<p>The <b>Hierarchical Approval</b> check box is selected in the refund request type using which the refund request is created and the total refund amount is less than the threshold amount specified at the next level in the approval hierarchy</p>	<p>The refund adjustments are created using the specified adjustment types and the status of the refund request is changed to <b>Processed</b>.</p> <p><b>Note:</b> The refund adjustments are created in the <b>Frozen</b> status. If a match event is present for the credit bill line items (such as bill segments and adjustments) and for the payments which are matched against the excess credit contract, the existing match event is stamped on the refund adjustments and on the corresponding financial transactions. However, when a match event is not present for the payments which are matched against the suspense contract or if the match events does not exist, a new match event is created and stamped on the refund adjustments and on the corresponding financial transactions. If you are doing a partial refund for any entity, the corresponding match event status is set to <b>Open</b>. However, if you are refunding the entire eligible amount, the corresponding match event status is set to <b>Balanced</b>.</p>
<p>The <b>Hierarchical Approval</b> check box is not selected in the refund request type using which the refund request is created</p>	<p>The refund adjustments are created using the specified adjustment types and the status of the refund request is changed to <b>Processed</b>.</p> <p><b>Note:</b> The refund adjustments are created in the <b>Frozen</b> status. If a match event is present for the credit bill line items (such as bill segments and adjustments) and for the payments which are matched against the excess credit contract, the existing match event is stamped on the refund adjustments and on the corresponding financial transactions. However, when a match event is not present for the payments which are matched against the suspense contract or if the match events does not exist, a new match event is created and stamped on the refund adjustments and on the corresponding financial transactions. If you are doing a partial refund for any entity, the corresponding match event status is set to <b>Open</b>. However, if you are refunding the entire eligible amount, the corresponding match event status is set to <b>Balanced</b>.</p>

**Note:** The **Approve** button appears only when:

- The refund request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the refund request.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a refund request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
<b>Refund Request</b> screen	<a href="#">Refund Request</a> on page 1341
<b>Refund Request</b> zone	<a href="#">Refund Request</a> on page 1342

## **Rejecting a Refund Request**

### **Prerequisites**

To reject a refund request, you should have:

- Rejection reasons defined in the application

### **Note:**

While rejecting a refund request, you need to specify the reason why you want to reject the refund request. You can select the appropriate rejection reason only when you have defined the reasons for the **Rejected** status of the **C1-RefundReq** business object in the **Status Reason** screen.

The system will not allow you to approve or reject a refund request submitted by you.

### **Procedure**

To reject a refund request:

1. Do either of the following:

<b>If you want to...</b>	<b>Then...</b>
Reject a refund request through the <b>Refund/Write Off Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the refund request in the <b>Refund/Write Off Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Refund/Write Off Request Information</b> column corresponding to the refund request which you want to review.</li> </ol>
Reject a refund request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>.  The <b>To Do Type for User Search</b> window appears.</li> </ol>

If you want to...	Then...
	<ol style="list-style-type: none"> <li>3. Enter <b>C1-REFRQ</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the refund request that you want to review.</li> </ol>

The **Refund Request** screen appears.

2. Review the refund request details.
3. Click the **Reject** button in the **Refund Request** zone.

The **Reject Refund Request** window appears. It contains following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	Used to indicate the reason why you want to reject the refund request.	Yes
Comments	Used to specify additional information while rejecting the refund request.	No

**Note:** The **Reject** button appears only when:

- The refund request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the refund request.

4. Select the rejection reason from the **Status Reason** list.
5. Click **Save**.

The status of the refund request is changed to **Rejected**.

### Related Topics

For more information on...	See...
How to search for a refund request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
<b>Refund Request</b> screen	<a href="#">Refund Request</a> on page 1341
<b>Refund Request</b> zone	<a href="#">Refund Request</a> on page 1342

## Viewing the Log of a Refund Request

### Procedure

To view the log of a refund request:

1. Search for the refund request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the refund request whose log you want to view.

The **Refund Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the refund request. It contains the following zones:
  - **Refund Request** – Displays the details of the refund request.
  - **Refund Details** – Lists the entities, such as payment events, payments, and/or credit bill line items (such as credit bill segments and adjustments), of the account which must be refunded.
  - **Bill Line Items** — Displays the details of the bill which must be refunded.

**Note:**

This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Refund Details** zone.

- **Payments** — Used to search payment events or individual payments that you want to refund. This tab appears only when the refund request is in the **Draft** status.
  - **Bills** — Used to search bills with credit line items, such as credit bill segments and adjustments, that you want to refund. This tab appears only when the refund request is in the **Draft** status.
  - **Log** – Lists the complete trail of actions performed on the refund request.
3. Click the **Log** tab.
  4. View the log of the refund request in the **Refund Request Log** zone.

**Note:** You can manually add a log entry for the refund request by clicking the **Add Log Entry** link in the upper right corner of the **Refund Request Log** zone.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a refund request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
How to add a log entry for a refund request	<a href="#">Adding a Log Entry for a Refund Request</a> on page 1372
<b>Refund Request Log</b> zone	<a href="#">Refund Request Log</a> on page 1351

## **Adding a Log Entry for a Refund Request**

### **Procedure**

To add a log entry for a refund request:

1. Search for the refund request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the refund request whose log you want to edit.

The **Refund Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the refund request. It contains the following zones:
  - **Refund Request** – Displays the details of the refund request.



- **Refund Details** – Lists the entities, such as payment events, payments, and/or credit bill line items (such as credit bill segments and adjustments), of the account which must be refunded.
  - **Payments** — Used to search payment events or individual payments that you want to refund. This tab appears only when the refund request is in the **Draft** status.
  - **Bills** — Used to search bills with credit line items, such as credit bill segments and adjustments, that you want to refund. This tab appears only when the refund request is in the **Draft** status.
  - **Log** – Lists the complete trail of actions performed on the refund request.
3. Click the **Log** tab.

The **Log** tab appears.

4. Click the **Add Log Entry** link in the upper right corner of the **Refund Request Log** zone.

The **Add Request Log** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Request Information	Displays information about the refund request.	Not applicable
Log Details	Used to specify additional comments on the refund request.	Yes

5. Enter the comments in the **Log Details** field.
6. Click **Save**.

The log entry is added in the **Refund Request Log** zone.

#### **Related Topics**

For more information on...	See...
How to search for a refund request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339

## **Voiding a Refund Request**

There might be situations when incorrect refund request is processed in the system. In such case, the system provides you with an ability to void or cancel the refund request. However, note that you can void a refund request only when the refund request is in the **Processed** status.

#### **Prerequisites**

To void a refund request, you should have:

- Void reasons defined in the application

**Note:** While voiding a refund request, you need to specify the reason why you want to void the refund request. You can select the appropriate void reason only when you have defined the reasons for the **Voided** status of the **C1-RefundReq** business object in the **Status Reason** screen.

#### **Procedure**

To void a refund request:

1. Search for the refund request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the refund request that you want to void.

The **Refund Request** screen appears.

- Click the **Void** button in the **Refund Request** zone.

The **Void Reason** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	Used to indicate the reason why you want to void the refund request.	Yes
Comments	Used to specify additional information while voiding the refund request.	No

**Note:** The **Void** button appears only when the refund request is in the **Processed** status.

- Select the void reason from the **Status Reason** list.
- Click **Save**.

The status of the refund request is changed to **Voided**.

**Note:** The **C1-REFVOID** algorithm cancels all the frozen adjustments created for the refund request which is in the **Processed** state.

### Related Topics

For more information on...	See...
How to search for a refund request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
<b>Refund Request</b> screen	<a href="#">Refund Request</a> on page 1341
<b>Refund Request</b> zone	<a href="#">Refund Request</a> on page 1342

## Write Off Request

Once you create a write off request, the **Write Off Request** screen allows you to:

- Edit and delete a write off request
- View the details of a write off request
- Submit a write off request for approval
- Approve or reject a write off request
- View the log of a write off request
- Add a log entry for a write off request
- Cancel a write off request

This screen consists of the following tabs:

- Main** – Displays information about the write off request. It contains the following zones:
  - Write Off Request** – Displays the details of the write off request.
  - Write Off Details** – Lists the debit bill line items (such as debit bill segments and adjustments) of the account which must be written off.
  - Bill Line Items** — Displays the details of the bill which must be written off.

**Note:**

This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Write Off Details** zone.

- **Bills** — Used to search bills with debit line items, such as debit bill segments and adjustments, that you want to write off. It contains the following zones:
  - **Search Bills** — Lists completed bills of the account which are either with debit balance or have one or more debit line items, such as bill segments and adjustments. You can filter the bills using various search criteria.
  - **Bill Line Items** — Lists the debit and credit bill segments and adjustments of the bill.

This tab appears only when the write off request is in the **Draft** status.

- **Log** – Lists the complete trail of actions performed on the write off request.

## Write Off Request - Main

The **Main** tab displays information about the write off request. It contains the following zones:

- [Write Off Request](#) on page 1375
- [Write Off Details](#) on page 1377
- [Bill Line Items](#) on page 1378

## Write Off Request

The **Write Off Request** zone displays the details of the write off request. This zone contains the following sections:

- **Main** — This section provides basic information about the write off request. It contains the following fields:

Field Name	Field Description
Write Off Request Information	Displays information about the write off request.
Write Off Request Type	Indicates the write off request type using which the write off request is created.  <b>Note:</b> It has a link. On clicking the link, the <b>Refund/Write Off Request Type</b> screen appears where you can view the details of the write off request type.
Status	Indicates the status of the write off request. The valid values are: <ul style="list-style-type: none"> <li>• Draft</li> <li>• Approval In Progress</li> <li>• Rejected</li> <li>• Processed</li> <li>• Cancelled</li> </ul>

Field Name	Field Description
Status Reason	Indicates the reason why the write off request is rejected or cancelled.  <b>Note:</b> This field appears only when the write off request is in the <b>Rejected</b> or <b>Cancelled</b> status. It has a link. On clicking the link, the <b>Status Reason</b> screen appears where you can view the details of the rejected or cancelled reason.
Account Information	Indicates the account for which the write off request is created.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Comments	Displays additional information about the write off request.
Total Write Off Amount	Displays the total write off amount.

- **Characteristics** — Lists the characteristics defined for the write off request. It contains the following fields:

Field Name	Field Description
Effective Date	Indicates the date from when the characteristic is effective for the write off request.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** — This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the write off request.  <b>Note:</b> The <b>Edit</b> button appears only when the write off request is in the <b>Draft</b> status.
Delete	Used to delete the write off request.  <b>Note:</b> The <b>Delete</b> button appears only when the write off request is in the <b>Draft</b> status.
Submit	Used to submit the write off request for approval.  <b>Note:</b> The <b>Submit</b> button appears only when the write off request is in the <b>Draft</b> status.
Approve	Used to approve the write off request.  <b>Note:</b> The <b>Approve</b> button appears only when: <ul style="list-style-type: none"> <li>• The write off request is in the <b>Approval In Progress</b> status.</li> <li>• A user with the approval To Do role is reviewing the write off request.</li> </ul>

Button Name	Button Description
Reject	Used to reject the write off request.
	<p><b>Note:</b> The <b>Reject</b> button appears only when:</p> <ul style="list-style-type: none"> <li>The write off request is in the <b>Approval In Progress</b> status.</li> <li>A user with the approval To Do role is reviewing the write off request.</li> </ul>
Cancel	Used to cancel the write off request.
	<p><b>Note:</b> The <b>Cancel</b> button appears only when the write off request is in the <b>Processed</b> status.</p>

- **Record Information** — This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the write off request is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.</p>
Status Date/Time	Displays the date and time when the write off request status is updated
Create Date/Time	Displays the date and time when the write off request is created.


### Write Off Details

The **Write Off Details** zone lists the debit bill line items (such as bill segments and adjustments) that you have added to the write off request. This zone contains the following columns:

Column Name	Column Description
Entity ID	Displays the entity ID.
Entity Type	Indicates whether the entity is a bill, bill segment or an adjustment.
Currency	Indicates the currency in which the entity was created.
Entity Amount	Displays the entity amount.
Write Off Amount	Displays the amount that must be written off.
	<p><b>Note:</b> By default, the amount which is eligible for write off appears in this column. You can edit the amount, if required. However, you cannot specify the amount greater than the eligible amount.</p>
Contract Information	Displays additional information about the contract against which the bill segment or adjustment is created. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.</p>

Column Name	Column Description
Adjustment Type	Indicates the adjustment type using which the write off adjustment must be created.
	<b>Note:</b> By default, the adjustment type specified in the write off request type appears in this column. You can change the adjustment type, if required, by editing the write off request.
Adjustment Information	Displays information about the write off adjustment.
	<b>Note:</b> It has a link. On clicking the link, the <b>Adjustment</b> screen appears where you can view the details of the respective adjustment.  The data appears in this column only when the status of the write off request is <b>Processed</b> .
	The information string appears only when an algorithm of the <b>C1-ADI-INFO</b> algorithm type is attached to the <b>Adjustment Information</b> system event in the <b>Algorithms</b> tab of the <b>Installation Options — Framework</b> screen.

**Note:**

On clicking the **Broadcast**  icon corresponding to the entity type as **Bill**, the **Bill Line Items** zone appears with the details of the respective bill.

In addition to above columns, this screen contains following buttons:


Button Name	Button Description
Edit	Used to edit the details of bill line items.
Delete	Used to delete the bill line items.

**Bill Line Items**

The **Bill Line Items** zone lists the debit and credit bill segments and adjustments of the bill. This zone contains the following columns:

Column Name	Column Description
Bill ID	Displays the bill ID.
Entity ID	Displays the bill segment or adjustment ID.
Entity Type	Indicates whether the entity is a bill, bill segment or an adjustment.
Currency	Displays the currency in which the entity was created.
Entity Amount	Displays the bill segment or adjustment amount.
Request Amount	Displays the bill segment or adjustment amount which is eligible for refund. In other words, it means entity amount minus amount refunded.
	<b>Note:</b> If the bill segment or adjustment has debit balance, the eligible amount for refund would be zero.

Column Name	Column Description
Contract Information	Displays additional information about the contract against which the bill segment or adjustment is created. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.
Adjustment Type	Indicates the adjustment type using which the refund adjustment must be created.
	<b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective adjustment type.
Adjustment Information	Displays information about the refund adjustment.

By default, the **Bill Line Items** zone does not appear in the **Main** tab. It appears only when you click the **Broadcast**  icon corresponding to the bill in the **Write Off Details** zone.

### Related Topics

For more information on...	See...
How to add a debit bill line item to the write off request	<a href="#">Adding a Debit Bill Line Item to the Write Off Request</a> on page 1387

## Write Off Request - Bills

The **Bills** tab allows you to search bills with debit line items, such as debit bill segments and adjustments, that you want to write off. It contains the following zones:


- [Search Bill](#)
- [Bill Line Items](#) on page 1380

### Search Bills

The **Search Bills** zone lists completed bills of the account which are either with debit balance or have one or more debit line items, such as bill segments and adjustments. You can filter the bills using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate that you want to search for a bill using the bill details. The valid values are: <ul style="list-style-type: none"> <li>• Bill Details</li> <li>• Bill and Price Item Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Bill Details</b> option is selected.	
Bill ID	Used to search a particular bill.	No
Bill Date From	Used to search bills which are created from a particular date onwards.	No

Field Name	Field Description	Mandatory (Yes or No)
To	Used to search bills which are created till a particular date.	No
Price Item	Used to search bills which are created for a particular price item.	No
	<b>Note:</b> This field appears only when you select <b>Bill and Price Item Details</b> option from the <b>Search By</b> list. You can search for a price item by clicking the <b>search</b>  icon corresponding to the field.	

- **Search Results** — On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Bill ID	Displays the bill ID.
Bill Information	Displays additional information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears with the details of the respective bill.
Amount	Displays the total bill amount.

If you want to write off a bill with debit balance and all debit line items, you need to select the check box corresponding to the bill and then click the **Add** button in the **Search Results** section. All debit bill segments and adjustments of the bill are added in the **Write Off Details** zone on the **Main** tab. However, if you select a bill (with debit balance) which contains one or more credit line items or if you select a bill (with credit balance) which contains one or more debit line items, the system will not allow you to add the debit line items by directly adding the bill. In such case, you need to individually select the debit bill segments and adjustments of the bill and then add them to the write off request.

**Note:** If a write off request is currently in progress for a debit bill segment or adjustment of a bill, those bills of the account are not listed in the **Search Bills** zone. In addition, a bill with all credit line items are not listed in the **Search Bills** zone.

### Related Topics

For more information on...	See...
How to add a debit bill line item to the write off request	<a href="#">Adding a Debit Bill Line Item to the Write Off Request</a> on page 1387

### **Bill Line Items**

The **Bill Line Items** zone lists the debit and credit bill segments and adjustments of the bill. This zone contains the following columns:

Column Name	Column Description
Entity ID	Displays the bill segment or adjustment ID.



Column Name	Column Description
Entity Type	Indicates whether the entity is a bill segment or an adjustment.
Entity Information	Displays additional information about the bill segment or adjustment. If the entity is a bill segment, the context menu appears in the column which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. If the entity is a bill segment, the <b>Bill Segment</b> screen appears where you can view the details of the respective bill segment on clicking the link. However, if the entity is an adjustment, the <b>Adjustment</b> screen appears with the details of the respective adjustment on clicking the link.
Entity Amount	Displays the bill segment or adjustment amount.
Eligible Amount	Displays the bill segment or adjustment amount which is eligible for write off. In other words, it means entity amount minus amount written off.  <b>Note:</b> If the bill segment or adjustment has credit balance, the eligible amount for write off would be zero.
Amount Written Off	Displays the amount which is already written off to the account.
Contract Information	Displays additional information about the contract against which the bill segment or adjustment is created. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.

You can select one or more debit bill segments or adjustments and click the **Add** button in this zone to add selected debit bill segments or adjustments to the write off request.

By default, the **Bill Line Items** zone does not appear in the **Bills** tab. It appears only when you click the **Broadcast**  icon corresponding to the bill in the **Search Bills** zone.

### **Related Topics**

For more information on...	See...
How to add a debit bill line item to the write off request	<a href="#">Adding a Debit Bill Line Item to the Write Off Request</a> on page 1387

## **Write Off Request - Log**

The **Log** tab contains the following zone:

- [Write Off Request Log](#) on page 1381

### **Write Off Request Log**

The **Write Off Request Log** zone lists the complete trail of actions performed on the write off request. This zone contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the write off request.
Details	Displays the details about the action performed on the write off request.

Column Name	Column Description
User	Indicates the user who has performed the action on the write off request.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the write off request.
Status Reason	Displays the status reason of action performed on the write off request.

**Note:** You can manually add a log entry for the write off request by clicking the **Add Log Entry** link in the upper right corner of the **Write Off Request Log** zone.

The **Add Request Log** window appears. Enter **Log Details** and click **Save**. The write off request log is added.

### Related Topics

For more information on...	See...
How to view the log of a write off request	<a href="#">Viewing the Log of a Write Off Request</a> on page 1398

## Creating a Write Off Request

### Prerequisites

To create a write off request, you should have:

- Write off request types defined in the application

### Procedure


To create a write off request:

1. Do either of the following:

If you want to...	Then...
Define a write off request from the <b>Account Receivable Central</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Main</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>Financial</b> and then click <b>Account Receivable Central</b>.</li> <li>3. Search for the bill in the <b>Account Receivable Central</b> screen.</li> <li>4. In the <b>Search Results</b> section, select the required bill and then click <b>Write Off</b>.</li> </ol> <p><b>Note:</b> Only one bill at a time is allowed to select for <b>Write Off Request</b> from the <b>Account Receivable Central</b> screen.</p>
Define a write off request from the <b>Write Off Request</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Main</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>Financial</b> and then click <b>Refund/Write Off Request</b>.</li> </ol>

If you want to...	Then...
	<p>A sub-menu appears.</p> <p>3. Click the <b>Add</b> option from the <b>Refund/Write Off Request</b> sub-menu.</p>

The **Select Request Type** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Action	<p>Displays the type of request (refund or write off) to be created.</p> <p><b>Note:</b></p> <p>This field is pre-populated if the write off request is created from the <b>Account Receivable Central</b> screen.</p> <p>This field is editable if the write off request is created from the <b>Refund/Write Off Request</b> screen.</p>	Yes
Refund/Write Off Request Type	<p>Used to indicate the request type using which you want to create the refund or write off request.</p> <p><b>Note:</b> The refund request types are listed when you set the <b>Action</b> field to <b>Refund</b> and the write off request types are listed when you set the <b>Action</b> field to <b>Write Off</b>.</p>	Yes
Account	<p>Used to indicate the account for which you want to create the refund or write off request.</p> <p><b>Note:</b></p> <p>This field is pre-populated if the write off request is created from the <b>Account Receivable Central</b> screen.</p> <p>This field is editable if the write off request is created from the <b>Refund/Write Off Request</b> screen.</p> <p>You can search for an account by clicking the <b>Search</b>  icon corresponding to the respective field.</p>	Yes

**Tip:** Alternatively, you can access the **Select Request Type** screen by clicking the **Add** button in the **Page Title** area of the **Refund/Write Off Request** screen.

2. Select the required write off request type and account from the respective fields.
3. Click **Save**.

The write off request is defined and the status of the write off request is set to **Draft**. The **Write Off Request** screen appears with the details of the write off request. It contains the following tabs:

**Note:** The write off request can be created only for bill with outstanding amount greater than zero.

- **Main** – Displays information about the write off request. It contains the following zones:
    - **Write Off Request** – Displays the details of the write off request.
    - **Write Off Details** – Lists the debit bill line items (such as debit bill segments and adjustments) of the account which must be written off.
  - **Bills** — Used to search bills with debit line items, such as debit bill segments and adjustments, that you want to write off. This tab appears only when the write off request is in the **Draft** status.
  - **Log** – Lists the complete trail of actions performed on the write off request.
4. Add debit bill line items that you want to write off.
  5. Edit the write off amount of each entity, if required.
  6. Define characteristics for the write off request, if required.

### Related Topics

For more information on...	See...
<b>Write Off Request</b> screen	<a href="#">Write Off Request</a> on page 1374
<b>Account Receivable Central</b> screen	<a href="#">Account Receivable Central</a> on page 1178
How to add a debit bill line item to the write off request	<a href="#">Adding a Debit Bill Line Item to the Write Off Request</a> on page 1387
How to edit a write off request	<a href="#">Editing a Write Off Request</a> on page 1388
How to define characteristics for a write off request	<a href="#">Defining Characteristics for a Write Off Request</a> on page 1384

## Defining Characteristics for a Write Off Request

### Prerequisites

To define characteristics for a write off request, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Refund Write Off Request**)

### Procedure

To define characteristics for a write off request:

1. Search for the write off request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the write off request whose details you want to edit.

The **Write Off Request** screen appears.

3. Click the **Edit** button in the **Write Off Request** zone.

The **Edit Write Off Request** screen appears.


**Note:** The **Edit** button appears only when the write off request is in the **Draft** status.


4. Ensure that the **Characteristics** section is expanded when you are editing the write off request.


The **Characteristics** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the write off request.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the write off request.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Refund Write Off Request</b> .	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the write off request.
Characteristic Value	Used to specify the value for the characteristic type. <b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the write off request.

5. Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

6. If you want to define more than one characteristic for the write off request, click the **Add**  icon and then repeat step 5.

**Note:** However, if you want to remove a characteristic from the write off request, click the **Delete**  icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to search for a write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
How to create a write off request	<a href="#">Creating a Write Off Request</a> on page 1382

## Adding a Debit Bill to the Write Off Request

### Prerequisites

To add a debit bill to the write off request, you should have:

- Completed bills for the account with one or more debit line items

### Procedure

To add a debit bill to the write off request:

1. Click the **Bills** tab in the **Write Off Request** screen.

The **Bills** tab appears.

- Filter the bills, if required, in the **Search Bills** zone.

**Note:** If a write off request is currently in progress for a debit bill segment or adjustment of a bill, those bills of the account are not listed in the **Search Bills** zone. In addition, a bill with all credit line items are not listed in the **Search Bills** zone.

- Do either of the following:

If...	Then...
A bill has all debit line items and you want to add the debit bill to the write off request	<ol style="list-style-type: none"> <li>In the <b>Search Bills</b> zone, select the bills that you want to write off.</li> <li>Click the <b>Add</b> button available at the upper left corner of the <b>Search Bills</b> zone.</li> </ol> <p><b>Note:</b> Default adjustment type selected in the write off request type should be non A/P.</p>
A bill has debit balance and one or more credit line items and you want to add the debit bill to the write off request	<ol style="list-style-type: none"> <li>In the <b>Search Bills</b> zone, select the bills that you want to write off.</li> <li>Click the <b>Add</b> button available at the upper left corner of the <b>Search Bills</b> zone.</li> </ol> <p><b>Note:</b> Default adjustment type selected in the write off request type should be non A/P.</p>

- Click **Add**.

A message appears indicating that the selected bills are added to the write off request.

**Note:** If you select a bill (with credit balance) which contains one or more debit line items or if you select a bill (with debit balance) which contains one or more credit line items, the system will not allow you to add the debit line items by directly adding the bill. In such case, you need to individually select the debit bill segments and adjustments of the bill and then add them to the write off request.

- Click **OK**.

Note that the debit bill segments or adjustments are added in the **Write Off Details** zone on the **Main** tab.

**Note:**

Irrespective of whether you select a debit bill, or debit bill segments or adjustments, the debit bill segments or adjustments are added in the **Write Off Details** zone. The debit bill is not added to the **Write Off Details** zone.

The system will not allow you to add a credit line item to the **Write Off Details** zone.

### Related Topics

For more information on...	See...
How to create a write off request	<a href="#">Creating a Write Off Request</a> on page 1382

## Adding a Debit Bill Line Item to the Write Off Request

You can write off the debit bill line items, such as bill segments and adjustments, of the account. While adding a debit bill line item to the write off request, you can either:

- Directly add all debit line items of a bill to the write off request by adding the bill which has all bill segments and adjustments in debit
- Individually add a debit bill segment or adjustment of a bill (with one or more debit line items) to the write off request

### **Prerequisites**

To add a debit bill line item to the write off request, you should have:

- Completed bills for the account with one or more debit line items

### **Procedure**

To add a debit bill line item to the write off request:




1. Click the **Bills** tab in the **Write Off Request** screen.

The **Bills** tab appears.

2. Filter the bills, if required, in the **Search Bills** zone.

**Note:** If a write off request is currently in progress for a debit bill segment or adjustment of a bill, those bills of the account are not listed in the **Search Bills** zone. In addition, a bill with all credit line items are not listed in the **Search Bills** zone.

3. Do any of the following:

If...	Then...
A bill has all debit line items and you want to add a particular debit bill line item to the write off request	<ol style="list-style-type: none"> <li>1. In the <b>Search Bills</b> zone, click the <b>Broadcast</b>  icon corresponding to the bill whose line items you want to view. The <b>Bill Line Items</b> zone appears.</li> <li>2. Select the check box corresponding to the debit bill segment or adjustment that you want to write off.</li> </ol>
A bill has debit balance and one or more credit line items	<ol style="list-style-type: none"> <li>1. In the <b>Search Bills</b> zone, click the <b>Broadcast</b>  icon corresponding to the bill whose line items you want to view. The <b>Bill Line Items</b> zone appears.</li> <li>2. Select the check box corresponding to the debit bill segment or adjustment that you want to write off.</li> </ol>
A bill has credit balance and one or more debit line items	<ol style="list-style-type: none"> <li>1. In the <b>Search Bills</b> zone, click the <b>Broadcast</b>  icon corresponding to the bill whose line items you want to view. The <b>Bill Line Items</b> zone appears.</li> </ol>

If...	Then...
	2. Select the check box corresponding to the debit bill segment or adjustment that you want to write off.

4. Click **Add**.

A message appears indicating that the selected bill segments or adjustments are added to the write off request.

**Note:** If you select a bill (with credit balance) which contains one or more debit line items or if you select a bill (with debit balance) which contains one or more credit line items, the system will not allow you to add the debit line items by directly adding the bill. In such case, you need to individually select the debit bill segments and adjustments of the bill and then add them to the write off request.

5. Click **OK**.

Note that the debit bill segments or adjustments are added in the **Write Off Details** zone on the **Main** tab.

**Note:**

Irrespective of whether you select a debit bill, or debit bill segments or adjustments, the debit bill segments or adjustments are added in the **Write Off Details** zone. The debit bill is not added to the **Write Off Details** zone.

The system will not allow you to add a credit line item to the **Write Off Details** zone.

### Related Topics

For more information on...	See...
How to create a write off request	<a href="#">Creating a Write Off Request</a> on page 1382

## Editing a Write Off Request

### Prerequisites

To edit a write off request, you should have:

- Adjustment types without A/P request type defined in the application

### Procedure

To edit a write off request:

1. Search for the write off request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the write off request whose details you want to edit.

The **Write Off Request** screen appears.

3. Click the **Edit** button in the **Write Off Request** zone.

The **Edit Write Off Request** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Write Off Request Information	Displays information about the write off request.	Not applicable



Field Name	Field Description	Mandatory (Yes or No)
Account Information	Indicates the account for which the write off request is created.	Not applicable
Comments	Used to specify additional information about the write off request.	No

In addition, this screen contains the following two sections:

- **Characteristics** — Used to define characteristics for the write off request. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the write off request.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the write off request.
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Refund Write Off Request</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the write off request.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the write off request.

4. Modify the details of the write off request, if required.
5. Define, edit, or remove characteristics from the write off request, if required.
6. Click **Save**.

The changes made to the write off request are saved.

### **Related Topics**

For more information on...	See...
How to search for a write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
<b>Write Off Request</b> screen	<a href="#">Write Off Request</a> on page 1374
<b>Write Off Request</b> zone	<a href="#">Write Off Request</a> on page 1375
How to define characteristics for a write off request	<a href="#">Defining Characteristics for a Write Off Request</a> on page 1384

## Editing the Write Off Details

### Prerequisites

To edit the write off details, you should have:


- Adjustment types with A/P request type defined in the application

### Procedure

To edit the write off details:


1. Search for the write off request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the write off request whose bill line item details you want to edit.

The **Write Off Request** screen appears. You can edit the bill line items of the write off request by using either of the following ways:


If...	Then...
Select the bill whose details you want to edit in the <b>Write Off Details</b> zone and click the <b>Edit</b> button available in the upper left corner of this zone.	The <b>Edit Request Details</b> screen appears.
In the <b>Write Off Details</b> zone, click the <b>Broadcast</b>  icon corresponding to the bill whose line items details you want to edit.	<p>The <b>Bill Line Items</b> zone appears.</p> <p><b>Note:</b> This zone appears only when the Entity Type is <b>Bill</b>.</p> <p>1. Select the bill line item whose details you want to edit in the <b>Bill Line Items</b> zone and click the <b>Edit</b> button available in the upper left corner of this zone.</p> <p>The <b>Edit Request Details</b> screen appears.</p>

**Note:** A bill line item from the write off request can be edited only when the write off request is in the **Draft** status.

The **Edit Request Details** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Request ID	Displays the write off request ID.	Not applicable
Account Information	Displays additional information about the account.	Not applicable
Adjustment Type	<p>Indicates the adjustment type of the write off request type.</p> <p>You can search for an adjustment type by clicking the <b>Search</b>  icon corresponding to the field.</p>	No

In addition to these fields, this screen contains following columns:





Column Name	Column Description
Entity Type	Indicates the entity type. The valid values are <ul style="list-style-type: none"> <li>• Adjustments</li> <li>• Bill</li> <li>• Bill Segment</li> <li>• Payment Event</li> <li>• Payment</li> </ul>
Entity ID	Displays the entity ID.
Entity Amount	Displays the entity amount.
Currency	Displays the currency in which the entity was created.
Request Amount	Displays the amount that must be write off.
Adjustment Type	Indicates the adjustment type using which the write off adjustment must be created.  <b>Note:</b> You can search for an account by clicking the <b>Search</b>  icon corresponding to the field.
Bill ID	Displays the bill ID.

In addition to the above columns, the screen has following button:

Button Name	Button Description
Override	Used to override an adjustment type of the write off request.

**Note:**

Pagination is used to display limited number of records in the **Search Results** section. By default, 10 records are displayed in the **Search Results** section. You can change the number of records displayed per page, if required.

You can use the navigation buttons, such as **First** () , **Previous** () , **Next** () , and **Last** () to navigate between pages. You can also select the page to which you want to navigate from the **Go To** list.

The values appear in the **Page Limit** list only when you define values for the **PAGE\_NUMBER** lookup field.

3. Modify the details of the bill line items.
4. Click **Save**.

The changes made to the write off bill line items are saved.

**Related Topics**

For more information on...	See...
<b>Write Off Request</b> screen	<a href="#">Write Off Request</a> on page 1374
<b>Write Off Request</b> zone	<a href="#">Write Off Request</a> on page 1375
How to search for a write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339

## Deleting a Write Off Request

### Procedure

To delete a write off request:

1. Search for the write off request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the write off request that you want to delete.

The **Write Off Request** screen appears.

3. Click the **Delete** button in the **Write Off Request** zone.

A message appears confirming whether you want to delete the write off request.

**Note:** The **Delete** button appears only when the write off request is in the **Draft** status.

4. Click **OK**.

The write off request is deleted.

### Related Topics

For more information on...	See...
How to search for a write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
<b>Write Off Request</b> screen	<a href="#">Write Off Request</a> on page 1374
<b>Write Off Request</b> zone	<a href="#">Write Off Request</a> on page 1375

## Deleting a Bill from the Write Off Request

### Procedure

To delete a bill from the write off request:

1. Search for the write off request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the write off request whose bill you want to delete.

The **Write Off Request** screen appears.

3. In the **Write Off Details** zone, select the bills and click the **Delete** button available in the upper left corner of this zone.

A message appears confirming whether you want to delete the bill from the write off request.

**Note:** You can delete bill from the write off request only when the request is in the **Draft** status.

4. Click **OK**.

The selected bill gets deleted from the write off request.

### Related Topics

For more information on...	See...
<b>Write Off Request</b> screen	<a href="#">Write Off Request</a> on page 1374
<b>Write Off Request</b> zone	<a href="#">Write Off Request</a> on page 1375
How to search for a write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339

## Deleting a Bill Line Item from the Write Off Request

### Procedure

To delete a bill line item from the write off request:

1. Search for the write off request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the write off request whose bill line items you want to delete.

The **Write Off Request** screen appears.

3. In the **Write Off Details** zone, click the **Broadcast**  icon corresponding to the bill whose line items details you want to delete.

The **Bill Line Items** zone appears.

4. In the **Bill Line Items** zone, select the bill line items which you want to delete and click the **Delete** button available in the upper left corner of this zone.

A message appears confirming whether you want to delete the bill line items from the write off request.

**Note:** You can delete a bill line items from the write off request only when the request is in the **Draft** status.

5. Click **OK**.

The selected bill line items gets deleted from the write off request.

### Related Topics

For more information on...	See...
<b>Write Off Request</b> screen	<a href="#">Write Off Request</a> on page 1374
<b>Write Off Request</b> zone	<a href="#">Write Off Request</a> on page 1375
How to search for a write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339

## Submitting a Write Off Request

### Prerequisites

To submit a write off request, you should have:

- Debit bill line items added in the write off request

### Procedure

To submit a write off request:

1. Search for the write off request in the **Refund/Write Off Request** screen.

- In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the write off request that you want to submit.

The **Write Off Request** screen appears.

- Click the **Submit** button in the **Write Off Request** zone.

The system behaves in the following manner:

If...	Then
The <b>Approval Required</b> and <b>Hierarchical Approval</b> check boxes are selected in the write off request type using which the write off request is created	A To Do of the <b>C1-WOREQ</b> To Do type is created and sent to the approver at the first level in the approval hierarchy, and the status of the write off request is changed to <b>Approval In Progress</b> .
The <b>Approval Required</b> check box is selected, but the <b>Hierarchical Approval</b> check box is not selected in the write off request type using which the write off request is created	A To Do of the <b>C1-WOREQ</b> To Do type is created and sent to the approver at the hierarchy level where the total write off amount falls within the threshold limit. In addition, the status of the write off request is changed to <b>Approval In Progress</b> .
The <b>Approval Required</b> check box is not selected in the write off request type using which the write off request is created	<p>The write off adjustments are created using the specified adjustment types and the status of the write off request is changed to <b>Processed</b>.</p> <p><b>Note:</b> The write off adjustments are created in the <b>Frozen</b> status. If a match event is present for the debit bill line items (such as bill segments and adjustments), the existing match event is stamped on the write off adjustments and on the corresponding financial transactions. However, if the match events does not exist, a new match event is created and stamped on the write off adjustments and on the corresponding financial transactions. If you are doing a partial write off for any entity, the corresponding match event status is set to <b>Open</b>. However, if the entire eligible amount is written off, the corresponding match event status is set to <b>Balanced</b>.</p>
The total write off amount is less than the minimum threshold amount	<p>The write off request is automatically approved by the system and write off adjustments are created using the specified adjustment types. In addition, the status of the write off request is changed to <b>Processed</b>.</p> <p><b>Note:</b> The write off adjustments are created in the <b>Frozen</b> status. If a match event is present for the debit bill line items (such as bill segments and adjustments), the existing match event is stamped on the write off adjustments and on the corresponding financial transactions. However, if the match events does not exist, a new match event is created and stamped on the write off adjustments and on the corresponding financial transactions. If you are doing a partial write off for any entity, the corresponding match event status is set to <b>Open</b>. However, if the entire eligible amount is written off, the corresponding match event status is set to <b>Balanced</b>.</p>

**Note:** The **Submit** button appears only when the write off request is in the **Draft** status.

### Related Topics

For more information on...	See...
How to search for a write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
<b>Write Off Request</b> screen	<a href="#">Write Off Request</a> on page 1374
<b>Write Off Request</b> zone	<a href="#">Write Off Request</a> on page 1375

## Approving a Write Off Request

You can view the number of write off requests which are pending for approval in the **Refund/Write Off Request** screen. The approver can review, and accordingly approve or reject the write off request based on the observations.

**Note:** The system will not allow you to approve or reject a write off request submitted by you.

### Procedure

To approve a write off request:

1. Do either of the following:

If you want to...	Then...
Approve a write off request through the <b>Refund/Write Off Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the write off request in the <b>Refund/Write Off Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Refund/Write Off Request Information</b> column corresponding to the write off request which you want to review.</li> </ol>
Approve a write off request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1-WOREQ</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> </ol>

If you want to...	Then...
	6. Click the link in the <b>Message</b> column corresponding to the To Do of the write off request that you want to review.

The **Write Off Request** screen appears.

2. Review the write off request details.
3. Click the **Approve** button in the **Write Off Request** zone.

The system behaves in the following manner:

If...	Then...
The <b>Hierarchical Approval</b> check box is selected in the write off request type using which the write off request is created and the total write off amount is greater than the threshold amount specified at the next level in the approval hierarchy	A To Do of the <b>C1-WOREQ</b> To Do type is created and sent to the approver at the next level in the approval hierarchy, and the status of the write off request remains as <b>Approval In Progress</b> .
The <b>Hierarchical Approval</b> check box is selected in the write off request type using which the write off request is created and the total write off amount is less than the threshold amount specified at the next level in the approval hierarchy	<p>The write off adjustments are created using the specified adjustment types and the status of the write off request is changed to <b>Processed</b>.</p> <p><b>Note:</b> The write off adjustments are created in the <b>Frozen</b> status. If a match event is present for the debit bill line items (such as bill segments and adjustments), the existing match event is stamped on the write off adjustments and on the corresponding financial transactions. However, if the match events does not exist, a new match event is created and stamped on the write off adjustments and on the corresponding financial transactions. If you are doing a partial write off for any entity, the corresponding match event status is set to <b>Open</b>. However, if the entire eligible amount is written off, the corresponding match event status is set to <b>Balanced</b>.</p>
The <b>Hierarchical Approval</b> check box is not selected in the write off request type using which the write off request is created	<p>The write off adjustments are created using the specified adjustment types and the status of the write off request is changed to <b>Processed</b>.</p> <p><b>Note:</b> The write off adjustments are created in the <b>Frozen</b> status. If a match event is present for the debit bill line items (such as bill segments and adjustments), the existing match event is stamped on the write off adjustments and on the corresponding financial transactions. However, if the match events does not exist, a new match event is created and stamped on the write off adjustments and on the corresponding financial transactions. If you are doing a partial write off for any entity, the corresponding match event status is set to <b>Open</b>. However, if the entire eligible amount is written off, the corresponding match event status is set to <b>Balanced</b>.</p>



**Note:** The **Approve** button appears only when:

- The write off request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the write off request.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
<b>Write Off Request</b> screen	<a href="#">Write Off Request</a> on page 1374
<b>Write Off Request</b> zone	<a href="#">Write Off Request</a> on page 1375

## **Rejecting a Write Off Request**

### **Prerequisites**

To reject a write off request, you should have:

- Rejection reasons defined in the application

### **Note:**

While rejecting a write off request, you need to specify the reason why you want to reject the write off request. You can select the appropriate rejection reason only when you have defined the reasons for the **Rejected** status of the **C1-WORequest** business object in the **Status Reason** screen.

The system will not allow you to approve or reject a write off request submitted by you.

### **Procedure**

To reject a write off request:

1. Do either of the following:

<b>If you want to...</b>	<b>Then...</b>
Reject a write off request through the <b>Refund/Write Off Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the write off request in the <b>Refund/Write Off Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Refund/Write Off Request Information</b> column corresponding to the write off request which you want to review.</li> </ol>
Reject a write off request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>.  The <b>To Do Type for User Search</b> window appears.</li> </ol>

If you want to...	Then...
	<ol style="list-style-type: none"> <li>3. Enter <b>C1-WOREQ</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the write off request that you want to review.</li> </ol>

The **Write Off Request** screen appears.

2. Review the write off request details.
3. Click the **Reject** button in the **Write Off Request** zone.

The **Reject Write Off Request** window appears. It contains following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	Used to indicate the reason why you want to reject the write off request.	Yes
Comments	Used to specify additional information while rejecting the write off request.	No

**Note:** The **Reject** button appears only when:

- The write off request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the write off request.

4. Select the rejection reason from the **Status Reason** list.
5. Click **Save**.

The status of the write off request is changed to **Rejected**.

### Related Topics

For more information on...	See...
How to search for a write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
<b>Write Off Request</b> screen	<a href="#">Write Off Request</a> on page 1374
<b>Write Off Request</b> zone	<a href="#">Write Off Request</a> on page 1375

## Viewing the Log of a Write Off Request

### Procedure

To view the log of a write off request:

1. Search for the write off request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the write off request whose log you want to view.

The **Write Off Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the write off request. It contains the following zones:
  - **Write Off Request** – Displays the details of the write off request.
  - **Write Off Details** – Lists the debit bill line items (such as debit bill segments and adjustments) of the account which must be written off.
  - **Bill Line Items** — Displays the details of the bill which must be written off.

**Note:**

This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Write Off Details** zone.

- **Bills** — Used to search bills with debit line items, such as debit bill segments and adjustments, that you want to write off. This tab appears only when the write off request is in the **Draft** status.
  - **Log** – Lists the complete trail of actions performed on the write off request.
3. Click the **Log** tab
  4. View the log of the write off request in the **Write Off Request Log** zone.

**Note:** You can manually add a log entry for the write off request by clicking the **Add Log Entry** link in the upper right corner of the **Write Off Request Log** zone.

### Related Topics

For more information on...	See...
How to search for a write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
How to add a log entry for a write off request	<a href="#">Adding a Log Entry for a Write Off Request</a> on page 1399
<b>Write Off Request Log</b> zone	<a href="#">Write Off Request Log</a> on page 1381

## Adding a Log Entry for a Write Off Request

### Procedure

To add a log entry for a write off request:

1. Search for the write off request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the write off request whose log you want to edit.

The **Write Off Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the write off request. It contains the following zones:
  - **Write Off Request** – Displays the details of the write off request.
  - **Write Off Details** – Lists the debit bill line items (such as debit bill segments and adjustments) of the account which must be written off.

- **Bills** — Used to search bills with debit line items, such as debit bill segments and adjustments, that you want to write off. This tab appears only when the write off request is in the **Draft** status.
  - **Log** – Lists the complete trail of actions performed on the write off request.
3. Click the **Log** tab.

The **Log** tab appears.

4. Click the **Add Log Entry** link in the upper right corner of the **Write Off Request Log** zone.

The **Add Request Log** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Request Information	Displays information about the write off request.	Not applicable
Log Details	Used to specify additional comments on the write off request.	Yes

5. Enter the comments in the **Log Details** field.
  6. Click **Save**.
- The log entry is added in the **Write Off Request Log** zone.

### **Related Topics**

For more information on...	See...
How to search for a write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339

## **Canceling a Write Off Request**

There might be situations when incorrect write off request is processed in the system. In such case, the system provides you with an ability to cancel the write off request. However, note that you can cancel a write off request only when the write off request is in the **Processed** status.

### **Prerequisites**

To cancel a write off request, you should have:

- Cancel reasons defined in the application

**Note:** While cancelling a write off request, you need to specify the reason why you want to cancel the write off request. You can select the appropriate cancel reason only when you have defined the reasons for the **Cancelled** status of the **C1-WORequest** business object in the **Status Reason** screen.

### **Procedure**

To cancel a write off request:

1. Search for the write off request in the **Refund/Write Off Request** screen.
2. In the **Search Results** section, click the link in the **Refund/Write Off Request Information** column corresponding to the write off request that you want to cancel.

The **Write Off Request** screen appears.

3. Click the **Cancel** button in the **Write Off Request** zone.

The **Cancel Reason** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	Used to indicate the reason why you want to cancel the write off request.	Yes
Comments	Used to specify additional information while cancelling the write off request.	No

**Note:** The **Cancel** button appears only when the write off request is in the **Processed** status.

4. Select the cancel reason from the **Status Reason** list.
5. Click **Save**.

The status of the write off request is changed to **Cancelled**.

**Note:** The **C1-WOCANCEL** algorithm cancels all the frozen adjustments created for the write off request which is in the **Processed** state.

### **Related Topics**

For more information on...	See...
How to search for a write off request	<a href="#">Searching for a Refund or Write Off Request</a> on page 1339
<b>Write Off Request</b> screen	<a href="#">Write Off Request</a> on page 1374
<b>Write Off Request</b> zone	<a href="#">Write Off Request</a> on page 1375



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# Chapter 25

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## Hold Request

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### Topics:

- [Hold Request \(Without Approval\) Status Transition](#)
- [Hold Request \(With Approval\) Status Transition](#)
- [Algorithms Used in C1-HoldRequest](#)
- [Prerequisites](#)
- [Hold Request Type](#)
- [Hold Request \(Used for Searching\)](#)
- [Hold Request \(Used for Viewing\)](#)

Oracle Revenue Management and Billing allows you to hold the amount for Person, Account or Bills. Hold is a way to prevent certain types of activities from taking place for a customer over a given period of time. The activities that need to be on Hold vary according to the reason for hold, such as due to a climate disaster the collection activity remains on Hold until disaster period is over.

Hold Request is a object which contains list of processes to be kept on hold for certain entities such as account, person, and bill for certain period of time. The hold period is defined as the duration between Hold Request Start Date and End Date. Each Hold Request contains an entity and processes on hold. There could exists multiple hold requests for an entity for different hold reasons and processes.

Following are the hold request entities:

- **Person:** If the person is on hold then all entities linked to that person where the person is financially responsible, such as accounts and its bills will be on hold.
- **Account:** If the account is on hold then all the bills of that account will be on hold.
- **Bill:** A bill will be on complete or partial hold.

In Hold Request, following mentioned processes can be on hold:

- **Auto Pay** — If the auto payment process is on hold then, then auto pay for the bills of the account added in hold request will be on hold till the request is released. However, you can do the manual payments. On activation of the hold request, **Defer Auto Pay Date** field (in Account screen) is populated with some future date. If billing process is on hold then auto payment process would also go on hold.
- **Bill Generation** — If the bill generation process is on hold then, then new bills will not be created for the account added in hold request till request is released. On activation of the hold request, **Bill After** date field (in Account screen) is populated with either hold request end date or some future date until that date billing is kept on hold. Whenever hold request is released for billing process then **Bill After** date field will be populated as system date.

**Note:** During the tenure of a hold request if customer does not require pending bills to be used for bill generation, bill in pending for accounts under hold are identified during activation of hold request which can be deleted by execution of the **C1-DELBI** batch . For more information about the batch, refer to *Oracle Revenue Management and Billing Batch Guide*

- **Overdue** — If the overdue process is on hold then bills associated with accounts in the hold request will be on hold for overdue process. It means existing overdue will be cancelled. New overdue process will get created once hold request is released. On activation of the hold request, **Postpone Credit Review** field (in Account screen) is populated with either hold request end date or some future date. When hold request is released, **Postpone Credit Review** field would be set as system date. If the overdue process is on hold then request for policy termination due to non payment will be on hold.
- **Funding** — A list of bills identified for a full bill amount or a partial bill amount will be kept on hold for a funding process.

**Note:**

For Funding process, Person, Bill, and Account entities can be put on hold. However, for processes like Auto pay, Bill Generation, and Overdue, only Account entity can be put on hold.

Processes and Entities start dates and end dates are expected to be within the limit of Hold Request Start Date and End Date.

You need to specify the hold request type while creating a hold request. Hold request type helps the system to determine:

- Whether to allow the partial hold for bill or not
- Whether hold request must be approved by the approver before keeping entities and processes on hold

It is possible for a given entity, such as a person or account, to be affected by hold request with differing periods or at differing levels. For example, if there is a hold request added for a person manually and another hold request is there due to some other reason for an account belongs to the person who is already on hold. The system assumes that both hold requests are in effect for the account and that the period of accounts starts from the start of the earlier hold request record (for the account) until the later of the two release dates.

During the hold request process, a hold request goes through various statuses in its lifecycle. For more information about the hold request statuses, see [Hold Request \(Without Approval\) Status Transition](#) on page 1405 and [Hold Request \(With Approval\) Status Transition](#) on page 1405

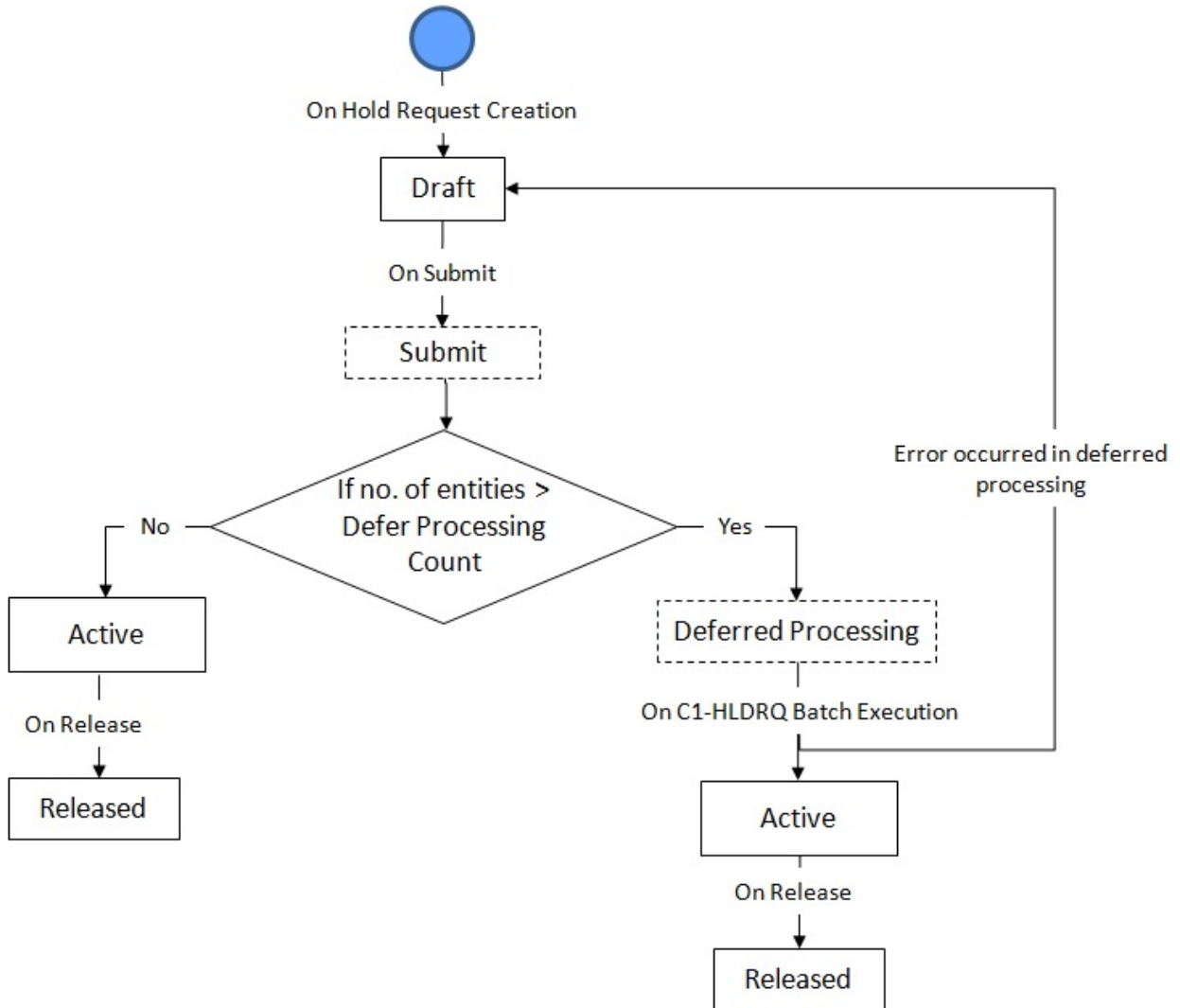
Note that the lifecycle of a hold request is driven by the business object using which the hold request is created. A hold request business object named **C1-HoldRequest** is shipped with the product. The hold request feature explained in this document is articulated based on the lifecycle and logic defined in the **C1-HoldRequest** business object. In addition, you can configure the search feature by setting **Fkref** feature configuration for each entity, such as person, account and bill.

For more information on how to setup the hold request processes, see [Prerequisites](#) on page 1412.



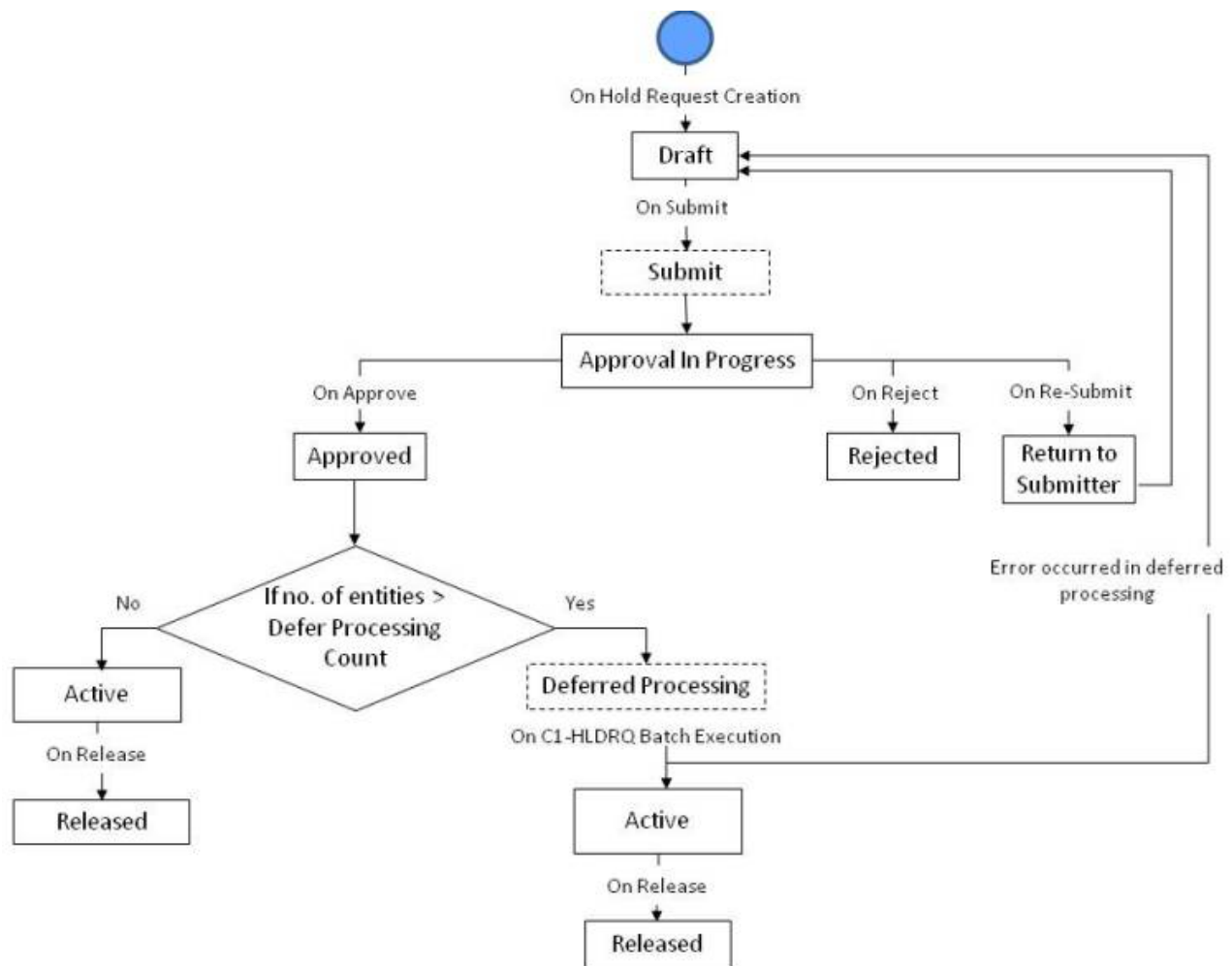
## Hold Request (Without Approval) Status Transition

The following figure graphically indicates how a hold request moves from one status to another when approval workflow is off:



## Hold Request (With Approval) Status Transition

The following figure graphically indicates how a hold request moves from one status to another when approval workflow is on:



## Algorithms Used in C1-HoldRequest

The following table lists the algorithms which are attached to the **C1-HoldRequest** business object:

System Event	Algorithm	Algorithm Type	Description
Information	C1-HOLD-INF	C1-HOLD-INF	<p>This algorithm generates hold request information string which appears throughout the application. This algorithm concatenates the following fields:</p> <ul style="list-style-type: none"> <li>• Hold Request Type</li> <li>• Status</li> <li>• Entity</li> <li>• Hold Request ID</li> </ul>

System Event	Algorithm	Algorithm Type	Description
Validation	C1-HLDVALDN	C1-HLDVALDN	<p>This algorithm validates following during different statuses:</p> <p>For <b>Draft</b> status, it checks the following:</p> <ul style="list-style-type: none"> <li>• At least one Process is present in the request. Entity selection is optional</li> <li>• No duplicate entity and process is allowed in a single request.</li> <li>• Same entity cannot be placed on hold with the same <b>Hold Reason</b> in multiple Hold Requests.</li> <li>• Request start date is earlier than or equal to process and entity start date.</li> <li>• Request End Date is later than or equal to process and entity end date.</li> <li>• At least one process start date is earlier than or equal to any entity start date.</li> <li>• At least one process end date is later than or equal to any entity end date.</li> <li>• For Bill and Person entity, <b>Bill Generation</b>, <b>Overdue</b>, and <b>Auto Pay</b> processes cannot be selected as the hold processes in a hold request.</li> <li>• For Bill entity, it checks if hold amount is less than or equal to bill outstanding amount</li> <li>• For Bill entity, to add a new bill to the request, the selected bill should be with a non-zero outstanding amount.</li> <li>• Each Entities start date should lie within at least one process start date and end date in a request.</li> </ul> <p>For <b>Active</b> state following are some additional validations:</p> <ul style="list-style-type: none"> <li>• Hold Process or Entities cannot be deleted.</li> <li>• Hold Request or Entity or Process Start Date cannot be modified.</li> <li>• Hold Reason cannot be modified</li> <li>• Hold Request or Process or Entity End Date can be updated as either equal or greater than system date.</li> <li>• Process can be added with start date as system date.</li> <li>• Entity cannot be added in hold request.</li> <li>• If entity or process end date is in past then it cannot be updated.</li> </ul>

The following table lists the algorithms which are used in the lifecycle of the **C1-HoldRequest** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Enter	C1-HLDARCTRN	C1-HLDARCTRN	This algorithm transitions the request to active status when the request is created from <b>Account Receivable Central</b> and <b>Delinquency Control</b> .
Draft	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm type completes To Do entries that are linked to an object when the object exits a given state. The system finds all open To Do entries with drill keys for primary key of the current business object, and completes them, unless the To Do entry's type has been configured with an Exclude To Do Type Characteristic Type indicating that it should not be automatically completed.
Submit	Enter	C1-HOLDSUBMT	C1-HOLDSUBMT	This algorithm checks the following: <ul style="list-style-type: none"> <li>Whether the approval is required for the hold request. If the approval is required for a hold request, the status of the hold request is changed to <b>Approval In Progress</b>. However, if the approval is not required for a hold request, the status of the hold request is changed to <b>Active</b> or <b>Deferred Processing</b> depending on the Defer Processing Count specified in the hold request type.</li> </ul>

Status	System Event	Algorithm	Algorithm Type	Description
Active	Enter	C1-HOLDACTV	C1-HOLDACTV	<p>This algorithm is invoked on Active button and validates following:</p> <ul style="list-style-type: none"> <li>• Entities Start Date is on or after Hold Request Start Date</li> <li>• Entities End Date is on or before Hold Request End Date</li> <li>• For an Entity Bill, Hold Amount is not more than bill outstanding amount or Bill outstanding amount is not equal to zero.</li> <li>• Updates and processes entities start date to system date.</li> <li>• It updates following mentioned date to minimum of Entity End Date or Process End Date: <ul style="list-style-type: none"> <li>• Bill After Date - For Bill Generation Process.</li> <li>• Postpone Credit review Date Until- For Overdue Process.</li> <li>• Defer Auto Pay Date - For Auto pay process.</li> </ul> </li> <li>• <b>Parameter-Alert Type</b>-Using this Alert Type alerts are shown in the dashboard. A alert will have hyperlink which will enable user to navigate to <b>Alerts</b> tab on account.</li> <li>• Start Dates and End Dates of Alert types are maintained based on the Hold Requests associated with the account.</li> </ul> <p><b>Note:</b> If entity end date is empty, process end date will be considered. If process end date and entity is empty, Hold Request End Date will be considered.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Deferred Processing	Monitor	F1-AT-RQJ	F1-AT-RQJ	This algorithm type transitions business object current state to the input Next Status or to the status related to the input Next Transition Condition. Only one of the soft parameters may be specified. If both soft parameters are not specified, the business object will be transitioned to the default next status specified on lifecycle. Algorithms of this algorithm type may be defined for any business object status as its monitor algorithm.
Approval In Progress	Enter	C1-HOLDAPP	C1-HOLDAPP	This algorithm creates To Do based on 'Approval To Do Type configured in Hold Request Type.
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm type completes To Do entries that are linked to an object when the object exits a given state. The system finds all open To Do entries with drill keys for the current business object's primary key, and completes them, unless the To Do entry's type has been configured with an Exclude To Do Type Characteristic Type indicating that it should not be automatically completed.
Approved	Enter	C1-HOLDAPRVD	C1-HOLDAPRVD	This algorithm is triggered when the approver clicks the <b>Approve</b> button. It checks whether the approval is required from users at the next level in the approval profile hierarchy. If the approval is required from the next level in the approval hierarchy, the status of the hold request is changed to <b>Approval In Progress</b> . If further approval is not required, the status of the hold request is changed to <b>Active</b> or <b>Deferred Processing</b> depending on the Defer Processing Count specified in the hold request type.

Status	System Event	Algorithm	Algorithm Type	Description
Return to Submitter	Enter	C1-HLDRESUBM	C1-HLDRESUBM	This algorithm is triggered when the approver clicks the <b>Re Submit</b> button. A To Do is created and sent to the submitter. It transitions the status of the hold request from <b>Approval In Progress</b> to <b>Draft</b> . The submitter can make required changes to the request details and submit it again. The To Do Type and To Do Role for submitter is specified in hold request type.
Rejected	-	-	-	-
Released	Enter	C1-RELENTITY	C1-RELENTITY	This algorithm is invoked on <b>Release</b> button and updates following date to system date for all entities in the Hold Request: <ul style="list-style-type: none"> <li>• Bill After Date - For Bill Generation Process</li> <li>• Postpone Credit review Date Until- For Overdue Process</li> <li>• Defer Auto Pay Date - For Auto pay process</li> <li>• Parameter-Alert Type-Using this Alert Type alerts are shown in the dashboard. A alert will have hyperlink which will enable user to navigate to Alerts tab on account</li> <li>• Start Dates and End Dates of Alert types are maintained based on the Hold Requests associated with the account.</li> </ul>
Released	Enter	C1-RLSHOLD	C1-RLSHOLD	This algorithm is invoked on click of <b>Release</b> button in hold request and updates the following: <ul style="list-style-type: none"> <li>• Hold Request End Date is updated to System Date</li> <li>• Processes End Date is updated to System Date</li> <li>• Entities End Date is updated to System Date</li> <li>• Hold request status is changed to <b>Released</b> after <b>Hold Release Reason</b> is accepted.</li> </ul>

## Prerequisites

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To setup the hold request process, you need to do the following:

- Define the release status reasons for the **C1-HoldRequest** business object
- Define the required hold reasons in the system
- Define rejected status reasons for the **C1-HoldRequest** business object
- Assign the **C1-HLDAP** To Do type to a To Do role whose users must receive To Do generated while submitting a hold request for approval
- Assign the **C1-HOLSB** To Do type to a To Do role whose users must receive To Do generated while resubmitting a hold request
- Define the required hold request types in the system
- Define the required characteristic types where the characteristic entity is set to **Hold Request**
- Define the required characteristic types where the characteristic entity is set to **Hold Request Type**
- Set the batch control type of the **Hold Request Periodic Monitor (C1-HLDRQ)** and **Hold Request Monitor (C1-HLMON)** batches to Timed and define the following attributes:
  - Time Interval
  - Timer Active
  - User ID
  - Batch Language
  - Email Address

**Note:** For more information about the batch, refer to *Oracle Revenue Management and Billing Batch Guide*

## Hold Request Type

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Oracle Revenue Management and Billing allows you to define a hold request type using which you can create a hold request.

The **Hold Request Type** screen allows you to define, edit, copy, and delete a hold request type. This screen consists of the following zones:

- [Hold Request Type List](#) on page 1412
- [Hold Request Type](#) on page 1413

### Hold Request Type List

The **Hold Request Type List** zone lists hold request types that are already defined in the system. It contains the following columns:

Column Name	Column Description
Hold Request Type	Displays the hold request type.
Description	Displays the description of the hold request type.



Column Name	Column Description
Edit	On clicking the <b>Edit</b> (✎) icon, the <b>Hold Request Type</b> screen appears where you can edit the details of the hold request type.
Duplicate	On clicking the <b>Duplicate</b> (📄📄) icon, the <b>Hold Request Type</b> screen appears where you can define a hold request type using an existing hold request type.
Delete	On clicking the <b>Delete</b> (🗑) icon, you can delete the hold request type.  <b>Note:</b> You can delete a hold request type only when you have not created a hold request using the hold request type.

On clicking the **Broadcast** (📡) icon corresponding to the hold request type, the **Hold Request Type** zone appears with the details of the respective hold request type.

### Related Topics

For more information on...	See...
How to define a hold request type	<a href="#">Defining a Hold Request Type</a> on page 1415
How to edit a hold request type	<a href="#">Editing a Hold Request Type</a> on page 1419
How to copy a hold request type	<a href="#">Copying a Hold Request Type</a> on page 1422
How to delete a hold request type	<a href="#">Deleting a Hold Request Type</a> on page 1421
How to view the details of a hold request type	<a href="#">Viewing the Hold Request Type Details</a> on page 1425

## Hold Request Type

The **Hold Request Type** zone displays the details of the hold request type. This zone consists of the following sections:

- **Main** — This section provides basic information about the hold request type. It contains the following fields:

Field Name	Field Description
Hold Request Type	Displays the hold request type.
Description	Displays the description of the hold request type.
Hold Request Business Object	Indicates the business object that will be used to create the hold request.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Detailed Description	Displays additional information about the hold request type.
Status	Indicates the status of the hold request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>
Allow Partial Hold for Bill	Indicates whether the partial hold amount is allowed for a bill.

Field Name	Field Description
Defer Processing Count	Displays the number of entities to determine if the hold request will be processed in deferred mode.
	<b>Note:</b> If the number of entities is less than the <b>Defer Processing Count</b> , the hold request will be processed in real time (i.e. immediately).
Approval Required	Indicates whether approval is required while creating the hold request using hold request type.
Approval To Do Type	Indicates that To Do of the specified To Do type must be created when you submit the hold request for approval.
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected. It has a link. On clicking the link, the <b>To Do Type</b> screen appears with the details of the respective To Do type.
Approval To Do Role	Indicates that users with the specified To Do role can only approve the hold request submitted for approval.
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected. It has a link. On clicking the link, the <b>To Do Role</b> screen appears where you can view the details of the respective To Do role.
Submitter To Do Type	Indicates the To Do type of the submitter.
	<b>Note:</b> It has a link. On clicking the link, the <b>To Do Type</b> screen appears where you can view the details of the respective To Do type.
Submitter To Do Role	Indicates the To Do role of the submitter.
	<b>Note:</b> It has a link. On clicking the link, the <b>To Do Role</b> screen appears where you can view the details of the respective To Do role.

- **Hold Processes** —This section displays the list of processes to be kept on hold for the hold request type.
- **Characteristics** — This section lists the characteristics defined for the hold request type. It contains the following columns:


Column Name	Column Description
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** — This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the hold request type.
Delete	Used to delete the hold request type.
	<b>Note:</b> You can delete a hold request type only when you have not created a hold request using the hold request type.
Duplicate	Used to create a new hold request type using an existing hold request type.

- **Record Information** — This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the hold request type is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

By default, the **Hold Request Type** zone does not appear in the **Hold Request Type** screen. It appears only when you click the **Broadcast**  icon corresponding to the hold request type in the **Hold Request Type List** zone.

### **Related Topics**

For more information on...	See...
How to define a hold request type	<a href="#">Defining a Hold Request Type</a> on page 1415
How to edit a hold request type	<a href="#">Editing a Hold Request Type</a> on page 1419
How to copy a hold request type	<a href="#">Copying a Hold Request Type</a> on page 1422
How to delete a hold request type	<a href="#">Deleting a Hold Request Type</a> on page 1421
How to view the details of a hold request type	<a href="#">Viewing the Hold Request Type Details</a> on page 1425

## **Defining a Hold Request Type**

### **Prerequisites**

To define a hold request type, you should have:

- Hold request business objects defined in the application

### **Procedure**

To define a hold request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **H** and then click **Hold Request Type**.  
A sub-menu appears.
3. Click the **Add** option from the **Hold Request Type** sub-menu.

The **Select Business Object** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hold Request Type Business Object	Used to indicate the business object that you want to use to create the hold request type.	Yes

**Tip:** Alternatively, you can access the **Select Business Object** screen by clicking the **Add** button in the **Page Title** area of the **Hold Request Type** screen.

**Note:** The **Select Business Object** screen appears only when there are multiple hold request type business objects defined in the application. If there is only one hold request type business object defined in the application, the **Hold Request Type** screen appears.

4. Select the required hold request type business object from the respective field.
5. Click **OK**.

The **Hold Request Type** screen appears. It contains the following sections:

- **Main** — Used to specify basic details about the hold request type.
- **Hold Processes** — Used to define the processes to hold for the hold request type.
- **Characteristics** — Used to define characteristics for the hold request type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hold Request Type	Used to specify the hold request type.	Yes
Business Object	Indicates the hold request type business object used while defining the hold request type.	Not applicable
Description	Used to specify the description for the hold request type.	Yes
Hold Request Business Object	Used to indicate the business object that you want to use while creating the hold request.	Yes
Detailed Description	Used to specify additional information about the hold request type.	No
Status	Used to indicate the status of the hold request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	Yes
	<b>Note:</b> You cannot change the status of a hold request type to <b>Inactive</b> if there are hold requests which are created using the hold request type and are currently in the <b>Draft</b> or <b>Approval In Progress</b> status.	
Allow Partial Hold for Bill	Used to indicate whether the partial hold amount will be accepted for a bill.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Defer Processing Count	Used to indicate the number of entities to determine if the hold request will be processed in deferred mode.	No
	<p><b>Note:</b></p> <p>If the number of entities is less than the <b>Defer Processing Count</b>, the hold request will be processed in real time (i.e. immediately).</p> <p>Defer processing count should be a numerical value without decimal points.</p>	
Approval Required	Used to indicate whether approval is required while creating the hold request using hold request type.	No
Approval To Do Type	Used to indicate that To Do of the specified To Do type must be created when you submit the hold request for approval.	Yes (Conditional)
	<p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p>	
Approval To Do Role	Used to indicate that users with the specified To Do role can only approve the hold request submitted for approval.	Yes (Conditional)
	<p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p>	
Submitter To Do Type	Used to indicate the To Do type for the submitter.	No
Submitter To Do Role	Used to indicate the To Do role for the submitter.	No

**Note:**

**Deferred** mode means in the background when the **Hold Request Periodic Monitor (C1-HLDRQ)** batch is invoked. You can configure the **Hold Request Periodic Monitor (C1-HLDRQ)** batch such that it is executed at regular intervals. When the **Hold Request Periodic Monitor (C1-HLDRQ)** batch is invoked, the system checks whether there are any hold requests in the **Deferred** status. If there is an hold request in the **Deferred** status, then its status is changed to **Active**.

6. Enter the required details.

**Note:** You can search for **To Do Type** by clicking the **Search**  icon corresponding to the respective field.

7. Define processes to hold for the hold request type.

**Note:**

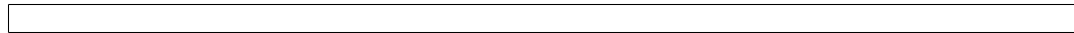
At least one hold process needs to be selected for defining a hold request type.

8. Define characteristics for the hold request type, if required.
9. Click **Save**.

The hold request type is defined.

**Related Topics**

For more information on...	See...
<b>Hold Request Type</b> screen	<a href="#">Hold Request Type</a> on page 1412
<b>Hold Request Type List</b> zone	<a href="#">Hold Request Type List</a> on page 1412
How to define characteristics for a hold request type	<a href="#">Defining Characteristics for a Hold Request Type</a> on page 1418

**Defining Characteristics for a Hold Request Type****Prerequisites**

To define characteristics for a hold request type, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Hold Request Type**)

**Procedure**


To define characteristics for a hold request type:


1. Ensure that the **Characteristics** section is expanded when you are defining, editing, or copying a hold request type.


The **Characteristics** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Hold Request Type</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the hold request type.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the hold request type.

2. Enter the required details.

**Note:** If you select a predefined characteristic type, the **Search** () icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

3. If you want to define more than one characteristic for the hold request type, click the **Add** () icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the hold request type, click the **Delete** () icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to define a hold request type	<a href="#">Defining a Hold Request Type</a> on page 1415
How to edit a hold request type	<a href="#">Editing a Hold Request Type</a> on page 1419
How to copy a hold request type	<a href="#">Copying a Hold Request Type</a> on page 1422

## Editing a Hold Request Type


### Prerequisites

To edit a hold request type, you should have:

- Hold request business objects defined in the application

### Procedure

To edit a hold request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **H** and then click **Hold Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Hold Request Type** sub-menu.  
The **Hold Request Type** screen appears.
4. In the **Hold Request Type List** zone, click the **Edit** () icon in the **Edit** column corresponding to the hold request type whose details you want to edit.

The **Hold Request Type** screen appears. It contains the following sections:

- **Main** — Used to specify basic details about the hold request type.
- **Hold Processes** — Used to define the processes to hold for the hold request type.
- **Characteristics** — Used to define characteristics for the hold request type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hold Request Type	Displays the hold request type.	Not applicable
Business Object	Indicates the hold request type business object used while defining the hold request type.	Not applicable

Field Name	Field Description	Mandatory (Yes or No)
Description	Used to specify the description for the hold request type.	Yes
Hold Request Business Object	Used to indicate the business object that you want to use while creating the hold request.	Yes
Detailed Description	Used to specify additional information about the hold request type.	No
Status	Used to indicate the status of the hold request type. The valid values are: <ul style="list-style-type: none"> <li>Active</li> <li>Inactive</li> </ul>	Yes
	<b>Note:</b> You cannot change the status of a hold request type to <b>Inactive</b> if there are hold requests which are created using the hold request type and are currently in the <b>Draft</b> or <b>Approval In Progress</b> status.	
Allow Partial Hold for Bill	Used to indicate whether the partial hold amount will be accepted for a bill.	Yes
Defer Processing Count	Used to indicate the number of entities to determine if the hold request will be processed in deferred mode.	No
	<b>Note:</b> If the number of entities is less than the <b>Defer Processing Count</b> , the hold request will be processed in real time (i.e. immediately). Defer processing count should be a numerical value without decimal points.	
Approval Required	Used to indicate whether approval is required while creating the hold request using hold request type.	No
Approval To Do Type	Used to indicate that To Do of the specified To Do type must be created when you submit the hold request for approval.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	
	<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected	



Field Name	Field Description	Mandatory (Yes or No)
Approval To Do Role	Used to indicate that users with the specified To Do role can only approve the hold request submitted for approval.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected
Submitter To Do Type	Used to indicate the To Do type for the submitter.	No
Submitter To Do Role	Used to indicate the To Do role for the submitter.	No

**Note:**

**Deferred** mode means in the background when the **Hold Request Periodic Monitor (C1-HLDRQ)** batch is invoked. You can configure the **Hold Request Periodic Monitor (C1-HLDRQ)** batch such that it is executed at regular intervals. When the **Hold Request Periodic Monitor (C1-HLDRQ)** batch is invoked, the system checks whether there are any hold requests in the **Deferred** status. If there is an hold request in the **Deferred** status, then its status is changed to **Active**.

**Tip:** Alternatively, you can click the **Edit** button in the **Hold Request Type** zone to edit the details of the hold request type.

5. Modify the details, if required.
6. Define, edit, or remove characteristics from the hold request type, if required.
7. Click **Save**.

The changes made to the hold request type are saved.

**Related Topics**

For more information on...	See...
<b>Hold Request Type</b> screen	<a href="#">Hold Request Type</a> on page 1412
<b>Hold Request Type List</b> zone	<a href="#">Hold Request Type List</a> on page 1412
<b>Hold Request Type</b> zone	<a href="#">Hold Request Type</a> on page 1413
How to define characteristics for a hold request type	<a href="#">Defining Characteristics for a Hold Request Type</a> on page 1418

**Deleting a Hold Request Type****Procedure**

To delete a hold request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **H** and then click **Hold Request Type**.

A sub-menu appears.

- Click the **Search** option from the **Hold Request Type** sub-menu.

The **Hold Request Type** screen appears.

- In the **Hold Request Type List** zone, click the **Delete** () icon in the **Delete** column corresponding to the hold request type that you want to delete.

A message appears confirming whether you want to delete the hold request type.

**Note:** You can delete a hold request type only when you have not defined a hold request using the hold request type.

**Tip:** Alternatively, you can click the **Delete** button in the **Hold Request Type** zone to delete the hold request type.

- Click **OK**.

The hold request type is deleted.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Hold Request Type</b> screen	<a href="#">Hold Request Type</a> on page 1412
<b>Hold Request Type List</b> zone	<a href="#">Hold Request Type List</a> on page 1412
<b>Hold Request Type</b> zone	<a href="#">Hold Request Type</a> on page 1413

## **Copying a Hold Request Type**

Instead of creating a hold request type from scratch, you can create a new hold request type using an existing hold request type. This is possible through copying a hold request type. On copying a hold request type, the details including the characteristics are copied to the new hold request type. You can then edit the details, if required.

### **Prerequisites**

To copy a hold request type, you should have:

- Hold request type (whose copy you want to create) defined in the application
- Hold request business objects defined in the application

### **Procedure**

To copy a hold request type:

- Click the **Admin** link in the **Application** toolbar.


A list appears.

- From the **Admin** menu, select **H** and then click **Hold Request Type**.

A sub-menu appears.

- Click the **Search** option from the **Hold Request Type** sub-menu.

The **Hold Request Type** screen appears.

- In the **Hold Request Type List** zone, click the **Duplicate** () icon in the **Duplicate** column corresponding to the hold request type whose copy you want to create.

The **Hold Request Type** screen appears. It contains the following sections:

- **Main** — Used to specify basic details about the hold request type.
- **Hold Processes** — Used to define the processes to hold for the hold request type.
- **Characteristics** — Used to define characteristics for the hold request type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hold Request Type	Used to specify the hold request type.	Yes
Business Object	Indicates the hold request type business object used while defining the hold request type.	Not applicable
Description	Used to specify the description for the hold request type.	Yes
Hold Request Business Object	Used to indicate the business object that you want to use while creating the hold request.	Yes
Detailed Description	Used to specify additional information about the hold request type.	No
Status	Used to indicate the status of the hold request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> You cannot change the status of a hold request type to <b>Inactive</b> if there are hold requests which are created using the hold request type and are currently in the <b>Draft</b> or <b>Approval In Progress</b> status.</p> </div>	Yes
Allow Partial Hold for Bill	Used to indicate whether the partial hold amount will be accepted for a bill.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Defer Processing Count	used to indicate the number of bills to determine if the hold request will be processed in deferred mode.	No
	<p><b>Note:</b></p> <p>Deferred mode means in the background when the <b>Hold Request Periodic Monitor (C1-HLDRQ)</b> batch is invoked. You can configure the <b>Hold Request Periodic Monitor (C1-HLDRQ)</b> batch such that it is executed at regular intervals. When the <b>Hold Request Periodic Monitor (C1-HLDRQ)</b> batch is invoked, the system checks whether there are any hold requests in the <b>Deferred</b> status. If there is an hold request in the <b>Deferred</b> status, then its status is changed to <b>Active</b>.</p> <p>If the number of bills is less than the Defer Processing Count, the hold request will be processed in real time (i.e. immediately).</p> <p>Defer processing count should be a numerical value without decimal points.</p>	
Approval Required	Used to indicate whether approval is required while creating the hold request using hold request type.	No
Approval To Do Type	Used to indicate that To Do of the specified To Do type must be created when you submit the hold request for approval.	Yes (Conditional)
	<p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p>	
Approval To Do Role	Used to indicate that users with the specified To Do role can only approve the hold request submitted for approval.	Yes (Conditional)
	<p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p>	
Submitter To Do Type	Used to indicate the To Do type for the submitter.	No
Submitter To Do Role	Used to indicate the To Do role for the submitter.	No

**Tip:** Alternatively, you can click the **Duplicate** button in the **Hold Request Type** zone to create a copy of the hold request type.

5. Enter the required details.
6. Define, edit or remove processes from the hold request type, if required.
7. Define, edit, or remove characteristics from the hold request type, if required.
8. Click **Save**.

The new hold request type is defined.


### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Hold Request Type</b> screen	<a href="#">Hold Request Type</a> on page 1412
<b>Hold Request Type List</b> zone	<a href="#">Hold Request Type List</a> on page 1412
<b>Hold Request Type</b> zone	<a href="#">Hold Request Type</a> on page 1413
How to define characteristics for a hold request type	<a href="#">Defining Characteristics for a Hold Request Type</a> on page 1418

## **Viewing the Hold Request Type Details**

### **Procedure**

To view the details of a hold request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **H** and then click **Hold Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Hold Request Type** sub-menu.  
The **Hold Request Type** screen appears.
4. In the **Hold Request Type List** zone, click the **Broadcast**  icon corresponding to the hold request type whose details you want to view.  
The **Hold Request Type** zone appears.
5. View the details of the hold request type in the **Hold Request Type** zone.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Hold Request Type</b> screen	<a href="#">Hold Request Type</a> on page 1412
<b>Hold Request Type List</b> zone	<a href="#">Hold Request Type List</a> on page 1412
<b>Hold Request Type</b> zone	<a href="#">Hold Request Type</a> on page 1413

## Hold Request (Used for Searching)

The **Hold Request** screen allows you to search for a hold request using various search criteria. It also allows you to create a hold request. Through this screen, you can navigate to the following screen:

- [Hold Request \(Used for Viewing\)](#) on page 1435

This screen consists of the following zone:


- [Search Hold Request](#) on page 1426



## Search Hold Request

The **Search Hold Request** zone allows you to search for hold requests using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for a hold request using request or bill details. The valid values are: <ul style="list-style-type: none"> <li>• Request Details</li> <li>• Bill Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Request Details</b> option is selected.	
Hold Request Type	Used to search hold requests which are created using a particular hold request type.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Hold Process	Used to search hold requests which are created using a particular hold process.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Status	Used to search hold requests with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Draft</li> <li>• Released</li> <li>• Approval In Progress</li> <li>• Deferred Processing</li> <li>• Rejected</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Account ID	Used to search hold requests which are created for a particular account.	No
	<p><b>Note:</b></p> <p>This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.</p> <p>You can search for an account by clicking the <b>Search</b>  icon corresponding to the field.</p>	
Entity	Used to search hold request with a particular entity. The valid values are:	No
	<ul style="list-style-type: none"> <li>• Account</li> <li>• Person</li> <li>• Bill</li> </ul> <p><b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.</p>	
User ID	Used to search hold requests which are created by a particular user.	
	<p><b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.</p>	
Start Date	Used to search hold requests which are created from a particular date onwards.	No
	<p><b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.</p>	
End Date	Used to search hold requests which are created till a particular date.	No
	<p><b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.</p>	
Hold Request ID	Used to search a particular hold request.	No
	<p><b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Person ID	Used to search hold requests which are created for a particular person.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list. You can search for a person by clicking the <b>Search</b>  icon corresponding to the field.	
Bill ID	Used to search hold requests which includes bill segments or adjustments of a particular bill.	No
	<b>Note:</b> This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list. You can search for a bill by clicking the <b>Search</b>  icon corresponding to the field.	
Bill Date From	Used to search hold requests which includes bill segments or adjustments of bills which are created from a particular date onwards.	No
	<b>Note:</b> This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list.	
To	Used to search hold requests which includes bill segments or adjustments of bills which are created till a particular date.	No
	<b>Note:</b> This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list.	

**Note:** You must specify at least one search criterion while searching for a hold request.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Create Date/Time	Displays the date and time when the hold request is created.
Hold Request Information	Displays information about the hold request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Hold Request</b> screen appears where you can view the details of the respective hold request.



Column Name	Column Description
Status	Indicates the status of the hold request. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Draft</li> <li>• Released</li> </ul>
Start Date	Displays the date when the hold request is created.
End Date	Displays the date when the hold request is released.
Hold Processes	Displays the hold processes using which hold request is created.
Hold Reason	Displays the hold reason for the hold request.
Created By	Indicates the user who has created the hold request.

### **Related Topics**

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
How to view the details of a hold request	<a href="#">Viewing the Hold Request Details</a> on page 1430
How to create a hold request	<a href="#">Creating a Hold Request</a> on page 1430

## **Searching for a Hold Request**

### **Prerequisites**

To search for a hold request, you should have:

- Hold request types defined in the application

### **Procedure**

To search for a hold request:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Hold Request**.  
A sub-menu appears.
3. Click the **Search** option from the **Hold Request** sub-menu.  
The **Hold Request** screen appears.
4. Enter the search criteria in the **Search Hold Request** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of hold requests that meet the search criteria appears in the **Search Results** section.

### **Related Topics**

For more information on...	See...
<b>Hold Request</b> screen	<a href="#">Hold Request (Used for Searching)</a> on page 1426
<b>Search Hold Request</b> zone	<a href="#">Search Hold Request</a> on page 1426

## Viewing the Hold Request Details

### Procedure

To view the details of a hold request:

1. Search for the hold request in the **Hold Request** screen.
2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the hold request whose details you want to view.

The **Hold Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the hold request. It contains the following zones:
  - **Hold Request** – Displays the details of the hold request.
  - **Hold Entities** – Lists the entities, such as person, accounts, or bills that are on hold request.
  - **Search Account** — Searches the accounts to be put on hold.

**Note:** This zone appears only when hold request is for **Account** and its status is **Draft**.

- **Search Bill** — Searches the bills to be put on hold.

**Note:** This zone appears only when hold request is for **Bill** and its status is **Draft**.

- **Search Person** — Searches the persons to be put on hold.

**Note:** This zone appears only when hold request is for **Person** and its status is **Draft**.

- **Log** – Lists the complete trail of actions performed on the hold request.

3. View the details of the hold request in the **Hold Request** zone.
4. View the hold request entities (such as person, accounts, or bills) in the **Hold Entities** zone.

### Related Topics

For more information on...	See...
<b>Hold Request</b> screen	<a href="#">Hold Request (Used for Searching)</a> on page 1426
<b>Hold Request</b> zone	<a href="#">Hold Request</a> on page 1436
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429

## Creating a Hold Request

### Prerequisites

To create a hold request, you should have:

- Hold request types defined in the application.

**Procedure**

To create a hold request:

1. Do either of the following:

If you want to...	Then...
Define a hold request from the <b>Account Receivable Central</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>Financial</b> and then click <b>Account Receivable Central</b>. The <b>Account Receivable Central</b> screen appears.</li> <li>3. Search for the bill in the <b>Account Receivable Central</b> screen.</li> <li>4. In the <b>Search Results</b> section, select the required bill and then click <b>Hold</b>.</li> </ol> <p><b>Note:</b> Bills are selected to be on hold from <b>Account Receivable Central</b>. Only one bill at a time is allowed to select for <b>Hold Request</b> from <b>Account Receivable Central</b></p>
Define a hold request from the <b>Delinquency Central</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>Credit &amp; Collection</b> and then click <b>Delinquency Central</b>. The <b>Delinquency Central</b> screen appears.</li> <li>3. Search for the overdue process in the <b>Delinquency Central</b> screen.</li> <li>4. In the <b>Search Results</b> section, select the required overdue process and then click <b>Create Hold Request</b>.</li> </ol> <p><b>Note:</b> Accounts are selected to be on hold from <b>Delinquency Central</b> screen Only one account at a time is allowed to select for <b>Hold Request</b> from <b>Delinquency Central</b> screen.</p>
Define a hold request from the <b>Hold Request</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> </ol>

If you want to...	Then...
	<ol style="list-style-type: none"> <li>2. From the <b>Main</b> menu, select <b>Financial</b> and then click <b>Hold Request</b>. A sub-menu appears.</li> <li>3. Click the <b>Add</b> option from the <b>Hold Request</b> sub-menu.</li> </ol>

The **Add Hold Request** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hold Request Type	Used to indicate the request type using which you want to create the hold request.	Yes

**Tip:** Alternatively, you can access the **Add Hold Request** screen by clicking the **Add** button in the **Page Title** area of the **Hold Request** screen.

2. Select the required hold request type from the respective fields.
3. Click **OK**.


The hold request is defined and the status of the hold request is set to **Draft**. The **Hold Request** screen appears where you can view the details of the hold request. It contains the following sections:

- **Main** – Used to specify basic details about the hold request. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hold Request Type	Indicates the hold request type using which you want to create the hold request.	Not applicable
Start Date	Used to specify the date from when the hold request is effective.	Yes
	<p><b>Note:</b></p> <p>The hold request start date cannot be later than the hold request end date.</p> <p>By default, system date appears in this field.</p>	
End Date	Used to specify the date till when the hold request is effective.	Yes
	<p><b>Note:</b> The hold request end date cannot be earlier than the hold request start date.</p>	
Hold Reason	Used to indicate the reason why you want to hold the entity.	Yes
	<p><b>Note:</b> The hold reason must exist in the <b>HOLD_REASON_FLG</b> lookup field and its status must be <b>Active</b>.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Entity	<p>Used to indicate the type of the entity for which you want to create the hold request. The valid values are:</p> <ul style="list-style-type: none"> <li>• Account</li> <li>• Bill</li> <li>• Person</li> </ul> <p><b>Note:</b> If bill is kept on hold using <b>Account Receivable Central</b> screen, then this field will display <b>Bill</b> as an entity and <b>Hold Entities</b> section will display information about this bill.</p>	Yes
Comments	Used to specify the additional information about hold request.	No

- **Hold Entities** — Used to specify details of the selected hold entity. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hold Entity ID	<p>Used to specify the hold entity ID.</p> <p><b>Note:</b> You can search for an entity ID by clicking the <b>search</b>  icon corresponding to the field</p> <p>If the hold entity is account, you must specify the account ID in this field. If the hold entity is person, you must specify the person ID in this field. And, if the hold entity is bill, you must specify the bill ID in this field.</p>	Yes
Start Date	<p>Used to specify the date from when you want to hold the entity.</p> <p><b>Note:</b> By default, system date appears in this field</p> <p>The hold entity start date must be between the hold request start and end dates and between at least one process's start and end dates.</p> <p>The hold entity start date cannot be later than the hold entity end date.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)
End Date	Used to specify the date till when you want to hold the entity.	No
	<b>Note:</b> The hold entity end date must be between hold request start and end dates and between the process's start and end dates.  The hold entity end date cannot be earlier than the hold entity start date.	
Hold Amount	Displays the amount which is kept on hold.	Not applicable
	<b>Note:</b> This column appears only when the hold entity is <b>Bill</b> .	

- **Hold Processes** — Used to indicate the processes to be on hold for the hold request. By default, processes are defined on the hold request type. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hold Process	Used to indicate the process that needs to be kept on hold.	Yes
Start Date	Used to specify the date from when process is to be on hold for the hold request.	Yes
	<b>Note:</b> By default, system date appears in this field  The hold process start date must be between the hold request start and end dates.	
End Date	Used to specify the date till when the process is to be on hold.	No

- **Characteristics** — Used to define the characteristics for the hold request. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the hold request.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the hold request.

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Hold Request</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the hold request.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the hold request.

#### 4. Enter the required details

**Note:**

Processes and Entities start dates and end dates are expected to be within the limit of Hold Request Start Date and End date.

You can search for a hold entity by clicking the **search**  icon corresponding to the respective field.

5. Add entities and processes for the hold request.
6. Define characteristics for the hold request, if required.
7. Click **Save**.

The hold request is created and the status of the hold request is set to **Draft**. The **Hold Request** screen appears with the details of hold request.

**Note:** It is recommended that user should set the **C1-HLMON** batch every time the hold request is generated. Otherwise, alert would be shown in the dashboard which may not give the proper representation of active hold requests.

#### Related Topics

For more information on...	See...
<b>Hold Request</b> screen	<a href="#">Hold Request (Used for Searching)</a> on page 1426
How to edit a hold request	<a href="#">Editing a Hold Request</a> on page 1451
How to define characteristics for a hold request	<a href="#">Defining Characteristics for a Hold Request</a> on page 1450

## Hold Request (Used for Viewing)

Once you create a hold request, the **Hold Request** screen allows you to:

- Add entities in a hold request
- Add processes in a hold request

- Edit the details of a hold request
- Edit the hold amount against each entity. This is valid for only bill.
- Delete a hold request
- View the details of a hold request
- Submit a hold request for approval
- Approve or reject a hold request
- Resubmit a hold request for approval
- Activate and Release a hold request
- View the log of a hold request
- Add a log entry for a hold request

This screen consists of the following tabs:

- **Main** – Displays information about the hold request. It contains the following zones:
  - **Hold Request** – Displays the details of the hold request.
  - **Hold Entities** – Lists the entities, such as person, accounts, or bills that are on hold request.
  - **Search Account** — Searches the accounts to be put on hold.

**Note:** This zone appears only when hold request is for **Account** and its status is **Draft**.

- **Search Bill** — Searches the bills to be put on hold.

**Note:** This zone appears only when hold request is for **Bill** and its status is **Draft**.

- **Search Person** — Searches the persons to be put on hold.

**Note:** This zone appears only when hold request is for **Person** and its status is **Draft**.

- **Log** — Lists complete trail of actions performed on the hold request. This tab contains the following zone:
  - **Hold Request Log** — Displays the actions performed on the hold request.

## Hold Request - Main

The **Main** tab on the **Hold Request** contains the following zones:

- [Hold Request](#) on page 1436
- [Hold Entities](#) on page 1438
- [Search Account](#) on page 1440

**Note:** This zone appears only when hold request is for **Account** and its status is **Draft** .

- [Search Bill](#) on page 1443

**Note:** This zone appears only when hold request is for **Bill** and its status is **Draft** .

- [Search Person](#) on page 1444

**Note:** This zone appears only when hold request is for **Person** and its status is **Draft** .

## Hold Request

The **Hold Request** zone displays the details of the hold request. This zone contains the following sections:



- **Main** — This section provides basic information about the hold request. It contains the following fields:

Field Name	Field Description
Hold Request Information	Displays information about the hold request.
Hold Request Type	Indicates the hold request type using which the hold request is created.  <b>Note:</b> It has a link. On clicking the link, the <b>Hold Request Type</b> screen appears where you can view the details of the hold request type.
Status	Indicates the status of the hold request.
Status Reason	Indicates the reason why the hold request is released.  <b>Note:</b> This field appears only when the hold request is in the <b>Released</b> status. It has a link. On clicking the link, the <b>Status Reason</b> screen appears where you can view the details of the released reason.
Start Date	Displays the date when the hold request is created.
End Date	Displays the date when the hold request is released.
Hold Reason	Displays the reason of hold request.
Entity	Displays the hold request entity.
Comments	Displays the additional information for a hold request.

- **Hold Processes** — Lists the processes that are on hold in the hold request. It contains the following columns:

Column Name	Column Description
Hold Process	Lists the processes that are on hold.
Start Date	Displays the date from when the process is to be on hold for hold request.
End Date	Displays the date till when the process is to be on hold for hold request.

- **Characteristics** — Lists the characteristics defined for the hold request. It contains the following fields:

Field Name	Field Description
Effective Date	Displays the date from when hold request is effective.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** — This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the hold request.  <b>Note:</b> The <b>Edit</b> button appears only when the hold request is in the <b>Draft</b> or <b>Active</b> status.

Button Name	Button Description
Delete	Used to delete the hold request.
	<b>Note:</b> The <b>Delete</b> button appears only when the hold request is in the <b>Draft</b> status.
Submit	Used to activate the hold request.
	<b>Note:</b> The <b>Submit</b> button appears only when the hold request is in the <b>Draft</b> status.
Re Submit	Used to re-submit the hold request.
	<b>Note:</b> the <b>Re Submit</b> button appears only when the hold request is in the <b>Approval In Progress</b> status.
Approve	Used to approve the hold request.
	<b>Note:</b> the <b>Approve</b> button appears only when the hold request is in the <b>Approval In Progress</b> status.
Reject	Used to reject the hold request.
	<b>Note:</b> the <b>Reject</b> button appears only when the hold request is in the <b>Approval In Progress</b> status.
Release	Used to release the hold request.
	<b>Note:</b> The <b>Release</b> button appears only when the hold request is in the <b>Active</b> status.

- **Record Information** — This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the hold request is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Status Date/Time	Displays the date and time when the hold request status is updated.
Create Date/Time	Displays the date and time when the hold request is created.

### Hold Entities

The **Hold Entities** zone on the **Hold Request** screen lists the entities that are on hold request. This zone contains the following columns:

Column Name	Column Description
Person Information	Displays information about the person. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Person</b> screen appears with details of the respective person.
Account Information	Displays information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears with details of the respective account.
Bill Information	Displays information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears with details of the respective bill.
Start Date	Displays the date from when the entity is on hold.
End Date	Displays the date till when the entity is on hold.
	<b>Note:</b> When hold request for entity is released, then its end date gets updated to the release date only when its end date lies between the hold request start date and end date .
Hold Amount	Displays the amount on hold.
	<b>Note:</b> This column appears only when the entity bill is on hold.
Bill After Date	Displays the date after which bills can be generated.
	<b>Note:</b> This column appears only when the entity account is on hold.
Postpone Credit Review Until	Displays the date till when overdue process is to be on hold.
	<b>Note:</b> This column appears only when the entity account is on hold.
Defer Auto Pay Date	Displays the date from when auto pay process is to be put on deferred mode.
	<b>Note:</b> This column appears only when the entity account is on hold.

**Note:**

You can directly edit the start and end date of the hold entities by selecting the corresponding column and then click the **Edit** button available on the upper left corner of the **Hold Entities** zone.

You can directly delete the hold entities by selecting the corresponding column and then click the **Delete** button available on the upper left corner of the **Hold Entities** zone.

**Related Topics**


For more information on...	See...
How to view the log of an hold request	<a href="#">Viewing the Log of a Hold Request</a> on page 1461


For more information on...	See...
Search Account	<a href="#">Search Account</a> on page 1440
Search Bill	<a href="#">Search Bill</a> on page 1443
Search Person	<a href="#">Search Person</a> on page 1444

## Search Account

The **Search Account** zone searches for accounts to add in a hold request. This zone contains the following sections:

- **Search Criteria** — This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	<p>Used to indicate whether you want to search for accounts using account or policy details.</p> <p>The valid values are:</p> <ul style="list-style-type: none"> <li>• Account Details</li> <li>• Policy Details</li> </ul> <p><b>Note:</b> By default, the <b>Account Details</b> option is selected.</p>	Yes
Account ID	<p>Used to search for a particular account.</p> <p><b>Note:</b> This field appears only when you select the <b>Account Details</b> option from the <b>Search By</b> list. You can search for an account by clicking the <b>Search</b>  icon corresponding to the field.</p>	No
Address Source	<p>Used to indicate the source of address. The valid values are:</p> <ul style="list-style-type: none"> <li>• Account Override</li> <li>• Mailing Location on Account</li> <li>• Person</li> </ul> <p><b>Note:</b> This field appears only when you select the <b>Account Details</b> option from the <b>Search By</b> list.</p>	No
Division	<p>Used to search for accounts which belong to a particular division.</p> <p><b>Note:</b> This field appears only when you select the <b>Account Details</b> option from the <b>Search By</b> list.</p>	No
Customer Class	<p>Used to indicate the customer class to which the account belongs.</p> <p><b>Note:</b> This field appears only when you select the <b>Account Details</b> option from the <b>Search By</b> list.</p>	No

Field Name	Field Description	Mandatory (Yes or No)
Bill Cycle	Used to indicate the bill cycle of the account.	No
	<b>Note:</b> This field appears only when you select the <b>Account Details</b> option from the <b>Search By</b> list.	
Price Item	Used to search a particular price item.	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list. You can search for a price item by clicking the <b>Search</b>  icon corresponding to the field.	
Policy Plan Number	Used to indicate the plan number of the policy.	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	
Policy Type	Used to indicate the type of policy.	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	
Source System	Used to indicate the name of the external system from where the policy originated.	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	
Policy Number	Used to indicate the policy number.	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	
Status	Used to indicate the status of the policy. The valid values are: <ul style="list-style-type: none"> <li>• Pending</li> <li>• In Force/ Active</li> <li>• Pending Cancellation</li> <li>• Pending Resinstatement</li> <li>• Pending Termination</li> <li>• Reinstate</li> <li>• Terminated</li> <li>• Cancelled</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Policy Start Date	Used to indicate the date from when the policy is effective.	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	
Policy End Date	Used to indicate the date till when the policy is effective.	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	
Characteristic Type/Value	Used to indicate the characteristic Type/ Value associated with the policy.	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	
State	Used to indicate the state name.	No
County	Used to indicate the county name.	No
Postal	Used to indicate the postal or zip code.	No

**Note:**

You must specify at least one search criterion while searching for accounts.

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Account Information	Displays the account information.
Country	Displays the country name.
State	Displays the state name.
County	Displays the county name.
Postal	Displays the postal or zip code.
Customer Class	Displays the customer class of the account.
Division	Displays the division to which the account belongs.
Entity ID	Displays the entity ID.


**Related Topics**

For more information on...	See...
How to search Accounts	<a href="#">Searching Accounts</a> on page 1446
How to view the log of a hold request	<a href="#">Viewing the Log of a Hold Request</a> on page 1461

## Search Bill

The **Search Bill** zone searches for bills to add in a hold request. This zone contains the following sections:

- **Search Criteria** — This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Displays the value as Bill Details.	Not applicable
Bill ID	Used to search a particular bill. <b>Note:</b> You can search for a bill by clicking the <b>Search</b>  icon corresponding to the field.	No
Alternate Bill ID	Used to search a particular bill using the alternate bill ID.	No
Show All Bills	Used to search all the bills having non-zero as well as zero amount. <b>Note:</b> If this field is not selected then, only non-zero amount bills are displayed in search results.	No
Bill Date From	Used to search bills which are created from a particular date onwards. <b>Note:</b> By default, the current system date appears in this field.	No
To	Used to search bills which are created till a particular date. <b>Note:</b> By default, the current system date appears in this field.	No
Address Source	Used to indicate the source of address. The valid values are: <ul style="list-style-type: none"> <li>• Account Override</li> <li>• Mailing Location on Account</li> <li>• Person</li> </ul>	No
State	Used to indicate the state name.	No
County	Used to indicate the county name.	No
Postal	Used to indicate the postal or zip code.	No

**Note:**

You must specify at least one search criterion while searching for bills.

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Bill Information	Displays the bill information.
Account Information	Displays the account information.
Country	Displays the country name.
State	Displays the state name.
County	Displays the county name.
Postal	Displays the postal or zip code.
Entity ID	Displays the entity ID.


**Related Topics**

For more information on...	See...
How to search Bills	<a href="#">Searching Bills</a> on page 1447
How to view the log of a hold request	<a href="#">Viewing the Log of a Hold Request</a> on page 1461

**Search Person**

The **Search Person** zone searches for persons to add in a hold request. This zone contains the following sections:

- **Search Criteria** — This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Displays the value as Person Details.	Not applicable
Person ID	Used to search a particular person.	No
	<b>Note:</b> You can search for a person by clicking the <b>Search</b>  icon corresponding to the field.	
State	Used to indicate the state name.	No
County	Used to indicate the county name.	No
Postal	Used to indicate the postal or zip code.	No



**Note:**

You must specify at least one search criterion while searching for persons.

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Person Information	Displays the person information.
Person Identifier Type	Displays the identifier type of the person linked to the account.
Person Identifier	Displays the ID of the person linked to the account.
Country	Displays the country name.
State	Displays the state name.
County	Displays the county name.
Postal	Displays the postal or zip code.
Entity ID	Displays the entity ID.

**Related Topics**

For more information on...	See...
How to search Persons	<a href="#">Searching Persons</a> on page 1446
How to view the log of a hold request	<a href="#">Viewing the Log of a Hold Request</a> on page 1461

**Hold Request - Log**

The **Log** tab on the **Hold Request** screen contains the following zone:

- [Hold Request Log](#) on page 1445

**Hold Request Log**

The **Hold Request Log** zone on the **Hold Request** screen lists the complete trail of actions performed on the hold request. This zone contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the hold request.
Details	Displays the details about the action performed on the hold request.
User	Indicates the user who has performed the action on the hold request.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the hold request.

Column Name	Column Description
Status Reason	Displays the status reason of action performed on the hold request.

**Note:** You can manually add a log entry for the hold request by clicking the **Add Log Entry** link in the upper right corner of the **Hold Request Log** zone.

The **Add Hold Request Log** window appears. Enter **Log Details** and click **Save**. The hold request log is added.

#### Related Topics

For more information on...	See...
How to view the log of a hold request	<a href="#">Viewing the Log of a Hold Request</a> on page 1461

## Searching Persons

### Prerequisites

To search persons, you should have:

- Persons created in the application

### Procedure

To search for persons:

1. Search the hold requests for **Persons** that are having **Draft** status.
2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the hold request whose details you want to search.

The **Hold Request** screen appears.

3. Enter the search criteria in the **Search Person** zone.
4. Click **Search**.

A list of persons that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>Hold Request</b> Screen	<a href="#">Hold Request (Used for Viewing)</a> on page 1435
<b>Hold Request</b> Zone	<a href="#">Hold Request</a> on page 1436
Adding Persons in a Hold Request	<a href="#">Adding Persons in a Hold Request</a> on page 1447

## Searching Accounts

### Prerequisites

To search accounts, you should have:

- Accounts created in the application

### Procedure

To search for accounts:

1. Search the hold requests for **Account** that are having **Draft** status.

2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the *hold* request whose details you want to search.

The **Hold Request** screen appears.

3. Enter the search criteria in the **Search Account** zone.

4. Click **Search**.

A list of accounts that meet the search criteria appears in the **Search Results** section.

#### Related Topics

For more information on...	See...
<b>Hold Request</b> Screen	<a href="#">Hold Request (Used for Viewing)</a> on page 1435
<b>Hold Request</b> Zone	<a href="#">Hold Request</a> on page 1436
Adding Accounts in a Hold Request	<a href="#">Adding Accounts in a Hold Request</a> on page 1448

## Searching Bills

### Prerequisites

To search bills, you should have:

- Bills generated in the application

### Procedure

To search for bills:

1. Search the hold requests for **Bill** that are having **Draft** status.
2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the *hold* request whose details you want to search.

The **Hold Request** screen appears.

3. Enter the search criteria in the **Search Bill** zone.

4. Click **Search**.

A list of bills that meet the search criteria appears in the **Search Results** section.

#### Related Topics

For more information on...	See...
<b>Hold Request</b> Screen	<a href="#">Hold Request (Used for Viewing)</a> on page 1435
<b>Hold Request</b> Zone	<a href="#">Hold Request</a> on page 1436
Adding Bills in a Hold Request	<a href="#">Adding Bills in a Hold Request</a> on page 1449

## Adding Persons in a Hold Request

### Procedure

To add persons in a hold request:

1. Search for the hold request in the **Hold Request** screen which are having **Person** as a hold entity and **Draft as** status.
2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the hold request whose details you want to view.

The **Hold Request** screen appears.

3. Ensure the **Search Person** zone is expanded.
4. Enter the search criteria in the **Search Person** zone.

In the **Search Results** section, list of persons meeting the search criteria are displayed.

5. Select the persons which you want to add in the hold request and then click the **Add** button available in the upper left corner.

Selected persons are added in the hold request.

### Related Topics

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
How to create a hold request	<a href="#">Creating a Hold Request</a> on page 1430
Search Person zone	<a href="#">Search Person</a> on page 1444
How to search for persons in a Hold Request Screen	<a href="#">Searching Persons</a> on page 1446

## Adding Accounts in a Hold Request

### Procedure

To add accounts in a hold request:

1. Search for the hold request in the **Hold Request** screen which are having **Account** as a hold entity and **Draft as** status.
2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the hold request whose details you want to view.

The **Hold Request** screen appears.

3. Ensure the **Search Account** zone is expanded.
4. Enter the search criteria in the **Search Account** zone.

In the **Search Results** section, list of accounts meeting the search criteria are displayed.

5. Select the accounts which you want to add in the hold request and then click the **Add** button available in the upper left corner.

Selected accounts are added in the hold request.

### Related Topics

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
How to create a hold request	<a href="#">Creating a Hold Request</a> on page 1430

For more information on...	See...
Search Account Zone	<a href="#">Search Account</a> on page 1440
How to search for accounts in a hold request	<a href="#">Searching Accounts</a> on page 1446

## Adding Bills in a Hold Request

### Procedure

To add bills in a hold request:

1. Search for the hold request in the **Hold Request** screen which are having **Bill** as a hold entity and **Draft** as status.
2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the hold request whose details you want to view.

The **Hold Request** screen appears.

3. Ensure the **Search Bill** zone is expanded.
4. Enter the search criteria in the **Search Bill** zone.

In the **Search Results** section, list of bills meeting the search criteria are displayed.

5. Select the bills which you want to add in the hold request and then click the **Add** button available in the upper left corner.

Selected bills are added in the hold request.

### Related Topics

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
How to create a hold request	<a href="#">Creating a Hold Request</a> on page 1430
Search Bill Zone	<a href="#">Search Bill</a> on page 1443
How to search for bills in a hold request	<a href="#">Searching Bills</a> on page 1447

## Adding Processes in a Hold Request

### Prerequisites

To add processes in a hold request, you should have:

- Hold processes defined in the application.

### Procedure

To add processes in a hold request:

1. Search for the hold request in the **Hold Request** screen.
2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the hold request whose details you want to edit.

The **Hold Request** screen appears.

- Click the **Edit** button in the **Hold Request** zone.

The **Hold Request** screen appears.

**Note:** The **Edit** button appears only when the hold request is in the **Draft** or **Active** status.

- Ensure that the **Hold Processes** section is expanded when you are editing the hold request.
- Select the required hold processes from the **Hold Process** field.
- If you want to define more than one hold process for the hold request, click the **Add** (+) icon and then repeat step 5.

**Note:**

However, if you want to remove a hold process from the hold request, click the **Delete** (🗑️) icon corresponding to the hold process.

Once we create active hold request for accounts on Overdue process, all existing active overdue processes will be inactive for those account.

- Enter the required details.

### Related Topics

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
How to create a hold request	<a href="#">Creating a Hold Request</a> on page 1430

## Defining Characteristics for a Hold Request

### Prerequisites

To define characteristics for a hold request, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Hold Request**)

### Procedure

To define characteristics for a hold request:

- Search for the hold request in the **Hold Request** screen.
- In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the hold request whose details you want to edit.

The **Hold Request** screen appears.

- Click the **Edit** button in the **Hold Request** zone.

The **Hold Request** screen appears.

**Note:** The **Edit** button appears only when the Hold request is in the **Draft** or **Active** status.

- Ensure that the **Characteristics** section is expanded when you are editing the hold request.
- Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search** (🔍) icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

6. If you want to define more than one characteristic for the hold request, click the **Add** (+) icon and then repeat step 5.

**Note:** However, if you want to remove a characteristic from the hold request, click the **Delete** (🗑️) icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
How to create a hold request	<a href="#">Creating a Hold Request</a> on page 1430

## Editing a Hold Request

### Procedure

To edit a hold request:

1. Search for the hold request in the **Hold Request** screen.
2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the hold request whose details you want to edit.

The **Hold Request** screen appears.

3. Click the **Edit** button in the **Hold Request** zone.

**Note:** The **Edit** button appears only when the hold request is in the **Draft** or **Active** status.

The **Hold Request** screen appears. It contains the following sections:

- **Main** — Used to specify basic details about the hold request. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hold Request Information	Displays information about the hold request.	Not applicable
Hold Request Type	Displays the hold request type using which the hold request is created.	Not applicable
Start Date	Used to specify the date till when you want to hold the entity.  <b>Note:</b> The hold entity end date must be between hold request start and end dates and between the process's start and end dates. The hold entity end date cannot be earlier than the hold entity start date.	Yes
End Date	Used to specify the date till when the hold request is effective.  <b>Note:</b> The hold request end date cannot be earlier than the hold request start date.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Hold Reason	Used to indicate the reason why you want to hold the entity.	Yes
	<b>Note:</b> The hold reason must exist in the <b>HOLD_REASON_FLG</b> lookup field and its status must be <b>Active</b> .	<b>Note:</b> This field cannot be edited if hold request is in <b>Active</b> status.
Entity	Displays the hold entity.	Not applicable
Comments	Used to specify the additional information about hold request.	No

- **Hold Processes** — Used to specify the processes on hold in the hold request. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hold Process	Used to indicate the process that needs to be kept on hold.	Yes
Start Date	Used to specify the date from when process is to be on hold for the hold request.	Yes
	<b>Note:</b> This field is not editable when hold request is in <b>Active</b> status. The hold process start date must be between the hold request start and end dates.	
End Date	Used to specify the date till when the hold process is to be on hold.	No

- **Characteristics** — Used to define characteristics for the hold request. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the hold request.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the hold request.
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Hold Request</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the hold request.



Field Name	Field Description	Mandatory (Yes or No)
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the hold request.

4. Modify the details of the hold request, if required.

**Note:**

If you want to specify more than one hold processes, click the **Add** (+) icon corresponding to the process and then specify the details.

However, if you want to remove a hold process from the hold request, click the **Delete** (🗑️) icon corresponding to the process.

5. Define, edit, or remove characteristics from the hold request, if required.  
6. Click **Save**.

The changes made to the hold request are saved.

**Related Topics**

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
<b>Hold Request</b> screen	<a href="#">Hold Request (Used for Searching)</a> on page 1426
<b>Hold Request</b> zone	<a href="#">Hold Request</a> on page 1436
How to define characteristics for a hold request	<a href="#">Defining Characteristics for a Hold Request</a> on page 1450

## Editing Hold Request Entities

**Procedure**

To edit a hold request entities:

1. Search for the hold request in the **Hold Request** screen.
2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the *hold request* whose details you want to edit.

The **Hold Request** screen appears.

3. Select the entities that you want to edit in the **Hold Entities** zone and click the **Edit** button available in the upper left corner.

**Note:** The **Edit** button appears only when the hold request is in the **Draft** or **Active** status.

The **Edit Hold Request Entities** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hold Request Information	Displays information about hold request.	Not applicable
Start Date	Displays the start date of hold request.	Not applicable
End Date	Displays the end date of hold request.	Not applicable

It also contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Entity ID	Displays the entity ID.	Not applicable
Entity Information	Displays the information about the entity.	Not applicable
Start Date	Used to indicate the date from when the entity is on hold.	Yes
	<b>Note:</b> This field is not editable when hold request is in <b>Active</b> status.	
End Date	Used to indicate the date till when the entity is on hold.	No
Hold Amount	Used to indicate the hold amount for bill.	Yes
	<b>Note:</b> This field appears only hold request is for bill.	

4. Modify the details of the hold entities, if required.
5. Click **Save**.

The changes made to the hold entities are saved.

### Related Topics

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
<b>Hold Request</b> screen	<a href="#">Hold Request (Used for Searching)</a> on page 1426
<b>Hold Request</b> zone	<a href="#">Hold Request</a> on page 1436
How to define characteristics for a hold request	<a href="#">Defining Characteristics for a Hold Request</a> on page 1450

## Deleting Hold Request Entities

### Procedure

To delete hold request entities:

1. Search for the hold request in the **Hold Request** screen.

- In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the *hold* request whose details you want to delete.

The **Hold Request** screen appears.

- Select the entities to delete in the **Hold Entities** zone and click the **Delete** button available in the upper left corner.

A message appears confirming whether you want to delete the hold entity.

**Note:**

The **Delete** button appears only when the hold request is in the **Draft** or **Active** status.

- Click **OK**.

The hold entities are deleted.

**Note:** No deletion is allowed on entities of hold requests which are in active status and are added from **Account Receivable Central** or **Delinquency Central**.

### Related Topics

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
<b>Hold Request</b> screen	<a href="#">Hold Request (Used for Searching)</a> on page 1426
<b>Hold Request</b> zone	<a href="#">Hold Request</a> on page 1436
How to define characteristics for a hold request	<a href="#">Defining Characteristics for a Hold Request</a> on page 1450

## Deleting a Hold Request

### Procedure

To delete a hold request:

- Search for the hold request in the **Hold Request** screen.
- In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the *hold* request that you want to delete.

The **Hold Request** screen appears.

- Click the **Delete** button in the **Hold Request** zone.

A message appears confirming whether you want to delete the hold request.

**Note:** The **Delete** button appears only when the hold request is in the **Draft** status.

- Click **OK**.

The hold request is deleted.

**Note:**

You can delete a hold request only when its status is **Draft**.

Bills added from ARC cannot be deleted from the **Hold Request** screen.

**Related Topics**

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
<b>Hold Request</b> screen	<a href="#">Hold Request (Used for Searching)</a> on page 1426
<b>Hold Request</b> zone	<a href="#">Hold Request</a> on page 1436

**Submitting a Hold Request****Prerequisites**

To submit a hold request, you should have:

- Hold Request Types, Hold Processes and Hold Entities defined in the request.

**Procedure**

To submit a hold request:

1. Search for the hold request in the **Hold Request** screen.
2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the hold request that you want to submit.

The **Hold Request** screen appears.

3. Click the **Submit** button in the **Hold Request** zone.

The system behaves in the following manner:

If...	Then
The <b>Approval Required</b> check box is selected in the hold request type using which the hold request is created.	A To Do of the <b>C1-HLDAP</b> To Do type is created and sent to the approver and the status of the hold request is changed to <b>Approval In Progress</b> .
The <b>Approval Required</b> check box is not selected in the hold request type using which the hold request is created.	The hold request is created using the specified hold request types and the status of the hold request is changed to <b>Active</b> or <b>Deferred Processing</b> as specified in the hold request type.

**Note:**

The **Submit** button appears only when the hold request is in the **Draft** status.

Once the request is activated, the **Release** button appears in the **Record Actions** section.

If hold request start date is in past and its status is draft then, on activation of the hold request, the start date is changed to the system date.

For Active hold request, **C1-DELBI** batch will delete all pending bill segments and bills under account for bill generation process.

For more information about the **Delete Pending Bill segments and Bills (C1-DELBI) batch**, refer to Oracle Revenue Management and Billing Batch Guide.

**Related Topics**

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
<b>Hold Request</b> screen	<a href="#">Hold Request (Used for Searching)</a> on page 1426
<b>Hold Request</b> zone	<a href="#">Hold Request</a> on page 1436

## Approving a Hold Request

You can view the number of hold requests which are pending for approval in the **Hold Request** screen. The approver can review, and accordingly approve, reject or resubmit the hold request based on the observations.

**Note:** The system will not allow you to approve, reject or resubmit a hold request submitted by you.

### Procedure

To approve a hold request:

1. Do either of the following:

If you want to...	Then...
Approve a hold request through the <b>Hold Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the hold request in the <b>Hold Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Hold Request Information</b> column corresponding to the hold request which you want to review.</li> </ol>
Approve a hold request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1-HLDAP</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the hold request that you want to review.</li> </ol>

The **Hold Request** screen appears.

2. Review the hold request details.

- Click the **Approve** button in the **Hold Request** zone.

The system behaves in the following manner:

If you are...	Then...
Approving a Hold request	The status of the hold request is changed to <b>Active</b> or <b>Deferred Processing</b> as specified in the hold request type.

**Note:**

The **Approve** button appears only when the hold request is in the **Approval In Progress** status.

You can also resubmit the hold request if any changes are required in the hold request. Upon clicking the **Resubmit** button, provide the comments to make the required changes for the hold request.

### Related Topics

For more information on...	See...
<b>Hold Request</b> screen	<a href="#">Hold Request (Used for Searching)</a> on page 1426
<b>Hold Request</b> zone	<a href="#">Hold Request</a> on page 1436
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429

## Releasing a Hold Request

### Procedure

To release a hold request:

- Search for the hold request in the **Hold Request** screen.
- In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the hold request whose details you want to edit.

The **Hold Request** screen appears.

- Click the **Release** button in the **Hold Request** zone.

The **Release Reason** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Release Reason	Used to indicate the reason for releasing the hold request.	Yes
Comments	Used to specify the additional comments on the release reason	No

- Ensure the required release reason.
- click **Save**.

The hold request is released.

**Note:**

The **Release** button appears only when the hold request is in the **Active** status.  
Once the hold request is in **Released** status, the **End Date** of processes and entities gets updated.

**Related Topics**

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
How to create a hold request	<a href="#">Creating a Hold Request</a> on page 1430

**Rejecting a Hold Request****Prerequisites**

To reject a hold request, you should have:

- Rejection reasons defined in the application

**Note:**

While rejecting a hold request, you need to specify the reason why you want to reject the hold request. You can select the appropriate rejection reason only when you have defined the reasons for the **Rejected** status of the **C1-HoldRequest** business object in the **Status Reason** screen.

The system will not allow you to approve, reject or resubmit a hold request submitted by you.

**Procedure**

To reject a hold request:

1. Do either of the following:

If you want to	Then
Reject a hold request through the <b>Hold Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the hold request in the <b>Hold Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Hold Request Information</b> column corresponding to the hold request which you want to review.</li> </ol>
Reject a hold request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1-HLDAP</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field.</li> </ol>

If you want to	Then
	<p>The <b>To Do List</b> screen appears.</p> <ol style="list-style-type: none"> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the hold request that you want to review.</li> </ol>

The **Hold Request** screen appears.

2. Review the hold request details.
3. Click the **Reject** button in the **Hold Request** zone.

The **Reject Hold Request** window appears. It contains following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	Used to indicate the reason why you want to reject the hold request.	Yes
Comments	Used to specify additional information while rejecting the hold request.	No

**Note:** The **Reject** button appears only when:

- The hold request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the hold request.

4. Select the rejection reason from the **Status Reason** list.
5. Click **Save**.

The status of the hold request is changed to **Rejected**.

### **Related Topics**

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
<b>Hold Request</b> screen	<a href="#">Hold Request (Used for Searching)</a> on page 1426
<b>Hold Request</b> zone	<a href="#">Hold Request</a> on page 1436

## **Resubmitting a Hold Request**

### **Prerequisites**

To resubmit a hold request, you should have:

- Entities added in the hold request which is submitted for approval.

While resubmitting, To Do will be sent to the submitter of the request using the submitter To Do Role mapped on the hold request type and the request will be moved to Draft status. The submitter can do necessary changes and re submit the request. Log will be maintained when the approver sends the request back to submitter.



**Procedure**

To resubmit a hold request:

1. Search for the hold request in the **Hold Request** screen.
2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the hold request that you want to resubmit.

The **Hold Request** screen appears.

3. Click the **Re Submit** button in the **Hold Request** zone.

The **Resubmit Hold Request** screen appears.

**Note:** The **Re Submit** button appears only when the hold request is in the **Approval In Progress** status.

A To Do of the **C1-HOLSB** To Do type is created and sent to the request submitter using the submitter TO DO Role and the status of the hold request is changed to **Draft**.

4. Enter the comments in the respective field and click **Save**.

**Related Topics**

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
<b>Hold Request</b> screen	<a href="#">Hold Request (Used for Searching)</a> on page 1426
<b>Hold Request</b> zone	<a href="#">Hold Request</a> on page 1436
How to submit a hold request	<a href="#">Submitting a Hold Request</a> on page 1456

**Viewing the Log of a Hold Request****Procedure**

To view the log of a hold request:

1. Search for the hold request in the **Hold Request** screen.
2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the hold request whose log you want to view.

The **Hold Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the hold request. It contains the following zones:
  - **Hold Request** – Displays the details of the hold request.
  - **Hold Entities** – Lists the hold entities records of the hold request.
  - **Search Account** – Searches the accounts to be put on hold.

**Note:** This zone appears only when hold request is for **Account** and its status is **Draft**.

- **Search Bill** – Searches the bills to be put on hold.

**Note:** This zone appears only when hold request is for **Bill** and its status is **Draft**.

- **Search Person** – Searches the persons to be put on hold.

**Note:** This zone appears only when hold request is for **Person** and its status is **Draft**.

- **Log** – Lists the complete trail of actions performed on the hold request. This tab contains the following zone:
  - **Hold Request Log** – Displays the trail of actions performed on the particular hold request.

### 3. Click the **Log** tab.

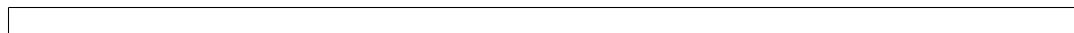
The **Hold Request Log** zone in the **Log** tab contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the hold request.
Details	Displays the details about the action performed on the hold request.
User	Indicates the user who has performed the action on the hold request.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the hold request.
Status Reason	Indicates the reason why the hold request was rejected or voided.

**Note:** You can manually add a log entry for the hold request by clicking the **Add Log Entry** link in the upper right corner of the **Hold Request Log** zone.

### Related Topics

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429
How to add a log entry for a hold request	<a href="#">Adding a Log Entry for a Hold Request</a> on page 1462



## Adding a Log Entry for a Hold Request

### Procedure

To add a log entry for a hold request:

1. Search for the hold request in the **Hold Request** screen.
2. In the **Search Results** section, click the link in the **Hold Request Information** column corresponding to the hold request whose log you want to edit.

The **Hold Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the hold request. It contains the following zones:
  - **Hold Request** – Displays the details of the hold request.
  - **Hold Entities** – Lists the hold entities records of the hold request.
  - **Search Account** – Searches the accounts to be put on hold.

**Note:** This zone appears only when hold request is for **Account** and its status is **Draft**.

- **Search Bill** – Searches the bills to be put on hold.

**Note:** This zone appears only when hold request is for **Bill** and its status is **Draft**.

- **Search Person** – Searches the persons to be put on hold.

**Note:** This zone appears only when hold request is for **Person** and its status is **Draft**.

- **Log** – Lists the complete trail of actions performed on the hold request. This tab contains the following zone:
  - **Hold Request Log** – Displays the trail of actions performed on the particular hold request.

3. Click the **Log** tab.

The **Log** tab appears.

4. Click the **Add Log Entry** link in the upper right corner of the **Hold Request Log** zone.

The **Add Hold Request Log** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hold Request Information	Displays information about the hold request.	Not applicable
Log Details	Used to specify additional comments on the hold request.	Yes

5. Enter the comments in the **Log Details** field.

6. Click **Save**.

The log entry is added in the **Hold Request Log** zone.

#### **Related Topics**

For more information on...	See...
How to search for a hold request	<a href="#">Searching for a Hold Request</a> on page 1429



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# Chapter 26

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## Delinquency Central

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### Topics:

- [Prerequisites](#)
- [Delinquency Central](#)
- [Search Overdue Process](#)
- [Overdue Events](#)
- [Searching for an Overdue Process](#)
- [Viewing Events of an Overdue Process](#)
- [Viewing the Overdue Process Details](#)
- [Overdue Process Information for Account: {Account ID}](#)

Oracle Revenue Management and Billing provides a complete overview of the overdue bills belonging to the delinquent accounts of a particular person using the **Delinquency Central**. User can review the overdue bills and perform following actions from the delinquency central:

- Initiate customer contact
- Initiate hold on overdue process
- Create payment arrangement for an account
- Create promise to pay for person's account

The Delinquency Central assists you in identifying all the overdue processes, overdue bills & delinquent accounts using an overdue monitoring process.

For more information on how to setup the delinquency central, see [Prerequisites](#) on page 1466.

## Prerequisites

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To setup delinquency central, you need to do the following:

- Define the required characteristic types where the characteristic entity is set to overdue event.
- Define the overdue event type and overdue process template in the system.
- Promise To Pay type defined in the application.
- Customer contact type defined in the application.
- Hold request type defined in the application.

## Delinquency Central

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The **Delinquency Central** screen allows you to:

- Search for an overdue process
- View the details of an overdue event
- View the details of an overdue process
- Create customer contact
- Create a hold request for an overdue process
- Create a payment arrangement for an account
- Create a promise to pay for a person's account

This screen consists of the following tab:

- **Main** – This tab contains the following two zones:
  - **Search Overdue Process** – Searches overdue processes using search criteria.
  - **Overdue Events** – Lists the overdue events with its details.

## Search Overdue Process

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The **Search Overdue Process** zone allows you to search for overdue processes using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for overdue processes using person, account, bill or overdue process. The valid values are: <ul style="list-style-type: none"> <li>• Person</li> <li>• Account</li> <li>• Bill</li> <li>• Overdue Process</li> </ul>	No
	<b>Note:</b> By default, the <b>Person</b> option is selected.	

Field Name	Field Description	Mandatory (Yes or No)
Person ID	Used to search for overdue processes which belong to a particular person.	No
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	
Person Identifier Type	Used to search for overdue processes with a particular person identifier type.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	
Person Identifier	Used to search for overdue processes with a specific value of the person identifier type.	Yes
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.	
Account ID	Used to search for overdue processes created for a particular account.	No
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	
Account Identifier Type	Used to search for overdue processes with a particular account identifier type.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	
Account Identifier	Used to search for overdue processes with a particular account identifier.	Yes
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.	
Bill ID	Used to search for overdue processes with a particular bill.	No
	<b>Note:</b> This field appears only when you select the <b>Bill</b> option from the <b>Search By</b> list.	
Alternate Bill ID	Used to search for overdue processes using an alternate bill ID.	No
	<b>Note:</b> This field appears only when you select the <b>Bill</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type / Value	Used to search for overdue processes with a particular characteristic type and its value.	No
	<b>Note:</b> This field appears only when you select the <b>Bill</b> option from the <b>Search By</b> list.	
Overdue Process Template	Used to search for overdue processes with a particular overdue process template.	No
	<b>Note:</b> This field appears only when you select the <b>Overdue Process</b> option from the <b>Search By</b> list.	
Start Date	Used to search for overdue processes with a particular start date.	Yes
	<b>Note:</b> This field appears only when you select the <b>Overdue Process</b> option from the <b>Search By</b> list.	
End Date	Used to search overdue process with a particular end date.	Yes
	<b>Note:</b> This field appears only when you select the <b>Overdue Process</b> option from the <b>Search By</b> list.	
Status	Used to search for overdue processes with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Overdue Process</b> option from the <b>Search By</b> list.	
On Hold	Used to search for overdue processes that are on hold.	No
	<b>Note:</b> This field appears only when you select the <b>Overdue Process</b> option from the <b>Search By</b> list.	
Overdue Amount From	Used to search for overdue processes with a particular lower limit of the overdue amount.	No
	<b>Note:</b> This field appears only when you select the <b>Overdue Process</b> option from the <b>Search By</b> list.	
To	Used to search for overdue processes with a particular higher limit of the overdue amount.	No
	<b>Note:</b> This field appears only when you select the <b>Overdue Process</b> option from the <b>Search By</b> list.	



Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type / Value	Used to search for overdue processes with a particular characteristic type and value.	No
	<b>Note:</b> This field appears only when you select the <b>Overdue Process</b> option from the <b>Search By</b> list.	


- In addition to above search parameters, the screen consists of following fields in the **Person Details** or **Account Details** section:


Column Name	Column Description
Main Customer	Displays the name of the main customer to whom the account belongs.
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.
Person Name	Displays the name of the person to whom the account belongs.
	<b>Note:</b> This field appears only when you select the <b>Person</b> option from the <b>Search By</b> list.
Person Identifier Type	Displays the person identifier type.
	<b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.
Person Identifier	Displays the value of the person identifier type.
	<b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.
Account Identifier Type	Displays the account identifier type.
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.
Account Identifier	Displays the value of the account identifier type.
	<b>Note:</b> This field appears only when you select the <b>Account</b> option from the <b>Search By</b> list.
Overdue	Displays whether the person account(s)/bill(s) are overdue. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
	<b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.
Number of Active Overdue processes	Displays the number of overdue processes linked to the person's account that are in active status.
	<b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.

Column Name	Column Description
Number of Hold(s) on Account(s)	Displays the number of hold requests on the particular account.
Number of Overdue Bills	Displays the total number of bills that are overdue. <b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.
Total Overdue Amount	Displays the total overdue amount for an account.
Last Payment Date	Displays date of the last payment made by the person. <b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.
Last Payment Amount	Displays the amount last paid by the person. <b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.
Number Of Payment Arrangements	Displays the number of payment arrangements for the person's account. <b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.
Total Number of Overdue Process on Hold	Displays the total number of overdue process that are on hold. <b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.
Number of Promise To Pay	Displays the number of promise to pay belonging to the person. <b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.
Number of Broken Promise To Pay	Displays the total number of promise to pay that are broken. <b>Note:</b> This field appears only when you select the <b>Person</b> or <b>Account</b> option from the <b>Search By</b> list.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Overdue Process	Display additional information about the overdue process. <b>Note:</b> It has a link. On clicking the link, the <b>Overdue Process</b> screen appears where you can view the details of the overdue process.
Overdue Process Template	Displays the template that was used to create overdue process's events.

Column Name	Column Description
Account Information	Display additional information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears with the details of the account.
Person Information	Display additional information about the person. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Person</b> screen appears with the details of the person.
Overdue Amount	Displays the overdue amount under that overdue process.
On Hold	Displays whether the overdue process is on hold.
Overdue Process Details	On clicking the <b>View</b>  icon, the <b>Overdue Process Details</b> screen appears where you can view details of the overdue process.

On clicking the **Broadcast**  icon corresponding to the overdue process, the **Overdue Events** zone appears with the details of the respective overdue process.

### Related Topics

For more information on...	See...
Overdue Events screen	<a href="#">Overdue Events</a> on page 1471
How to search for a bill	<a href="#">Searching for a Bill</a> on page 1477
How to view events of an overdue process	<a href="#">Viewing Events of an Overdue Process</a> on page 1472
How to view details of an overdue process	<a href="#">Viewing the Overdue Process Details</a> on page 1473

## Overdue Events

The **Overdue Events** zone displays the details of the events of the overdue process on the **Delinquency Central** screen.

Column Name	Column Description
Event	Displays information about the event of the overdue process.
Event Status	Displays the status of the event.
Dependency on Other Events	Displays whether the event is dependent on other events. The valid values are: <ul style="list-style-type: none"> <li>No</li> <li>Yes</li> </ul>
Trigger Date	Displays the trigger date of the event.

### Related Topics

For more information on...	See...
Delinquency Central screen	<a href="#">Delinquency Central</a> on page 1466

For more information on...	See...
How to view events of an overdue process	<a href="#">Viewing Events of an Overdue Process</a> on page 1472

## Searching for an Overdue Process

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### Prerequisites

To search for an overdue process, you should have:

- Overdue process defined in the application.

### Procedure

To search for an overdue process:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Credits & Collection** and then click **Delinquency Central**.  
The **Delinquency Central** screen appears.
3. Enter the search criteria in the **Search Overdue Process** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of overdue processes that meet the search criteria appear in the **Search Results** section.

### Related Topics


For more information on...	See...
<b>Delinquency Central</b> screen	<a href="#">Delinquency Central</a> on page 1466
<b>Search Overdue Process</b> zone	<a href="#">Search Overdue Process</a> on page 1466

## Viewing Events of an Overdue Process

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### Procedure

To view events of an overdue process:

1. Search for an overdue process in the **Delinquency Central** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the overdue process whose event details you want to view.  
The **Overdue Events** zone appears.
3. View the event details of the overdue process in the **Overdue Events** zone.

### Related Topics

For more information on...	See...
Delinquency Central screen	<a href="#">Delinquency Central</a> on page 1466
Overdue Events screen	<a href="#">Overdue Events</a> on page 1471
How to search for an overdue process	<a href="#">Searching for an Overdue Process</a> on page 1472

## Viewing the Overdue Process Details

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### Procedure

To view the details of an overdue process:

1. Search for the overdue process in the **Delinquency Central** screen.
2. In the **Search Results** section, click the link in the **Overdue Process** column corresponding to the overdue process whose details you want to view.

The **Overdue Process** screen appears. It consists of the following tabs:

- **Main** – Displays the basic overdue process information.
- **Events** – Displays the events details of the overdue process.
- **Log** – This tab lists the complete trail of actions performed on the overdue process.

3. View the event details of the overdue process in the **Overdue Process** screen.

### Related Topics

For more information on...	See...
Delinquency Central screen	<a href="#">Delinquency Central</a> on page 1466
How to search for an overdue process	<a href="#">Searching for an Overdue Process</a> on page 1472

## Overdue Process Information for Account: {Account ID}

---

The **Overdue Process Information for Account: {Account ID}** screen allows you to view detail information of the account which is linked to the overdue process.

This screen consists of the following zones:

- [Person Information](#) on page 1474
- [Account Information](#) on page 1474
- [Customer Contact Details](#) on page 1474
- [Hold Details](#) on page 1475
- [Promise To Pay](#) on page 1474
- [Overdue Bills](#) on page 1475
- [Payment Arrangement](#) on page 1475

## Person Information

The **Person Information** zone displays details of the person whose account is linked to the overdue process. This zone contains following columns:

Column Name	Column Description
Person Name	Displays the name of the person whose account is linked to the overdue process.
Phone Number	Displays the phone number of the person.
Address	Displays the address of the person.

## Account Information

The **Account Information** zone displays details of account which is linked with the overdue process. This zone contains following columns:

Column Name	Column Description
Account ID	Displays the account ID.
Account Identifier Type	Displays the account identifier type.
Account Identifier	Displays the value of the account identifier type.
Last Payment Date	Displays the date of the last payment made from the account linked to the overdue process.
Last Payment Amount	Displays the amount last paid from the account.

## Customer Contact Details

The **Customer Contact Details** zone displays contact details of the customer whose account is linked to the overdue process. This zone contains following columns:

Column Name	Column Description
Customer Contact Information	Displays additional information about the customer contact. <b>Note:</b> It has a link. On clicking the link, the <b>Customer Contact</b> screen appears where you can view the details of the respective customer contact.
Contact Date/Time	Displays the date and time when the customer was contacted.

## Promise To Pay

The **Promise To Pay** zone displays promise to pay created for an account which is linked to the overdue process. This zone contains following columns:

Column Name	Column Description
Promise To Pay Information	Displays additional information about the promise to pay. <b>Note:</b> It has a link. On clicking the link, the <b>Promise To Pay</b> screen appears where you can view the details of the promise to pay.
Scheduled Amount	Displays the amount to be paid on the <b>Scheduled Date</b> .

Column Name	Column Description
Scheduled Date	Displays the date when the payment is expected as per promise to pay.
Status	Displays the status of promise to pay.
Created By	Displays the user ID who has created the promise to pay.

## Hold Details

The **Hold Details** zone displays details of the person whose account is linked to the overdue process. This zone contains following columns:

Column Name	Column Description
Hold Request Information	Displays additional information about the hold request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Hold Request</b> screen appears where you can view the details of the hold request.
Status	Displays the status of the hold request.
Entity	Displays the hold request entity.
Entity Information	Displays the information about the entity on hold.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account, Bill</b> or <b>Person</b> screen appears, where you can view details of the respective account, bill or person.
Start Date	Displays the date when the hold request is created.
End Date	Displays the end date of the hold request.

## Overdue Bills

The **Overdue Bills** zone displays details of the overdue bills. This zone contains following columns:

Column Name	Column Description
Bill Information	Displays additional information about the bill.
	<b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears where you can view the details of the respective bill.
Original Bill Amount	Displays the bill amount when the bill was generated.
Due Date	Displays the due date of the bill.
Overdue Amount	Displays the amount that is overdue in the bill.
Days Past Due	Displays the number of days past the after the bill date.

## Payment Arrangement

The **Payment Arrangement** zone displays details of the payment arrangement created for an account which is linked to the overdue process. This zone contains following columns:

Column Name	Column Description
Contract Information	Displays information about the payment arrangement's contract. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.
Payoff Balance	Displays the total amount to be paid against the payment arrangement's contract.
Arrange Amount	Displays the amount to be paid in installments as per the payment arrangement.
Number of Installments	Displays the number of installments which is used to calculate the <b>Arrange Amount</b> .

## Search Bill

The **Search Bill** zone allows you to search for a bill. This zone contains the following fields:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Person Name	Used to specify the name of the person for whom the bill is generated.	No
Person ID	Used to specify the person ID.	No
Bills of Persons in Hierarchy	Used to indicate whether you want to search for a bills generated against a person's hierarchy.	No
Bill Cycle	Used to indicate bills where a particular bill cycle is defined.	No
Bill Currency	Used to indicate the bill currency.	No
Billing Method	Used to indicate the billing method. The valid values are: <ul style="list-style-type: none"> <li>• Ad-Hoc Billing</li> <li>• Regular Billing</li> </ul>	No
Bill ID	Used to specify the bill ID.	No
Alternate Bill ID	Used to search a particular bill using the alternate bill ID.	No
Account ID	Used to indicate the account against which the bill is generated.	No
On or After Bill Date	Used to specify the date when the bill was completed.	No
Account Identifier Type	Used to search for bills where the account against which it is generated, a particular account identifier type is defined.	No
Account Identifier	Used to search for a bill generated against an account with a particular account identifier.	No

**Note:** You must specify at least one search criterion while searching for the bill.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:



Column Name	Column Description
Person Name	Displays the name of the person against whom the bill is generated.
Bill ID	Displays the bill ID.
Bill Status	Displays the status of the bill. The valid values are: <ul style="list-style-type: none"> <li>• Pending</li> <li>• Complete</li> </ul>
Bill Date	Displays the date when the bill was completed.
Due Date	Displays the due date of the bill.
Current Charges	Displays the bill amount.
Bill Information	Displays additional information about the bill.

## Searching for a Bill

### **Procedure**

To search for a bill:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Credits & Collections** and then click **Delinquency Central**.  
The **Delinquency Central** screen appears.
3. Select the **Bill** option from the **Search By** list.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of bills that meet the search criteria appears in the **Search Results** section.

### **Related Topics**

For more information on...	See...
<b>Delinquency Central</b> screen	<a href="#">Delinquency Central</a> on page 1466
<b>Search Bill</b> zone	<a href="#">Search Bill</a> on page 1476

## Adding the Customer Contact Details

### **Procedure**

To add customer contact details:

1. Search for the overdue process in the **Delinquency Central** screen.

2. In the **Search Results** section , select the check box corresponding to the overdue process linked to the account for which you want to add the customer contact.

3. Click **Contact Customer**.

The **Customer Contact** screen appears.

4. Enter the required details.

The fields **Person ID**, **Contact Date/Time** and **User ID** are auto-populated.

5. Click **Save**.

The customer is contacted based on the value set for **Preferred Contact Method** field on the **Customer Contact** screen.

#### Related Topics

For more information on...	See...
<b>Delinquency Central</b> screen	<a href="#">Delinquency Central</a> on page 1466

## Creating a Hold Request for an Overdue Process

### Procedure

To create a hold request for an overdue process:

1. Search for the overdue process in the **Delinquency Central** screen.

2. In the **Search Results** section, select the check box corresponding to the overdue process whose bill/account you want to put on hold.

3. Click **Create Hold Request**.

The **Add Hold Request** screen appears.

4. Select the required hold request type from the respective field.

5. Click **OK**.

The **Hold Request** screen appears.

6. Enter the required details and then click **Save**.

The hold request is defined and the status of the hold request is set to **Draft**. The **Hold Request** screen appears where you can view the details of the hold request.

#### Related Topics

For more information on...	See...
<b>Delinquency Central</b> screen	<a href="#">Delinquency Central</a> on page 1466
<b>Hold Request</b> screen	<a href="#">Hold Request (Used for Searching)</a> on page 1426
How to search for an overdue process	<a href="#">Searching for an Overdue Process</a> on page 1472

## Creating a Payment Arrangement for an Overdue Process

### Procedure

To create a payment arrangement for an overdue process:

1. Search for the overdue process in the **Delinquency Central** screen.
2. In the **Search Results** section, select the check box corresponding to the overdue process for whose bill you want to create payment arrangement.
3. Click **Create Payment Arrangement**.

The **Payment Arrangement** screen appears with the payment arrangement details.

4. Enter the required details and then click **Save**.

The payment arrangement is created with the respective payment arrangement contract. The **Payment Arrangement** screen appears with the details of payment arrangement.

#### Related Topics

For more information on...	See...
<b>Delinquency Central</b> screen	<a href="#">Delinquency Central</a> on page 1466
How to search for an overdue process	<a href="#">Searching for an Overdue Process</a> on page 1472

## Defining a Promise To Pay for an Overdue Process

#### Procedure

To create a promise to pay for an overdue process:

1. Search for the overdue process in the **Delinquency Central** screen.
2. In the **Search Results** section, select the check box corresponding to the overdue process for whose account you want to create a promise to pay.
3. Click **Create Promise To Pay**.

The **Promise To Pay** screen appears with the promise to pay details.

4. Enter the required details and then click **Save**.

The promise to pay is created with its scheduled payment details.

#### Related Topics

For more information on...	See...
<b>Delinquency Central</b> screen	<a href="#">Delinquency Central</a> on page 1466
<b>Promise To Pay</b> screen	<a href="#">Promise To Pay</a>
How to search for an overdue process	<a href="#">Searching for an Overdue Process</a> on page 1472



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# Chapter 27

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## Upload Request

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### Topics:

- [Upload Request \(Without Approval\) Status Transition](#)
- [Upload Request \(With Approval\) Status Transition](#)
- [Prerequisites](#)
- [Algorithms Used in C1-BillCycleUpdateUplReq](#)
- [Algorithms Used in C1-ContractRiderUpdateUplReq](#)
- [Algorithms Used in C1-HoldUploadRequest](#)
- [Algorithms Used in C1-RefundUploadRequest](#)
- [Algorithms Used in C1-WriteOffUploadRequest](#)
- [Algorithms Used in C1-BillableChargeUploadRequest](#)
- [Algorithms Used in C1-ReinstatementUploadRequest](#)
- [Algorithms Used in C1-BillGrpSortUploadRequest](#)
- [Algorithms Used in C1-BillLevelUploadRequest](#)
- [CSV File Format for Account Bill Cycle Upload Request](#)
- [CSV File Format for Contract Rider Upload Request](#)
- [CSV File Format for Billable Charge Upload](#)
- [CSV File Format for Hold Upload Request](#)
- [CSV File Format for Refund Request Upload](#)

Oracle Revenue Management and Billing provides a generic upload feature which enables you to upload various types of data. The system enables you to upload data for the following using the **Upload Request** feature:

- Billable Charge (Adhoc and Regular)
- Hold Request
- Refund Request
- Write Off Request
- Policy Reinstatement
- Bill Group Sort ID
- Derivation and Pricing Parameters for a Bill Group and Sort ID Combination

It also enables you to update the following information:

- Contract rider of a contract
- Bill cycle of an account

While uploading data for the above supported entities, you need to specify the upload request type using which you want to upload the file. It is the upload request type which helps the system to determine:

- Whether the file must be approved by the approver before creating or updating the entities
- Which business object must be used for creating the upload request
- Which business object must be used for creating or updating entities through an upload request
- Which foreign key reference must be used for generating information string for the entity
- A set of fields using which you can search records uploaded through an upload request

You can upload a data file in the CSV format. You cannot upload data for more than one entity type through the same CSV file. For example, you cannot upload data for billable charges and hold requests using a single CSV file. An upload request of the specified upload request type is created when the file is successfully uploaded in the system. You can track a file through an upload request.

Once an upload request is created, the status of the upload request is set to **Draft**. The status of each record uploaded through an upload request is set to **Pending**. However, if the mandatory data is not available or data required for deriving

- [CSV File Format for Write Off Request Upload](#)
- [CSV File Format for Reinstatement Upload Request](#)
- [CSV File Format for Bill Group Sorting Upload Request](#)
- [CSV File Format for Bill Group Derivation and Pricing Parameters Upload Request](#)
- [Upload Request Type](#)
- [Upload Request \(Used for Searching\)](#)
- [Upload Request \(Used for Viewing\)](#)

mandatory data is incorrect in the record, the status of record is set to **Invalid**. You can then edit, delete, or validate the upload request. During the validation process, the system and custom validations (if any) are executed. The status of each record is changed to **Valid** or **Invalid** depending on whether the record was validated successfully or not.

Once the upload request is validated, you can either cancel or submit the upload request for further processing. On submitting an upload request, the system checks whether the number of valid records in the uploaded file exceed the online record process limit defined in the Defer Upload Request algorithm. If the number of valid records in the uploaded file does not exceed the online record process limit, the system creates or updates the entities in the real time (i.e. immediately). However, if the number of valid records in the uploaded file exceeds the online record process limit, the system creates or updates the entities in the deferred mode (i.e. when the **Upload Request Periodic Monitor (C1-UPLRQ)** batch is invoked).

You can optionally configure the system to use the approval workflow process for an upload request. If the **Approval Required** flag is set to **Yes** in an upload request type, then on submitting the respective upload request, the approval workflow process creates a To Do for the approver to review the upload request. Once the approver approves the upload request, the system checks whether the number of valid records in the uploaded file exceed the online record process limit defined in the Defer Upload Request algorithm. If the number of valid records in the uploaded file does not exceed the online record process limit, the system creates or updates the entities in the real time (i.e. immediately). However, if the number of valid records in the uploaded file exceeds the online record process limit, the system creates or updates the entities in the deferred mode (i.e. when the **Upload Request Periodic Monitor (C1-UPLRQ)** batch is invoked. However, if the approver rejects the upload request, the status of the upload request is set to **Rejected**.

During the upload process, an upload request goes through various statuses in its lifecycle. Note that the lifecycle of an upload request is driven by the business object using which the upload request is created. In this release, we have shipped the following upload request business objects:

- Update Bill Cycle Upload Request (C1-BillCycleUpdateUplReq)
- Billable Charge Upload Request (C1-BillableChargeUploadRequest)
- Update Contract Rider Upload Request (C1-ContractRiderUpdateUplReq)
- Hold Request Upload Request (C1-HoldUploadRequest)
- Refund Request Upload Request (C1-RefundUploadRequest)
- Write Off Request Upload Request (C1-WriteOffUploadRequest)
- Reinstatement Upload Request (C1-ReinstatementUploadRequest)
- Bill Group Sorting Upload Request (C1-BillGrpSortUploadRequest)
- Bill Group Derivation and Pricing Parameters Upload Request(C1-BillLevelUploadRequest)

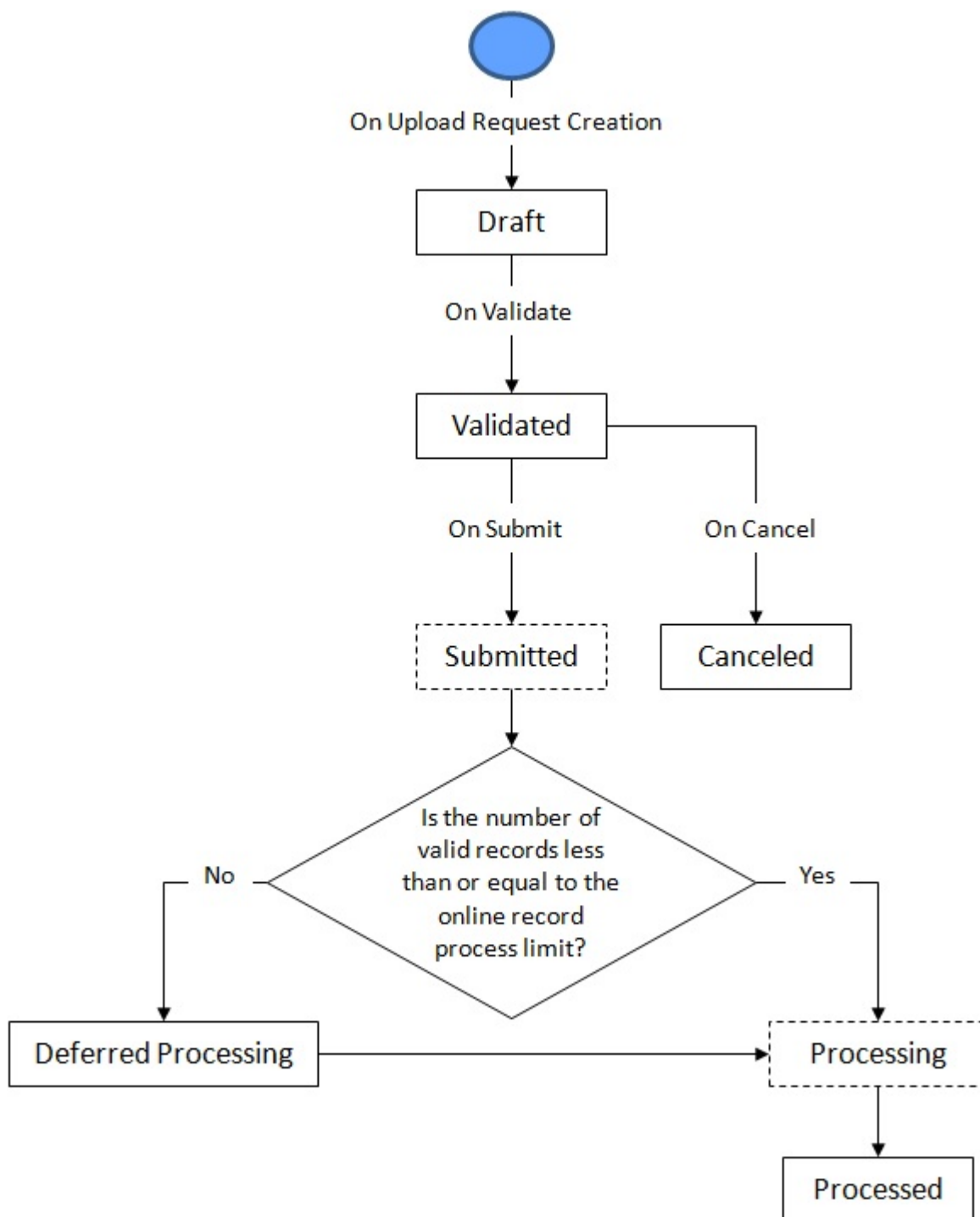
During the upload request process, an upload request creation goes through various statuses in its lifecycle. For more information about the upload request statuses, see [Upload Request \(Without Approval\) Status Transition](#) on page 1484 and [Upload Request \(With Approval\) Status Transition](#) on page 1485.

**Note:** The lifecycle of an upload request creation is driven by the respective business object using which the request is created. The upload request feature explained in this document is articulated based on the lifecycle and logic defined in the business objects.

For more information on how to setup the upload request process, see [Prerequisites](#) on page 1486.

## Upload Request (Without Approval) Status Transition

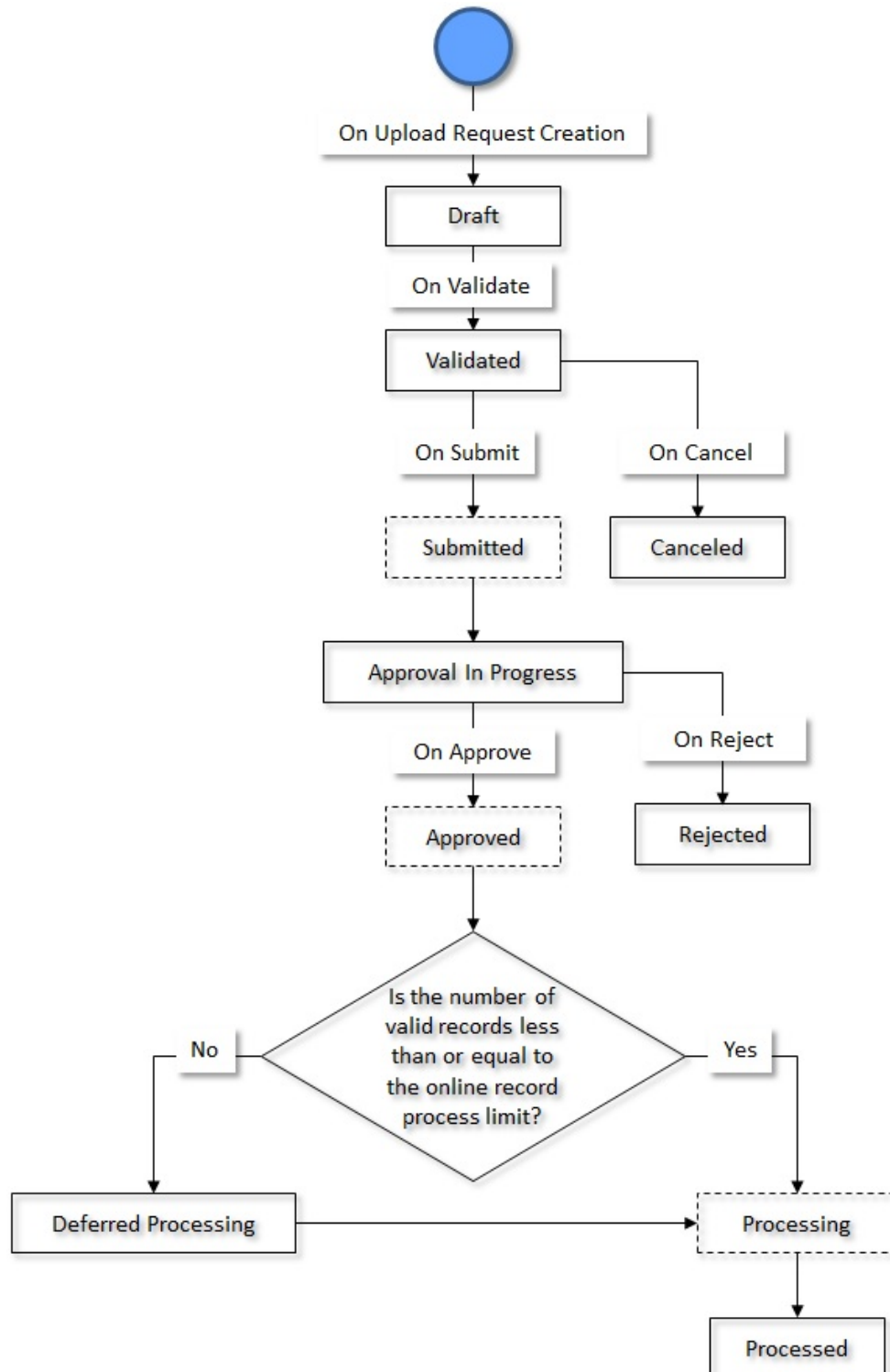
The following figure graphically indicates how an upload request moves from one status to another when the approval workflow is off:





## Upload Request (With Approval) Status Transition

The following figure graphically indicates how an upload request moves from one status to another when the approval workflow is on:



## Prerequisites

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To setup the upload request process, you need to do the following:

- Define the required upload request types in the system.
- Define the required characteristic types where the characteristic entity is set to **Upload Request Type**.
- Define the required characteristic types where the characteristic entity is set to **Upload Request**.
- Define the values for the following parameters in the **C1-REN-VALID** algorithm:
  - Policy Status after Processing Reinstatement Upload Request
  - Policy Reinstatement Status for Reason Verification
- Define the value for the **Online Record Process Limit** parameter in the **C1-DEFERUPLD** algorithm.
- Define the value for the **Policy Status after Processing Reinstatement Upload Request** parameter in the **C1-REN-PROC** algorithm.
- Assign the **C1-BCUUR** To Do type to a To Do role whose users must receive the To Do for approving a bill cycle update upload request.
- Assign the **C1-CRUUR** To Do type to a To Do role whose users must receive the To Do for approving a contract rider update upload request.
- Assign the **C1-HLDUR** To Do type to a To Do role whose users must receive the To Do for approving a hold upload request.
- Assign the **C1-REFUR** To Do type to a To Do role whose users must receive the To Do for approving a refund upload request.
- Assign the **C1-WOUR** To Do type to a To Do role whose users must receive the To Do for approving a write off upload request.
- Assign the **C1-BCUR** To Do type to a To Do role whose users must receive the To Do for approving a billable charge upload request.
- Assign the **C1-RPUR** To Do type to a To Do role whose users must receive the To Do for approving a reinstatement upload request.
- Create a To Do type named **C1-BGSRT** using the following information:
  - **Navigation Option** - c1upldrqTabMenu
  - **Sort Keys** - Define the following sort keys for the To Do type:

Sort Key	Use as Default	Sort Order
Upload Request ID	Yes	Descending

- **Drill Keys** - Define the following drill keys for the To Do type:

Table Name	Field Name
C1_UPLOAD_REQ	Upload Request ID

- Assign the **C1-BGSRT** To Do type to a To Do role whose users must receive the To Do for approving a bill group sorting upload request.
- Create a To Do type named **C1-BGDVP** using the following information:
  - **Navigation Option** - c1upldrqTabMenu

- **Sort Keys** - Define the following sort keys for the To Do type:

Sort Key	Use as Default	Sort Order
Upload Request ID	Yes	Descending

- **Drill Keys** - Define the following drill keys for the To Do type:

Table Name	Field Name
C1_UPLOAD_REQ	Upload Request ID

- Assign the **C1-BGDVP** To Do type to a To Do role whose users must receive the To Do for approving a bill group derivation and pricing parameters upload request.
- Set the batch control type of the **Upload Request Periodic Monitor (C1-UPLRQ)** batch to **Timed** and define the following attributes:
  - Time Interval
  - Timer Active
  - User ID
  - Batch Language
  - Email Address

## Algorithms Used in C1-BillCycleUpdateUplReq

The following table lists the algorithms which are used in the lifecycle of the **C1-BillCycleUpdateUplReq** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Enter	C1-BCU-DERIV	C1-BCU-DERIV	<p>This algorithm reads the data in the <b>BO_DATA_AREA</b> column of the <b>C1_UPL_REQUEST</b> table and accordingly inserts the records in the <b>C1_UPLOAD_REQ_DTLS</b> table. In addition, the status of each record in the <b>C1_UPLOAD_REQ_DTLS</b> table is set to <b>Pending</b>.</p> <p>It derives the account ID using the account identifier type and account identifier combination whenever the account ID is not specified in the record. Once the account ID is derived, the corresponding record is updated in the <b>C1_UPLOAD_REQ_DTLS</b> table. If the system could not derive the account ID using the account identifier type and account identifier combination, the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table is changed to <b>Invalid</b>.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Validated	Enter	C1-BCU-VALID	C1-BCU-VALID	<p>This algorithm is invoked when the user clicks the <b>Validate</b> button. It validates the records which are in the <b>Pending</b> status. It checks whether the account ID and bill cycle specified in the record are valid. If the account ID and bill cycle are valid and if the bill cycle is associated with the division to which the account belongs, the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table is changed to <b>Valid</b>.</p> <p>If the account ID is invalid, it derives the account ID using the account identifier type and account identifier combination and updates the record accordingly. In addition, it changes the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table to <b>Valid</b>. However, if the system could not derive the account ID using the account identifier type and account identifier combination, or if the bill cycle is invalid, or if the bill cycle is not associated with the division to which the account belongs, the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table is changed to <b>Invalid</b>.</p> <p>It also checks whether there are two or more records with the same account ID. If so, it validates and changes the status of one record to <b>Valid</b> and the status of the remaining records is changed to <b>Invalid</b>.</p>
Submitted	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Submitted	Enter	C1-UPLSUBENT	C1-UPLSUBENT	This algorithm is invoked when the user clicks the <b>Submit</b> button. It checks whether the approval is required for the upload request. If the approval is required for an upload request, the status of the upload request is changed to <b>Approval In Progress</b> . However, if the approval is not required for an upload request, the status of the upload request remains in the <b>Submitted</b> status.
Submitted	Enter	C1-DEFERUPLD	C1-DEFERUPLD	This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b> . It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b> . However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b> .  It contains the following parameter: <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> <ul style="list-style-type: none"> <li>– Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul> </li> </ul>
Approval In Progress	Enter	C1-UPLAPPENT	C1-UPLAPPENT	This algorithm creates a To Do using the To Do type specified in the upload request type. The To Do is sent to the appropriate users with the To Do role which is specified in the upload request type. In addition, a log entry is added when a To Do is created using the To Do type.
Approval In Progress	Exit	C1-UPLAPPEXT	C1-UPLAPPEXT	This algorithm checks whether the approver is associated with the approval To Do role specified in the upload request type. If not, it does not allow the approver to approve or reject the upload request. In addition, it does not allow the submitter to approve or reject the upload request.

Status	System Event	Algorithm	Algorithm Type	Description
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm completes To Do entries that are created for the business object when the business object exits the given status. It finds and completes all open To Do entries where the business object's primary key is defined as a drill key. However, if the <b>Exclude To Do Entries From Auto Completion</b> characteristic is defined for the business object, then the system does not automatically complete the respective To Do entry.
Approved	Enter	C1-DEFERUPLD	C1-DEFERUPLD	This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b> . It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b> . However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b> .  It contains the following parameter: <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> <ul style="list-style-type: none"> <li>– Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul> </li> </ul>
Approved	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters: <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.

Status	System Event	Algorithm	Algorithm Type	Description
Deferred Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Processing	Enter	C1-BCU-PROC	C1-BCU-PROC	<p>This algorithm fetches a list of records which are in the <b>Valid</b> status. For each valid record, the system reads the account ID and bill cycle, and updates the bill cycle information of the account using the entity business object defined in the upload request type. If the record is successfully processed, the status of the record is changed to <b>Processed</b>. However, if the record could not be processed successfully due to any reason, the status of the record is changed to <b>Error</b>. Finally, the status of the upload request is changed to <b>Processed</b>.</p>
Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>

## Algorithms Used in C1-ContractRiderUpdateUplReq

The following table lists the algorithms which are used in the lifecycle of the **C1-ContractRiderUpdateUplReq** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Enter	C1-CR-DERIV	C1-CR-DERIV	<p>This algorithm reads the data in the <b>BO_DATA_AREA</b> column of the <b>C1_UPL_REQUEST</b> table and accordingly inserts the records in the <b>C1_UPLOAD_REQ_DTLS</b> table. In addition, the status of each record in the <b>C1_UPLOAD_REQ_DTLS</b> table is set to <b>Pending</b>.</p> <p>It derives the account ID using the account identifier type and account identifier combination whenever the account ID is not specified in the record. Once the account ID is derived, the corresponding record is updated in the <b>C1_UPLOAD_REQ_DTLS</b> table. If the system could not derive the account ID using the account identifier type and account identifier combination, the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table is changed to <b>Invalid</b>.</p>



Status	System Event	Algorithm	Algorithm Type	Description
Validated	Enter	C1-CR-VALID	C1-CR-VALID	<p>This algorithm is invoked when the user clicks the <b>Validate</b> button. It validates the records which are in the <b>Pending</b> status. It checks whether the account ID, contract ID, contract type, and bill factor specified in the record are valid. If the account ID, contract ID, contract type, and bill factor are valid, if the specified contract belongs to the account, and if the <b>Contract Rider Applicability</b> flag on the bill factor is set to <b>Y</b>, the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table is changed to <b>Valid</b>.</p> <p>If the account ID is invalid, it derives the account ID using the account identifier type and account identifier combination and updates the record accordingly. In addition, it changes the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table to <b>Valid</b>. However, if the system could not derive the account ID using the account identifier type and account identifier combination, or if the bill factor is invalid, or if the specified contract does not belong to the account, or if the <b>Contract Rider Applicability</b> flag on the bill factor is set to <b>N</b>, the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table is changed to <b>Invalid</b>.</p> <p>It also checks whether there are two or more records with the same account ID and contract type combination. If so, it validates and changes the status of one record to <b>Valid</b> and the status of the remaining records is changed to <b>Invalid</b>.</p>
Submitted	Enter	C1-UPLSUBENT	C1-UPLSUBENT	<p>This algorithm is invoked when the user clicks the <b>Submit</b> button. It checks whether the approval is required for the upload request. If the approval is required for an upload request, the status of the upload request is changed to <b>Approval In Progress</b>. However, if the approval is not required for an upload request, the status of the upload request remains in the <b>Submitted</b> status.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Submitted	Enter	C1-DEFERUPLD	C1-DEFERUPLD	<p>This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b>. It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b>. However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b>.</p> <p>It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> <ul style="list-style-type: none"> <li>– Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul> </li> </ul>
Submitted	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Approval In Progress	Enter	C1-UPLAPPENT	C1-UPLAPPENT	<p>This algorithm creates a To Do using the To Do type specified in the upload request type. The To Do is sent to the appropriate users with the To Do role which is specified in the upload request type. In addition, a log entry is added when a To Do is created using the To Do type.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Approval In Progress	Exit	C1-UPLAPPEXT	C1-UPLAPPEXT	This algorithm checks whether the approver is associated with the approval To Do role specified in the upload request type. If not, it does not allow the approver to approve or reject the upload request. In addition, it does not allow the submitter to approve or reject the upload request.
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm completes To Do entries that are created for the business object when the business object exits the given status. It finds and completes all open To Do entries where the business object's primary key is defined as a drill key. However, if the <b>Exclude To Do Entries From Auto Completion</b> characteristic is defined for the business object, then the system does not automatically complete the respective To Do entry.
Approved	Enter	C1-DEFERUPLD	C1-DEFERUPLD	<p>This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b>. It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b>. However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b>.</p> <p>It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> <ul style="list-style-type: none"> <li>– Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul> </li> </ul>

Status	System Event	Algorithm	Algorithm Type	Description
Approved	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Deferred Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Processing	Enter	C1-CR-PROC	C1-CR-PROC	This algorithm fetches a list of records which are in the <b>Valid</b> status. For each valid record, the system reads the account ID and contract ID, and updates the contract rider information of the contract using the entity business object defined in the upload request type. If the contract ID is not specified in the record, then the system derives the active contract of the specified contract type on the account, and then updates the contract rider information of the contract. If the record is successfully processed, the status of the record is changed to <b>Processed</b> . However, if the record could not be processed successfully due to any reason, the status of the record is changed to <b>Error</b> . Finally, the status of the upload request is changed to <b>Processed</b> .
Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters: <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.

## Algorithms Used in C1-HoldUploadRequest

The following table lists the algorithms which are used in the lifecycle of the **C1-HoldUploadRequest** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Enter	C1-HLD-DERIV	C1-HLD-DERIV	<p>This algorithm reads the data in the <b>BO_DATA_AREA</b> column of the <b>C1_UPL_REQUEST</b> table and accordingly inserts the records in the <b>C1_UPLOAD_REQ_DTLS</b> table. In addition, the status of each record in the <b>C1_UPLOAD_REQ_DTLS</b> table is set to <b>Pending</b>.</p> <p>If the hold entity is <b>ACCT</b> and the entity ID is not specified in the record, it derives the account ID using the account identifier type and account identifier combination. Similarly, if the hold entity is <b>PERS</b> and the entity ID is not specified in the record, it derives the person ID using the person identifier type and person identifier combination. Once the account ID or person ID is derived, the corresponding record is updated in the <b>C1_UPLOAD_REQ_DTLS</b> table. If the system could not derive the account ID using the account identifier type and account identifier combination or if the system could not derive the person ID using the person identifier type and person identifier combination, the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table is changed to <b>Invalid</b>.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Validated	Enter	C1-HLD-VALID	C1-HLD-VALID	<p>This algorithm is invoked when the user clicks the <b>Validate</b> button. It validates the records which are in the <b>Pending</b> status. It checks whether the data provided for creating a hold request is valid. If the entity ID and hold data are valid, the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table is changed to <b>Valid</b>.</p> <p>If the hold entity is <b>ACCT</b> and the entity ID is invalid, it derives the account ID using the account identifier type and account identifier combination and updates the record accordingly. Similarly, if the hold entity is <b>PERS</b> and the entity ID is invalid, it derives the person ID using the person identifier type and person identifier combination and updates the record accordingly. In addition, it changes the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table to <b>Valid</b>. However, if the system could not derive the account ID using the account identifier type and account identifier combination, or if the system could not derive the person ID using the person identifier type and person identifier combination, or if the hold data is invalid, the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table is changed to <b>Invalid</b>.</p>
Submitted	Enter	C1-UPLSUBENT	C1-UPLSUBENT	<p>This algorithm is invoked when the user clicks the <b>Submit</b> button. It checks whether the approval is required for the upload request. If the approval is required for an upload request, the status of the upload request is changed to <b>Approval In Progress</b>. However, if the approval is not required for an upload request, the status of the upload request remains in the <b>Submitted</b> status.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Submitted	Enter	C1-DEFERUPLD	C1-DEFERUPLD	<p>This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b>. It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b>. However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b>.</p> <p>It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> <ul style="list-style-type: none"> <li>– Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul> </li> </ul>
Submitted	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Approval In Progress	Enter	C1-UPLAPPENT	C1-UPLAPPENT	<p>This algorithm creates a To Do using the To Do type specified in the upload request type. The To Do is sent to the appropriate users with the To Do role which is specified in the upload request type. In addition, a log entry is added when a To Do is created using the To Do type.</p>



Status	System Event	Algorithm	Algorithm Type	Description
Approval In Progress	Exit	C1-UPLAPPEXT	C1-UPLAPPEXT	This algorithm checks whether the approver is associated with the approval To Do role specified in the upload request type. If not, it does not allow the approver to approve or reject the upload request. In addition, it does not allow the submitter to approve or reject the upload request.
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm completes To Do entries that are created for the business object when the business object exits the given status. It finds and completes all open To Do entries where the business object's primary key is defined as a drill key. However, if the <b>Exclude To Do Entries From Auto Completion</b> characteristic is defined for the business object, then the system does not automatically complete the respective To Do entry.
Approved	Enter	C1-DEFERUPLD	C1-DEFERUPLD	<p>This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b>. It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b>. However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b>.</p> <p>It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> <ul style="list-style-type: none"> <li>– Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul> </li> </ul>

Status	System Event	Algorithm	Algorithm Type	Description
Approved	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Deferred Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Processing	Enter	C1-HLD-PROC	C1-HLD-PROC	<p>This algorithm fetches a list of records which are in the <b>Valid</b> status. For each valid record with a unique combination of the hold request type, start date, end date, hold reason, hold entity, hold entity start date, hold entity end date, comments, hold process details, and hold characteristic details, it creates one hold request using the entity business object defined in the upload request type. However, if there are multiple entity IDs with the same combination, all are added in the same hold request. The hold request is created in the <b>Draft</b> status and then transitioned to <b>Submit</b>.</p> <p>From the <b>Submit</b> status, the status of the hold request is either changed to <b>Approval In Progress</b> or <b>Active</b> depending on whether the <b>Approval Required</b> flag is set to <b>Yes</b>. If the number of bills of the entities which are kept on hold through the hold request does not exceed the defer processing count (defined in the hold request type), the status of the hold request is changed to <b>Active</b>. However, if the number of bills of the entities which are kept on hold through the hold request exceeds the defer processing count, the status of the hold request is changed to <b>Deferred Processing</b>. If the record is successfully processed, the status of the record is changed to <b>Processed</b>. However, if the record could not be processed successfully due to any reason, the status of the record is changed to <b>Error</b>. Finally, the status of the upload request is changed to <b>Processed</b>.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>

## Algorithms Used in C1-RefundUploadRequest

The following table lists the algorithms which are used in the lifecycle of the **C1-RefundUploadRequest** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Validated	Enter	C1-RF-VALID	C1-RF-VALID	This algorithm validates the data uploaded in an upload request for creating refund requests before the request is submitted for processing.
Draft	Enter	C1-RF-DERIV	C1-RF-DERIV	This algorithm reads the <b>BO_DATA_AREA</b> in the request's primary table, derives additional data that is required for creating refund requests and inserts the records in <b>C1_UPLOAD_REQ_DTLS</b> table.
Submitted	Enter	C1-UPLSUBENT	C1-UPLSUBENT	This algorithm is invoked when the user clicks the <b>Submit</b> button. It checks whether the approval is required for the upload request. If the approval is required for an upload request, the status of the upload request is changed to <b>Approval In Progress</b> . However, if the approval is not required for an upload request, the status of the upload request remains in the <b>Submitted</b> status.

Status	System Event	Algorithm	Algorithm Type	Description
Submitted	Enter	C1-DEFERUPLD	C1-DEFERUPLD	<p>This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b>. It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b>. However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b>.</p> <p>It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> <ul style="list-style-type: none"> <li>– Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul> </li> </ul>
Submitted	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Approval In Progress	Enter	C1-UPLAPPENT	C1-UPLAPPENT	<p>This algorithm creates a To Do using the To Do type specified in the upload request type. The To Do is sent to the appropriate users with the To Do role which is specified in the upload request type. In addition, a log entry is added when a To Do is created using the To Do type.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Approval In Progress	Exit	C1-UPLAPPEXT	C1-UPLAPPEXT	This algorithm checks whether the approver is associated with the approval To Do role specified in the upload request type. If not, it does not allow the approver to approve or reject the upload request. In addition, it does not allow the submitter to approve or reject the upload request.
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm completes To Do entries that are created for the business object when the business object exits the given status. It finds and completes all open To Do entries where the business object's primary key is defined as a drill key. However, if the <b>Exclude To Do Entries From Auto Completion</b> characteristic is defined for the business object, then the system does not automatically complete the respective To Do entry.
Approved	Enter	C1-DEFERUPLD	C1-DEFERUPLD	<p>This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b>. It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b>. However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b>.</p> <p>It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> <ul style="list-style-type: none"> <li>– Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul> </li> </ul>

Status	System Event	Algorithm	Algorithm Type	Description
Approved	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Deferred Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Processing	Enter	C1-RF-PROC	C1-RF-PROC	<p>This algorithm fetches the list of records that are in <b>Valid</b> status for a given request ID and invokes the entity business object for creating the refund requests. If successfully processed, then the record status will be updated to <b>Processed</b>, otherwise the record status will be updated to <b>Error</b> and error details will be logged in the exception table.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>

## Algorithms Used in C1-WriteOffUploadRequest

The following table lists the algorithms which are used in the lifecycle of the **C1-WriteOffUploadRequest** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Enter	C1-WO-DERIV	C1-WO-DERIV	This algorithm reads the <b>BO_DATA_AREA</b> in the request's primary table, derives additional data that is required for creating write off requests and inserts the records in <b>C1_UPLOAD_REQ_DTLS</b> table.
Submitted	Enter	C1-UPLSUBENT	C1-UPLSUBENT	This algorithm is invoked when the user clicks the <b>Submit</b> button. It checks whether the approval is required for the upload request. If the approval is required for an upload request, the status of the upload request is changed to <b>Approval In Progress</b> . However, if the approval is not required for an upload request, the status of the upload request remains in the <b>Submitted</b> status.



Status	System Event	Algorithm	Algorithm Type	Description
Submitted	Enter	C1-DEFERUPLD	C1-DEFERUPLD	<p>This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b>. It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b>. However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b>.</p> <p>It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> <ul style="list-style-type: none"> <li>– Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul> </li> </ul>
Submitted	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Approval In Progress	Enter	C1-UPLAPPENT	C1-UPLAPPENT	<p>This algorithm creates a To Do using the To Do type specified in the upload request type. The To Do is sent to the appropriate users with the To Do role which is specified in the upload request type. In addition, a log entry is added when a To Do is created using the To Do type.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Approval In Progress	Exit	C1-UPLAPPEXT	C1-UPLAPPEXT	This algorithm checks whether the approver is associated with the approval To Do role specified in the upload request type. If not, it does not allow the approver to approve or reject the upload request. In addition, it does not allow the submitter to approve or reject the upload request.
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm completes To Do entries that are created for the business object when the business object exits the given status. It finds and completes all open To Do entries where the business object's primary key is defined as a drill key. However, if the <b>Exclude To Do Entries From Auto Completion</b> characteristic is defined for the business object, then the system does not automatically complete the respective To Do entry.
Approved	Enter	C1-DEFERUPLD	C1-DEFERUPLD	<p>This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b>. It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b>. However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b>.</p> <p>It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> <ul style="list-style-type: none"> <li>– Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul> </li> </ul>

Status	System Event	Algorithm	Algorithm Type	Description
Approved	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Deferred Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Processing	Enter	C1-WO-PROC	C1-WO-PROC	<p>This algorithm fetches the list of records that are in <b>Valid</b> status for a given request ID and invokes the entity business object for creating the write off requests. If successfully processed, then the record status will be updated to <b>Processed</b>, otherwise the record status will be updated to <b>Error</b> and error details will be logged in the exception table.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>

## Algorithms Used in C1-BillableChargeUploadRequest

The following table lists the algorithms which are used in the lifecycle of the **C1-BillableChargeUploadRequest** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Enter	C1-CRTUPLDTL	C1-CRTUPLDTL	<p>This algorithm reads the data in the <b>BO_DATA_AREA</b> column of the <b>C1_UPL_REQUEST</b> table and accordingly inserts the records in the <b>C1_UPLOAD_REQ_DTLS</b> table. In addition, the status of each record in the <b>C1_UPLOAD_REQ_DTLS</b> table is set to <b>Pending</b>.</p>
Draft	Enter	C1-BC-DERIV	C1-BC-DERIV	<p>This algorithm reads the <b>BO_DATA_AREA</b> in the request's primary table, derives additional data that is required for creating billable charges and inserts the records in <b>C1_UPLOAD_REQ_DTLS</b> table.</p>
Validated	Enter	C1-BC-VALID	C1-BC-VALID	<p>This algorithm validates the data upload in an upload request for creating billable charges before the request is submitted for processing.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Submitted	Enter	C1-UPLSUBENT	C1-UPLSUBENT	This algorithm is invoked when the user clicks the <b>Submit</b> button. It checks whether the approval is required for the upload request. If the approval is required for an upload request, the status of the upload request is changed to <b>Approval In Progress</b> . However, if the approval is not required for an upload request, the status of the upload request remains in the <b>Submitted</b> status.
Submitted	Enter	C1-DEFERUPLD	C1-DEFERUPLD	This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b> . It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b> . However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b> .  It contains the following parameter: <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> <ul style="list-style-type: none"> <li>– Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul> </li> </ul>
Submitted	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters: <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.

Status	System Event	Algorithm	Algorithm Type	Description
Approval In Progress	Enter	C1-UPLAPPENT	C1-UPLAPPENT	This algorithm creates a To Do using the To Do type specified in the upload request type. The To Do is sent to the appropriate users with the To Do role which is specified in the upload request type. In addition, a log entry is added when a To Do is created using the To Do type.
Approval In Progress	Exit	C1-UPLAPPEXT	C1-UPLAPPEXT	This algorithm checks whether the approver is associated with the approval To Do role specified in the upload request type. If not, it does not allow the approver to approve or reject the upload request. In addition, it does not allow the submitter to approve or reject the upload request.
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm completes To Do entries that are created for the business object when the business object exits the given status. It finds and completes all open To Do entries where the business object's primary key is defined as a drill key. However, if the <b>Exclude To Do Entries From Auto Completion</b> characteristic is defined for the business object, then the system does not automatically complete the respective To Do entry.

Status	System Event	Algorithm	Algorithm Type	Description
Approved	Enter	C1-DEFERUPLD	C1-DEFERUPLD	<p>This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b>. It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b>. However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b>.</p> <p>It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> <ul style="list-style-type: none"> <li>– Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul> </li> </ul>
Approved	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Deferred Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Processing	Enter	C1-BC-PROC	C1-BC-PROC	<p>This algorithm fetches the list of records that are in <b>Valid</b> status for a given request ID and invokes the entity business object for creating billable charge on the contract. If successfully created, then the record status will be updated to <b>Processed</b>, otherwise the record status will be updated to <b>Error</b> and error details will be logged in the exception table.</p>
Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>

## Algorithms Used in C1-ReinstatementUploadRequest

The following table lists the algorithms which are used in the lifecycle of the **C1-ReinstatementUploadRequest** business object:



Status	System Event	Algorithm	Algorithm Type	Description
Draft	Enter	C1-CRTUPLDTL	C1-CRTUPLDTL	This algorithm reads the data in the <b>BO_DATA_AREA</b> column of the <b>C1_UPL_REQUEST</b> table and accordingly inserts the records in the <b>C1_UPLOAD_REQ_DTLS</b> table. In addition, the status of each record in the <b>C1_UPLOAD_REQ_DTLS</b> table is set to <b>Pending</b> .
Draft	Enter	C1-REN-DERIV	C1-REN-DERIV	This algorithm reads the data in the <b>BO_DATA_AREA</b> column of the <b>C1_UPLOAD_REQ_DTLS</b> table and then derives the policy ID using the source system and policy number combination whenever the policy ID is not specified in the record. Once the policy ID is derived, the corresponding record is updated in the <b>C1_UPLOAD_REQ_DTLS</b> table. If the system could not derive the policy ID using the source system and policy number combination, the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table is changed to <b>Invalid</b> .

Status	System Event	Algorithm	Algorithm Type	Description
Validated	Enter	C1-REN-VALID	C1-REN-VALID	<p>This algorithm is invoked when the user clicks the <b>Validate</b> button. It validates the records which are in the <b>Pending</b> status. It checks whether the policy ID and reinstatement reason specified in the record is valid. If the policy ID and reinstatement reason are valid, the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table is changed to <b>Valid</b>.</p> <p>If the policy ID is invalid, it derives the policy ID using the source system and policy number combination and updates the record accordingly. In addition, it changes the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table to <b>Valid</b>. However, if the system could not derive the policy ID using the source system and policy number combination, or if the reinstatement reason is invalid, the status of the record in the <b>C1_UPLOAD_REQ_DTLS</b> table is changed to <b>Invalid</b>.</p> <p>It also checks whether there are two or more policies with the same policy ID. If so, it validates and changes the status of one record to <b>Valid</b> and the status of the remaining records is changed to <b>Invalid</b>. It contains the following parameters:</p> <ul style="list-style-type: none"> <li>• <b>Policy Status after Processing Reinstatement Upload Request</b> – Used to specify the status to which you want to transition the policy when the reinstatement upload request is processed.</li> <li>• <b>Policy Reinstatement Status for Reason Verification</b> – Used to validate the reinstatement reason. The reason should be a valid reason for the specified status.</li> </ul>

Status	System Event	Algorithm	Algorithm Type	Description
Submitted	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Submitted	Enter	C1-UPLSUBENT	C1-UPLSUBENT	<p>This algorithm is invoked when the user clicks the <b>Submit</b> button. It checks whether the approval is required for the upload request. If the approval is required for an upload request, the status of the upload request is changed to <b>Approval In Progress</b>. However, if the approval is not required for an upload request, the status of the upload request remains in the <b>Submitted</b> status.</p>
Submitted	Enter	C1-DEFERUPLD	C1-DEFERUPLD	<p>This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b>. It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b>. However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b>.</p> <p>It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> – Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul>
Approval In Progress	Enter	C1-UPLAPPENT	C1-UPLAPPENT	<p>This algorithm creates a To Do using the To Do type specified in the upload request type. The To Do is sent to the appropriate users with the To Do role which is specified in the upload request type. In addition, a log entry is added when a To Do is created using the To Do type.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Approval In Progress	Exit	C1-UPLAPPEXT	C1-UPLAPPEXT	This algorithm checks whether the approver is associated with the approval To Do role specified in the upload request type. If not, it does not allow the approver to approve or reject the upload request. In addition, it does not allow the submitter to approve or reject the upload request.
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm completes To Do entries that are created for the business object when the business object exits the given status. It finds and completes all open To Do entries where the business object's primary key is defined as a drill key. However, if the <b>Exclude To Do Entries From Auto Completion</b> characteristic is defined for the business object, then the system does not automatically complete the respective To Do entry.
Approved	Enter	C1-DEFERUPLD	C1-DEFERUPLD	<p>This algorithm is invoked when the status of the upload request is changed to <b>Submitted</b> or <b>Approved</b>. It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to <b>Processing</b>. However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to <b>Deferred Processing</b>.</p> <p>It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• <b>Online Record Process Limit</b> – Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).</li> </ul>

Status	System Event	Algorithm	Algorithm Type	Description
Approved	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Deferred Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>
Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Processing	Enter	C1-REN-PROC	C1-REN-PROC	<p>This algorithm fetches a list of records which are in the <b>Valid</b> status. For each valid record, the system reads the policy ID and reinstatement reason, and reinstates the policy using the entity business object defined in the upload request type. On reinstating the policy, the status of the policy is changed as mentioned in this algorithm. If the record is successfully processed, the status of the record is changed to <b>Processed</b>. However, if the record could not be processed successfully due to any reason, the status of the record is changed to <b>Error</b>. Finally, the status of the upload request is changed to <b>Processed</b>.</p> <p>It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• <b>Policy Status after Processing Reinstatement Upload Request</b> - Used to specify the status to which you want to transition the policy when the reinstatement upload request is processed.</li> </ul>

## Algorithms Used in C1-BillGrpSortUploadRequest

The following table lists the algorithms which are used in the lifecycle of the **C1-BillGrpSortUploadRequest** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Enter	C1-BLSRTUPLD	C1-BLSRTUPLD	Refer to <a href="#">C1-BLSRTUPLD</a> on page 1523.
Draft	Enter	C1-BLSRTDERV	C1-BLSRTDERV	Refer to <a href="#">C1-BLSRTDERV</a> on page 1523.
Validated	Enter	C1-BLSRTVALD	C1-BLSRTVALD	Refer to <a href="#">C1-BLSRTVALD</a> on page 1523.
Canceled	—	—	—	—
Submitted	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	Refer to <a href="#">F1-AT-RQJ</a> on page 1242.
Submitted	Enter	C1-UPLSUBENT	C1-UPLSUBENT	Refer to <a href="#">C1-UPLSUBENT</a> on page 1524.
Submitted	Enter	C1-DEFERUPLD	C1-DEFERUPLD	Refer to <a href="#">C1-DEFERUPLD</a> on page 1524.
Approval In Progress	Enter	C1-UPLAPPENT	C1-UPLAPPENT	Refer to <a href="#">C1-UPLAPPENT</a> on page 1524.
Approval In Progress	Exit	C1-UPLAPPEXT	C1-UPLAPPEXT	Refer to <a href="#">C1-UPLAPPEXT</a> on page 1524.

Status	System Event	Algorithm	Algorithm Type	Description
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	Refer to <a href="#">F1-TODOCOMPL</a> on page 1242.
Approved	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	Refer to <a href="#">F1-AT-RQJ</a> on page 1242.
Approved	Enter	C1-DEFERUPLD	C1-DEFERUPLD	Refer to <a href="#">C1-DEFERUPLD</a> on page 1524.
Rejected	—	—	—	—
Deferred Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	Refer to <a href="#">F1-AT-RQJ</a> on page 1242.
Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	Refer to <a href="#">F1-AT-RQJ</a> on page 1242.
Processing	Enter	C1-BLSRTPROC	C1-BLSRTPROC	Refer to <a href="#">C1-BLSRTPROC</a> on page 1525.
Processed	—	—	—	—

## C1-BLSRTUPLD

This algorithm reads the data in the **BO\_DATA\_AREA** column of the **C1\_UPL\_REQUEST** table and accordingly inserts the records in the **C1\_UPLOAD\_REQ\_DTLS** table. In addition, the status of each record in the **C1\_UPLOAD\_REQ\_DTLS** table is set to **Pending**.

## C1-BLSRTDERV

This algorithm reads the data in the **BO\_DATA\_AREA** column of the **C1\_UPLOAD\_REQ\_DTLS** table and then derives the bill group (person) ID using the bill group (person) identifier type and bill group (person) identifier combination whenever the bill group ID is not specified in the record. Once the bill group ID is derived, the corresponding record is updated in the **C1\_UPLOAD\_REQ\_DTLS** table. If the system could not derive the bill group ID using the bill group identifier type and bill group identifier combination, the status of the record in the **C1\_UPLOAD\_REQ\_DTLS** table is changed to **Invalid**.

## C1-BLSRTVALD

This algorithm is invoked when the user clicks the **Validate** button. It validates the records which are in the **Pending** status. It checks the following:

- The parent customer's person type is set to **Parent Customer** in the system.
- All mandatory information is available in the bill group sort record.
- The end date is not earlier than the start date and the start date is not later than the end date.
- Either the bill group (person) identifier type and bill group (person) identifier or the bill group (person) ID is available in the bill group sort record.
- The bill group identifier type is available when the bill group identifier is specified and vice versa.
- A bill group with the specified bill group ID exists in the system.
- The bill group is the child person of the parent customer.
- The bill group's person type is set to **Bill Group** in the system.
- The relationship between the bill group and parent customer is effective on the system date.
- The bill group is related to the parent customer using a relationship type which is specified in the **Person Relationship Type** option type of the **C1-ASOBLLNG** feature configuration.
- A duplicate record with the bill group ID and sort ID combination does not exist in the **C1\_BILL\_LVL** table.

- A duplicate record with the bill group ID and sort ID combination does not exist in the **C1\_UPLOAD\_REQ\_DTLS** table.

If the above mentioned validations are successful, the status of the record in the **C1\_UPLOAD\_REQ\_DTLS** table is changed to **Valid**. However, if any of the above validation fails, the status of the record in the **C1\_UPLOAD\_REQ\_DTLS** table is changed to **Invalid**.

## F1-AT-RQJ

This algorithm transitions the current status of the business object to the specified status. It contains the following parameters:

- **Next Status** – Used when you want to override the default next status specified in the lifecycle.
- **Next Transition Condition** – Used when you want to override the default next transition condition specified in the lifecycle.

At a time, you can specify value for either the **Next Status** or **Next Transition Condition** parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.

## C1-UPLSUBENT

This algorithm is invoked when the user clicks the **Submit** button. It checks whether the approval is required for the upload request. If the approval is required for an upload request, the status of the upload request is changed to **Approval In Progress**. However, if the approval is not required for an upload request, the status of the upload request remains in the **Submitted** status.

## C1-DEFERUPLD

This algorithm is invoked when the status of the upload request is changed to **Submitted** or **Approved**. It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to **Processing**. However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to **Deferred Processing**.

It contains the following parameter:

- **Online Record Process Limit** – Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).

## C1-UPLAPPENT

This algorithm creates a To Do using the To Do type specified in the upload request type. The To Do is sent to the appropriate users with the To Do role which is specified in the upload request type. In addition, a log entry is added when a To Do is created using the To Do type.

## C1-UPLAPPEXT

This algorithm checks whether the approver is associated with the approval To Do role specified in the upload request type. If not, it does not allow the approver to approve or reject the upload request. In addition, it does not allow the submitter to approve or reject the upload request.

## F1-TODOCOMPL

This algorithm completes To Do entries that are created for the business object when the business object exits the given status. It finds and completes all open To Do entries where the business object's primary key is defined as a drill key. However, if the **Exclude To Do Entries From Auto Completion** characteristic is set to **Y** for the business object, the system does not automatically complete the respective To Do entry.



## C1-BLSRTPROC

This algorithm fetches a list of records which are in the **Valid** status. For each valid record with a unique combination of the bill group (person) ID and sort ID, it creates one bill group sort record using the entity business object defined in the upload request type. If the record is successfully processed, the status of the record is changed to **Processed**. However, if the record could not be processed successfully due to any reason, the status of the record is changed to **Error**. Finally, the status of the upload request is changed to **Processed**.

## Algorithms Used in C1-BillLevelUploadRequest

The following table lists the algorithms which are used in the lifecycle of the **C1-BillLevelUploadRequest** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Enter	C1-BLVUPLDTL	C1-BLVUPLDTL	Refer to <a href="#">C1-BLVUPLDTL</a> on page 1526.
Draft	Enter	C1-BLVLDERIV	C1-BLVLDERIV	Refer to <a href="#">C1-BLVLDERIV</a> on page 1526.
Validated	Enter	C1-BLVLVALID	C1-BLVLVALID	Refer to <a href="#">C1-BLVLVALID</a> on page 1526.
Canceled	—	—	—	—
Submitted	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	Refer to <a href="#">F1-AT-RQJ</a> on page 1242.
Submitted	Enter	C1-UPLSUBENT	C1-UPLSUBENT	Refer to <a href="#">C1-UPLSUBENT</a> on page 1524.
Submitted	Enter	C1-DEFERUPLD	C1-DEFERUPLD	Refer to <a href="#">C1-DEFERUPLD</a> on page 1524.
Approval Progress	In Enter	C1-UPLAPPENT	C1-UPLAPPENT	Refer to <a href="#">C1-UPLAPPENT</a> on page 1524.
Approval Progress	In Exit	C1-UPLAPPEXT	C1-UPLAPPEXT	Refer to <a href="#">C1-UPLAPPEXT</a> on page 1524.
Approval Progress	In Exit	F1-TODOCOMPL	F1-TODOCOMPL	Refer to <a href="#">F1-TODOCOMPL</a> on page 1242.
Approved	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	Refer to <a href="#">F1-AT-RQJ</a> on page 1242.
Approved	Enter	C1-DEFERUPLD	C1-DEFERUPLD	Refer to <a href="#">C1-DEFERUPLD</a> on page 1524.
Rejected	—	—	—	—
Deferred Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	Refer to <a href="#">F1-AT-RQJ</a> on page 1242.
Processing	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	Refer to <a href="#">F1-AT-RQJ</a> on page 1242.
Processing	Enter	C1-BLVLVLPRO	C1-BLVLVLPRO	Refer to <a href="#">C1-BLVLVLPRO</a> on page 1527.
Processed	—	—	—	—

## C1-BLVUPLDTL

This algorithm reads the data in the **BO\_DATA\_AREA** column of the **C1\_UPL\_REQUEST** table and accordingly inserts the records in the **C1\_UPLOAD\_REQ\_DTLS** table. In addition, the status of each record in the **C1\_UPLOAD\_REQ\_DTLS** table is set to **Pending**.

## C1-BLVLDERIV

This algorithm reads the data in the **BO\_DATA\_AREA** column of the **C1\_UPLOAD\_REQ\_DTLS** table and then derives the bill group (person) ID using the bill group (person) identifier type and bill group (person) identifier combination whenever the bill group ID is not specified in the record. Once the bill group ID is derived, the corresponding record is updated in the **C1\_UPLOAD\_REQ\_DTLS** table. If the system could not derive the bill group ID using the bill group identifier type and bill group identifier combination, the status of the record in the **C1\_UPLOAD\_REQ\_DTLS** table is changed to **Invalid**.

## C1-BLVLVALID

This algorithm is invoked when the user clicks the **Validate** button. It validates the records which are in the **Pending** status. It checks the following:

- The parent customer's person type is set to **Parent Customer** in the system.
- All mandatory information is available in the bill group derivation and pricing parameters record.
- Either the bill group (person) identifier type and bill group (person) identifier or the bill group (person) ID is available in the bill group derivation and pricing parameters record.
- The bill group identifier type is available when the bill group identifier is specified and vice versa.
- The number of characters specified in each field does not exceed the maximum field length.
- A bill group with the specified bill group ID exists in the system.
- The bill group is the child person of the parent customer.
- The bill group's person type is set to **Bill Group** in the system.
- The relationship between the bill group and parent customer is effective on the system date.
- The bill group is related to the parent customer using the relationship type which is specified in the **Person Relationship Type** option type of the **C1-ASOBLLNG** feature configuration.
- A duplicate record with the source system, parameter 1, parameter 2, parameter 3, parameter 4, and effective date combination does not exist in the **C1\_BILL\_LVL** table.
- A duplicate record with the source system, parameter 1, parameter 2, parameter 3, parameter 4, and effective date combination does not exist in the **C1\_UPLOAD\_REQ\_DTLS** table.
- The source system exists in the extendable lookup which is specified in the **Source System Extendable Lookup** parameter.
- The bill group sort record with the bill group ID and sort ID combination already exists in the system.
- The effective date specified in the record is within the date range of the effective bill group sort record.

If the above mentioned validations are successful, the status of the record in the **C1\_UPLOAD\_REQ\_DTLS** table is changed to **Valid**. However, if any of the above validation fails, the status of the record in the **C1\_UPLOAD\_REQ\_DTLS** table is changed to **Invalid**.

It contains the following parameter:

- **Source System Extendable Lookup** – Used to specify the source system extendable lookup business object. The bill group derivation and pricing parameters records should contain the source system which is already defined in this extendable lookup.

## F1-AT-RQJ

This algorithm transitions the current status of the business object to the specified status. It contains the following parameters:

- **Next Status** – Used when you want to override the default next status specified in the lifecycle.
- **Next Transition Condition** – Used when you want to override the default next transition condition specified in the lifecycle.

At a time, you can specify value for either the **Next Status** or **Next Transition Condition** parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle.

## C1-UPLSUBENT

This algorithm is invoked when the user clicks the **Submit** button. It checks whether the approval is required for the upload request. If the approval is required for an upload request, the status of the upload request is changed to **Approval In Progress**. However, if the approval is not required for an upload request, the status of the upload request remains in the **Submitted** status.

## C1-DEFERUPLD

This algorithm is invoked when the status of the upload request is changed to **Submitted** or **Approved**. It checks whether the upload request must be processed in the real time (i.e. immediately) or in the deferred mode (i.e. in the background). If the number of valid records in the upload request does not exceed the online record process limit, the system changes the status of the upload request to **Processing**. However, if the number of valid records in the upload request exceeds the online record process limit, the system changes the status of the upload request to **Deferred Processing**.

It contains the following parameter:

- **Online Record Process Limit** – Used to indicate the maximum number of valid records you can process in the real time (i.e. immediately).

## C1-UPLAPPENT

This algorithm creates a To Do using the To Do type specified in the upload request type. The To Do is sent to the appropriate users with the To Do role which is specified in the upload request type. In addition, a log entry is added when a To Do is created using the To Do type.

## C1-UPLAPPEXT

This algorithm checks whether the approver is associated with the approval To Do role specified in the upload request type. If not, it does not allow the approver to approve or reject the upload request. In addition, it does not allow the submitter to approve or reject the upload request.

## F1-TODOCOMPL

This algorithm completes To Do entries that are created for the business object when the business object exits the given status. It finds and completes all open To Do entries where the business object's primary key is defined as a drill key. However, if the **Exclude To Do Entries From Auto Completion** characteristic is set to **Y** for the business object, the system does not automatically complete the respective To Do entry.

## C1-BLVLVLPRO

This algorithm fetches a list of records which are in the **Valid** status. For each valid record with a unique combination of the source system, parameter 1, parameter 2, parameter 3, parameter 4, and effective date, it creates one bill group derivation and pricing parameters record using the entity business object defined in the upload request type. If the record

is successfully processed, the status of the record is changed to **Processed**. However, if the record could not be processed successfully due to any reason, the status of the record is changed to **Error**. Finally, the status of the upload request is changed to **Processed**.

## CSV File Format for Account Bill Cycle Upload Request

Before uploading the account bill cycle file, you need to ensure that the CSV file contains the following columns:

Column Name	Description	Mandatory (Yes or No)
Account Identifier Type	Used to specify the account identifier type.	Yes (Conditional)
		<b>Note:</b> This data is required when the account ID is not specified.
Account Identifier	Used to specify the identifier of the account whose bill cycle you want to update.	Yes (Conditional)
		<b>Note:</b> This data is required when the account ID is not specified.
Account ID	Used to indicate the account whose bill cycle you want to update.	No
	<b>Note:</b> If you do not specify the account ID, the system derives the account ID using the account identifier type and account identifier combination.	
Bill Cycle	Used to specify the bill cycle.	Yes
	<b>Note:</b> You must specify a valid bill cycle which is associated with the division to which the account belongs.	

## CSV File Format for Contract Rider Upload Request

Before uploading a contract rider file, you need to ensure that the CSV file contains the following columns:

Column Name	Description	Mandatory (Yes or No)
Account Identifier Type	Used to specify the account identifier type.	Yes (Conditional)
		<b>Note:</b> This data is required when the account ID and contract ID are not specified.
Account Identifier	Used to specify the identifier of the account whose contract you want to update.	Yes (Conditional)
		<b>Note:</b> This data is required when the account ID and contract ID are not specified.

Column Name	Description	Mandatory (Yes or No)
Account ID	Used to indicate the account whose contract you want to update.	Yes (Conditional)
		<b>Note:</b> This data is required when the account identifier type, account identifier, and contract ID are not specified.
Contract Type	Used to indicate the type of the contract whose details you want to update.	Yes (Conditional)
	<b>Note:</b> You must specify a contract type which already exists in the system.	<b>Note:</b> This data is required when the contract ID is not specified.
Contract ID	Used to indicate the contract whose contract rider information you want to update.	No
	<b>Note:</b> If you do not specify the contract ID, the system derives the active contract using the account ID and contract type combination.	
Start Date	Used to specify the date from when the bill factor is effective for the contract.	Yes
	<b>Note:</b> The start date cannot be later than the end date.	
End Date	Used to specify the date till when the bill factor is effective for the contract.	No
	<b>Note:</b> The end date cannot be earlier than the start date.	
Bill Factor	Used to specify the bill factor.	Yes
	<b>Note:</b> You must specify a valid bill factor where the <b>Contract Rider Applicability</b> flag is set to <b>Y</b> .	

## CSV File Format for Billable Charge Upload

Before uploading a billable charge file, you need to ensure that the CSV file contains the following columns:

Column Name	Description	Mandatory (Yes or No)
Account Identifier Type	Used to specify the account identifier type.	Yes (Conditional)
		<b>Note:</b> This data is required when the <b>Account ID</b> is not specified.

Column Name	Description	Mandatory (Yes or No)
Account Identifier	Used to specify the account identifier of the account for which you want to create the billable charge.	Yes (Conditional) <b>Note:</b> This data is required when the <b>Account ID</b> is not specified.
Account ID	Used to specify the account for which you want to create the billable charge.	Yes (Conditional) <b>Note:</b> This data is required when the <b>Account Identifier Type</b> and <b>Account Identifier</b> is not specified.
Contract ID	Used to specify the contract against which you want to create the billable charge.	Yes (Conditional) <b>Note:</b> This data is required when you want to create the billable charge against a specific contract on the account. If this data is not specified then billable charge is created against a contract with highest priority.
Start Date	Used to specify the start date of billable charge.	Yes
End Date	Used to specify the end date of billable charge.	Yes
Charge Type	Used to specify the charge type for which you want to create a billable charge.	No
Description On Bill	Used to specify description for a billable charge.	Yes
Recurring Flag	Used to indicate whether recurring bill segments must be created at the intervals defined in the bill period or at the set policy invoice frequency. The valid values are: <ul style="list-style-type: none"> <li>• BP</li> <li>• FR</li> </ul>	Yes (Conditional) <b>Note:</b> This data is required if <b>Frequency</b> or <b>Bill Period</b> is specified.
Frequency	Used to specify the invoice frequency at which the recurring bill segments must be created.	Yes (Conditional) <b>Note:</b> This data is required if <b>Recurring Flag</b> is FR.
Bill Period	Used to specify the bill period that you want to use for specifying the intervals at which the recurring bill segments must be created.	Yes (Conditional) <b>Note:</b> This data is required if <b>Recurring Flag</b> is BP.
Bill After	Used to specify the date after which the bill must be generated for the billable charge.	No
Adhoc Bill	Used to indicate whether the billable charge should be considered during adhoc or regular billing.	No

Column Name	Description	Mandatory (Yes or No)
Description on Bill1, Description on Bill2, ....., Description on Bill5	Used to specify description for the billable charge lines.	Yes (Conditional)
		<b>Note:</b> This data is required when the charge amount is specified.
Currency1, Currency2, ....., Currency5	Used to specify the currency in which the amount is charged.  <b>Note:</b> If you specify a currency other than the account's invoice currency, the system will do the currency conversion if the appropriate exchange rate is available in the system.	Yes (Conditional)
		<b>Note:</b> This data is required when the charge amount is specified.
Amount1, Amount2, ....., Amount5	Used to specify the charge amount.	Yes (Conditional)
		<b>Note:</b> This data is required when the description on bill or currency is specified.
Show On Bill1, Show on Bill2, ....., Show On Bill5	Used to indicate whether the charge should appear on the person's printed bill or not. The valid values are: <ul style="list-style-type: none"> <li>• true</li> <li>• false</li> </ul>	No
Summary1, Summary2, ....., Summary5	Used to indicate whether the charge should be included in the summary line or not. The valid value are: <ul style="list-style-type: none"> <li>• true</li> <li>• false</li> </ul>	No
Memo Only1, Memo Only2, ....., Memo Only5	Used to indicate whether the charge should be included in the bill amount or not. The valid values are: <ul style="list-style-type: none"> <li>• true</li> <li>• false</li> </ul>	No

Column Name	Description	Mandatory (Yes or No)
GL Distribution Code1, GL Distribution Code2, ....., GL distribution Code5	Used to specify the distribution code which indicates the GL account associated with the charge.	Yes (Conditional)  <b>Note:</b> This data is required when <b>false</b> is specified in the <b>Memo Only</b> column corresponding to the bill line description.
Price Item	Used to specify the price item code.	Yes (Conditional)  <b>Note:</b> This data is required when <b>Variance Parameter</b> or, <b>Price Item Parameter</b> and <b>Price Item Parameter Value</b> is specified.
Variance Parameter	Used to indicate the variance that must be used along with the price item for determining the price item pricing.	Yes (Conditional)  <b>Note:</b> This data is required when <b>Price Item</b> is specified and <b>Price Item Parameter</b> and <b>Price Item Parameter Value</b> are not specified.
Price Item Parameter1, Price Item Parameter2, ....., Price Item Parameter15	Used to indicate the price item parameter that must be used along with the price item for determining the price item pricing.  <b>Note:</b> If the data in these columns will be used for price item parameter mapping, you must not use the equal to (=) and tilde (~) symbols in these columns.	Yes (Conditional)  <b>Note:</b> This data is required when <b>Price Item</b> is specified and <b>Variance Parameter</b> is not specified.
Price Item Parameter Value1, Price Item Parameter Value2, ....., Price Item Parameter Value15	Used to specify the parameter value.  <b>Note:</b> If the data in these columns will be used for price item parameter mapping, you must not use the equal to (=) and tilde (~) symbols in these columns.	Yes (Conditional)  <b>Note:</b> This data is required when <b>Price Item</b> is specified and <b>Variance Parameter</b> is not specified.
SQI1, SQI2, ....., SQI5	Used to indicate the service quantity identifier that must be used for calculating the price item charges.	Yes (Conditional)  <b>Note:</b> This data is required when the service quantity is specified.
SQI Value1, SQI Value2, ....., SQI Value5	Used to specify the number of units of the service quantity.	Yes (Conditional)  <b>Note:</b> This data is required when the SQI is specified.



Column Name	Description	Mandatory (Yes or No)
Effective Date1, Effective Date2, ....., Effective Date20	Used to indicate the effective date of the characteristics.	Yes (Conditional)  <b>Note:</b> This data is required when <b>Char Type</b> or <b>Char Val</b> is specified.
Char Type1, Char Type2, ....., Char Type20	Used to indicate the characteristic that must be defined for the billable charge.	Yes (Conditional)  <b>Note:</b> This data is required when <b>Effective Date</b> or <b>Char Val</b> is specified.
Char Value1, Char Value2, ....., Char Value20	Used to specify the value of the characteristic type.	Yes (Conditional)  <b>Note:</b> This data is required when <b>Effective Date</b> or <b>Char Type</b> is specified.

## CSV File Format for Hold Upload Request

Before uploading a hold request file, you need to ensure that the CSV file contains the following columns:

Column Name	Description	Mandatory (Yes or No)
Hold Request Type	Used to specify the hold request type.  <b>Note:</b> You must specify a valid hold request type which is in the <b>Active</b> status.	Yes
Start Date	Used to specify the date from when the hold request is effective.  <b>Note:</b> The hold request start date cannot be later than the hold request end date.	Yes
End Date	Used to specify the date till when the hold request is effective.  <b>Note:</b> The hold request end date cannot be earlier than the hold request start date.	Yes
Hold Reason	Used to indicate the reason why you want to hold the entity.  <b>Note:</b> The hold reason must exist in the <b>HOLD_REASON_FLG</b> lookup field and its status must be <b>Active</b> .	Yes

Column Name	Description	Mandatory (Yes or No)
Hold Entity	Used to indicate the type of the entity for which you want to create the hold request. The valid values are: <ul style="list-style-type: none"> <li>• ACCT</li> <li>• BILL</li> <li>• PERS</li> </ul>	Yes
Account Identifier Type	Used to specify the account identifier type.	Yes (Conditional) <b>Note:</b> This data is required when the hold entity is <b>ACCT</b> and the entity ID is not specified.
Account Identifier	Used to specify the identifier of the account for which you want to create the hold request.	Yes (Conditional) <b>Note:</b> This data is required when the hold entity is <b>ACCT</b> and the entity ID is not specified.
Person Identifier Type	Used to specify the person identifier type.	Yes (Conditional) <b>Note:</b> This data is required when the hold entity is <b>PERS</b> and the entity ID is not specified.
Person Identifier	Used to specify the identifier of the person for which you want to create the hold request.	Yes (Conditional) <b>Note:</b> This data is required when the hold entity is <b>PERS</b> and the entity ID is not specified.
Hold Entity ID	Used to specify the entity ID. <b>Note:</b> If the hold entity is <b>ACCT</b> , you must specify the account ID in this field. If the hold entity is <b>PERS</b> , you must specify the person ID in this field. And, if the hold entity is <b>BILL</b> , you must specify the bill ID in this field.  If you do not specify the account ID, the system derives the account ID using the account identifier type and account identifier combination. Similarly, if you do not specify the person ID, the system derives the person ID using the person identifier type and person identifier combination.	Yes (Conditional) <b>Note:</b> This data is required when the hold entity is <b>BILL</b> .
Comments	Used to specify additional information about the hold request.	No

Column Name	Description	Mandatory (Yes or No)
Hold Entity Start Date	Used to specify the date from when you want to hold the entity.	Yes
	<p><b>Note:</b></p> <p>The hold entity start date must be between the hold request start and end dates and between at least one process's start and end dates.</p> <p>The hold entity start date cannot be later than the hold entity end date.</p>	
Hold Entity End Date	Used to specify the date till when you want to hold the entity.	No
	<p><b>Note:</b></p> <p>The hold entity end date must be between hold request start and end dates and between the process's start and end dates.</p> <p>The hold entity end date cannot be earlier than the hold entity start date.</p>	
Hold Funding	Used to indicate whether you want to hold the funding process for the entity. The valid values are:	No
	<ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul> <p><b>Note:</b> You can hold the funding process only when the hold entity is <b>PERS</b> or <b>BILL</b>.</p>	
Hold Funding Start Date	Used to specify the date from when you want to hold the funding process.	Yes (Conditional)
	<p><b>Note:</b></p> <p>The hold funding start date must be between the hold request start and end dates.</p> <p>The hold funding start date cannot be later than the hold funding end date.</p>	
Hold Funding End Date	Used to specify the date till when you want to hold the funding process.	No
	<p><b>Note:</b></p> <p>The hold funding end date must be between the hold request start and end dates.</p> <p>The hold funding end date cannot be earlier than the hold funding start date.</p>	

Column Name	Description	Mandatory (Yes or No)
Hold Overdue	Used to indicate whether you want to hold the overdue process for the entity. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>	No
Hold Overdue Start Date	Used to specify the date from when you want to hold the overdue process.  <b>Note:</b> The hold overdue start date must be between the hold request start and end dates. The hold overdue start date cannot be later than the hold overdue end date.	Yes (Conditional)  <b>Note:</b> This data is required when the overdue process must be kept on hold.
Hold Overdue End Date	Used to specify the date till when you want to hold the overdue process.  <b>Note:</b> The hold overdue end date must be between the hold request start and end dates. The hold overdue end date cannot be earlier than the hold overdue start date.	No
Hold Bill Generation	Used to indicate whether you want to hold the bill generation process for the entity. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>	No
Hold Bill Generation Start Date	Used to specify the date from when you want to hold the bill generation process.  <b>Note:</b> The hold bill generation start date must be between the hold request start and end dates. The hold bill generation start date cannot be later than the hold bill generation end date.	Yes (Conditional)  <b>Note:</b> This data is required when the bill generation process must be kept on hold.
Hold Bill Generation End Date	Used to specify the date till when you want to hold the bill generation process.  <b>Note:</b> The hold bill generation end date must be between the hold request start and end dates. The hold bill generation end date cannot be earlier than the hold bill generation start date.	No

Column Name	Description	Mandatory (Yes or No)
Hold Auto Pay	Used to indicate whether you want to hold the automatic payment process for the entity. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>	No
Hold Autopay Start Date	Used to specify the date from when you want to hold the automatic payment process. <p><b>Note:</b> The hold autopay start date must be between the hold request start and end dates. The hold autopay start date cannot be later than the hold autopay end date.</p>	Yes (Conditional) <b>Note:</b> This data is required when the automatic payment process must be kept on hold.
Hold Autopay End Date	Used to specify the date till when you want to hold the automatic payment process. <p><b>Note:</b> The hold autopay end date must be between the hold request start and end dates. The hold autopay end date cannot be earlier than the hold autopay start date.</p>	No
Effective Date1, Effective Date2, ....., Effective Date5	Used to specify the date from when the characteristic is effective for the hold request.	Yes (Conditional) <b>Note:</b> This data is required when the characteristic type or characteristic value is specified.
Char Type1, Char Type2, ....., Char Type5	Used to indicate the characteristic that must be defined for the hold request. <p><b>Note:</b> You must specify a characteristic type where the characteristic entity is set to <b>Hold Request</b>.</p>	Yes (Conditional) <b>Note:</b> This data is required when the effective date or characteristic value is specified.
Char Val1, Char Val2, ....., Char Val5	Used to specify the value for the characteristic type.	Yes (Conditional) <b>Note:</b> This data is required when the effective date or characteristic type is specified.

## CSV File Format for Refund Request Upload

Before uploading a refund request file, you need to ensure that the CSV file contains the following columns:

Column Name	Description	Mandatory (Yes or No)
Refund Request Type	Used to specify the refund request type.	Yes
Account Identifier Type	Used to specify the account identifier type.	Yes (Conditional) <b>Note:</b> This data is required when the <b>Account ID</b> is not specified.
Account Identifier	Used to specify the account identifier of the account for which you want to create the refund request.	Yes (Conditional) <b>Note:</b> This data is required when the <b>Account ID</b> is not specified.
Account ID	Used to specify the account for which you want to create the refund request.	Yes (Conditional) <b>Note:</b> This data is required when the <b>Account Identifier Type</b> and <b>Account Identifier</b> are not specified.
Entity Type	Used to specify the entity type.	Yes
Entity ID	Used to specify the entity ID.	Yes
Adjustment Type	Used to specify the adjustment type using which the refund adjustments are created.	No
Refund Amount	Used to specify the amount that you want to refund.	Yes
Comments	Used to specify the comments which are added on the refund request.	No
Effective Date1, Effective Date2, ....., Effective Date5	Used to indicate the effective date of the characteristics.	Yes (Conditional) <b>Note:</b> This data is required when <b>Char Type</b> or <b>Char Val</b> is specified.
Char Type1, Char Type2, ....., Char Type5	Used to indicate the characteristic that must be defined for the refund request.	Yes (Conditional) <b>Note:</b> This data is required when <b>Effective Date</b> or <b>Char Val</b> is specified.
Char Val1, Char Val2, ....., Char Val5	Used to specify the value of the characteristic type.	Yes (Conditional) <b>Note:</b> This data is required when <b>Effective Date</b> or <b>Char Type</b> is specified.

## CSV File Format for Write Off Request Upload

Before uploading a write off request file, you need to ensure that the CSV file contains the following columns:

Column Name	Description	Mandatory (Yes or No)
Write Off Request Type	Used to specify the write off request type.	Yes
Account Identifier Type	Used to specify the account identifier type.	Yes (Conditional) <b>Note:</b> This data is required when the <b>Account ID</b> is not specified.
Account Identifier	Used to specify the account identifier of the account for which you want to create the write off request.	Yes (Conditional) <b>Note:</b> This data is required when the <b>Account ID</b> is not specified.
Account ID	Used to specify the account for which you want to create the write off request.	Yes (Conditional) <b>Note:</b> This data is required when the <b>Account Identifier Type</b> and <b>Account Identifier</b> are not specified.
Entity Type	Used to specify the entity type.	Yes
Entity ID	Used to specify the entity ID.	Yes
Adjustment Type	Used to specify the adjustment type using which the write off adjustments are created.	No
Write Off Amount	Used to specify the amount that you want to write off.	Yes
Comments	Used to specify the comments which are added on the write off request.	No
Effective Date1, Effective Date2, ....., Effective Date5	Used to indicate the effective date of the characteristics.	Yes (Conditional) <b>Note:</b> This data is required when <b>Char Type</b> or <b>Char Val</b> is specified.
Char Type1, Char Type2, ....., Char Type5	Used to indicate the characteristic that must be defined for the write off request.	Yes (Conditional) <b>Note:</b> This data is required when <b>Effective Date</b> or <b>Char Val</b> is specified.
Char Val1, Char Val2, ....., Char Val5	Used to specify the value of the characteristic type.	Yes (Conditional) <b>Note:</b> This data is required when <b>Effective Date</b> or <b>Char Type</b> is specified.

## CSV File Format for Reinstatement Upload Request

Before uploading a policy reinstatement file, you need to ensure that the CSV file contains the following columns:

Column Name	Description	Mandatory (Yes or No)
Policy ID	Used to indicate the policy which you want to reinstate.	No
	<b>Note:</b> If you do not specify the policy ID, the system derives the policy ID using the source system and policy number combination.	
Source System	Used to indicate the external system from where the policy is originated.	Yes (Conditional)
		<b>Note:</b> This data is required when the policy ID is not specified.
Policy Number	Used to indicate the policy number.	Yes (Conditional)
		<b>Note:</b> This data is required when the policy ID is not specified.
Reinstatement Reason	Used to indicate the reason why you want to reinstate the policy.	Yes
	<b>Note:</b> You must specify a reason which is defined for the status specified in the <b>Policy Reinstatement Status for Reason Verification</b> parameter of the <b>C1-REN-VALID</b> algorithm.	

## CSV File Format for Bill Group Sorting Upload Request

Before uploading a bill group sorting file, you need to ensure that the CSV file contains the following values in the specified order separated by a comma:

Sr. No.	Value	Description	Mandatory (Yes or No)
1	Bill Group ID	Used to indicate the bill group (i.e. person) for whom you want to define the sort ID.	Yes (Conditional)
		<b>Note:</b> You must specify an effective child person of the parent customer for whom you are creating the bill group sorting upload request. In addition, note that you must specify a child person whose person type is set to <b>Bill Group</b> and who is related to the parent customer using a relationship type which is specified in the <b>Person Relationship Type</b> option type of the <b>C1-ASOBLLNG</b> feature configuration.	<b>Note:</b> This data is required when the bill group (i.e. person) identifier type and bill group (i.e. person) identifier are not specified.
2	Bill Group Identifier Type	Used to specify the bill group (i.e. person) identifier type.	Yes (Conditional)
			<b>Note:</b> This data is required when the bill group (i.e. person) ID is not specified.



Sr. No.	Value	Description	Mandatory (Yes or No)
3	Bill Group Identifier	Used to specify identifier of the bill group (i.e. person) for whom you want to define the sort ID.	Yes (Conditional)
			<b>Note:</b> This data is required when the bill group (i.e. person) ID is not specified.
4	Sort ID	Used to specify the sort ID.	Yes
5	Description	Used to specify the description for the sort ID.	Yes
6	Start Date	Used to specify the date from when the sort ID is effective for the bill group.	Yes
		<b>Note:</b> The start date cannot be later than the end date.	
7	End Date	Used to specify the date till when the sort ID is effective for the bill group.	No
		<b>Note:</b> The end date cannot be earlier than the start date.	

#### Related Topics

For more information on...	See...
How to setup the <b>C1-ASOBLNG</b> feature configuration	<a href="#">Setting the C1-ASOBLNG Feature Configuration</a>

## CSV File Format for Bill Group Derivation and Pricing Parameters Upload Request

Before uploading a bill group derivation and pricing parameters file, you need to ensure that the CSV file contains the following values in the specified order separated by a comma:

Sr. No.	Value	Description	Mandatory (Yes or No)
1	Source System	Used to indicate the source system from where the claim and enrollment transactions are received.	Yes
		<b>Note:</b> You must specify a source system which already exists in the extendable lookup which is specified in the <b>Source System Extendable Lookup</b> parameter of the <b>C1-BLVLVALID</b> algorithm.	
2	Parameter 1	Used to specify the employee attribute based on which you want to derive the bill group.	Yes
		<b>Note:</b> You must not specify the ampersand (&) character in the parameter 1.	

Sr. No.	Value	Description	Mandatory (Yes or No)
3	Parameter 2	Used to specify the employee attribute based on which you want to derive the bill group.	No
		<b>Note:</b> You must not specify the ampersand (&) character in the parameter 2.	
4	Parameter 3	Used to specify the employee attribute based on which you want to derive the bill group.	No
		<b>Note:</b> You must not specify the ampersand (&) character in the parameter 3.	
5	Parameter 4	Used to specify the employee attribute based on which you want to derive the bill group.	No
		<b>Note:</b> You must not specify the ampersand (&) character in the parameter 4.	
6	Effective Date	Used to specify the date from when the derivation and pricing parameters are effective for the bill group and sort ID combination.	Yes
		<b>Note:</b> The effective date must be within the date range of the sort ID defined for the bill group.	
7	Bill Group ID	Used to indicate the bill group (i.e. person) for whom you want to define the derivation and pricing parameters.	Yes (Conditional)
		<b>Note:</b> You must specify an effective child person of the parent customer for whom you are creating the bill group derivation and pricing parameters upload request. In addition, note that you must specify a child person whose person type is set to <b>Bill Group</b> and who is related to the parent customer using a relationship type which is specified in the <b>Person Relationship Type</b> option type of the <b>C1-ASOBLNG</b> feature configuration.	
8	Bill Group Identifier Type	Used to specify the bill group (i.e. person) identifier type.	Yes (Conditional)
		<b>Note:</b> This data is required when the bill group (i.e. person) ID is not specified.	
9	Bill Group Identifier	Used to specify identifier of the bill group (i.e. person) for whom you want to define the derivation and pricing parameters.	Yes (Conditional)
		<b>Note:</b> This data is required when the bill group (i.e. person) ID is not specified.	

Sr. No.	Value	Description	Mandatory (Yes or No)
10	Sort ID	Used to indicate the sort ID of the bill group for which you want to define the derivation and pricing parameters.	Yes

### **Related Topics**

For more information on...	See...
How to setup the <b>C1-ASOBLLNG</b> feature configuration	<a href="#">Setting the C1-ASOBLLNG Feature Configuration</a>

## **Upload Request Type**

Oracle Revenue Management and Billing allows you to define an upload request type using which you can upload a file. An upload request of the specified upload request type is created on uploading the file. It is the upload request type which helps the system to understand how to process the file. If you upload a file which exceeds the maximum file size, the system will not allow you to upload the file.

The **Adjustment Upload Request Type (C1-AdjRequestType)** business object is used for the maintenance of upload request types for uploading CSV data. Configurations like upload file size, approval workflow can be configured using this object. If you are going to upload adjustment data files using an upload request type, you need to specify the match types (using which the adjustments must be created) in the upload request type. At present, the following two match types are shipped with the product:

- Contract
- Contract Type

You can also define custom match types, if required. You must use the **ADJ\_MATCH\_TYPE** lookup field to add a new match type. You need to attach an algorithm to each match type to determine the contract against which the adjustment must be created. At present, the following algorithm types and sample algorithms are shipped with the product:

Match Type	Algorithm Type	Sample Algorithm	Algorithm Description
Contract	C1-MTCIALG	C1-MTCIALG	This algorithm fetches contract ID for each adjustment record where the match type is set to <b>Contract (CONT)</b> .
Contract Type	C1-MTCTALG	C1-MTCTALG	This algorithm fetches contract ID based on the contract type and account ID for each adjustment record where the match type is set to <b>Contract Type (CNTY)</b> . If there are multiple active contracts of the specified contract type on the account, the contract ID with the latest start date will be fetched.

The **Upload Request Type (C1-UplRequestType)** business object will be used for the maintenance of upload request types for uploading CSV data. Configurations like upload file size, approval workflow can be configured using this object. The system enables you to upload data for the following using the **Upload Request** feature:

- Billable Charge (Adhoc and Regular)
- Hold Request
- Refund Request
- Write Off Request
- Policy Reinstatement

- Bill Group Sort ID
- Derivation and Pricing Parameters for a Bill Group and Sort ID Combination

It also enables you to update the following information:

- Contract rider of a contract
- Bill cycle of an account

It is the upload request type which helps the system to determine:

- Whether the file must be approved by the approver before creating or updating the entities
- Which business object must be used for creating the upload request
- Which business object must be used for creating or updating entities through an upload request
- Which foreign key reference must be used for generating information string for the entity
- A set of fields using which you can search records uploaded through an upload request





You can also define custom algorithm types and algorithms, if required. The **Upload Request Type** screen allows you to define, edit, copy, and delete an upload request type. This screen consists of the following zones:


- [Upload Request Type List](#) on page 1544
- [Upload Request Type](#) on page 1545

**Parent topic:** [Upload Request](#) on page 1481

## Upload Request Type List

The **Upload Request Type List** zone lists upload request types that are already defined in the system. It contains the following columns:

Column Name	Column Description
Upload Request Type	Displays the upload request type.
Description	Displays the description of the upload request type.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Upload Request Type</b> screen appears where you can edit the details of the upload request type.
Duplicate	On clicking the <b>Duplicate</b> (  ) icon, the <b>Upload Request Type</b> screen appears where you can define an upload request type using an existing upload request type.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the upload request type.  <b>Note:</b> You can delete an upload request type only when you have not uploaded a file (i.e. created an upload request) using the upload request type.
Mapping	On clicking the <b>Mapping</b> (  ) icon, the mapping screen appears where you can map the columns of CSV file with the upload request type.

On clicking the **Broadcast** () icon corresponding to an upload request type, the **Upload Request Type** zone appears with the details of the respective upload request type.

### Related Topics

For more information on...	See...
How to define an upload request type	<a href="#">Defining an Upload Request Type</a> on page 1548

For more information on...	See...
How to define characteristics for an upload request type	<a href="#">Defining Characteristics for an Upload Request Type</a> on page 1554
How to edit an upload request type	<a href="#">Editing an Upload Request Type</a> on page 1555
How to copy an upload request type	<a href="#">Copying an Upload Request Type</a> on page 1559
How to delete an upload request type	<a href="#">Deleting an Upload Request Type</a> on page 1559
How to map an upload request type	<a href="#">Mapping an Upload Request Type</a> on page 1563
How to view the details of an upload request type	<a href="#">Viewing the Upload Request Type Details</a> on page 1565

## Upload Request Type

The **Upload Request Type** zone displays the details of the upload request type. This zone contains the following sections:

- **Main** – This section provides basic information about the upload request type. It contains the following fields:

Field Name	Field Description
Upload Request Type	Displays the upload request type.
Upload Request Business Object	Indicates the business object that will be used to create the upload request. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Description	Displays the description of the upload request type.
Detailed Description	Displays additional information about the upload request type.
Status	Indicates the status of the upload request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>
File Size (KB)	Displays the maximum size of file (in kilobytes) that you can upload using the upload request type. If you upload a file which exceeds the maximum file size, the system will not allow you to upload the file.  <b>Note:</b> This field appears only when you create upload request type using <b>Adjustment Upload Request Type</b> business object.

Field Name	Field Description
Defer Algorithm	<p data-bbox="602 212 1468 527">Indicates the algorithm that will be triggered when you create entities (for example, adjustments) or approve the uploaded file (for example, adjustment data file). This algorithm checks whether the number of records in the uploaded file exceeds the online record process limit. If the number of records in the uploaded file does not exceed the online record process limit, the system creates the entities in the real time (i.e. immediately). However, if the number of records in the uploaded file exceeds the online record process limit, the system creates the entities (for example, adjustments) in the real time (i.e. immediately). However, if the number of records in the uploaded file exceeds the online record process limit, the system creates the entities (for example, adjustments) in the deferred mode.</p> <p data-bbox="602 552 1468 940"><b>Note:</b> This field appears only when you create upload request type using <b>Adjustment Upload Request Type</b> business object. It has a link. On clicking the link, the <b>Algorithm</b> screen appears where you can view the details of the respective algorithm. In <b>Upload Request Type</b>, online and deferred mode is used for processing the file if approval is not required. The defer algorithm is invoked if the number of records to be processed on the respective business object is more than the count specified on the algorithm then the status for number of records is changed from <b>Validated</b> to <b>Deferred Processing</b> else the status is changed to <b>Processed</b>.</p>
Approval Required	Indicates whether approval is required for a file which is uploaded using the upload request type.
Approval To Do Type	<p data-bbox="602 1056 1468 1119">Indicates that the To Do entry of the specified To Do type must be created when you submit the upload request for approval.</p> <p data-bbox="602 1144 1468 1325"><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected. It has a link. On clicking the link, the <b>To Do Type</b> screen appears with the details of the respective To Do type.</p>
Approval To Do Role	<p data-bbox="602 1356 1468 1419">Indicates that users with the specified To Do role can only approve or reject the upload request submitted for approval.</p> <p data-bbox="602 1444 1468 1692"><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected. On selecting the <b>To Do Type</b>, the <b>To Do Roles</b> configured on the <b>To Do Type</b> is populated. It has a link. On clicking the link, the <b>To Do Role</b> screen appears with the details of the respective To Do role.</p>

Field Name	Field Description
FK Reference	Indicates the foreign key reference which specifies the created upload request type.
	<p><b>Note:</b></p> <p>This field appears only when you create upload request type using <b>Upload Request Type</b> business object.</p> <p>It has a link. On clicking the link, the <b>Foreign Key Reference</b> screen appears with the details of the respective foreign key.</p>

In addition, this section has the following columns:

Column Name	Column Description
Match Type	Indicates the match type using which the adjustments must be created when you upload a file using the upload request type. The valid values are: <ul style="list-style-type: none"> <li>Contract</li> <li>Contract Type</li> </ul>
	<b>Note:</b> The <b>Match Type</b> column is displayed for <b>Adjustment Upload Request Business Object</b> .
Algorithm	Indicates the algorithm that will be triggered when you upload an adjustment data file. This algorithm determines the contract against which the adjustment must be created.
	<b>Note:</b> It has a link. On clicking the link, the <b>Algorithm</b> screen appears with the details of the respective algorithm. The <b>Algorithm</b> column is displayed for <b>Adjustment Upload Request Business Object</b> .

- **Characteristics** – This section lists the characteristics defined for the upload request type. It contains the following columns:


Column Name	Column Description
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the upload request type.
Delete	Used to delete the upload request type.
	<b>Note:</b> You can delete an upload request type only when you have not uploaded a file (i.e. created an upload request) using the upload request type.
Duplicate	Used to create a new upload request type using an existing upload request type.

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the upload request type is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

By default, the **Upload Request Type** zone does not appear in the **Upload Request Type** screen. It appears only when you click the **Broadcast**  icon corresponding to an upload request type in the **Upload Request Type List** zone.

### Related Topics

For more information on...	See...
How to define an upload request type	<a href="#">Defining an Upload Request Type</a> on page 1548
How to define characteristics for an upload request type	<a href="#">Defining Characteristics for an Upload Request Type</a> on page 1554
How to edit an upload request type	<a href="#">Editing an Upload Request Type</a> on page 1555
How to copy an upload request type	<a href="#">Copying an Upload Request Type</a> on page 1559
How to delete an upload request type	<a href="#">Deleting an Upload Request Type</a> on page 1559
How to map an upload request type	<a href="#">Mapping an Upload Request Type</a> on page 1563
How to view the details of an upload request type	<a href="#">Viewing the Upload Request Type Details</a> on page 1565

## Defining an Upload Request Type

### Prerequisites

To define an upload request type, you should have:

- Upload request business objects defined in the application
- Defer algorithm for adjustment is defined using the **C1-UPLDEFEVL** algorithm type
- Defer algorithm for upload is defined using the **C1-DEFERUPLD** algorithm type
- Algorithm defined using the **C1-MTCIALG** algorithm type when you want to create adjustment using the **Contract** match type
- **C1-ADJUP** To Do type assigned to a To Do role whose users must receive To Do while submitting an adjustment upload request for approval
- **C1-BCUUR** To Do type assigned to a To Do role whose users must receive To Do while submitting a bill cycle update upload request for approval
- **C1-CRUUR** To Do type assigned to a To Do role whose users must receive To Do while submitting a contract rider update upload request for approval
- **C1-HLDUR** To Do type assigned to a To Do role whose users must receive To Do while submitting a hold upload request for approval
- **C1-REFUR** To Do type assigned to a To Do role whose users must receive To Do while submitting a refund upload request for approval
- **C1-WOUR** To Do type assigned to a To Do role whose users must receive To Do while submitting a write off upload request for approval



- **C1-BCUR** To Do type assigned to a To Do role whose users must receive To Do while submitting a billable charge upload request for approval
- **C1-RPUR** To Do type assigned to a To Do role whose users must receive To Do while submitting a reinstatement upload request for approval
- **C1-BGSRT** To Do type assigned to a To Do role whose users must receive To Do while submitting a bill group sorting upload request for approval
- **C1-BGDVP** To Do type assigned to a To Do role whose users must receive To Do while submitting a bill group derivation and pricing parameters upload request for approval

### **Procedure**

To define an upload request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **U** and then click **Upload Request Type**.  
A sub-menu appears.
3. Click the **Add** option from the **Upload Request Type** sub-menu.

The **Select Business Object** screen appears. It contains the following field:

Field Name	Field Description	Mandatory (Yes or No)
Upload Request Type Business Object	Used to indicate the business object that you want to use to create the upload request type.	Yes

**Tip:** Alternatively, you can access the **Select Business Object** screen by clicking the **Add** button in the **Page Title** area of the **Upload Request Type** screen.

**Note:** The **Select Business Object** screen appears only when there are multiple upload request type business objects defined in the application. If there is only one upload request type business object defined in the application, the **Upload Request Type** screen appears.

4. Select the required upload request type business object from the respective field.
5. Click **OK**.


The **Upload Request Type** screen appears. It contains the following sections:



- **Main** – Used to specify basic details about the upload request type.
- **Characteristics** – Used to define characteristics for the upload request type.


The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Upload Request Type	Used to specify the upload request type.	Yes
Upload Request Type Business Object	Indicates the upload request type business object used while defining the upload request type.	Not applicable
Upload Request Business Object	Used to indicate the business object that you want to use while creating the upload request.	Yes
Description	Used to specify the description for the upload request type.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Detailed Description	Used to specify additional information about the upload request type.	No
Status	Used to indicate the status of the upload request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	Yes
File Size (KB)	Used to specify the maximum size of file (in kilobytes) that you can upload using the upload request type. If you upload a file which exceeds the maximum file size, the system will not allow you to upload the file.	Yes
	<b>Note:</b> This field appears when <b>Adjustment Upload Request Type</b> business object is selected.	


Field Name	Field Description	Mandatory (Yes or No)
Defer Algorithm	<p>Used to attach an algorithm that will be triggered when you create entities (for example, adjustments) or approve the uploaded file (for example, adjustment data file). This algorithm checks whether the number of records in the uploaded file exceeds the online record process limit (defined in the Defer algorithm). If the number of records in the uploaded file does not exceed the online record process limit, the system creates the entities (for example, adjustments) in the real time (i.e. immediately). However, if the number of records in the uploaded file exceeds the online record process limit, the system creates the entities (for example, adjustments) in the deferred mode.</p> <p><b>Note:</b></p> <p>Deferred mode means in the background when the <b>Upload Request Periodic Monitor (C1-UPLRQ)</b> batch is invoked. You can configure the <b>Upload Request Periodic Monitor (C1-UPLRQ)</b> batch such that it is executed at regular intervals. When the <b>Upload Request Periodic Monitor (C1-UPLRQ)</b> batch is invoked, the system checks whether there are any upload requests in the <b>Deferred</b> status. If there is an upload request in the <b>Deferred</b> status, the system creates the entities (for example, adjustments).</p> <p>This field appears when <b>Adjustment Upload Request Type</b> business object is selected.</p> <p>In <b>Upload Request Type</b>, online and deferred mode is used for processing the file if approval is not required. The defer algorithm is invoked if the number of records to be processed on the respective business object is more than the count specified on the algorithm then the status for number of records is changed from <b>Validated</b> to <b>Deferred Processing</b> else the status is changed to <b>Processed</b>.</p> <p><b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.</p>	Yes

Field Name	Field Description	Mandatory (Yes or No)																						
Entity Business Object	<p>Used to indicate for creating Business Object of the entity using the upload request type.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Business Object Search</b> window appears.</p> <p>This field appears when <b>Upload Request Type</b> business object is selected.</p>	No																						
Approval Required	Used to indicate whether approval is required for a file which is uploaded using the upload request type.	No																						
Approval To Do Type	<p>Used to indicate that To Do entry of the specified To Do type must be created when you submit the upload request for approval.</p> <p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.</p> <p>The following table lists the To Do type using which the To Do must be generated for the different upload requests:</p> <table border="1"> <thead> <tr> <th>Upload Request</th> <th>To Do Type</th> </tr> </thead> <tbody> <tr> <td>Adjustment</td> <td>C1-ADJUP</td> </tr> <tr> <td>Bill Cycle Update</td> <td>C1-BCUUR</td> </tr> <tr> <td>Billable Charge</td> <td>C1-BCUR</td> </tr> <tr> <td>Contract Rider Update</td> <td>C1-CRUUR</td> </tr> <tr> <td>Hold Request</td> <td>C1-HLDUR</td> </tr> <tr> <td>Refund Request</td> <td>C1-REFUR</td> </tr> <tr> <td>Write Off Request</td> <td>C1-WOUR</td> </tr> <tr> <td>Policy Reinstatement</td> <td>C1-RPUR</td> </tr> <tr> <td>Bill Group Sorting</td> <td>C1-BGSRT</td> </tr> <tr> <td>Bill Group Derivation and Pricing Parameters</td> <td>C1-BGDVP</td> </tr> </tbody> </table>	Upload Request	To Do Type	Adjustment	C1-ADJUP	Bill Cycle Update	C1-BCUUR	Billable Charge	C1-BCUR	Contract Rider Update	C1-CRUUR	Hold Request	C1-HLDUR	Refund Request	C1-REFUR	Write Off Request	C1-WOUR	Policy Reinstatement	C1-RPUR	Bill Group Sorting	C1-BGSRT	Bill Group Derivation and Pricing Parameters	C1-BGDVP	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.</p>
Upload Request	To Do Type																							
Adjustment	C1-ADJUP																							
Bill Cycle Update	C1-BCUUR																							
Billable Charge	C1-BCUR																							
Contract Rider Update	C1-CRUUR																							
Hold Request	C1-HLDUR																							
Refund Request	C1-REFUR																							
Write Off Request	C1-WOUR																							
Policy Reinstatement	C1-RPUR																							
Bill Group Sorting	C1-BGSRT																							
Bill Group Derivation and Pricing Parameters	C1-BGDVP																							

Field Name	Field Description	Mandatory (Yes or No)
Approval To Do Role	Used to indicate that users with the specified To Do role can only approve the upload request submitted for approval.	Yes (Conditional) <b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.
FK Reference	Used to indicate the FK Reference code to display the entity information. <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Foreign Key Search</b> window appears. This field appears when <b>Upload Request Type</b> business object is selected.	No


In addition, this section contains the following fields in the grid:



**Note:** This field appears when **Adjustment Upload Request Type** business object is selected.

Field Name	Field Description	Mandatory (Yes or No)
Match Type	Used to indicate the match type using which you want to create adjustments when you upload a file using the upload request type. The valid values are: <ul style="list-style-type: none"> <li>Contract</li> <li>Contract Type</li> </ul>	Yes (Conditional) <b>Note:</b> This field is required when you select the <b>Adjustment Upload Request</b> option from the <b>Upload Request Business Object</b> list.
Algorithm	Used to attach an algorithm that will be triggered when you upload an adjustment data file. This algorithm determines the contract against which the adjustment must be created. <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	Yes (Conditional) <b>Note:</b> This field is required when you select the match type from the respective field.

6. Enter the required details.

**Note:**

You can search for an algorithm by clicking the **Search**  icon corresponding to the respective field.

If you want to associate more than one match type with the upload request type, click the **Add**  icon and then specify the details. However, if you want to remove a match type from the upload request type, click the **Delete**  icon corresponding to the match type.

7. Define characteristics for the upload request type, if required.

8. Click **Save**.

The upload request type is defined.

**Related Topics**

For more information on...	See...
<b>Upload Request Type</b> screen	<a href="#">Upload Request Type</a> on page 1543
<b>Upload Request Type List</b> zone	<a href="#">Upload Request Type List</a> on page 1544
How to define characteristics for an upload request type	<a href="#">Defining Characteristics for an Upload Request Type</a> on page 1554

**Defining Characteristics for an Upload Request Type****Prerequisites**

To define characteristics for an upload request type, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to Upload Request Type)

**Procedure**


To define characteristics for an upload request type:


1. Ensure that the **Characteristics** section is expanded when you are defining, editing, or copying an upload request type.


The **Characteristics** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to Upload Request Type.	<b>Note:</b> This field is required when you are defining a characteristic for the upload request type.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the upload request type.

2. Enter the required details.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

3. If you want to define more than one characteristic for the upload request type, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the upload request type, click the **Delete** () icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to define an upload request type	<a href="#">Defining an Upload Request Type</a> on page 1548
How to edit an upload request type	<a href="#">Editing an Upload Request Type</a> on page 1555
How to copy an upload request type	<a href="#">Copying an Upload Request Type</a> on page 1559

## Editing an Upload Request Type


### Prerequisites

To edit an upload request type, you should have:

- Upload request business objects defined in the application
- Defer algorithm for adjustment is defined using the **C1-UPLDEFEVL** algorithm type
- Defer algorithm for upload is defined using the **C1-DEFERUPLD** algorithm type
- Algorithm defined using the **C1-MTCIALG** algorithm type when you want to create adjustment using the Contract match type
- Algorithm defined using the **C1-MTCTALG** algorithm type when you want to create adjustment using the Contract Type match type
- **C1-ADJUP** To Do type assigned to a To Do role whose users must receive To Do entries generated while submitting an adjustment upload request for approval
- **C1-UPLAPPENT** To Do type assigned to a To Do role whose users must receive To Do generated while submitting an upload request for approval

### Procedure

To edit an upload request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **U** and then click **Upload Request Type**.  
A sub-menu appears.
3. In the **Upload Request Type List** zone, click the **Edit** () icon in the **Edit** column corresponding to the upload request type whose details you want to edit.

The **Upload Request Type** screen appears. It contains the following sections:



- **Main** – Used to specify basic details about the upload request type.
- **Characteristics** – Used to define characteristics for the upload request type.


The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Upload Request Type	Displays the upload request type.	Not applicable
Upload Request Type Business Object	Indicates the upload request type business object used while defining the upload request type.	Not applicable

Field Name	Field Description	Mandatory (Yes or No)
Upload Request Business Object	Used to specify the business object that you want to use while creating the upload request.	Yes
Description	Used to specify the description for the upload request type.	Yes
Detailed Description	Used to specify additional information about the upload request type.	No
Status	Used to indicate the status of the upload request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	Yes
File Size (KB)	Used to specify the maximum size of file (in kilobytes) that you can upload using the upload request type. If you upload a file which exceeds the maximum file size, the system will not allow you to upload the file. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p><b>Note:</b> This field appears when the business object is <b>Adjustment Upload Request Type</b>.</p> </div>	Yes



Field Name	Field Description	Mandatory (Yes or No)
Defer Algorithm	<p>Used to attach an algorithm that will be triggered when you create entities (for example, adjustments) or approve the uploaded file (for example, adjustment data file). This algorithm checks whether the number of records in the uploaded file exceeds the online record process limit (defined in the Defer algorithm). If the number of records in the uploaded file does not exceed the online record process limit, the system creates the entities (for example, adjustments) in the real time (i.e. immediately). However, if the number of records in the uploaded file exceeds the online record process limit, the system creates the entities (for example, adjustments) in the deferred mode.</p> <p><b>Note:</b> Deferred mode means in the background when the <b>Upload Request Periodic Monitor (C1-UPLRQ)</b> batch is invoked. You can configure the <b>Upload Request Periodic Monitor (C1-UPLRQ)</b> batch such that it is executed at regular intervals. When the <b>Upload Request Periodic Monitor (C1-UPLRQ)</b> batch is invoked, the system checks whether there are any upload requests in the <b>Deferred</b> status. If there is an upload request in the <b>Deferred</b> status, the system creates the entities (for example, adjustments).  This field appears when the business object is <b>Adjustment Upload Request Type</b>.</p>	Yes
Entity Business Object	<p>Used to indicate for creating Business Object of the entity using the upload request type.</p> <p><b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Business Object Search</b> window appears.</p>	No
Approval Required	Used to indicate whether approval is required for a file which is uploaded using the upload request type.	No
Approval To Do Type	<p>Used to indicate that To Do entry of the specified To Do type must be created when you submit the upload request for approval.</p> <p><b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.</p>	<p>Yes (Conditional)</p> <p><b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.</p>

Field Name	Field Description	Mandatory (Yes or No)
Approval To Do Role	Used to indicate that users with the specified To Do role can only approve the upload request submitted for approval.	Yes (Conditional) <b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.
FK Reference	Used to indicate the FK Reference code to display the entity information. <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Foreign Key Search</b> window appears. This field appears when the business object is <b>Upload Request Type</b> .	No

In addition, this section contains the following fields in the grid:

**Note:** The below section appears when the business object is **Adjustment Upload Request Type**.



Field Name	Field Description	Mandatory (Yes or No)
Match Type	Used to indicate the match type using which you want to create adjustments when you upload a file using the upload request type. The valid values are: <ul style="list-style-type: none"> <li>Contract</li> <li>Contract Type</li> </ul>	Yes (Conditional) <b>Note:</b> This field is required when you select the <b>Adjustment Upload Request</b> option from the <b>Upload Request Business Object</b> list.
Algorithm	Used to attach an algorithm that will be triggered when you upload an adjustment data file. This algorithm determines the contract against which the adjustment must be created.	Yes (Conditional) <b>Note:</b> This field is required when you select the match type from the respective field.

**Tip:** Alternatively, you can click the **Edit** button in the **Upload Request Type** zone to edit the details of the upload request type.

#### 4. Modify the required details.

**Note:**

You can search for an algorithm by clicking the **Search**  icon corresponding to the respective field.

If you want to associate more than one match type with the upload request type, click the **Add**  icon and then specify the details. However, if you want to remove a match type from the upload request type, click the **Delete**  icon corresponding to the match type.

#### 5. Define, edit, or remove characteristics from the upload request type, if required.

## 6. Click **Save**.

The changes made to the upload request type are saved.

### Related Topics

For more information on...	See...
<b>Upload Request Type</b> screen	<a href="#">Upload Request Type</a> on page 1543
<b>Upload Request Type List</b> zone	<a href="#">Upload Request Type List</a> on page 1544
<b>Upload Request Type</b> zone	<a href="#">Upload Request Type</a> on page 1545
How to define characteristics for an upload request type	<a href="#">Defining Characteristics for an Upload Request Type</a> on page 1554

## Deleting an Upload Request Type

### Procedure

To delete an upload request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **U** and then click **Upload Request Type**.  
A sub-menu appears.
3. In the **Upload Request Type List** zone, click the **Delete** (🗑) icon in the **Delete** column corresponding to the upload request type that you want to delete.

A message appears confirming whether you want to delete the upload request type.

**Note:** You can delete an upload request type only when you have not uploaded a file (i.e. created an upload request) using the upload request type.

**Tip:** Alternatively, you can click the **Delete** button in the **Upload Request Type** zone to delete the upload request type.

4. Click **OK**.

The upload request type is deleted.

### Related Topics

For more information on...	See...
<b>Upload Request Type</b> screen	<a href="#">Upload Request Type</a> on page 1543
<b>Upload Request Type List</b> zone	<a href="#">Upload Request Type List</a> on page 1544
<b>Upload Request Type</b> zone	<a href="#">Upload Request Type</a> on page 1545

## Copying an Upload Request Type

Instead of creating an upload request type from scratch, you can create a new upload request type using an existing upload request type. This is possible through copying an upload request type. On copying an upload request type, the details including the match types (only for adjustments) and characteristics are copied to the new upload request type. You can then edit the details, if required.


**Prerequisites**

To copy an upload request type, you should have:

- Upload request type (whose copy you want to create) defined in the application
- Upload request business objects defined in the application
- Defer algorithm defined using the **C1-UPLDEFEVL** algorithm type
- Defer algorithm for upload is defined using the **C1-DEFERUPLD** algorithm type
- Algorithm defined using the **C1-MTCIALG** algorithm type when you want to create adjustment using the Contract match type
- Algorithm defined using the **C1-MTCTALG** algorithm type when you want to create adjustment using the Contract Type match type
- **C1-ADJUP** To Do type assigned to a To Do role whose users must receive To Do entries generated while submitting an upload request for approval
- **C1-UPLAPPENT** To Do type assigned to a To Do role whose users must receive To Do generated while submitting an upload request for approval

**Procedure**

To copy an upload request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **U** and then click **Upload Request Type**.  
A sub-menu appears.
3. In the **Upload Request Type List** zone, click the **Duplicate**  icon in the **Duplicate** column corresponding to the upload request type whose copy you want to create.

The **Upload Request Type** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the upload request type.
- **Characteristics** – Used to define characteristics for the upload request type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Upload Request Type	Used to specify the upload request type.	Yes
Upload Request Type Business Object	Indicates the upload request type business object used while defining the upload request type (whose copy you want to create).	Not applicable
Upload Request Business Object	Used to specify the business object that you want to use while creating the upload request.	Yes
Description	Used to specify the description for the upload request type.	Yes
Detailed Description	Used to specify additional information about the upload request type.	No

Field Name	Field Description	Mandatory (Yes or No)
Status	Used to indicate the status of the upload request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	Yes
File Size (KB)	Used to specify the maximum size of file (in kilobytes) that you can upload using the upload request type. If you upload a file which exceeds the maximum file size, the system will not allow you to upload the file.	Yes
	<b>Note:</b> This field appears when the business object is <b>Adjustment Upload Request Type</b> .	
Defer Algorithm	Used to attach an algorithm that will be triggered when you create entities (for example, adjustments) or approve the uploaded file (for example, adjustment data file). This algorithm checks whether the number of records in the uploaded file exceeds the online record process limit (defined in the Defer algorithm). If the number of records in the uploaded file does not exceed the online record process limit, the system creates the entities (for example, adjustments) in the real time (i.e. immediately). However, if the number of records in the uploaded file exceeds the online record process limit, the system creates the entities (for example, adjustments) in the deferred mode.	Yes
	<b>Note:</b> Deferred mode means in the background when the <b>Upload Request Periodic Monitor (C1-UPLRQ)</b> batch is invoked. You can configure the <b>Upload Request Periodic Monitor (C1-UPLRQ)</b> batch such that it is executed at regular intervals. When the <b>Upload Request Periodic Monitor (C1-UPLRQ)</b> batch is invoked, the system checks whether there are any upload requests in the <b>Deferred</b> status. If there is an upload request in the <b>Deferred</b> status, the system creates the entities (for example, adjustments).  This field appears when the business object is <b>Adjustment Upload Request Type</b> .	

Field Name	Field Description	Mandatory (Yes or No)
Entity Business Object	Used to indicate to create the copy of Business Object of the entity using the upload request type.  <b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Business Object Search</b> window appears.  This field appears when the business object is <b>Upload Request Type</b> .	No
Approval Required	Used to indicate whether approval is required for a file which is uploaded using the upload request type.	No
Approval To Do Type	Used to indicate that To Do entry of the specified To Do type must be created when you submit the upload request for approval.  <b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.	Yes (Conditional)  <b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.
Approval To Do Role	Used to indicate that users with the specified To Do role can only approve the upload request submitted for approval.	Yes (Conditional)  <b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.
FK Reference	Used to indicate the FK Reference code to display the entity information.  <b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Foreign Key Search</b> window appears.  This field appears when the business object is <b>Upload Request Type</b> .	No

In addition, this section contains the following fields in the grid:

**Note:** The below section appears when the business object is **Adjustment Upload Request Type**.



Field Name	Field Description	Mandatory (Yes or No)
Match Type	Used to indicate the match type using which you want to create adjustments when you upload a file using the upload request type. The valid values are: <ul style="list-style-type: none"> <li>Contract</li> <li>Contract Type</li> </ul>	Yes (Conditional) <b>Note:</b> This field is required when you select the <b>Adjustment Upload Request Business Object</b> list.
Algorithm	Used to attach an algorithm that will be triggered when you upload an adjustment data file. This algorithm determines the contract against which the adjustment must be created.	Yes (Conditional) <b>Note:</b> This field is required when you select the match type from the respective field.

**Tip:** Alternatively, you can click the **Duplicate** button in the **Upload Request Type** zone to create a copy of the upload request type.

- Enter the required details.

**Note:**

You can search for an algorithm by clicking the **Search**  icon corresponding to the respective field.

If you want to associate more than one match type with the upload request type, click the **Add**  icon and then specify the details. However, if you want to remove a match type from the upload request type, click the **Delete**  icon corresponding to the match type.

- Define, edit, or remove characteristics from the upload request type, if required.
- Click **Save**.

The new upload request type is defined.

### Related Topics

For more information on...	See...
<b>Upload Request Type</b> screen	<a href="#">Upload Request Type</a> on page 1543
<b>Upload Request Type List</b> zone	<a href="#">Upload Request Type List</a> on page 1544
<b>Upload Request Type</b> zone	<a href="#">Upload Request Type</a> on page 1545
How to define characteristics for an upload request type	<a href="#">Defining Characteristics for an Upload Request Type</a> on page 1554

## Mapping an Upload Request Type

### Prerequisites


To map an upload request type, you should have:

- Upload request type (whose columns you want to map with the CSV file) defined in the application
- Upload request business objects defined in the application

**Note:** Once an upload request type is used for creating an upload request, then mapping for the same cannot be edited. Duplicating the upload request type will not duplicate the mapping data. You have to add the mapping details manually after duplicating an upload request type.

### Procedure

To map an upload request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **U** and then click **Upload Request Type**.  
A sub-menu appears.
3. In the **Upload Request Type List** zone, click the **Mapping**  icon in the **Mapping** column corresponding to the upload request type whose columns you want to map with the CSV file.

The **Upload Request Type Mapping** screen appears. It contains the following field:

**Note:** The **Mapping** icon is applicable only for upload request type created using **Upload Request Type (C1-UplRequestType)** business object, and it is not applicable for upload request type created using **Adjustment Upload Request Type (C1-AdjRequestType)** business object.

Field Name	Field Description	Mandatory (Yes or No)
Upload Request Type	Indicates the upload request type.	Not applicable

The **Upload Request Type Mapping** screen also contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
CSV Column Header	Used to specify the rows correspond to the columns in CSV file.	Yes (Conditional) <b>Note:</b> This column is required when you search the <b>Data Records</b> zone in the <b>Upload Request</b> screen.
Use for Searching	Used to indicate whether the defined <b>CSV Column Header</b> is searchable or not. <b>Note:</b> Upto 10 rows can be selected as searchable rows.	Yes (Conditional) <b>Note:</b> This column is required to be selected to be shown in the <b>Data Records</b> zone in the <b>Upload Request</b> screen
Sequence Number	Used to specify the sequence of the searchable fields. <b>Note:</b> Searchable rows should have sequence less than or equal to 10.	Yes (Conditional) <b>Note:</b> This column is required to be selected to be shown sequentially in the <b>Data Records</b> zone in the <b>Upload Request</b> screen

4. Enter the required details.



**Note:** If you want to add more than one column names mapped to the upload request type, click the **Add** (+) icon and then specify the details. However, if you want to remove a column name mapped to the upload request type, click the **Delete** (🗑️) icon corresponding to the column header.

5. Click **Save**.

The columns are mapped to the CSV files for upload request type.

### **Related Topics**

For more information on...	See...
<b>Upload Request Type</b> screen	<a href="#">Upload Request Type</a> on page 1543
<b>Upload Request Type List</b> zone	<a href="#">Upload Request Type List</a> on page 1544
<b>Upload Request Type</b> zone	<a href="#">Upload Request Type</a> on page 1545

## Viewing the Upload Request Type Details

### **Procedure**

To view the details of an upload request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **U** and then click **Upload Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Upload Request Type** sub-menu.  
The **Upload Request Type** screen appears.
4. In the **Upload Request Type List** zone, click the **Broadcast** (📡) icon corresponding to the upload request type whose details you want to view.  
The **Upload Request Type** zone appears.
5. View the details of the upload request type in the **Upload Request Type** zone.

### **Related Topics**

For more information on...	See...
<b>Upload Request Type</b> screen	<a href="#">Upload Request Type</a> on page 1543
<b>Upload Request Type List</b> zone	<a href="#">Upload Request Type List</a> on page 1544
<b>Upload Request Type</b> zone	<a href="#">Upload Request Type</a> on page 1545

## Upload Request (Used for Searching)

The **Upload Request** screen allows you to upload, validate and process the transaction data. Through this screen, you can navigate to the following screen:

- [Upload Request \(Used for Viewing\)](#) on page 1572

This screen consists of the following zone:

- [Search Upload Request](#) on page 1566

## Search Upload Request

The **Search Upload Request** zone allows you to search for a upload request using various search criteria. This zone contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for an upload request using <b>Request Details</b> .	Yes
Upload Date From	Used to search upload requests which are created from a particular date.	No
To	Used to search upload requests which are created till a particular date.	No
Status	Used to search upload requests with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Canceled</li> <li>• Deferred Processing</li> <li>• Draft</li> <li>• Processed</li> <li>• Rejected</li> <li>• Validated</li> </ul>	No
Upload Request Type	Used to search upload requests which are created using a particular upload request type.	No
User ID	Used to search upload requests which are created by a particular user.	No
Upload Request ID	Used to search a particular upload request.	No
File Name	Used to search a particular file name.	No

**Note:** You must specify at least one search criterion while searching for an upload request.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Upload Date	Displays the date and time when the upload request was created in the system.
Payment Request Information	Displays information about the upload request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Upload Request</b> screen appears where you can view the details of the respective upload request.

Column Name	Column Description
Status	Indicates the status of the upload request. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Canceled</li> <li>• Deferred Processing</li> <li>• Draft</li> <li>• Processed</li> <li>• Rejected</li> <li>• Validated</li> </ul>
Upload Request Type	Displays the upload request type using which the upload request is created.
Entity Business Object	Displays the business object code of the entity.
File Name	Displays the uploaded file name.
Total Records	Displays the total number of records in the uploaded csv file.
Created By	Indicates the user who has created the upload request.

### **Related Topics**

For more information on...	See...
How to search for an upload request	<a href="#">Searching for an Upload Request</a> on page 1567
How to view the details of an upload request	<a href="#">Viewing the Upload Request Details</a> on page 1568
How to create an upload request	<a href="#">Creating an Upload Request</a> on page 1568
How to define characteristics for an upload request	<a href="#">Defining Characteristics for an Upload Request</a> on page 1571

## **Searching for an Upload Request**

### **Prerequisites**

To search for an upload request, you should have:

- Upload request types defined in the application

### **Procedure**

To search for an upload request:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Tools** and then click **Upload Request**.  
A sub-menu appears.
3. Click the **Search** option from the **Upload Request** sub-menu.  
The **Upload Request** screen appears.
4. Enter the search criteria in the **Search Upload Request** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of upload requests that meet the search criteria appears in the **Search Results** section.

**Related Topics**

For more information on...	See...
<b>Upload Request</b> screen	<a href="#">Upload Request (Used for Searching)</a> on page 1565
<b>Search Upload Request</b> zone	<a href="#">Search Upload Request</a> on page 1566

## Viewing the Upload Request Details

**Procedure**

To view the details of an upload request:

1. Search for the upload request in the **Upload Request** screen.
2. In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the upload request whose details you want to view.

The **Upload Request** screen appears. It consists of the following tabs:

- **Main** – This tab contains the following two zones:
    - **Upload Request** – Displays the details of the upload request.
    - **Data Records** – Lists the details of data records uploaded in the csv file.
  - **Log** – This tab lists the complete trail of actions performed on the upload request.
3. View the details of the upload request in the **Upload Request** zone.
  4. View the data records in the csv file of the upload request in the **Data Records** zone.

**Related Topics**

For more information on...	See...
How to search for an upload request	<a href="#">Searching for an Upload Request</a> on page 1567
<b>Upload Request</b> screen	<a href="#">Upload Request (Used for Viewing)</a> on page 1572
<b>Upload Request</b> zone	<a href="#">Upload Request</a> on page 1572
<b>Data Records</b> zone	<a href="#">Data Records</a> on page 1575

## Creating an Upload Request

**Prerequisites**

To create an upload request, you should have:

- Upload request types defined in the application

### **Procedure**

To create an upload request:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Tools** and then click **Upload Request**.  
A sub-menu appears.
3. Click the **Add** option from the **Upload Request** sub-menu.

The **Select Upload Request Type** screen appears. It contains the following field:

Field Name	Field Description	Mandatory (Yes or No)
Upload Request Type	<p>Used to indicate the upload request type using which you want to create the upload request.</p> <p><b>Note:</b> The following upload request types are shipped with the product:</p> <ul style="list-style-type: none"> <li>• ADJ_UPL_REQ_TYPE_APVL</li> <li>• ADJ_UPL_REQ_TYPE_WO_APVL</li> <li>• BC_UPL_REQ_TYPE</li> <li>• BILL_CYCLE_UPD_UPL_REQ_TYPE</li> <li>• BILL_LVL_UPL_REQ_TYPE</li> <li>• BILL_SRT_UPL_REQ_TYPE</li> <li>• HOLD_UPL_REQ_TYPE</li> <li>• REFUND_UPL_REQ_TYPE</li> <li>• REIN_UPL_REQ_TYPE</li> <li>• SA_RIDER_UPD_UPL_REQ_TYPE</li> <li>• WO_UPL_REQ_TYPE</li> </ul>	Yes

**Tip:** Alternatively, you can access the **Select Upload Request Type** screen by clicking the **Upload** button in the **Page Title** area of the **Upload Request** screen.


**Note:** The **Select Upload Request Type** screen appears only when there are multiple upload request types defined in the application. If there is only one upload request type defined in the application, the **{XXX} Upload Request** screen appears.

4. Select the required upload request type from the respective field.
5. Click **OK**.

The **{XXX} Upload Request** screen appears. Here, {XXX} changes depending on the upload request type that you have selected. It contains the following sections:

- **Main** – Used to specify basic details about the upload request.
- **Characteristics** – Used to define characteristics for the upload request.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Upload Request Type	Indicates the upload request type using which the upload request will be created.	Not applicable
Parent Customer	<p>Used to indicate the person for whom you want to create the bill group sorting or bill group derivation and pricing parameters upload request.</p> <p><b>Note:</b> This field appears only when you are creating an upload request using an upload request type where the upload request business object is set to <b>C1-BillGrpSortUploadRequest</b> or <b>C1-BillLevelUploadRequest</b>.</p> <p>The system allows you to create a bill group sorting or bill group derivation and pricing parameters upload request for a person whose person type is set to <b>Parent Customer</b>.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Person Search</b> window appears.</p>	Yes
File Name	<p>Used to specify the name and path of the file that you want to upload.</p> <p><b>Note:</b> You can also click the <b>Browse</b> button corresponding to this field to browse to the location where the file is available in the system.</p>	Yes
Replace Existing File	Used to indicate whether you want to replace any existing file in the system. You must select this check box when you want to upload the same file once again.	No
Comments	Used to specify additional information about the upload request.	No

6. Click the **Browse** button corresponding to the **File Name** field.  
The **Choose File to Upload** dialog box appears.
7. Browse to the location where the file that you want to upload is available in the system.
8. Click **Open**.  
The file name along with the path appears in the **File Name** field.
9. Select the **Replace Existing File** check box depending on whether you want to upload the same file once again in the system.
10. Define characteristics for the upload request, if required.

**11. Click Save.**

A message appears indicating the number of records which are successfully uploaded. Then, an upload request is created in the **Draft** status. If the required identifier (such as account ID, person ID, policy ID, or bill group ID) is available in the record, the status of the record is set to **Pending**. However, if the required identifier could not be derived from the system, the status of the record is set to **Invalid**.

**Related Topics**

For more information on...	See...
Upload Request screen	<a href="#">Upload Request (Used for Searching)</a> on page 1565
How to define characteristics for an upload request	<a href="#">Defining Characteristics for an Upload Request</a> on page 1571

**Defining Characteristics for an Upload Request****Prerequisites**

To define characteristics for an upload request, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Upload Request**)

**Procedure**


To define characteristics for an upload request:


1. Ensure that the **Characteristics** section is expanded when you are defining or editing an upload request.


The **Characteristics** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the upload request.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the upload request.
Characteristic Type	Used to indicate the characteristic type.  <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Upload Request</b> .	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the upload request.
Characteristic Value	Used to specify the value for the characteristic type.  <b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the upload request.

2. Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search** () icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

3. If you want to define more than one characteristic for the upload request, click the **Add** () icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the upload request, click the **Delete** () icon corresponding to the characteristic.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to create an upload request	<a href="#">Creating an Upload Request</a> on page 1568
How to edit an upload request	<a href="#">Editing an Upload Request</a> on page 1577

## **Upload Request (Used for Viewing)**

Once you create an upload request, the **Upload Request** screen allows you to:

- Edit the details of an upload request
- Delete an upload request
- View the details of an upload request
- Validate an upload request
- Cancel an upload request
- Submit an upload request
- Approve or reject an upload request
- View the data uploaded to a request
- View the log of an upload request
- Add a log entry for an upload request

This screen consists of the following tabs:

- **Main** – This tab contains the following two zones:
  - **Upload Request** – Displays the details of the upload request.
  - **Data Records** – Lists the data records of the upload request.
- **Log** – This tab lists the complete trail of actions performed on the upload request.

### **Upload Request - Main**

The **Main** tab contains the following zones:

- [Upload Request](#) on page 1572
- [Data Records](#) on page 1575

### **Upload Request**

The **Upload Request** zone displays the details of the upload request. This zone contains the following sections:

- **Main** – This section provides basic information about the upload request. It contains the following fields:



Field Name	Field Description
Upload Request Information	Displays information about the upload request.
Upload Request Type	Indicates the upload request type using which the upload request is created.  <b>Note:</b> It has a link. On clicking the link, the <b>Upload Request Type</b> screen appears where you can view the details of the upload request type.
Status	Indicates the status of the payment request. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Approved</li> <li>• Cancelled</li> <li>• Deferred Processing</li> <li>• Draft</li> <li>• Processed</li> <li>• Rejected</li> <li>• Submitted</li> <li>• Validated</li> </ul>
File Name	Displays name of the uploaded file.

- **Statistics** – This section lists the statistics of records in the upload request. It contains the following fields:

Field Name	Field Description
Total Records	Displays total number of records in CSV file.
Valid Records	Displays the count of valid data records.
Error Records	Displays the count of data records in error status.
Pending Records	Displays the count of data records pending after successful derivation.
Invalid Records	Displays the count of data records after unsuccessful derivation.
Processed Records	Displays the count of data records after processing.

- **Characteristics** – This section lists the characteristics defined for the upload request. It contains the following columns:

Column Name	Column Description
Effective Date	Indicates the date from when the characteristic is effective for the upload request.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** – This section contains the following buttons:

Column Name	Column Description
Edit	Used to edit the details of the upload request.
	<b>Note:</b> The <b>Edit</b> button appears when the upload request is in the <b>Draft</b> or <b>Validated</b> status.
Delete	Used to delete the upload request.
	<b>Note:</b> The <b>Delete</b> button appears only when the upload request is in the <b>Draft</b> status.
Validate	Used to validate the upload request.
	<b>Note:</b> The <b>Validate</b> button appears only when the upload request is in the <b>Draft</b> status.
Cancel	Used to cancel the upload request.
	<b>Note:</b> The <b>Cancel</b> button appears only when the upload request is in the <b>Validated</b> status.
Submit	Used to submit the upload request for approval.
	<b>Note:</b> The <b>Submit</b> button appears only when: <ul style="list-style-type: none"> <li>• The upload request is in the <b>Validated</b> status.</li> <li>• The <b>Approval Required</b> check box is selected in the upload request type using which the upload request is created.</li> </ul>
Approve	Used to approve the upload request.
	<b>Note:</b> The <b>Approve</b> button appears only when: <ul style="list-style-type: none"> <li>• The upload request is in the <b>Approval In Progress</b> status.</li> <li>• A user with the approval To Do role is reviewing the upload request.</li> </ul>
Reject	Used to reject the upload request.
	<b>Note:</b> The <b>Reject</b> button appears only when: <ul style="list-style-type: none"> <li>• The upload request is in the <b>Approval In Progress</b> status.</li> <li>• A user with the approval To Do role is reviewing the upload request.</li> </ul>

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the upload request is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

Field Name	Field Description
Status Date/Time	Displays the date and time when the upload request status is updated
Create Date/Time	Displays the date and time when the upload request is created.


### Data Records

The **Data Records** zone lists the data records of the upload request. This zone contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search Criteria 1, Search Criteria 2, .....,Search Criteria 10	Used to search for data from the CSV file with respect to the field.	No
<b>Note:</b> We have used generic field labels here. However, these labels will change depending on the mapping defined in the respective upload request type.		
Record Status	Used to indicate whether you want to search data records for an upload request. The valid values are: <ul style="list-style-type: none"> <li>• Error</li> <li>• Invalid</li> <li>• Pending</li> <li>• Processed</li> <li>• Valid</li> </ul>	No

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
View	On clicking the <b>View</b>  icon, the <b>Data Record Details</b> window appears where you can view the details of the data records.
Search Result 1, Search Result 2, ....., Search Result 10	Displays data from the CSV file.
<b>Note:</b> We have used generic field labels here. However, these labels will change depending on the mapping defined in the respective upload request type.	

Column Name	Column Description
Record Status	Indicates the status of the data record. The valid values are: <ul style="list-style-type: none"> <li>• Error</li> <li>• Invalid</li> <li>• Pending</li> <li>• Processed</li> <li>• Valid</li> </ul>
Message(s)	Displays message for the data record respective to it's status.
Entity ID	Displays entity ID of the upload request. <b>Note:</b> The entity ID is displayed only for data records with <b>Processed</b> status.
Entity Information	Displays entity information for the <b>FK Reference</b> selected in <b>Upload Request Type</b> screen. <b>Note:</b> The entity information is displayed only for data records with <b>Processed</b> status.

**Note:** By default the **Search Results** section displays data records for all the statuses though data is not added or selected to any of the fields and are searched through the **Search Criteria** section.

### Related Topics

For more information on...	See...
How to view details against each data record.	<a href="#">Viewing the Data Record Details</a> on page 1588

## Upload Request - Log

The **Log** tab contains the following zone:

- [Upload Request Log](#) on page 1576

### Upload Request Log

The **Upload Request Log** zone on the **Upload Request** screen lists the complete trail of actions performed on the upload request. This zone contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the upload request.
Details	Displays the details about the action performed on the upload request.
User	Indicates the user who has performed the action on the upload request.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the upload request.
Status Reason	Displays the status reason of action performed on the upload request.

**Note:** You can manually add a log entry for the upload request by clicking the **Add Log Entry** link in the upper right corner of the **Upload Request Log** zone.

The **Add Upload Request Log** window appears. Enter **Log Details** and click **Save**. The upload request log is added.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to view the log of an upload request	<a href="#">Viewing the Log of an Upload Request</a> on page 1589
How to add the log for an upload request	<a href="#">Adding a Log Entry for an Upload Request</a> on page 1590

## **Editing an Upload Request**

### **Procedure**

To edit an upload request:

1. Search for the upload request in the **Upload Request** screen.
2. In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the upload request whose details you want to edit.

The **Upload Request** screen appears.

3. Click the **Edit** button in the **Upload Request** zone.

**Note:** The **Edit** button appears only when the upload request is in the **Draft** or **Validated** status.

The entity **Upload Request** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the upload request. This section contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Upload Request Type	Displays the upload request type using which the upload request is created.	Not applicable
File Name	Displays name of the uploaded CSV file.	Not applicable
Comments	Used to indicate the comments for upload request.	No

- **Characteristics** – Used to define characteristics for the upload request. This section contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Effective Date	Used to specify the date from when the characteristic is effective for the upload request.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the upload request.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Upload Request</b> .	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the Upload request.

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the Upload request.

4. Modify the details of the upload request, if required.
5. Define, edit, or remove characteristics from the upload request, if required.
6. Click **Save**.

The changes made to the upload request are saved.

### Related Topics

For more information on...	See...
How to search for an upload request	<a href="#">Searching for an Upload Request</a> on page 1567
<b>Upload Request</b> screen	<a href="#">Upload Request (Used for Viewing)</a> on page 1572
<b>Upload Request</b> zone	<a href="#">Upload Request</a> on page 1572
How to define characteristics for an upload request	<a href="#">Defining Characteristics for an Upload Request</a> on page 1571

## Deleting an Upload Request

### Procedure

To delete an upload request:

1. Search for the upload request in the **Upload Request** screen.
2. In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the upload request that you want to delete.

The **Upload Request** screen appears.

3. Click the **Delete** button in the **Upload Request** zone.

A message appears confirming whether you want to delete the upload request.

**Note:** The **Delete** button appears only when the upload request is in the **Draft** status.

4. Click **OK**.

The upload request is deleted.

### Related Topics

For more information on...	See...
How to search for an upload request	<a href="#">Searching for an Upload Request</a> on page 1567
<b>Upload Request</b> screen	<a href="#">Upload Request (Used for Viewing)</a> on page 1572

For more information on...	See...
<b>Upload Request</b> zone	<a href="#">Upload Request</a> on page 1572

## Validating an Upload Request

### Prerequisites

To validate an upload request, you should have:

- Upload Request Types defined in the request.

### Procedure

To validate an upload request:

1. Search for the upload request in the **Upload Request** screen.
2. In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the upload request that you want to validate.

The **Upload Request** screen appears.

3. Click the **Validate** button in the **Upload Request** zone.

**Note:** The **Validate** button appears only when the upload request is in the **Draft** status.

For more information about the **Upload Request Periodic Monitor (C1-UPLRQ)** batch, refer to Oracle Revenue Management and Billing Batch Guide.

The status of the upload request is changed to **Validated**.

### Related Topics

For more information on...	See...
How to search for an upload request	<a href="#">Searching for an Upload Request</a> on page 1567
<b>Upload Request</b> screen	<a href="#">Upload Request (Used for Viewing)</a> on page 1572
<b>Upload Request</b> zone	<a href="#">Upload Request</a> on page 1572

## Cancelling an Upload Request

### Prerequisites

To cancel an upload request, you should have:

- Cancellation reasons defined in the application

**Note:** While cancelling an upload request, you need to specify the reason why you want to cancel the upload request. You can select the appropriate cancellation reason only when you have defined the reasons for the **Canceled** status of the **C1-UplRequestType** business object in the **Status Reason** screen.

### Procedure

To cancel an upload request:

1. Search for the upload request in the **Upload Request** screen.

- In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the upload request that you want to cancel.

The **Upload Request** screen appears.

- Click the **Cancel** button in the **Upload Request** zone.

The **Cancel Reason** window appears. It contains following fields:

Field Name	Field Description	Mandatory (Yes or No)
Cancel Reason	Used to indicate the reason why you want to cancel the upload request.	Yes
Comments	Used to specify additional information while cancelling the upload request.	No

**Note:** The **Cancel** button appears only when the upload request is in the **Validated** status.

- Select the cancellation reason from the **Cancel Reason** list.
- Click **Save**.

The status of the upload request is changed to **Canceled**.

### **Related Topics**

For more information on...	See...
How to search for an upload request	<a href="#">Searching for an Upload Request</a> on page 1567
<b>Upload Request</b> screen	<a href="#">Upload Request (Used for Viewing)</a> on page 1572
<b>Upload Request</b> zone	<a href="#">Upload Request</a> on page 1572

## **Submitting an Upload Request**

### **Procedure**

To submit an upload request:

- Search for the upload request in the **Upload Request** screen.
- In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the upload request that you want to submit.

The **Upload Request** screen appears.

- Click the **Submit** button in the **Upload Request** zone.

The system behaves in the following manner:



If...	Then...																				
<p>The <b>Approval Required</b> check box is selected in the upload request type using which the upload request is created</p>	<p>A To Do of the specified To Do type is created and sent to the approver for approval. The following table lists the To Do type using which the To Do is created for the different upload requests:</p> <table border="1" data-bbox="873 359 1463 894"> <thead> <tr> <th data-bbox="878 365 1166 411">Upload Request</th> <th data-bbox="1170 365 1458 411">To Do Type</th> </tr> </thead> <tbody> <tr> <td data-bbox="878 417 1166 464">Bill Cycle Update</td> <td data-bbox="1170 417 1458 464">C1-BCUUR</td> </tr> <tr> <td data-bbox="878 470 1166 516">Billable Charge</td> <td data-bbox="1170 470 1458 516">C1-BCUR</td> </tr> <tr> <td data-bbox="878 522 1166 569">Contract Rider Update</td> <td data-bbox="1170 522 1458 569">C1-CRUUR</td> </tr> <tr> <td data-bbox="878 575 1166 621">Hold Request</td> <td data-bbox="1170 575 1458 621">C1-HLDUR</td> </tr> <tr> <td data-bbox="878 627 1166 674">Refund Request</td> <td data-bbox="1170 627 1458 674">C1-REFUR</td> </tr> <tr> <td data-bbox="878 680 1166 726">Write Off Request</td> <td data-bbox="1170 680 1458 726">C1-WOUR</td> </tr> <tr> <td data-bbox="878 732 1166 779">Policy Reinstatement</td> <td data-bbox="1170 732 1458 779">C1-RPUR</td> </tr> <tr> <td data-bbox="878 785 1166 831">Bill Group Sorting</td> <td data-bbox="1170 785 1458 831">C1-BGSRT</td> </tr> <tr> <td data-bbox="878 837 1166 884">Bill Group Derivation and Pricing Parameters</td> <td data-bbox="1170 837 1458 884">C1-BGDVP</td> </tr> </tbody> </table> <p>In addition, the status of the upload request is changed to <b>Approval In Progress</b>.</p>	Upload Request	To Do Type	Bill Cycle Update	C1-BCUUR	Billable Charge	C1-BCUR	Contract Rider Update	C1-CRUUR	Hold Request	C1-HLDUR	Refund Request	C1-REFUR	Write Off Request	C1-WOUR	Policy Reinstatement	C1-RPUR	Bill Group Sorting	C1-BGSRT	Bill Group Derivation and Pricing Parameters	C1-BGDVP
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If...	Then...																				
<p>The <b>Approval Required</b> check box is not selected in the upload request type using which the upload request is created and the number of valid records in the upload request does not exceed the online record process limit defined in the <b>C1-DEFERUPLD</b> algorithm.</p>	<p>The following table lists the behavior for the different upload requests:</p> <table border="1" data-bbox="873 296 1463 1371"> <thead> <tr> <th data-bbox="878 302 1122 344">Upload Request</th> <th data-bbox="1127 302 1458 344">Behaviour</th> </tr> </thead> <tbody> <tr> <td data-bbox="878 350 1122 428">Bill Cycle Update</td> <td data-bbox="1127 350 1458 428">The bill cycle information is updated for the accounts.</td> </tr> <tr> <td data-bbox="878 434 1122 512">Billable Charge</td> <td data-bbox="1127 434 1458 512">The billable charges are created.</td> </tr> <tr> <td data-bbox="878 518 1122 625">Contract Rider Update</td> <td data-bbox="1127 518 1458 625">The contract rider information is updated for the contracts.</td> </tr> <tr> <td data-bbox="878 632 1122 709">Hold Request</td> <td data-bbox="1127 632 1458 709">The hold requests are created.</td> </tr> <tr> <td data-bbox="878 716 1122 793">Refund Request</td> <td data-bbox="1127 716 1458 793">The refund requests are created.</td> </tr> <tr> <td data-bbox="878 800 1122 877">Write Off Request</td> <td data-bbox="1127 800 1458 877">The write off requests are created.</td> </tr> <tr> <td data-bbox="878 884 1122 1142">Policy Reinstatement</td> <td data-bbox="1127 884 1458 1142">The policies are reinstated and the status of the policies is changed to the one defined in the <b>Policy Status after Processing Reinstatement Upload Request</b> parameter of the <b>C1-REN-VALID</b> algorithm.</td> </tr> <tr> <td data-bbox="878 1148 1122 1226">Bill Group Sorting</td> <td data-bbox="1127 1148 1458 1226">The sort ID is defined for the respective bill group.</td> </tr> <tr> <td data-bbox="878 1232 1122 1365">Bill Group Derivation and Pricing Parameters</td> <td data-bbox="1127 1232 1458 1365">The derivation and pricing parameters are defined for the respective bill group and sort ID combination.</td> </tr> </tbody> </table> <p>In addition, the status of the upload request is changed to <b>Processed</b>.</p>	Upload Request	Behaviour	Bill Cycle Update	The bill cycle information is updated for the accounts.	Billable Charge	The billable charges are created.	Contract Rider Update	The contract rider information is updated for the contracts.	Hold Request	The hold requests are created.	Refund Request	The refund requests are created.	Write Off Request	The write off requests are created.	Policy Reinstatement	The policies are reinstated and the status of the policies is changed to the one defined in the <b>Policy Status after Processing Reinstatement Upload Request</b> parameter of the <b>C1-REN-VALID</b> algorithm.	Bill Group Sorting	The sort ID is defined for the respective bill group.	Bill Group Derivation and Pricing Parameters	The derivation and pricing parameters are defined for the respective bill group and sort ID combination.
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If...	Then...																				
<p>The <b>Approval Required</b> check box is not selected in the upload request type using which the upload request is created and the number of valid records in the upload request exceeds the online record process limit defined in the <b>C1-DEFERUPLD</b> algorithm</p>	<p>The system changes the status of the upload request to <b>Deferred Processing</b>. When the <b>Upload Request Periodic Monitor (C1-UPLRQ)</b> batch is invoked, the system checks whether there are any upload requests in the <b>Deferred Processing</b> status. If there is an upload request in the <b>Deferred Processing</b> status, the system behaves in the following manner for the different upload requests:</p> <table border="1" data-bbox="873 485 1468 1528"> <thead> <tr> <th data-bbox="881 495 1122 537">Upload Request</th> <th data-bbox="1130 495 1468 537">Behaviour</th> </tr> </thead> <tbody> <tr> <td data-bbox="881 541 1122 621">Bill Cycle Update</td> <td data-bbox="1130 541 1468 621">The bill cycle information is updated for the accounts.</td> </tr> <tr> <td data-bbox="881 625 1122 705">Billable Charge</td> <td data-bbox="1130 625 1468 705">The billable charges are created.</td> </tr> <tr> <td data-bbox="881 709 1122 810">Contract Rider Update</td> <td data-bbox="1130 709 1468 810">The contract rider information is updated for the contracts.</td> </tr> <tr> <td data-bbox="881 814 1122 863">Hold Request</td> <td data-bbox="1130 814 1468 863">The hold requests are created.</td> </tr> <tr> <td data-bbox="881 867 1122 947">Refund Request</td> <td data-bbox="1130 867 1468 947">The refund requests are created.</td> </tr> <tr> <td data-bbox="881 951 1122 1031">Write Off Request</td> <td data-bbox="1130 951 1468 1031">The write off requests are created.</td> </tr> <tr> <td data-bbox="881 1035 1122 1304">Policy Reinstatement</td> <td data-bbox="1130 1035 1468 1304">The policies are reinstated and the status of the policies is changed to the one defined in the <b>Policy Status after Processing Reinstatement Upload Request</b> parameter of the <b>C1-REN-VALID</b> algorithm.</td> </tr> <tr> <td data-bbox="881 1308 1122 1388">Bill Group Sorting</td> <td data-bbox="1130 1308 1468 1388">The sort ID is defined for the respective bill group.</td> </tr> <tr> <td data-bbox="881 1392 1122 1528">Bill Group Derivation and Pricing Parameters</td> <td data-bbox="1130 1392 1468 1528">The derivation and pricing parameters are defined for the respective bill group and sort ID combination.</td> </tr> </tbody> </table> <p>In addition, the status of the upload request is changed to <b>Processed</b>.</p>	Upload Request	Behaviour	Bill Cycle Update	The bill cycle information is updated for the accounts.	Billable Charge	The billable charges are created.	Contract Rider Update	The contract rider information is updated for the contracts.	Hold Request	The hold requests are created.	Refund Request	The refund requests are created.	Write Off Request	The write off requests are created.	Policy Reinstatement	The policies are reinstated and the status of the policies is changed to the one defined in the <b>Policy Status after Processing Reinstatement Upload Request</b> parameter of the <b>C1-REN-VALID</b> algorithm.	Bill Group Sorting	The sort ID is defined for the respective bill group.	Bill Group Derivation and Pricing Parameters	The derivation and pricing parameters are defined for the respective bill group and sort ID combination.
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**Note:**

The **Submit** button appears only when the upload request is in the **Validated** status.

**Related Topics**

For more information on...	See...
Upload Request screen	<a href="#">Upload Request (Used for Viewing)</a> on page 1572

For more information on...	See...
<b>Upload Request</b> zone	<a href="#">Upload Request</a> on page 1572
How to search for an upload request	<a href="#">Searching for an Upload Request</a> on page 1567

## Approving an Upload Request

You can view the number of upload requests which are pending for approval in the **Upload Request** screen. The approver can review, and accordingly approve or reject the upload request based on the observations.

**Note:** The system will not allow you to approve or reject an upload request submitted by you.

### Procedure

To approve an upload request:

1. Do either of the following:

If you want to...	Then...
Approve a upload request through the <b>Upload Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the upload request in the <b>Upload Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Upload Request Information</b> column corresponding to the upload request which you want to review.</li> </ol>
Approve a upload request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter the required To Do type in the respective field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the upload request that you want to review.</li> </ol>

The **Upload Request** screen appears.

2. Review the upload request details.
3. Click the **Approve** button in the **Upload Request** zone.

The system behaves in the following manner:

If...	Then...																				
<p>The number of valid records in the upload request does not exceed the online record process limit defined in the <b>C1-DEFERUPLD</b> algorithm</p>	<p>The following table lists the behavior for the different upload requests:</p> <table border="1" data-bbox="889 348 1463 1455"> <thead> <tr> <th data-bbox="889 348 1133 396">Upload Request</th> <th data-bbox="1133 348 1463 396">Behavior</th> </tr> </thead> <tbody> <tr> <td data-bbox="889 396 1133 478">Bill Cycle Update</td> <td data-bbox="1133 396 1463 478">The bill cycle information is updated for the accounts.</td> </tr> <tr> <td data-bbox="889 478 1133 560">Billable Charge</td> <td data-bbox="1133 478 1463 560">The billable charges are created.</td> </tr> <tr> <td data-bbox="889 560 1133 674">Contract Rider Update</td> <td data-bbox="1133 560 1463 674">The contract rider information is updated for the contracts.</td> </tr> <tr> <td data-bbox="889 674 1133 756">Hold Request</td> <td data-bbox="1133 674 1463 756">The hold requests are created.</td> </tr> <tr> <td data-bbox="889 756 1133 837">Refund Request</td> <td data-bbox="1133 756 1463 837">The refund requests are created.</td> </tr> <tr> <td data-bbox="889 837 1133 919">Write Off Request</td> <td data-bbox="1133 837 1463 919">The write off requests are created.</td> </tr> <tr> <td data-bbox="889 919 1133 1224">Policy Reinstatement</td> <td data-bbox="1133 919 1463 1224">The policies are reinstated and the status of the policies is changed to the one defined in the <b>Policy Status after Processing Reinstatement Upload Request</b> parameter of the <b>C1-REN-VALID</b> algorithm.</td> </tr> <tr> <td data-bbox="889 1224 1133 1306">Bill Group Sorting</td> <td data-bbox="1133 1224 1463 1306">The sort ID is defined for the respective bill group.</td> </tr> <tr> <td data-bbox="889 1306 1133 1455">Bill Group Derivation and Pricing Parameters</td> <td data-bbox="1133 1306 1463 1455">The derivation and pricing parameters are defined for the respective bill group and sort ID combination.</td> </tr> </tbody> </table> <p>In addition, the status of the upload request is changed to <b>Processed</b>.</p>	Upload Request	Behavior	Bill Cycle Update	The bill cycle information is updated for the accounts.	Billable Charge	The billable charges are created.	Contract Rider Update	The contract rider information is updated for the contracts.	Hold Request	The hold requests are created.	Refund Request	The refund requests are created.	Write Off Request	The write off requests are created.	Policy Reinstatement	The policies are reinstated and the status of the policies is changed to the one defined in the <b>Policy Status after Processing Reinstatement Upload Request</b> parameter of the <b>C1-REN-VALID</b> algorithm.	Bill Group Sorting	The sort ID is defined for the respective bill group.	Bill Group Derivation and Pricing Parameters	The derivation and pricing parameters are defined for the respective bill group and sort ID combination.
Upload Request	Behavior																				
Bill Cycle Update	The bill cycle information is updated for the accounts.																				
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Bill Group Sorting	The sort ID is defined for the respective bill group.																				
Bill Group Derivation and Pricing Parameters	The derivation and pricing parameters are defined for the respective bill group and sort ID combination.																				

If...	Then...																				
<p>The number of valid records in the upload request exceeds the online record process limit defined in the <b>C1-DEFERUPLD</b> algorithm</p>	<p>The system changes the status of the upload request to <b>Deferred Processing</b>. When the <b>Upload Request Periodic Monitor (C1-UPLRQ)</b> batch is invoked, the system checks whether there are any upload requests in the <b>Deferred Processing</b> status. If there is an upload request in the <b>Deferred Processing</b> status, the system behaves in the following manner for the different upload requests:</p> <table border="1" data-bbox="889 485 1463 1591"> <thead> <tr> <th data-bbox="889 485 1133 535">Upload Request</th> <th data-bbox="1133 485 1463 535">Behavior</th> </tr> </thead> <tbody> <tr> <td data-bbox="889 541 1133 617">Bill Cycle Update</td> <td data-bbox="1133 541 1463 617">The bill cycle information is updated for the accounts.</td> </tr> <tr> <td data-bbox="889 623 1133 699">Billable Charge</td> <td data-bbox="1133 623 1463 699">The billable charges are created.</td> </tr> <tr> <td data-bbox="889 705 1133 812">Contract Rider Update</td> <td data-bbox="1133 705 1463 812">The contract rider information is updated for the contracts.</td> </tr> <tr> <td data-bbox="889 819 1133 894">Hold Request</td> <td data-bbox="1133 819 1463 894">The hold requests are created.</td> </tr> <tr> <td data-bbox="889 900 1133 976">Refund Request</td> <td data-bbox="1133 900 1463 976">The refund requests are created.</td> </tr> <tr> <td data-bbox="889 982 1133 1058">Write Off Request</td> <td data-bbox="1133 982 1463 1058">The write off requests are created.</td> </tr> <tr> <td data-bbox="889 1064 1133 1362">Policy Reinstatement</td> <td data-bbox="1133 1064 1463 1362">The policies are reinstated and the status of the policies is changed to the one defined in the <b>Policy Status after Processing Reinstatement Upload Request</b> parameter of the <b>C1-REN-VALID</b> algorithm.</td> </tr> <tr> <td data-bbox="889 1369 1133 1444">Bill Group Sorting</td> <td data-bbox="1133 1369 1463 1444">The sort ID is defined for the respective bill group.</td> </tr> <tr> <td data-bbox="889 1451 1133 1591">Bill Group Derivation and Pricing Parameters</td> <td data-bbox="1133 1451 1463 1591">The derivation and pricing parameters are defined for the respective bill group and sort ID combination.</td> </tr> </tbody> </table> <p>In addition, the status of the upload request is changed to <b>Processed</b>.</p>	Upload Request	Behavior	Bill Cycle Update	The bill cycle information is updated for the accounts.	Billable Charge	The billable charges are created.	Contract Rider Update	The contract rider information is updated for the contracts.	Hold Request	The hold requests are created.	Refund Request	The refund requests are created.	Write Off Request	The write off requests are created.	Policy Reinstatement	The policies are reinstated and the status of the policies is changed to the one defined in the <b>Policy Status after Processing Reinstatement Upload Request</b> parameter of the <b>C1-REN-VALID</b> algorithm.	Bill Group Sorting	The sort ID is defined for the respective bill group.	Bill Group Derivation and Pricing Parameters	The derivation and pricing parameters are defined for the respective bill group and sort ID combination.
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Bill Group Sorting	The sort ID is defined for the respective bill group.																				
Bill Group Derivation and Pricing Parameters	The derivation and pricing parameters are defined for the respective bill group and sort ID combination.																				

**Note:** The **Approve** button appears only when:

- The upload request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the upload request.

### **Related Topics**

For more information on...	See...
<b>Upload Request</b> screen	<a href="#">Upload Request (Used for Viewing)</a> on page 1572
<b>Upload Request</b> zone	<a href="#">Upload Request</a> on page 1572
How to search for an upload request	<a href="#">Searching for an Upload Request</a> on page 1567

## Rejecting an Upload Request

### Prerequisites

To reject an upload request, you should have:

- Rejection reasons defined in the application

### **Note:**

While rejecting an upload request, you need to specify the reason why you want to reject the upload request. You can select the appropriate rejection reason only when you have defined the reasons for the **Rejected** status of the **C1-UplRequestType** business object in the **Status Reason** screen.

The system will not allow you to approve or reject an upload request submitted by you.

### Procedure

To reject an upload request:

1. Do either of the following:

If you want to	Then
Reject an upload request through the <b>Upload Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the upload request in the <b>Upload Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Upload Request Information</b> column corresponding to the upload request which you want to review.</li> </ol>
Reject an upload request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter the required To Do type in the respective field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> </ol>

If you want to	Then
	6. Click the link in the <b>Message</b> column corresponding to the To Do of the upload request that you want to review.

The **Upload Request** screen appears.

- Review the upload request details.
- Click the **Reject** button in the **Upload Request** zone.

The **Reject Upload Request** window appears. It contains following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	Used to indicate the reason why you want to reject the upload request.	Yes
Comments	Used to specify additional information while rejecting the upload request.	No

**Note:** The **Reject** button appears only when:

- The upload request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the upload request.

- Select the rejection reason from the **Status Reason** list.
- Click **Save**.

The status of the upload request is changed to **Rejected**.


### Related Topics

For more information on...	See...
How to search for an upload request	<a href="#">Searching for an Upload Request</a> on page 1567
<b>Upload Request</b> screen	<a href="#">Upload Request (Used for Viewing)</a> on page 1572
<b>Upload Request</b> zone	<a href="#">Upload Request</a> on page 1572

## Viewing the Data Record Details

### Procedure

To view the details of a data record:

- Search for the data record in the **Data Records** zone in the **Upload Request** screen.
- In the **Search Results** section, click the **View**  icon in the **View** column corresponding to the data record whose details you want to view.

The **Data Record Details** window appears. It contains the following fields:

Field Name	Field Description
Sr. No.	Displays the sequential number of data.



Field Name	Field Description
CSV Column Header	Displays name of the column in uploaded CSV file.
CSV Column Value	Displays value in the column in uploaded CSV file.

- View the details of the data record in the **Data Record Details** window.

### Related Topics

For more information on...	See...
<b>Data Record</b> zone	<a href="#">Data Records</a> on page 1575

## Viewing the Log of an Upload Request

### Procedure

To view the log of an upload request:

- Search for the upload request in the **Upload Request** screen.
- In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the upload request whose log you want to view.

The **Upload Request** screen appears. It consists of the following tabs:

- Main** – Displays information about the upload request. It contains the following zones:
  - Upload Request** – Displays the details of the upload request.
  - Data Records** – Lists the data records of the upload request.
- Log** – Lists the complete trail of actions performed on the upload request. This tab contains the following zone:
  - Upload Request Log** – Displays the trail of actions performed on the particular upload request.

- Click the **Log** tab.

The **Upload Request Log** zone in the **Log** tab contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the upload request.
Details	Displays the details about the action performed on the upload request.
User	Indicates the user who has performed the action on the upload request.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the upload request.
Status Reason	Indicates the reason why the upload request was rejected.

**Note:** You can manually add a log entry for the upload request by clicking the **Add Log Entry** link in the upper right corner of the **Upload Request Log** zone.

### Related Topics

For more information on...	See...
How to search for an Upload request	<a href="#">Searching for an Upload Request</a> on page 1567
How to add a log entry for an Upload request	<a href="#">Adding a Log Entry for an Upload Request</a> on page 1590

## Adding a Log Entry for an Upload Request

### Procedure

To add a log entry for an upload request:

1. Search for the upload request in the **Upload Request** screen.
2. In the **Search Results** section, click the link in the **Upload Request Information** column corresponding to the upload request whose log you want to edit.

The **Upload Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the upload request. It contains the following zones:
  - **Upload Request** – Displays the details of the upload request.
  - **Data Records** – Lists the data records of the upload request.
- **Log** – Lists the complete trail of actions performed on the upload request. This tab contains the following zone:
  - **Upload Request Log** – Displays the trail of actions performed on the particular upload request.

3. Click the **Log** tab.

The **Log** tab appears.

4. Click the **Add Log Entry** link in the upper right corner of the **Upload Request Log** zone.

The **Add Upload Request Log** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Upload Request Information	Displays information about the upload request.	Not applicable
Log Details	Used to specify additional comments on the upload request.	Yes

5. Enter the comments in the **Log Details** field.
6. Click **Save**.

The log entry is added in the **Upload Request Log** zone.

### Related Topics

For more information on...	See...
How to search for an upload request	<a href="#">Searching for an Upload Request</a> on page 1567

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# Chapter 28

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## General Ledger (GL) Accounting Template

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### Topics:

- [GL Accounting Template \(Without Approval\) Status Transition](#)
- [GL Accounting Template \(With Approval\) Status Transition](#)
- [Algorithms Used in C1- GLAT](#)
- [Prerequisites](#)
- [GL Accounting Template \(Used for Searching\)](#)
- [GL Accounting Template \(Used for Viewing\)](#)

Oracle Revenue Management and Billing until now created FT GL entries while generating the financial transactions for adjustments, payments, and bill segments. The FT GL entries were created using the distribution codes from the adjustment type, rate component, billable charge pass through line, or contract type depending on the type of financial transaction. Now, the system enables you to override the distribution code used for creating FT GL entries using the GL Accounting Template feature.

The system allows you to define a GL Accounting template for each process and sub processes combination for a date range. Based on the parameters defined in the **FT Generation** algorithms, the system either uses the standard process or GL Accounting Template for FT GL creation. The GL Accounting template for the specified process and sub processes combination which is effective on the accounting date is used for FT GL creation.

There should be at least one debit and credit lines in the GL Accounting template. You can define maximum 10 lines in the GL Accounting template. Each line should contain the following information:

- Whether the line should be used to create a debit FT GL entry or credit FT GL entry
- Conditional algorithm (created using the **C1-GLATLC** algorithm type) to indicate whether the line should be used to create the FT GL entry or not
- Distribution code to indicate the GL Account against which the FT GL entry should be created
- User defined amount, such as Amount 01, Amount 02, or Amount 03

The line with the Amount 01 user defined amount is used to create balancing FT GL entry against the contract type. The line with the Amount 02, Amount 03, ..., and Amount 10 user defined amount is used to create FT GL entries for bill segment calculation lines, non-calculated adjustments, adjustment calculation lines, or payments. In case of bill segments and calculated adjustments, the lines with the Amount 02, Amount 03, ..., Amount 10 user defined amount are mapped to calculation line amounts based on the rate component sequence.

You can optionally configure the system to use the approval workflow process while activating or deactivating the GL Accounting templates. If you want to enable the approval workflow process, you need to define algorithms using the following algorithm types:

- C1-GLATAPPEN
- C1-GLATSUB

If the **Approval Required (Y or N)** parameter in an algorithm created using the **C1-GLATSUB** algorithm type is set to **Y**, then on submitting or deactivating the GL Accounting template, the approval workflow process creates a To Do

for the approver to review the GL Accounting template. Once the approver approves a GL Accounting template, the status of the GL Accounting template is set to **Active** or **Inactive**.

We are supporting the following process and sub processes combinations while creating the GL Accounting template:

Process	BS	AD	PS
Sub Process 1	Contract Type	Adjustment Type	Bank Account
Sub Process 2	Division	Contract Type	Contract Type
Sub Process 3	Rate Schedule	Division	Division
Sub Process 4	-	-	-
Sub Process 5	-	-	-

For example, you can define the following the GL Accounting templates using the above supported process and sub processes combinations:

GL Accounting Template	Process	Sub Process 1	Sub Process 2	Sub Process 3
GLAT1	BS	CT1	D1	RS1
GLAT2	BS	CT2	D1	RS1
GLAT3	BS	CT3	D2	RS2
GLAT4	PS	BA1	CT1	D1
GLAT5	PS	BA2	CT2	D2
GLAT6	AD	AT1	CT1	D1
GLAT7	AD	AT1	CT2	D2

While creating the GL Accounting template for BS and AD processes, you need to ensure that the line with the Amount 1 user defined amount is a debit line. However, while creating the GL Accounting template for PS process, you need to ensure that the line with the Amount 1 user defined amount is a credit line.

Based on the customer requirements, you can define GL Accounting template for various custom process and sub processes combinations.

The **Create Additional FT GL Entries** parameter is added in the **Assign GL Account to Financial Transaction (C1-GLASN)** and **Assign GL Account to Financial Transaction (GLASSGN2)** batches. If you set this parameter to **Y**, the **C1-GLCE** algorithm is invoked. Based on the parameters defined in the algorithm, the system checks whether there is a GL Accounting template which is effective on the accounting date for the specified process and sub processes combination. If the effective GL Accounting template is available, the system creates additional FT GL entries for the financial transactions. If the financial transaction's currency is different from the division's base currency, the algorithm will create FT GL extension for the respective financial transaction.

Two new parameters are added in the **ADJT-NM**, **ADJT-AC**, **ADJT-TA**, **ADJT-TC**, **ADJT-AD**, **ADJT-GL**, **PSEG-NM**, **PSEG-AC**, **PSEG-CA**, **BSBF-BA**, **BSBF-LO** algorithm types:

- **Use GL Accounting Template (Y or N)** - Indicates whether the FT GL entries should be created using the lines in the GL Accounting template. The valid values are **Y** and **N**.
- **Show the GL Accounting Template Error When Header Record Not Found (Y or N)** - Indicates whether you want to show error message when the effective GL Accounting template is not available for the process and sub processes combination. If you set the value of this parameter to **N**, the algorithm uses the standard process for FT GL creation when the effective GL Accounting template is not available.

The following table explains how the algorithms created using the following algorithm types create FT GL entries:

Algorithm Type	Use GL Accounting Template (Y or N)	Calculated Adjustment Distribution Code Source (AT - Adjustment Type, CL - Calc Lines)	Algorithm Behaviour
ADJT-NM, ADJT-AC, ADJT-TA, ADJT-TC, ADJT-AD, and ADJT-GL	N	CL	Creates FT GL for the adjustment calculation line using the distribution code on the respective rate component and the balancing FT GL using the distribution code on contract type.
ADJT-NM, ADJT-AC, ADJT-TA, ADJT-TC, ADJT-AD, and ADJT-GL	Y	CL	Creates debit and credit FT GL entries using the lines in the GL Accounting template.
ADJT-NM, ADJT-AC, ADJT-TA, ADJT-TC, ADJT-AD, and ADJT-GL	N	AT	Creates FT GL for the adjustment using the distribution code on the respective adjustment type and the balancing FT GL using the distribution code on contract type.
ADJT-NM, ADJT-AC, ADJT-TA, ADJT-TC, ADJT-AD, and ADJT-GL	Y	AT	Creates debit and credit FT GL entries using the lines in the GL Accounting template.

If the **Use GL Accounting Template (Y or N)** parameter is set to **N** in the algorithms created using the **PSEG-NM**, **PSEG-AC**, and **PSEG-CA** algorithm types, the system creates FT GL for the payment segment using the distribution code on the respective payment segment type and the balancing FT GL using the distribution code on contract type. However, if the **Use GL Accounting Template (Y or N)** parameter is set to **Y**, the system creates debit and credit FT GL entries using the lines in the GL Accounting template.

If the **Use GL Accounting Template (Y or N)** parameter is set to **N** in the algorithms created using the **BSBF-BA** and **BSBF-LO** algorithm types, the system behaves in the following manner:

<b>If the bill segment is...</b>	<b>Then, the system...</b>
Created from a billable charge with SQI and/or price item details	Creates FT GL for the bill segment calculation line using the distribution code on the respective rate component and the balancing FT GL using the distribution code on contract type.
Created from a pass through billable charge	Creates FT GL for the pass through line using the distribution code on the respective pass through line and the balancing FT GL using the distribution code on contract type.
Created from a billable charge with pass through charges, SQI, and price item details	Creates... <ul style="list-style-type: none"> <li>• FT GL for the bill segment calculation line using the distribution code on the respective rate component</li> <li>• FT GL for the pass through line using the distribution code on the respective pass through line</li> <li>• Balancing FT GL using the distribution code on contract type</li> </ul>
A post processing bill segment	Creates FT GL for the post processing FT using the distribution code on the respective rate component and the balancing FT GL using the distribution code on contract type.

However, if the **Use GL Accounting Template (Y or N)** parameter is set to **Y** in the algorithms created using the **BSBF-BA** and **BSBF-LO** algorithm types, the system behaves in the following manner:

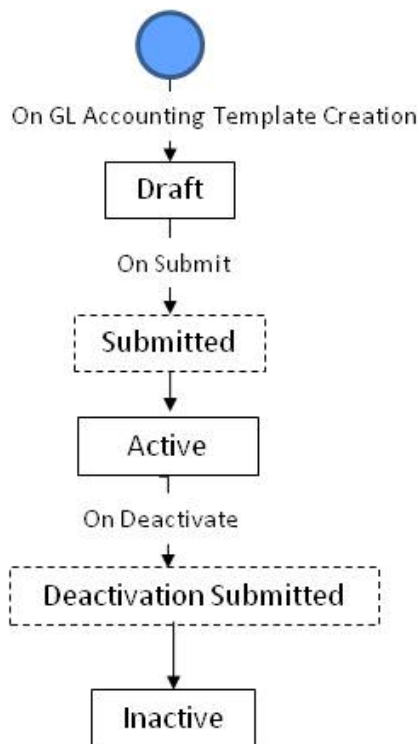
<b>If the bill segment is...</b>	<b>Then, the system...</b>
Created from a billable charge with SQI and/or price item details	Creates debit and credit FT GL entries using the lines in the GL Accounting template.
Created from a pass through billable charge	Does not use the GL Accounting template. It creates FT GL for the pass through line using the distribution code on the respective pass through line and the balancing FT GL using the distribution code on contract type.

If the bill segment is...	Then, the system...
Created from a billable charge with pass through charges, SQI, and price item details	Creates... <ul style="list-style-type: none"> <li>• FT GL for bill segment calculation line using the lines in the GL Accounting template.</li> <li>• FT GL for the pass through line using the distribution code on the respective pass through line.</li> <li>• Balancing FT GL using the line in the GL Accounting template.</li> </ul>
A post processing bill segment	Creates debit and credit FT GL entries using the lines in the GL Accounting template.

## GL Accounting Template (Without Approval) Status Transition

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The following figure graphically indicates how a GL Accounting Template moves from one status to another when approval workflow is off:

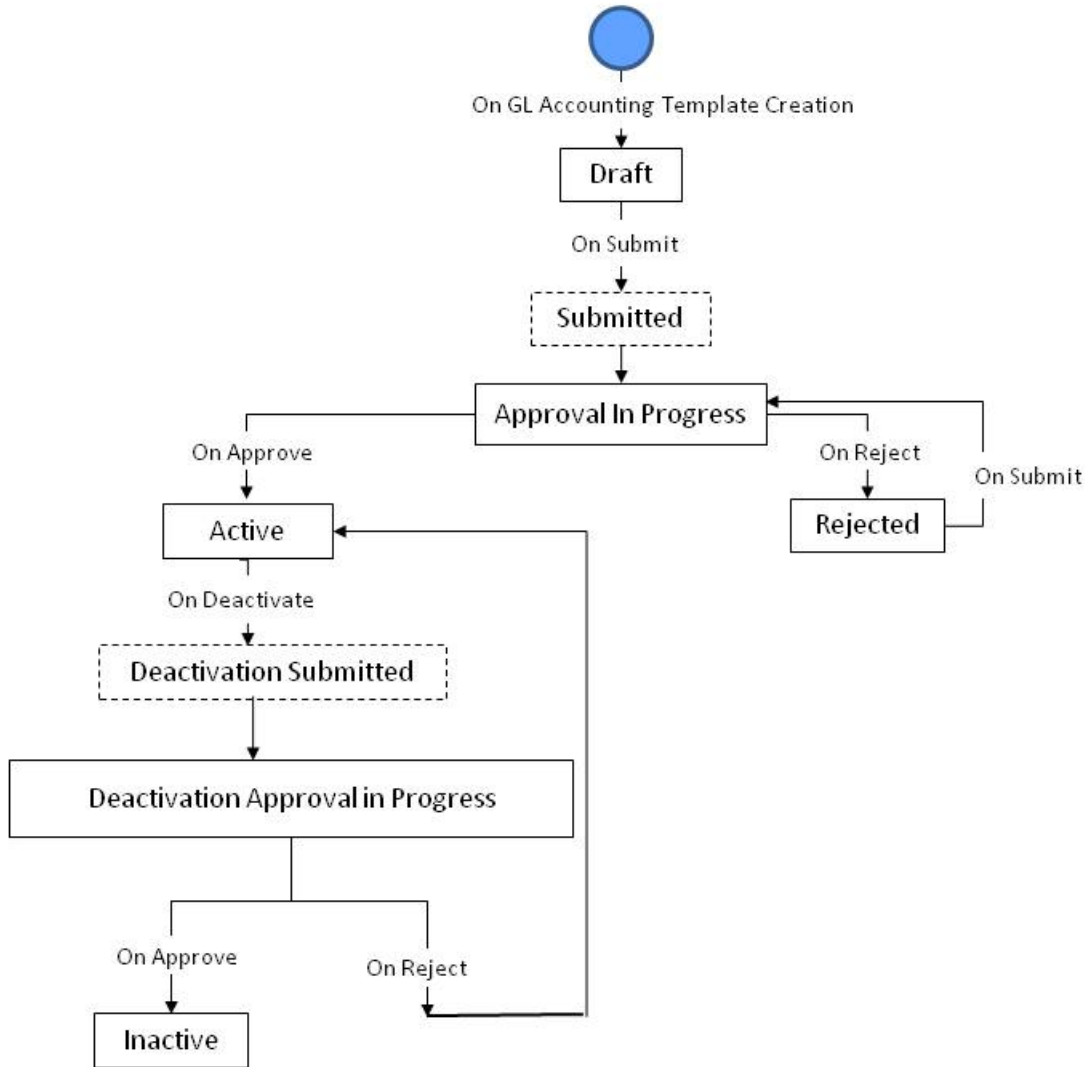


## GL Accounting Template (With Approval) Status Transition

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The following figure graphically indicates how a GL Accounting Template moves from one status to another when approval workflow is on:





## Algorithms Used in C1- GLAT

The following table lists the algorithms which are attached to the **C1-GLAT** business object:

System Event	Algorithm	Algorithm Type	Description
Information	C1-GLAT-INF	C1-GLAT-INF	This algorithm generates the GLAT information string which appears throughout the application. This algorithm concatenates the following fields: <ul style="list-style-type: none"> <li>GLAT Description</li> <li>GLAT Status Description</li> <li>GLAT ID</li> </ul>

The following table lists the algorithms which are used in the lifecycle of the **C1-GLAT** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Draft	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm type completes To Do entries that are linked to an object when the object exits a given state. The system finds all open To Do entries with drill keys for the current business object's primary key, and completes them, unless the To Do entry's type has been configured with an Exclude To Do Type Characteristic Type indicating that it should not be automatically completed.
Submitted	Enter	C1-GLATSUB	C1-GLATSUB	This algorithm checks the following: <ul style="list-style-type: none"> <li>If soft parameter value is set to Y then approval workflow will be triggered.</li> </ul>
Approval in Progress	Enter	C1-GLATAPPEN	C1-GLATAPPEN	This algorithm creates the To Do based on the Approval To Do Type configured in algorithm.
Approval in Progress	Exit	C1-GLATAPPEX	C1-GLATAPPEX	This algorithm checks whether an approver is associated with the approval To Do Role specified in the <b>C1-GLATAAPEN</b> Algorithm. It does not allow the submitter to approve or reject the GLAT request.
Approval in Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm type completes To Do entries that are linked to an object when the object exits a given state. The system finds all open To Do entries with drill keys for the current business object's primary key, and completes them, unless the To Do entry's type has been configured with an Exclude To Do Type Characteristic Type indicating that it should not be automatically completed.
Active	-	-	-	-
Deactivation Submitted	Enter	C1-GLATSUB	C1-GLATSUB	This algorithm checks the following: <ul style="list-style-type: none"> <li>If soft parameter value is set to Y then approval workflow will be triggered.</li> </ul>
Deactivation Approval In Progress	Enter	C1-GLATAPPEN	C1-GLATAPPEN	This algorithm creates the To Do based on the Approval To Do Type configured in algorithm.

Status	System Event	Algorithm	Algorithm Type	Description
Deactivation Approval In Progress	Exit	C1-GLATAPPEX	C1-GLATAPPEX	This algorithm checks whether an approver is associated with the approval To Do Role specified in the <b>C1-GLATAAPEN</b> Algorithm. It does not allow the submitter to approve or reject the GLAT request.
Deactivation Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm type completes To Do entries that are linked to an object when the object exits a given state. The system finds all open To Do entries with drill keys for the current business object's primary key, and completes them, unless the To Do entry's type has been configured with an Exclude To Do Type Characteristic Type indicating that it should not be automatically completed.
Rejected	Exit	F1-TODOCOMPL	F1-TODOCOMPL	This algorithm type completes To Do entries that are linked to an object when the object exits a given state. The system finds all open To Do entries with drill keys for the current business object's primary key, and completes them, unless the To Do entry's type has been configured with an Exclude To Do Type Characteristic Type indicating that it should not be automatically completed.
Inactive	-	-	-	-

## Prerequisites

To setup the GL Accounting Template, you need to do the following:

- Define rejected status reasons for the **C1-GLAT** business object
- Define deactivated status reasons for the **C1-GLAT** business object
- Assign the **C1-GLAT** To Do type to a To Do role whose users must receive To Do generated while submitting a template for approval
- Define the required algorithms, for approval and To Do type role and configurations

## GL Accounting Template (Used for Searching)

The **GL Accounting Template** screen allows you to search for a template using various search criteria. It also allows you to create template. Through this screen, you can navigate to the following screen:

- [GL Accounting Template \(Used for Viewing\)](#) on page 1605

This screen consists of the following zones:

- [Search GL Accounting Template](#) on page 1600
- [GL Accounting Template Lines](#) on page 1601

## Search GL Accounting Template

The **Search GL Accounting Template** zone allows you to search for GL accounting templates using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Template ID	Used to search a particular template.	No
Description	Used to specify the description of a template.	No
Status	Used to indicate the status of the template. The valid values are: <ul style="list-style-type: none"> <li>• Draft</li> <li>• Approval In Progress</li> <li>• Deactivation Approval In Progress</li> <li>• Active</li> <li>• Inactive</li> <li>• Rejected</li> </ul>	No
Process	Used to search a particular process.	No
Sub Process 1	Used to search a particular Sub Process 1.	No
Sub Process 2	Used to search a particular Sub Process 2.	No
Sub Process 3	Used to search a particular Sub Process 3.	No
Sub Process 4	Used to search a particular Sub Process 4.	No
Sub Process 5	Used to search a particular Sub Process 5.	No
Effective Start Date	Used to search templates which are effective from a particular date.	No
Effective End Date	Used to search templates which are effective till a particular date.	No

**Note:** You must specify at least one search criterion while searching for a template.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Process	Displays the process.
GL Accounting Template Request Information	Displays information about the template. <b>Note:</b> It has a link. On clicking the link, the <b>GL Accounting Template</b> screen appears where you can view the details of the respective template.
Description	Displays the description of process.

Column Name	Column Description
Sub Process 1	Displays the Sub Process 1.
Sub Process 2	Displays the Sub Process 2.
Sub Process 3	Displays the Sub Process 3.
Sub Process 4	Displays the Sub Process 4.
Sub Process 5	Displays the Sub Process 5.
Effective Start Date	Displays the date from when the template is effective.
Effective End Date	Displays the date till when the template is effective.
Status	Displays the status of template.


### Related Topics

For more information on...	See...
How to search for a GL Accounting Template	<a href="#">Searching for a GL Accounting Template</a> on page 1602
How to view the details of a GL Accounting Template	<a href="#">Viewing the GL Accounting Template Details</a> on page 1602
How to create a GL Accounting Template	<a href="#">Creating a GL Accounting Template</a> on page 1603
GL Accounting Template Lines zone	<a href="#">GL Accounting Template Lines</a> on page 1601

## GL Accounting Template Lines

The **GL Accounting Template Lines** zone displays the details of the template lines. This zone contains the following columns:

Column Name	Column Description
Credit/Debit	Displays whether the template lines are of credit or debit.
Conditional Algorithm	Displays the algorithm that specified that template line is valid or not.
Distribution Code	Displays the distribution code which indicates the template associated with the charge.
User Defined Amount Field	Displays the amount to be used in a template line.

**Note:** By default, the **GL Accounting Template Lines** zone does not appear in the **GL Accounting Template** screen. It appears only when you click the **Broadcast**  icon corresponding to the template in the **Search Results** section.

### Related Topics

For more information on...	See...
How to search for a GL Accounting Template	<a href="#">Searching for a GL Accounting Template</a> on page 1602
How to view the details of a GL Accounting Template	<a href="#">Viewing the GL Accounting Template Details</a> on page 1602
How to create a GL Accounting Template	<a href="#">Creating a GL Accounting Template</a> on page 1603
Search GL Accounting Template zone	<a href="#">Search GL Accounting Template</a> on page 1600

## Searching for a GL Accounting Template

### Procedure

To search for a GL Accounting template:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **G** and then click **GL Accounting Template**.  
The **GL Accounting Template** screen appears.
3. Enter the search criteria in the **Search GL Accounting Template** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of templates that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
GL Accounting Template screen	<a href="#">GL Accounting Template (Used for Searching)</a> on page 1599
Search GL Accounting Template zone	<a href="#">Search GL Accounting Template</a> on page 1600

## Viewing the GL Accounting Template Details

### Procedure

To view the details of a GL Accounting Template:

1. Search for the template in the **GL Accounting Template** screen.
2. In the **Search Results** section, click the link in the **GL Accounting Template Information** column corresponding to the template whose details you want to view.

The **GL Accounting Template** screen appears. It consists of the following tabs:

- **Main** – Displays information about the template. It contains the following zone:
  - **GL Accounting Template** – Displays the details of the template.
- **Log** – Lists the complete trail of actions performed on the template. This tab contains the following zone:
  - **GL Accounting Template Log** – Displays the trail of actions performed on the particular template.

3. View the details of the template in the **GL Accounting Template** zone.

### Related Topics

For more information on...	See...
GL Accounting Template screen	<a href="#">GL Accounting Template (Used for Searching)</a> on page 1599
GL Accounting Template zone	<a href="#">GL Accounting Template</a> on page 1606
How to search for a GL Accounting Template	<a href="#">Searching for a GL Accounting Template</a> on page 1602
How to view a GL Accounting Template Lines	<a href="#">Viewing the GL Accounting Template Lines Details</a> on page 1603

## Viewing the GL Accounting Template Lines Details

### Procedure

To view the details of a GL Accounting Template Lines:

1. Search for the template in the **GL Accounting Template** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the template in the **Search Results** section.

The **GL Accounting Template Lines** zone appears in the **GL Accounting Template** screen.

3. View the details of the template lines in the **GL Accounting Template Lines** zone.

### Related Topics

For more information on...	See...
GL Accounting Template screen	<a href="#">GL Accounting Template (Used for Searching)</a> on page 1599
GL Accounting Template zone	<a href="#">GL Accounting Template</a> on page 1606
GL Accounting Template Lines zone	<a href="#">GL Accounting Template Lines</a> on page 1601

## Creating a GL Accounting Template

### Prerequisites

To create a GL Accounting template, you should have:

- Conditional Algorithms and Distribution codes defined in the application.

### Procedure

To create a GL Accounting template:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **G** and then click **GL Accounting Template**.  
The **GL Accounting Template** screen appears.
3. Click the **Add** button in the **Page Title** area of the **GL Accounting Template** screen.

The **GL Accounting Template** screen appears. It contains the following sections:

- **Main** — Used to specify basic details about the template. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Process	Used to specify a particular process.	Yes
Description	Used to indicate the description of a process.	Yes
Sub Process 1	Used to specify a Sub Process 1.	Yes (Conditional) <b>Note:</b> This field is required if <b>Process</b> is <b>Bill Segment or Payment Segment or Adjustments</b>
Sub Process 2	Used to specify a Sub Process 2.	Yes (Conditional) <b>Note:</b> This field is required if <b>Process</b> is <b>Bill Segment or Payment Segment or Adjustments</b>
Sub Process 3	Used to specify a Sub Process 3.	Yes (Conditional) <b>Note:</b> This field is required if <b>Process</b> is <b>Bill Segment or Payment Segment or Adjustments.</b>
Sub Process 4	Used to specify a Sub Process 4.	No
Sub Process 5	Used to specify a Sub Process 5.	No
Effective Start Date	Used to specify date for a template which is effective from a particular date.	Yes
Effective End Date	Used to specify date for a template which is effective till a particular date.	No


- **GL Accounting Template Lines** —Used to specify the template lines in a GL accounting template. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence No	Used to specify the sequence number.	Yes
Credit/Debit	Used to indicate whether template lines are of credit or debit.	Yes
Conditional Algorithm	Used to specify the algorithm which specifies that template line is valid or not.	No
Distribution Code	Used to indicate the distribution code which indicates the template associated with the charge.	Yes
User Defined Amount Field	Used to indicate the amount to be used in a template line.	Yes

#### 4. Enter the required details



**Note:**

You can search for a conditional algorithm and distribution code by clicking the **search**  icon corresponding to the respective field.

At least one credit and one debit line is required while defining a template.

System will not allow to add a template having same set of process, sub processes and effective date. If there is a template already created and its status is Inactive, then only template can be created with same set of process, sub processes and effective date.

Each conditional line must have unique User Defined Amount Field value.

5. Add template lines for a template defined.

6. Click **Save**.

The GL Accounting template is created and the status of the template is set to **Draft**. The **GL Accounting Template** screen appears with the details of template.

**Related Topics**

For more information on...	See...
<b>GL Accounting Template</b> screen	<a href="#">GL Accounting Template (Used for Searching)</a> on page 1599
How to edit a GL Accounting Template	<a href="#">Editing a GL Accounting Template</a> on page 1608

## GL Accounting Template (Used for Viewing)

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Once you create a template, the **GL Accounting Template** screen allows you to:

- View the details of a template
- Edit the details of a template
- Delete a template
- Submit a template for approval
- Approve or reject a template
- Deactivate a template

This screen consists of the following tabs:

- **Main** – Displays information about the template. It contains the following zone:
  - **GL Accounting Template** – Displays the details of the template.
- **Log** — Lists the complete trail of actions performed on the template. This tab contains the following zone:
  - **GL Accounting Template Log** – Displays the trail of actions performed on the particular template.

### GL Accounting Template - Main

The **Main** tab on the **GL Accounting Template** contains the following zone:

[GL Accounting Template](#) on page 1606

## GL Accounting Template

The **GL Accounting Template** zone displays the details of the template. This zone contains the following sections:

- **Main** — This section provides basic information about the GL Accounting template. It contains the following fields:

Field Name	Field Description
GL Accounting Template Information	Displays information about the template
Status	Indicates the status of the template.
Process	Displays the process.
Description	Displays the description of the process.
Sub Process 1	Displays the Sub Process 1.
Sub Process 2	Displays the Sub Process 2.
Sub Process 3	Displays the Sub Process 3.
Sub Process 4	Displays the Sub Process 4.
Sub Process 5	Displays the Sub Process 5.
Effective Start Date	Displays the date from when the template is effective.
Effective End Date	Displays the date till when the template is effective.

- **GL Accounting Template Lines** — Lists the GL Accounting template lines. It contains the following columns:

Column Name	Column Description
Sequence No	Displays the sequence number.
Credit/Debit	Displays whether the template lines are of credit or debit.
Conditional Algorithm	Displays the algorithm that specified that template line is valid or not.
Distribution Code	Displays the distribution code which indicates the template associated with the charge.
User Defined Amount Field	Displays the amount to be used in a template line.

- **Record Actions** — This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the template.
	<b>Note:</b> The <b>Edit</b> button appears only when the template is in the <b>Draft</b> or <b>Rejected</b> status.
Delete	Used to delete the template.
	<b>Note:</b> The <b>Delete</b> button appears only when the template is in the <b>Draft</b> or <b>Rejected</b> status.

Button Name	Button Description
Submit	Used to activate the template.
	<b>Note:</b> The <b>Submit</b> button appears only when the template is in the <b>Draft</b> or <b>Rejected</b> status.
Approve	Used to approve the template.
	<b>Note:</b> the <b>Approve</b> button appears only when the template is in the <b>Approval In Progress</b> or <b>Deactivation Approval In Progress</b> status.
Reject	Used to reject the template.
	<b>Note:</b> the <b>Reject</b> button appears only when the template is in the <b>Approval In Progress</b> or <b>Deactivation Approval In Progress</b> status.
Deactivate	Used to deactivate the active template.
	<b>Note:</b> The <b>Deactivate</b> button appears only when the template is in the <b>Active</b> status.

- **Record Information** — This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the template is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

## GL Accounting Template - Log

The **Log** tab on the **GL Accounting Template** screen contains the following zone:

[GL Accounting Template Log](#) on page 1607

### GL Accounting Template Log

The **GL Accounting Template Log** zone on the **GL Accounting Template** screen lists the complete trail of actions performed on the GL Accounting template. This zone contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the template.
Details	Displays the details about the action performed on the template.
User	Indicates the user who has performed the action on the template.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the template.
Status Reason	Displays the status reason of action performed on the template.

**Note:** You can manually add a log entry for the template by clicking the **Add Log Entry** link in the upper right corner of the **GL Accounting Template Log** zone.

The **Add GL Accounting Template Log** window appears. Enter **Log Details** and click **Save**. The GL Accounting Template log is added.

### Related Topics

For more information on...	See...
How to view the log of a GL Accounting Template	<a href="#">Viewing the Log of a GL Accounting Template</a> on page 1615

## Editing a GL Accounting Template

### Procedure

To edit a GL Accounting Template:

1. Search for the template in the **GL Accounting Template** screen.
2. In the **Search Results** section, click the link in the **GL Accounting Template Information** column corresponding to the template whose details you want to edit.

The **GL Accounting Template** screen for editing appears.

3. Click the **Edit** button in the **GL Accounting Template** zone.

**Note:** The **Edit** button appears only when the template is in the **Draft** or **Rejected** status.

The **GL Accounting Template** screen appears. It contains the following sections:

- **Main** — Used to specify basic details about the template. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Process	Used to specify a particular process.	Yes
Description	Used to indicate the description of a process.	Yes
Sub Process 1	Used to specify a Sub Process 1.	Yes (Conditional) <b>Note:</b> This field is required if <b>Process</b> is <b>Bill Segment or Payment Segment or Adjustments</b>
Sub Process 2	Used to specify a Sub Process 2.	Yes (Conditional) <b>Note:</b> This field is required if <b>Process</b> is <b>Bill Segment or Payment Segment or Adjustments</b>
Sub Process 3	Used to specify a Sub Process 3.	Yes (Conditional) <b>Note:</b> This field is required if <b>Process</b> is <b>Bill Segment or Payment Segment or Adjustments.</b>

Field Name	Field Description	Mandatory (Yes or No)
Sub Process 4	Used to specify a Sub Process 4.	No
Sub Process 5	Used to specify a Sub Process 5.	No
Effective Start Date	Used to specify date for a template which is effective from a particular date.	Yes
Effective End Date	Used to specify date for a template which is effective till a particular date.	No

- **GL Accounting Template Lines** — Used to specify the template lines in a GL accounting template. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence No	Used to specify the sequence number.	Yes
Credit/Debit	Used to indicate whether template lines are of credit or debit.	Yes
Conditional Algorithm	Used to specify the algorithm which specifies that template line is valid or not.	No
Distribution Code	Used to indicate the distribution code which indicates the template associated with the charge.	Yes
User Defined Amount Field	Used to indicate the amount to be used in a template line.	Yes

**Note:**

If you want to specify more than one template lines, click the **Add** (+) icon corresponding to the sequence No and then specify the details.

However, if you want to remove a template line from the template, click the **Delete** (🗑️) icon corresponding to the sequence No.

You can search for a conditional algorithm and distribution code by clicking the **search** (🔍) icon corresponding to the respective field.

At least one credit and one debit line is required while defining a template.

4. Modify the details of the template, if required.
5. Click **Save**.

The changes made to the GL Accounting template are saved.

**Related Topics**

For more information on...	See...
How to search for a GL Accounting Template	<a href="#">Searching for a GL Accounting Template</a> on page 1602
GL Accounting Template screen	<a href="#">GL Accounting Template (Used for Searching)</a> on page 1599
GL Accounting Template zone	<a href="#">GL Accounting Template</a> on page 1606

## Deleting a GL Accounting Template

### Procedure

To delete a GL Accounting Template:

1. Search for the template in the **GL Accounting Template** screen.
2. In the **Search Results** section, click the link in the **GL Accounting Template Information** column corresponding to the template that you want to delete.

The **GL Accounting Template** screen appears.

3. Click the **Delete** button in the **GL Accounting Template** zone.

A message appears confirming whether you want to delete the template.

**Note:** The **Delete** button appears only when the template is in the **Draft** or **Rejected** status.

4. Click **OK**.

The GL Accounting template is deleted.

**Note:**

You can delete a template only when its status is **Draft**.

### Related Topics

For more information on...	See...
How to search for a GL Accounting Template	<a href="#">Searching for a GL Accounting Template</a> on page 1602
<b>GL Accounting Template</b> screen	<a href="#">GL Accounting Template (Used for Searching)</a> on page 1599
<b>GL Accounting Template</b> zone	<a href="#">GL Accounting Template</a> on page 1606

## Submitting a GL Accounting Template

### Prerequisites

To submit a GL Accounting Template, you should have:

- Process and GL Accounting template lines defined in the template.

### Procedure

To submit a GL Accounting Template:

1. Search for the template in the **GL Accounting Template** screen.
2. In the **Search Results** section, click the link in the **GL Accounting Template Information** column corresponding to the template that you want to submit.

The **GL Accounting Template** screen appears.

3. Click the **Submit** button in the **GL Accounting Template** zone.

The system behaves in the following manner:

If...	Then...
Approval Required Flag is set to Yes in the <b>C1-GLATSUB</b> algorithm.	A To Do of the <b>C1-GLAT</b> To Do type is created and sent to the approver and the status of the template is changed to <b>Approval In Progress</b> .
Approval Required Flag is set to No in the <b>C1-GLATSUB</b> algorithm.	The template is created using the specified process and the status of the template is changed to <b>Active</b> .

**Note:**

The **Submit** button appears only when the template is in the **Draft** or **Rejected** status.

**Related Topics**

For more information on...	See...
How to search for a GL Accounting Template	<a href="#">Searching for a GL Accounting Template</a> on page 1602
<b>GL Accounting Template</b> screen	<a href="#">GL Accounting Template (Used for Searching)</a> on page 1599
<b>GL Accounting Template</b> zone	<a href="#">GL Accounting Template</a> on page 1606
How to edit a GL Accounting Template	<a href="#">Editing a GL Accounting Template</a> on page 1608
How to delete a GL Accounting Template	<a href="#">Deleting a GL Accounting Template</a> on page 1610

**Approving a GL Accounting Template**

You can view the number of GL Accounting templates which are pending for approval in the **GL Accounting Template** screen. The approver can review, and accordingly approve or reject the template based on the observations.

**Note:** The system will not allow you to approve or reject a template submitted by you.

**Procedure**

To approve a template:

1. Do either of the following:

If you want to...	Then...
Approve a GL Accounting Template through the <b>GL Accounting template</b> screen	<ol style="list-style-type: none"> <li>1. Search for the template in the <b>GL Accounting template</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>GL Accounting Template Information</b> column corresponding to the template which you want to review.</li> </ol>
Approve a GL Accounting Template from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>.</li> </ol>

If you want to...	Then...
	<p>The <b>To Do Type for User Search</b> window appears.</p> <ol style="list-style-type: none"> <li>3. Enter <b>C1-GLAT</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field.</li> </ol> <p>The <b>To Do List</b> screen appears.</p> <ol style="list-style-type: none"> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the GL Accounting template that you want to review.</li> </ol>

The **GL Accounting Template** screen appears.

2. Review the template details.
3. Click the **Approve** button in the **GL Accounting Template** zone.

The system behaves in the following manner:

If you are...	Then...
Approving a GL Accounting template	The status of the template is changed to <b>Active</b> as specified in the GL Accounting template.

**Note:** The **Approve** button appears only when the template is in the **Approval In Progress** or **Deactivation Approval In Progress** status.

### **Related Topics**

For more information on...	See...
How to search for a GL Accounting Template	<a href="#">Searching for a GL Accounting Template</a> on page 1602
<b>GL Accounting Template</b> screen	<a href="#">GL Accounting Template (Used for Searching)</a> on page 1599
<b>GL Accounting Template</b> zone	<a href="#">GL Accounting Template</a> on page 1606

## **Rejecting a GL Accounting Template**

### **Prerequisites**

To reject a GL Accounting template, you should have:

- Rejection reasons defined in the application



**Note:**

While rejecting a GL Accounting template, you need to specify the reason why you want to reject the template. You can select the appropriate rejection reason only when you have defined the reasons for the **Rejected** status of the **C1-GLAT** business object in the **Status Reason** screen.

The system will not allow you to approve or reject a template submitted by you.

**Procedure**

To reject a GL Accounting template

1. Do either of the following:

If you want to	Then
Reject a GL Accounting template through the <b>GL Accounting Template</b> screen	<ol style="list-style-type: none"> <li>1. Search for the template in the <b>GL Accounting Template</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>GL Accounting Template Information</b> column corresponding to the template which you want to review.</li> </ol>
Reject a GL Accounting template from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1-GLAT</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the template that you want to review.</li> </ol>

The **GL Accounting Template** screen appears.

2. Review the template details.
3. Click the **Reject** button in the **GL Accounting Template** zone.

The **Reject GLAT Request** window appears. It contains following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	Used to indicate the reason why you want to reject the template	Yes

Field Name	Field Description	Mandatory (Yes or No)
Comments	Used to specify additional information while rejecting the template.	No

**Note:** The **Reject** button appears only when:

- The template is in the **Approval In Progress** or **Deactivation Approval In Progress** status.
- A user with the approval To Do role is reviewing the template.

4. Select the rejection reason from the **Status Reason** list.
5. Click **Save**.

The status of the template is changed to **Rejected**.

### Related Topics

For more information on...	See...
How to search for a GL Accounting Template	<a href="#">Searching for a GL Accounting Template</a> on page 1602
<b>GL Accounting Template</b> screen	<a href="#">GL Accounting Template (Used for Searching)</a> on page 1599
<b>GL Accounting Template</b> zone	<a href="#">GL Accounting Template</a> on page 1606
How to approve a GL Accounting Template	<a href="#">Approving a GL Accounting Template</a> on page 1611

## Deactivating a GL Accounting Template

### Prerequisites

To deactivate a GL Accounting template, you should have:

- Deactivation reasons defined in the application.

### **Note:**

While deactivating a GL Accounting template, you need to specify the reason why you want to deactivate the template. You can select the appropriate deactivation reason only when you have defined the reasons for the deactivation status of the **C1-GLAT** business object in the **Status Reason** screen.

### Procedure

To deactivate a GL Accounting template:

1. Search for the template in the **GL Accounting Template** screen.
2. In the **Search Results** section, click the link in the **GL Accounting Template Information** column corresponding to the template that you want to deactivate.

The **GL Accounting Template** screen appears.

3. Click the **Deactivate** button in the **GL Accounting Template** zone.

**Note:** The **Deactivate** button appears only when the template is in the **Active** status.

The **Deactivate GLAT Request** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	Used to indicate the reason for deactivating a template	Yes
Comments	Used to specify the additional comments on the deactivation of template.	No

4. Click **OK**.

The GL Accounting template status is changed to **Deactivation Approval In Progress**.

### **Related Topics**

For more information on...	See...
How to search for a GL Accounting Template	<a href="#">Searching for a GL Accounting Template</a> on page 1602
<b>GL Accounting Template</b> screen	<a href="#">GL Accounting Template (Used for Searching)</a> on page 1599
<b>GL Accounting Template</b> zone	<a href="#">GL Accounting Template</a> on page 1606

## Viewing the Log of a GL Accounting Template

### **Procedure**

To view the log of a GL Accounting template:

1. Search for the template in the **GL Accounting template** screen.
2. In the **Search Results** section, click the link in the **GL Accounting Template Information** column corresponding to the template whose log you want to view.

The **GL Accounting Template** screen appears. It consists of the following tabs:

- **Main** – Displays information about the template. It contains the following zone:
  - **GL Accounting Template** – Displays the details of the template.
- **Log** – Lists the complete trail of actions performed on the template. This tab contains the following zone:
  - **GL Accounting Template Log** – Displays the trail of actions performed on the particular template.

3. Click the **Log** tab.

The **GL Accounting Template Log** zone in the **Log** tab contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the template.
Details	Displays the details about the action performed on the template.
User	Indicates the user who has performed the action on the template.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the template.
Status Reason	Indicates the reason why the template was rejected or voided.

**Note:** You can manually add a log entry for the template by clicking the **Add Log Entry** link in the upper right corner of the **GL Accounting Template Log** zone.

### Related Topics

For more information on...	See...
How to search for a GL Accounting Template	<a href="#">Searching for a GL Accounting Template</a> on page 1602
How to add a log entry for a GL Accounting Template	<a href="#">Adding a Log Entry for a GL Accounting Template</a> on page 1616

## Adding a Log Entry for a GL Accounting Template

### Procedure

To add a log entry for a GL Accounting Template:

1. Search for the template in the **GL Accounting Template** screen.
2. In the **Search Results** section, click the link in the **GL Accounting Template Information** column corresponding to the template whose log you want to edit.

The **GL Accounting Template** screen appears. It consists of the following tabs:

- **Main** – Displays information about the template. It contains the following zone:
  - **GL Accounting Template** – Displays the details of the template.
  - **Log** – Lists the complete trail of actions performed on the template. This tab contains the following zone:
    - **GL Accounting Template Log** – Displays the trail of actions performed on the particular template.

3. Click the **Log** tab.

The **Log** tab appears.

4. Click the **Add Log Entry** link in the upper right corner of the **GL Accounting Template Log** zone.

The **Add GL Accounting Template Log** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
GL Accounting Template Information	Displays information about the template.	Not applicable
Log Details	Used to specify additional comments on the template.	Yes

5. Enter the comments in the **Log Details** field.
6. Click **Save**.

The log entry is added in the **GL Accounting Template Log** zone.

### Related Topics

For more information on...	See...
How to search for a GL Accounting Template	<a href="#">Searching for a GL Accounting Template</a> on page 1602

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# Chapter 29

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## Accrual

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### Topics:

- [Accrual Created through UI \(Without Approval\) Status Transition](#)
- [Accrual Created through UI \(With Approval\) Status Transition](#)
- [Accrual Created through Batch \(Without Approval\) Status Transition](#)
- [Accrual Created through Batch \(With Approval\) Status Transition](#)
- [Accrual Processes](#)
- [Accrual Cycle \(Used for Searching\)](#)
- [Accrual Cycle \(Used for Viewing\)](#)
- [Accrual Type \(Used for Searching\)](#)
- [Accrual Type \(Used for Viewing\)](#)
- [Accrual \(Used for Searching\)](#)
- [Accrual \(Used for Viewing\)](#)

Oracle Revenue Management and Billing enables you to calculate and create accrual for accounts. An accrual allows an entity to record expenses and revenues for which it expects to expend cash or receive cash, respectively, in a future reporting period.

The accrual is an adjustment which is created for the following:

- Revenues that have been earned but are not yet recorded in the books of accounts.
- Expenses that have been incurred but are not yet recorded in the book of accounts.

The system also enables you to reverse the accrual for accounts. You need to define whether the accounts belonging to a division are eligible for accrual or not. If a division is eligible for accrual, by default, all accounts belonging to the division are eligible for accrual. However, you can exclude an account from accrual, if required. To enable the accruals feature, you need to define the following:

- **Accrual Cycle** – You must specify the following information in the accrual cycle:
  - Dates when accrual should be calculated and created for the accounts where the accrual cycle is defined.
  - Accrual reversal period for each accrual date.

If a division is eligible for accrual, you need to specify the accrual cycle for the division. By default, all accounts belonging to a division will inherit the accrual cycle of the division. However, you can override the accrual cycle of an account

- **Accrual Type** – You must specify the following information in the accrual type:
  - Type of the accrual object that you want to create for posting the accrual amount. At present, the product enables you to create adjustments to record accruals for accounts in the system.
  - Whether you want to calculate the accrual based on the historical or actual data. If you want to calculate the accrual based on the historical data, you need to specify the number of historical bills that you want to consider for accrual calculation. The system will only consider the completed historical bills during accrual calculation. Besides specifying the historical bill count, you also need to specify the type of day (i.e. Business Day or Calendar Day) which is used to calculate the accrual amount. However, if you want to calculate the accrual based on the actual data, you need to specify whether trial bill or unbilled pass through billable charges

created through the Transaction Feed Management process should be considered to calculate the accrual amount.

- Whether you want to calculate accrual at the bill or bill segment level.
- Cancel reason that you want to use while reversing the accrual
- Algorithms that you want to use during the accrual calculation, creation, and reversal
- Whether any objects, such as adjustments created using a particular adjustment type, bill segments created for a particular price item, or adjustments' or bill segments' financial transactions where a particular distribution code is used, must be excluded during the accrual calculation.
- Divisions to which you want to associate the accrual type.

The accrual process includes the following sub-processes:

- **Accrual Calculation** – In this process, accounts that are eligible for accrual will have its accrual amount calculated on the basis of the accrual type configuration.
- **Accrual Creation** – In this process, on the basis of the calculated accrual amount and information configured on the accrual type, the accrual adjustment will be created.
- **Accrual Reversal** – In this process, reversal of accrual adjustments will be done to prevent double posting of revenue, once billing is done. On the basis of the accrual reversal schedule, an account with accrual adjustments will be selected for accrual reversal processing. For every frozen adjustment, a cancellation is done in order to reverse journal entries.

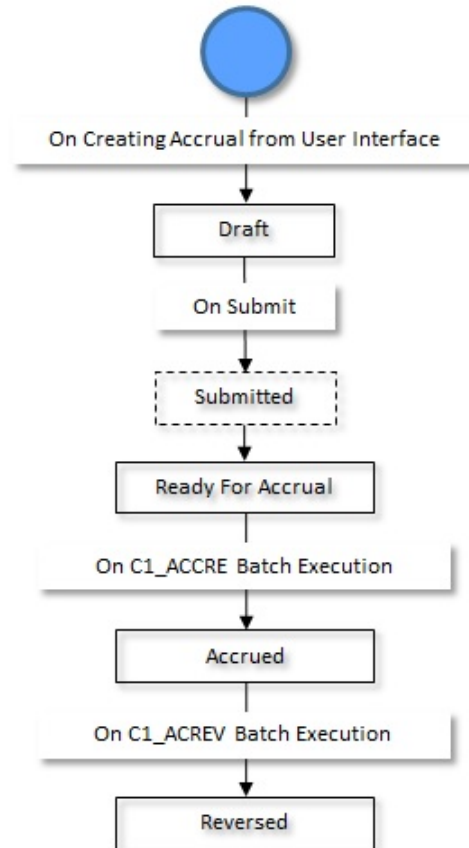
During the accrual process, an accrual goes through various statuses in its lifecycle. You can execute accrual process either using user interface (UI), or batch. For more information about the accrual statuses, see, [Accrual Created through UI \(Without Approval\) Status Transition](#) on page 1619, [Accrual Created through UI \(With Approval\) Status Transition](#) on page 1619, [Accrual Created through Batch \(Without Approval\) Status Transition](#) on page 1620 and [Accrual Created through Batch \(With Approval\) Status Transition](#) on page 1621

Note that the lifecycle of an accrual is driven by the business object using which the accrual is created. An accrual business object named **C1\_ACCRUALS** is shipped with the product. The accrual feature explained in this document is articulated based on the lifecycle and logic defined in the **C1\_ACCRUALS** business object.

## Accrual Created through UI (Without Approval) Status Transition

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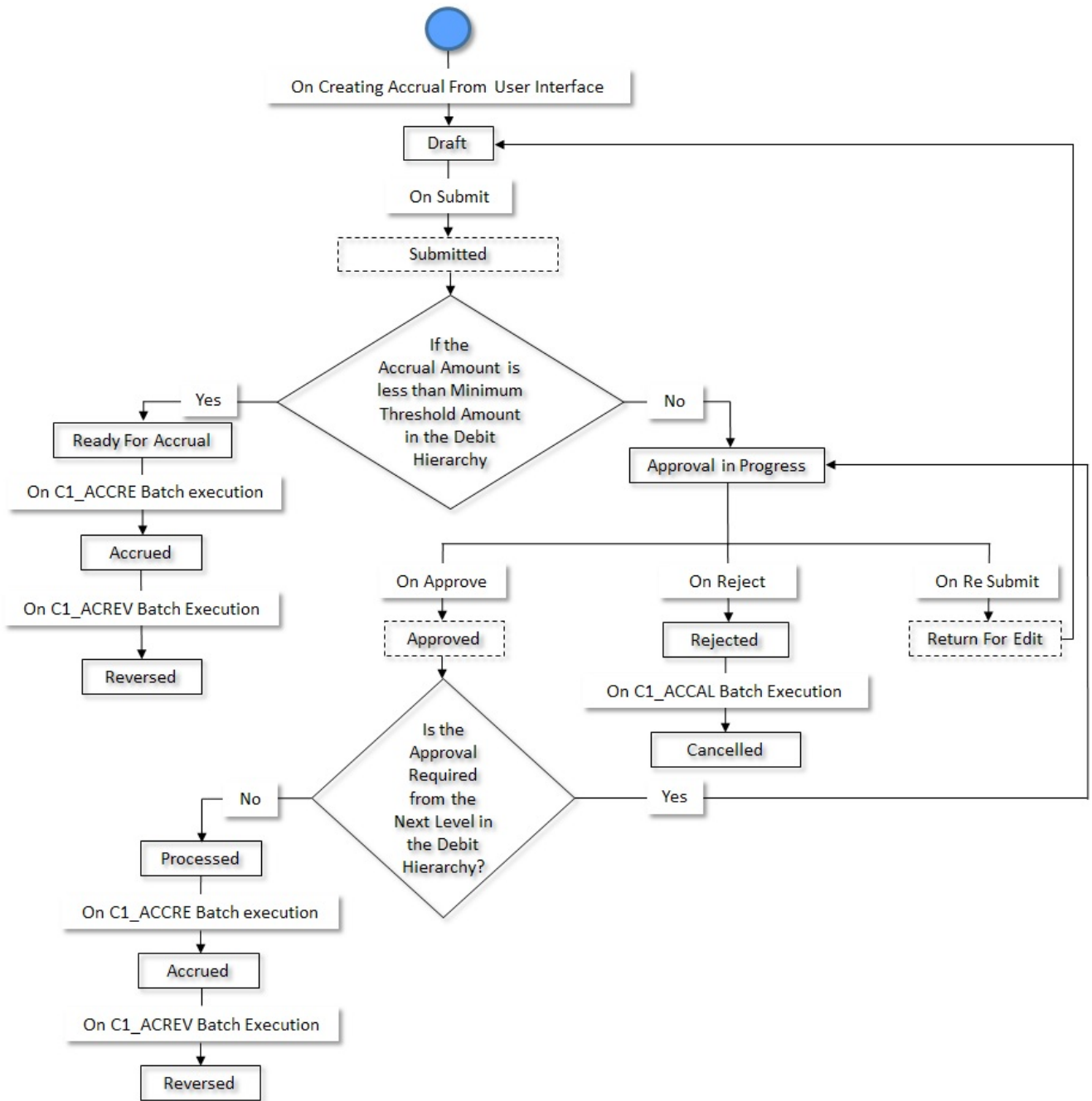
The following figure graphically indicates how an accrual created from the user interface moves from one status to another when approval workflow is off:



## Accrual Created through UI (With Approval) Status Transition

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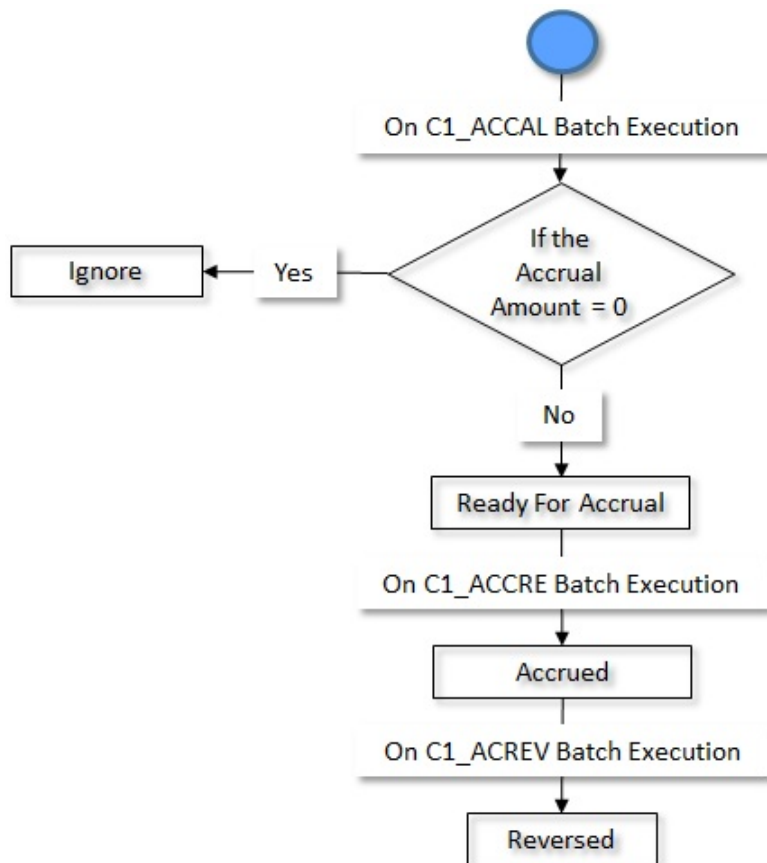
The following figure graphically indicates how an accrual created from the user interface moves from one status to another when the approval workflow is on:



## Accrual Created through Batch (Without Approval) Status Transition

The following figure graphically indicates how an accrual created through the batch moves from one status to another when the approval workflow is off:

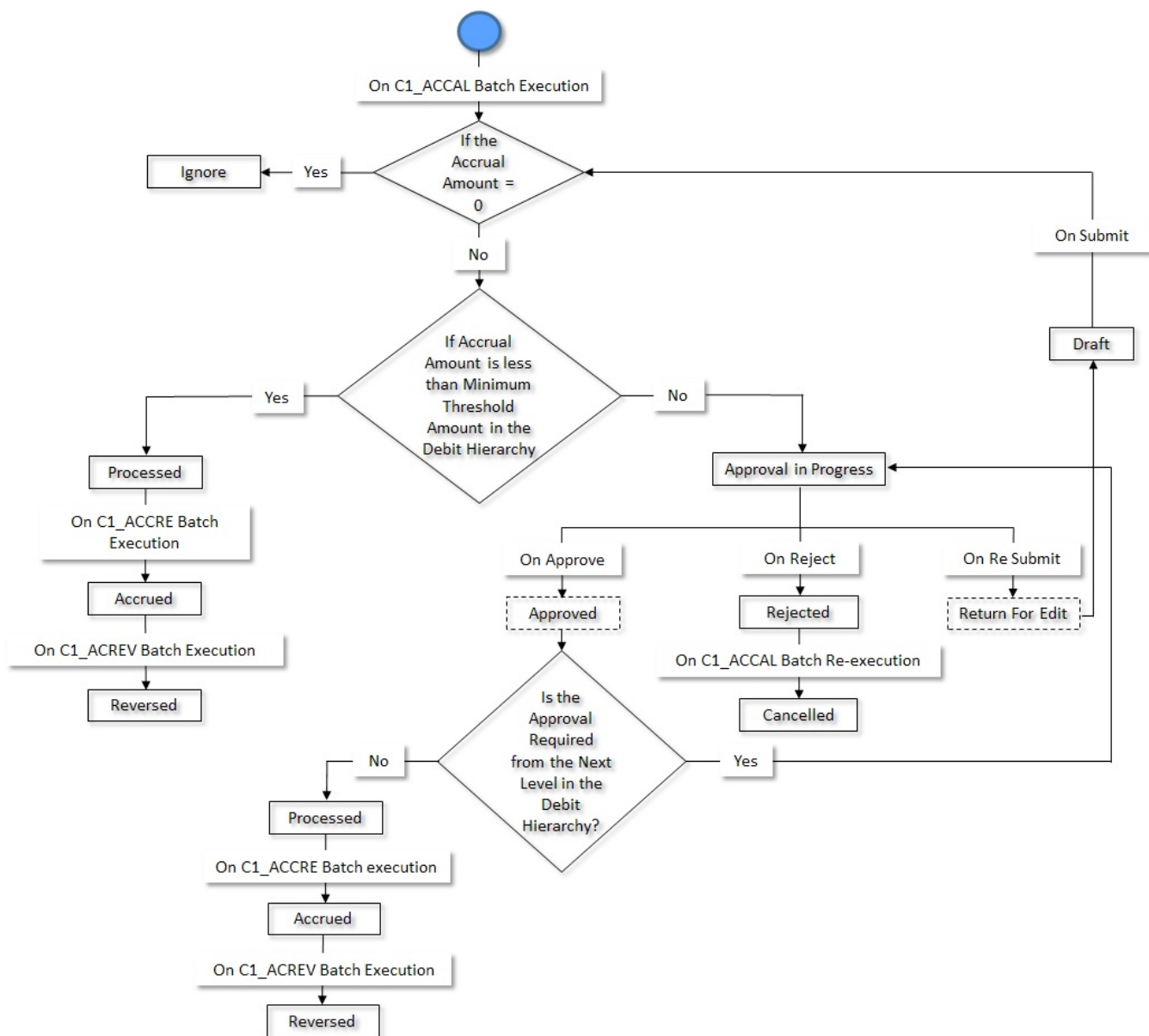




**Note:** For more information about the batches, refer *Oracle Revenue Management and Billing Batch Guide*.

## Accrual Created through Batch (With Approval) Status Transition

The following figure graphically indicates how an accrual created through the batch moves from one status to another when the approval workflow is on:



**Note:** For more information about the batches, refer *Oracle Revenue Management and Billing Batch Guide*.

## Accrual Processes

An accrual allows an entity to record expenses and revenues for which it expects to expend cash or receive cash, respectively, in a future reporting period. Following are the accrual processes to implement accrual in the application:

- [Account's Eligibility Check for Accrual](#) on page 1623
- [Accrual Calculation](#) on page 1623
- [Accrual Creation](#) on page 1624
- [Accrual Reversal](#) on page 1625

## Account's Eligibility Check for Accrual

In this process, number of account attributes will be checked in order to be eligible for accrual. The following lists the accrual eligibility criteria:

- The following table lists the internal process for identifying if an account is eligible for accrual. There will be a switch in the division and account levels which will capture the information as given below:

Division Accrual (Yes/No)	Account Accrual (Yes/No)	Eligibility for Accrual (Yes/No)	Description
Yes	No	No	Account has the higher priority.
Yes	Blank	Yes	Division has the priority in the absence of an account override.
Yes	Yes	Yes	Account has the higher priority.
No	Yes	No	If the division is set to no, ignore account level switch.
No	No	No	If the division is set to no, ignore account level switch.
No	Blank	No	If the division is set to no, ignore account level switch.

- Only Invoicing Group's master account is eligible for accrual.
- Invoice construct usage account is not eligible for accrual.

**Note:** Only accounts which are eligible for accrual will be further processed for calculation.

## Accrual Calculation

In this process, accounts that are eligible for accrual will have its accrual amount calculated on the basis of the accrual type configuration. The accrual amount is calculated based on the following:

- [Calculate Accrual at the Bill Level Based on Historical Data](#) on page 1623
- [Calculate Accrual at the Bill Segment Level Based on Historical Data](#) on page 1624
- [Calculate Accrual at the Bill Level Based on Actual Data](#) on page 1624
- [Calculate Accrual at the Bill Segment Level Based on Actual Data](#) on page 1624

**Note:** By default, all adjustments (for bill level and bill segment level) are included in the calculation. However, some adjustments of calculation lines have to be excluded, which can be done through look up references provided in the application.

### Calculate Accrual at the Bill Level Based on Historical Data

In this process, accounts that are eligible for accrual will have its accrual amount calculated at the bill level based on the historical data. The number of historical bills to be considered is based on the value configured in the accrual type of the account.

For example, if the number of historical bills are two, then the system considers the last two completed bills for the accrual calculation. The accrual amount is the average of bill segments and frozen adjustments on the last two bills. If the Type of Day is set to Business Day, the system does not consider the weekends and holidays during the accrual calculation. However, if the Type of Day is set to Calendar Day, the system considers the weekends and holidays during the accrual calculation.

### Calculate Accrual at the Bill Segment Level Based on Historical Data

In this process, accounts that are eligible for accrual will have its accrual amount calculated at the bill segment level based on the historical data. The number of historical bills to be considered is based on the value configured in the accrual type of the account.

For example, if the number of historical bills are two, then the system considers the last two completed bills for the accrual calculation. The accrual amount is the average of bill segments on the last two bills. If the Type of Day is set to Business Day, the system does not consider the weekends and holidays during the accrual calculation. However, if the Type of Day is set to Calendar Day, the system considers the weekends and holidays during the accrual calculation.

### Calculate Accrual at the Bill Level Based on Actual Data

In this process, accounts that are eligible for accrual will have its accrual amount calculated at the bill level based on the actual data. Actual data can be sourced from a trial bill or from a rated TFM transaction. The accrual source to be considered is based on the value configured in the accrual type of the account.

Following scenarios indicate how the accrual amount is calculated:

- If the accrual source is transaction feed and accrual amount is calculated at bill level, then the accrual amount is the sum of unbilled pass through billable charges created for the account either manually or automatically through the Transaction Feed Management process and frozen adjustments of the account.
- If the accrual source is transaction feed and accrual amount is calculated at bill segment level, then the accrual amount is the sum of unbilled pass through billable charges created for the account automatically through the Transaction Feed Management process.

### Calculate Accrual at the Bill Segment Level Based on Actual Data

In this process, accounts that are eligible for accrual will have its accrual amount calculated at the bill segment level based on the actual data. Actual data can be sourced from trial bills trial bill segment or from a rated Transaction Feed Management transaction. The accrual source to be considered is based on the value configured in the accrual type of the account.

Following scenarios indicate how the accrual amount is calculated:

- If the accrual source is trial bill and accrual amount is calculated at bill level, then the accrual amount is the sum of bill segments and frozen adjustments on the latest trial bill.
- If the accrual source is trial bill and accrual amount is calculated at bill segment level, then the accrual amount is the sum of bill segments on the latest trial bill.

## Accrual Creation

In this process, on the basis of the calculated accrual amount and information configured on the accrual type, the accrual adjustment will be created. You can create the adjustments for accruals through the **C1\_ACCRE** batch process. The accruals which are either in the **Ready for Accrual** or **Processed** status are considered in this batch process. Based on the adjustment type defined in the accrual type, the system accordingly creates the accrual adjustment for the account. The status of the accrual is changed to **Accrued**.

#### Note:

For more information about the batch, refer to *Oracle Revenue Management and Billing Batch Guide*.

The system also enables you to manually create the accrual for an account. You can optionally configure the approval workflow process for accruals. The approval process is configured through the approval profile. The approval profile allows you to define the approval hierarchy. The debit approval hierarchy is used for approving the accrual. You can define an approval hierarchy where users with different To Do role at each level can approve or reject the accrual. This process continues till the approval is received from all levels in the hierarchy. Once users at all levels approve the accrual, the status of the accrual is changed to **Processed**. However, if an approver at any level in the hierarchy rejects the accrual, the status of the accrual is changed to **Rejected**.

## Accrual Reversal

In this process, reversal of accrual adjustments will be done to prevent double posting of revenue, once billing is done. On the basis of the accrual reversal schedule, an account with accrual adjustments will be selected for accrual reversal processing. For every frozen adjustment, a cancellation is done in order to reverse journal entries.

You can reverse the accrual through the **C1\_ACREV** batch process. On reversing the accrual, the accrual adjustments are cancelled and the status of the accrual is changed to **Reversed**.

**Note:** For more information about the batch, refer to *Oracle Revenue Management and Billing Batch Guide*.

## Accrual Cycle (Used for Searching)

The **Accrual Cycle** screen allows you to search for an accrual cycle using various search criteria. This screen consists of the following zone:

- [Search Accrual Cycle](#) on page 1625

### Search Accrual Cycle

The **Search Accrual Cycle** zone allows you to search an accrual cycle using various search criteria. This zone contains the following two sections:

- **Search Criteria** — The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Accrual Cycle	Used to search a particular accrual cycle.	No
Description	Used to search an accrual cycle with a particular description.	No

**Note:** You should specify at least one search criterion while searching for an accrual cycle.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Accrual Cycle	Displays the name of accrual cycle.
Accrual Information	Displays information about the accrual cycle.
Cycle	<b>Note:</b> It has a link. On clicking the link, the <b>Accrual Cycle</b> screen appears where you can view the details of the respective accrual cycle.

### Related Topics

For more information on...	See...
How to search for an accrual cycle	<a href="#">Searching for an Accrual Cycle</a> on page 1625
How to view the accrual cycle information	<a href="#">Viewing the Accrual Cycle Details</a> on page 1626
How to define an accrual cycle	<a href="#">Defining an Accrual Cycle</a> on page 1626

## Searching for an Accrual Cycle

**Procedure**

To search for an accrual cycle:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Accrual Cycle**.  
The **Accrual Cycle** screen appears.
3. Enter the search criteria in the **Search Accrual Cycle** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of accrual cycles that meet the search criteria appears in the **Search Results** section.

**Related Topics**

For more information on...	See...
Accrual Cycle screen	<a href="#">Accrual Cycle (Used for Viewing)</a> on page 1627
Accrual Cycle zone	<a href="#">Accrual Cycle</a> on page 1628

**Viewing the Accrual Cycle Details****Procedure**

To view the accrual cycle details:

1. Search for the accrual cycle in the **Accrual Cycle** screen.
2. In the **Search Results** section, click the link in the **Accrual Cycle Information** column corresponding to the accrual cycle whose details you want to view.

The **Accrual Cycle** screen appears. It consists of the following tab:

- **Main** – Displays information about the accrual cycle. It consists of the following zone:
  - **Accrual Cycle** – Displays the details of the accrual cycle.

3. View the details of the accrual cycle in the **Accrual Cycle** zone.

**Related Topics**

For more information on...	See...
How to search for an accrual cycle	<a href="#">Searching for an Accrual Cycle</a> on page 1625
Accrual Cycle screen	<a href="#">Accrual Cycle (Used for Viewing)</a> on page 1627

**Defining an Accrual Cycle****Procedure**

To define an accrual cycle:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

2. From the **Admin** menu, select **A** and then click **Accrual Cycle**.

The **Accrual Cycle** screen appears.

3. Click the **Add** button in the **Page Title** area of the **Accrual Cycle** screen.

The **Accrual Cycle** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the accrual cycle. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Accrual Cycle	Used to specify the name for accrual cycle.	Yes
Description	Used to specify the description about an accrual cycle.	Yes

- **Schedule Periods** – Used to specify the schedule period for an accrual cycle. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Accrual Date	Used to specify the date on which the accrual creation process for an applicable account will be initiated.	Yes
Reversal Start Date	Used to specify the date on which the accrual reversal process will be initiated.	Yes
Reversal End Date	Used to specify the date on which the accrual reversal process will be ended.	Yes

**Note:**

You must specify the reversal end date which must be later than the reversal start date.

You must specify the accrual date which lies earlier than the reversal start date.

### Related Topics

For more information on...	See...
Accrual Cycle screen	<a href="#">Accrual Cycle (Used for Viewing)</a> on page 1627
How to search for an accrual cycle	<a href="#">Searching for an Accrual Cycle</a> on page 1625

## Accrual Cycle (Used for Viewing)

Once you create an accrual cycle, the **Accrual Cycle** screen allows you to:

- View the details of an accrual cycle
- Edit an accrual cycle
- Delete an accrual cycle

This screen contains the following zone:

- [Accrual Cycle](#) on page 1628

## Accrual Cycle

The **Accrual Cycle** zone displays the basic details of an accrual cycle. This zone contains the following sections:

- **Main** – This section provides the basic details of an accrual cycle. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Accrual Cycle	Used to search a particular accrual cycle.	No
Description	Used to search an accrual cycle with a particular description.	No

- **Schedule Periods** – This section contains the following columns:

Column Name	Column Description
Accrual Date	Used to specify the date on which the accrual creation process for an applicable account will be initiated.
Reversal Start Date	Used to specify the date on which the accrual reversal process will be initiated.
Reversal End Date	Used to specify the date on which the accrual reversal process will be ended.

- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of an accrual cycle.
Delete	Used to delete an accrual cycle.

- **Record Information** – This section contains the following field:

Field Name	Field Description
Business Object	Indicates the business object using which an accrual cycle is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

### Related Topics

For more information on...	See...
How to search for an accrual cycle	<a href="#">Searching for an Accrual Cycle</a> on page 1625
How to view the accrual cycle information	<a href="#">Viewing the Accrual Cycle Details</a> on page 1626
How to define an accrual cycle	<a href="#">Adding an Accrual</a> on page 1650

## Editing an Accrual Cycle

### Procedure

To edit an accrual cycle:

1. Search for the accrual cycle in the **Accrual Cycle** screen.



- In the **Search Results** section, click the link in the **Accrual Cycle Information** column corresponding to the accrual cycle whose details you want to edit.

The **Accrual Cycle** screen appears.

- Click the **Edit** button in the **Accrual Cycle** zone.

The **Accrual Cycle** screen appears. It contains the following section:

- Main** – Used to specify basic details about the accrual cycle. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Accrual Cycle	Used to specify the name for accrual cycle.	Yes
Description	Used to specify the description about an accrual cycle.	Yes

- Schedule Periods** – Used to specify the schedule period for the accrual cycle. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Accrual Date	Used to specify the date on which the accrual creation process for an applicable account will be initiated.	Yes
Reversal Start Date	Used to specify the date on which the accrual reversal process will be initiated.	Yes
Reversal End Date	Used to specify the date on which the accrual reversal process will be ended.	Yes

**Note:**

You must specify the reversal end date which must be later than the reversal start date.

You must specify the accrual date which lies earlier than the reversal start date.

- Modify the details of the accrual cycle.

- Click **Save**.

The changes made to the accrual cycle are saved.

### **Related Topics**

For more information on...	See...
How to search for an accrual cycle	<a href="#">Searching for an Accrual Cycle</a> on page 1625
<b>Accrual Cycle</b> screen	<a href="#">Accrual Cycle (Used for Viewing)</a> on page 1627
<b>Accrual Cycle</b> zone	<a href="#">Accrual Cycle</a> on page 1628

## **Deleting an Accrual Cycle**

### **Procedure**

To delete an accrual cycle:

- Search for the accrual cycle in the **Accrual Cycle** screen.

- In the **Search Results** section, click the link in the **Accrual Cycle Information** column corresponding to the accrual cycle that you want to delete.

The **Accrual Cycle** screen appears.

- Click the **Delete** button in the **Accrual Cycle** zone.

A message appears confirming whether you want to delete the accrual cycle.

- Click **OK**.

The accrual cycle is deleted.

### Related Topics

For more information on...	See...
How to search for an accrual cycle	<a href="#">Searching for an Accrual Cycle</a> on page 1625
<b>Accrual Cycle</b> screen	<a href="#">Accrual Cycle (Used for Viewing)</a> on page 1627
<b>Accrual Cycle</b> zone	<a href="#">Accrual Cycle</a> on page 1628

## Accrual Type (Used for Searching)

The **Accrual Type** screen allows you to search for an accrual type using various search criteria. This screen consists of the following zone:

- [Search Accrual Type](#) on page 1630

### Search Accrual Type

The **Search Accrual Type** zone allows you to search an accrual type using various search criteria. This zone contains the following two sections:

- Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Accrual Type	Used to search a particular accrual type.	No
Description	Used to search an accrual type with a particular description.	No
Accrual Criteria	Used to indicate the accrual criteria on the basis of which accrual will be calculated. The valid values are: <ul style="list-style-type: none"> <li>Actual</li> <li>Historical</li> </ul>	No
Posting Method	Used to indicate the posting method on the basis of which accrual will be calculated. The valid values are: <ul style="list-style-type: none"> <li>Bill Level</li> <li>Bill Segment Level</li> </ul>	No

**Note:** You must provide at least one search criterion while searching for an accrual type.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Accrual Type	Displays the name of accrual type.
Accrual Type Information	Displays information about the accrual type.
	<b>Note:</b> It has a link. On clicking the link, the <b>Accrual Type</b> screen appears where you can view the details of the respective accrual type.
Accrual Criteria	Indicates the accrual criteria used for the accrual calculation.
Posting Method	Indicates the posting method used for the accrual calculation.
Type of Day	Indicates the type of day which is used as reference when calculating accrual based on the historical data.

### Related Topics

For more information on...	See...
How to search for an accrual type	<a href="#">Searching for an Accrual Type</a> on page 1631
How to view an accrual type information	<a href="#">Viewing the Accrual Type Details</a> on page 1632
How to define an accrual type	<a href="#">Defining an Accrual Type</a> on page 1632

## Searching for an Accrual Type

### Procedure

To search for an accrual type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Accrual Type**.  
The **Accrual Type** screen appears.
3. Enter the search criteria in the **Search Accrual Type** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of accrual types that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>Accrual Type</b> screen	<a href="#">Accrual Type (Used for Viewing)</a> on page 1640
<b>Accrual Type</b> zone	<a href="#">Accrual Type</a> on page 1640

## Viewing the Accrual Type Details

### Procedure

To view the accrual type details:

1. Search for the accrual type in the **Accrual Type** screen.
2. In the **Search Results** section, click the link in the **Accrual Type Information** column corresponding to the accrual type whose details you want to view.

The **Accrual Type** screen appears. It consists of the following tab:

- **Main** – Displays information about the accrual type. It consists of the following zone:
    - **Accrual Type** – Displays the details of the accrual type.
3. View the details of the accrual type in the **Accrual Type** zone.

### Related Topics

For more information on...	See...
How to search for an accrual type	<a href="#">Searching for an Accrual Type</a> on page 1631
<b>Accrual Type</b> screen	<a href="#">Accrual Type (Used for Viewing)</a> on page 1640

## Defining an Accrual Type

### Prerequisites

To define an accrual type, you should have:

- Adjustment types defined in the application.

### Procedure


To define an accrual type:



1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **A** and then click **Accrual Type**.  
The **Accrual Type** screen appears.
3. Click the **Add** button in the **Page Title** area of the **Accrual Type** screen.


The **Accrual Type** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the accrual type. This section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Accrual Type	Used to specify the name for accrual type.	Yes
Description	Used to specify the description about an accrual type.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Accrual Object	Used to indicate the accrual object that you want to create for posting the accrual amount.	Yes
	<b>Note:</b> You can only create adjustment object to record accruals for accounts in the application.	
Adjustment Type	Used to indicate the adjustment type using which the adjustment must be created.	Yes
	<p><b>Note:</b></p> <p>This field appears only when you select the <b>Adjustment</b> option from the <b>Accrual Object</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.</p> <p>You must specify an adjustment type where the <b>Print by Default</b> and <b>Impact Next Bill Balance</b> check boxes are not selected.</p>	
Accrual Criteria	Used to indicate the accrual criteria that you want to use for the accrual calculation. The valid values are: <ul style="list-style-type: none"> <li>Actual</li> <li>Historical</li> </ul>	Yes
Accrual Source	Used to indicate the source of data that you want to use while calculating accruals based on actual data. The valid values are: <ul style="list-style-type: none"> <li>Trial Bill</li> <li>Transaction Feed</li> </ul>	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Actual</b> option from the <b>Accrual Criteria</b> list.	
Historical Bill Count	Used to specify the number of historical bills that you want to consider for accrual calculation.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Historical</b> option from the <b>Accrual Criteria</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Accrual Request Business Object	Used to indicate the business object that you want to use while creating the accrual request.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Business Object Search</b> window appears.	
Approval Required	Used to indicate whether approval is required while creating accrual requests which are created using the accrual type.	Yes
Approval Profile	Indicates the approval profile which must be used to define approval hierarchy for the accrual type.	Yes
	<b>Note:</b> This field appears only when <b>Approval Required</b> check box is selected.	
Hierarchical Approval	Used to indicate whether multi-level or single-level approval is required while creating the accrual adjustments using the accrual type.	Yes (Conditional)
	<b>Note:</b> This field appears only when <b>Approval Required</b> check box is selected.	
Submitter To Do Type	Indicates the To Do type for the submitter when the accrual type is resubmitted by the approver.	Yes (Conditional)
	<b>Note:</b> This field appears only when <b>Approval Required</b> check box is selected.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.	
Submitter To Do Role	Indicates the To Do role for the submitter when the accrual type is resubmitted by the approver.	Yes (Conditional)
	<b>Note:</b> This field appears only when <b>Approval Required</b> check box is selected.	

Field Name	Field Description	Mandatory (Yes or No)
Type of Day	Used to indicate the type of day that you want to use to calculate the accrual amount.	Yes
Posting Method	Used to indicate the posting method that you want to use for calculating the accrual amount. The valid values are: <ul style="list-style-type: none"> <li>• Bill Level</li> <li>• Bill Segment Level</li> </ul>	Yes
Cancel Reason	Used to specify the cancel reason that you want to use while reversing the accrual.	Yes (Conditional)
		<b>Note:</b> This field is required when the accrual object is set to <b>Adjustment</b> .
Contract Type	Used to indicate the contract type that you want to use for accrual calculation.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Contract Type Search</b> window appears.	

- **Algorithms** – Used to specify the algorithms that you want to use for accrual type. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
System Event	Used to indicate the system event for an algorithm.	Yes
Sequence	Used to specify the sequence number.	Yes
Algorithm	Used to associate an algorithm to the system event that you have selected.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	

**Note:** You must associate algorithms, such as **Accrual Calculation**, **Accrual Creation**, and **Accrual Reversal** to the system events in the accrual type.

- **Objects to Exclude** – Used to specify the objects that you want to exclude from accrual type. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Entity Type	Used to indicate the entity type.	No
Sequence	Used to specify the sequence number.	No


Column Name	Column Description	Mandatory (Yes or No)
Entity	Used to indicate the valid value for the entity type that you have selected.	Yes (Conditional)
		<b>Note:</b> This field is required if you select the value for <b>Entity Type</b> .

- **Divisions** – Used to specify division to which you want to associate the accrual type. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the division associated to the accrual type is effective.	No
Division	Used to specify the division to which you want to associate the accrual type.	Yes (Conditional)
		<b>Note:</b> This field is required if you specify the <b>Effective date</b> .

- **Characteristics** – Used to specify the characteristics for the accrual type. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for an accrual type.
Characteristic Type	Used to specify the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Accrual Type</b> .	<b>Note:</b> This field is required when you are defining a characteristic for an accrual type.
Characteristic Value	Used to specify the value of characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for an accrual type.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

4. Enter the required details.



5. Add algorithms, objects to exclude, and divisions for the accrual type.
6. Define characteristics for the accrual type, if required.
7. Click **Save**.

The accrual type is created and the **Accrual Type** screen appears where you can view the details of the accrual type.

### Related Topics

For more information on...	See...
Accrual Type screen	<a href="#">Accrual Type (Used for Viewing)</a> on page 1640
How to search for an accrual type	<a href="#">Searching for an Accrual Type</a> on page 1631

## Defining Characteristics for an Accrual Type

### Procedure

To define characteristics for an accrual type:


1. Search for the accrual type in the **Accrual Type** screen.
2. In the **Search Results** section, click the link in the **Accrual Type Information** column corresponding to the accrual type whose details you want to edit.


The **Accrual Type** screen appears.


3. Click the **Edit** button in the **Accrual Type** zone.

The **Accrual Type** screen appears.

4. Ensure that the **Characteristics** section is expanded when you are editing the accrual type.
5. Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

6. If you want to define more than one characteristic for the accrual type, click the **Add**  icon and then repeat step 5.

**Note:** However, if you want to remove a characteristic from the accrual type, click the **Delete**  icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to search for an accrual type	<a href="#">Searching for an Accrual Type</a> on page 1631
How to define an accrual type	<a href="#">Defining an Accrual Type</a> on page 1632

## Associating Algorithms with an Accrual Type

### Prerequisites

To associate algorithms with an accrual type, you should have:

- Algorithms defined in the application.

**Procedure**

To associate algorithms with an accrual type:

1. Search for the accrual type in the **Accrual Type** screen.
2. In the **Search Results** section, click the link in the **Accrual Type Information** column corresponding to the accrual type whose details you want to edit.


The **Accrual Type** screen appears.

3. Click the **Edit** button in the **Accrual Type** zone.


The **Accrual Type** screen appears.

4. Ensure that the **Algorithms** section is expanded when you are editing the accrual type.
5. Enter the required details in the **Algorithms** section.

**Note:**

On clicking the **Search**  icon corresponding to the **Algorithm** column, you can search for a predefined algorithm.

You must associate algorithms, such as Accrual Calculation, Accrual Creation, and Accrual Reversal to the system events in the accrual type.

6. If you want to associate more than one algorithm to the accrual type, click the **Add**  icon and then repeat step 5.

**Note:** However, if you want to disassociate an algorithm from the accrual type, click the **Delete**  icon corresponding to the algorithm.

**Related Topics**

For more information on...	See...
How to search for an accrual type	<a href="#">Searching for an Accrual Type</a> on page 1631
How to define an accrual type	<a href="#">Defining an Accrual Type</a> on page 1632

**Excluding Objects in an Accrual Type****Procedure**

To exclude objects in an accrual type:

1. Search for the accrual type in the **Accrual Type** screen.
2. In the **Search Results** section, click the link in the **Accrual Type Information** column corresponding to the accrual type whose details you want to edit.

The **Accrual Type** screen appears.

3. Click the **Edit** button in the **Accrual Type** zone.

The **Accrual Type** screen appears.

4. Ensure that the **Objects To Exclude** section is expanded when you are editing the accrual type.
5. Enter the required details in the **Objects To Exclude** section.

**Note:** If you select a predefined entity type, the **Search** (🔍) icon appears corresponding to the **Entity** field. On clicking the **Search** icon, you can search for a predefined entity value.

6. If you want to exclude more than one object in the accrual type, click the **Add** (+) icon and then repeat step 5.

**Note:** However, if you want to remove an excluded object from the accrual type, click the **Delete** (🗑️) icon corresponding to the entity.

### Related Topics

For more information on...	See...
How to search for an accrual type	<a href="#">Searching for an Accrual Type</a> on page 1631
How to define an accrual type	<a href="#">Defining an Accrual Type</a> on page 1632

## Associating an Accrual Type with a Division

### Prerequisites

To associate an accrual type with a division, you should have:

- Divisions defined in the application.

### Procedure

To associate an accrual type with a division:

1. Search for the accrual type in the **Accrual Type** screen.
2. In the **Search Results** section, click the link in the **Accrual Type Information** column corresponding to the accrual type whose details you want to edit.  
The **Accrual Type** screen appears.
3. Click the **Edit** button in the **Accrual Type** zone.  
The **Accrual Type** screen appears.
4. Ensure that the **Divisions** section is expanded when you are editing the accrual type.
5. Enter the required details in the **Divisions** section.
6. If you want to associate more than one division to the accrual type, click the **Add** (+) icon and then repeat step 5.

**Note:** However, if you want to disassociate a division from the accrual type, click the **Delete** (🗑️) icon corresponding to the division.

### Related Topics

For more information on...	See...
How to search for an accrual type	<a href="#">Searching for an Accrual Type</a> on page 1631
How to define an accrual type	<a href="#">Defining an Accrual Type</a> on page 1632

## Accrual Type (Used for Viewing)

Once you create an accrual type, the **Accrual Type** screen allows you to:

- View the details of an accrual type
- Edit an accrual type
- Delete an accrual type

This screen contains the following zone:

- [Search Accrual Type](#) on page 1630

### Accrual Type


The **Accrual Type** zone displays the basic details of an accrual type. This zone contains the following sections:

- **Main** – This section provides the basic details of an accrual type. It contains the following fields:

Field Name	Field Description
Accrual Type	Displays the name of accrual type.
Description	Displays the description of an accrual type.
Accrual Object	Displays the accrual object .
Adjustment Type	Displays the adjustment type using which the adjustment is created.
Accrual Criteria	Displays the accrual criteria used for calculation.
Accrual Source	Displays the source of data that you want to use while calculating accruals based on actual data.  <b>Note:</b> This field appears only when <b>Actual</b> option was selected from the <b>Accrual Criteria</b> list while creating an accrual type.
Historical Bill Count	Displays the number of historical bills which were considered for accrual calculation.  <b>Note:</b> This field appears only when <b>Historical</b> option was selected from the <b>Accrual Criteria</b> list while creating an accrual type.
Type of Day	Displays the type of day that was used to calculate the accrual amount.
Posting Method	Displays the posting method that was used to calculate the accrual amount.
Cancel Reason	Displays the cancel reason.
Contract Type	Displays the contract type.

- **Algorithms** – List the algorithms added in the accrual type. This section contains the following columns:

Column Name	Column Description
System Event	Indicates the system event.
Sequence	Displays the sequence number.

Column Name	Column Description
Algorithm	Displays an algorithm that needs to be attached to the selected.
	<b>Note:</b> You can click the Search (  ) icon corresponding to the field to attach an algorithm to the system event selected by you.

- **Objects to Exclude** – Lists the objects excluded from the accrual type. This section contains the following columns:

Column Name	Column Description
Entity Type	Indicates the entity type.
Sequence	Displays the sequence number.
Entity	Displays the value for the entity type.

- **Divisions** – Lists the divisions associated to the accrual type. This section contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the division is effective for the accrual type.
Division	Displays the division associated to the accrual type.

- **Characteristics** – Lists the characteristics for the accrual type. This section contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the characteristic is effective.
Characteristic Type	Displays the characteristic type.
Characteristic Value	Displays the value of characteristic type.

- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of an accrual type.
Delete	Used to delete an accrual type.

- **Record Information** – This section contains the following field:

Field Name	Field Description
Business Object	Indicates the business object using which an accrual cycle is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

### Related Topics

For more information on...	See...
How to search for an accrual type	<a href="#">Searching for an Accrual Type</a> on page 1631

For more information on...	See...
How to view the accrual type information	<a href="#">Viewing the Accrual Type Details</a> on page 1632
How to define an accrual type	<a href="#">Defining an Accrual Type</a> on page 1632

## Editing an Accrual Type

### Procedure

To edit an accrual type:


1. Search for the accrual type in the **Accrual Type** screen.
2. In the **Search Results** section, click the link in the **Accrual Type Information** column corresponding to the accrual type whose details you want to edit.


The **Accrual Type** screen appears.


3. Click the **Edit** button in the **Accrual Type** zone.

The **Accrual Type** screen appears. It contains the following section:


- **Main** – Used to specify basic details about the accrual type. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Accrual Type	Used to specify the name for accrual type.	Yes
Description	Used to specify the description about an accrual type.	Yes
Accrual Object	Used to indicate the accrual object that you want to create for posting the accrual amount.  <b>Note:</b> You can only create adjustment object to record accruals for accounts in the application.	Yes
Adjustment Type	Used to indicate the adjustment type using which the adjustment must be created.  <b>Note:</b> This field appears only when you select the <b>Adjustment</b> option from the <b>Accrual Object</b> list.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.  You must specify an adjustment type where the <b>Print by Default</b> and <b>Impact Next Bill Balance</b> check boxes are not selected.	Yes


Field Name	Field Description	Mandatory (Yes or No)
Accrual Criteria	Used to indicate the accrual criteria that you want to use for the accrual calculation. The valid values are: <ul style="list-style-type: none"> <li>Actual</li> <li>Historical</li> </ul>	Yes
Accrual Source	Used to indicate the source of data that you want to use while calculating accruals based on actual data. The valid values are: <ul style="list-style-type: none"> <li>Trial Bill</li> <li>Transaction Feed</li> </ul>	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Actual</b> option from the <b>Accrual Criteria</b> list.	<b>Note:</b> This field is required if you select the <b>Actual</b> option from the <b>Accrual Criteria</b> list.
Historical Bill Count	Used to specify the number of historical bills that you want to consider for accrual calculation.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Historical</b> option from the <b>Accrual Criteria</b> list.	<b>Note:</b> This field is required if you select the <b>Historical</b> option from the <b>Accrual Criteria</b> list.
Accrual Request Business Object	Used to indicate the business object that you want to use while creating the accrual request. <p><b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Business Object Search</b> window appears.</p>	Yes
Approval Required	Used to indicate whether approval is required while creating accrual requests which are created using the accrual type.	Yes
Approval Profile	Indicates the approval profile which must be used to define approval hierarchy for the accrual type.	Yes
	<b>Note:</b> This field appears only when <b>Approval Required</b> check box is selected.	<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected

Field Name	Field Description	Mandatory (Yes or No)
Hierarchical Approval	Used to indicate whether multi-level or single-level approval is required while creating the accrual adjustments using the accrual type.	Yes (Conditional)
	<b>Note:</b> This field appears only when <b>Approval Required</b> check box is selected.	<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected
Submitter To Do Type	Indicates the To Do type for the submitter when the accrual type is resubmitted by the approver.	Yes (Conditional)
	<b>Note:</b> This field appears only when <b>Approval Required</b> check box is selected.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.	<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected
Submitter To Do Role	Indicates the To Do role for the submitter when the accrual type is resubmitted by the approver.	Yes (Conditional)
	<b>Note:</b> This field appears only when <b>Approval Required</b> check box is selected.	<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected
Type of Day	Used to indicate the type of day that you want to use to calculate the accrual amount.	Yes
Posting Method	Used to indicate the posting method that you want to use for calculating the accrual amount. The valid values are: <ul style="list-style-type: none"> <li>• Bill Level</li> <li>• Bill Segment Level</li> </ul>	Yes
Cancel Reason	Used to specify the cancel reason that you want to use while reversing the accrual.	Yes (Conditional)
		<b>Note:</b> This field is required when the accrual object is set to <b>Adjustment</b> .



Field Name	Field Description	Mandatory (Yes or No)
Contract Type	Used to indicate the contract type that you want to use for accrual calculation.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Contract Type Search</b> window appears.	

- **Algorithms** – Used to specify the algorithms that you want to use for accrual type. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
System Event	Used to indicate the system event for an algorithm.	Yes
Sequence	Used to specify the sequence number.	Yes
Algorithm	Used to associate an algorithm to the system event that you have selected.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	

**Note:** You must associate algorithms, such as **Accrual Calculation**, **Accrual Creation**, and **Accrual Reversal** to the system events in the accrual type.

- **Objects to Exclude** – Used to specify the objects that you want to exclude from accrual type. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Entity Type	Used to indicate the entity type.	No
Sequence	Used to specify the sequence number.	No
Entity	Used to indicate the valid value for the entity type that you have selected.	Yes (Conditional)
		<b>Note:</b> This field is required if you select the value for <b>Entity Type</b> .


- **Divisions** – Used to specify division to which you want to associate the accrual type. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the division associated to the accrual type is effective.	No

Column Name	Column Description	Mandatory (Yes or No)
Division	Used to specify the division to which you want to associate the accrual type.	Yes (Conditional) <b>Note:</b> This field is required if you specify the <b>Effective date</b> .

- **Characteristics** – Used to specify the characteristics for the accrual type. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for an accrual type.
Characteristic Type	Used to specify the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Accrual Type</b> .	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for an accrual type.
Characteristic Value	Used to specify the value of characteristic type. <b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for an accrual type.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

4. Modify the details of the accrual type.
5. Add algorithms, objects to exclude, and divisions for the accrual type, if required.
6. Define characteristics for the accrual type, if required.
7. Click **Save**.

The changes made to an accrual type are saved.

### **Related Topics**

For more information on...	See...
How to search for an accrual type	<a href="#">Searching for an Accrual Type</a> on page 1631
<b>Accrual Type</b> screen	<a href="#">Accrual Type (Used for Viewing)</a> on page 1640
<b>Accrual Type</b> zone	<a href="#">Accrual Type</a> on page 1640

## Deleting an Accrual Type

### Procedure

To delete an accrual type:

1. Search for the accrual type in the **Accrual Type** screen.
2. In the **Search Results** section, click the link in the **Accrual Type Information** column corresponding to the accrual type that you want to delete.

The **Accrual Type** screen appears.

3. Click the **Delete** button in the **Accrual Type** zone.

A message appears confirming whether you want to delete an accrual type.

4. Click **OK**.

An accrual type is deleted.

### Related Topics

For more information on...	See...
How to search for an accrual type	<a href="#">Searching for an Accrual Type</a> on page 1631
<b>Accrual Type</b> screen	<a href="#">Accrual Type (Used for Viewing)</a> on page 1640
<b>Accrual Type</b> zone	<a href="#">Accrual Type</a> on page 1640

## Accrual (Used for Searching)


The **Accrual** screen allows you to search for an accrual details using various search criteria. This screen consists of the following zone:

- [Search Accrual](#) on page 1647

### Search Accrual

The **Search Accrual** zone allows you to search accrual details using various search criteria. This zone contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Indicates whether you want to search for an accrual using <b>Accrual Details</b> .	Not applicable
Account ID	Used to search accruals which belongs to a particular account.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	No
Division	Used to search accruals which belongs to a particular division.	No
Status	Used to search accruals with a particular status.	No

Field Name	Field Description	Mandatory (Yes or No)
Posting Method	Used to search accruals which uses a particular posting method for calculating the accrual amount. The valid values are: <ul style="list-style-type: none"> <li>• Bill Level</li> <li>• Bill Segment Level</li> </ul>	No
Accrual Cycle	Used to search accruals which are created using a particular accrual cycle.	No
Accrual Type	Used to search accruals which are created using a particular accrual type.	No
Accrual Creation Mode	Used to search accruals which are created using a particular creation mode. The valid values are: <ul style="list-style-type: none"> <li>• Batch</li> <li>• Manual</li> </ul>	No
Creation Date	Used to search accruals which are created from a particular date onwards.	No
To	Used to search accruals which are created till a particular date.	No

**Note:** You must specify at least one search criterion while searching for an accrual.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Accrual Information	Displays information about the accrual. <b>Note:</b> It has a link. On clicking the link, the <b>Accrual</b> screen appears with the details of the respective accrual.
Division	Indicates the division to which the accrual account belongs.
Accrual Type	Indicates the accrual type of the accrual.
Posting Method	Indicates the posting method used for accrual.
Accrual Creation Mode	Indicates the creation method of the accrual.
Status	Displays the status of the accrual.
Create Date/Time	Displays the date and time when the accrual is created.

### Related Topics

For more information on...	See...
How to search for an accrual	<a href="#">Searching for an Accrual</a> on page 1649
How to view the accrual details	<a href="#">Viewing the Accrual Details</a> on page 1649
How to define an accrual	<a href="#">Adding an Accrual</a> on page 1650

## Searching for an Accrual

### Procedure

To search for an accrual :

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Accrual**.  
A sub-menu appears.
3. Click the **Search** option from the **Accrual** sub-menu.  
The **Accrual** screen appears.
4. Enter the search criteria in the **Search Accrual** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of accruals that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
Accrual screen	<a href="#">Accrual (Used for Viewing)</a> on page 1651
Accrual zone	<a href="#">Accrual</a> on page 1651

## Viewing the Accrual Details

### Procedure

To view an accrual details:

1. Search for the accrual in the **Accrual** screen.
2. In the **Search Results** section, click the link in the **Accrual Information** column corresponding to the accrual whose details you want to view.

The **Accrual** screen appears. It consists of the following tabs:

- **Main** – Displays information about the accrual. It consists of the following zone:
  - **Accrual** – Displays the details of the accrual.
  - **Log** – Lists the complete trail of actions performed on the accrual.

3. View the details of the accrual in the **Accrual** zone.

### Related Topics

For more information on...	See...
How to search for an accrual	<a href="#">Searching for an Accrual</a> on page 1649

For more information on...	See...
Accrual screen	<a href="#">Accrual (Used for Viewing)</a> on page 1651

## Adding an Accrual


### Procedure

To add an accrual:


1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Accrual**.  
A sub-menu appears.
3. Click the **Add** option from the **Accrual** sub menu.

The **Accrual** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the accrual. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Account ID	Used to search a particular account.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	Yes
Contract	Displays the accrual contract of the account.	Not applicable
Accrual Cycle	Displays the accrual cycle for the account.	Not applicable
Posting Method	Displays the posting method used for accrual.	Not applicable
Accrual Type	Indicates the accrual type of the accrual.	Not applicable
Accrual Creation Mode	Indicates the creation method of the accrual.	Not applicable
Currency	Displays the accrual currency.	Not applicable

- **Accrual Details** – Used to specify the schedule period for an accrual cycle. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Displays the sequence number of the parameter.	
Price Item	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> window appears.	

Column Name	Column Description	Mandatory (Yes or No)
Amount	Displays the accrual amount.	Yes
Override Reason	Displays the override reason.	Yes

**Tip:** Alternatively, you can access the **Accrual** screen by clicking the **Add** button in the **Page Title** area of the **Accrual** screen.

**Note:**

You must specify the reversal end date which must be later than the reversal start date.

You must specify the accrual date which lies earlier than the reversal start date.

### Related Topics

For more information on...	See...
Accrual Screen	<a href="#">Accrual (Used for Viewing)</a> on page 1651

## Accrual (Used for Viewing)

Once you create an accrual, the **Accrual** screen allows you to:

- View the details of an accrual
- Edit an accrual
- Delete an accrual

This screen contains the following zone:

- [Accrual](#) on page 1651

### Accrual - Main

The **Main** tab displays the basic details of the accrual. It consists of the following zone:

- [Accrual](#) on page 1651

### Accrual

The **Accrual** zone displays the basic details of an accrual. This zone contains the following sections:

- **Main** – This section provides the basic details of an accrual. It contains the following fields:

Field Name	Field Description
Accrual Information	Displays information about the accrual.
Account Information	Displays information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account

Field Name	Field Description
Contract Information	Displays information about the contract. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.
Division	Displays the division associated with the accrual.
Status	Displays the status of accrual.
Accrual Cycle	Displays the accrual cycle of the accrual.
Accrual Date	Displays the accrual date.
Reversal Start Date	Displays the start date for accrual reversal.
Reversal End Date	Displays the end date for accrual reversal.
Accrual Type	Displays the accrual type of accrual.
Accrual Creation Mode	Displays the creation mode of accrual.
Accrual Amount	Displays the accrual amount.
Currency	Displays the currency.

- **Accrual Details** – List the algorithms added in the accrual type. This section contains the following columns:

Column Name	Column Description
Sequence	Displays the sequence of the accrual.
Price Item	Displays the price item defined at the bill segment level for accrual calculation.
Amount	Displays the accrual amount.
Override Reason	Displays the override reason.

- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of an accrual.
Delete	Used to delete an accrual.

- **Record Information** – This section contains the following field:

Field Name	Field Description
Business Object	Indicates the business object using which an accrual is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Create Date/Time	Displays the date and time when the accrual is created.

### **Related Topics**



For more information on...	See...
How to search for an accrual	<a href="#">Searching for an Accrual</a> on page 1649
How to view the accrual information	<a href="#">Viewing the Accrual Details</a> on page 1649
How to add an accrual	<a href="#">Adding an Accrual</a> on page 1650

## Accrual - Log

The **Log** tab lists complete trail of actions performed on the accrual. It consists of the following zone:

- [Accrual Log](#) on page 1653

### Accrual Log

The **Accrual Log** zone lists the complete trail of actions performed on the accrual. This zone contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the accrual.
Details	Displays the details about the action performed on the accrual.
User	Indicates the user who has performed the action on the accrual.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the accrual.

**Note:** You can manually add a log entry for the accrual by clicking the **Add Log Entry** link in the upper right corner of the **Accrual Log** zone.

The **Add Accrual Log** window appears. Enter **Log Details** and click **Save**. The accrual log is added.

### Related Topics

For more information on...	See...
How to view the log of the accrual	<a href="#">Viewing the Log of an Accrual</a> on page 1655

## Editing an Accrual

### Procedure

To edit an accrual:


1. Search for the accrual in the **Accrual** screen.
2. In the **Search Results** section, click the link in the **Accrual Information** column corresponding to the accrual whose details you want to edit.

The **Accrual** screen appears.


3. Click the **Edit** button in the **Accrual** zone

The **Accrual** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the accrual. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Account ID	Used to search a particular account.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	
Contract	Displays the accrual contract of the account.	Not applicable
Accrual Cycle	Displays the accrual cycle for the account.	Not applicable
Posting Method	Displays the posting method used for accrual.	Not applicable
Accrual Type	Indicates the accrual type of the accrual.	Not applicable
Accrual Creation Mode	Indicates the creation method of the accrual.	Not applicable
Currency	Displays the accrual currency.	Not applicable

- **Accrual Details** – Used to specify the schedule period for an accrual cycle. This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Displays the sequence number of the parameter.	
Price Item		
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> window appears.	
Amount	Displays the accrual amount.	Yes
Override Reason	Displays the override reason.	Yes

**Tip:** Alternatively, you can access the **Accrual** screen by clicking the **Add** button in the **Page Title** area of **Accrual** screen.

**Note:**

You must specify the reversal end date which must be later than the reversal start date.

You must specify the accrual date which lies earlier than the reversal start date.

4. Modify the details of the accrual.

5. Click **Save**.

The changes made to the accrual are saved.

**Related Topics**

For more information on...	See...
Accrual screen	<a href="#">Accrual (Used for Viewing)</a> on page 1651
Accrual zone	<a href="#">Accrual</a> on page 1651
How to view an accrual details	<a href="#">Viewing the Accrual Details</a> on page 1649
How to add an accrual	<a href="#">Adding an Accrual</a> on page 1650

## Deleting an Accrual

### Procedure

To delete an accrual:

1. Search for the accrual in the **Accrual** screen.
2. In the **Search Results** section, click the link in the **Accrual Information** column corresponding to the accrual that you want to delete.

The **Accrual** screen appears.

3. Click the **Delete** button in the **Accrual** zone.

A message appears confirming whether you want to delete the accrual.

4. Click **OK**.

The accrual is deleted.

### Related Topics

For more information on...	See...
How to search for an accrual	<a href="#">Searching for an Accrual</a> on page 1649
<b>Accrual</b> screen	<a href="#">Accrual (Used for Viewing)</a> on page 1651
<b>Accrual</b> zone	<a href="#">Accrual</a> on page 1651

## Viewing the Log of an Accrual

### Procedure

To view the log of an accrual:

1. Search for the accrual in the **Accrual** screen.
2. In the **Search Results** section, click the link in the **Accrual Information** column corresponding to the accrual whose log you want to view.

The **Accrual** screen appears. It consists of the following tabs:

- **Main** – Displays information about the accrual. It contains the following zone:
  - **Accrual** – Displays the details of the accrual.
  - **Log** – Lists the complete trail of actions performed on the accrual. This tab contains the following zone:
    - **Accrual Log** – Displays the trail of actions performed on the particular accrual.

3. Click the **Log** tab.

The **Accrual Log** zone in the **Log** tab contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the accrual.
Details	Displays the details about the action performed on the accrual.
User	Indicates the user who has performed the action on the accrual.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the accrual.

**Note:** You can manually add a log entry for the accrual by clicking the **Add Log Entry** link in the upper right corner of the **Accrual Log** zone.

### **Related Topics**

For more information on...	See...
How to search for an accrual	<a href="#">Searching for an Accrual</a> on page 1649
How to add a log entry for an accrual	<a href="#">Adding a Log Entry for an Accrual</a> on page 1656

## **Adding a Log Entry for an Accrual**

### **Procedure**

To add a log entry for an accrual:

1. Search for the accrual in the **Accrual** screen.
2. In the **Search Results** section, click the link in the **Accrual Information** column corresponding to the accrual whose log you want to edit.

The **Accrual** screen appears. It consists of the following tabs:

- **Main** – Displays information about the accrual. It contains the following zone:
  - **Accrual** – Displays the details of the accrual.
- **Log** – Lists the complete trail of actions performed on the accrual. This tab contains the following zone:
  - **Accrual Log** – Displays the trail of actions performed on the particular accrual.

3. Click the **Log** tab.

The **Log** tab appears.

4. Click the **Add Log Entry** link in the upper right corner of the **Accrual Log** zone.

The **Add Accrual Log** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Accrual Information	Displays information about the accrual.	Not applicable
Log Details	Used to specify additional comments on the accrual.	Yes

5. Enter the comments in the **Log Details** field.
6. Click **Save**.

The log entry is added in the **Accrual Log** zone.

**Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for an accrual	<a href="#">Searching for an Accrual</a> on page 1649



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# Chapter 30

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## Payment Agreement Request

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### Topics:

- [Payment Agreement Request \(Without Approval\) Status Transition](#)
- [Payment Agreement Request \(With Approval\) Status Transition](#)
- [Prerequisites](#)
- [Algorithms Used in C1-PaymentAgreementRequest](#)
- [Payment Agreement Request Type](#)
- [Payment Agreement Request \(Used for Searching\)](#)
- [Payment Agreement Request \(Used for Viewing\)](#)

Oracle Revenue Management and Billing provides the ability to schedule payments in installments for a set of unpaid bills of an account through a payment agreement request. Let us understand this with the help of an example. The following bills of the account A1 are unpaid:

- B1 (Bill Amount – 100\$, Unpaid Amount - 75\$)
- B2 (Bill Amount – 250\$, Unpaid Amount – 125\$)
- B3 (Bill Amount – 150\$, Unpaid Amount – 150\$)

Through a payment agreement request, you can schedule payments for these three bills in various installments. For example, you can schedule the following payments for the account A1:

Schedule Date	Schedule Amount
01-Jan-2017	100
15-Jan-2017	100
01-Feb-2017	100
15-Feb-2017	50

While creating a payment agreement request, you need to specify the payment agreement request type using which you want to create the payment agreement request. It is the payment agreement request type which helps the system to determine:

- The business object using which the payment agreement request should be created
- Whether the approval is required for the payment agreement request

You can only add completed bills of the account which are unpaid in a payment agreement request. Once a payment agreement request is created for an account, the status of the payment agreement request is set to **Draft**. You can then edit or delete the payment agreement request, if required. Once you add the unpaid bills of the account, you can submit the payment agreement request. On submitting a payment agreement request, the status of the payment agreement request is set to **Active**.

You can optionally configure the system to use the approval workflow process for a payment agreement request. If the **Approval Required** flag is set to **Yes** in a payment agreement request type, then on submitting the respective payment agreement request, the approval workflow process creates a To Do for the approver to review the payment agreement request. Once the approver approves the payment agreement request, the status of the payment agreement request is set to **Active**. The approver can approve, reject, or resubmit the payment

agreement request. When the payment agreement request is resubmitted to the submitter, the status of the payment agreement request is set to **Draft**.

Even if the approval workflow is configured for a payment agreement request type, you can skip the approval workflow for a payment agreement request. The system enables you to skip the approval workflow for a payment agreement request until you exceed the maximum limit defined in the **C1-PASUBMIT** algorithm. You can define the following parameters in the **C1-PA-SUBMIT** algorithm:

- Number of days to consider in past to check whether any payment agreement request with a particular status exist in the specified duration (for example, 365)
- Maximum number of payment agreement requests which can be activated without approval (for example, 1)
- Status in which payment agreement request should exist in the specified duration (for example, Broken Promise)

In the above example, on clicking the **Submit** button, the system will check how many payment agreement requests for the account in the last 365 days exist in the **Broken Promise** status. If the system finds one or more than one payment agreement requests in the **Broken Promise** status in the last 365 days, the approval workflow process creates a To Do for the approver to review the payment agreement request. However, if the system does not find any payment agreement request in the **Broken Promise** status in the last 365 days, the payment agreement request is not sent for approval and the status of the payment agreement request is directly changed to **Active**.

When the **Payment Agreement Request Periodic Monitor (C1-PAREQ)** batch is invoked, the system checks whether there are any payment agreement requests in the **Active** status. If there is a payment agreement request in the **Active** status, the system checks whether the total unpaid amount of the bills is equal to zero and whether each bill is fully matched. If so, the status of the payment agreement request is changed to **Kept Promise**. However, if the total unpaid amount of the bills is not equal to zero, the system checks whether the current date is later than the schedule date and does not fall within the grace period. If so, the system checks whether total unpaid amount is greater than the total future schedule amount. If so, the status of the payment agreement request is changed to **Broken Promise**. However, if the current date is earlier than the schedule date or falls within the grace period, or the total unpaid amount is less than the total future schedule amount, the status of payment agreement request remains in **Active**. The system enables you to edit a payment agreement request which is in the **Active** status.

While defining a payment agreement request, you need to specify the payment method through which the payment will be done and whether the payment will be done through the payor or third party payor account. If the **Auto Pay** flag is set to **Yes** for a payment method, you need to also specify the automatic payment option using which the automatic payment should be created on the schedule date. One more batch named **Generate Auto Pay for Payment Agreement (C1-APPAB)** is introduced in this release. When the **Generate Auto Pay for Payment Agreement (C1-APPAB)** batch is invoked, the system checks whether there are any payment agreement requests in the **Active** status. If so, whether the account for which the payment agreement request is created is eligible for automatic payment and the defer auto pay date (if any) defined for the account is earlier than the batch business date. If so, the system checks whether the extract date of the unpaid bill (with the earliest due date) is earlier than the schedule date.



If so, the system creates the automatic payment for the unpaid bill on the schedule date. However, if the account is not eligible for automatic payment, or the defer auto pay date is equal to or later than batch business date, or the extract date is equal to or later than the schedule date, the automatic payment is not generated for the account.

During the payment agreement request process, a payment agreement request creation goes through various statuses in its lifecycle. For more information about the payment agreement request statuses, see [Payment Agreement Request \(Without Approval\) Status Transition](#) on page 1662 and [Payment Agreement Request \(With Approval\) Status Transition](#) on page 1663. If the payment agreement request type is without approval then payment agreement status will automatically move from draft to active. The approval configuration algorithm **C1-PA-APPEXT** decides whether the request will be sent for approval or not. If the payment agreement request type is with approval then payment agreement will be sent for approval depending on:

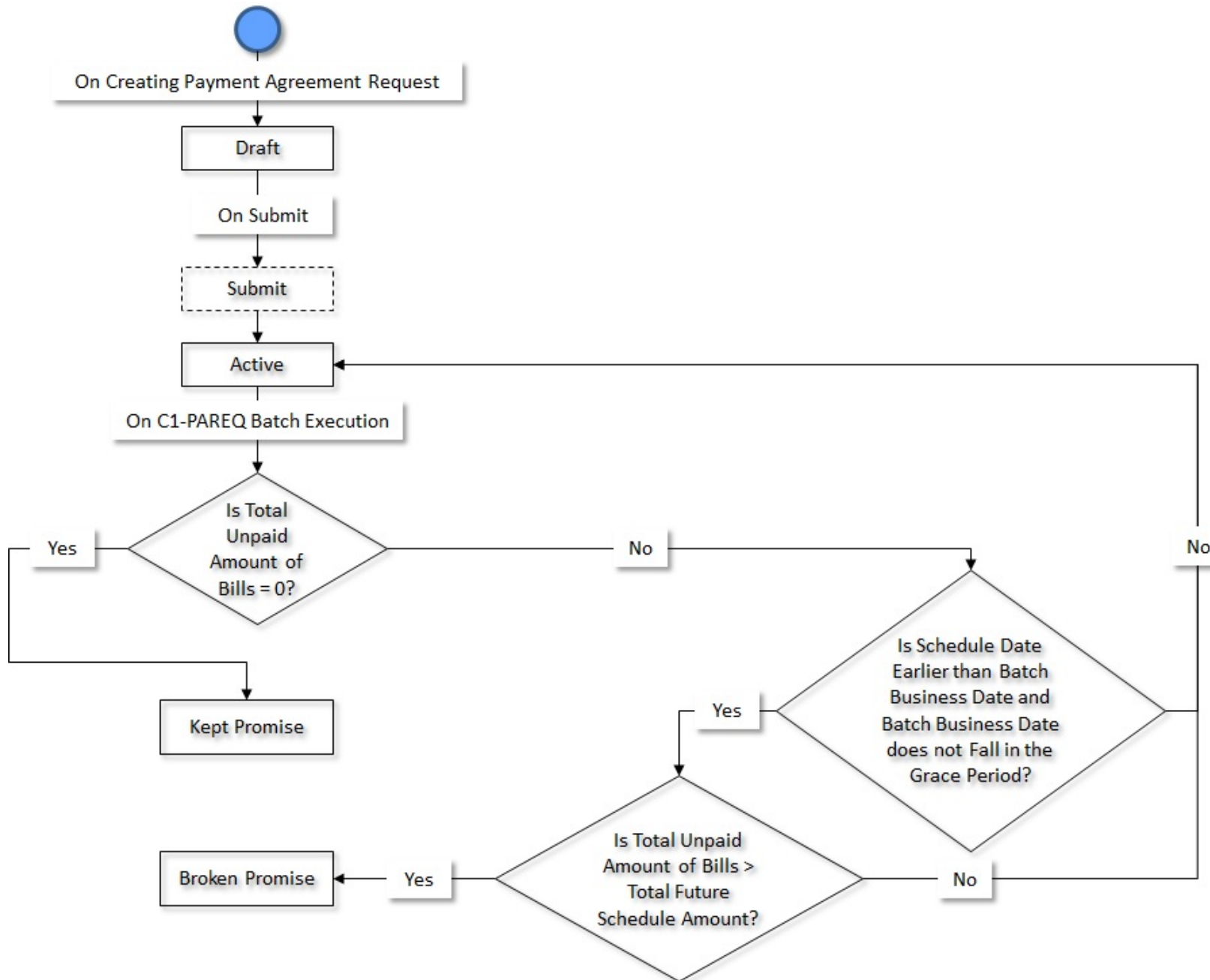
- The number of days checked for approval workflow
- Payment agreement statuses (active, broken, kept) to be considered
- The maximum number of payment agreements allowed

**Note:** The lifecycle of a payment agreement request creation is driven by the respective business object using which the request is created. The payment agreement request feature explained in this document is articulated based on the lifecycle and logic defined in the business objects.

For more information on how to setup the payment agreement request process, see [Prerequisites](#) on page 1664.

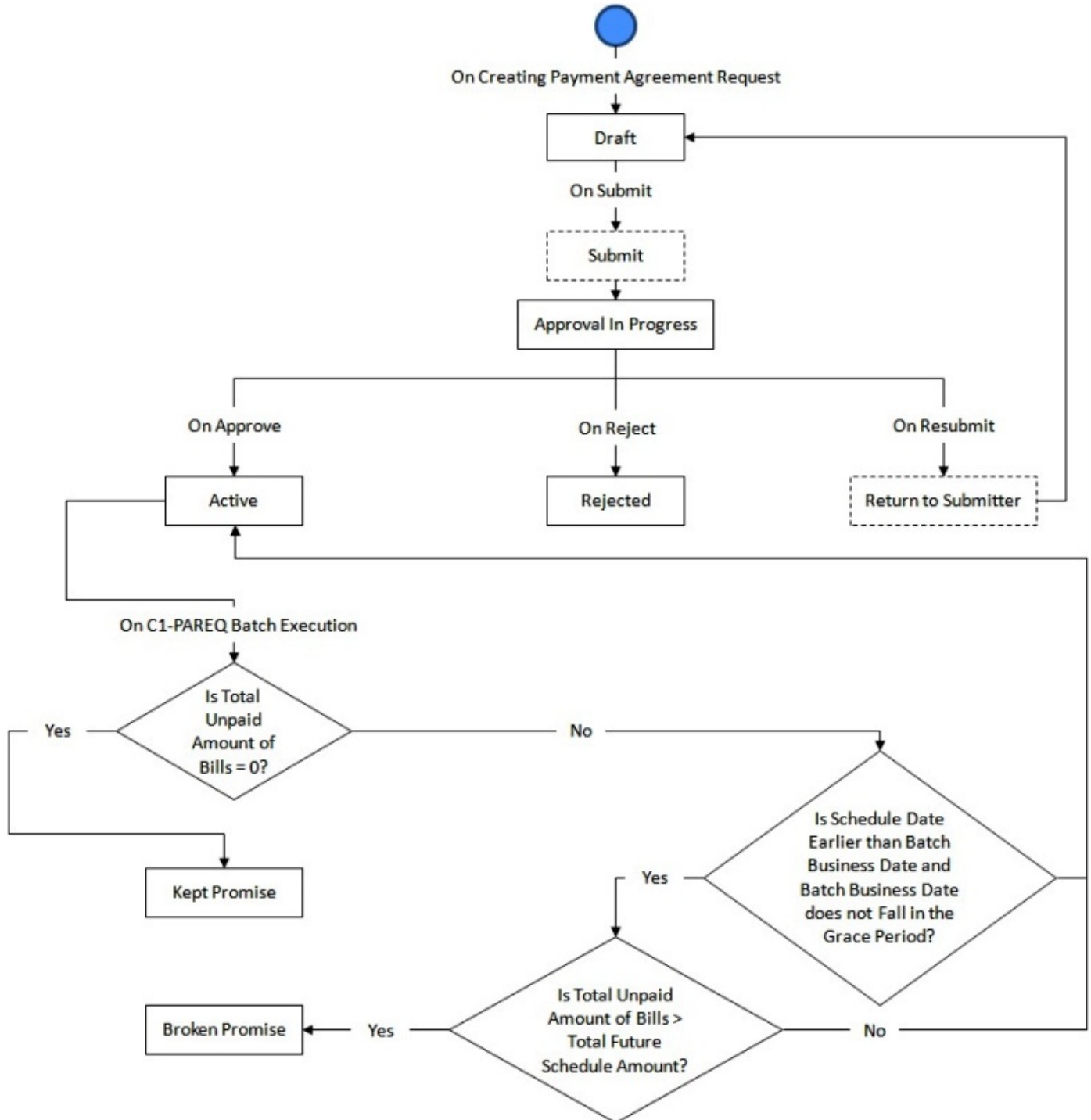
## Payment Agreement Request (Without Approval) Status Transition

The following figure graphically indicates how a payment agreement request moves from one status to another when approval workflow is off:



## Payment Agreement Request (With Approval) Status Transition

The following figure graphically indicates how a payment agreement request moves from one status to another when approval workflow is on:



## Prerequisites

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To setup the payment agreement request process, you need to do the following:

- Define the required payment agreement request types in the system
- Define the required characteristic types where the characteristic entity is set to **Payment Agreement Request**
- Define the required characteristic types where the characteristic entity is set to **Payment Agreement Request Type**
- Define the required pay methods for **Payment Agreement Request**
- Define the required third party payors for **Payment Agreement Request**
- Create an algorithm using the **C1-PA-INFO** algorithm type if you want to create Payment Agreement Requests using the payment agreement request information.
- Define the kept promise status reason for the **C1-PaymentAgreementRequest** business object
- Define the broken promise status reason for the **C1-PaymentAgreementRequest** business object
- Defined rejected status reason for the **C1-PaymentAgreementRequest** business object
- Assign the **C1-PAREQ** To Do type to a To Do role whose users must receive To Do generated while submitting or resubmitting a payment agreement request for approval
- The **Payment Agreement Request Periodic Monitor (C1-PAREQ)** batch process to monitor the payment agreement request and move the request to next stage

## Algorithms Used in C1-PaymentAgreementRequest

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The following table lists the algorithms which are attached to the **C1-PaymentAgreementRequest** business object:

System Event	Algorithm	Algorithm Type	Description
Information	C1-PA-INFO	C1-PA-INFO	This algorithm generates the payment agreement request information string which appears throughout the application. This algorithm concatenates the following fields: <ul style="list-style-type: none"> <li>• Payment Agreement Request Type Description</li> <li>• Payment Agreement Request Status Description</li> <li>• Payment Agreement Request ID</li> </ul>
Pre-Processing	C1-PA-PRE	C1-PA-PRE	This Algorithm is used to avoid the concurrency issue for payment agreement.
Validation	C1-PA-VAL	C1-PA-VAL	This Algorithm is used to validate payment agreement request.

The following table lists the algorithms which are used in the lifecycle of the **C1-PaymentAgreementRequest** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Submit	Enter	C1-PA-SUBMIT	C1-PA-SUBMIT	This Algorithm is used to validate payment agreement request.
Approval In Progress	Enter	C1-PA-APPENT	C1-PA-APPENT	This algorithm creates <b>To Do</b> based on the <b>Approval To Do Type</b> configured in Payment Agreement Request Type.
Approval In Progress	Exit	C1-PA-APPEXT	C1-PA-APPEXT	This algorithm checks whether an approver is associated with the approval <b>To Do Role</b> specified in the <b>Payment Agreement Request Type</b> . It does not allow the submitter to approve or reject the payment agreement request.
Return to Submitter	Enter	C1-PA-RESUB	C1-PA-RESUB	This algorithm is invoked on <b>Re-Submit</b> button. It moves the status of Payment Agreement Request into <b>Draft</b> . A 'To Do' will be generated for the user as submitter whose <b>To Do Type</b> and <b>To Do Role</b> are fetched from Payment Agreement Request Type.
Active	Monitor	C1-PA-MONTR	C1-PA-MONTR	This algorithm is invoked from the <b>Payment Agreement Request Periodic Monitor (C1-PAREQ)</b> batch. It changes the status of the payment request from <b>Active</b> to <b>KP</b> (Kept Promise) or <b>BP</b> (Broken Promise) based on payment received.
Active	Enter	C1-PA-ACTENT	C1-PA-ACTENT	This algorithm will validate Payment Agreement Request before activation.

## Payment Agreement Request Type

Oracle Revenue Management and Billing allows you to define, edit, copy and delete a payment agreement request type using which you can pay current unpaid debt bills in multiple installments whose payment amount is greater than zero. A payment agreement provide flexibility in payment of installment amount and schedule of payment.

The **C1-PaymentAgreementRequest** business object is created for payment agreement maintenance.

The **Payment Agreement Request Type** screen consists of the following zones:

- [Payment Agreement Request Type List](#) on page 1665
- [Payment Agreement Request Type](#) on page 1666

## Payment Agreement Request Type List

The **Payment Agreement Request Type List** zone lists payment agreement request types that are already defined in the system. It contains the following columns:

Column Name	Column Description
Payment Agreement Request Type	Displays the payment agreement request type.
Description	Displays the description of the payment agreement request type.
Edit	On clicking the <b>Edit</b> (✎) icon, the <b>Payment Agreement Request Type</b> screen appears where you can edit the details of the payment agreement request type.
Duplicate	On clicking the <b>Duplicate</b> (📄📄) icon, the <b>Payment Agreement Request Type</b> screen appears where you can define a new payment agreement request type using an existing payment agreement request type.
Delete	On clicking the <b>Delete</b> (🗑) icon, you can delete the payment agreement request type.  <b>Note:</b> You can delete a payment agreement request type only when you have not created a payment agreement request using the payment agreement request type.

On clicking the **Broadcast** (📡) icon corresponding to a payment agreement request type, the **Payment Agreement Request Type** zone appears with the details of the respective payment agreement request type.

### Related Topics



For more information on...	See...
How to edit a payment agreement request type	<a href="#">Editing a Payment Agreement Request Type</a> on page 1673
How to copy a payment agreement request type	<a href="#">Copying a Payment Agreement Request Type</a> on page 1676
How to delete a payment agreement request type	<a href="#">Deleting a Payment Agreement Request Type</a> on page 1675
How to view the details of a payment agreement request type	<a href="#">Viewing the Payment Agreement Request Type Details</a> on page 1678

## Payment Agreement Request Type

The **Payment Agreement Request Type** zone displays the details of the payment agreement request type. It contains the following sections:

- **Main** - Displays basic information about the payment agreement request type. It contains the following fields:

Field Name	Field Description
Payment Agreement Request Type	Displays the payment agreement request type.
Description	Displays the description of the payment agreement request type.
Payment Agreement Request Business Object	Indicates the business object that will be used to create the payment agreement request. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Detailed Description	Displays additional information about the payment agreement request type.

Field Name	Field Description
Status	<p>Indicates the status of the payment agreement request type. The valid values are:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>
Approval Required	<p>Indicates whether approval is required while creating the payment agreement request using the payment agreement request type.</p>
Approval To Do Type	<p>Indicates that the To Do entry of the specified To Do type must be created when you submit the payment agreement request for approval.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b></p> <p>The <b>Approval To Do Type</b> field appears only when the <b>Approval Required</b> check box is selected.</p> <p>It has a link. On clicking the link, the <b>To Do Type</b> screen appears with the details of the respective To Do type.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.</p> </div>
Approval To Do Role	<p>Indicates that users with the specified To Do role can only approve or reject the payment agreement request submitted for approval.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b></p> <p>The <b>Approval To Do Role</b> field appears only when the <b>Approval Required</b> check box is selected.</p> <p>It has a link. On clicking the link, the <b>To Do Role</b> screen appears where you can view the details of the respective To Do role.</p> </div>
Submitter To Do Type	<p>Indicates the To Do type for the submitter when the payment agreement request type is resubmitted by the approver.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Note:</b></p> <p>The <b>Submitter To Do Type</b> field appears only when the <b>Approval Required</b> check box is selected.</p> <p>It has a link. On clicking the link, the <b>To Do Type</b> screen appears where you can view the details of the respective To Do type.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.</p> </div>

Field Name	Field Description
Submitter To Do Role	Indicates the To Do role of the submitter when the payment agreement request type is resubmitted by the approver.
	<p><b>Note:</b></p> <p>The <b>Submitter To Do Role</b> field appears only when the <b>Approval Required</b> check box is selected.</p> <p>It has a link. On clicking the link, the <b>To Do Role</b> screen appears where you can view the details of the respective To Do role.</p>

- **Characteristics** - The **Characteristics** section lists the characteristics defined for the payment agreement request type. It contains the following columns:


Column Name	Column Description
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** - The **Record Actions** section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the payment agreement request type.
Delete	Used to delete the payment agreement request type.
	<p><b>Note:</b> You can delete a payment agreement request type only when you have not created a payment agreement request using the payment agreement request type.</p>
Duplicate	Used to create a new payment agreement request type using an existing payment agreement request type.

- **Record Information** - The **Record Information** section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the payment agreement request type is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.</p>

By default, the **Payment Agreement Request Type** zone does not appear in the **Payment Agreement Request Type** screen. It appears only when you click the **Broadcast**  icon corresponding to the payment agreement request type in the **Payment Agreement Request Type List** zone.

### Related Topics

For more information on...	See...
How to define a payment agreement request type	<a href="#">Defining a Payment Agreement Request Type</a> on page 1669
How to define characteristics for a payment agreement request type	<a href="#">Defining a Characteristic for a Payment Agreement Request Type</a> on page 1672



For more information on...	See...
How to edit a payment agreement request type	<a href="#">Editing a Payment Agreement Request Type</a> on page 1673
How to copy a payment agreement request type	<a href="#">Copying a Payment Agreement Request Type</a> on page 1676
How to delete a payment agreement request type	<a href="#">Deleting a Payment Agreement Request Type</a> on page 1675
How to view the details of a payment agreement request type	<a href="#">Viewing the Payment Agreement Request Type Details</a> on page 1678

## Defining a Payment Agreement Request Type

### Prerequisites

To define a payment agreement request type, you should have:

- Payment agreement request type business objects defined in the application
- Payment agreement request business objects defined in the application
- One To Do type defined for submitter and another To Do type defined for approver when the approval is required for a mass pricing update request
- A To Do role assigned to the required To Do types in the application
- The Payment Agreement Request Information algorithm is defined using the **C1-PA-INFO** algorithm type
- **C1-PAREQ** To Do Type assigned to a To Do role whose users must receive To Do generated while submitting a payment agreement request for approval.

### Procedure

To define a payment agreement request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **P** and then click **Payment Agreement Request Type**.  
A sub-menu appears.
3. Click the **Add** option from the **Payment Agreement Request Type** sub-menu.

The **Select Business Object** screen appears. It contains the following field:

Field Name	Field Description	Mandatory (Yes or No)
Payment Agreement Request Type Business Object	Used to indicate the business object using which you want to create the payment agreement request type.	Yes

**Tip:** Alternatively, you can access this screen by clicking the **Add** button in the **Page Title** area of the **Payment Agreement Request Type** screen.


**Note:** The **Select Business Object** screen appears only when there are multiple payment agreement request type business objects defined in the application. If there is only one payment agreement request type business object defined in the application, the **Payment Agreement Request Type** screen appears.


4. Select the required payment agreement request type business object from the respective field.
5. Click **OK**.

The **Payment Agreement Request Type** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the payment agreement request type.
- **Characteristics** – Used to define characteristics for the payment agreement request type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Payment Agreement Request Type	Used to specify the payment agreement request type.	Yes
Business Object	Indicates the business object using which you are defining the payment agreement request type.	Not applicable
Description	Used to specify the description for the payment agreement request type.	Yes
Payment Agreement Request Business Object	Used to indicate the business object using which you want to create the payment agreement request.	Yes
Detailed Description	Used to specify additional information about the payment agreement request type.	No
Status	Used to indicate the status of the payment agreement request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	Yes
Approval Required	Used to indicate whether the approval is required for creating payment agreement request using the payment agreement request type.	Yes
Approval To Do Type	Used to indicate that To Do entry of the specified To Do type must be created when you submit the payment agreement request for approval.	Yes (Conditional)
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.</p> <p>The <b>Approval To Do Type</b> field appears only when the <b>Approval Required</b> option is selected.</p>	<p><b>Note:</b> This field is required only when the <b>Approval Required</b> option is selected.</p>

Field Name	Field Description	Mandatory (Yes or No)
Approval To Do Role	Used to indicate that the users with the specified To Do role must receive the payment agreement request for approval.	Yes (Conditional)
	<p><b>Note:</b></p> <p>This field appears only when the <b>Approval Required</b> option is selected.</p> <p>The list includes only those To Do roles which are associated to the specified approval To Do type.</p>	<p><b>Note:</b> This field is required only when the <b>Approval Required</b> option is selected.</p>
Submitter To Do Type	Used to indicate that To Do entry of the specified To Do type must be created when the approver rejects the payment agreement request.	Yes (Conditional)
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.</p> <p>The <b>Submitter To Do Type</b> field appears only when the <b>Approval Required</b> option is selected.</p>	<p><b>Note:</b> This field is required only when the <b>Approval Required</b> option is selected.</p>
Submitter To Do Role	Used to indicate that the users with the specified To Do role must receive a To Do when the approver rejects the payment agreement request.	Yes (Conditional)
	<p><b>Note:</b></p> <p>This field appears only when the <b>Approval Required</b> option is selected.</p> <p>The list includes only those To Do roles which are associated to the specified submitter To Do type.</p>	<p><b>Note:</b> This field is required only when the <b>Approval Required</b> option is selected.</p>

6. Enter the required details in the **Main** section.
7. Define characteristics for the payment agreement request type, if required.
8. Click **Save**.

The payment agreement request type is defined.

### **Related Topics**

For more information on...	See...
<b>Payment Agreement Request Type</b> screen	<a href="#">Payment Agreement Request Type</a> on page 1665
How to define a characteristic for a payment agreement request type	<a href="#">Defining a Characteristic for a Payment Agreement Request Type</a> on page 1672

## Defining a Characteristic for a Payment Agreement Request Type

### Prerequisites

To define a characteristic for a payment agreement request type, you should have:


- Characteristic types defined in the application (where the characteristic entity is set to **Payment Agreement Request Type**)


### Procedure


To define a characteristic for a payment agreement request type:

1. Ensure that the **Characteristics** section is expanded when you are defining, editing, or copying a payment agreement request type.

The **Characteristics** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Payment Agreement Request Type</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the payment agreement request type.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> If you select a predefined characteristic type, the <b>Search</b>  icon appears corresponding to the <b>Characteristic Value</b> field. On clicking the <b>Search</b> icon, you can search for a predefined characteristic value.  On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the payment agreement request type.

2. Enter the required details in the **Characteristics** section.
3. If you want to define more than one characteristic for the payment agreement request type, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the payment agreement request type, click the **Delete**  icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to define a payment agreement request type	<a href="#">Defining a Payment Agreement Request Type</a> on page 1669
How to edit a payment agreement request type	<a href="#">Editing a Payment Agreement Request Type</a> on page 1673
How to copy a payment agreement request type	<a href="#">Copying a Payment Agreement Request Type</a> on page 1676

## Editing a Payment Agreement Request Type

### Prerequisites

To edit a payment agreement request type, you should have:

- Payment agreement request type business objects defined in the application
- Payment agreement request business objects defined in the application
- One To Do type defined for submitter and another To Do type defined for approver when the approval is required for a payment agreement request
- A To Do role assigned to the required To Do types in the application
- The Payment Agreement Request Information algorithm is defined using the **C1-PA-INFO** algorithm type
- **C1-PAREQ** To Do Type assigned to a To Do role whose users must receive To Do generated while submitting a payment agreement request for approval.

### Procedure

To edit a payment agreement request type:



1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **P** and then click **Payment Agreement Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Payment Agreement Request Type** sub-menu.  
The **Payment Agreement Request Type** screen appears.
4. In the **Payment Agreement Request Type List** zone, click the **Edit** (✎) icon in the **Edit** column corresponding to the payment agreement request type whose details you want to edit.

The **Payment Agreement Request Type** screen appears. It contains the following sections:

- **Main** - Used to specify basic details about the payment agreement request type.
- **Characteristics** - Used to define characteristics for the payment agreement request type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Payment Agreement Request Type	Displays the payment agreement request type.	Not applicable
Business Object	Indicates the business object used using which you are defining the payment agreement request type.	Not applicable
Description	Used to specify the description for the payment agreement request type.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Payment Agreement Request Business Object	Used to specify the business object using which you want to create the payment agreement request.	Yes
Detailed Description	Used to specify additional information about the payment agreement request type.	No
Status	Used to indicate the status of the payment request type. The valid values are: <ul style="list-style-type: none"> <li>Active</li> <li>Inactive</li> </ul>	Yes
Approval Required	Indicates whether the approval is required for editing payment agreement request using the payment agreement request type.	Yes
Approval To Do Type	Used to indicate that To Do entry of the specified To Do type must be created when you submit the payment agreement request for approval.	Yes (Conditional)
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.</p> <p>The <b>Approval To Do Type</b> field appears only when the <b>Approval Required</b> option is selected.</p>	<p><b>Note:</b> This field is required only when the <b>Approval Required</b> option is selected.</p>
Approval To Do Role	Used to indicate that the users with the specified To Do role must receive the payment agreement request for approval.	Yes (Conditional)
	<p><b>Note:</b></p> <p>This field appears only when the <b>Approval Required</b> option is selected.</p> <p>The list includes only those To Do roles which are associated to the specified approval To Do type.</p>	<p><b>Note:</b> This field is required only when the <b>Approval Required</b> option is selected.</p>
Submitter To Do Type	Used to indicate that To Do entry of the specified To Do type must be created when the approver rejects the payment agreement request.	Yes (Conditional)
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to the <b>Submitter To Do Type</b> field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.</p> <p>This field appears only when the <b>Approval Required</b> option is selected.</p>	<p><b>Note:</b> This field is required only when the <b>Approval Required</b> option is selected.</p>

Field Name	Field Description	Mandatory (Yes or No)
Submitter To Do Role	Used to indicate that the users with the specified To Do role must receive a To Do when the approver rejects the payment agreement request.	Yes (Conditional)
	<p><b>Note:</b></p> <p>This field appears only when the <b>Approval Required</b> option is selected.</p> <p>The list includes only those To Do roles which are associated to the specified submitter To Do type.</p>	<p><b>Note:</b> This field is required only when the <b>Approval Required</b> option is selected.</p>

**Tip:** Alternatively, you can click the **Edit** button in the **Payment Agreement Request Type** zone to edit the details of the payment agreement request type.

- Modify the required details in the **Main** section.
- Define, edit, or remove characteristics from the payment agreement request type, if required.
- Click **Save**.

The changes made to the payment agreement request type are saved.


### Related Topics

For more information on...	See...
<b>Payment Agreement Request Type</b> screen	<a href="#">Payment Agreement Request Type</a> on page 1665
<b>Payment Agreement Request Type List</b> zone	<a href="#">Payment Agreement Request Type List</a> on page 1665
<b>Payment Agreement Request Type</b> zone	<a href="#">Payment Agreement Request Type</a> on page 1666
How to define a characteristic for a payment agreement request type	<a href="#">Defining a Characteristic for a Payment Agreement Request Type</a> on page 1672

## Deleting a Payment Agreement Request Type

### Procedure

To delete a payment agreement request type:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **P** and then click **Payment Agreement Request Type**.  
A sub-menu appears.
- Click the **Search** option from the **Payment Agreement Request Type** sub-menu.  
The **Payment Agreement Request Type** screen appears.
- In the **Payment Agreement Request Type List** zone, click the **Delete** () icon in the **Delete** column corresponding to the payment agreement request type that you want to delete.  
A message appears confirming whether you want to delete the payment agreement request type.

**Note:** You can delete a payment agreement request type only when you have not created a payment agreement request using the payment agreement request type.

**Tip:** Alternatively, you can delete a payment agreement request type by clicking the **Delete** button in the **Payment Agreement Request Type** zone.

5. Click **OK**.

The payment agreement request type is deleted.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Payment Agreement Request Type</b> screen	<a href="#">Payment Agreement Request Type</a> on page 1665
<b>Payment Agreement Request Type List</b> zone	<a href="#">Payment Agreement Request Type List</a> on page 1665
<b>Payment Agreement Request Type</b> zone	<a href="#">Payment Agreement Request Type</a> on page 1666

## **Copying a Payment Agreement Request Type**

Instead of creating a payment agreement request type from scratch, you can create a new payment agreement request type using an existing payment agreement request type. This is possible through copying a payment agreement request type. On copying a payment agreement request type, the details including the characteristics are copied to the new payment agreement request type. You can then edit the details, if required.

### **Prerequisites**

To copy a payment agreement request type, you should have:

- Payment agreement request type (whose copy you want to create) defined in the application
- Payment agreement request business objects defined in the application

### **Procedure**

To copy a payment agreement request type:

1. Click the **Admin** link in the **Application** toolbar.


A list appears.

2. From the **Admin** menu, select **P** and then click **Payment Agreement Request Type**.

A sub-menu appears.

3. Click the **Search** option from the **Payment Agreement Request Type** sub-menu.

The **Payment Agreement Request Type** screen appears.


4. In the **Payment Agreement Request Type List** zone, click the **Duplicate** () icon in the **Duplicate** column corresponding to the payment agreement request type whose copy you want to create.


The **Payment Agreement Request Type** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the payment agreement request type.
- **Characteristics** – Used to define characteristics for the payment agreement request type.

The **Main** section contains the following fields:



Field Name	Field Description	Mandatory (Yes or No)
Payment Agreement Request Type	Used to specify the payment agreement request type.	Yes
Business Object	Indicates the business object using which you are defining the payment agreement request type.	Not applicable
Description	Used to specify the description for the payment agreement request type.	Yes
Payment Agreement Request Business Object	Used to indicate the business object using which you want to create a payment agreement request.	Yes
Detailed Description	Used to specify additional information about the payment agreement request type.	No
Status	Used to indicate the status of the payment agreement request type. The valid values are: <ul style="list-style-type: none"> <li>Active</li> <li>Inactive</li> </ul>	Yes
Approval Required	Used to indicate whether the approval is required while creating payment agreement request using the payment agreement request type.	Yes
Approval To Do Type	Used to indicate that To Do entry of the specified To Do type must be created when you submit the payment agreement request for approval.	Yes (Conditional)
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.</p> <p>The <b>Approval To Do Type</b> field appears only when the <b>Approval Required</b> option is selected.</p>	
Approval To Do Role	Used to indicate that the users with the specified To Do role must receive the payment agreement request for approval.	Yes (Conditional)
	<p><b>Note:</b></p> <p>This field appears only when the <b>Approval Required</b> option is selected.</p> <p>The list includes only those To Do roles which are associated to the specified approval To Do type.</p>	

Field Name	Field Description	Mandatory (Yes or No)
Submitter To Do Type	Used to indicate that To Do entry of the specified To Do type must be created when the approver rejects the payment agreement request.	Yes (Conditional)  <b>Note:</b> This field is required only when the <b>Approval Required</b> option is selected.
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to the <b>Submitter To Do Type</b> field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.  The <b>Submitter To Do Type</b> field appears only when the <b>Approval Required</b> option is selected.	
Submitter To Do Role	Used to indicate the To Do role for the submitter when the payment agreement request is resubmitted by the approver.	Yes (Conditional)  <b>Note:</b> This field is required when the <b>Approval Required</b> option is selected.
	<b>Note:</b> This field appears only when the <b>Approval Required</b> option is selected.  The list includes only those To Do roles which are associated to the specified submitter To Do type.	

**Tip:** Alternatively, you can copy a payment agreement request type by clicking the **Duplicate** button in the **Payment Agreement Request Type** zone.

5. Enter the required details in the **Main** section.
6. Define, edit, or remove characteristics from the payment agreement request type, if required.
7. Click **Save**.

The new payment agreement request type is defined.

### **Related Topics**

For more information on...	See...
<b>Payment Agreement Request Type</b> screen	<a href="#">Payment Agreement Request Type</a> on page 1665
<b>Payment Agreement Request Type List</b> zone	<a href="#">Payment Agreement Request Type List</a> on page 1665
<b>Payment Agreement Request Type</b> zone	<a href="#">Payment Agreement Request Type</a> on page 1666
How to define a characteristic for a payment agreement request type	<a href="#">Defining a Characteristic for a Payment Agreement Request Type</a> on page 1672

## **Viewing the Payment Agreement Request Type Details**

### **Procedure**

To view the details of a payment agreement request type:

1. Click the **Admin** link in the **Application** toolbar.


A list appears.

- From the **Admin** menu, select **P** and then click **Payment Agreement Request Type**.

A sub-menu appears.

- Click the **Search** option from the **Payment Agreement Request Type** sub-menu.

The **Payment Agreement Request Type** screen appears.

- In the **Payment Agreement Request Type List** zone, click the **Broadcast**  icon corresponding to the payment agreement request type whose details you want to view.

The **Payment Agreement Request Type** zone appears.

- View the details of the payment agreement request type in the **Payment Agreement Request Type** zone.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Payment Agreement Request Type</b> screen	<a href="#">Payment Agreement Request Type</a> on page 1665
<b>Payment Agreement Request Type List</b> zone	<a href="#">Payment Agreement Request Type List</a> on page 1665
<b>Payment Agreement Request Type</b> zone	<a href="#">Payment Agreement Request Type</a> on page 1666

## **Payment Agreement Request (Used for Searching)**

The **Payment Agreement Request** screen allows you to search for a payment agreements request using various search criteria. It also allows you to create a payment agreement request. It contains the following zone:

- [Search Payment Agreement Request](#) on page 1679

Through this screen, you can navigate to the following screens:


- [Payment Agreement Request \(Used for Viewing\)](#) on page 1688



### **Search Payment Agreement Request**

The **Search Payment Agreement Request** zone allows you to search for a payment agreement request using various search criteria. The **Search Payment Agreement Request** zone contains the following two sections:

- Search Criteria** – The **Search Criteria** section contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Search By	Used to indicate whether you want to search for a payment agreement request using request or bill details. The valid values are: <ul style="list-style-type: none"> <li>Request Details</li> <li>Bill Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Request Details</b> option is selected.	

Field Name	Field Description	Mandatory (Yes or No)
Payment Agreement Request ID	Used to search a particular payment agreement request.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Created From	Used to search payment agreement requests which are created from a particular date onwards.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
To	Used to search payment agreement requests which are created till a particular date.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Payment Agreement Request Type	Used to search payment agreement requests which are created using a particular payment agreement request type.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Status	Used to search payment agreement requests with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Approval In Progress</li> <li>• Broken Promise</li> <li>• Draft</li> <li>• Kept Promise</li> <li>• Rejected</li> <li>• Return to Submitter</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Account ID	Used to search for unpaid bills of a particular account.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list. You can search for a account ID by clicking the <b>Search</b>  icon corresponding to the field.	

Field Name	Field Description	Mandatory (Yes or No)
Person ID	Used to search the person ID based on which you want to search for bills of a person.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list. You can search for a person ID by clicking the <b>Search</b>  icon corresponding to the field.	
Bill ID	Used to search payment agreement requests which include a particular bill.	No
	<b>Note:</b> This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list. The <b>Search</b>  icon appears corresponding to the <b>Bill ID</b> field. On clicking the <b>Search</b> icon, the <b>Bill Search</b> window appears.	
Bill Date From	Used to search payment agreement requests which include bills that are created from a particular date onwards.	No
	<b>Note:</b> This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list.	
Bill Date To	Used to search funding requests which include bills that are created till a particular date.	No
	<b>Note:</b> This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list.	
Alternate Bill ID	Used to search a particular bill using the alternate bill ID.	No
	<b>Note:</b> This field appears only when you select the <b>Bill Details</b> option from the <b>Search By</b> list.	

**Note:** You must specify at least one search criterion while searching for a payment agreement request.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Create Date/Time	Displays the date and time when the payment agreement request is created.

Column Name	Column Description
Payment Agreement Request Information	Displays information about the payment agreement request.
	<b>Note:</b> It has a link. On clicking the link, the <b>Payment Agreement Request</b> screen appears where you can view the details of the respective payment agreement request.
Schedule Amount	Displays the amount that the customer has agreed to pay on the scheduled date.
Status	Indicates the status of the payment agreement request. The valid values are: <ul style="list-style-type: none"> <li>Active</li> <li>Approval In Progress</li> <li>Broken Promise</li> <li>Draft</li> <li>Kept Promise</li> <li>Rejected</li> <li>Return to Submitter</li> </ul>
Last Updated Date/Time	Displays the most recent updated date and time of the payment agreement request.
Total Unpaid Amount	Displays the total unpaid amount for debit bills.
	<b>Note:</b> <b>Total Unpaid Amount</b> should be equal to total <b>Schedule Amount</b> .
Person Information	Displays information about the person. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Person</b> screen appears where you can view the details of the respective person.
Account Information	Displays information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.

**Note:** Pagination is used to display limited number of records in the **Search Results** section. By default, 20 records are displayed in the **Search Results** section. You can change the number of records displayed per page, if required.


### Related Topics

For more information on...	See...
How to search for a payment agreement request	<a href="#">Searching for a Payment Agreement Request</a> on page 1683
How to view the details of a payment agreement request	<a href="#">Viewing the Payment Agreement Request Details</a> on page 1684

## Bill Details

The **Bill Details** zone lists unpaid debt bill details. You will not find any records in this zone if the payment agreement request list does not have any unpaid bills assigned to it. This zone contains the following columns:

Column Name	Column Description
Bill Information	Indicates the bill against which the payment agreement request is created. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears with the details of the respective bill.
Original Bill Amount	Displays the bill amount when the bill was generated.
Current Bill Balance	Displays the outstanding amount.
Due Date	Displays the due date of the bill.

By default, the **Bill Details** zone does not appear in the **Payment Agreement Request** screen. It appears only when you click the **Broadcast**  icon corresponding to the payment agreement request in the **Search Payment Agreement Request** zone.

You can change the layout of this zone. For more information on how to change the layout, see [Changing the Layout](#) on page 2018.

### Related Topics

For more information on...	See...
How to view bills added in the payment agreement request	<a href="#">Viewing the Bills Added in the Payment Agreement Request</a> on page 1684

## Searching for a Payment Agreement Request

### Prerequisites

To search for a payment agreement request, you should have:

- Payment agreement request types defined in the application

### Procedure

To search for a payment agreement request:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Credit & Collection** and then click **Payment Agreement Request**.  
A sub-menu appears.
3. Click the **Search** option from the **Payment Agreement Request** sub-menu.  
The **Payment Agreement Request** screen appears.
4. Enter the search criteria in the **Search Payment Agreement Request** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

#### 5. Click **Search**.

A list of payment agreement requests that meet the search criteria appears in the **Search Results** section.


#### Related Topics

For more information on...	See...
<b>Payment Agreement Request</b> screen	<a href="#">Payment Agreement Request (Used for Searching)</a> on page 1679
<b>Search Payment Agreement Request</b> zone	<a href="#">Search Payment Agreement Request</a> on page 1679

## Viewing the Bills Added in the Payment Agreement Request

### Procedure

To view the bills added in the payment agreement request:

1. Search for the payment agreement request in the **Payment Agreement Request** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the payment agreement request whose bill details you want to view.

The **Bill Details** zone appears.

**Note:** Bill are added in **Search Bills** zone on the **Bills** tab.

#### Related Topics

For more information on...	See...
How to create a payment agreement request	<a href="#">Creating a Payment Agreement Request</a> on page 1685

## Viewing the Payment Agreement Request Details

### Procedure

To view the details of a payment agreement request:

1. Search for the payment agreement request in the **Payment Agreement Request** screen.
2. In the **Search Results** section, click the link in the **Payment Agreement Request Information** column corresponding to the payment agreement request whose details you want to view.

The **Payment Agreement Request** screen appears.

3. Ensure that the **Main** tab is selected.
4. View the details of the payment agreement request in the **Payment Agreement Request** zone.
5. View the bill details of the unpaid amount bills of payment agreement request in the **Bill Details** zone.
6. View the payment schedule details of payment agreement request in the **Payment Schedule** zone.

#### Related Topics



For more information on...	See...
How to search for a payment agreement request	<a href="#">Searching for a Payment Agreement Request</a> on page 1683
Payment Agreement Request screen	<a href="#">Payment Agreement Request (Used for Viewing)</a> on page 1688
Payment Agreement Request zone	<a href="#">Payment Agreement Request</a> on page 1689
Bill Details zone	<a href="#">Bill Details</a> on page 1691
Payment Schedule zone	<a href="#">Payment Schedule</a> on page 1692

## Creating a Payment Agreement Request

### Prerequisites

To create a payment agreement request, you should have:

- Payment agreement request types defined in the application

### Procedure

To create a payment agreement request:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Credit & Collection** and then click **Payment Agreement Request**.  
A sub-menu appears.
3. Click the **Add** option from the **Payment Agreement Request** sub-menu.

The **Add Payment Agreement Request** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Payment Agreement Request Type	Used to indicate the payment agreement request type using which you want to create the payment agreement request.	Yes
Account ID	Used to search for unpaid bills of a particular account.  <b>Note:</b> You can search for a account ID by clicking the <b>Search</b> (🔍) icon corresponding to the field.	Yes

**Tip:** Alternatively, you can access this screen by clicking the **Add** button in the **Page Title** area of the **Payment Agreement Request** screen.

4. Select the required payment agreement request type and account ID from the respective fields.
5. Click **OK**.

The payment request is created in the **Draft** status.

### Related Topics

For more information on...	See...
Payment Agreement Request screen	<a href="#">Payment Agreement Request (Used for Searching)</a> on page 1679

For more information on...	See...
How to add a bill to the payment agreement request	<a href="#">Adding an Overdue Bill to a Payment Agreement Request</a> on page 1704
How to define a characteristic for a funding request	<a href="#">Defining a Characteristic for a Payment Agreement Request</a> on page 1686

## Defining a Characteristic for a Payment Agreement Request

### Prerequisites

To define a characteristic for a payment agreement request, you should have:


- Characteristic types defined in the application (where the characteristic entity is set to **Payment Agreement Request**)

### Procedure

To define a characteristic for a Payment Agreement Request:

1. Ensure that the **Characteristics** section is expanded when you are editing a payment agreement request.

The **Characteristics** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the payment agreement request.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the payment agreement request.
Characteristic Type	Used to indicate the characteristic type.  <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Payment Agreement Request</b> .	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the payment agreement request.
Characteristic Value	Used to specify the value for the characteristic type.  <b>Note:</b> If you select a predefined characteristic type, the <b>Search</b>  icon appears corresponding to the <b>Characteristic Value</b> field. On clicking the <b>Search</b> icon, you can search for a predefined characteristic value.  On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the payment agreement request.

2. Enter the required details in the **Characteristics** section.
3. If you want to define more than one characteristic for the payment agreement request, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the payment agreement request, click the **Delete** (🗑️) icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to edit a payment agreement request	<a href="#">Editing a Payment Agreement Request</a> on page 1695

## Defining Payment Schedule for a Payment Agreement Request

### Prerequisites

To define payment schedule for a payment agreement request:

- Scheduled date, sum of installments for overdue or unpaid bills defined in the application for which the payment is scheduled is set to **Payment Agreement Request**


### Procedure


To define payment schedule for a Payment Agreement Request:


1. Ensure that the **Payment Schedule** section is expanded when you are editing, submitting, approving, rejecting or resubmitting a payment agreement.

The **Payment Schedule** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Schedule Date	Used to indicate the date schedule for the payment.	Yes (Conditional)
		<b>Note:</b> The <b>Schedule Date</b> field is required when you are defining a payment schedule for the payment agreement request.
Schedule Amount	Used to indicate the amount scheduled for overdue or unpaid bills to be paid in installments.	Yes (Conditional)
	<b>Note:</b> This <b>Schedule Amount</b> appears only when you select a <b>Schedule Date</b> for the payment schedule.	<b>Note:</b> The <b>Schedule Amount</b> field is required only when you select a <b>Schedule Date</b> for the payment schedule.

Field Name	Field Description	Mandatory (Yes or No)
Auto Pay ID	Used to indicate the auto pay id of the payor.  <b>Note:</b> The <b>Auto Pay ID</b> field appears only when you select auto pay method option for <b>Pay Method</b> .  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Auto Pay ID Search</b> window appears.	No

- Enter the required details.
- If you want to define more than one payment schedule for the payment agreement request, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a payment schedule from the payment agreement request, click the **Delete**  icon corresponding to the payment schedule.

### Related Topics

For more information on...	See...
How to create a payment agreement request	<a href="#">Creating a Payment Agreement Request</a> on page 1685
How to edit a payment agreement request	<a href="#">Editing a Payment Agreement Request</a> on page 1695

## Payment Agreement Request (Used for Viewing)

Once you create a payment agreement request type, the **Payment Agreement Request** screen allows you to:

- Edit the details of a payment agreement request along with bill details and payment schedule
- Delete a payment agreement request
- View the details of a payment agreement request
- View the bills added in a payment agreement request
- Define a payment schedule in a payment agreement request
- Submit a payment agreement request for approval
- Approve or reject a payment agreement request
- Resubmit a payment agreement request
- Filter an overdue bills of an account
- Add an overdue bill in a payment agreement request
- View the log of a payment agreement request
- Add a log entry for a payment agreement request

This screen consists of the following tabs:

- **Main** – The **Main** tab contains the following three zones:
  - **Payment Agreement Request** – Displays the details of the payment agreement request.
  - **Bill Details** – Lists the bill details of the payment agreement request.
  - **Payment Schedule** – Lists the payment schedule details of the bills for the payment agreement request.
- **Bills** – This tab lists the unpaid bill amount details for the same account.

**Note:** This tab will be displayed only when the payment agreement is in **Draft** status.

- **Log** – The **Log** tab lists the complete trail of actions performed on the payment agreement request.

## Payment Agreement Request - Main

The **Main** tab displays information about the payment agreement request. It contains the following zones:

- [Payment Agreement Request](#) on page 1689
- [Bill Details](#) on page 1691

**Note:** This zone will not appear only when the payment agreement request is in the **Draft** status.

[Payment Schedule](#) on page 1692

## Payment Agreement Request

The **Payment Agreement Request** zone displays the details of the payment agreement request. It contains the following sections:

- **Main** – Displays basic information about the payment agreement request. It contains the following fields:

Field Name	Field Description
Payment Agreement Request Information	Displays information about the payment agreement request.
Payment Agreement Request Type	Indicates the payment agreement request type using which the payment agreement request is created.  <b>Note:</b> It has a link. On clicking the link, the <b>Payment Agreement Request Type</b> screen appears where you can view the details of the payment agreement request type.
Account Information	Displays information about the account for which the payment agreement request is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.

Field Name	Field Description
Status	Indicates the status of the payment agreement request. The valid values are: <ul style="list-style-type: none"> <li>Active</li> <li>Draft</li> <li>Approval In Progress</li> <li>Broken Promise</li> <li>Kept Promise</li> <li>Rejected</li> </ul>
Payor Account ID	Displays the payment agreement requests which are created for a particular payor account. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application. <p><b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.</p>
Pay Method	Displays the method of payment of amount.
Total Unpaid Amount	Displays the unpaid amount for selected bills.
Total Future Schedule Amount	Displays the total schedule amount.

- **Characteristics** – The **Characteristics** section lists the characteristics defined for the payment of selected bills. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the characteristic is effective for the payment agreement request.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** – The **Record Actions** section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the payment agreement request. <p><b>Note:</b> The <b>Edit</b> button appears only when the payment agreement request is in the <b>Active</b> or <b>Draft</b> status.</p>
Delete	Used to delete the payment agreement request. <p><b>Note:</b> The <b>Delete</b> button appears only when the payment agreement request is in the <b>Draft</b> status.</p>
Submit	Used to submit the payment agreement request for approval. <p><b>Note:</b> The <b>Submit</b> button appears only when the payment agreement request is in the <b>Draft</b> status.</p>

Button Name	Button Description
Approve	Used to approve the payment agreement request.
	<p><b>Note:</b> The <b>Approve</b> button appears only when:</p> <ul style="list-style-type: none"> <li>The payment agreement request is in the <b>Approval In Progress</b> status.</li> <li>A user with the approval To Do role is reviewing the payment agreement request.</li> </ul>
Reject	Used to reject the payment agreement request.
	<p><b>Note:</b> The <b>Reject</b> button appears only when:</p> <ul style="list-style-type: none"> <li>The payment agreement request is in the <b>Approval In Progress</b> status.</li> <li>A user with the approval To Do role is reviewing the payment agreement request.</li> </ul>
Resubmit	Used to change the status of the payment agreement request to <b>Draft</b> .
	<p><b>Note:</b> The <b>Resubmit</b> button appears only when:</p> <ul style="list-style-type: none"> <li>The payment agreement request is in the <b>Approval In Progress</b> status.</li> <li>A user with the approval To Do role is reviewing the payment agreement request.</li> </ul>

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the payment agreement request is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.</p>
Status Date/Time	Displays the date and time when the payment agreement request status is updated.
Create Date/Time	Displays the date and time when the payment agreement request is created.

### Bill Details

The **Bill Details** zone displays the bill details of the payment agreement request. The **Bill Details** zone contains the following columns:

Column Name	Column Description
Bill Information	Displays additional information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears with the details of the respective bill.</p>
Original Bill Amount	Displays the bill amount when the bill was generated.

Column Name	Column Description
Due Date	Displays the due date of the bill.
Current Bill Balance	Displays the amount which is eligible for payment against the bill.
Overdue Process Information	Displays the overdue process information about the bill.
	<b>Note:</b> It has a link. On clicking the link, the <b>Overdue Process</b> screen appears with details of the overdue process of the bill.

This zone contains the **Delete** button. This button appears when the payment agreement request is in the **Draft** status. It is used to delete bills of payment agreement request.

**Note:** One payment agreement request will have complete status debit bills of only one account. All bills under one payment agreement will be of same currency. Once payment agreement request is active, bills added under the request cannot be deleted.

### Payment Schedule

The **Payment Schedule** zone displays the payments scheduled for the bills of the payment agreement request. The **Payment Schedule** zone contains the following columns:

Column Name	Column Description
Schedule Date	Displays the schedule date for payment of bills amount in installments.
Schedule Amount	Displays the scheduled amount for bills payment in installments.
Auto Pay ID	Displays the automatic payment ID.

## Payment Agreement Request - Bills

The **Bills** tab on the **Payment Agreement Request** contains the following zone:

- [Search Bills](#) on page 1692

**Note:** This tab is appears when the payment agreement request is in the **Draft** status.


### Search Bills

The **Search Bills** zone allows you to search for all overdue bills for the account of a payment agreement request using various search criteria. The **Search Bills** zone contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for a payment agreement request using bill details.	Yes
	<b>Note:</b> By default, the <b>Bill Details</b> option is selected.	



Field Name	Field Description	Mandatory (Yes or No)
Bill ID	Used to search for a particular bill.	No
	<p><b>Note:</b></p> <p>This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to the <b>Bill ID</b> field. On clicking the <b>Search</b> icon, the <b>Bill Search</b> window appears.</p>	
Bill Date From	Used to search bills which are created from a particular date onwards.	No
	<p><b>Note:</b></p> <p>This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list.</p> <p>By default, the current date appears in this field.</p>	
Bill Date To	Used to search bills which are created till a particular date.	No
	<p><b>Note:</b></p> <p>This field appears only when the <b>Bill Details</b> option is selected from the <b>Search By</b> list.</p> <p>By default, the current date appears in this field.</p>	

**Note:** You must specify at least one search criterion while searching for a bill.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Bill ID	Displays the bill ID.
Bill Information	Displays additional information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<p><b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears where you can view the details of the respective bill.</p>
Unpaid Amount	Displays the amount which is eligible for payment agreement request against the bill.
Overdue Process Information	Displays the overdue process information for the bill.

**Note:** Pagination is used to display limited number of records in the **Search Results** section. You can use the navigation links, such as **Previous** and **Next** to navigate between pages.

This zone contains the **Add** button. It is used to add bill details of payment agreement request.

**Note:** One payment agreement request will have complete status debit bills of only one account. All bills under one payment agreement will be of same currency. Bills which are part of another payment agreement request and which is not in completed status will not be available for selection.

### Related Topics

For more information on...	See...
How to search for a payment agreement request	<a href="#">Searching for a Payment Agreement Request</a> on page 1683
How to view the details of a payment agreement request	<a href="#">Viewing the Payment Agreement Request Details</a> on page 1684
How to add a bill to a payment agreement request	<a href="#">Adding an Overdue Bill to a Payment Agreement Request</a> on page 1704

## Payment Agreement Request - Log

The **Log** tab contains the following zone:

- [Payment Agreement Request Log](#) on page 1694

### Payment Agreement Request Log

The **Payment Agreement Request Log** zone lists the complete trail of actions performed on the payment agreement request. It contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the payment agreement request.
Details	Displays the details of the action performed on the payment agreement request.
User	Indicates the user who has performed the action on the payment agreement request.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is created when the action is performed on the payment agreement request.  <b>Note:</b> At present, no data appears in this column. The implementation team can build the custom logic to meet the business requirements.
Status Reason	Displays the status reason of action performed on the payment agreement request.
Old Payment Schedule	Displays the details of old payment schedule.

**Note:** You can manually add a log entry for the payment agreement request by clicking the **Add Log Entry** link in the upper right corner of the **Payment Agreement Request Log** zone.

### Related Topics

For more information on...	See...
How to view the log of a payment agreement request	<a href="#">Viewing the Log of a Payment Agreement Request</a> on page 1705
How to add the log for a payment agreement request	<a href="#">Adding a Log Entry for a Payment Agreement Request</a> on page 1706

## Editing a Payment Agreement Request

### Procedure

To edit a payment agreement request:

1. Search for the payment agreement request in the **Payment Agreement Request** screen.
2. In the **Search Results** section, click the link in the **Payment Agreement Request Information** column corresponding to the payment agreement request whose details you want to edit.

The **Payment Agreement Request** screen appears.

3. Click the **Edit** button in the **Payment Agreement Request** zone.


**Note:** The **Edit** button appears only when the payment agreement request is in the **Active** or **Draft** status.


The **Payment Agreement Request** screen appears. It contains the following sections:


- **Main** – Used to specify basic details about the payment agreement request. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Payment Agreement Request Information	Displays information about the payment agreement request.	Not applicable
Payment Agreement Request Type	Indicates the payment agreement request type using which the payment agreement request is created.	Not applicable
Account Information	Indicates the account for which you want to create the payment agreement request.	Yes
Third Party Payor	Used to specify the third party payor.	No
	<b>Note:</b> The values appears for selection only if the third party payor check box is selected.	
Payor Account ID	Displays the account ID of selected <b>Third Party Payor</b> .	Not applicable
Pay Method	Used to indicate the payment method.	Yes
	<b>Note:</b> The valid values differ with respect to the description added for respective pay method in the <b>Pay Method</b> screen.	
Comments	Used to specify additional details about the payment agreement request.	No
Total Unpaid Amount	Displays the sum of unpaid amount of the bills.	Not applicable
Total Future Schedule Amount	Displays the sum of future schedule amount.	Not applicable


- **Bill Details** – Used to specify the bill details in the payment agreement request. This section contains the following column:


Column Name	Column Description	Mandatory (Yes or No)
Bill ID	Used to search a particular bill.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to the field. On clicking the <b>Search</b> icon, the <b>Bill Search</b> window appears. Bill details are displayed corresponding to the searched bill id.	


If you want to define more than one bill details for the payment agreement request, click the **Add**  icon.

**Note:** However, if you want to remove a bill detail from the payment agreement request, click the **Delete**  icon corresponding to the bill ID.

- **Payment Schedule** – Used to specify the payment schedule details in the payment agreement request. This screen contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Schedule Date	Used to specify the schedule date for payment of schedule amount in the form of installments.	Yes
Schedule Amount	Used to specify the schedule amount to be paid in terms of installments.	Yes
Auto Pay ID	Used to search for auto pay ID.	Yes (Conditional)
	<b>Note:</b> The <b>Auto Pay ID</b> field can be edited only when the <b>Pay Method</b> is selected for electronic payment of schedule amount. The <b>Search</b>  icon appears corresponding to the field. Auto pay details are displayed corresponding to the searched auto pay id.	

If you want to define more than one payment schedules for the payment agreement request, click the **Add**  icon.

**Note:** However, if you want to remove a payment schedule from the payment agreement request, click the **Delete**  icon corresponding to the schedule date.

- **Characteristics** – Used to define characteristics for the payment tender. The **Characteristics** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the payment agreement request.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the payment agreement request.

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Payment Agreement Request</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the payment agreement request.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the payment agreement request.

**Note:** The **Edit** button appears only when the payment agreement request is in the **Draft** status.

4. Modify the details of the payment agreement request, if required.
5. Define, edit, or remove characteristics from the payment agreement request, if required.
6. Click **Save**.

The changes made to the payment agreement request are saved.

**Note:** Approval is not required for modifications done on an active payment agreement request.

### Related Topics

For more information on...	See...
How to search for a payment agreement request	<a href="#">Searching for a Payment Agreement Request</a> on page 1683
<b>Payment Agreement Request</b> screen	<a href="#">Payment Agreement Request (Used for Viewing)</a> on page 1688
<b>Payment Agreement Request</b> zone	<a href="#">Payment Agreement Request</a> on page 1689
How to define a characteristic for a payment agreement request	<a href="#">Defining a Characteristic for a Payment Agreement Request</a> on page 1686

## Deleting a Payment Agreement Request

### Procedure

To delete a payment agreement request:

1. Search for the payment agreement request in the **Payment Agreement Request** screen.
2. In the **Search Results** section, click the link in the **Payment Agreement Request Information** column corresponding to the payment agreement request that you want to delete.

The **Payment Agreement Request** screen appears.

3. Click the **Delete** button in the **Payment Agreement Request** zone.

A message appears confirming whether you want to delete the payment agreement request.

**Note:** The **Delete** button appears only when the payment agreement request is in the **Draft** status.

#### 4. Click **OK**.

The payment agreement request is deleted.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a payment agreement request	<a href="#">Searching for a Payment Agreement Request</a> on page 1683
<b>Payment Agreement Request</b> screen	<a href="#">Payment Agreement Request (Used for Viewing)</a> on page 1688
<b>Payment Agreement Request</b> zone	<a href="#">Payment Agreement Request</a> on page 1689
<b>Bill Details</b> zone	<a href="#">Bill Details</a> on page 1691
<b>Payment Schedule</b> zone	<a href="#">Payment Schedule</a> on page 1692

## **Submitting a Payment Agreement Request**

### **Prerequisites**

To submit a payment agreement request, you should have:

- Payment Agreement Request Types defined in the request.

### **Procedure**

To submit a payment agreement request:

1. Search for the payment agreement request in the **Payment Agreement Request** screen.
2. In the **Search Results** section, click the link in the **Payment Agreement Request Information** column corresponding to the payment agreement request that you want to submit.

The **Payment Agreement Request** screen appears.

3. Click the **Submit** button in the **Payment Agreement Request** zone.

The system behaves in the following manner:

<b>If...</b>	<b>Then</b>
The <b>Approval Required</b> check box is selected in the payment agreement request type using which the payment agreement request is created.	A To Do of the <b>To Do Type</b> is created for the payment agreement request entity and sent to the approver. Status of the payment agreement request is changed to <b>Approval In Progress</b> . <b>C1-PAREQ</b> is the to do type for Payment Agreement Request.
The <b>Approval Required</b> check box is not selected in the payment agreement request type using which the payment agreement request is created.	The payment agreement request is created using the specified payment agreement request types and the status of the payment agreement request is changed to as specified in the payment agreement request type.

### **Note:**

The **Submit** button appears only when the payment agreement request is in the **Draft** status.

For more information about the **Payment Agreement Request Periodic Monitor (C1-PAREQ)** batch, refer to Oracle Revenue Management and Billing Batch Guide.

**Related Topics**

For more information on...	See...
How to search for a payment agreement request	<a href="#">Searching for a Payment Agreement Request</a> on page 1683
Payment Agreement Request screen	<a href="#">Payment Agreement Request (Used for Viewing)</a> on page 1688
Payment Agreement Request zone	<a href="#">Payment Agreement Request</a> on page 1689

**Removing an Overdue Bill from a Payment Agreement Request****Prerequisites**

To remove an overdue bill from a payment agreement request, you should have:

- Bill details should be available to be removed from payment agreement request

**Procedure**

To delete a bill detail from payment agreement request:

1. Search for the payment agreement request in the **Payment Agreement Request** screen which is in **Draft** status.
2. In the **Search Results** section, click the link in the **Payment Agreement Request Information** column corresponding to the payment agreement request whose details you want to view.

By default, the **Main** tab of the **Payment Agreement Request** screen appears.

3. List of bill details are displayed in the **Bill Details** zone.
4. Select the check box corresponding to the bill which you want to delete from the payment agreement request.

You can delete more than one bill from the payment agreement request at the same time.

5. Click **Delete**.

A message appears indicating that selected bills have been successfully deleted from the payment agreement request.

6. Click **OK**.

Note that the bill is added in the **Search Bills** zone in the **Bills** tab.

**Note:** Bills in **Active** status cannot be deleted.

**Related Topics**

For more information on...	See...
How to search for a payment agreement request	<a href="#">Searching for a Payment Agreement Request</a> on page 1683
How to create a payment agreement request	<a href="#">Creating a Payment Agreement Request</a> on page 1685
Bill Details zone	<a href="#">Bill Details</a> on page 1691
Search Bills zone	<a href="#">Search Bills</a> on page 1692

**Approving a Payment Agreement Request**

You can view the number of payment agreement requests which are pending for approval in the **Payment Agreement Request** screen. The approver can review, and accordingly approve, reject or ask the submitter to resubmit the payment agreement request based on the observations.

**Note:** The system will not allow you to approve, reject or resubmit a payment agreement request submitted by you.

**Procedure**

To approve a payment agreement request:

1. Do either of the following:

If you want to...	Then...
Approve a payment agreement request through the <b>Payment Agreement Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the payment agreement request in the <b>Payment Agreement Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Payment Agreement Request Information</b> column corresponding to the payment agreement request which you want to review.</li> </ol>
Approve a payment agreement request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1-PAREQ</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the payment agreement request that you want to review.</li> </ol>

The **Payment Agreement Request** screen appears.

2. Review the details in the **Payment Agreement Request** screen.
3. If the information in the funding request is accurate, click the **Approve** button in the **Payment Agreement Request** zone.

The system behaves in the following manner:

If you are...	Then
Approving a payment agreement request	The status of the payment agreement request is changed to <b>Approval In Progress</b> as specified in the payment agreement request type.

**Note:** The **Approve** button appears only when:

- The payment agreement request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the payment agreement request.



**Related Topics**

For more information on...	See...
How to search for a payment agreement request	<a href="#">Searching for a Payment Agreement Request</a> on page 1683
<b>Payment Agreement Request</b> screen	<a href="#">Payment Agreement Request (Used for Viewing)</a> on page 1688
<b>Payment Agreement Request</b> zone	<a href="#">Payment Agreement Request</a> on page 1689

**Rejecting a Payment Agreement Request****Prerequisites**

To reject a payment agreement request, you should have:

- Rejection reasons defined in the application

**Note:**

While rejecting a payment agreement request, you need to specify the reason why you want to reject the payment agreement request. You can select the appropriate rejection reason only when you have defined the reasons for the **Rejected** status of the **C1-PaymentAgreementRequest** business object in the **Status Reason** screen.

The system will not allow you to approve or reject a payment agreement request submitted by you.

**Procedure**

To reject a payment agreement request:

1. Do either of the following:

If you want to	Then
Reject a payment agreement request through the <b>Payment Agreement Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the payment agreement request in the <b>Payment Agreement Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Payment Agreement Request Information</b> column corresponding to the payment request which you want to review.</li> </ol>
Reject a payment agreement request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter the to do type <b>C1-PAREQ</b> in the <b>To Do Type</b> field for the entity payment agreement request.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> </ol>

If you want to	Then
	<ol style="list-style-type: none"> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the payment agreement request that you want to review.</li> </ol>

The **Payment Agreement Request** screen appears.

2. Review the payment agreement request details.
3. Click the **Reject** button in the **Payment Agreement Request** zone.

The **Reject Payment Request** window appears. It contains following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	Used to indicate the reason why you want to reject the payment agreement request.	Yes
Comments	Used to specify additional information while rejecting the payment agreement request.	No

**Note:** The **Reject** button appears only when:

- The payment agreement request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the payment agreement request.

4. Select the rejection reason from the **Status Reason** list.
5. Click **Save**.

The status of the payment agreement request is changed to **Rejected**.

### **Related Topics**

For more information on...	See...
How to search for a payment agreement request	<a href="#">Searching for a Payment Agreement Request</a> on page 1683
<b>Payment Agreement Request</b> screen	<a href="#">Payment Agreement Request (Used for Viewing)</a> on page 1688
<b>Payment Agreement Request</b> zone	<a href="#">Payment Agreement Request</a> on page 1689

## **Resubmitting a Payment Agreement Request**

### **Prerequisites**

To resubmit a payment agreement request, you should have:

- Entities added in the payment agreement request which is submitted for approval.

### **Procedure**

To resubmit a payment agreement request:

1. Search for the payment agreement request in the **Payment Agreement Request** screen.
2. In the **Search Results** section, click the link in the **Payment Agreement Request Information** column corresponding to the payment agreement request that you want to resubmit.

The **Payment Agreement Request** screen appears.

- Click the **Resubmit** button in the **Payment Agreement Request** zone.

The **Resubmit Payment Agreement Request** screen appears.

**Note:** The **Resubmit** button appears only when the payment agreement request is in the **Approval In Progress** status.

A To Do of the **C1-PAREQ** To Do type is created and sent to the request submitter using the submitter TO DO Role and the status of the payment agreement request is changed to **Draft**.

- Enter the comments in the respective field and click **Save**.


**Note:** While resubmitting, To Do will be sent to the submitter of the request using the submitter To Do Role mapped on the payment agreement request type and the request will be moved to Draft status. The submitter can do necessary changes and re submit the request. Log will be maintained when the approver sends the request back to submitter.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a payment agreement request	<a href="#">Searching for a Payment Agreement Request</a> on page 1683
<b>Payment Agreement Request</b> screen	<a href="#">Payment Agreement Request (Used for Viewing)</a> on page 1688
<b>Payment Agreement Request</b> zone	<a href="#">Payment Agreement Request</a> on page 1689
How to submit a payment agreement request	<a href="#">Submitting a Payment Agreement Request</a> on page 1698

## **Filtering Overdue Bills of an Account**

The **Search Bills** zone lists bills that are overdue for an account. You will not find any records in this zone if the payment agreement request does not have overdue bills in the account. The **Search Bills** zone contains the following fields as search criteria:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Search By	Used to indicate whether you want to search for a payment agreement request using bill details.	Yes
	<b>Note:</b> By default, the <b>Bill Details</b> option is selected.	
Bill ID	Used to search for a particular bill.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to the <b>Bill ID</b> field. On clicking the <b>Search</b> icon, the <b>Bill Search</b> window appears.	
Bill Date From	Used to search bills which are created from a particular date onwards.	No
Bill Date To	Used to search bills which are created till a particular date.	No

By default, the **Search Bills** zone appears in the **Bills** tab of **Payment Agreement Request** screen. By default, the **Filter** area is visible. You can hide the **Filter** area by clicking the **Filters** (✕) icon in the upper right corner of the **Search Bills** zone.

By default, the search results section displays the following columns:

Column Name	Column Description
Bill ID	Displays the bill ID.
Bill Information	Displays additional information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears where you can view the details of the respective bill.
Unpaid Amount	Displays the amount which is eligible for payment agreement request against the bill.
Overdue Process Information	Displays the overdue process information for the bill.

**Note:** Pagination is used to display limited number of records in the **Search Results** section. You can use the navigation links, such as **Previous** and **Next** to navigate between pages.

### Related Topics

For more information on...	See...
<b>Bills</b> tab	<a href="#">Payment Agreement Request - Bills</a> on page 1692
<b>Bill Details</b> zone	<a href="#">Bill Details</a> on page 1691
How to add an overdue bill in a payment agreement request	<a href="#">Adding an Overdue Bill to a Payment Agreement Request</a> on page 1704

## Adding an Overdue Bill to a Payment Agreement Request

In a payment agreement request, you can only add the debit or credit bills of the accounts for which the **Defer Auto Pay** option is selected on the respective customer class.

A bill with outstanding amount greater than zero which is not part of an overdue process will be allowed to be added in a payment agreement request. While a bill with negative outstanding amount will not be allowed to be added in a payment agreement request.

### Procedure

To add an overdue bill to a payment agreement request:

1. Search for the payment agreement request in the **Payment Agreement Request** screen.
2. In the **Search Results** section, click the link in the **Payment Agreement Request Information** column corresponding to the payment agreement request whose details you want to edit.

The **Payment Agreement Request** screen appears.

3. Click the **Bills** tab.

The **Bills** tab appears.

4. Enter the search criteria in the **Search Bills** zone.

**Note:**

The **Search Bill** zone appears only when the payment agreement request is in the **Draft** or **Active** status.

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of bills that meet the search criteria appears in the **Search Results** section.

## 6. Select the check box corresponding to a bill that you want to add to the payment agreement request.

7. Click the **Add** button in the **Search Bill** zone.

A message appears indicating that the bill is added to the payment agreement request.

**Note:** You can only add a debit or credit bill of an account for which the **Defer Auto Pay** option is selected on the respective customer class.

8. Click **OK**.

The bill is added to the payment agreement request. The status of the bill record in the payment agreement request is set to **Pending**.

**Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a payment agreement request	<a href="#">Searching for a Payment Agreement Request</a> on page 1683
<b>Payment Agreement Request</b> screen	<a href="#">Payment Agreement Request (Used for Viewing)</a> on page 1688
<b>Search Bills</b> zone	<a href="#">Search Bills</a> on page 1692
<b>Bill Details</b> zone	<a href="#">Bill Details</a> on page 1691
How to create a payment agreement request	<a href="#">Creating a Payment Agreement Request</a> on page 1685

**Viewing the Log of a Payment Agreement Request****Procedure**

To view the log of a payment agreement request:

1. Search for the payment agreement request in the **Payment Agreement Request** screen.
2. In the **Search Results** section, click the link in the **Payment Agreement Request Information** column corresponding to the payment agreement request whose log you want to view.

The **Payment Agreement Request** screen appears.

3. Click the **Log** tab.

The **Log** tab appears.

4. View the complete trail of actions performed on the funding request in the **Payment Agreement Request Log** zone.

**Related Topics**

For more information on...	See...
How to search for a payment agreement request	<a href="#">Searching for a Payment Agreement Request</a> on page 1683
How to add a log entry for a payment agreement request	<a href="#">Adding a Log Entry for a Payment Agreement Request</a> on page 1706
<b>Payment Agreement Request</b> screen	<a href="#">Payment Agreement Request (Used for Viewing)</a> on page 1688
<b>Payment Agreement Request Log</b> zone	<a href="#">Payment Agreement Request Log</a> on page 1694

## Adding a Log Entry for a Payment Agreement Request

### Procedure

To add a log entry for a payment agreement request:

1. Search for the payment agreement request in the **Payment Agreement Request** screen.
2. In the **Search Results** section, click the link in the **Payment Agreement Request Information** column corresponding to the payment agreement request whose log you want to edit.

The **Payment Agreement Request** screen appears.

3. Click the **Log** tab.

The **Log** tab appears.

4. Click the **Add Log Entry** link in the upper right corner of the **Payment Agreement Request Log** zone.

The **Add Payment Agreement Request Log** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Payment Agreement Request Information	Displays information about the payment agreement request.	Not applicable
Log Details	Used to specify additional comments on the payment agreement request.	Yes

5. Enter the comments in the **Log Details** field.
6. Click **Save**.

The log entry is added in the **Payment Agreement Request Log** zone.

### Related Topics

For more information on...	See...
How to search for a payment agreement request	<a href="#">Searching for a Payment Agreement Request</a> on page 1683
<b>Payment Agreement Request</b> screen	<a href="#">Payment Agreement Request (Used for Viewing)</a> on page 1688
<b>Payment Agreement Request Log</b> zone	<a href="#">Payment Agreement Request Log</a> on page 1694

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# Chapter 31

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## Dispute Request

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### Topics:

- [Dispute Request \(Without Approval\) Status Transition](#)
- [Dispute Request \(With Approval\) Status Transition](#)
- [Prerequisites](#)
- [Algorithms Used in C1-DisputeRequest](#)
- [Dispute Request Type](#)
- [Dispute Request \(Used for Searching\)](#)
- [Dispute Request \(Used for Viewing\)](#)

Oracle Revenue Management and Billing allows you to create a dispute request for an account. Through a dispute request, the dispute against a particular bill, bill segment, and/or adjustment is tracked and closed. While creating a dispute request, you need to specify the dispute request type using which you want to create the dispute request. It is the dispute request type which helps the system to determine:

- The business object using which the dispute request should be created
- Whether the dispute request must be approved before creating adjustments to settle a dispute against a bill, bill segment, or adjustment
- Approval profile using which the dispute request must be approved
- Whether multi-level or single-level approval is required for a dispute request
- Whether debit or credit hierarchy must be used for approval when the dispute request amount is zero
- Default adjustment type using which adjustments must be created

You can add completed bills, its bill segments, and adjustments in the dispute request. In other words, at present, the system enables you to resolve the dispute against a bill, bill segment, and adjustment. If the dispute is against a bill, the system, by default, sets the dispute amount and does not allow you to change the dispute amount. The dispute amount is set to the original bill amount because the original bill amount and dispute amount must be equal. However, if the original bill amount is positive, then the dispute amount is set to negative, and vice versa. If the dispute is against a bill segment or adjustment, you can change the dispute amount, if required.

Once a dispute request is created, the status of the dispute request is set to Draft. You can then edit or delete the dispute request, if required. Once you add the bills, bill segments, or adjustments in a dispute request, you can submit the dispute request. On submitting a dispute request, the system behaves in the following manner:

Dispute Against	Type of Bill	Stop Auto Pay (Yes or No)	Behavior
Bill	Fully Paid	Not applicable	<p>The system does the following:</p> <ol style="list-style-type: none"> <li>1. Creates the adjustment using the specified adjustment type for the bill.</li> <li>2. Swaps the adjustment onto the next bill.</li> </ol>
Bill	Unpaid	Yes	<p>The system does the following:</p> <ol style="list-style-type: none"> <li>1. Stops the automatic payment created for the current bill.</li> <li>2. A characteristic is defined on the current bill indicating the date till when the bill should not be considered by the <b>Overdue Monitor (C1-ADMOV)</b> batch.</li> </ol> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><b>Note:</b> The above step (2) occurs only when the approval is required for the dispute request.</p> </div> <ol style="list-style-type: none"> <li>3. Reopens the current bill of the account.</li> <li>4. Creates the adjustment using the specified adjustment type for the bill and swaps the adjustment onto the current bill.</li> <li>5. Completes and freeze the current bill.</li> </ol>
Bill	Unpaid	No	<p>The system does the following:</p> <ol style="list-style-type: none"> <li>1. Creates the adjustment using the specified adjustment type for the bill.</li> <li>2. Swaps the adjustment onto the current or next bill depending on the value defined for the <b>Adjustment on Next Bill</b> parameter in an algorithm created using the <b>C1- ENTERADJ</b> algorithm type.</li> </ol>



Dispute Against	Type of Bill	Stop Auto Pay (Yes or No)	Behavior
Bill	Partially Paid	Not applicable	<p>The system does the following:</p> <ol style="list-style-type: none"> <li>1. Creates two adjustments using the specified adjustment type for the bill.</li> <li>2. Swaps one adjustment onto the current bill and another adjustment onto the next bill.</li> </ol> <p><b>Example:</b> A dispute is raised against a bill (Bill Amount – 100, Dispute Amount – 100, and Unpaid Amount - 50), then one adjustment (with the adjustment amount 50) is swap on the current bill and another adjustment (with the adjustment amount 50) is swap on the next bill.</p>
Bill Segment	Fully Paid	Not applicable	<p>The system does the following:</p> <ol style="list-style-type: none"> <li>1. Creates the adjustment using the specified adjustment type for the bill segment.</li> <li>2. Swaps the adjustment onto the next bill.</li> </ol>
Bill Segment	Unpaid	Yes	<p>The system does the following:</p> <ol style="list-style-type: none"> <li>1. Stops the automatic payment created for the current bill.</li> <li>2. A characteristic is defined on the current bill indicating the date till when the bill should not be considered by the <b>Overdue Monitor (C1-ADMOV)</b> batch.</li> </ol> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Note:</b> The above step (2) occurs only when the approval is required for the dispute request.</p> </div> <ol style="list-style-type: none"> <li>3. Reopens the current bill of the account.</li> <li>4. Creates the adjustment using the specified adjustment type for the bill segment and swaps the adjustment onto the current bill.</li> <li>5. Completes and freeze the current bill.</li> </ol>

Dispute Against	Type of Bill	Stop Auto Pay (Yes or No)	Behavior
Bill Segment	Unpaid	No	<p>The system does the following:</p> <ol style="list-style-type: none"> <li>1. Creates the adjustment using the specified adjustment type for the bill segment.</li> <li>2. Swaps the adjustment onto the current or next bill depending on the value defined for the <b>Adjustment on Next Bill</b> parameter in an algorithm created using the <b>C1- ENTERADJ</b> algorithm type.</li> </ol>
Bill Segment	Partially Paid	Not applicable	<p>The system does the following:</p> <ol style="list-style-type: none"> <li>1. Creates two adjustments using the specified adjustment type for the bill segment.</li> <li>2. Swaps one adjustment onto the current bill and another adjustment onto the next bill.</li> </ol> <p><b>Example:</b> A dispute is raised against a bill segment (Bill Segment Amount – 100, Dispute Amount – 100, and Unpaid Bill Segment Amount - 50), then one adjustment (with the adjustment amount 50) is swap on the current bill and another adjustment (with the adjustment amount 50) is swap on the next bill.</p>
Adjustment	Fully Paid	Not applicable	<p>The system does the following:</p> <ol style="list-style-type: none"> <li>1. Creates the adjustment using the specified adjustment type for the adjustment (against which you have raised a dispute).</li> <li>2. Swaps the adjustment onto the next bill.</li> </ol>

Dispute Against	Type of Bill	Stop Auto Pay (Yes or No)	Behavior
Adjustment	Unpaid	Yes	<p>The system does the following:</p> <ol style="list-style-type: none"> <li>1. Stops the automatic payment created for the current bill.</li> <li>2. A characteristic is defined on the current bill indicating the date till when the bill should not be considered by the <b>Overdue Monitor (C1-ADMOV)</b> batch.</li> </ol> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Note:</b> The above step (2) occurs only when the approval is required for the dispute request.</p> </div> <ol style="list-style-type: none"> <li>3. Reopens the current bill of the account.</li> <li>4. Creates the adjustment using the specified adjustment type for the adjustment (against which you have raised a dispute) and swaps the adjustment onto the current bill.</li> <li>5. Completes and freeze the current bill.</li> </ol>
Adjustment	Unpaid	No	<p>The system does the following:</p> <ol style="list-style-type: none"> <li>1. Creates the adjustment using the specified adjustment type for the adjustment (against which you have raised a dispute).</li> <li>2. Swaps the adjustment onto the current or next bill depending on the value defined for the <b>Adjustment on Next Bill</b> parameter in an algorithm created using the <b>C1- ENTERADJ</b> algorithm type.</li> </ol>
Adjustment	Partially Paid	Not applicable	<p>The system does the following:</p> <ol style="list-style-type: none"> <li>1. Creates two adjustments using the specified adjustment type for the adjustment (against which you have raised a dispute).</li> <li>2. Swaps one adjustment onto the current bill and another adjustment onto the next bill.</li> </ol> <p><b>Example:</b> A dispute is raised against an adjustment (Adjustment Amount – 100, Dispute Amount – 100, and Unpaid Adjustment Amount - 50), then one adjustment (with the adjustment amount 50) is swap on the current bill and another adjustment (with the adjustment amount 50) is swap on the next bill.</p>

Finally, the status of the dispute request is changed to **Processed**. You can optionally configure the system to use the approval workflow process for a dispute request. If the **Approval Required** flag is set to **Yes** in a dispute request type, then on submitting the respective dispute request, the approval workflow process creates a To Do for the approver to review the dispute request. Once the approver approves the dispute request, the system behaves as mentioned in the above table. The approver can approve, reject, or resubmit the dispute request. When the dispute request is resubmitted to the submitter, the submitter can edit, cancel, or submit the dispute request.

The approval process is configured through the approval profile. The approval profile allows you to define the debit and credit hierarchy. If the dispute request amount is negative, the credit hierarchy in the approval profile is used for approval. However, if the dispute request amount is positive, the debit hierarchy in the approval profile is used for approval. You can either opt to use single-level or multi-level approval for the dispute requests.

During the dispute request process, a dispute request creation goes through various statuses in its lifecycle. For more information about the dispute request statuses, see [Dispute Request \(Without Approval\) Status Transition](#) on page 1713 and [Dispute Request \(With Approval\) Status Transition](#) on page 1713.

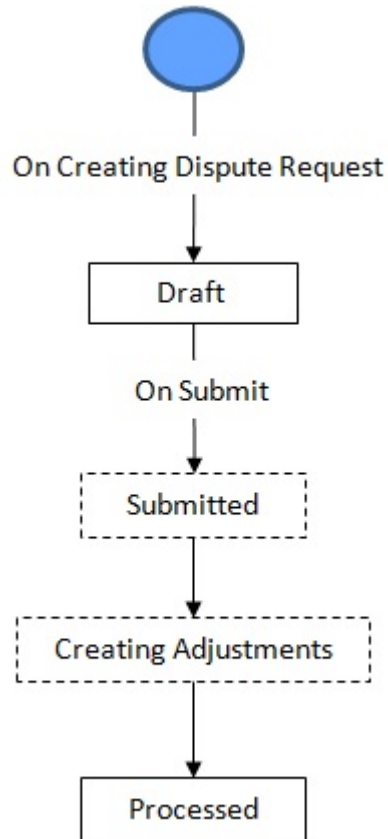
**Note:** The lifecycle of a dispute request creation is driven by the respective business object using which the request is created. The dispute request feature explained in this document is articulated based on the lifecycle and logic defined in the business objects.

For more information on how to setup the dispute request process, see [Prerequisites](#) on page 1714.

## Dispute Request (Without Approval) Status Transition

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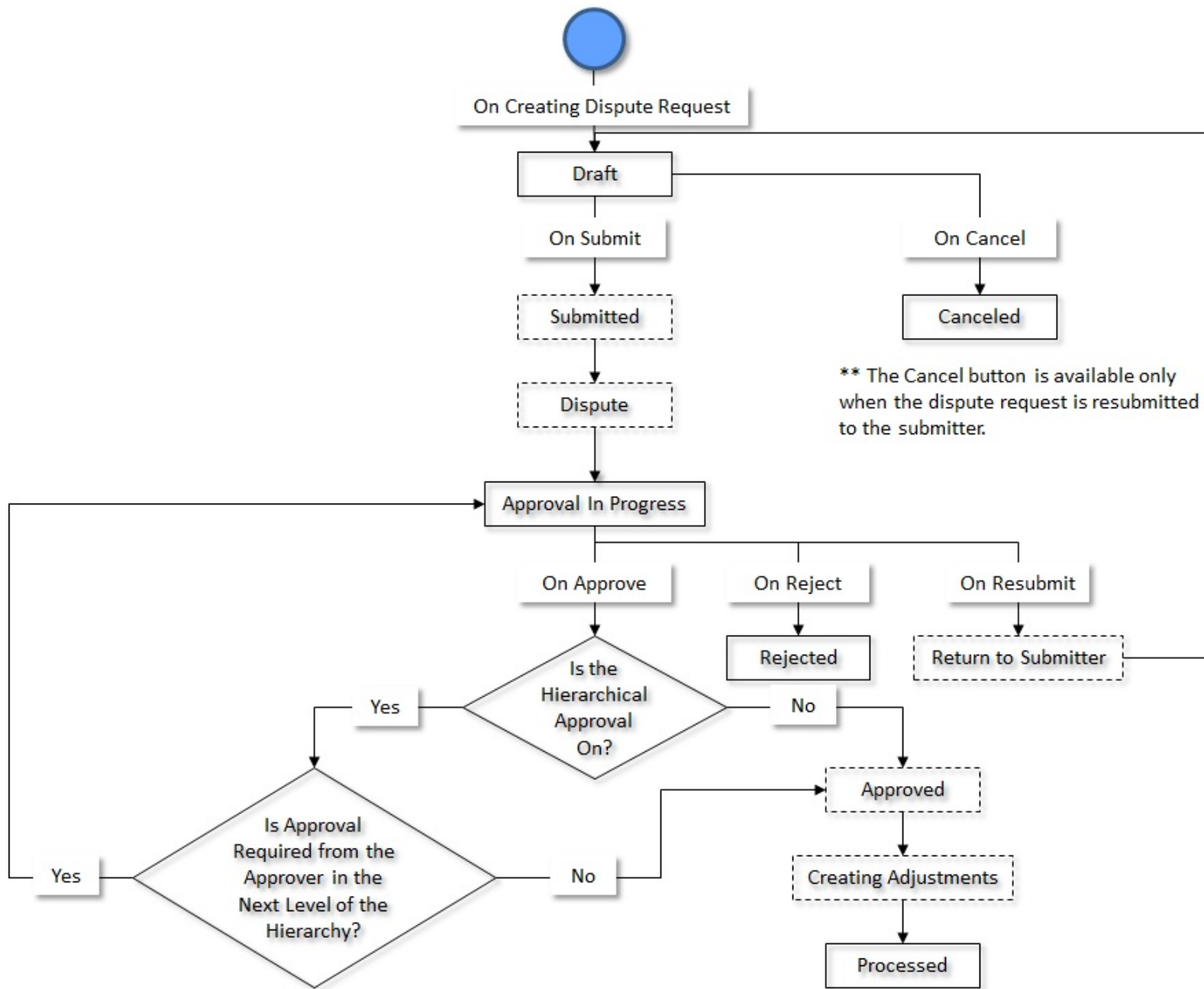
The following figure graphically indicates how a dispute request moves from one status to another when approval workflow is off:



## Dispute Request (With Approval) Status Transition

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The following figure graphically indicates how a dispute request moves from one status to another when approval workflow is on:



## Prerequisites

To setup the dispute request process, you need to do the following:

- Define the required refund request types in the system
- Define the required adjustment types (for creating dispute adjustments) where A/P request type is defined
- Define the required characteristic types where the characteristic entity is set to **Dispute Request Type**
- Define the required characteristic types where the characteristic entity is set to **Dispute Request**
- Define rejected status reasons for the **C1-DisputeRequest** business object

- Assign the **C1-DSPSB** To Do type to a To Do role whose users must receive To Do generated while submitting a dispute request for approval
- Define the required approval profiles with the credit/debit hierarchy and **C1\_DISAP** To Do type
- Create an algorithm using the **C1-DSPTRQINF** algorithm type if you want to create Dispute Requests using the dispute request information.
- Define an algorithm of the **C1-ADI-INFO** algorithm type and attach to the **Adjustment Information** system event in the **Algorithms** tab of the **Installation Options – Framework** screen

## Algorithms Used in C1-DisputeRequest

The following table lists the algorithms which are attached to the **C1-DisputeRequest** business object:

System Event	Algorithm	Algorithm Type	Description
Information	C1-DSPTRQINF	C1-DSPTRQINF	This algorithm generates the dispute request information string which appears throughout the application. It concatenates the following fields: <ul style="list-style-type: none"> <li>• Dispute Request Type Description</li> <li>• Dispute Request Status Description</li> <li>• Dispute Request ID</li> </ul>
Validation	C1-DSPTVADN	C1-DSPTVADN	This algorithm validates following: <p><b>Draft</b> status validations:</p> <ul style="list-style-type: none"> <li>• At-least one entity should be selected to submit a dispute. <b>Dispute Request</b> with at-least one <b>Bill</b> or <b>Bill Line Item</b> should be added for submission</li> <li>• Dispute amount cannot be zero or null</li> <li>• If a bill is already present in dispute request and request is not in final status then user should not be allowed to add same bill in another dispute request</li> <li>• Disputed Amount should be equal to bill outstanding amount if bill Line item contain multiple contracts</li> </ul>

The following table lists the algorithms which are used in the lifecycle of the **C1-DisputeRequest** business object:

Status	System Event	Algorithm	Algorithm Type	Description
Submitted	Enter	C1-DISPUTSUB	C1-DISPUTSUB	<p>This algorithm checks the following:</p> <ul style="list-style-type: none"> <li>Whether the approval is required for the dispute request. If the approval is required for a dispute request, the status of the dispute request is changed to <b>Approval In Progress</b>. However, if the approval is not required for a dispute request, the status of the dispute request is changed to <b>Creating Adjustment</b>.</li> <li>At least one entity, such as payment event, payment, or credit bill line item (such as credit bill segment or adjustment) is selected in the dispute request.</li> <li>Whether the approval profile attached to the <b>Dispute Request Type</b> has the credit hierarchy and <b>To Do Type</b> defined.</li> </ul>
Submitted	Enter	C1-DPTSTAUPY	C1-DPTSTAUPY	<p>This algorithm is used to stop auto pay on bill.</p> <p><b>Parameter – Characteristic Type</b></p> <p>Characteristic Type is used to add the characteristic which is stamped on the bill to postpone overdue process</p>
Dispute	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	<p>This algorithm type transitions business object current state to the input <b>Next Status</b> or to the status related to the input <b>Next Transition Condition</b>. Either one but not both soft parameters may be specified. If both soft parameters are not specified, the business object will be transitioned to the default next status specified on lifecycle. Algorithms of this algorithm type may be defined for any business object status as its monitor algorithm.</p>
Dispute	Enter	C1-DPTSTAUPY	C1-DPTSTAUPY	<p>This algorithm is used to stop auto pay on bill.</p> <p><b>Parameter – Characteristic Type</b></p> <p>Characteristic Type is used to add the characteristic which is stamped on the bill to postpone overdue process</p>



Status	System Event	Algorithm	Algorithm Type	Description
Creating Adjustments	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	This algorithm type transitions business object current state to the input <b>Next Status</b> or to the status related to the input <b>Next Transition Condition</b> . Either one but not both soft parameters may be specified. If both soft parameters are not specified, the business object will be transitioned to the default next status specified on lifecycle. Algorithms of this algorithm type may be defined for any business object status as its monitor algorithm.
Creating Adjustments	Enter	C1-ENTERADJS	C1-ENTERADJ	<p>This algorithm is executed on submit or on approve of a dispute request. It creates the adjustments which will be swapped on the current or next bill.</p> <p>Adjustment are created with below logic</p> <p><b>Unpaid Bill logic</b></p> <ul style="list-style-type: none"> <li>• If stop auto pay switch is <b>No</b> and auto pay exist then create adjustment on next bill</li> <li>• If stop auto pay switch is <b>Yes</b> then perform below step <ul style="list-style-type: none"> <li>• If bill cannot be reopen or adjustment need to be created on next bill then create adjustment on next bill</li> <li>• If approval is configured then create to do for manual creation of auto pay (Auto Pay is stopped while submitting the request)</li> <li>• Else <ul style="list-style-type: none"> <li>• create adjustment on current bill <ul style="list-style-type: none"> <li>• if approval is configured then <ul style="list-style-type: none"> <li>• Bill reopen and complete (Auto Pay is stopped while submitting the request)</li> <li>• Delete overdue char from bill</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>

Status	System Event	Algorithm	Algorithm Type	Description
				<ul style="list-style-type: none"> <li>• Else <ul style="list-style-type: none"> <li>• Stop auto pay</li> <li>• Reopen and complete</li> </ul> </li> </ul> <p><b>Paid Bill logic</b></p> <ul style="list-style-type: none"> <li>• Adjustment will be created on next bill</li> </ul> <p><b>Partial Bill Logic</b></p> <ul style="list-style-type: none"> <li>• Adjustment will be created to balance current bill and another adjustment will be created for remaining amount and it will be stamped on next bill.</li> <li>• If dispute adjustment will increase the debit or credit balance then adjustment will be stamped on next bill.</li> </ul> <p>There are four parameters for this algorithm.</p> <p><b>Parameter 1 – Adjustment on Next Bill (Required)</b></p> <ul style="list-style-type: none"> <li>• Adjustments should be swapped on the current or next bill. It is used only for unpaid bill.</li> </ul> <p><b>Parameter 2 – Match Type Entity Flag (Required)</b></p> <ul style="list-style-type: none"> <li>• Valid values for this parameter are <b>BILL</b>, <b>BSEG</b> and <b>SA</b>. This parameter defines the open item at which the match events are to be created. For bills which are not paid yet, new match events will be created based on the value of this parameter.</li> <li>• Based on the flag defined <b>Match Events</b> are created as follows, <ul style="list-style-type: none"> <li>• If the <b>Match Type Flag</b> is <b>BILL</b>, then all FTs on a bill have the same Match Event.</li> <li>• If the <b>Match Type Flag</b> is <b>BSEG</b>, then each line item (bill segment or adjustment) on the bill will have a unique match event.</li> <li>• If the <b>Match Type Flag</b> is <b>SA</b>, then line items belonging to the same contract within a bill will have the same match event.</li> </ul> </li> </ul> <p><b>Parameter 3 – To Do Type</b></p> <ul style="list-style-type: none"> <li>• To Do will be sent to the user if bill can't be reopen and auto pay has been stopped.</li> </ul>

Status	System Event	Algorithm	Algorithm Type	Description
				<p><b>Parameter 4 – Characteristic Type</b></p> <ul style="list-style-type: none"> <li>Characteristic Type is used to remove the characteristic which is stamped on the bill to postpone overdue process</li> </ul>
Approval In Progress	Enter	C1-DSPTAPP	C1-DSPTAPP	<p>This algorithm creates the following:</p> <ul style="list-style-type: none"> <li>A To Do using the To Do type specified in the approval profile which is attached to the dispute request type. The To Do is sent to the appropriate users in the approval hierarchy depending on whether hierarchical approval is required or not.</li> <li>A log entry is added when a To Do is created using the To Do type.</li> </ul>
Approval In Progress	Exit	F1-TODOCOMPL	F1-TODOCOMPL	<p>This algorithm type completes To Do entries that are linked to an object when the object exits a given state. The system finds all open To Do entries with drill keys for the current business object's primary key, and completes them, unless the To Do entry's type has been configured with an <b>Exclude To Do Type Characteristic Type</b> indicating that it should not be automatically completed.</p>
Approved	Enter	C1-DSPAPPRVD	C1-DSPAPPRVD	<p>This algorithm is triggered when the approver clicks the <b>Approve</b> button. It checks whether the approval is required from users at the next level in the approval hierarchy. If the approval is required from the next level in the approval hierarchy, the status of the dispute request is changed to <b>Approval In Progress</b> and the algorithm attached to the Approval In Progress status is invoked. If further approval is not required, the status of the dispute request is changed to <b>Creating Adjustment</b>.</p>
Return to Submitter	Enter	C1-DSPPTRESUB	C1-DSPPTRESUB	<p>This algorithm is invoked on <b>Re-Submit</b> button. It moves the status of <b>Dispute Request</b> into <b>Draft</b>. A <b>To Do</b> will be generated for the user as submitter whose <b>To Do Type</b> and <b>To Do Role</b> are fetched from <b>Dispute Request Type</b>.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Rejected	Enter	C1- DSPTREJT	C1- DSPTREJT	This algorithm is executed when on reject. <b>Parameter 1 – To Do Type</b> <ul style="list-style-type: none"> <li>To Do will be sent to the user if bill can't be reopen and auto pay has been stopped.</li> </ul> <b>Parameter 2 – Characteristic Type</b> <ul style="list-style-type: none"> <li>Characteristic Type is used to remove the characteristic which is stamped on the bill to postpone overdue process</li> </ul>
Canceled	Enter	C1- DSPTREJT	C1- DSPTREJT	This algorithm is executed when on reject. <b>Parameter 1 – To Do Type</b> <ul style="list-style-type: none"> <li>To Do will be sent to the user if bill can't be reopen and auto pay has been stopped.</li> </ul> <b>Parameter 2 – Characteristic Type</b> <ul style="list-style-type: none"> <li>Characteristic Type is used to remove the characteristic which is stamped on the bill to postpone overdue process</li> </ul>

## Dispute Request Type

Oracle Revenue Management and Billing allows you to define:

- **Dispute Request Type** – It is used to create a dispute request. You can define multiple dispute request types in the system. A dispute request type helps the system to determine:
  - Whether the dispute request must be approved before creating dispute adjustments in the system
  - Approval profile using which the dispute request must be approved
  - Whether multi-level or single-level approval is required while creating dispute adjustments in the system
  - Adjustment type using which the dispute adjustment must be created when the total dispute amount is less than the minimum dispute amount
  - Default adjustment type using which dispute adjustments must be created

While defining a dispute request type where approval workflow is required, you need to select the **Approval Required** check box. If the **Approval Required** check box is selected, the dispute request (which is created using the dispute request type) is sent for approval before creating the dispute adjustments. However, if the **Approval Required** check box is not selected, the dispute adjustments are created immediately on submitting a dispute request. The approval process is configured through the approval profile. The approval profile allows you to define the approval hierarchy. You can define a debit and credit hierarchy in the approval profile using the threshold amount. The debit approval hierarchy and credit approval hierarchy is used for approving dispute request. Therefore, while defining an approval profile for dispute, you need to define credit and debit hierarchy and set the To Do Type to **C1-DISAP**.

You can define an approval hierarchy where users with different To Do role at each level can approve or reject the dispute request. For example, you can define an approval profile called A1 with two levels of approval. At the first level, a user with the *Manager* To Do role will approve or reject the dispute request, and at the second level, a user with the *Senior Manager* To Do role will approve or reject the dispute request. On submitting a dispute request where approval is required, a notification in the form of To Do is sent to all users with the To Do role defined at the first level in the hierarchy. Once the request is approved at the first level, a notification is sent to all users with the To Do role defined at the next level in the hierarchy. This process continues till the approval is received from all levels in

the hierarchy. Once users at all levels approve the dispute request, the dispute adjustments are created. However, if an approver at any level in the hierarchy rejects the request, the dispute adjustments are not created.

The approval hierarchy is controlled by the threshold amount. For example, you define an approval profile called A1 with two levels of approval – First Level (Threshold Amount: 300, To Do Role: Manager) and Second Level (Threshold Amount: 500, To Do Role: Senior Manager). Now, if the total dispute amount is equal to 300 or less than 500, then the approval is required only from the first level in the hierarchy and not from the second level in the hierarchy. However, if the total dispute amount is equal to or greater than 500, then the approval is required from the first level and then from the second level in the hierarchy. But, if the total dispute amount is less than 300, then the approval is not required from any levels in the hierarchy. The system will automatically approve the dispute request and create the dispute adjustments.

The system supports both single-level and multi-level approval process while approving dispute request. If the **Hierarchical Approval** check box is selected while defining a dispute request type, the approval hierarchy defined in the approval profile is followed based on the threshold limit. However, if the **Hierarchical Approval** check box is not selected while defining a dispute request type, the approval is required only from the approval level where the total dispute amount falls within the threshold limit. Let us understand this with the help of some examples.

Dispute Request Type	Approval Profile	Approval Hierarchy	Hierarchical Approval								
D1	Dispute Analyst	<p><b>Credit Hierarchy</b></p> <table border="1"> <thead> <tr> <th>Threshold Amount</th> <th>To Do Role</th> </tr> </thead> <tbody> <tr> <td>\$500</td> <td>Senior Analyst</td> </tr> <tr> <td>\$750</td> <td>Manager</td> </tr> <tr> <td>\$1500</td> <td>Senior Manager</td> </tr> </tbody> </table>	Threshold Amount	To Do Role	\$500	Senior Analyst	\$750	Manager	\$1500	Senior Manager	Yes
Threshold Amount	To Do Role										
\$500	Senior Analyst										
\$750	Manager										
\$1500	Senior Manager										
D2	Dispute Analyst	<p><b>Credit Hierarchy</b></p> <table border="1"> <thead> <tr> <th>Threshold Amount</th> <th>To Do Role</th> </tr> </thead> <tbody> <tr> <td>\$500</td> <td>Senior Analyst</td> </tr> <tr> <td>\$750</td> <td>Manager</td> </tr> <tr> <td>\$1500</td> <td>Senior Manager</td> </tr> </tbody> </table>	Threshold Amount	To Do Role	\$500	Senior Analyst	\$750	Manager	\$1500	Senior Manager	No
Threshold Amount	To Do Role										
\$500	Senior Analyst										
\$750	Manager										
\$1500	Senior Manager										
D3	Dispute Analyst	<p><b>Debit Hierarchy</b></p> <table border="1"> <thead> <tr> <th>Threshold Amount</th> <th>To Do Role</th> </tr> </thead> <tbody> <tr> <td>\$100</td> <td>Senior Analyst</td> </tr> <tr> <td>\$200</td> <td>Manager</td> </tr> <tr> <td>\$300</td> <td>Senior Manager</td> </tr> </tbody> </table>	Threshold Amount	To Do Role	\$100	Senior Analyst	\$200	Manager	\$300	Senior Manager	Yes
Threshold Amount	To Do Role										
\$100	Senior Analyst										
\$200	Manager										
\$300	Senior Manager										
D4	Dispute Analyst	<p><b>Debit Hierarchy</b></p> <table border="1"> <thead> <tr> <th>Threshold Amount</th> <th>To Do Role</th> </tr> </thead> <tbody> <tr> <td>\$100</td> <td>Senior Analyst</td> </tr> <tr> <td>\$200</td> <td>Manager</td> </tr> <tr> <td>\$300</td> <td>Senior Manager</td> </tr> </tbody> </table>	Threshold Amount	To Do Role	\$100	Senior Analyst	\$200	Manager	\$300	Senior Manager	No
Threshold Amount	To Do Role										
\$100	Senior Analyst										
\$200	Manager										
\$300	Senior Manager										

The following table indicates how the system will behave in different dispute scenarios:

Dispute Request	Dispute Request Type	Total Refund Amount (\$)	Comments
DR1	D1	200	This dispute request is automatically approved by the system because the total dispute amount is less than \$500.
DR2	D1	750	The To Do is sent for approval to the following users in the specified order: <ol style="list-style-type: none"> <li>1. Users with the Senior Analyst To Do role</li> <li>2. Users with the Manager To Do role</li> </ol> This is because the total dispute amount is either equal to \$750 or less than \$1500 and hierarchical approval is required.
DR3	D1	2000	The To Do is sent for approval to the following users in the specified order: <ol style="list-style-type: none"> <li>1. Users with the Senior Analyst To Do role</li> <li>2. Users with the Manager To Do role</li> <li>3. Users with the Senior Manager To Do role</li> </ol> This is because the total dispute amount is greater than \$1500 and hierarchical approval is required.
DR4	D2	200	This dispute request is automatically approved by the system because the total dispute amount is less than \$500.
DR5	D2	750	The To Do is sent for approval to users with the Manager To Do role. This is because the total dispute amount is either equal to \$750 or less than \$1500 and hierarchical approval is not required.
DR6	D2	2000	The To Do is sent for approval to users with the Senior Manager To Do role. This is because the total dispute amount is greater than \$1500 and hierarchical approval is not required.
DR7	D3	90	This dispute request is automatically approved by the system because the total dispute amount is less than \$100.
DR8	D3	250	The To Do is sent for approval to the following users in the specified order: <ol style="list-style-type: none"> <li>1. Users with the Senior Analyst To Do role</li> <li>2. Users with the Manager To Do role</li> </ol> This is because the total dispute amount is either equal to \$200 or less than \$300 and hierarchical approval is required.




Dispute Request	Dispute Request Type	Total Refund Amount (\$)	Comments
DR9	D3	500	<p>The To Do is sent for approval to the following users in the specified order:</p> <ol style="list-style-type: none"> <li>1. Users with the Senior Analyst To Do role</li> <li>2. Users with the Manager To Do role</li> <li>3. Users with the Senior Manager To Do role</li> </ol> <p>This is because the total dispute amount is greater than \$300 and hierarchical approval is required.</p>
DR10	D4	90	This dispute request is automatically approved by the system because the total dispute amount is less than \$100.
DR11	D4	250	The To Do is sent for approval to users with the Manager To Do role. This is because the total dispute amount is either equal to \$200 or less than \$300 and hierarchical approval is not required.
DR12	D4	500	The To Do is sent for approval to users with the Senior Manager To Do role. This is because the total dispute amount is greater than \$300 and hierarchical approval is not required.


The **Dispute Request Type** screen allows you to define, edit, delete, and copy a dispute request type. This screen consists of the following zones:

- [Dispute Request Type List](#) on page 1723
- [Dispute Request Type](#) on page 1724

## Dispute Request Type List

The **Dispute Request Type List** zone lists dispute request types that are already defined in the system. It contains the following columns:

Column Name	Column Description
Dispute Request Type	Displays the dispute request type.
Description	Displays the description of the dispute request type.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Dispute Request Type</b> screen appears where you can edit the details of the dispute request type.
Duplicate	On clicking the <b>Duplicate</b> (  ) icon, the <b>Dispute Request Type</b> screen appears where you can define a dispute request type using an existing dispute request type.
Delete	<p>On clicking the <b>Delete</b> () icon, you can delete the dispute request type.</p> <p><b>Note:</b> You can delete a dispute request type only when you have not created a dispute request using the dispute request type.</p>

On clicking the **Broadcast**  icon corresponding to dispute request type, the **Dispute Request Type** zone appears with the details of the respective dispute request type.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to define a dispute request type	<a href="#">Defining a Dispute Request Type</a> on page 1726
How to edit a dispute request type	<a href="#">Editing a Dispute Request Type</a> on page 1730
How to copy a dispute request type	<a href="#">Copying a Dispute Request Type</a> on page 1734
How to delete a dispute request type	<a href="#">Deleting a Dispute Request Type</a> on page 1733
How to view the details of a dispute request type	<a href="#">Viewing the Dispute Request Type Details</a> on page 1736

## **Dispute Request Type**

The **Dispute Request Type** zone displays the details of the dispute request type. This zone consists of the following sections:

- **Main** – This section provides basic information about the dispute request type. It contains the following fields:

<b>Field Name</b>	<b>Field Description</b>
Dispute Request Type	Displays the dispute request type.
Description	Displays the description of the dispute request type.
Dispute Request Business Object	Indicates the business object that will be used to create the dispute request. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Detailed Description	Displays additional information about the dispute request type.
Status	Indicates the status of the dispute request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>
Default Adjustment Type	Indicates the adjustment type using which the dispute adjustment must be created.  <b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective adjustment type.
Approval Required	Indicates whether approval is required while creating the dispute adjustments using the dispute request type.



Field Name	Field Description
Approval Profile	<p>Indicates the approval profile which must be used to define approval hierarchy for the dispute request type.</p> <p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p> <p>It has a link. On clicking the link, the <b>Approval Profile</b> screen appears where you can view the details of the respective approval profile.</p>
Hierarchical Approval	<p>Indicates whether multi-level or single approval is required while creating the dispute adjustments using the dispute request type.</p> <p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p>
Zero Threshold Amount Hierarchy	Indicates that based on the approval profile hierarchy, To Do Type from the hierarchy (credit/debit) will be picked up.
Submitter To Do Type	<p>Indicates the To Do type for the submitter when the dispute request type is resubmitted by the approver.</p> <p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p> <p>It has a link. On clicking the link, the <b>To Do Type</b> screen appears where you can view the details of the respective To Do type.</p>
Submitter To Do Role	<p>Indicates the To Do role for the submitter when the dispute request type is resubmitted by the approver.</p> <p><b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.</p> <p>It has a link. On clicking the link, the <b>To Do Role</b> screen appears where you can view the details of the respective To Do role.</p>

- **Characteristics** – This section lists the characteristics defined for the dispute request type. It contains the following columns:

Column Name	Column Description
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.


- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the dispute request type.

Button Name	Button Description
Delete	Used to delete the dispute request type.
	<b>Note:</b> You can delete a dispute request type only when you have not created a dispute request using the dispute request type.
Duplicate	Used to create a new dispute request type using an existing dispute request type.

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the dispute request type is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

By default, the **Dispute Request Type** zone does not appear in the **Dispute Request Type** screen. It appears only when you click the **Broadcast**  icon corresponding to the dispute request type in the **Dispute Request Type List** zone.

### **Related Topics**

For more information on...	See...
How to define a dispute request type	<a href="#">Defining a Dispute Request Type</a> on page 1726
How to edit a dispute request type	<a href="#">Editing a Dispute Request Type</a> on page 1730
How to copy a dispute request type	<a href="#">Copying a Dispute Request Type</a> on page 1734
How to delete a dispute request type	<a href="#">Deleting a Dispute Request Type</a> on page 1733
How to view the details of a dispute request type	<a href="#">Viewing the Dispute Request Type Details</a> on page 1736

## **Defining a Dispute Request Type**

### **Prerequisites**

To define a dispute request type, you should have:

- Dispute request business objects defined in the application
- Approval profiles defined in the application
- Adjustment types with and without A/P request type defined in the application

### **Procedure**

To define a dispute request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **D** and then click **Dispute Request Type**.  
A sub-menu appears.
3. Click the **Add** option from the **Dispute Request Type** sub-menu.

The **Select Business Object** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Dispute Request Type Business Object	Used to indicate the business object that you want to use to create the dispute request type.	Yes

**Tip:** Alternatively, you can access the **Select Business Object** screen by clicking the **Add** button in the **Page Title** area of the **Dispute Request Type** screen.

**Note:** The **Select Business Object** screen appears only when there are multiple dispute request type business objects defined in the application. If there is only one dispute request type business object defined in the application, the **Dispute Request Type** screen appears.



4. Select the required dispute request type business object from the respective field.
5. Click **OK**.

The **Dispute Request Type** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the dispute request type.
- **Characteristics** – Used to define characteristics for the dispute request type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Dispute Request Type	Used to specify the dispute request type.	Yes
Business Object	Indicates the dispute request type business object used while defining the dispute request type.	Not applicable
Description	Used to specify the description for the dispute request type.	Yes
Dispute Request Business Object	Used to indicate the business object that you want to use while creating the dispute request.	Yes
Detailed Description	Used to specify additional information about the dispute request type.	No
Status	Used to indicate the status of the dispute request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	Yes
	<b>Note:</b> You cannot change the status of a dispute request type to <b>Inactive</b> if there are dispute requests which are created using the dispute request type and are currently in the <b>Draft</b> or <b>Approval In Progress</b> status.	

Field Name	Field Description	Mandatory (Yes or No)
Default Adjustment Type	Used to indicate the adjustment type using which the dispute adjustment must be created.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	
Approval Required	Used to indicate whether approval is required while creating the dispute adjustments using the dispute request type.	No
Approval Profile	Used to indicate the approval profile which must be used to define approval hierarchy for the dispute request type.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	
Hierarchical Approval	Used to indicate whether multi-level or single-level approval is required while creating the dispute adjustments using the dispute request type.	No
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	
Zero Threshold Amount Hierarchy	Used to indicate that based on the approval profile hierarchy, To Do Type from the hierarchy will be selected. The valid values are: <ul style="list-style-type: none"> <li>• Credit</li> <li>• Debit</li> </ul>	No
Submitter To Do Type	Used to indicate the To Do type for the submitter when the dispute request is resubmitted by the approver.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.	

Field Name	Field Description	Mandatory (Yes or No)
Submitter To Do Role	Used to indicate the To Do role for the submitter when the dispute request is resubmitted by the approver.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.

**Note:**

When the threshold amount is equal to zero for the request then based on the value in **Zero Threshold Amount Hierarchy**, the to do type will be picked from the **Approval Profile** hierarchy to send notification.

Only when the **Approval Required** checkbox is selected, you will be able to select **Hierarchical Approval** and **Approval Profile** to be used. If hierarchical approval is not selected, the request has to be approved by a single approver (highest level approver determined by the dispute amount and approval profile).

6. Enter the required details depending on whether you want to define dispute request type.
7. Define characteristics for the dispute request type, if required.
8. Click **Save**.

The dispute request type is defined.

#### **Related Topics**

For more information on...	See...
<b>Dispute Request Type</b> screen	<a href="#">Dispute Request Type</a> on page 1720
<b>Dispute Request Type List</b> zone	<a href="#">Dispute Request Type List</a> on page 1723
How to define characteristics for a dispute request type	<a href="#">Defining Characteristics for a Dispute Request Type</a> on page 1729

## **Defining Characteristics for a Dispute Request Type**

### **Prerequisites**

To define characteristics for a dispute request type, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Dispute Request Type**)

### **Procedure**


To define characteristics for a dispute request type:


1. Ensure that the **Characteristics** section is expanded when you are defining, editing, or copying a dispute request type.


The **Characteristics** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Dispute Request Type</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the dispute request type.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the dispute request type.

- Enter the required details.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

- If you want to define more than one characteristic for the dispute request type, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the dispute request type, click the **Delete**  icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to define a dispute request type	<a href="#">Defining a Dispute Request Type</a> on page 1726
How to edit a dispute request type	<a href="#">Editing a Dispute Request Type</a> on page 1730
How to copy a dispute request type	<a href="#">Copying a Dispute Request Type</a> on page 1734

## Editing a Dispute Request Type

### Prerequisites

To edit a dispute request type, you should have:

- Dispute request business objects defined in the application
- Approval profiles defined in the application
- Adjustment types with and without A/P request type defined in the application

### Procedure

To edit a dispute request type:

- Click the **Admin** link in the **Application** toolbar.


A list appears.

- From the **Admin** menu, select **D** and then click **Dispute Request Type**.

A sub-menu appears.

- Click the **Search** option from the **Dispute Request Type** sub-menu.


The **Dispute Request Type** screen appears.


- In the **Dispute Request Type List** zone, click the **Edit**  icon in the **Edit** column corresponding to the dispute request type whose details you want to edit.

The **Dispute Request Type** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the dispute request type.
- **Characteristics** – Used to define characteristics for the dispute request type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Dispute Request Type	Displays the dispute request type.	Not applicable
Business Object	Indicates the dispute request type business object used while defining the dispute request type.	Not applicable
Description	Used to specify the description for the dispute request type.	Yes
Dispute Request Business Object	Used to indicate the business object that you want to use while creating the dispute request.	Yes
Detailed Description	Used to specify additional information about the dispute request type.	No
Status	Used to indicate the status of the dispute request type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	Yes
	<b>Note:</b> You cannot change the status of a dispute request type to <b>Inactive</b> if there are dispute requests which are created using the dispute request type and are currently in the <b>Draft</b> or <b>Approval In Progress</b> status.	
Default Adjustment Type	Used to indicate the adjustment type using which the dispute adjustment is created.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	

Field Name	Field Description	Mandatory (Yes or No)
Approval Required	Used to indicate whether approval is required while creating the dispute adjustments using the dispute request type.	No
Approval Profile	Used to indicate the approval profile which must be used to define approval hierarchy for the dispute request type.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.
Hierarchical Approval	Used to indicate whether multi-level or single-level approval is required while creating the dispute adjustments using the dispute request type.	No
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	
Zero Threshold Amount Hierarchy	Used to indicate that based on the approval profile hierarchy, To Do Type from the hierarchy is selected. The valid values are: <ul style="list-style-type: none"> <li>• Credit</li> <li>• Debit</li> </ul>	No
Submitter To Do Type	Used to indicate the To Do type for the submitter when the dispute request is resubmitted by the approver.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.	<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.
Submitter To Do Role	Used to indicate the To Do role for the submitter when the dispute request is resubmitted by the approver.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	<b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.



**Tip:** Alternatively, you can click the **Edit** button in the **Dispute Request Type** zone to edit the details of the dispute request type.

5. Modify the details, if required.
6. Define, edit, or remove characteristics from the dispute request type, if required.
7. Click **Save**.

The changes made to the dispute request type are saved.


### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Dispute Request Type</b> screen	<a href="#">Dispute Request Type</a> on page 1720
<b>Dispute Request Type List</b> zone	<a href="#">Dispute Request Type List</a> on page 1723
<b>Dispute Request Type</b> zone	<a href="#">Dispute Request Type</a> on page 1724
How to define characteristics for a dispute request type	<a href="#">Defining Characteristics for a Dispute Request Type</a> on page 1729

## **Deleting a Dispute Request Type**

### **Procedure**

To delete a dispute request type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **D** and then click **Dispute Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Dispute Request Type** sub-menu.  
The **Dispute Request Type** screen appears.
4. In the **Dispute Request Type List** zone, click the **Delete** () icon in the **Delete** column corresponding to the dispute request type that you want to delete.  
A message appears confirming whether you want to delete the dispute request type.

**Note:** You can delete a dispute request type only when you have not defined a dispute request using the dispute request type.

**Tip:** Alternatively, you can click the **Delete** button in the **Dispute Request Type** zone to delete the dispute request type.

5. Click **OK**.

The dispute request type is deleted.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Dispute Request Type</b> screen	<a href="#">Dispute Request Type</a> on page 1720
<b>Dispute Request Type List</b> zone	<a href="#">Dispute Request Type List</a> on page 1723

<b>For more information on...</b>	<b>See...</b>
<b>Dispute Request Type zone</b>	<i>Dispute Request Type</i> on page 1724

## Copying a Dispute Request Type

Instead of creating a dispute request type from scratch, you can create a new dispute request type using an existing dispute request type. This is possible through copying a dispute request type. On copying a dispute request type, the details including the characteristics are copied to the new dispute request type. You can then edit the details, if required.


### Prerequisites

To copy a dispute request type, you should have:

- Dispute request type (whose copy you want to create) defined in the application
- Dispute request business objects defined in the application
- Approval profiles defined in the application
- Adjustment types with and without A/P request type defined in the application

### Procedure

To copy a dispute request type:


1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **D** and then click **Dispute Request Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Dispute Request Type** sub-menu.  
The **Dispute Request Type** screen appears.
4. In the **Dispute Request Type List** zone, click the **Duplicate** () icon in the **Duplicate** column corresponding to the dispute request type whose copy you want to create.


The **Dispute Request Type** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the dispute request type.
- **Characteristics** – Used to define characteristics for the dispute request type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Dispute Request Type	Used to specify the dispute request type.	Yes
Business Object	Indicates the dispute request type business object used while defining the dispute request type.	Not applicable
Description	Used to specify the description for the dispute request type.	Yes
Dispute Request Business Object	Used to indicate the business object that you want to use while creating the dispute request.	Yes
Detailed Description	Used to specify additional information about the dispute request type.	No

Field Name	Field Description	Mandatory (Yes or No)
Status	Used to indicate the status of the dispute request type. The valid values are: <ul style="list-style-type: none"> <li>Active</li> <li>Inactive</li> </ul>	Yes
	<b>Note:</b> You cannot change the status of a dispute request type to <b>Inactive</b> if there are dispute requests which are created using the dispute request type and are currently in the <b>Draft</b> or <b>Approval In Progress</b> status.	
Default Adjustment Type	Used to indicate the adjustment type using which the dispute adjustment must be created.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	
Approval Required	Used to indicate whether approval is required while creating the dispute adjustments using the dispute request type.	No
Approval Profile	Used to indicate the approval profile which must be used to define approval hierarchy for the dispute request type.	Yes (Conditional)
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	
Hierarchical Approval	Used to indicate whether multi-level or single-level approval is required while creating the dispute adjustments using the dispute request type.	No
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	
Zero Threshold Amount Hierarchy	Used to indicate that based on the approval profile hierarchy, To Do Type from the hierarchy will be selected. The valid values are: <ul style="list-style-type: none"> <li>Credit</li> <li>Debit</li> </ul>	No

Field Name	Field Description	Mandatory (Yes or No)
Submitter To Do Type	Used to indicate the To Do type for the submitter when the dispute request is resubmitted by the approver.	Yes (Conditional)  <b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>To Do Type Search</b> window appears.	
Submitter To Do Role	Used to indicate the To Do role for the submitter when the dispute request is resubmitted by the approver.	Yes (Conditional)  <b>Note:</b> This field is required when the <b>Approval Required</b> check box is selected.
	<b>Note:</b> This field appears only when the <b>Approval Required</b> check box is selected.	

**Tip:** Alternatively, you can click the **Duplicate** button in the **Dispute Request Type** zone to create a copy of the dispute request type.

- Enter the required details.
- Define, edit, or remove characteristics from the dispute request type, if required.
- Click **Save**.

The new dispute request type is defined.

### **Related Topics**

For more information on...	See...
<b>Dispute Request Type</b> screen	<a href="#">Dispute Request Type</a> on page 1720
<b>Dispute Request Type List</b> zone	<a href="#">Dispute Request Type List</a> on page 1723
<b>Dispute Request Type</b> zone	<a href="#">Dispute Request Type</a> on page 1724
How to define characteristics for a dispute request type	<a href="#">Defining Characteristics for a Dispute Request Type</a> on page 1729

## **Viewing the Dispute Request Type Details**


### **Procedure**

To view the details of a dispute request type:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **D** and then click **Dispute Request Type**.  
A sub-menu appears.

- Click the **Search** option from the **Dispute Request Type** sub-menu.

The **Dispute Request Type** screen appears.

- In the **Dispute Request Type List** zone, click the **Broadcast**  icon corresponding to the dispute request type whose details you want to view.

The **Dispute Request Type** zone appears.

- View the details of the dispute request type in the **Dispute Request Type** zone.

### Related Topics

For more information on...	See...
<b>Dispute Request Type</b> screen	<a href="#">Dispute Request Type</a> on page 1720
<b>Dispute Request Type List</b> zone	<a href="#">Dispute Request Type List</a> on page 1723
<b>Dispute Request Type</b> zone	<a href="#">Dispute Request Type</a> on page 1724

## Dispute Request (Used for Searching)

The **Dispute Request** screen allows you to search for a dispute request using various search criteria. It also allows you to create a dispute request. Through this screen, you can navigate to the following screen:

- [Dispute Request \(Used for Viewing\)](#) on page 1745

This screen consists of the following zone:


- [Search Dispute Request](#) on page 1737



### Search Dispute Request

The **Search Dispute Request** zone allows you to search for dispute requests using various search criteria. This zone contains the following two sections:

- Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for a dispute request using request, person, account or bill details. The valid values are: <ul style="list-style-type: none"> <li><b>Request Details</b> – Used when you want to search for dispute requests.</li> <li><b>Person, Account, or Bill Details</b> – Used when you want to search for person, account, or bill requests.</li> </ul> <p><b>Note:</b> By default, the <b>Request Details</b> option is selected.</p>	Yes
Dispute Request Type	Used to search dispute requests which are created using a particular dispute request type. <p><b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.</p>	No

Field Name	Field Description	Mandatory (Yes or No)
Status	Used to search dispute requests with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Cancelled</li> <li>• Draft</li> <li>• Processed</li> <li>• Rejected</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
User ID	Used to search dispute requests which are created by a particular user.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Created From	Used to search dispute requests which are created from a particular date onwards.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
To	Used to search dispute requests which are created till a particular date.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Dispute Request ID	Used to search a particular dispute request.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	
Account ID	Used to search dispute requests which are created for a particular account.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to the field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	
Dispute Reason	Used to search dispute requests which are created using a particular dispute reason for the bill.	No
	<b>Note:</b> This field appears only when you select the <b>Request Details</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Person ID	Used to search dispute requests which are created for a particular person.	No
	<p><b>Note:</b></p> <p>This field appears only when you select the <b>Person, Account, or Bill Details</b> option from the <b>Search By</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to the field. On clicking the <b>Search</b> icon, the <b>Person Search</b> window appears.</p>	
Bill ID	Used to search dispute requests which includes bill segments or adjustments of a particular bill.	No
	<p><b>Note:</b></p> <p>This field appears only when you select the <b>Person, Account, or Bill Details</b> option from the <b>Search By</b> list.</p> <p>The <b>Search</b>  icon appears corresponding to the field. On clicking the <b>Search</b> icon, the <b>Bill Search</b> window appears.</p>	
Alternate Bill ID	Used to search dispute requests which are created for a particular bill using the alternate bill ID.	No
	<p><b>Note:</b> This field appears only when you select the <b>Person, Account, or Bill Details</b> option from the <b>Search By</b> list.</p>	
Bill Date From	Used to search dispute requests which includes bill segments or adjustments of bills which are created from a particular date onwards.	No
	<p><b>Note:</b> This field appears only when you select the <b>Person, Account, or Bill Details</b> option from the <b>Search By</b> list.</p>	
To	Used to search dispute requests which includes bill segments or adjustments of bills which are created till a particular date.	No
	<p><b>Note:</b> This field appears only when you select the <b>Person, Account, or Bill Details</b> option from the <b>Search By</b> list.</p>	

**Note:** You must specify at least one search criterion while searching for a dispute request.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Create Date Time	Displays the date and time when the dispute request is created.
Dispute Request Information	Displays information about the dispute request. <b>Note:</b> It has a link. On clicking the link, the <b>Dispute Request</b> screen appears depending on whether the request is for dispute.
Status	Indicates the status of the dispute request.
Account Information	Displays additional information about the account for which the dispute request is created. <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears with the details of the respective account.
Created By	Indicates the user who has created the dispute request.

### Related Topics

For more information on...	See...
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740
How to view the details of a dispute request	<a href="#">Viewing the Dispute Request Details</a> on page 1741
How to create a dispute request	<a href="#">Creating a Dispute Request</a> on page 1742

## Searching for a Dispute Request

### Prerequisites

To search for a dispute request, you should have:

- Dispute request types defined in the application

### Procedure

To search for a dispute request:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Dispute Request**.  
A sub-menu appears.
3. Click the **Search** option from the **Dispute Request** sub-menu.  
The **Dispute Request** screen appears.
4. Enter the search criteria in the **Search Dispute Request** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the '%' wildcard character in all input fields except the date and ID fields. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of dispute requests that meet the search criteria appears in the **Search Results** section.



**Related Topics**

For more information on...	See...
Dispute Request screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
Search Dispute Request zone	<a href="#">Search Dispute Request</a> on page 1737


**Viewing the Dispute Request Details****Procedure**

To view the details of a dispute request:


1. Search for the dispute request in the **Dispute Request** screen.
2. In the **Search Results** section, click the link in the **Dispute Request Information** column corresponding to the dispute request whose details you want to view.

The **Dispute Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the dispute request. It contains the following zones:
  - **Dispute Request** – Displays the details of the dispute request.
  - **Dispute Details** – Lists the entities, such as auto payment events, and/or credit bill line items (such as credit bill segments and adjustments), of the account which must be disputed.
  - **Dispute Adjustments** – Displays the adjustment details of dispute request.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Dispute Details** zone and only when the status is **Processed**.

- **Previous Dispute Requests** – Displays the details of the bill which must be disputed.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Dispute Details** zone.

- **Bills** – Used to search bills with credit line items, such as credit bill segments and adjustments, that you want to dispute.
  - **Log** – Lists the complete trail of actions performed on the dispute request.
3. View the details of the dispute request in the **Dispute Request** zone.
  4. View the entities such as auto payment events, and/or credit bill line items (such as credit bill segments and adjustments), of the account which must be disputed in the **Dispute Details** zone.
  5. View the adjustment details of dispute request in the **Dispute Adjustments** zone.
  6. View the details of the bill which must be disputed in the **Previous Dispute Requests** zone.

**Related Topics**

For more information on...	See...
Dispute Request screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
Dispute Request zone	<a href="#">Dispute Request</a> on page 1746
Dispute Details zone	<a href="#">Dispute Details</a> on page 1748
Dispute Adjustments zone	<a href="#">Dispute Adjustments</a> on page 1748
Previous Dispute Requests zone	<a href="#">Previous Dispute Requests</a> on page 1749

<b>For more information on...</b>	<b>See...</b>
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740

## Creating a Dispute Request

### Prerequisites

To create a dispute request, you should have:

- Dispute request types defined in the application

### Procedure


To create a dispute request:

1. Do either of the following:

<b>If you want to</b>	<b>Then</b>
Define a dispute request from the <b>Account Receivable Central</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>Financial</b> and then click <b>Account Receivable Central</b>. The <b>Account Receivable Central</b> screen appears.</li> <li>3. Search for the bill in the <b>Account Receivable Central</b> screen.</li> <li>4. In the <b>Search Results</b> section, select the required bill and then click <b>Dispute</b>.</li> </ol> <p><b>Note:</b> Only one bill at a time is allowed to select for <b>Dispute Request</b> from the <b>Account Receivable Central</b> screen.</p>
Define a dispute request from the <b>Dispute Request</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>Financial</b> and then click <b>Dispute Request</b>. A sub-menu appears.</li> <li>3. Click the <b>Add</b> option from the <b>Dispute Request</b> sub-menu.</li> </ol>

The **Select Dispute Request Type** screen appears. It contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Dispute Request Type	Used to indicate the request type using which you want to create the dispute request.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Account ID	Used to search dispute requests which are created for a particular account.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	
Dispute Reason	Used to indicate the dispute requests which are created using a particular dispute reason for the bill.	Yes


**Tip:** Alternatively, you can access the **Select Dispute Request Type** screen by clicking the **Add** button in the **Page Title** area of the **Dispute Request** screen.

2. Select the required dispute request type from the respective field.
3. Click **Save**.

The dispute request is defined and the status of the dispute request is set to **Draft**. The **Dispute Request** screen appears where you can view the details of the dispute request. It contains the following tabs:

**Note:** The dispute request can be created only for bill with zero outstanding amount.

- **Main** – Displays information about the dispute request. It contains the following zones:
  - **Dispute Request** – Displays the details of the dispute request.
  - **Dispute Details** – Lists the entities, such as auto payment events, and/or credit bill line items (such as credit bill segments and adjustments), of the account which must be disputed.
  - **Dispute Adjustments** – Displays the adjustment details of dispute request.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Dispute Details** zone and only when the status is **Processed**.

- **Previous Dispute Requests** – Displays the details of the bill which must be disputed.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Dispute Details** zone.

- **Bills** – Used to search bills with credit line items, such as credit bill segments and adjustments, that you want to dispute.
  - **Log** – Lists the complete trail of actions performed on the dispute request.
4. Add auto payment events, or credit bill line items that you want to dispute.
  5. Edit the dispute amount of each entity, if required.
  6. Define characteristics for the dispute request, if required.

### **Related Topics**

For more information on...	See...
<b>Dispute Request</b> screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
<b>Account Receivable Central</b> screen	<a href="#">Account Receivable Central</a> on page 1178

For more information on...	See...
How to add a bill line item to the dispute request	<a href="#">Adding a Bill Line Item to the Dispute Request</a> on page 1763
How to edit a dispute request	<a href="#">Editing a Dispute Request</a> on page 1753
How to define characteristics for a dispute request	<a href="#">Defining Characteristics for a Dispute Request</a> on page 1744

## Defining Characteristics for a Dispute Request

### Prerequisites

To define characteristics for a dispute request, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Dispute Request**)

### Procedure

To define characteristics for a dispute request:

- Search for the dispute request in the **Dispute Request** screen.
- In the **Search Results** section, click the link in the **Dispute Request Information** column corresponding to the dispute request whose details you want to edit.

The **Dispute Request** screen appears.

- Click the **Edit** button in the **Dispute Request** zone.

The **Dispute Request** screen appears.


**Note:** The **Edit** button appears only when the dispute request is in the **Draft** status.


- Ensure that the **Characteristics** section is expanded when you are editing the dispute request.


The **Characteristics** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the dispute request.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the dispute request.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Dispute Request</b> .	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the dispute request.
Characteristic Value	Used to specify the value for the characteristic type. <b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the dispute request.

5. Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

6. If you want to define more than one characteristic for the dispute request, click the **Add**  icon and then repeat step 5.

**Note:** However, if you want to remove a characteristic from the dispute request, click the **Delete**  icon corresponding to the characteristic.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740
How to create a dispute request	<a href="#">Creating a Dispute Request</a> on page 1742

## **Dispute Request (Used for Viewing)**

Once you create a dispute request, the **Dispute Request** screen allows you to:

- Edit and delete a dispute request
- View the details of a dispute request
- Submit a dispute request for approval
- Approve or reject a dispute request
- View the log of a dispute request
- Add a log entry for a dispute request

This screen consists of the following tabs:

- **Main** – Displays information about the dispute request. It contains the following zones:
  - **Dispute Request** – Displays the details of the dispute request.
  - **Dispute Details** – Lists the entities, such as auto payment events, and/or credit bill line items (such as credit bill segments and adjustments), of the account which must be disputed.
  - **Dispute Adjustments** – Displays the adjustment details of dispute request.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Dispute Details** zone and only when the status is **Processed**.

- **Previous Dispute Requests** – Displays the details of the bill which must be disputed.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Dispute Details** zone.

- **Bills** – Used to search bills with credit line items, such as credit bill segments and adjustments, that you want to dispute. It contains the following zones:
  - **Search Bills** – Lists completed bills of the account which are either with credit balance or have one or more credit line items, such as bill segments and adjustments. You can filter the bills using various search criteria.
  - **Bill Line Items** – Lists the debit and credit bill segments and adjustments of the bill.

This tab appears only when the dispute request is in the **Draft** status.

- **Log** – Lists the complete trail of actions performed on the dispute request.

## Dispute Request - Main

The **Main** tab displays information about the dispute request. It contains the following zones:

- [Dispute Request](#) on page 1746
- [Dispute Details](#) on page 1748
- [Dispute Adjustments](#) on page 1748
- [Previous Dispute Requests](#) on page 1749

## Dispute Request

The **Dispute Request** zone displays the details of the dispute request. This zone contains the following sections:

- **Main** – This section provides basic information about the dispute request. It contains the following fields:

Field Name	Field Description
Dispute Request Information	Displays information about the dispute request.
Dispute Request Type	Indicates the dispute request type using which the dispute request is created.  <b>Note:</b> It has a link. On clicking the link, the <b>Dispute Request Type</b> screen appears where you can view the details of the dispute request type.
Status	Indicates the status of the refund request. The valid values are: <ul style="list-style-type: none"> <li>• Draft</li> <li>• Approval In Progress</li> <li>• Cancelled</li> <li>• Rejected</li> <li>• Processed</li> </ul>
Dispute Reason	Indicates the reason why the dispute request is rejected.
Account Information	Indicates the account for which the dispute request is created.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Comments	Displays additional information about the dispute request.

- **Characteristics** – Lists the characteristics defined for the dispute request. It contains the following fields:

Field Name	Field Description
Effective Date	Indicates the date from when the characteristic is effective for the dispute request.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the dispute request.
	<b>Note:</b> The <b>Edit</b> button appears only when the dispute request is in the <b>Draft</b> status.
Delete	Used to delete the dispute request.
	<b>Note:</b> The <b>Delete</b> button appears only when the dispute request is in the <b>Draft</b> status.
Submit	Used to submit the dispute request for approval.
	<b>Note:</b> The <b>Submit</b> button appears only when the dispute request is in the <b>Draft</b> status.
Cancel	Used to cancel the dispute request resubmitted for approval.
	<b>Note:</b> The <b>Cancel</b> button appears only when the dispute request is in the <b>Draft</b> status.
Approve	Used to approve the dispute request.
	<b>Note:</b> The <b>Approve</b> button appears only when: <ul style="list-style-type: none"> <li>• The dispute request is in the <b>Approval In Progress</b> status.</li> <li>• A user with the approval To Do role is reviewing the dispute request.</li> </ul>
Reject	Used to reject the dispute request.
	<b>Note:</b> The <b>Reject</b> button appears only when: <ul style="list-style-type: none"> <li>• The dispute request is in the <b>Approval In Progress</b> status.</li> <li>• A user with the approval To Do role is reviewing the dispute request.</li> </ul>
Re Submit	Used to resubmit the dispute request to the submitter.
	<b>Note:</b> The <b>Re-Submit</b> button appears only when the dispute request is in the <b>Approval In Progress</b> status.

- **Record Information** – This section contains the following fields:


Field Name	Field Description
Business Object	Indicates the business object using which the dispute request is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Status Date/Time	Displays the date and time when the dispute request status is updated
Create Date/Time	Displays the date and time when the dispute request is created.

## Dispute Details

The **Dispute Details** zone lists the credit/debit bill line items (such as bill segments and adjustments) that you have added to the dispute request. This zone contains the following columns:

Column Name	Column Description
Entity Type	Indicates whether the entity is a bill, bill segment, or an adjustment.
Entity ID	Displays the entity ID.
Currency	Indicates the currency in which the entity was created.
Dispute Amount	Displays the entity amount.
Adjustment Type	Indicates the adjustment type using which the dispute adjustment must be created.  <b>Note:</b> By default, the adjustment type specified in the dispute request type appears in this column. You can change the adjustment type, if required, by editing the dispute request.  It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective adjustment.
Stop Auto Pay	Displays whether to stop auto payment or not. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Entity Information	Displays information about the entity. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the respective entity screen appears with the details of the respective entity.

### Note:

On clicking the Broadcast  icon corresponding to the entity type as **Bill**, the **Dispute Adjustments** and **Previous Dispute Requests** zones appears with the details of the respective bill.

The **Dispute Details** zone appears only when the status is **Processed**.

**Dispute Amount** currency will be same as bill or invoice currency. It cannot be zero or null. It will be less than or equal to the original, outstanding bill amount, or bill line item amount if the bill line item contains multiple contract.

In addition to above columns, this screen contains following buttons:

Button Name	Button Description
Edit	Used to edit the details of bill line items.
Delete	Used to delete the bill line items.


## Dispute Adjustments

The **Dispute Adjustments** zone lists the adjustment details of dispute request. This zone contains the following columns:



Column Name	Column Description
Adjustment Information	Displays information about the adjustments in dispute request.
	<b>Note:</b> It has a link. On clicking the link, the respective <b>Adjustment</b> screen appears with the details of adjustment for respective entity.
Adjustment Amount	Displays the adjustment amount.

**Note:**

On clicking the Broadcast  icon corresponding to the entity type as **Bill**, the **Dispute Adjustments** zone appears with the details of the respective bill.

The **Dispute Adjustments** zone appears only when the status is **Processed**.

**Dispute Adjustment Amount** cannot be zero or null, it should be delta amount.

**Related Topics**


For more information on...	See...
<b>Dispute Request</b> screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
<b>Dispute Request</b> zone	<a href="#">Dispute Request</a> on page 1746
<b>Dispute Details</b> zone	<a href="#">Dispute Details</a> on page 1748
<b>Previous Dispute Requests</b> zone	<a href="#">Previous Dispute Requests</a> on page 1749
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740

**Previous Dispute Requests**

The **Previous Dispute Requests** zone lists the details of bills that must be disputed. It displays the disputed amount for the bill or bill line items in previous requests. This zone contains the following columns:

Column Name	Column Description
Create Date Time	Displays the date and time dispute was created.
Dispute Request Information	Displays the dispute request ID.
	<b>Note:</b> It has a link. On clicking the link, the respective <b>Dispute Request</b> screen appears.
Entity Type	Indicates whether the entity is a bill, bill segment or an adjustment.
Entity ID	Displays the entity ID.
Dispute Amount	Displays the amount that must be disputed.
Status	Indicates the status of the dispute request. The valid values are: <ul style="list-style-type: none"> <li>• Approval In Progress</li> <li>• Canceled</li> <li>• Draft</li> <li>• Processed</li> <li>• Rejected</li> </ul>

Column Name	Column Description
Account Information	Displays information about the account. In addition, this column has a context menu which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears with details of the respective account.
Created By	Indicates the user who has created the dispute request.

**Note:** On clicking the Broadcast  icon corresponding to the entity type as **Bill**, the **Previous Dispute Requests** zone appears with the details of the respective bill.

### Related Topics

For more information on...	See...
<b>Dispute Request</b> screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
<b>Dispute Request</b> zone	<a href="#">Dispute Request</a> on page 1746
<b>Dispute Details</b> zone	<a href="#">Dispute Details</a> on page 1748
<b>Dispute Adjustments</b> zone	<a href="#">Dispute Adjustments</a> on page 1748
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740

## Dispute Request - Bills


The **Bills** tab allows you to search bills with credit/debit line items, such as credit/debit bill segments and adjustments, that you want to dispute. It contains the following zones:


- [Search Bills](#) on page 1750
- [Bill Line Items](#) on page 1752

### Search Bills

The **Search Bills** zone lists completed bills of the account which are either with credit/debit balance or have one or more credit/debit line items, such as bill segments and adjustments. You can filter the bills using various search criteria. This zone contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate that you want to search for a bill using the bill details. The valid values are: <ul style="list-style-type: none"> <li>• Bill Details</li> <li>• Bill and Price Item Details</li> </ul> <b>Note:</b> By default, the <b>Bill Details</b> option is selected.	Yes
Bill ID	Used to search a particular bill.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Bill Search</b> window appears.	No

Field Name	Field Description	Mandatory (Yes or No)
Price Item	Used to search bills which are created for a particular price item.	No
	<b>Note:</b> This field appears only when you select <b>Bill and Price Item Details</b> option from the <b>Search By</b> list. You can search for a price item by clicking the <b>Search</b>  icon corresponding to the field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> window appears.	
Bill Date From	Used to search bills which are created from a particular date onwards.	No
To	Used to search bills which are created till a particular date.	No

- **Search Results** – On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Bill ID	Displays the bill ID.
Bill Information	Displays additional information about the bill. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Bill</b> screen appears with the details of the respective bill.
Bill Amount	Displays the total bill amount.

If you want to dispute a bill with credit/debit balance and all credit/debit line items, you need to select the check box corresponding to the bill and then click the **Add** button in the **Search Results** section. All credit/debit bill segments and adjustments of the bill are added in the **Dispute Details** zone on the **Main** tab. However, if you select a bill (with credit/debit balance) which contains one or more credit/debit line items or if you select a bill (with credit/debit balance) which contains one or more credit/debit line items, the system will not allow you to add the credit/debit line items by directly adding the bill. In such case, you need to individually select the credit/debit bill segments and adjustments of the bill and then add them to the dispute request.

**Note:**

If a dispute request is currently in progress for a credit/debit bill segment or adjustment of a bill, those bills of the account are not listed in the **Search Bills** zone. In addition, a bill with all credit line items are not listed in the **Search Bills** zone.

Multiple bill of same account can be added to the dispute request. Multiple bill line items of any bill can also be added to the dispute request.

**Related Topics**

For more information on...	See...
How to add a bill line item to the dispute request	<a href="#">Adding a Bill Line Item to the Dispute Request</a> on page 1763

## Bill Line Items

The **Bill Line Items** zone lists the debit and credit bill segments and adjustments of the bill. This zone contains the following columns:

Column Name	Column Description
Entity ID	Displays the bill segment or adjustment ID.
Entity Type	Indicates whether the entity is a bill segment or an adjustment.
Entity Information	Displays additional information about the bill segment or adjustment. If the entity is a bill segment, the context menu appears in the column which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. If the entity is a bill segment then on clicking the link, the <b>Bill Segment</b> screen appears with the details of the respective bill segment. However, if the entity is an adjustment then on clicking the link, the <b>Adjustment</b> screen appears where you can view the details of the respective adjustment.
Entity Amount	Displays the bill segment or adjustment amount.
Currency	Displays the currency in which the amount is billed.
Contract Information	Displays additional information about the contract against which the bill segment or adjustment is created. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.

You can select one or more credit/debit bill segments or adjustments and click the **Add** button in this zone to add selected credit/debit bill segments or adjustments to the dispute request.

By default, the **Bill Line Items** zone does not appear in the **Bills** tab. It appears only when you click the **Broadcast**  icon corresponding to the bill in the **Search Bills** zone.

### Related Topics

For more information on...	See...
How to add a bill line item to the dispute request	<a href="#">Adding a Bill Line Item to the Dispute Request</a> on page 1763

## Dispute Request - Log

The **Log** tab contains the following zone:

- [Dispute Request Log](#) on page 1752

### Dispute Request Log

The **Dispute Request Log** zone lists the complete trail of actions performed on the dispute request. This zone contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the dispute request.
Details	Displays the details about the action performed on the dispute request.
User	Indicates the user who has performed the action on the dispute request.

Column Name	Column Description
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the dispute request.
Status Reason	Displays the status reason of action performed on the dispute request.

**Note:** You can manually add a log entry for the dispute request by clicking the **Add Log Entry** link in the upper right corner of the **Dispute Request Log** zone.

The **Add Request Log** window appears. Enter **Log Details** and click **Save**. The dispute request log is added.

### Related Topics

For more information on...	See...
How to view the log of a dispute request	<a href="#">Viewing the Log of a Dispute Request</a> on page 1765

## Editing a Dispute Request

### Prerequisites

To edit a dispute request, you should have:

- Adjustment types with A/P request type defined in the application

### Procedure

To edit a dispute request:

1. Search for the dispute request in the **Dispute Request** screen.
2. In the **Search Results** section, click the link in the **Dispute Request Information** column corresponding to the dispute request whose details you want to edit.

The **Dispute Request** screen appears.

3. Click the **Edit** button in the **Dispute Request** zone.

The **Dispute Request** screen appears. It contains the following section:


Field Name	Field Description	Mandatory (Yes or No)
Dispute Request Type	Displays information about the dispute request.	Not applicable
Dispute Reason	Used to indicate the dispute requests which are created using a particular dispute reason for the bill.	Yes
Account Information	Indicates the account for which the dispute request is created.	Not applicable
Comments	Used to specify additional information about the dispute request.	No

In addition, this screen contains the following two sections:

- **Characteristics** – Used to define characteristics for the dispute request. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the dispute request.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the dispute request.
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Dispute Request</b> .	<b>Note:</b> This field is required when you are defining a characteristic for the dispute request.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the dispute request.

- Modify the details of the dispute request, if required.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

- Define, edit, or remove characteristics from the dispute request, if required.
- Click **Save**.

The changes made to the dispute request are saved.

#### Related Topics

For more information on...	See...
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740
<b>Dispute Request</b> screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
<b>Dispute Request</b> zone	<a href="#">Dispute Request</a> on page 1746
How to define characteristics for a dispute request	<a href="#">Defining Characteristics for a Dispute Request</a> on page 1744

## Deleting a Dispute Request

### Procedure

To delete a dispute request:

- Search for the dispute request in the **Dispute Request** screen.
- In the **Search Results** section, click the link in the **Dispute Request Information** column corresponding to the dispute request that you want to delete.

The **Dispute Request** screen appears.

3. Click the **Delete** button in the **Dispute Request** zone.

A message appears confirming whether you want to delete the dispute request.

**Note:** The **Delete** button appears only when the dispute request is in the **Draft** status.

4. Click **OK**.

The dispute request is deleted.

### Related Topics

For more information on...	See...
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740
<b>Dispute Request</b> screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
<b>Dispute Request</b> zone	<a href="#">Dispute Request</a> on page 1746

## Submitting a Dispute Request

### Prerequisites

To submit a dispute request, you should have:

- Credit/debit bill line items added in the dispute request

### Procedure

To submit a dispute request:

1. Search for the dispute request in the **Dispute Request** screen.
2. In the **Search Results** section, click the link in the **Dispute Request Information** column corresponding to the dispute request that you want to submit.

The **Dispute Request** screen appears.

3. Click the **Submit** button in the **Dispute Request** zone.

The system behaves in the following manner:

If...	Then
The <b>Approval Required</b> and <b>Hierarchical Approval</b> check boxes are selected in the dispute request type using which the dispute request is created	A To Do of the <b>C1-DSPSB To Do</b> type is created and sent to the approver at the first level in the approval hierarchy, and the status of the dispute request is changed to <b>Approval In Progress</b> .
The <b>Approval Required</b> check box is selected, but the <b>Hierarchical Approval</b> check box is not selected in the dispute request type using which the dispute request is created	A To Do of the <b>C1-DSPSB To Do</b> type is created and sent to the approver at the hierarchy level where the total dispute amount falls within the threshold limit. In addition, the status of the dispute request is changed to <b>Approval In Progress</b> .
The <b>Approval Required</b> check box is not selected in the dispute request type using which the dispute request is created	The dispute adjustments are created using the specified adjustment types and the status of the dispute request is changed to <b>Processed</b> .

**Note:**

The **Submit** button appears only when the dispute request is in the **Draft** status.  
Dispute request with atleast one bill or bill line item has to be added for submission.

**Related Topics**

For more information on...	See...
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740
<b>Dispute Request</b> screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
<b>Dispute Request</b> zone	<a href="#">Dispute Request</a> on page 1746

**Approving a Dispute Request**

You can view the number of dispute requests which are pending for approval in the **Dispute Request** screen. The approver can review, and accordingly approve or reject the dispute request based on the observations.

**Note:** The system will not allow you to approve or reject a dispute request submitted by you.

**Procedure**

To approve a dispute request:

1. Do either of the following:

If you want to	Then
Approve a dispute request through the <b>Dispute Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the dispute request in the <b>Dispute Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Dispute Request Information</b> column corresponding to the dispute request which you want to review.</li> </ol>
Approve a dispute request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1_DISAP</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> </ol>



If you want to	Then
	6. Click the link in the <b>Message</b> column corresponding to the To Do of the dispute request that you want to review.

The **Dispute Request** screen appears.

- Review the dispute request details.
- Click the **Approve** button in the **Dispute Request** zone.

The system behaves in the following manner:

If...	Then
The <b>Hierarchical Approval</b> check box is not selected in the dispute request type using which the dispute request is created	The refund adjustments are created using the specified adjustment types and the status of the refund request is changed to <b>Processed</b> .

**Note:** The **Approve** button appears only when:

- The dispute request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the dispute request.

### Related Topics

For more information on...	See...
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740
<b>Dispute Request</b> screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
<b>Dispute Request</b> zone	<a href="#">Dispute Request</a> on page 1746

## Rejecting a Dispute Request

### Prerequisites

To reject a dispute request, you should have:

- Rejection reasons defined in the application

### **Note:**

While rejecting a dispute request, you need to specify the reason why you want to reject the dispute request. You can select the appropriate rejection reason only when you have defined the reasons for the **Rejected** status of the **C1-DisputeRequest** business object in the **Status Reason** screen.

The system will not allow you to approve or reject a dispute request submitted by you.

### Procedure

To reject a dispute request:

- Do either of the following:

If you want to	Then
Reject a dispute request through the <b>Dispute Request</b> screen	<ol style="list-style-type: none"> <li>1. Search for the dispute request in the <b>Dispute Request</b> screen.</li> <li>2. In the <b>Search Results</b> section, click the link in the <b>Dispute Request Information</b> column corresponding to the dispute request which you want to review.</li> </ol>
Reject a dispute request from the <b>To Do List</b> screen	<ol style="list-style-type: none"> <li>1. Click the <b>Menu</b> link in the <b>Application</b> toolbar. A list appears.</li> <li>2. From the <b>Main</b> menu, select <b>To Do</b> and then click <b>To Do List</b>. The <b>To Do Type for User Search</b> window appears.</li> <li>3. Enter <b>C1-DISAP</b> in the <b>To Do Type</b> field.</li> <li>4. Click the <b>Search</b> button corresponding to the <b>To Do Type</b> field. The <b>To Do List</b> screen appears.</li> <li>5. Select the <b>Open</b> option from the <b>Filter by</b> list to view all unassigned To Dos.</li> <li>6. Click the link in the <b>Message</b> column corresponding to the To Do of the dispute request that you want to review.</li> </ol>

The **Dispute Request** screen appears.

2. Review the dispute request details.
3. Click the **Reject** button in the **Dispute Request** zone.

The **Reject Dispute Request** window appears. It contains following fields:

Field Name	Field Description	Mandatory (Yes or No)
Status Reason	Used to indicate the reason why you want to reject the dispute request.	Yes
Comments	Used to specify additional information while rejecting the dispute request.	No

**Note:** The **Reject** button appears only when:

- The dispute request is in the **Approval In Progress** status.
- A user with the approval To Do role is reviewing the dispute request.

4. Select the rejection reason from the **Status Reason** list.
5. Click **Save**.

The status of the dispute request is changed to **Rejected**.

### Related Topics

For more information on...	See...
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740
<b>Dispute Request</b> screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
<b>Dispute Request</b> zone	<a href="#">Dispute Request</a> on page 1746

## Resubmitting a Dispute Request

### Prerequisites

To resubmit a dispute request, you should have:

- Entities added in the dispute request which is submitted for approval.

### Procedure

To resubmit a dispute request:

1. Search for the dispute request in the **Dispute Request** screen.
2. In the **Search Results** section, click the link in the **Dispute Request Information** column corresponding to the dispute request that you want to resubmit.

The **Dispute Request** screen appears.

3. Click the **Re Submit** button in the **Dispute Request** zone.

The **Resubmit Dispute Request** screen appears.

**Note:** The **Resubmit** button appears only when the dispute request is in the **Approval In Progress** status.

A To Do of the **C1-DSPSB To Do** type is created and sent to the request submitter using the submitter TO DO Role and the status of the dispute request is changed to **Draft**.

4. Enter the comments in the respective field and click **Save**.

**Note:** While resubmitting, To Do will be sent to the submitter of the request using the submitter To Do Role mapped on the dispute request type and the request will be moved to Draft status. The submitter can do necessary changes and re-submit the request. Log will be maintained when the approver sends the request back to submitter.

### Related Topics

For more information on...	See...
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740
<b>Dispute Request</b> screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
<b>Dispute Request</b> zone	<a href="#">Dispute Request</a> on page 1746
How to submit a dispute request	<a href="#">Submitting a Dispute Request</a> on page 1755

## Editing the Dispute Details

### Prerequisites

To edit the dispute details, you should have:

- Adjustment types with A/P request type defined in the application

**Procedure**

To edit the dispute details:

1. Search for the dispute request in the **Dispute Request** screen.
2. In the **Search Results** section, click the link in the **Dispute Request Information** column corresponding to the dispute request whose bill line item details you want to edit.

The **Dispute Request** screen appears.

3. Select the bill whose details you want to edit in the **Dispute Details** zone and click the **Edit** button available in the upper left corner of this zone.

The **Edit Dispute Details** screen appears.

**Note:** A bill line item from the dispute request can be edited only when the dispute request is in the **Draft** status.

The **Edit Dispute Details** screen contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Dispute Request ID	Displays the dispute request ID.	Not applicable
Account Information	Displays additional information about the account.	Not applicable

In addition to these fields, this screen contains following columns:

Column Name	Column Description
Entity Type	Indicates the entity type. The valid values are <ul style="list-style-type: none"> <li>• Adjustments</li> <li>• Bill</li> <li>• Bill Segment</li> </ul>
Entity ID	Displays the entity ID.
Entity Information	Displays the entity information.
Dispute Amount	Indicates the amount that must be disputed.
Currency	Displays the currency in which the entity was created.
Adjustment Type	Displays the adjustment type using which the dispute adjustment must be created.
Stop Auto Pay	Displays whether auto pay needs to be stopped for the entity of the dispute request.

4. Modify the details of the bill line items.
  5. Click **Save**.
- The changes made to the dispute bill line items are saved.

**Related Topics**

For more information on...	See...
<b>Dispute Request</b> screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
<b>Dispute Request</b> zone	<a href="#">Dispute Request</a> on page 1746

For more information on...	See...
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740

## Deleting a Bill from the Dispute Request

### Procedure

To delete a bill from the dispute request:

1. Search for the dispute request in the **Dispute Request** screen.
2. In the **Search Results** section, click the link in the **Dispute Request Information** column corresponding to the dispute request whose bill you want to delete.

The **Dispute Request** screen appears.

3. In the **Dispute Details** zone, select the bills and click the **Delete** button available in the upper left corner of this zone.

A message appears confirming whether you want to delete the bill from the dispute request.

**Note:** You can delete bill from the dispute request only when the request is in the **Draft** status.

4. Click **OK**.

The selected bill gets deleted from the dispute request.

### Related Topics

For more information on...	See...
<b>Dispute Request</b> screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
<b>Dispute Request</b> zone	<a href="#">Dispute Request</a> on page 1746
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740

## Viewing the Bill Line Items


### Procedure

To view the bill line items of a dispute request:


1. Search for the dispute request in the **Dispute Request** screen.
2. In the **Search Results** section, click the link in the **Dispute Request Information** column corresponding to the dispute request whose log you want to view.

The **Dispute Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the dispute request. It contains the following zones:
  - **Dispute Request** – Displays the details of the dispute request.
  - **Dispute Details** – Lists the entities, such as auto payment events, and/or credit bill line items (such as credit bill segments and adjustments), of the account which must be disputed.
  - **Dispute Adjustments** – Displays the adjustment details of dispute request.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Dispute Details** zone and only when the status is **Processed**.

- **Previous Dispute Requests** – Displays the details of the bill which must be disputed.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Dispute Details** zone.

- **Bills** – Used to search bills with credit line items, such as credit bill segments and adjustments, that you want to dispute. It contains the following zones:
  - **Search Bills** – Lists completed bills of the account which are either with credit balance or have one or more credit line items, such as bill segments and adjustments. You can filter the bills using various search criteria.

**Note:** Filter the bills, if required, in the **Search Bills** zone.

- **Bill Line Items** – Lists the debit and credit bill segments and adjustments of the bill.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Search Bills** zone.

This tab appears only when the dispute request is in the **Draft** status.

- **Log** – Lists the complete trail of actions performed on the dispute request.

3. View the details of the bill line items in the **Bill Line Items** zone.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740
<b>Dispute Request</b> screen	<a href="#">Dispute Request (Used for Viewing)</a> on page 1745
<b>Search Bills</b> zone	<a href="#">Search Bills</a> on page 1750
How to add a bill line item to a dispute request	<a href="#">Adding a Bill Line Item to the Dispute Request</a> on page 1763
<b>Bill Line Items</b> zone	<a href="#">Bill Line Items</a> on page 1752

## **Adding a Bill to the Dispute Request**

You can dispute the credit/debit bills to the account.

### **Prerequisites**

To add a credit/debit bill to the dispute request, you should have:

- Completed bills for the account with one or more credit/debit line items

### **Procedure**

To add a credit/debit bill to the dispute request:

1. Click the **Bills** tab in the **Dispute Request** screen.

The **Bills** tab appears.

2. Filter the bills, if required, in the **Search Bills** zone.

**Note:** If a dispute request is currently in progress for a credit/debit bill segment or adjustment of a bill, those bills of the account are not listed in the **Search Bills** zone.

3. Do either of the following:

If...	Then...
A bill has all credit/debit line items and you want to add the credit/debit bill to the dispute request	<ol style="list-style-type: none"> <li>1. In the <b>Search Bills</b> zone, select the bills that you want to dispute.</li> <li>2. Click the <b>Add</b> button available at the upper left corner of the <b>Search Bills</b> zone.</li> </ol>
A bill has credit balance and one or more debit line items and you want to add the credit bill to the dispute request	<ol style="list-style-type: none"> <li>1. In the <b>Search Bills</b> zone, select the bills that you want to dispute.</li> <li>2. Click the <b>Add</b> button available at the upper left corner of the <b>Search Bills</b> zone.</li> </ol>

#### 4. Click **Add**.

A message appears indicating that the selected bills are added to the dispute request.

**Note:** If you select a bill (with credit balance) which contains one or more debit line items or if you select a bill (with debit balance) which contains one or more credit line items, the system will not allow you to add the credit line items by directly adding the bill. In such case, you need to individually select the credit bill segments and adjustments of the bill and then add them to the dispute request.

#### 5. Click **OK**.

Note that all the credit/debit bill segments or adjustments of the bills are added in the **Dispute Details** zone on the **Main** tab.

**Note:** Irrespective of whether you select a credit/debit bill, or credit/debit bill segments or adjustments, the credit/debit bill segments or adjustments are added in the **Dispute Details** zone. The credit/debit bill is not added to the **Dispute Details** zone.

### Related Topics

For more information on...	See...
How to create a dispute request	<a href="#">Creating a Dispute Request</a> on page 1742

## Adding a Bill Line Item to the Dispute Request

You can dispute the credit/debit bill line items, such as bill segments and adjustments, to the account. While adding a credit/debit bill line item to the dispute request, you can either:

- Directly add all credit/debit line items of a bill to the dispute request by adding the bill which has all bill segments and adjustments in credit
- Individually add a credit bill segment or adjustment of a bill (with one or more credit/debit line items) to the dispute request

### Prerequisites

To add a credit/debit bill line item to the dispute request, you should have:

- Completed bills for the account with one or more credit/debit line items

### Procedure

To add a credit/debit bill line item to the dispute request:




1. Click the **Bills** tab in the **Dispute Request** screen.

The **Bills** tab appears.

- Filter the bills, if required, in the **Search Bills** zone.

**Note:** If a dispute request is currently in progress for a credit/debit bill segment or adjustment of a bill, those bills of the account are not listed in the **Search Bills** zone. In addition, a bill with all debit line items are not listed in the **Search Bills** zone.

- Do either of the following:

If...	Then...
A bill has all credit line items and you want to add a particular credit bill line item to the dispute request	<ol style="list-style-type: none"> <li>In the <b>Search Bills</b> zone, click the <b>Broadcast</b>  icon corresponding to the bill whose line items you want to view. The <b>Bill Line Items</b> zone appears.</li> <li>Select the check box corresponding to the credit bill segment or adjustment that you want to dispute.</li> </ol>
A bill has credit balance and one or more debit line items	<ol style="list-style-type: none"> <li>In the <b>Search Bills</b> zone, click the <b>Broadcast</b>  icon corresponding to the bill whose line items you want to view. The <b>Bill Line Items</b> zone appears.</li> <li>Select the check box corresponding to the credit bill segment or adjustment that you want to dispute.</li> </ol>
A bill has debit balance and one or more credit line items	<ol style="list-style-type: none"> <li>In the <b>Search Bills</b> zone, click the <b>Broadcast</b>  icon corresponding to the bill whose line items you want to view. The <b>Bill Line Items</b> zone appears.</li> <li>Select the check box corresponding to the credit bill segment or adjustment that you want to dispute.</li> </ol>

- Click **Add**.

A message appears indicating that the selected bill segments or adjustments are added to the dispute request.

**Note:** If you select a bill (with credit balance) which contains one or more debit line items or if you select a bill (with debit balance) which contains one or more credit line items, the system will not allow you to add the credit line items by directly adding the bill. In such case, you need to individually select the credit bill segments and adjustments of the bill and then add them to the dispute request.

- Click **OK**.

Note that the credit bill segments or adjustments are added in the **Dispute Details** zone on the **Main** tab.



**Note:**

Irrespective of whether you select a credit/debit bill, or credit/debit bill segments or adjustments, the credit/debit bill segments or adjustments are added in the **Dispute Details** zone. The credit bill is not added to the **Dispute Details** zone.

The system will not allow you to add a debit line item to the **Dispute Details** zone.

**Related Topics**

For more information on...	See...
How to create a dispute request	<a href="#">Creating a Dispute Request</a> on page 1742


**Viewing the Log of a Dispute Request****Procedure**

To view the log of a dispute request:

1. Search for the dispute request in the **Dispute Request** screen.
2. In the **Search Results** section, click the link in the **Dispute Request Information** column corresponding to the dispute request whose log you want to view.

The **Dispute Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the dispute request. It contains the following zones:
  - **Dispute Request** – Displays the details of the dispute request.
  - **Dispute Details** – Lists the entities, such as auto payment events, and/or credit bill line items (such as credit bill segments and adjustments), of the account which must be disputed.
  - **Dispute Adjustments** – Displays the adjustment details of dispute request.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Dispute Details** zone and only when the status is **Processed**.

- **Previous Dispute Requests** – Displays the details of the bill which must be disputed.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Dispute Details** zone.

- **Bills** – Used to search bills with credit line items, such as credit bill segments and adjustments, that you want to dispute. It contains the following zones:
  - **Search Bills** – Lists completed bills of the account which are either with credit balance or have one or more credit line items, such as bill segments and adjustments. You can filter the bills using various search criteria.
  - **Bill Line Items** – Lists the debit and credit bill segments and adjustments of the bill.

This tab appears only when the dispute request is in the **Draft** status.

- **Log** – Lists the complete trail of actions performed on the dispute request.
3. Click the **Log** tab.
  4. View the log of the dispute request in the **Dispute Request Log** zone.

**Note:** You can manually add a log entry for the dispute request by clicking the **Add Log Entry** link in the upper right corner of the **Dispute Request Log** zone.

### Related Topics

For more information on...	See...
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740
How to add a log entry for a dispute request	<a href="#">Adding a Log Entry for a Dispute Request</a> on page 1766
<b>Dispute Request Log</b> zone	<a href="#">Dispute Request Log</a> on page 1752

## Adding a Log Entry for a Dispute Request


### Procedure

To add a log entry for a dispute request:

1. Search for the dispute request in the **Dispute Request** screen.
2. In the **Search Results** section, click the link in the **Dispute Request Information** column corresponding to the dispute request whose log you want to edit.

The **Dispute Request** screen appears. It consists of the following tabs:

- **Main** – Displays information about the dispute request. It contains the following zones:
  - **Dispute Request** – Displays the details of the dispute request.
  - **Dispute Details** – Lists the entities, such as auto payment events, and/or credit bill line items (such as credit bill segments and adjustments), of the account which must be disputed.
  - **Dispute Adjustments** – Displays the adjustment details of dispute request.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Dispute Details** zone and only when the status is **Processed**.

- **Previous Dispute Requests** – Displays the details of the bill which must be disputed.

**Note:** This zone appears when you click the Broadcast  icon corresponding to the entity type as **Bill** in the **Dispute Details** zone.

- **Bills** – Used to search bills with credit line items, such as credit bill segments and adjustments, that you want to dispute. It contains the following zones:
  - **Search Bills** – Lists completed bills of the account which are either with credit balance or have one or more credit line items, such as bill segments and adjustments. You can filter the bills using various search criteria.
  - **Bill Line Items** – Lists the debit and credit bill segments and adjustments of the bill.

This tab appears only when the dispute request is in the **Draft** status.

- **Log** – Lists the complete trail of actions performed on the dispute request.
3. Click the **Log** tab.
 

The **Log** tab appears.
  4. Click the **Add Log Entry** link in the upper right corner of the **Dispute Request Log** zone.

The **Add Request Log** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Request Information	Displays information about the dispute request.	Not applicable
Log Details	Used to specify additional comments on the dispute request.	Yes

5. Enter the comments in the **Log Details** field.

6. Click **Save**.

The log entry is added in the **Dispute Request Log** zone.

### **Related Topics**

For more information on...	See...
How to search for a dispute request	<a href="#">Searching for a Dispute Request</a> on page 1740



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# Chapter 32

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## Earnings Credit Rate

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### Topics:

- [Product Lifecycle Management](#)
- [Prerequisites](#)
- [Financial Transaction Distribution Object Status Transition](#)
- [Algorithms Used in C1-FTDIST](#)
- [Earnings Credit Rate Eligibility](#)
- [Financial Transaction Distribution Type](#)
- [Financial Transaction Distribution Rule](#)
- [Expiration Cycle Extendable Lookup](#)
- [Extendable Lookup \(Expiration Cycle\)](#)
- [Distribution Hierarchy Extendable Lookup](#)
- [Extendable Lookup \(Distribution Hierarchy\)](#)
- [Financial Transaction Distribution Object Extendable Lookup](#)
- [Extendable Lookup \(Financial Transaction Distribution Object\)](#)
- [Financial Transaction Distribution \(Used for Searching\)](#)
- [Financial Transaction Distribution \(Used for Viewing\)](#)

Oracle Revenue Management and Billing enables you to generate the earnings credit rate (ECR) when the account is eligible for earnings credit rate and is associated with a contract of a contract type where the **Financial Transaction Distribution Object** characteristic is defined. In other words, the system enables you to create the financial transaction distribution (ECR) object when the adjustment and/or bill segment financial transaction created against an ECR contract is frozen. The status of the financial transaction distribution object is set to **Pending**.

To enable the Earnings Credit Rate (ECR) feature, you need to setup the following:

- **Financial Transaction Distribution Type** – A financial transaction distribution type is an object which controls the distribution of a credit and debit bill segment or adjustment financial transaction. It is associated to a contract type through a financial transaction distribution object. It helps the system to determine:
  - Whether it is defined for adjustment or bill segment financial transactions whose credit or debit amount should be distributed.
  - The type of adjustment (such as transfer adjustment) should be created when the credit or debit amount on the financial transaction distribution object is distributed.
  - The financial transaction distribution rule using which the credit or debit amount on the financial transaction distribution object should be distributed.
  - Whether the credit or debit amount on the financial transaction distribution object should be used to offset an adjustment or bill segment of the same account (where ECR is earned), another account of the customer (for whom ECR is earned), or the account identified as per the distribution hierarchy.
  - Whether the credit or debit amount on the financial transaction distribution object should be written off when it is equal to or less than the write off threshold amount.
  - The type of adjustment that should be created when the credit or debit amount on the financial transaction distribution object is written off.
  - The type of adjustment that should be created when the credit or debit amount on the financial transaction distribution object is expired.

- The type of adjustment that should be created when the excess credit amount on the financial transaction distribution object is refunded at the end of the year.
- The business object using which the financial transaction distribution object should be created.
- **Financial Transaction Distribution Rule** – A financial transaction distribution rule is associated with one or more financial transaction distribution types. It helps the system to determine:
  - The method using which the credit or debit amount on the financial transaction distribution object should be distributed. If the distribution method is set to **Fee Based**, the system will distribute the credit or debit amount on the financial transaction distribution object to offset fees starting from the highest to lowest amount. If the distribution method is set to **Priority Based**, the system will distribute the credit or debit amount on the financial transaction distribution object to the accounts in the order of their account distribution priority. If the distribution method is set to **Weighted Average**, the system will distribute the credit or debit amount on the financial transaction distribution object to the accounts in the weighted average ratio.
  - The distribution hierarchy using which the accounts, to which the credit or debit amount on the financial transaction distribution object should be distributed, should be derived.
  - The priority in which the objects, such as adjustments of a particular adjustment type or bill segments created for a particular price item, should be offset using the credit or debit amount on the financial transaction distribution object.
  - The objects, such as adjustments of a particular adjustment type or bill segments created for a particular price item, should be excluded from offsetting.
  - Algorithms that should be used to select the accounts, interpret the order of distribution, and then distribute the credit or debit amount.
- **Expiration Cycle** – An expiration cycle is an extendable lookup reference object which indicates the frequency at which the financial transaction distribution object created for the account should be expired (i.e. after two months or 45 days from the date of creation). You can associate an expiration cycle with one or more accounts.
- **Distribution Hierarchy** – A distribution hierarchy is an extendable lookup reference object which indicates the list of hierarchies that should be considered while deriving accounts for offsetting the credit or debit amount on the financial transaction distribution object. The valid hierarchy lists are:
  - **IGA Member Accounts Same Division** – If this option is selected, the system will first offset the credit or debit amount on the financial transaction distribution object against the source account, other accounts of the source customer, and then against other member accounts of an invoicing group in which the source account is also a member account.
  - **Person Relationship (Child) Same Division** – If this option is selected, the system will first offset the credit or debit amount on the

financial transaction distribution object against the source account, other accounts of the source customer, and then against the child persons' accounts who are related to the parent person (i.e. source customer) using a particular relationship type and belongs to the same division.

- **Person Relationship (Child) Other Division** – If this option is selected, the system will first offset the credit or debit amount on the financial transaction distribution object against the source account, other accounts of the source customer, and then against the child persons' accounts who are related to the parent person (i.e. source customer) using a particular relationship type and belongs to a different division.
- **Person Relationship (Parent) Same Division** – If this option is selected, the system will first offset the credit or debit amount on the financial transaction distribution object against the source account, other accounts of the source customer, and then against the parent persons' accounts who are related to the child person (i.e. source customer) using a particular relationship type and belongs to the same division.
- **Person Relationship (Parent) Other Division** – If this option is selected, the system will first offset the credit or debit amount on the financial transaction distribution object against the source account, other accounts of the source customer, and then against the parent persons' accounts who are related to the child person (i.e. source customer) using a particular relationship type and belongs to a different division.

You can associate a distribution hierarchy with one or more financial transaction distribution rules.

- **Financial Transaction Distribution Object** – A financial transaction distribution type is associated to a contract type through a financial transaction distribution object. You can include multiple financial transaction distribution types in a financial transaction distribution object. You can associate a financial transaction distribution object to one or more contract types.
- **Earnings Credit Rate Eligibility** – You can define earnings credit rate eligibility for each account in the system. It helps the system to determine:
  - Whether the account is eligible for generating earnings credit rate (i.e. financial transaction distribution object).
  - Whether the credit or debit amount on the financial transaction distribution object can be offset against the source account, other accounts of the source customer, or against the accounts identified in the distribution hierarchy.
  - The priority in which the account should be considered while distributing the credit or debit amount on the financial transaction distribution object.
  - The expiration cycle for the account.

The following two batches are introduced in this release:

- **Financial Transaction Distribution Monitor (C1-FTDPR)** – It is used to monitor or check whether there are any financial transaction distribution objects in the Pending status. If there is a financial transaction

distribution object in the Pending status, the system validates the financial transaction distribution object and changes the status of the financial transaction distribution object to Validated. From the Validated status, the status of the financial transaction distribution object is changed to either of the following:

- **Refund** (when there is excess credit amount on the financial transaction distribution object at the end of the year and the source account belongs to a particular customer class where refund is allowed).
- **Write Off** (when the credit or debit amount on the financial transaction distribution object is equal to or less than the write off threshold amount)
- **Expire** (when the credit or debit amount on the financial transaction distribution object is expired)

Accordingly, the refund, write off, and expire adjustments are created. However, if none of the above conditions are met, the status of the financial transaction distribution object remains as **Validated**.

- **FT Distribution Single Threaded Transition Batch (C1-FTDTS)** – It is used to monitor or check whether there are any financial transaction distribution objects in the Validated status. If there is a financial transaction distribution object in the Validated status, the system changes the status of the financial transaction distribution object to **Apply Rule** and executes the algorithm attached to the **Apply Rule** system event on the financial transaction distribution rule version which is effective on the batch business date. Once the credit or debit distribution array of accounts is created, the status of the financial transaction distribution object is changed to **Distributed** and then the algorithm attached to the Distribute system event on the financial transaction distribution rule version which is effective on the batch business date is executed. On the credit or debit amount distribution, two adjustments are created – one against the source contract and another against the bill segment or adjustment's contract to which the amount is distributed. Once the credit or debit amount on the financial transaction distribution object is fully distributed, the status of the financial transaction distribution object is changed to **Complete**. However, if the credit or debit amount on the financial transaction distribution object is not yet fully distributed, the status of the financial transaction distribution object is changed to **Validated**.



## Product Lifecycle Management

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Oracle Revenue Management and Billing facilitates a process of managing the entire lifecycle of a product from inception to service and then to retirement. The system allows you to create the following types of products:

- **Standard** - This type of product is a standalone product.
- **Packaged** - This type of a product is a bundle or group of products.
- **Informational** - This type of a product is used in the product hierarchy, but does not have its own pricing.

On creating a product, the status of the product is set to **Draft**. You can associate a product to one or more divisions. You can create a product to product relationship in the system. You can add product versions in the product. A product version is the entity which holds the following information:

- Product services which are offered with the product
- Price list from where the pricing for offered product services should be obtained.
- Eligibility criteria which must be satisfied when the account enrolls for the product.

The above information is captured when you create a product version for a standard product. However, when you create a product version for a packaged product, it holds the following information:

- Standard products which are offered in the packaged product.

**Note:** Some of these products might be compulsorily offered with the packaged product while some of the products might be optional.

- Standard products' services which are offered in the packaged product.

**Note:** Some of these product services might be compulsorily offered with the standard product while some of the product services might be optional.

- Add-on product services which are offered in the packaged product.
- Price list from where the pricing for offered product services and add-on product services should be obtained.
- Eligibility criteria which must be satisfied when the account enrolls for the packaged product.

A product version is effective from a particular date and its effective date must fall within the product date range. On creating a product version, the status of the product version is set to **In Progress**. You can activate a product only when at least one of its product versions is in the **Finalized** status.

A product service can be associated to one or more price items. A product service can be offered with a product only when it is associated with at least one price item in the system.

Once the product is activated, you can enroll the account for the product. On enrolling for a product, the system retrieves the product details from the product version which is effective on the system date. While enrolling for a standard product, you cannot remove mandatory product services from the product. However, you can enroll for optional product services which are offered with the product.

Similarly, while enrolling for a packaged product, you cannot remove mandatory products and product services from the packaged product. However, you can enroll for optional products and product services which are offered with the packaged product. While enrolling an account for a product, you can set the product enrollment priority for the account.

Once you create the product enrollment, the status of the enrollment is set to **Pending**. On submitting the product enrollment, the validation process is initiated. If all conditions are met, the status of the product enrollment is changed to **Enrolled**. You can unenroll for the product, whenever required.

You can retire a product, whenever required. The product, product version, and product enrollment goes through various statuses in their lifecycle.

The following batches are newly introduced for the Product Lifecycle Management feature:

- Product BO Monitor (C1-PRTRN)
- Product Enrollment Monitor (C1-ENTRN)

For more information on how to setup the product lifecycle management feature, see [Prerequisites](#) on page 1899.

## Prerequisites

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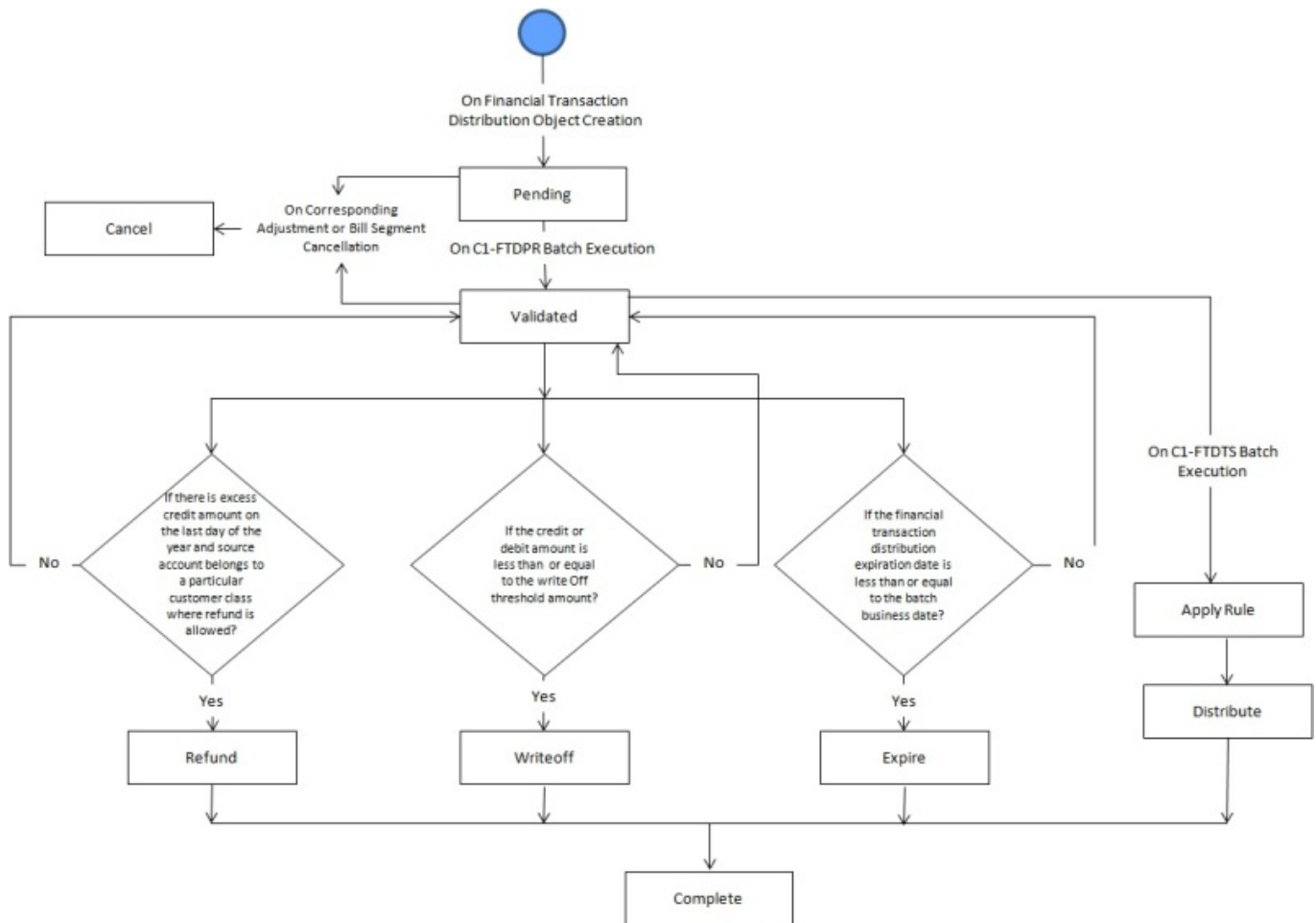
To setup the earnings credit rate process, you need to do the following:

- Add the earnings credit rate to the eligible accounts.
- Define the required financial transaction distribution types in the system.
- Define the required financial transaction distribution rules in the system.
- Define the following extendable lookup reference objects in the system:
  - Expiration Cycle
  - Distribution Hierarchy
  - Financial transaction distribution object

## Financial Transaction Distribution Object Status Transition

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The following figure graphically indicates how an financial transaction distribution object is created in the system:



**Note:** For more information about the batches, refer *Oracle Revenue Management and Billing Batch Guide*.

## Algorithms Used in C1-FTDIST

The following table lists the algorithms which are attached to the **C1-FTDIST** business object:

System Event	Algorithm	Algorithm Type	Description																																
Information	C1-FTDISTINF	C1-FTDISTINF	<p>This algorithm formats the FT Distribution that appears throughout the system. It concatenates the fields and separator specified as algorithm parameters. Possible fields are:</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>ACCT_ID</td> <td>Account ID</td> </tr> <tr> <td>ADJ_ID</td> <td>Adjustment ID</td> </tr> <tr> <td>BO_STATUS_CD</td> <td>Status</td> </tr> <tr> <td>BO_STATUS_REASON_CD</td> <td>Status Reason</td> </tr> <tr> <td>BSEG_ID</td> <td>Bill Segment ID</td> </tr> <tr> <td>BUS_OBJ_CD</td> <td>Business Object</td> </tr> <tr> <td>CRE_DTTM</td> <td>Creation Date/Time</td> </tr> <tr> <td>EXPIRATION_DT</td> <td>Expiration Date</td> </tr> <tr> <td>FT_DISTRIBUTION_ID</td> <td>FT Distribution</td> </tr> <tr> <td>FT_DIST_TYPE_CD</td> <td>FT Distribution Type</td> </tr> <tr> <td>FT_ID</td> <td>FT ID</td> </tr> <tr> <td>ILM_DT</td> <td>ILM Date</td> </tr> <tr> <td>SA_ID</td> <td>SA ID</td> </tr> <tr> <td>STATUS_UPD_DTTM</td> <td>Status Update Date/Time</td> </tr> <tr> <td>TOT_AMT</td> <td>Payoff Amount</td> </tr> </tbody> </table>	Field	Description	ACCT_ID	Account ID	ADJ_ID	Adjustment ID	BO_STATUS_CD	Status	BO_STATUS_REASON_CD	Status Reason	BSEG_ID	Bill Segment ID	BUS_OBJ_CD	Business Object	CRE_DTTM	Creation Date/Time	EXPIRATION_DT	Expiration Date	FT_DISTRIBUTION_ID	FT Distribution	FT_DIST_TYPE_CD	FT Distribution Type	FT_ID	FT ID	ILM_DT	ILM Date	SA_ID	SA ID	STATUS_UPD_DTTM	Status Update Date/Time	TOT_AMT	Payoff Amount
Field	Description																																		
ACCT_ID	Account ID																																		
ADJ_ID	Adjustment ID																																		
BO_STATUS_CD	Status																																		
BO_STATUS_REASON_CD	Status Reason																																		
BSEG_ID	Bill Segment ID																																		
BUS_OBJ_CD	Business Object																																		
CRE_DTTM	Creation Date/Time																																		
EXPIRATION_DT	Expiration Date																																		
FT_DISTRIBUTION_ID	FT Distribution																																		
FT_DIST_TYPE_CD	FT Distribution Type																																		
FT_ID	FT ID																																		
ILM_DT	ILM Date																																		
SA_ID	SA ID																																		
STATUS_UPD_DTTM	Status Update Date/Time																																		
TOT_AMT	Payoff Amount																																		
Validation	C1-VALFTDIST	C1-VALFTDIST	<p>This algorithm validates the Business Object - Financial Transaction Distribution, which includes:</p> <ul style="list-style-type: none"> <li>Adjustment ID or Bill Segment ID must be supplied.</li> </ul>																																

The following table lists the algorithms which are used in the lifecycle of the **C1-FTDIST** business object:

<b>Status</b>	<b>System Event</b>	<b>Algorithm</b>	<b>Algorithm Type</b>	<b>Description</b>
In Progress	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	This algorithm type transitions business object current state to the input Next Status or to the status related to the input Next Transition Condition. Either one but not both soft parameters may be specified. If both soft parameters are not specified, the business object will be transitioned to the default next status specified on lifecycle. Algorithms of this algorithm type may be defined for any business object status as its monitor algorithm.

Status	System Event	Algorithm	Algorithm Type	Description
Validate	Monitor	C1-FTDVALIDT	C1-FTDVALIDT	<p>This algorithm transitions the FT Distribution record from validate to any of the following statuses based on certain conditions:</p> <ul style="list-style-type: none"> <li>• It transitions to <b>Expire</b> status (based on Parameter Expire Status Transition Condition) when the credit is not fully distributed and process date is before or on the same day as the Expiration Date defined in the record.</li> <li>• It transitions to <b>Write Off</b> status (based on Parameter Write Off Status Transition Condition) when the Total Amount is less than or equal to the Write Off Threshold defined in the FT Distribution Type linked to the record. It also uses Parameter Handle Negative or Positive for Write Off. If the Parameter is Negative and the Payoff Amount of the record is negative or the Parameter is Positive and the Payoff Amount of the record is positive, then proceed with Write Off.</li> <li>• It transitions to <b>Refund status</b> (based on Parameter Refund Status Transition Condition) when the Parameter Refund at End of Year is Y and the record's source account's customer class is equal to Parameter Applicable Customer Class for Refund. If none of the conditions are met, the record remains at Validate status.</li> </ul> <p>If none of the conditions are met, the record remains at <b>Validate</b> status.</p>

Status	System Event	Algorithm	Algorithm Type	Description
Apply Rule	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	This algorithm type transitions business object current state to the input Next Status or to the status related to the input Next Transition Condition. Either of the one soft parameters may be specified. If both the soft parameters are not specified, the business object will be transitioned to the default next status specified on lifecycle. Algorithms of this algorithm type may be defined for any business object status as its monitor algorithm.
Apply Rule	Enter	C1-FTDAPRL	C1-FTDAPRL	This algorithm will call the pre-processing and apply rule algorithms that are configured in the effective rule version of the FT Distribution Rule of the Financial Transaction Distribution record's FT Distribution Type.
Distributed	Enter	C1-FTDDIST	C1-FTDDIST	This algorithm will trigger the distribute algorithms configured in the effective rule version of the FT Distribution Rule linked to the FT Distribution Type of the Financial Transaction Distribution record. After invoking the algorithms, the FT Distribution amount is compared to the sum of the distribution amounts with frozen transfer adjustments in the list. If the amounts are equal, the FT Distribution record is transitioned to <b>Complete</b> (based on the Parameter Complete Status Transition Condition). Otherwise, it is transitioned back to <b>Validate</b> (based on the Validate Status Transition Condition).
Expire	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	This algorithm type transitions business object current state to the input Next Status or to the status related to the input Next Transition Condition. Either one but not both soft parameters may be specified. If both soft parameters are not specified, the business object will be transitioned to the default next status specified on lifecycle. Algorithms of this algorithm type may be defined for any business object status as its monitor algorithm.

Status	System Event	Algorithm	Algorithm Type	Description
Expire	Enter	C1-FTDEXP	C1-FTDEXP	This algorithm expires credit amount by creating an expiration adjustment defined in the FT Distribution Type. The Expiration Adjustment created will have a characteristic of type Parameter Financial Transaction Distribution Characteristic Type and value equal to the FT Distribution ID. The FT Distribution record will have a characteristic of type Write off Adjustment with value equal to the Expiration Adjustment ID.
Refund	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	This algorithm type transitions business object current state to the input Next Status or to the status related to the input Next Transition Condition. Either of the one soft parameters may be specified. If both the soft parameters are not specified, the business object will be transitioned to the default next status specified on lifecycle. Algorithms of this algorithm type may be defined for any business object status as its monitor algorithm.
Refund	Enter	C1-FTDREFUND	C1-FTDREFUND	This algorithm refunds the credit amount by creating a refund adjustment defined in the FT Distribution Type. The Refund Adjustment will be linked to the Refund Contract (with type equal to Parameter Refund Contract Type) attached to the source Account of the FT Distribution. The Refund Adjustment will be linked to the FT Distribution via a characteristic with type Parameter Financial Transaction Distribution Characteristic Type. Also, the FT Distribution record will have a characteristic of type Refund Adjustment with value equal to the Refund Adjustment ID.



Status	System Event	Algorithm	Algorithm Type	Description
Write Off	Monitor	F1-AT-RQJ	F1-GEN-BOMNJ	This algorithm type transitions business object current state to the input Next Status or to the status related to the input Next Transition Condition. Either one but not both soft parameters may be specified. If both soft parameters are not specified, the business object will be transitioned to the default next status specified on lifecycle. Algorithms of this algorithm type may be defined for any business object status as its monitor algorithm.
Write Off	Enter	C1-FTDWRTOFF	C1-FTDWRTOFF	This algorithm writes off the credit amount by creating a write off adjustment defined in the FT Distribution Type. The Write off Adjustment created will have a characteristic of type Parameter Financial Transaction Distribution Characteristic Type and value equal to the FT Distribution ID. The FT Distribution record will have a characteristic of type Write Off Adjustment with value equal to the Write Off Adjustment ID.
Cancel	Enter	C1-FTDCANCEL	C1-FTDCANCEL	This algorithm will cancel all the transfer adjustments listed in the Financial Transaction Distribution record's Distribution List. The cancel reason code will be copied or taken from the original Distribution Object's cancel reason. If it is not provided, it will use the parameter Default Cancel Reason.
Complete	Enter	C1-FTDCOMP	C1-FTDCOMP	This algorithm will trigger the post-processing algorithms configured in the effective rule version of the FT Distribution Rule linked to the FT Distribution Type of the Financial Transaction Distribution record.

## Earnings Credit Rate Eligibility

This screen allows you to add earnings credit rate eligibility for each account in the system and helps you to determine the following:

- Whether the account is eligible for generating earnings credit rate (i.e. financial transaction distribution object).
- Whether the credit or debit amount on the financial transaction distribution object can be offset against the source account, other accounts of the source customer, or against the accounts identified in the distribution hierarchy.

- The priority in which the account should be considered while distributing the credit or debit amount on the financial transaction distribution object.
- The expiration cycle for the account.



This screen contains the following zone:

- [Earnings Credit Rate Eligibility](#) on page 1782

## Earnings Credit Rate Eligibility

The **Earnings Credit Rate Eligibility** zone allows you to add earnings credit rate eligibility for each account in the system.

This zone contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Earnings Credit Rate ID	Displays the earnings credit rate ID.	Not applicable
Account ID	Used to search for a particular account.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	
Earnings Credit Rate Eligible	Used to define whether an earned credit rate can be calculated and created for the account or not.	No
Offset Eligibility	Used to define whether the credit or debit amount on the financial transaction distribution object can be offset against the source account, other accounts of the source customer, or against the accounts identified in the distribution hierarchy.	No
Offset Distribution Type	Used to search the financial transaction distribution type which would be used to offset the credit or debit amount from another account. If this field is left blank, then the financial transaction distribution type for the earning credit rate source account will be used.	No
	<b>Note:</b> This field is enabled only when the <b>Offset Eligibility</b> check box is selected. This field is enabled only when the <b>Offset Eligibility</b> check box is selected.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Financial Transaction Offset Distribution Type FK Search</b> window appears.	
Account Distribution Priority	Used to indicate the priority in which the account should be considered while distributing the credit or debit amount on the financial transaction distribution object.	No
Expiration Cycle	Used to indicate the expiration cycle for the account.	Yes

### Related Topics

For more information on...	See...
How to define earnings credit rate eligibility for an account	<a href="#">Defining Earnings Credit Rate Eligibility for an Account</a> on page 1783

## Defining Earnings Credit Rate Eligibility for an Account

### Prerequisites

To define an earnings credit rate eligibility for an account, you should have:

- Accounts defined in the application.
- Expiration cycle defined in the application.
- Financial transaction distribution type defined in the application.


### Procedure


To define earnings credit rate eligibility for an account:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Person Information** and then click **Earnings Credit Rate Eligibility**.

The **Earnings Credit Rate Eligibility** screen appears. It contains the following section:

- **Main** – Used to add the basic details about the earnings credit rate eligibility for an account. This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Earnings Credit Rate ID	Displays the earnings credit rate ID.	Not applicable
Account ID	Used to search for a particular account.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	Yes
Earnings Credit Rate Eligible	Used to define whether an earned credit rate can be calculated and created for the account or not.	No
Offset Eligibility	Used to define whether the credit or debit amount on the financial transaction distribution object can be offset against the source account, other accounts of the source customer, or against the accounts identified in the distribution hierarchy.	No

Field Name	Field Description	Mandatory (Yes or No)
Offset Distribution Type	Used to search the financial transaction distribution type which would be used to offset the credit or debit amount from another account. If this field is left blank, then the financial transaction distribution type for the earning credit rate source account will be used.	No
	<p><b>Note:</b></p> <p>This field is enabled only when the <b>Offset Eligibility</b> check box is selected. This field is enabled only when the <b>Offset Eligibility</b> check box is selected.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Financial Transaction Offset Distribution Type FK Search</b> window appears.</p>	
Account Distribution Priority	Used to indicate the priority in which the account should be considered while distributing the credit or debit amount on the financial transaction distribution object.	No
Expiration Cycle	Used to indicate the expiration cycle for the account.	Yes

3. Enter the required details.

4. Click **Save**.

The earnings credit rate eligibility is defined for the account.

#### **Related Topics**

For more information on...	See...
Earnings Credit Rate Eligibility screen	<a href="#">Earnings Credit Rate Eligibility</a> on page 1781

## **Financial Transaction Distribution Type**

The **Financial Transaction Distribution Type** screen allows you to define, edit, copy, and delete a financial transaction distribution object type.

This screen contains the following zones:

- [Financial Transaction Distribution Type List](#) on page 1784
- [Financial Transaction Distribution Type](#) on page 1786

### **Financial Transaction Distribution Type List**

The **Financial Transaction Distribution Type List** zone allows you to view the list of financial transaction distribution types that are already defined in the system.

This zone contains the following columns:

Column Name	Column Description
FT Distribution Type	Displays the financial transaction distribution type.
Description	Displays the description of the financial transaction distribution type.
	<b>Note:</b> It has a link. On clicking the link, the <b>Financial Transaction Distribution Type</b> zone appears with the details of the respective financial transaction distribution type.
Related Transaction BO	Displays the corresponding transaction business object. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears with the details of the respective business object.
FT Adjustment Type	Displays the adjustment type used in the financial transaction adjustment.
Distribution Object Type	Displays the financial transaction object type used in distributing the credit.
Edit	On clicking the <b>Edit</b> (✎) icon, the <b>FT Distribution Type</b> screen appears where you can edit the details of the financial transaction distribution type.
Duplicate	On clicking the <b>Duplicate</b> (📄📄) icon, the <b>FT Distribution Type</b> screen appears where you can define a financial transaction distribution type using an existing financial transaction distribution type.
Delete	On clicking the <b>Delete</b> (🗑️) icon, you can delete the financial transaction distribution type.

On clicking the **Broadcast** (📡) icon corresponding to the financial transaction distribution type, the **Financial Transaction Distribution Type** zone appears with the details of the respective financial transaction distribution type.

You can filter the list using the **Financial Transaction Distribution Type**, **Description**, or **Financial Transaction Object Type** fields available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** (⌵) icon in the upper right corner of this zone.

### Related Topics

For more information on...	See...
<b>Financial Transaction Distribution Type</b> zone	<a href="#">Financial Transaction Distribution Type</a> on page 1786
How to define a financial transaction distribution type	<a href="#">Defining a Financial Transaction Distribution Type</a> on page 1788
How to edit a financial transaction distribution type	<a href="#">Editing a Financial Transaction Distribution Type</a> on page 1792
How to copy a financial transaction distribution type	<a href="#">Copying a Financial Transaction Distribution Type</a> on page 1795
How to delete a financial transaction distribution type	<a href="#">Deleting a Financial Transaction Distribution Type</a> on page 1794

For more information on...	See...
How to view the details of a financial transaction distribution type	<a href="#">Viewing the Financial Transaction Distribution Type Details</a> on page 1798

## Financial Transaction Distribution Type

The **Financial Transaction Distribution Type** zone displays the details of the financial transaction distribution types that are already defined in the system. This zone contains the following sections:

- **Main** – This section provides basic information about the financial transaction distribution type. It contains the following fields:

Field Name	Field Description
FT Distribution Type	Displays the financial transaction distribution type.
Description	Displays the description of the financial transaction distribution type.
FT Object Type	Indicates the business object that will be used to create the financial transaction distribution type.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
FT Adjustment Type	Displays the adjustment type used in the financial transaction adjustment.
Distribution Object Type	Displays the financial transaction object type used in distributing the credit.
Distribution Adjustment Type	Displays the adjustment type which is used for distribution if the <b>Transfer Adjustment</b> option is selected from the <b>Distribution Object Type</b> list.  <b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective adjustment type.
FT Distribution Rule	Displays the financial transaction distribution rule to be used for distributing the credit or debit in an account.  <b>Note:</b> It has a link. On clicking the link, the <b>Financial Transaction Distribution Rule</b> screen appears where you can view the details of the respective financial transaction distribution rule.
Write Off Threshold Amount	Displays the minimum credit amount for write off. Any amount specified in this field is assumed to be negative. For example, a value of “2” is treated as “-2”. Such that if the credit is only “-2”, then this will written off instead of distributing it to offset.
Write Off Adjustment Type	Displays the adjustment type used for write off.  <b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective adjustment type.

Field Name	Field Description
Expiration Adjustment Type	Displays the adjustment type used for expiration.
	<b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective adjustment type.
Refund Adjustment Type	Displays the adjustment type used for refund.
	<b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective adjustment type.
Offset Indicator	Displays whether the financial transaction distribution type is applicable when an account in a hierarchy is using an excess credit from the account credit source to offset its own debt or not.
Related Transaction BO	Displays the object using which financial transaction object is created. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

- **Characteristics** – This section lists the characteristics defined for the financial transaction distribution type. It contains the following columns:


Column Name	Column Description
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the financial transaction distribution type.
Delete	Used to delete the financial transaction distribution type.
Duplicate	Used to create a new financial transaction distribution type using an existing financial transaction distribution type.

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the financial transaction distribution type is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

By default, the **Financial Transaction Distribution Type** zone does not appear in the **Financial Transaction Distribution Type** screen. It appears only when you click the **Broadcast**  icon corresponding to the financial transaction distribution type in the **Financial Transaction Distribution Type List** zone.

### Related Topics

For more information on...	See...
How to define a financial transaction distribution type	<a href="#">Defining a Financial Transaction Distribution Type</a> on page 1788
How to edit a financial transaction distribution type	<a href="#">Editing a Financial Transaction Distribution Type</a> on page 1792
How to copy a financial transaction distribution type	<a href="#">Copying a Financial Transaction Distribution Type</a> on page 1795
How to delete a financial transaction distribution type	<a href="#">Deleting a Financial Transaction Distribution Type</a> on page 1794
How to view the details of a financial transaction distribution type	<a href="#">Viewing the Financial Transaction Distribution Type Details</a> on page 1798

## Defining a Financial Transaction Distribution Type

### Prerequisites

To define a financial transaction distribution type, you should have:

- Financial transaction distribution objects defined in the application.
- Adjustment types defined in the application.
- Financial transaction distribution rule defined in the application.
- Required characteristics defined in the application.

### Procedure

To define a financial transaction distribution type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Type**.  
A sub-menu appears.
3. Click the **Add** option from the **Financial Transaction Distribution Type** sub-menu.


The **Financial Transaction Distribution Type** screen appears. It contains the following sections:





- **Main** – Used to specify basic details about the financial transaction distribution type.
- **Characteristics** – Used to define characteristics for the financial transaction distribution type.

**Main** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Financial Transaction Distribution Type	Used to specify the financial transaction distribution type.	Yes
Description	Used to specify the description of the financial transaction distribution type.	Yes



Field Name	Field Description	Mandatory (Yes or No)
FT Object Type	Used to indicate the business object that will be used to create the financial transaction distribution type. The valid values are: <ul style="list-style-type: none"> <li>• Adjustment</li> <li>• Bill Segment</li> </ul>	Yes
FT Adjustment Type	Used to indicate the adjustment type used in the financial transaction adjustment.	Yes (Conditional)
	<b>Note:</b> By default, this field is disabled. This field gets enabled when you select <b>Adjustment</b> option from the <b>FT Object Type</b> list.	<b>Note:</b> This field is required when you are selecting the <b>Adjustment</b> option for the <b>FT Object Type</b> list.
Distribution Object Type	Used to indicate the financial transaction object type used in distribution.	Yes
Distribution Adjustment Type	Used to indicate the adjustment type which is used for distribution if the <b>Transfer Adjustment</b> option is selected from the <b>Distribution Object Type</b> list.	No
FT Distribution Rule	Used to indicate the financial transaction distribution rule to be used for distributing the credit or debit in an account.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Financial Transaction Offset Distribution Type FK Search</b> window appears.	
Offset Indicator	Used to indicate whether the financial transaction distribution type is applicable when an account in a hierarchy is using an excess credit from the account credit source to offset its own debt or not.	No
Write Off Threshold Amount	Used to specify the minimum credit amount for write off.	Yes (Conditional)
		<b>Note:</b> This field is required when you do not check the <b>Offset Indicator</b> check box.

Field Name	Field Description	Mandatory (Yes or No)
Write Off Adjustment Type	Used to indicate the adjustment type used for write off.	Yes (Conditional)
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	<b>Note:</b> This field is required when you do not check the <b>Offset Indicator</b> check box.
Expiration Adjustment Type	Used to indicate the adjustment type used for expiration.	Yes (Conditional)
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	<b>Note:</b> This field is required when you do not check the <b>Offset Indicator</b> check box.
Refund Adjustment Type	Used to indicate the adjustment type used for refund.	Yes (Conditional)
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	<b>Note:</b> This field is required when you do not check the <b>Offset Indicator</b> check box.
Related Transaction BO	Used to indicate the object using which financial transaction object is created.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Financial Transaction Business Object Search</b> window appears.	

**Characteristics** – This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the financial transaction distribution type.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the financial transaction distribution type.

**Tip:** Alternatively, you can access the **Financial Transaction Distribution Type** screen by clicking the **Add** button in the **Page Title** area of the **Financial Transaction Distribution Type** screen.

4. Enter the required details.
5. Define characteristics for the financial transaction distribution type, if required.
6. Click **Save**.

The financial transaction distribution type is defined.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Financial Transaction Distribution Type</b> screen	<i>Financial Transaction Distribution Type</i> on page 1784
How to define characteristics for a financial transaction distribution type	<i>Defining Characteristics for a Financial Transaction Distribution Type</i> on page 1791

## **Defining Characteristics for a Financial Transaction Distribution Type**

### **Procedure**

To define characteristics for a financial transaction distribution type:

1. Ensure that the **Characteristics** section is expanded when you are defining, editing, or copying a financial transaction distribution type.


The **Characteristics** section contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the financial transaction distribution type.
Characteristic Value	Used to specify the value for the characteristic type.  <b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the financial transaction distribution type.

2. Enter the required details.

**Note:** If you select a predefined characteristic type, the **Search** (🔍) icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

3. If you want to define more than one characteristic for the financial transaction distribution type, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the financial transaction distribution type, click the **Delete** () icon corresponding to the characteristic.


### Related Topics

For more information on...	See...
How to define a financial transaction distribution type	<a href="#">Defining a Financial Transaction Distribution Type</a> on page 1788
How to edit a financial transaction distribution type	<a href="#">Editing a Financial Transaction Distribution Type</a> on page 1792
How to copy a financial transaction distribution type	<a href="#">Copying a Financial Transaction Distribution Type</a> on page 1795

## Editing a Financial Transaction Distribution Type

### Procedure

To edit a financial transaction distribution type:



- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Type**.  
A sub-menu appears.
- Click the **Search** option from the **Financial Transaction Distribution Type** sub-menu.  
The **Financial Transaction Distribution Type** screen appears.
- In the **Financial Transaction Distribution Type List** zone, click the **Edit** () icon in the **Edit** column corresponding to the financial transaction distribution type whose details you want to edit.

The **FT Distribution Type** screen appears. It contains the following sections:

- Main** — Used to specify basic details about the financial transaction distribution type.
- Characteristics** — Used to define characteristics for the financial transaction distribution type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Financial Transaction Distribution Type	Used to specify the financial transaction distribution type.	Yes
Description	Used to specify the description of the financial transaction distribution type.	Yes
FT Object Type	Used to indicate the business object that will be used to create the financial transaction distribution type. The valid values are: <ul style="list-style-type: none"> <li>Adjustment</li> <li>Bill Segment</li> </ul>	Yes

Field Name	Field Description	Mandatory (Yes or No)
FT Adjustment Type	Used to indicate the adjustment type used in the financial transaction adjustment.	Yes (Conditional)
	<b>Note:</b> By default, this field is disabled. This field gets enabled when you select <b>Adjustment</b> option from the <b>FT Object Type</b> list.	<b>Note:</b> This field is required when you are selecting the <b>Adjustment</b> option for the <b>FT Object Type</b> list.
Distribution Object Type	Used to indicate the financial transaction object type used in distribution.	Yes
Distribution Adjustment Type	Used to indicate the adjustment type which is used for distribution if the <b>Transfer Adjustment</b> option is selected from the <b>Distribution Object Type</b> list.	No
FT Distribution Rule	Used to indicate the financial transaction distribution rule to be used for distributing the credit or debit in an account.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Financial Transaction Offset Distribution Type FK Search</b> window appears.	
Offset Indicator	Used to indicate whether the financial transaction distribution type is applicable when an account in a hierarchy is using an excess credit from the account credit source to offset its own debt or not.	No
Write Off Threshold Amount	Used to specify the minimum credit amount for write off.	Yes (Conditional)
		<b>Note:</b> This field is required when you do not check the <b>Offset Indicator</b> check box.
Write Off Adjustment Type	Used to indicate the adjustment type used for write off.	Yes (Conditional)
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	<b>Note:</b> This field is required when you do not check the <b>Offset Indicator</b> check box.

Field Name	Field Description	Mandatory (Yes or No)
Expiration Adjustment Type	Used to indicate the adjustment type used for expiration.	Yes (Conditional)
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	<b>Note:</b> This field is required when you do not check the <b>Offset Indicator</b> check box.
Refund Adjustment Type	Used to indicate the adjustment type used for refund.	Yes (Conditional)
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	<b>Note:</b> This field is required when you do not check the <b>Offset Indicator</b> check box.
Related Transaction BO	Used to indicate the object using which financial transaction object is created.	Yes
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Financial Transaction Business Object Search</b> window appears.	

5. Modify the details of the financial transaction distribution type.
6. Define, edit, or remove characteristics from the financial transaction distribution type, if required.
7. Click **Save**.

The changes made to the financial transaction distribution type are saved.

### Related Topics

For more information on...	See...
<b>Financial Transaction Distribution Type</b> screen	<a href="#">Financial Transaction Distribution Type</a> on page 1784
How to define characteristics for a financial transaction distribution type	<a href="#">Defining Characteristics for a Financial Transaction Distribution Type</a> on page 1791


## Deleting a Financial Transaction Distribution Type

### Procedure

To delete a financial transaction distribution type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Financial Transaction Distribution Type** sub-menu.

The **Financial Transaction Distribution Type** screen appears.

- In the **Financial Transaction Distribution Type List** zone, click the **Delete** () icon in the **Delete** column corresponding to the financial transaction distribution type that you want to delete.

A message appears confirming whether you want to delete the financial transaction distribution type.

**Tip:** Alternatively, you can click the **Delete** button in the **Financial Transaction Distribution Type** zone to delete the financial transaction distribution type.

- Click **OK**.

The financial transaction distribution type is deleted.

### Related Topics

For more information on...	See...
<b>Financial Transaction Distribution Type</b> screen	<a href="#">Financial Transaction Distribution Type</a> on page 1784
<b>Financial Transaction Distribution Type List</b> zone	<a href="#">Financial Transaction Distribution Type List</a> on page 1784
<b>Financial Transaction Distribution Type</b> zone	<a href="#">Financial Transaction Distribution Type</a> on page 1786

## Copying a Financial Transaction Distribution Type

Instead of creating a financial transaction distribution type from scratch, you can create a new financial transaction distribution type using an existing financial transaction distribution type. This is possible through copying a financial transaction distribution type. On copying a financial transaction distribution type, the details including the characteristics are copied to the new financial transaction distribution type. You can then edit the details, if required.


### Prerequisites

To copy a financial transaction distribution type, you should have:

- Financial transaction distribution type (whose copy you want to create) defined in the application
- Financial transaction distribution type business objects defined in the application

### Procedure


To copy a financial transaction distribution type:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Type**.  
A sub-menu appears.
- Click the **Search** option from the **Financial Transaction Distribution Type** sub-menu.  
The **Financial Transaction Distribution Type** screen appears.
- In the **Financial Transaction Distribution Type List** zone, click the **Duplicate** () icon in the **Duplicate** column corresponding to the financial transaction distribution type whose copy you want to create.





The **Financial Transaction Distribution Type** screen appears. It contains the following sections:

- Main** — Used to specify basic details about the financial transaction distribution type.
- Characteristics** — Used to define characteristics for the financial transaction distribution type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Financial Transaction Distribution Type	Used to specify the financial transaction distribution type.	Yes
Description	Used to specify the description of the financial transaction distribution type.	Yes
FT Object Type	Used to indicate the business object that will be used to create the financial transaction distribution type. The valid values are: <ul style="list-style-type: none"> <li>• Adjustment</li> <li>• Bill Segment</li> </ul>	Yes
FT Adjustment Type	Used to indicate the adjustment type used in the financial transaction adjustment.	Yes (Conditional)
	<b>Note:</b> By default, this field is disabled. This field gets enabled when you select <b>Adjustment</b> option from the <b>FT Object Type</b> list.	<b>Note:</b> This field is required when you are selecting the <b>Adjustment</b> option for the <b>FT Object Type</b> list.
Distribution Object Type	Used to indicate the financial transaction object type used in distribution.	Yes
Distribution Adjustment Type	Used to indicate the adjustment type which is used for distribution if the <b>Transfer Adjustment</b> option is selected from the <b>Distribution Object Type</b> list.	No
FT Distribution Rule	Used to indicate the financial transaction distribution rule to be used for distributing the credit or debit in an account.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Financial Transaction Offset Distribution Type FK Search</b> window appears.	
Offset Indicator	Used to indicate whether the financial transaction distribution type is applicable when an account in a hierarchy is using an excess credit from the account credit source to offset its own debt or not.	No



Field Name	Field Description	Mandatory (Yes or No)
Write Off Threshold Amount	Used to specify the minimum credit amount for write off.	Yes (Conditional)
		<b>Note:</b> This field is required when you do not check the <b>Offset Indicator</b> check box.
Write Off Adjustment Type	Used to indicate the adjustment type used for write off.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	Yes (Conditional)
		<b>Note:</b> This field is required when you do not check the <b>Offset Indicator</b> check box.
Expiration Adjustment Type	Used to indicate the adjustment type used for expiration.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	Yes (Conditional)
		<b>Note:</b> This field is required when you do not check the <b>Offset Indicator</b> check box.
Refund Adjustment Type	Used to indicate the adjustment type used for refund.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	Yes (Conditional)
		<b>Note:</b> This field is required when you do not check the <b>Offset Indicator</b> check box.
Related Transaction BO	Used to indicate the object using which financial transaction object is created.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Financial Transaction Business Object Search</b> window appears.	Yes

**Tip:** Alternatively, you can click the **Duplicate** button in the **Financial Transaction Distribution Type** zone to create a copy of the financial transaction distribution type

5. Enter the required details.
6. Define, edit, or remove characteristics from the financial transaction distribution type, if required.
7. Click **Save**.

The new financial transaction distribution type is defined.


#### **Related Topics**

For more information on...	See...
<b>Financial Transaction Distribution Type</b> screen	<a href="#">Financial Transaction Distribution Type</a> on page 1784
<b>Financial Transaction Distribution Type List</b> zone	<a href="#">Financial Transaction Distribution Type List</a> on page 1784
<b>Financial Transaction Distribution Type</b> zone	<a href="#">Financial Transaction Distribution Type</a> on page 1786
How to define characteristics for a financial transaction distribution type	<a href="#">Defining Characteristics for a Financial Transaction Distribution Type</a> on page 1791

## Viewing the Financial Transaction Distribution Type Details

### Procedure

To view the details of a financial transaction distribution type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Type**.  
A sub-menu appears.
3. Click the **Search** option from the **Financial Transaction Distribution Type** sub-menu.  
The **Financial Transaction Distribution Type** screen appears.
4. In the **Financial Transaction Distribution Type List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution type whose details you want to view.  
The **Financial Transaction Distribution Type** zone appears.
5. View the details of the financial transaction distribution type in the **Financial Transaction Distribution Type** zone.

### Related Topics

For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
<b>Financial Transaction Distribution Rule List</b> zone	<a href="#">Financial Transaction Distribution Rule List</a> on page 1799

## Financial Transaction Distribution Rule

Once you create a financial transaction distribution rule, the **Financial Transaction Distribution Rule** screen allows you to:

- Edit the details of a financial transaction distribution rule
- Copy a financial transaction distribution rule
- Delete a financial transaction distribution rule
- View the details of a financial transaction distribution rule
- Add the financial transaction distribution rule version

- Edit the details of a financial transaction distribution rule version
- Copy a financial transaction distribution rule version
- Include or exclude objects from a financial transaction distribution rule version
- Associate or dissociate algorithms from a financial transaction distribution rule version
- Delete a financial transaction distribution rule version
- View the details of a financial transaction distribution rule version




This screen consists of following zones:


- [Financial Transaction Distribution Rule List](#) on page 1799
- [Financial Transaction Distribution Rule](#) on page 1800
- [Financial Transaction Distribution Rule Version List](#) on page 1801
- [Financial Transaction Distribution Rule Version](#) on page 1802


## Financial Transaction Distribution Rule List

The **Financial Transaction Distribution Rule List** zone allows you to view the list of financial transaction distribution rules that are already defined in the system.

This zone contains the following columns:

Column Name	Column Description
FT Distribution Rule	Displays the financial transaction distribution rule.
Description	Displays the description of the financial transaction distribution rule.
Distribution Method	Indicates the principle for distributing credit for accounts other than the credit or debit source account. The valid values are: <ul style="list-style-type: none"> <li>• Fee Based</li> <li>• Priority Based</li> <li>• Weighted Average</li> </ul>
Distribution Hierarchy	Indicates the hierarchy of accounts in which the distribution needs to be made.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Financial Transaction Distribution Rule</b> screen appears where you can edit the details of the financial transaction distribution rule.
Duplicate	On clicking the <b>Duplicate</b> (  ) icon, the <b>Financial Transaction Distribution Rule</b> screen appears where you can define a financial transaction distribution rule using an existing financial transaction distribution rule.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the financial transaction distribution rule.

On clicking the **Broadcast** () icon corresponding to the financial transaction distribution rule, the **Financial Transaction Distribution Rule** and **Financial Transaction Distribution Rule Version List** zones appear with the details of the respective financial transaction distribution rule and financial transaction distribution rule version.

You can filter the list using the **FT Distribution Rule**, **Description**, **Effective Date**, and **Distribution Method** fields available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** (  ) icon in the upper right corner of this zone.


### **Related Topics**



<b>For more information on...</b>	<b>See...</b>
How to define a financial transaction distribution rule	<a href="#">Defining a Financial Transaction Distribution Rule</a> on page 1804
How to edit a financial transaction distribution rule	<a href="#">Editing a Financial Transaction Distribution Rule</a> on page 1805
How to copy a financial transaction distribution rule	<a href="#">Copying a Financial Transaction Distribution Rule</a> on page 1807
How to delete a financial transaction distribution rule	<a href="#">Deleting a Financial Transaction Distribution Rule</a> on page 1807
How to view the details of a financial transaction distribution rule	<a href="#">Viewing the Financial Transaction Distribution Rule Details</a> on page 1809
How to view the list of a financial transaction distribution rule version	<a href="#">Viewing the Financial Transaction Distribution Rule Version List</a> on page 1809

## **Financial Transaction Distribution Rule**

The **Financial Transaction Distribution Rule** zone allows you to view the details of financial transaction distribution rule. This zone contains the following sections:

- **Main** – This section displays the details of the financial transaction distribution rule. It contains the following columns:

<b>Column Name</b>	<b>Column Description</b>
FT Distribution Rule	Displays the financial transaction distribution rule.
Description	Displays the description of the financial transaction distribution rule.
Detailed Description	Displays the additional information about the financial transaction distribution rule.
Distribution Method	Indicates the principle for distributing credit for the accounts other than the credit or debit source account. The valid values are: <ul style="list-style-type: none"> <li>• Fee Based</li> <li>• Priority Based</li> <li>• Weighted Average</li> </ul>
Distribution Hierarchy	Indicates the hierarchy of accounts in which the distribution needs to be made.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Financial Transaction Distribution Rule</b> screen appears where you can edit the details of the financial transaction distribution rule.


Column Name	Column Description
Duplicate	On clicking the <b>Duplicate</b> (  ) icon, the <b>Financial Transaction Distribution Rule</b> screen appears where you can define a financial transaction distribution rule using an existing financial transaction distribution rule.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the financial transaction distribution rule.

- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the financial transaction distribution rule
Delete	Used to delete the financial transaction distribution rule.
Duplicate	Used to create a new financial transaction distribution rule using an existing financial transaction distribution rule.

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the financial transaction distribution rule is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

By default, the **Financial Transaction Distribution Rule** zone does not appear in the **Financial Transaction Distribution Rule** screen. It appears only when you click the **Broadcast** () icon corresponding to the financial transaction distribution rule of the **Financial Transaction Distribution Rule List** zone.




### Related Topics


For more information on...	See...
How to define a financial transaction distribution rule	<a href="#">Defining a Financial Transaction Distribution Rule</a> on page 1804
How to edit a financial transaction distribution rule	<a href="#">Editing a Financial Transaction Distribution Rule</a> on page 1805
How to copy a financial transaction distribution rule	<a href="#">Copying a Financial Transaction Distribution Rule</a> on page 1807
How to delete a financial transaction distribution rule	<a href="#">Deleting a Financial Transaction Distribution Rule</a> on page 1807
How to view the details of a financial transaction distribution rule	<a href="#">Viewing the Financial Transaction Distribution Rule Details</a> on page 1809

## Financial Transaction Distribution Rule Version List

The **Financial Transaction Distribution Rule Version List** zone allows you to view the list of financial transaction distribution rule version that are already defined in the system and are used as the basis for credit distribution.

This zone contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the financial transaction distribution rule version is effective for the respective financial transaction distribution rule.
Description	Displays the description of the associated financial transaction distribution rule.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Financial Transaction Distribution Rule Version</b> screen appears where you can edit the details of the financial transaction distribution rule version.
Duplicate	On clicking the <b>Duplicate</b> (  ) icon, the <b>Financial Transaction Distribution Rule Version</b> screen appears where you can define a financial transaction distribution rule version using an existing financial transaction distribution rule version.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the financial transaction distribution version.

By default, the **Financial Transaction Distribution Rule Version** zone does not appear in the **Financial Transaction Distribution Rule** screen. It appears only when you click the **Broadcast** () icon corresponding to the financial transaction distribution rule of the **Financial Transaction Distribution Rule List** zone.

You can filter the list using the **Description** or **Effective Date** fields available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** () icon in the upper right corner of this zone.

### **Related Topics**

For more information on...	See...
<b>Financial Transaction Distribution Rule Version</b> zone	<a href="#">Financial Transaction Distribution Rule Version</a> on page 1802
How to define a financial transaction distribution rule version	<a href="#">Defining a Financial Transaction Distribution Rule Version</a> on page 1810
How to edit a financial transaction distribution rule version	<a href="#">Editing a Financial Transaction Distribution Rule Version</a> on page 1815
How to copy a financial transaction distribution rule version	<a href="#">Copying a Financial Transaction Distribution Rule Version</a> on page 1819
How to delete a financial transaction distribution rule version	<a href="#">Deleting a Financial Transaction Distribution Rule Version</a> on page 1818
How to view the details of a financial transaction distribution rule version	<a href="#">Viewing the Financial Transaction Distribution Rule Version Details</a> on page 1822


## **Financial Transaction Distribution Rule Version**

The **Financial Transaction Distribution Rule Version** zone allows you to view the details of the financial transaction distribution rule version. This zone contains the following sections:


- **Main** – This section displays the details of the financial transaction distribution rule version. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the financial transaction distribution rule version is effective for the respective financial transaction distribution rule.
Version Description	Displays the description of the financial transaction distribution rule version.
Detailed Description	Displays the additional information about the financial transaction distribution rule version.

- **Included Objects** – This section displays the list of object that are included for credit distribution. It contains the following columns:

Column Name	Column Description
Sequence	Displays the sequence in which the objects should be included in the financial transaction distribution rule version.
Priority	Displays the sequence of objects for the credit or debit distribution within an account.
Object Type	Displays the type of object.
Value	Displays the value of the object type.  <b>Note:</b> It has a link. On clicking the link, respective object type screen appears with the details of the respective object type.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.
Bill Status	Displays the status of the bill.

- **Excluded Objects** – This section displays the list of object that are excluded from credit distribution. It contains the following columns:

Column Name	Column Description
Sequence	Displays the sequence in which the objects should be excluded from the financial transaction distribution rule version.
Object Type	Displays the type of object.
Value	Displays the value of the object type.  <b>Note:</b> It has a link. On clicking the link, respective object type screen appears with the details of the respective object type.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Financial Transaction Business Object Search</b> window appears.

- **Algorithms** – This section displays the list of algorithms that are included. It contains the following columns:


Column Name	Column Description
System Event	Indicates the system event on which the algorithm must be executed.
Sequence	Displays the order in which the algorithms for each system event must be executed.
Algorithm	Displays the algorithm code.
	<b>Note:</b> It has a link. On clicking the link, <b>Algorithm</b> screen appears with the details of the respective algorithm.

- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the financial transaction distribution rule version.
Delete	Used to delete the financial transaction distribution rule version.
Duplicate	Used to create a new financial transaction distribution rule version using an existing financial transaction distribution rule version.

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the financial transaction distribution rule version is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears with the details of the respective business object.

By default, the **Financial Transaction Distribution Rule Version** zone does not appear in the **Financial Transaction Distribution Rule** screen. It appears only when you click the **Broadcast**  icon corresponding to the financial transaction distribution rule version of the **Financial Transaction Distribution Rule Version List** zone.

### Related Topics

For more information on...	See...
How to edit a financial transaction distribution rule version	<a href="#">Editing a Financial Transaction Distribution Rule Version</a> on page 1815
How to copy a financial transaction distribution rule version	<a href="#">Copying a Financial Transaction Distribution Rule Version</a> on page 1819
How to delete a financial transaction distribution rule version	<a href="#">Deleting a Financial Transaction Distribution Rule Version</a> on page 1818

## Defining a Financial Transaction Distribution Rule

### Prerequisites

To define a financial transaction distribution rule, you should have:

- Distribution method and hierarchy defined in the application.

### Procedure



To define a financial transaction distribution rule:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.  
A sub-menu appears.
3. Click the **Add** option from the **Financial Transaction Distribution Rule** sub-menu.

The **Financial Transaction Distribution Rule** screen appears. It contains the following section:

- **Main** – Used to specify basic details about the financial transaction distribution rule.

**Main** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
FT Distribution Rule	Used to specify the financial transaction distribution rule.	Yes
Description	Used to specify the description of the financial transaction distribution rule.	Yes
Detailed Description	Used to specify the additional information about the financial transaction distribution rule.	No
Distribution Method	Used to indicate the principle for distributing credit for accounts other than the credit or debit source account. The valid values are: <ul style="list-style-type: none"> <li>• Fee Based</li> <li>• Priority Based</li> <li>• Weighted Average</li> </ul>	Yes
Distribution Hierarchy	Used to indicate the hierarchy of accounts in which the distribution needs to be made.	No

**Tip:** Alternatively, you can access the **Financial Transaction Distribution Rule** screen by clicking the **Add** button in the **Page Title** area of the **Financial Transaction Distribution Rule** screen.

4. Enter the required details.
5. Click **Save**.

The financial transaction distribution rule is defined.

### **Related Topics**

For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
<b>Financial Transaction Distribution Rule</b> zone	<a href="#">Financial Transaction Distribution Rule</a> on page 1800

## **Editing a Financial Transaction Distribution Rule**

**Procedure**

To edit a financial transaction distribution rule:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.  
A sub-menu appears.
3. Click the **Search** option from the **Financial Transaction Distribution Rule** sub-menu.  
The **Financial Transaction Distribution Rule** screen appears.
4. In the **Financial Transaction Distribution Rule List** zone, click the **Edit** (✎) icon in the **Edit** column corresponding to the financial transaction distribution rule whose details you want to edit.

The **Financial Transaction Distribution Rule** screen appears. It contains the following section:

- **Main** – Used to specify basic details about the financial transaction distribution rule.

**Main** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
FT Distribution Rule	Used to specify the financial transaction distribution rule.	Yes
Description	Used to specify the description of the financial transaction distribution rule.	Yes
Detailed Description	Used to specify the additional information about the financial transaction distribution rule.	No
Distribution Method	Used to indicate the principle for distributing credit for accounts other than the credit or debit source account. The valid values are: <ul style="list-style-type: none"> <li>• Fee Based</li> <li>• Priority Based</li> <li>• Weighted Average</li> </ul>	Yes
Distribution Hierarchy	Used to indicate the hierarchy of accounts in which the distribution needs to be made.	No

**Tip:** Alternatively, you can click the **Edit** button in the **Financial Transaction Distribution Rule** zone to edit the details of the financial transaction distribution rule.

5. Modify the details of the financial transaction distribution rule.
6. Click **Save**.  
The changes made to the financial transaction distribution rule are saved.

**Related Topics**

For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
<b>Financial Transaction Distribution Rule List</b> zone	<a href="#">Financial Transaction Distribution Rule List</a> on page 1799

## Deleting a Financial Transaction Distribution Rule

### Procedure

To delete a financial transaction distribution rule:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.  
A sub-menu appears.
3. Click the **Search** option from the **Financial Transaction Distribution Rule** sub-menu.  
The **Financial Transaction Distribution Rule** screen appears.
4. In the **Financial Transaction Distribution Rule List** zone, click the **Delete** (🗑️) icon in the **Delete** column corresponding to the financial transaction distribution rule that you want to delete.  
A message appears confirming whether you want to delete the financial transaction distribution rule.

**Tip:** Alternatively, you can click the **Delete** button in the **Financial Transaction Distribution Rule** zone to delete the financial transaction distribution rule.

5. Click **OK**.  
The financial transaction distribution rule is deleted.

### Related Topics

For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
<b>Financial Transaction Distribution Rule List</b> zone	<a href="#">Financial Transaction Distribution Rule List</a> on page 1799

## Copying a Financial Transaction Distribution Rule

Instead of creating a financial transaction distribution rule from scratch, you can create a new financial transaction distribution rule using an existing financial transaction distribution rule. This is possible through copying a financial transaction distribution rule. On copying a financial transaction distribution rule, the details are copied to the new financial transaction distribution rule. You can then edit the details, if required.

### Prerequisites

To copy a financial transaction distribution rule, you should have:

- Financial transaction distribution rule (whose copy you want to create) defined in the application
- Financial transaction distribution rule business objects defined in the application

### Procedure

To copy a financial transaction distribution rule:

1. Click the **Admin** link in the **Application** toolbar.


A list appears.

2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.

A sub-menu appears.

3. Click the **Search** option from the **Financial Transaction Distribution Rule** sub-menu.

The **Financial Transaction Distribution Rule** screen appears.

4. In the **Financial Transaction Distribution Rule List** zone, click the **Duplicate** () icon in the **Duplicate** column corresponding to the financial transaction distribution rule whose copy you want to create.

The **Financial Transaction Distribution Rule** screen appears. It contains the following section:

- **Main** – Used to specify basic details about the financial transaction distribution rule.

**Main** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
FT Distribution Rule	Used to specify the financial transaction distribution rule.	Yes
Description	Used to specify the description of the financial transaction distribution rule.	Yes
Detailed Description	Used to specify the additional information about the financial transaction distribution rule.	No
Distribution Method	Used to indicate the principle for distributing credit for accounts other than the credit or debit source account. The valid values are: <ul style="list-style-type: none"> <li>• Fee Based</li> <li>• Priority Based</li> <li>• Weighted Average</li> </ul>	Yes
Distribution Hierarchy	Used to indicate the hierarchy of accounts in which the distribution needs to be made.	No

**Tip:** Alternatively, you can click the **Duplicate** button in the **Financial Transaction Distribution Rule** zone to create a copy of the financial transaction distribution rule.

5. Enter the required details.
6. Click **Save**.

The new financial transaction distribution rule is defined.

### **Related Topics**


For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798

For more information on...	See...
<b>Financial Transaction Distribution Rule List</b> zone	<a href="#">Financial Transaction Distribution Rule List</a> on page 1799

## Viewing the Financial Transaction Distribution Rule Details

### Procedure

To view the details of a financial transaction distribution rule:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.  
A sub-menu appears.
3. Click the **Search** option from the **Financial Transaction Distribution Rule** sub-menu.  
The **Financial Transaction Distribution Rule** screen appears.
4. In the **Financial Transaction Distribution Rule List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution rule whose details you want to view.  
The **Financial Transaction Distribution Rule** and **Financial Transaction Distribution Rule Version List** zones appear.
5. View the details of the financial transaction distribution rule in the **Financial Transaction Distribution Rule** zone.


### Related Topics

For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
<b>Financial Transaction Distribution Rule List</b> zone	<a href="#">Financial Transaction Distribution Rule List</a> on page 1799

## Viewing the Financial Transaction Distribution Rule Version List

### Procedure

To view the list of a financial transaction distribution rule version list:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.  
A sub-menu appears.
3. Click the **Search** option from the **Financial Transaction Distribution Rule** sub-menu.  
The **Financial Transaction Distribution Rule** screen appears.
4. In the **Financial Transaction Distribution Rule List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution rule whose details you want to view.

The **Financial Transaction Distribution Rule** and **Financial Transaction Distribution Rule Version List** zones appear.

- View the list of the financial transaction distribution rule version in the **Financial Transaction Distribution Rule Version List** zone.

### Related Topics

For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
<b>Financial Transaction Distribution Rule List</b> zone	<a href="#">Financial Transaction Distribution Rule List</a> on page 1799

## Defining a Financial Transaction Distribution Rule Version

### Prerequisites

To define a financial transaction distribution rule version, you should have:

- Financial transaction distribution rule defined in the application.
- Object types and algorithms defined in the application.

### Procedure

To define a financial transaction distribution rule version:

- Click the **Admin** link in the **Application** toolbar.

A list appears.

- From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.

A sub-menu appears.

- Click the **Search** option from the **Financial Transaction Distribution Rule** sub-menu.

The **Financial Transaction Distribution Rule** screen appears.

- In the **Financial Transaction Distribution Rule List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution rule whose details you want to edit.

The **Financial Transaction Distribution Rule** and **Financial Transaction Distribution Rule Version List** zone appears.

- Click the **Add** link in the upper right corner of the **Financial Transaction Distribution Rule Version List** zone.


The **Financial Transaction Distribution Rule Version** screen appears. It contains the following sections:

- Main** – Used to specify basic details about the financial transaction distribution rule version.
- Included Objects** – Used to include the objects in financial transaction distribution rule version.
- Excluded Objects** – Used to exclude the objects in financial transaction distribution rule version.
- Algorithms** – Used to define the algorithms that are added for financial transaction distribution rule version.

The **Main** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
FT Distribution Rule	Displays the financial transaction distribution rule.	Not applicable
Effective Date	Used to specify the date from when the financial transaction distribution rule version is effective for the respective financial transaction distribution rule.	Yes
Business Object	Displays the business object using which financial transaction distribution rule version is created.	Not applicable
Version Description	Used to specify the description of the financial transaction distribution rule version.	Yes
Detailed Description	Used to specify the additional information about the financial transaction distribution rule version.	No

The **Included Objects** section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Used to specify the sequence in which the objects should be included in the financial transaction distribution rule version.	No
Priority	Used to specify the sequence of objects for the credit or debit distribution within an account.	No
Object Type	Used to indicate the type of object.	No
Value	Used to specify the value of the object type.  <b>Note:</b> It has a link. On clicking the link, respective object type screen appears with the details of the respective object type.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	No
Bill Status	Used to indicate the status of the bill.	No


**Note:** If you include object, then all the fields are mandatory.

The **Excluded Objects** section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Used to specify the sequence in which the objects should be excluded from the financial transaction distribution rule version.	No
Object Type	Used to indicate the type of object.	No
Value	Used to specify the value of the object type.  <b>Note:</b> It has a link. On clicking the link, respective object type screen appears with the details of the respective object type.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	No

**Note:** If you exclude object, then all the fields are mandatory.

The **Algorithms** section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
System Event	Used to indicates the system event on which the algorithm must be executed.	No
Sequence	Used to specify the order in which the algorithms for each system event must be executed.	No
Algorithm	Used to specify the algorithm code.  <b>Note:</b> It has a link. On clicking the link, <b>Algorithm</b> screen appears with the details of the respective algorithm.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	No

**Note:** While defining a financial transaction distribution rule version, you can either include or exclude objects from it.

6. Enter the required details.
7. Include or exclude the object types, if required.
8. Add the algorithms, if required.
9. Click **Save**.

The financial transaction distribution rule version is defined.






**Related Topics**


For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
Including objects in a financial transaction distribution rule version	<a href="#">Including Objects in a Financial Transaction Distribution Rule Version</a> on page 1813
Excluding objects from a financial transaction distribution rule version	<a href="#">Excluding Objects in a Financial Transaction Distribution Rule Version</a> on page 1814
Associating algorithms with a financial transaction distribution rule version	<a href="#">Associating Algorithms with a Financial Transaction Distribution Rule Version</a> on page 1815


**Including Objects in a Financial Transaction Distribution Rule Version****Procedure**

To include objects in a financial transaction distribution rule version:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.  
A sub-menu appears.
3. Click the **Search** option from the **Financial Transaction Distribution Rule** sub-menu.  
The **Financial Transaction Distribution Rule** screen appears.
4. In the **Financial Transaction Distribution Rule List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution rule whose details you want to edit.  
The **Financial Transaction Distribution Rule** and **Financial Transaction Distribution Rule Version List** zones appear.
5. In the **Financial Transaction Distribution Rule Version List** zone, click the **Edit**  icon in the **Edit** column corresponding to the financial transaction distribution rule version whose details you want to edit.  
The **Financial Transaction Distribution Rule Version** screen appears.
6. Ensure that the **Included Objects** section is expanded when you are editing the financial transaction distribution rule version.
7. Enter the required details in the **Included Objects** section.

**Note:** If you select a predefined object type, the **Search**  icon appears corresponding to the **Value** field. On clicking the **Search** icon, you can search for a predefined object value.

8. If you want to include more than one object in the financial transaction distribution rule version, click the **Add**  icon and then repeat step 7.

**Note:** However, if you want to remove an included object from the financial transaction distribution rule version, click the **Delete**  icon corresponding to the object.



**Related Topics**


For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
How to define financial transaction distribution rule version	<a href="#">Defining a Financial Transaction Distribution Rule Version</a> on page 1810
How to exclude objects from a financial transaction distribution rule version	<a href="#">Excluding Objects in a Financial Transaction Distribution Rule Version</a> on page 1814


## Excluding Objects in a Financial Transaction Distribution Rule Version


### Procedure

To exclude objects from a financial transaction distribution rule version:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.  
A sub-menu appears.
3. Click the **Search** option from the **Financial Transaction Distribution Rule** sub-menu.  
The **Financial Transaction Distribution Rule** screen appears.
4. In the **Financial Transaction Distribution Rule List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution rule whose details you want to edit.  
The **Financial Transaction Distribution Rule** and **Financial Transaction Distribution Rule Version List** zones appear.
5. In the **Financial Transaction Distribution Rule Version List** zone, click the **Edit**  icon in the **Edit** column corresponding to the financial transaction distribution rule version whose details you want to edit.  
The **Financial Transaction Distribution Rule Version** screen appears.
6. Ensure that the **Excluded Objects** section is expanded when you are editing the financial transaction distribution rule version.
7. Enter the required details in the **Excluded Objects** section.

**Note:** If you select a predefined object type, the **Search**  icon appears corresponding to the **Value** field. On clicking the **Search** icon, you can search for a predefined object value.

8. If you want to exclude more than one object in the financial transaction distribution rule version, click the **Add**  icon and then repeat step 7.

**Note:** However, if you want to remove an excluded object from the financial transaction distribution rule version, click the **Delete**  icon corresponding to the object.

### Related Topics

For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
How to include objects to a financial transaction distribution rule version	<a href="#">Including Objects in a Financial Transaction Distribution Rule Version</a> on page 1813

## Associating Algorithms with a Financial Transaction Distribution Rule Version



### Prerequisites


To associate algorithms with a financial transaction distribution rule version, you should have:


- Algorithms defined in the application.


### Procedure

To associate algorithms with a financial transaction distribution rule version:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.  
A sub-menu appears.
3. Click the **Search** option from the **Financial Transaction Distribution Rule** sub-menu.  
The **Financial Transaction Distribution Rule** screen appears.
4. In the **Financial Transaction Distribution Rule List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution rule whose details you want to edit.  
The **Financial Transaction Distribution Rule** and **Financial Transaction Distribution Rule Version List** zone appears.
5. In the **Financial Transaction Distribution Rule Version List** zone, click the **Edit**  icon in the **Edit** column corresponding to the financial transaction distribution rule version whose details you want to edit.  
The **Financial Transaction Distribution Rule Version** screen appears.
6. Ensure that the **Algorithms** section is expanded when you are editing the financial transaction distribution rule version.
7. Enter the required details in the **Algorithms** section.

**Note:** On clicking the **Search**  icon corresponding to the **Algorithm** column, you can search for a predefined algorithm.

8. If you want to associate more than one algorithm to the financial transaction distribution rule version, click the **Add**  icon and then repeat step 5.

**Note:** However, if you want to disassociate an algorithm from the financial transaction distribution rule version, click the **Delete**  icon corresponding to the algorithm.

### Related Topics

For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
How to edit a financial transaction distribution rule version	<a href="#">Editing a Financial Transaction Distribution Rule Version</a> on page 1815

## Editing a Financial Transaction Distribution Rule Version

**Procedure**

To edit a financial transaction distribution rule version:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.


A sub-menu appears.

3. Click the **Search** option from the **Financial Transaction Distribution Rule** sub-menu.

The **Financial Transaction Distribution Rule** screen appears.

4. In the **Financial Transaction Distribution Rule List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution rule whose details you want to edit.

The **Financial Transaction Distribution Rule** and **Financial Transaction Distribution Rule Version List** zone appears.

5. In the **Financial Transaction Distribution Rule Version List** zone, click the **Edit**  icon in the **Edit** column corresponding to the financial transaction distribution rule version whose details you want to edit.

The **Financial Transaction Distribution Rule Version** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the financial transaction distribution rule version.
- **Included Objects** – Used to include the objects in financial transaction distribution rule version.
- **Excluded Objects** – Used to exclude the objects in financial transaction distribution rule version.
- **Algorithms** – Used to define the algorithms in the financial transaction distribution rule version.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
FT Distribution Rule	Displays the financial transaction distribution rule.	Not applicable
Effective Date	Used to specify the date from when the financial transaction distribution rule version is effective for the respective financial transaction distribution rule.	Yes
Business Object	Displays the business object using which financial transaction distribution rule version is created.	Not applicable
Version Description	Used to specify the description of the financial transaction distribution rule version.	Yes
Detailed Description	Used to specify the additional information about the financial transaction distribution rule version.	No

The **Included Objects** section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Used to specify the sequence in which the objects should be included in the financial transaction distribution rule version.	No
Priority	Used to specify the sequence of objects for the credit or debit distribution within an account.	No
Object Type	Used to indicate the type of object.	No
Value	Used to specify the value of the object type.	No
	<b>Note:</b> It has a link. On clicking the link, respective object type screen appears with the details of the respective object type.	
Bill Status	Used to indicate the status of the bill.	No

**Note:** If you include object, then all the fields are mandatory.

The **Excluded Objects** section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Used to specify the sequence in which the objects should be excluded from the financial transaction distribution rule version.	No
Object Type	Used to indicate the type of object.	No
Value	Used to specify the value of the object type.	No
	<b>Note:</b> It has a link. On clicking the link, respective object type screen appears with the details of the respective object type.	

**Note:** If you exclude object, then all the fields are mandatory.

The **Algorithms** section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
System Event	Used to indicates the system event on which the algorithm must be executed.	No
Sequence	Used to specify the order in which the algorithms for each system event must be executed.	No

Column Name	Column Description	Mandatory (Yes or No)
Algorithm	Used to specify the algorithm code.	No
	<b>Note:</b> It has a link. On clicking the link, <b>Algorithm</b> screen appears with the details of the respective algorithm.	

**Note:** While defining a financial transaction distribution rule version, you can either include or exclude objects from it.

6. Modify the details of the financial transaction distribution rule version.
7. Modify the included or excluded objects from the financial transaction distribution rule version, if required.
8. Edit the algorithms, if required
9. Click **Save**.

The changes made to the financial transaction distribution rule version are saved.



### Related Topics

For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
<b>Financial Transaction Distribution Rule Version List</b> zone	<a href="#">Financial Transaction Distribution Rule Version List</a> on page 1801
<b>Financial Transaction Distribution Rule Version</b> zone	<a href="#">Financial Transaction Distribution Rule Version</a> on page 1802

## Deleting a Financial Transaction Distribution Rule Version

### Procedure

To delete a financial transaction distribution rule:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.  
A sub-menu appears.
3. Click the **Search** option from the **Financial Transaction Distribution Rule** sub-menu.  
The **Financial Transaction Distribution Rule** screen appears.
4. In the **Financial Transaction Distribution Rule List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution rule whose details you want to edit.  
The **Financial Transaction Distribution Rule** and **Financial Transaction Distribution Rule Version List** zone appears.
5. In the **Financial Transaction Distribution Rule Version List** zone, click the **Delete**  icon in the **Delete** column corresponding to the financial transaction distribution rule version that you want to delete.  
A message appears confirming whether you want to delete the financial transaction distribution rule version.
6. Click **OK**.

The financial transaction distribution rule version is deleted.

### Related Topics

For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
<b>Financial Transaction Distribution Rule Version List</b> zone	<a href="#">Financial Transaction Distribution Rule Version List</a> on page 1801
<b>Financial Transaction Distribution Rule Version</b> zone	<a href="#">Financial Transaction Distribution Rule Version</a> on page 1802

## Copying a Financial Transaction Distribution Rule Version

Instead of creating a financial transaction distribution rule version from scratch, you can create a new financial transaction distribution rule version using an existing financial transaction distribution rule version. This is possible through copying a financial transaction distribution rule version. On copying a financial transaction distribution rule version, the details are copied to the new financial transaction distribution rule. You can then edit the details, if required.



### Prerequisites

To copy a financial transaction distribution rule, you should have:

- Financial transaction distribution rule version (whose copy you want to create) defined in the application
- Financial transaction distribution rule version business objects defined in the application

### Procedure

To copy a financial transaction distribution rule:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.  
A sub-menu appears.
3. Click the **Search** option from the **Financial Transaction Distribution Rule** sub-menu.  
The **Financial Transaction Distribution Rule** screen appears.
4. In the **Financial Transaction Distribution Rule List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution rule whose details you want to edit.  
The **Financial Transaction Distribution Rule** and **Financial Transaction Distribution Rule Version List** zone appears.
5. In the **Financial Transaction Distribution Rule Version List** zone, click the **Duplicate**  icon in the **Duplicate** column corresponding to the financial transaction distribution rule version whose copy you want to create.

The **Financial Transaction Distribution Rule Version** screen appears. It contains the following sections:


- **Main** – Used to specify basic details about the financial transaction distribution rule version.
- **Included Objects** – Used to include the objects in financial transaction distribution rule version.
- **Excluded Objects** – Used to exclude the objects in financial transaction distribution rule version.
- **Algorithms** – Used to define the algorithms in the financial transaction distribution rule version.

**Main** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
FT Distribution Rule	Displays the financial transaction distribution rule.	Not applicable
Effective Date	Used to specify the date from when the financial transaction distribution rule version is effective for the respective financial transaction distribution rule.	Yes
Business Object	Displays the business object using which financial transaction distribution rule version is created.	Not applicable
Version Description	Used to specify the description of the financial transaction distribution rule version.	Yes
Detailed Description	Used to specify the additional information about the financial transaction distribution rule version.	No


**Note:** If you include object, then all the fields are mandatory.

**Included Objects** – This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Used to specify the sequence in which the objects should be included in the financial transaction distribution rule version.	No
Priority	Used to specify the sequence of objects for the credit or debit distribution within an account.	No
Object Type	Used to indicate the type of object.	No
Value	Used to specify the value of the object type.  <b>Note:</b> It has a link. On clicking the link, respective object type screen appears with the details of the respective object type.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	No
Bill Status	Used to indicate the status of the bill.	No


**Excluded Objects** – This section contains the following columns:



Column Name	Column Description	Mandatory (Yes or No)
Sequence	Used to specify the sequence in which the objects should be excluded from the financial transaction distribution rule version.	No
Object Type	Used to indicate the type of object.	No
Value	Used to specify the value of the object type.  <b>Note:</b> It has a link. On clicking the link, respective object type screen appears with the details of the respective object type.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	No

**Note:** If you exclude object, then all the fields are mandatory.

**Algorithms** – This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
System Event	Used to indicates the system event on which the algorithm must be executed.	No
Sequence	Used to specify the order in which the algorithms for each system event must be executed.	No
Algorithm	Used to specify the algorithm code.  <b>Note:</b> It has a link. On clicking the link, <b>Algorithm</b> screen appears with the details of the respective algorithm.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	No

**Note:** While defining a financial transaction distribution rule version, you can either include or exclude objects from it.

6. Enter the required details.
7. Define, edit, or remove objects from the financial transaction distribution rule version , if required.
8. Associate or dissociate the algorithms from the financial transaction distribution rule version, if required

9. Click **Save**.



The new financial transaction distribution rule version is defined.

**Related Topics**

For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
<b>Financial Transaction Distribution Rule Version List</b> zone	<a href="#">Financial Transaction Distribution Rule Version List</a> on page 1801
<b>Financial Transaction Distribution Rule Version</b> zone	<a href="#">Financial Transaction Distribution Rule Version</a> on page 1802

**Viewing the Financial Transaction Distribution Rule Version Details****Procedure**

To view the details of a financial transaction distribution rule version:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **F** and then click **Financial Transaction Distribution Rule**.  
A sub-menu appears.
- Click the **Search** option from the **Financial Transaction Distribution Rule** sub-menu.  
The **Financial Transaction Distribution Rule** screen appears.
- In the **Financial Transaction Distribution Rule List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution rule whose details you want to view.  
The **Financial Transaction Distribution Rule** and **Financial Transaction Distribution Rule Version List** zone appears.
- In the **Financial Transaction Distribution Rule Version List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution rule version whose details you want to view.  
The **Financial Transaction Distribution Rule Version** zone appears.
- View the details of the financial transaction distribution rule version in the **Financial Transaction Distribution Rule Version** zone.

**Related Topics**

For more information on...	See...
<b>Financial Transaction Distribution Rule</b> screen	<a href="#">Financial Transaction Distribution Rule</a> on page 1798
<b>Financial Transaction Distribution Rule Version List</b> zone	<a href="#">Financial Transaction Distribution Rule Version List</a> on page 1801
<b>Financial Transaction Distribution Rule Version</b> zone	<a href="#">Financial Transaction Distribution Rule Version</a> on page 1802

## Expiration Cycle Extendable Lookup

The **Expiration Cycle Extendable Lookup** screen allows you to search for an expiration cycle. An expiration cycle is an extendable lookup reference object which indicates the frequency at which the financial transaction distribution object created for the account should be expired (i.e. after two months or 45 days from the date of creation). You can associate an expiration cycle with one or more accounts. This screen contains the following zone:

- [Extendable Lookup Search](#) on page 1823

### Extendable Lookup Search

The **Extendable Lookup Search** zone allows you to search the details of expiration cycle business object. This zone contains the following two sections:

- **Search Criteria** – This section contains the following fields:

Field Name	Field Description
Business Object	Used to search the expiration cycle business object.
Description	Used to search the expiration cycle business object with a particular description.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Business Object	Displays the business objects.
Description	Displays description of the business object. <b>Note:</b> It has a link. On clicking the link, the <b>Extendable Lookup</b> screen appears where you can view the details of the respective business object.

**Note:** You must specify at least one search criterion while searching for the expiration cycle business object.

#### Related Topics

For more information on...	See...
<b>Extendable Lookup</b> screen	<a href="#">Expiration Cycle Extendable Lookup</a> on page 1823
How to search for an expiration cycle	<a href="#">Searching for an Expiration Cycle Extendable Lookup</a> on page 1823

## Searching for an Expiration Cycle Extendable Lookup

### Prerequisites

To search for an expiration cycle extended lookup, you should have:

- Expiration cycle extended lookup defined in the application.

### Procedure

To search for an expiration cycle extended lookup:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

- From the **Admin** menu, select **E** and then click **Extendable Lookup**.

The **Extendable Lookup Query** screen appears.

- Search for **C1-EXPCYCLE** business object.

- In the **Search Results** section, click the **Description** link corresponding to the **C1-EXPCYCLE** business object.

The **Extended Lookup** screen appears.

- View the list of expiration cycle extended lookup values in the **Extendable Lookup Value List** zone.

**Note:**

You must specify at least one search criterion while searching for an expiration cycle extended lookup.

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

### Related Topics

For more information on...	See...
<b>Expiration Cycle Extendable Lookup</b> screen	<a href="#">Expiration Cycle Extendable Lookup</a> on page 1823
<b>Extendable Lookup</b> screen	<a href="#">Extendable Lookup (Expiration Cycle)</a> on page 1824
<b>Extendable Lookup Value List</b> zone	<a href="#">Extendable Lookup Value List</a> on page 1824

## Extendable Lookup (Expiration Cycle)

Once you create an expiration cycle, the **Extendable Lookup** (Expiration Cycle) screen allows you to:

- Edit the details of an expiration cycle
- Copy an expiration cycle
- Delete an expiration cycle
- View the details of an expiration cycle

This screen contains the following zones:




- [Extendable Lookup Value List](#) on page 1824
- [Extendable Lookup Value](#) on page 1825


### Extendable Lookup Value List

The **Extendable Lookup Value List** zone allows you to view the list of expiration cycle extended lookup values that are already defined in the system.

This zone contains the following columns:

Column Name	Column Description
Value	Displays the expiration cycle extended lookup value.

Column Name	Column Description
Description	Displays the description of the expiration cycle extended lookup value.
Detailed Description	Displays the additional information about the expiration cycle extended lookup value.
Owner	Displays the owner of the expiration cycle extended lookup value.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Expiration Cycle</b> screen appears where you can edit the details of the expiration cycle extended lookup value.
Duplicate	On clicking the <b>Duplicate</b> (  ) icon, the <b>Expiration Cycle</b> screen appears where you can define a expiration cycle extended lookup value using an existing expiration cycle extended lookup value.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the expiration cycle extended lookup value.

On clicking the **Broadcast** () icon corresponding to the expiration cycle extended lookup value, the **Extendable Lookup Value** zone appear with the details of the respective expiration cycle extended lookup value.

You can filter the list using the **Value** or **Description** fields available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** () icon in the upper right corner of this zone.

### Related Topics

For more information on...	See...
<b>Extendable Lookup Value</b> zone	<a href="#">Extendable Lookup Value</a> on page 1825
How to edit an expiration cycle	<a href="#">Editing an Expiration Cycle</a> on page 1827
How to copy an expiration cycle	<a href="#">Copying an Expiration Cycle</a> on page 1829
How to delete an expiration cycle	<a href="#">Deleting an Expiration Cycle</a> on page 1828
How to view the details of an expiration cycle	<a href="#">Viewing the Expiration Cycle Details</a> on page 1830

## Extendable Lookup Value

The **Extendable Lookup Value** zone allows you to view the details of the expiration cycle extended lookup value. This zone contains the following section:

- **Main** – This section allows you to view the details of the expiration cycle extended lookup value. It contains the following fields:

Field Name	Field Description
Expiration Cycle	Displays the expiration cycle extended lookup value.
Description	Displays the description of the expiration cycle extended lookup value.
Override Description	Displays the overridden description of the expiration cycle extended lookup value.
Detailed Description	Displays the additional information about the expiration cycle extended lookup value.
Status	Displays the status of expiration cycle extended lookup value.


Field Name	Field Description
Duration Unit	Displays the duration unit of the expiration cycle extended lookup value.
Duration Value	Displays the period till when the expiration cycle extended lookup value is active.
Consider Holiday	Displays whether to consider holidays or not while calculating the duration value.

- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the expiration cycle extended lookup value.
Delete	Used to delete the expiration cycle extended lookup value.
Duplicate	Used to create a new expiration cycle extended lookup value using an existing expiration cycle extended lookup value.

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the expiration cycle extended lookup value is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears with the details of the respective business object.
Owner	Indicates the person or entity that created the expiration cycle business object.

By default, the **Extendable Lookup Value** zone does not appear in the **Extendable Lookup** screen. It appears only when you click the **Broadcast**  icon corresponding to the extendable lookup value of the **Extendable Lookup Value List** zone.

### Related Topics

For more information on...	See...
How to edit an expiration cycle	<a href="#">Editing an Expiration Cycle</a> on page 1827
How to copy an expiration cycle	<a href="#">Copying an Expiration Cycle</a> on page 1829
How to delete an expiration cycle	<a href="#">Deleting an Expiration Cycle</a> on page 1828

## Defining an Expiration Cycle

### Procedure

To define an expiration cycle:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **E** and then click **Extended Lookup**.  
The **Extended Lookup Query** screen appears.

- Search for **C1-EXPCYCLE** business object.
- In the **Search Results** section, click the **Description** link corresponding to the **C1-EXPCYCLE** business object.

The **Extended Lookup** screen appears.

- Click the **Add** button in the **Page Title** area of the **Extended Lookup** screen.

The **Expiration Cycle** screen appears. It contains the following section:

- Main** – Used to specify basic details about the expiration cycle.

**Main** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Expiration Cycle	Used to specify the value of expiration cycle.	Yes
Description	Used to specify the description of the expiration cycle.	Yes
Override Description	Used to specify the override description of the expiration cycle.	No
Detailed Description	Used to specify the additional information about the expiration cycle.	No
Status	Used to indicate the status of the expiration cycle.	No
Duration Unit	Used to indicate the duration unit of the expiration cycle.	Yes
Duration Value	Used to indicate the period till when the expiration cycle is active.	Yes
Consider Holiday	Used to indicate whether to consider the holiday while calculating the duration value.	No

- Enter the required details.
- Click **Save**.

The expiration cycle is defined.

### **Related Topics**

For more information on...	See...
<b>Extended Lookup</b> (expiration cycle) screen	<a href="#">Extendable Lookup (Expiration Cycle)</a> on page 1824

## **Editing an Expiration Cycle**

### **Procedure**

To edit an expiration cycle:

- Search for the **C1-EXPCYCLE** business object in the **Extended Lookup Query** screen.
- In the **Search Results** section, click the **Description** link corresponding to the **C1-EXPCYCLE** business object.

The **Extended Lookup** screen appears.

- In the **Extended Lookup Value List** zone, click the **Edit** (✎) icon in the **Edit** column corresponding to the extended lookup value whose details you want to edit.

The **Expiration Cycle** screen appears. It contains the following section:

- Main** – Used to specify basic details about the expiration cycle.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Expiration Cycle	Used to specify the value of expiration cycle.	Yes
Description	Used to specify the description of the expiration cycle.	Yes
Override Description	Used to specify the override description of the expiration cycle.	No
Detailed Description	Used to specify the additional information about the expiration cycle.	No
Status	Used to indicate the status of the expiration cycle.	No
Duration Unit	Used to indicate the duration unit of the expiration cycle.	Yes
Duration Value	Used to indicate the period till when the expiration cycle is active.	Yes
Consider Holiday	Used to indicate whether to consider the holiday while calculating the duration value.	No

**Tip:** Alternatively, you can click the **Edit** button in the **Extended Lookup Value** zone to edit the details of the expiration cycle.

- Modify the details, if required.
- Click **Save**.

The changes made to the expiration cycle are saved.

#### Related Topics

For more information on...	See...
<b>Expiration Cycle Extended Lookup</b> screen	<a href="#">Expiration Cycle Extendable Lookup</a> on page 1823
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Expiration Cycle)</a> on page 1824
<b>Extended Lookup Value</b> zone	<a href="#">Extendable Lookup Value</a> on page 1825

## Deleting an Expiration Cycle


### Procedure

To delete an expiration cycle:



1. Search for the **C1-EXPCYCLE** business object in the **Extended Lookup Query** screen.
2. In the **Search Results** section, click the **Description** link corresponding to the **C1-EXPCYCLE** business object.

The **Extended Lookup** screen appears.

3. In the **Extended Lookup Value List** zone, click the , click the **Delete** () icon in the **Delete** column corresponding to the expiration cycle that you want to delete.

A message appears confirming whether you want to delete the expiration cycle.

**Tip:** Alternatively, you can click the **Delete** button in the **Extended Lookup Value** zone to delete the expiration cycle.

4. Click **OK**.

The expiration cycle is deleted.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Expiration Cycle Extended Lookup</b> screen	<a href="#">Expiration Cycle Extendable Lookup</a> on page 1823
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Expiration Cycle)</a> on page 1824
<b>Extended Lookup Value</b> zone	<a href="#">Extendable Lookup Value</a> on page 1825

## **Copying an Expiration Cycle**

Instead of creating an expiration cycle from scratch, you can create a new expiration cycle using an existing expiration cycle. This is possible through copying an expiration cycle. On copying an expiration cycle, the details are copied to the new expiration cycle. You can then edit the details, if required.

### **Prerequisites**

To copy an expiration cycle, you should have:


- Expiration cycle (whose copy you want to create) defined in the application
- Expiration cycle business objects defined in the application

### **Procedure**

To copy an expiration cycle:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **E** and then click **Extended Lookup**.  
The **Extended Lookup Query** screen appears.
3. Search for **C1-EXPCYCLE** business object.
4. In the **Search Results** section, click the **Description** link corresponding to the **C1-EXPCYCLE** business object.

The **Extended Lookup** screen appears.

5. In the **Extended Lookup Value List** zone, click the **Duplicate** () icon in the **Duplicate** column corresponding to the expiration cycle whose copy you want to create.

The **Expiration Cycle** screen appears. It contains the following section:

- **Main** – Used to specify basic details about the expiration cycle.

**Main** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Expiration Cycle	Used to specify the value of expiration cycle.	Yes
Description	Used to specify the description of the expiration cycle.	Yes
Override Description	Used to specify the override description of the expiration cycle.	No
Detailed Description	Used to specify the additional information about the expiration cycle.	No
Status	Used to indicate the status of the expiration cycle.	No
Duration Unit	Used to indicate the duration unit of the expiration cycle.	Yes
Duration Value	Used to indicate the period till when the expiration cycle is active.	Yes
Consider Holiday	Used to indicate whether to consider the holiday while calculating the duration value.	No

**Tip:** Alternatively, you can click the **Duplicate** button in the **Extended Lookup Value** zone to create a copy of the expiration cycle.

6. Enter the required details.
7. Click **Save**.

The new expiration cycle is defined.

### **Related Topics**

For more information on...	See...
<b>Expiration Cycle Extended Lookup</b> screen	<a href="#">Expiration Cycle Extendable Lookup</a> on page 1823
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Expiration Cycle)</a> on page 1824
<b>Extended Lookup Value</b> zone	<a href="#">Extendable Lookup Value</a> on page 1825

## **Viewing the Expiration Cycle Details**


### **Procedure**

To view the details of a expiration cycle:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **E** and then click **Extended Lookup**.  
The **Extended Lookup Query** screen appears.

3. Search for **C1-EXPCYCLE** business object.

The **Extended Lookup** screen appears.

4. In the **Extended Lookup Value List** zone, click the **Broadcast**  icon corresponding to the expiration cycle whose details you want to view.

The **Extended Lookup Value** zone appears.

5. View the details of the expiration cycle extended lookup values in the **Extended Lookup Value** zone.

### Related Topics

For more information on...	See...
<b>Expiration Cycle Extended Lookup</b> screen	<a href="#">Expiration Cycle Extendable Lookup</a> on page 1823
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Expiration Cycle)</a> on page 1824
<b>Extended Lookup Value</b> zone	<a href="#">Extendable Lookup Value</a> on page 1825

## Distribution Hierarchy Extendable Lookup

The **Distribution Hierarchy Extendable Lookup** screen allows you to search for a distribution hierarchy. A distribution hierarchy is an extendable lookup reference object which indicates the list of hierarchies that should be considered while deriving accounts for offsetting the credit or debit amount on the financial transaction distribution object. This screen contains the following zone:

- [Extendable Lookup Search](#) on page 1831

### Extendable Lookup Search

The **Extendable Lookup Search** zone allows you to search the details of distribution hierarchy business object. This zone contains the following two sections:

- **Search Criteria** – This section contains the following fields:

Field Name	Field Description
Business Object	Used to search the distribution hierarchy business object.
Description	Used to search the distribution hierarchy business object with a particular description.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Business Object	Displays the business object.
Description	Displays information about the business object.
	<b>Note:</b> It has a link. On clicking the link, the <b>Extendable Lookup</b> screen appears where you can view the details of the respective business object.

**Note:** You must specify at least one search criterion while searching for the distribution hierarchy business object.

### Related Topics

For more information on...	See...
<b>Extendable Lookup</b> screen	<a href="#">Extendable Lookup (Distribution Hierarchy)</a> on page 1832
How to search for a distribution hierarchy	<a href="#">Searching for a Distribution Hierarchy Extendable Lookup</a> on page 1832

## Searching for a Distribution Hierarchy Extendable Lookup

### Prerequisites

To search for a distribution hierarchy extended lookup, you should have:

- Distribution hierarchy extended lookup defined in the application.

### Procedure

To search for a distribution hierarchy extended lookup:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **E** and then click **Extendable Lookup**.  
The **Extendable Lookup Query** screen appears.
3. Search for **C1-HIERARCHY** business object.
4. In the **Search Results** section, click the **Description** link corresponding to the **C1-HIERARCHY** business object.  
The **Extended Lookup** screen appears.
5. View the list of distribution hierarchy extended lookup values in the **Extendable Lookup Value List** zone.

#### **Note:**

You must specify at least one search criterion while searching for a distribution hierarchy extended lookup.

ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

### Related Topics

For more information on...	See...
<b>Distribution Hierarchy Extendable Lookup</b> screen	<a href="#">Distribution Hierarchy Extendable Lookup</a> on page 1831
<b>Extendable Lookup</b> screen	<a href="#">Extendable Lookup (Distribution Hierarchy)</a> on page 1832
<b>Extendable Lookup Value List</b> zone	<a href="#">Extendable Lookup Value List</a> on page 1833

## Extendable Lookup (Distribution Hierarchy)




The **Extendable Lookup** (Distribution Hierarchy) screen allows you to add, edit, copy, and delete a distribution hierarchy. This screen contains the following zones:


- [Extendable Lookup Value List](#) on page 1833
- [Extendable Lookup Value](#) on page 1833

## Extendable Lookup Value List

The **Extendable Lookup Value List** zone allows you to view the list of distribution hierarchy extended lookup values that are already defined in the system.

This zone contains the following columns:

Column Name	Column Description
Value	Displays the distribution hierarchy extended lookup value.
Description	Displays the description of the distribution hierarchy extended lookup value.
Detailed Description	Displays the additional information about distribution hierarchy extended lookup value.
Owner	Displays the person or entity that created the distribution hierarchy extended lookup value.
Edit	On clicking the <b>Edit</b> (  ) icon, the <b>Distribution Hierarchy</b> screen appears where you can edit the details of the distribution hierarchy extended lookup value.
Duplicate	On clicking the <b>Duplicate</b> (  ) icon, the <b>Hierarchy</b> screen appears where you can define a distribution hierarchy extended lookup value using an existing distribution hierarchy extended lookup value.
Delete	On clicking the <b>Delete</b> (  ) icon, you can delete the distribution hierarchy extended lookup value.

On clicking the **Broadcast** () icon corresponding to the distribution hierarchy extended lookup value, the **Extendable Lookup Value** zone appear with the details of the respective distribution hierarchy extended lookup value.

You can filter the list using the **Value** or **Description** fields available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** () icon in the upper right corner of this zone.

### Related Topics

For more information on...	See...
How to edit a distribution hierarchy	<a href="#">Editing a Distribution Hierarchy</a> on page 1836
How to copy a distribution hierarchy	<a href="#">Copying a Distribution Hierarchy</a> on page 1838
How to delete a distribution hierarchy	<a href="#">Deleting a Distribution Hierarchy</a> on page 1837
How to view the details of a distribution hierarchy	<a href="#">Viewing the Distribution Hierarchy Details</a> on page 1840

## Extendable Lookup Value

The **Extendable Lookup Value** zone allows you to view the details of the distribution hierarchy extended lookup value. This zone consists of the following section:

- **Main** – This section lists the distribution hierarchy extended lookup values. It contains the following fields:

Field Name	Field Description
Hierarchy Code	Displays the unique hierarchy code.

Field Name	Field Description
Parent Person Relationship Type	Displays the person relationship type used for going in parent hierarchy.
Child Person Relationship Type	Displays the person relationship type used for going in child hierarchy.
Description	Displays the description of the distribution hierarchy extended lookup value.
Override Description	Displays the overridden description of the distribution hierarchy extended lookup value.
Detailed Description	Displays the additional information about the distribution hierarchy extended lookup value.
Status	Displays the status of the distribution hierarchy extended lookup value.

- **Hierarchy List** – This section lists the hierarchy of the distribution. It contains the following columns:


Column Name	Column Description
Sequence	Displays the order of priority according to which the distribution will be made in hierarchy.
Value	Displays the value of hierarchy.

- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the distribution hierarchy extended lookup value.
Delete	Used to delete the distribution hierarchy extended lookup value.
Duplicate	Used to create a new distribution hierarchy extended lookup value using an existing distribution hierarchy extended lookup value.

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the distribution hierarchy extended lookup value is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears with the details of the respective business object.
Owner	Indicates the person or entity that created the distribution hierarchy business object.

By default, the **Extendable Lookup Value** zone does not appear in the **Extendable Lookup** screen. It appears only when you click the **Broadcast**  icon corresponding to the extendable lookup value of the **Extendable Lookup Value List** zone.

### Related Topics

For more information on...	See...
How to edit a distribution hierarchy	<a href="#">Editing a Distribution Hierarchy</a> on page 1836

For more information on...	See...
How to copy a distribution hierarchy	<a href="#">Copying a Distribution Hierarchy</a> on page 1838
How to delete a distribution hierarchy	<a href="#">Deleting a Distribution Hierarchy</a> on page 1837
How to view the details of a distribution hierarchy	<a href="#">Viewing the Distribution Hierarchy Details</a> on page 1840

## Defining a Distribution Hierarchy

### Procedure

To define a distribution hierarchy:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **E** and then click **Extended Lookup**.  
The **Extended Lookup Query** screen appears.
3. Search for **C1-HIERARCHY** business object.
4. In the **Search Results** section, click the **Description** link corresponding to the **C1-HIERARCHY** business object.

The **Extended Lookup** screen appears.

5. Click the **Add** button in the **Page Title** area of the **Extended Lookup** screen.

The **Hierarchy** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the distribution hierarchy.
- **Hierarchy List** – Used to specify the hierarchy of the distribution.

**Main** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hierarchy Code	Displays the unique hierarchy code.	Yes
Parent Person Relationship Type	Displays the person relationship type used for going in parent hierarchy.	No
Child Person Relationship Type	Displays the person relationship type used for going in child hierarchy.	No
Description	Displays the description of the distribution hierarchy extended lookup value.	Yes
Override Description	Displays the overridden description of the distribution hierarchy extended lookup value.	No
Detailed Description	Displays the additional information about the distribution hierarchy extended lookup value.	No
Status	Displays the status of the distribution hierarchy extended lookup value.	No

**Hierarchy List** – This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Used to indicate the order of priority according to which the distribution will be made in hierarchy.	Yes
Value	Used to specify the value of hierarchy.	Yes

**Note:**

You must specify at least one hierarchy list while defining a distribution hierarchy.

If you want to specify more than one hierarchy within the hierarchy list, click the **Add** (+) icon in the **Hierarchy List** section and then specify the details. However, if you want to remove a hierarchy from the hierarchy list, click the **Delete** (🗑️) icon corresponding to the hierarchy.

- Enter the required details.
- Click **Save**.

The distribution hierarchy is defined.

**Related Topics**

For more information on...	See...
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Distribution Hierarchy)</a> on page 1832

**Editing a Distribution Hierarchy****Procedure**

To edit a distribution hierarchy:

- Search for the **C1-HIERARCHY** business object in the **Extended Lookup Query** screen.
- In the **Search Results** section, click the **Description** link corresponding to the **C1-HIERARCHY** business object.  
The **Extended Lookup** screen appears.
- In the **Extended Lookup Value List** zone, click the **Edit** (🖋️) icon in the **Edit** column corresponding to the extended lookup value whose details you want to edit.

The **Hierarchy** screen appears. It contains the following sections:

- Main** – Used to specify basic details about the distribution hierarchy.
- Hierarchy List** – Used to specify the hierarchy of the distribution.

**Main** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hierarchy Code	Displays the unique hierarchy code.	Yes
Parent Person Relationship Type	Displays the person relationship type used for going in parent hierarchy.	No
Child Person Relationship Type	Displays the person relationship type used for going in child hierarchy.	No



Field Name	Field Description	Mandatory (Yes or No)
Description	Displays the description of the distribution hierarchy extended lookup value.	Yes
Override Description	Displays the overridden description of the distribution hierarchy extended lookup value.	No
Detailed Description	Displays the additional information about the distribution hierarchy extended lookup value.	No
Status	Displays the status of the distribution hierarchy extended lookup value.	No

**Hierarchy List** – This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Used to indicate the order of priority according to which the distribution will be made in hierarchy.	Yes
Value	Used to specify the value of hierarchy.	Yes

**Note:**

You must specify at least one hierarchy list while defining a distribution hierarchy.

If you want to specify more than one hierarchy within the hierarchy list, click the **Add** (+) icon in the **Hierarchy List** section and then specify the details. However, if you want to remove a hierarchy from the hierarchy list, click the **Delete** (🗑️) icon corresponding to the hierarchy.

**Tip:** Alternatively, you can click the **Edit** button in the **Extended Lookup Value** zone to edit the details of the distribution hierarchy.

4. Modify the details, if required.
5. Add to the hierarchy list, if required.
6. Click **Save**.

The changes made to the distribution hierarchy are saved.

**Related Topics**

For more information on...	See...
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Distribution Hierarchy)</a> on page 1832

## Deleting a Distribution Hierarchy

**Procedure**

To delete a distribution hierarchy:

1. Search for the **C1-HIERARCHY** business object in the **Extended Lookup Query** screen.

- In the **Search Results** section, click the **Description** link corresponding to the **C1-HIERARCHY** business object.

The **Extended Lookup** screen appears.

- In the **Extended Lookup Value List** zone, click the **Delete** () icon in the **Delete** column corresponding to the distribution hierarchy that you want to delete.

A message appears confirming whether you want to delete the distribution hierarchy.

**Tip:** Alternatively, you can click the **Delete** button in the **Extended Lookup Value** zone to delete the distribution hierarchy.

- Click **OK**.

The distribution hierarchy is deleted.

### Related Topics

For more information on...	See...
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Distribution Hierarchy)</a> on page 1832

## Copying a Distribution Hierarchy

Instead of creating a distribution hierarchy from scratch, you can create a new distribution hierarchy using an existing distribution hierarchy. This is possible through copying a distribution hierarchy. On copying a distribution hierarchy, the details are copied to the new distribution hierarchy. You can then edit the details, if required.

### Prerequisites

To copy a distribution hierarchy, you should have:

- Distribution hierarchy (whose copy you want to create) defined in the application
- Distribution hierarchy business object defined in the application

### Procedure

To copy a distribution hierarchy:

- Click the **Admin** link in the **Application** toolbar.

A list appears.


- From the **Admin** menu, select **E** and then click **Extended Lookup**.

The **Extended Lookup Query** screen appears.

- Search for **C1-HIERARCHY** business object.

- In the **Search Results** section, click the **Description** link corresponding to the **C1-HIERARCHY** business object.

The **Extended Lookup** screen appears.

- In the **Extended Lookup Value List** zone, click the **Duplicate** () icon in the **Duplicate** column corresponding to the distribution hierarchy whose copy you want to create.

The **Hierarchy** screen appears. It contains the following sections:

- Main** – Used to specify basic details about the distribution hierarchy.
- Hierarchy List** – Used to specify the hierarchy list of distribution.

**Main** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Hierarchy Code	Displays the unique hierarchy code.	Yes
Parent Person Relationship Type	Displays the person relationship type used for going in parent hierarchy.	No
Child Person Relationship Type	Displays the person relationship type used for going in child hierarchy.	No
Description	Displays the description of the distribution hierarchy extended lookup value.	Yes
Override Description	Displays the overridden description of the distribution hierarchy extended lookup value.	No
Detailed Description	Displays the additional information about the distribution hierarchy extended lookup value.	No
Status	Displays the status of the distribution hierarchy extended lookup value.	No

**Hierarchy List** – This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Sequence	Used to indicate the order of priority according to which the distribution will be made in hierarchy.	Yes
Value	Used to specify the value of hierarchy.	Yes

**Note:**

You must specify at least one hierarchy list while defining a distribution hierarchy.

If you want to specify more than one hierarchy within the hierarchy list, click the **Add** (+) icon in the **Hierarchy List** section and then specify the details. However, if you want to remove a hierarchy from the hierarchy list, click the **Delete** (🗑️) icon corresponding to the hierarchy.

**Tip:** Alternatively, you can click the **Duplicate** button in the **Extended Lookup Value** zone to create a copy of the distribution hierarchy.

6. Enter the required details.
7. Add to the hierarchy list, if required.
8. Click **Save**.

The new distribution hierarchy is defined.


**Related Topics**

For more information on...	See...
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Distribution Hierarchy)</a> on page 1832

## Viewing the Distribution Hierarchy Details

### Procedure

To view the details of a distribution hierarchy:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **E** and then click **Extended Lookup**.  
The **Extended Lookup Query** screen appears.
3. Search for **C1-HIERARCHY** business object.
4. In the **Search Results** section, click the **Description** link corresponding to the **C1-HIERARCHY** business object.  
The **Extended Lookup** screen appears.
5. In the **Extended Lookup Value List** zone, click the **Broadcast**  icon corresponding to the distribution hierarchy extended lookup value whose details you want to view.  
The **Extended Lookup Value** zone appears.
6. View the details of the distribution hierarchy in the **Extended Lookup Value** zone.

### Related Topics

For more information on...	See...
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Distribution Hierarchy)</a> on page 1832
<b>Extended Lookup Value List</b> zone	<a href="#">Extendable Lookup Value List</a> on page 1833
<b>Extended Lookup Value</b> zone	<a href="#">Extendable Lookup Value</a> on page 1833

## Financial Transaction Distribution Object Extendable Lookup

The **Financial Transaction Distribution Object Extendable Lookup** screen allows you to search for a financial transaction distribution object. A financial transaction distribution object is an extendable lookup reference object which handles all the information related to the transactional data for a credit or debit that will be distributed or in the middle of distribution. It contains the financial transaction source information, expiration dates of the credit, and recipients. This screen contains the following zone:

- [Extendable Lookup Search](#) on page 1840

### Extendable Lookup Search

The **Extendable Lookup Search** zone allows you to search the details of financial transaction distribution object business object. This zone contains the following two sections:

- **Search Criteria** – This section contains the following fields:

Field Name	Field Description
Business Object	Used to search the financial transaction distribution object business object.

Field Name	Field Description
Description	Used to search the financial transaction distribution object business object with a particular description.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Business Object	Displays the business object.
Description	Displays information about the business object. <b>Note:</b> It has a link. On clicking the link, the <b>Extendable Lookup</b> screen appears where you can view the details of the respective business object.

**Note:** You must specify at least one search criterion while searching for the financial transaction distribution object business object.

### Related Topics

For more information on...	See...
<b>Extendable Lookup</b> screen	<a href="#">Extendable Lookup (Financial Transaction Distribution Object)</a> on page 1841
How to search for a financial transaction distribution object	<a href="#">Searching for a Financial Transaction Distribution Object</a> on page 1851

## Extendable Lookup (Financial Transaction Distribution Object)

The **Extendable Lookup** (Financial Transaction Distribution Object) screen allows you to add, edit, copy, and delete a financial transaction distribution object. This screen contains the following zones:

- [Extendable Lookup Value List](#) on page 1841
- [Extendable Lookup Value](#) on page 1842

### Extendable Lookup Value List

The **Extendable Lookup Value List** zone allows you to view the list of financial transaction distribution object extended lookup values that are already defined in the system..

This zone contains the following columns:

Column Name	Column Description
Value	Displays the financial transaction distribution object extended lookup value.
Description	Displays the description of the financial transaction distribution object extended lookup value.
Detailed Description	Displays the additional information about financial transaction distribution object extended lookup value.
Owner	Displays the person or entity that created the financial transaction distribution object extended lookup value.

Column Name	Column Description
Edit	On clicking the <b>Edit</b> (✎) icon, the <b>Financial Transaction Distribution Object</b> screen appears where you can edit the details of the distribution financial transaction distribution object extended lookup value.
Duplicate	On clicking the <b>Duplicate</b> (📄📄) icon, the <b>Financial Transaction Distribution Object</b> screen appears where you can define a financial transaction distribution object extended lookup value using an existing financial transaction distribution object extended lookup value.
Delete	On clicking the <b>Delete</b> (🗑) icon, you can delete the financial transaction distribution object extended lookup value.

On clicking the **Broadcast** (📡) icon corresponding to the financial transaction distribution object extended lookup value, the **Extendable Lookup Value** zone appear with the details of the respective financial transaction distribution object extended lookup value.

You can filter the list using the **Value** or **Description** fields available in the **Filter** area. By default, the **Filter** area is hidden. You can view the **Filter** area by clicking the **Filters** (🔍) icon in the upper right corner of this zone.

### Related Topics

For more information on...	See...
<b>Extendable Lookup Value</b> zone	<a href="#">Extendable Lookup Value</a> on page 1842
How to edit a financial transaction distribution object	<a href="#">Editing a Financial Transaction Distribution Object</a> on page 1845
How to copy a financial transaction distribution object	<a href="#">Copying a Financial Transaction Distribution Object</a> on page 1847
How to delete a financial transaction distribution object	<a href="#">Deleting a Financial Transaction Distribution Object</a> on page 1846
How to view the details of a financial transaction distribution object	<a href="#">Viewing the Financial Transaction Distribution Object Details</a> on page 1849

## Extendable Lookup Value

The **Extendable Lookup Value** zone allows you to view the details of the financial transaction distribution object extended lookup value. This zone consists of the following sections:

- **Main** – This section lists the financial transaction distribution object extended lookup values. It contains the following fields:

Field Name	Field Description
Financial Transaction Distribution Object Code	Displays the financial transaction distribution object code.
Description	Displays the description of the financial transaction distribution object extended lookup value.
Override Description	Displays the overridden description of the financial transaction distribution object extended lookup value.
Detailed Description	Displays the additional information about the financial transaction distribution object extended lookup value.

Field Name	Field Description
Status	Displays the status of the financial transaction distribution object extended lookup value.

- **Financial Transaction Distribution Type List** – This section lists the financial transaction distribution types associated to a financial transaction distribution object. It contains the following column:


Column Name	Column Description
Financial Transaction Distribution Type	Lists the financial transaction distribution types to be associated to a financial transaction distribution object.  <b>Note:</b> It has a link. On clicking the link, the <b>Financial Transaction Distribution Type</b> screen appears where you can view the details of the respective business object.

- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the financial transaction distribution object extended lookup value.
Delete	Used to delete the financial transaction distribution object extended lookup value.
Duplicate	Used to create a new financial transaction distribution object extended lookup value using an existing financial transaction distribution object extended lookup value.

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the financial transaction distribution object extended lookup value is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Owner	Indicates the person or entity that created the financial transaction distribution object.

By default, the **Extendable Lookup Value** zone does not appear in the **Extendable Lookup** screen. It appears only when you click the **Broadcast**  icon corresponding to the extendable lookup value of the **Extendable Lookup Value List** zone.

### Related Topics

For more information on...	See...
How to edit a financial transaction distribution object	<a href="#">Editing a Financial Transaction Distribution Object</a> on page 1845
How to copy a financial transaction distribution object	<a href="#">Copying a Financial Transaction Distribution Object</a> on page 1847
How to delete a financial transaction distribution object	<a href="#">Deleting a Financial Transaction Distribution Object</a> on page 1846

## Defining a Financial Transaction Distribution Object

### Procedure

To define a financial transaction distribution object:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

2. From the **Admin** menu, select **E** and then click **Extended Lookup**.

The **Extended Lookup Query** screen appears.

3. Search for **C1-FTDISTOBJECT** business object.

4. In the **Search Results** section, click the **Description** link corresponding to the **C1-FTDISTOBJECT** business object.

The **Extended Lookup** screen appears.

5. Click the **Add** button in the **Page Title** area of the **Extended Lookup** screen.

The **Financial Transaction Distribution Object** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the distribution hierarchy.
- **Financial Transaction Distribution Type List** – Used to specify the financial transaction distribution types associated to a financial transaction distribution object.

**Main** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Financial Transaction Distribution Object Code	Used to specify the financial transaction distribution object code.	Yes
Description	Used to specify the description of the financial transaction distribution object extended lookup value.	Yes
Override Description	Used to specify the override description of the financial transaction distribution object extended lookup value.	No
Detailed Description	Used to specify the additional information about the financial transaction distribution object extended lookup value.	No
Status	Used to indicate the status of the financial transaction distribution object extended lookup value.	No

**Financial Transaction Distribution Type List** – This section contains the following column:

Column Name	Column Description	Mandatory (Yes or No)
Financial Transaction Distribution Type	Used to indicate the financial transaction distribution type to be associated to a financial transaction distribution object.	Yes



**Note:**

You must specify at least one financial transaction distribution type while defining a financial transaction distribution object.

If you want to specify more than one financial transaction distribution type within the financial transaction distribution type list, click the **Add** (+) icon in the **Financial Transaction Distribution Type List** section and then specify the details. However, if you want to remove a financial transaction distribution type from the financial transaction distribution type list, click the **Delete** (🗑️) icon corresponding to the financial transaction distribution type.

6. Enter the required details.
7. Click **Save**.

The financial transaction distribution object is defined.

**Related Topics**

For more information on...	See...
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Financial Transaction Distribution Object)</a> on page 1841

**Editing a Financial Transaction Distribution Object****Procedure**

To edit a financial transaction distribution object:

1. Search for the **C1-FTDISTOBJECT** business object in the **Extended Lookup Query** screen.
2. In the **Search Results** section, click the **Description** link corresponding to the **C1-FTDISTOBJECT** business object.

The **Extended Lookup** screen appears.

3. In the **Extended Lookup Value List** zone, click the **Edit** (✎) icon in the **Edit** column corresponding to the extended lookup value whose details you want to edit.

The **Financial Transaction Distribution Object** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the financial transaction distribution object.
- **Financial Transaction Distribution Type List** – Used to specify the financial transaction distribution types associated to a financial transaction distribution object.

**Main** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Financial Transaction Distribution Object Code	Used to specify the financial transaction distribution object code.	Yes
Description	Used to specify the description of the financial transaction distribution object extended lookup value.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Override Description	Used to specify the override description of the financial transaction distribution object extended lookup value.	No
Detailed Description	Used to specify the additional information about the financial transaction distribution object extended lookup value.	No
Status	Used to indicate the status of the financial transaction distribution object extended lookup value.	No

**Financial Transaction Distribution Type List** – This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Financial Transaction Distribution Type	Used to indicate the financial transaction distribution type to be associated to a financial transaction distribution object.	Yes

**Note:**

You must specify at least one financial transaction distribution type while defining a financial transaction distribution object.

If you want to specify more than one financial transaction distribution type within the financial transaction distribution type list, click the **Add** (+) icon in the **Financial Transaction Distribution Type List** section and then specify the details. However, if you want to remove a financial transaction distribution type from the financial transaction distribution type list, click the **Delete** (🗑️) icon corresponding to the financial transaction distribution type.

**Tip:** Alternatively, you can click the **Edit** button in the **Extended Lookup Value** zone to edit the details of the financial transaction distribution object.

4. Modify the details, if required.
5. Add financial transaction distribution type, if required.
6. Click **Save**.

The changes made to the financial transaction distribution object are saved.

#### Related Topics

For more information on...	See...
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Financial Transaction Distribution Object)</a> on page 1841

## Deleting a Financial Transaction Distribution Object


### Procedure

To delete a financial transaction distribution object:

1. Search for the **C1-FTDISTOBJECT** business object in the **Extended Lookup Query** screen.

- In the **Search Results** section, click the **Description** link corresponding to the **C1-FTDISTOBJECT** business object.

The **Extended Lookup** screen appears.

- In the **Extended Lookup Value List** zone, click the **Delete** () icon in the **Delete** column corresponding to the financial transaction distribution object that you want to delete.

A message appears confirming whether you want to delete the financial transaction distribution object.

**Tip:** Alternatively, you can click the **Delete** button in the **Extended Lookup Value** zone to delete the financial transaction distribution object.

- Click **OK**.

The financial transaction distribution object is deleted.

### Related Topics

For more information on...	See...
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Financial Transaction Distribution Object)</a> on page 1841

## Copying a Financial Transaction Distribution Object

Instead of creating a financial transaction distribution object from scratch, you can create a new financial transaction distribution object using an existing financial transaction distribution object: This is possible through copying a financial transaction distribution object. On copying a distribution hierarchy, the details are copied to the new financial transaction distribution object. You can then edit the details, if required.

### Prerequisites

To copy a financial transaction distribution object, you should have:

- Financial transaction distribution object(whose copy you want to create) defined in the application
- Financial transaction distribution object business object defined in the application

### Procedure

To copy a financial transaction distribution object:

- Click the **Admin** link in the **Application** toolbar.

A list appears.


- From the **Admin** menu, select **E** and then click **Extended Lookup**.

The **Extended Lookup Query** screen appears.

- Search for **C1-FTDISTOBJECT** business object.

- In the **Search Results** section, click the **Description** link corresponding to the **C1-FTDISTOBJECT** business object.

The **Extended Lookup** screen appears.

- In the **Extended Lookup Value List** zone, click the **Duplicate** () icon in the **Duplicate** column corresponding to the financial transaction distribution object whose copy you want to create.

The **Financial Transaction Distribution Object** screen appears. It contains the following sections:

- Main** – Used to specify basic details about the financial transaction distribution object.

- **Financial Transaction Distribution Type List** – Used to specify the financial transaction distribution types associated to a financial transaction distribution object.

**Main** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Financial Transaction Distribution Object Code	Used to specify the financial transaction distribution object code.	Yes
Description	Used to specify the description of the financial transaction distribution object extended lookup value.	Yes
Override Description	Used to specify the override description of the financial transaction distribution object extended lookup value.	No
Detailed Description	Used to specify the additional information about the financial transaction distribution object extended lookup value.	No
Status	Used to indicate the status of the financial transaction distribution object extended lookup value.	No

**Financial Transaction Distribution Type List** – This section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Financial Transaction Distribution Type	Used to indicate the financial transaction distribution type to be associated to a financial transaction distribution object.	Yes

**Note:**

You must specify at least one financial transaction distribution type while defining a financial transaction distribution object.

If you want to specify more than one financial transaction distribution type within the financial transaction distribution type list, click the **Add** (+) icon in the **Financial Transaction Distribution Type List** section and then specify the details. However, if you want to remove a financial transaction distribution type from the financial transaction distribution type list, click the **Delete** (🗑️) icon corresponding to the financial transaction distribution type.

**Tip:** Alternatively, you can click the **Duplicate** button in the **Extended Lookup Value** zone to create a copy of the financial transaction distribution object.

6. Enter the required details.
7. Add financial transaction distribution type, if required.
8. Click **Save**.

The new financial transaction distribution object is defined.


**Related Topics**

For more information on...	See...
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Financial Transaction Distribution Object)</a> on page 1841

## Viewing the Financial Transaction Distribution Object Details

### Procedure

To view the details of a financial transaction distribution object:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **E** and then click **Extended Lookup**.  
The **Extended Lookup Query** screen appears.
3. Search for **C1-FTDISTOBJECT** business object.
4. In the **Search Results** section, click the **Description** link corresponding to the **C1-FTDISTOBJECT** business object.  
The **Extended Lookup** screen appears.
5. In the **Extended Lookup Value List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution object extended lookup value whose details you want to view.  
The **Extended Lookup Value** zone appears.
6. View the details of the financial transaction distribution object in the **Extended Lookup Value** zone.

### Related Topics

For more information on...	See...
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Financial Transaction Distribution Object)</a> on page 1841
<b>Extended Lookup Value List</b> zone	<a href="#">Extendable Lookup Value List</a> on page 1841
<b>Extended Lookup Value</b> zone	<a href="#">Extendable Lookup Value</a> on page 1842

## Financial Transaction Distribution (Used for Searching)



The **Financial Transaction Distribution** screen allows you to search a financial transaction distribution object using various search criteria. This screen contains the following zone:

- [Financial Transaction Distribution Search](#) on page 1849

### Financial Transaction Distribution Search

The **Financial Transaction Distribution Search** zone allows you to search the details of the financial transaction distribution using various search criteria. This zone contains the following two sections:

- **Search Criteria** – This section contains the following fields:

Field Name	Field Description
Search By	Used to indicate whether you want to search for financial transaction distribution object using which of the following options: <ul style="list-style-type: none"> <li>• FT Distribution Type/Status/Expiry Date</li> <li>• FT Distribution ID</li> </ul>
FT Distribution ID	Used to specify the financial transaction distribution ID.  <b>Note:</b> This field appears only when you select the <b>FT Distribution ID</b> option from the <b>Search By</b> list.
FT Distribution Type	Used to indicate the financial transaction distribution type against which the object is created.  <b>Note:</b> This field appears only when you select the <b>FT Distribution Type/Status/Expiry Date</b> option from the <b>Search By</b> list.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Financial Transaction Distribution Type FK Search</b> window appears.
FT Object Type	Used to indicate the business object that was used to create the financial transaction distribution type.  <b>Note:</b> This field appears only when you select the <b>FT Distribution Type/Status/Expiry Date</b> option from the <b>Search By</b> list.
Contract	Used to specify the contract on which financial transaction distribution object is created.  <b>Note:</b> This field appears only when you select the <b>FT Distribution Type/Status/Expiry Date</b> option from the <b>Search By</b> list.  The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Contract Search</b> window appears.
Expiration Date	Used to specify the credit expiration date of the financial transaction distribution object.  <b>Note:</b> This field appears only when you select the <b>FT Distribution Type/Status/Expiry Date</b> option from the <b>Search By</b> list.
Status	Used to indicate the status of the financial transaction distribution object.  <b>Note:</b> This field appears only when you select the <b>FT Distribution Type/Status/Expiry Date</b> option from the <b>Search By</b> list.

- **Search Results** — On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Information	Indicates the information about the financial transaction distribution object.
	<b>Note:</b> It has a link. On clicking the link, the <b>Financial Transaction Distribution</b> screen appears with the details of the respective financial transaction distribution.
Status	Indicates the status of financial transaction distribution object.
Financial Transaction Distribution Type	Indicates the financial transaction distribution type information against which the object is created.
	<b>Note:</b> It has a link. On clicking the link, the <b>Financial Transaction Distribution Type</b> screen appears where you can view the details of the respective financial transaction distribution type.
Contract	Indicates the contract information on which the financial transaction distribution object is created.
	<b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears with the details of the respective contract.
Create Date Time	Displays the date and time when the financial transaction distribution object is created.
Expiration Date	Displays the expiration date of the financial transaction distribution object.

### Related Topics

For more information on...	See...
<b>Financial Transaction Distribution</b> screen	<a href="#">Financial Transaction Distribution (Used for Viewing)</a> on page 1852
How to search for a financial transaction distribution	<a href="#">Searching for a Financial Transaction Distribution Object</a> on page 1851

## Searching for a Financial Transaction Distribution Object

### Prerequisites

To search for a financial transaction distribution, you should have:

- Financial transaction distribution types defined in the application.

### Procedure

To search for a financial transaction distribution:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Financial** and then click **Financial Transaction Distribution**.  
The **Financial Transaction Distribution** screen appears.
3. Enter the search criteria in the **Financial Transaction Distribution Search** zone depending on whether you want to search for a financial transaction distribution.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. The '%' wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required. In case of **Financial Transaction Distribution ID**, wild card search is not supported.


### Related Topics

For more information on...	See...
<b>Financial Transaction Distribution</b> screen	<a href="#">Financial Transaction Distribution (Used for Viewing)</a> on page 1852
<b>Financial Transaction Distribution Search</b> zone	<a href="#">Financial Transaction Distribution Search</a> on page 1849

## Viewing the Financial Transaction Distribution Object Details

### Procedure

To view the details of a financial transaction distribution object:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **E** and then click **Extended Lookup**.  
The **Extended Lookup Query** screen appears.
3. Search for **C1-FTDISTOBJECT** business object.
4. In the **Search Results** section, click the **Description** link corresponding to the **C1-FTDISTOBJECT** business object.  
The **Extended Lookup** screen appears.
5. In the **Extended Lookup Value List** zone, click the **Broadcast**  icon corresponding to the financial transaction distribution object extended lookup value whose details you want to view.  
The **Extended Lookup Value** zone appears.
6. View the details of the financial transaction distribution object in the **Extended Lookup Value** zone.

### Related Topics

For more information on...	See...
<b>Extended Lookup</b> screen	<a href="#">Extendable Lookup (Financial Transaction Distribution Object)</a> on page 1841
<b>Extended Lookup Value List</b> zone	<a href="#">Extendable Lookup Value List</a> on page 1841
<b>Extended Lookup Value</b> zone	<a href="#">Extendable Lookup Value</a> on page 1842

## Financial Transaction Distribution (Used for Viewing)

The **Financial Transaction Distribution** screen allows you to view the details of the financial transaction distribution. This screen consists of the following tabs:

- [Financial Transaction Distribution - Main](#) on page 1853



- [Financial Transaction Distribution - Log](#) on page 1855

## Financial Transaction Distribution - Main



The **Main** tab on the **Financial Transaction Distribution** screen contains the following zone:

- [Financial Transaction Distribution](#) on page 1853

### Financial Transaction Distribution

The **Financial Transaction Distribution** zone displays the details of the financial transaction distribution types that are already defined in the system. This zone consists of the following sections:

- **Main** – This section provides basic information about the financial transaction distribution type. It contains the following fields:

Field Name	Field Description
Information	Indicates the information about the financial transaction distribution object.
FT Distribution Type	<p>Displays the financial transaction distribution type.</p> <p><b>Note:</b></p> <p>It has a link. On clicking the link, the <b>Financial Transaction Distribution Type</b> screen appears with the details of the respective financial transaction distribution type.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Financial Transaction Distribution Type FK Search</b> window appears.</p>
Account	<p>Indicates the account on which the financial transaction distribution object is distributed. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.</p>
Contract	<p>Indicates the contract on which the financial transaction distribution object is distributed. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.</p> <p><b>Note:</b></p> <p>It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective account.</p> <p>The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Contract Search</b> window appears.</p>
Status	Indicates the status of the financial transaction distribution object.
Financial Transaction ID	Displays the financial transaction ID.

Field Name	Field Description
Bill segment	Indicates the bill segment information on which the financial transaction distribution object is distributed. a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Bill Segment</b> screen appears where you can view the details of the respective bill segment.
Amount	Displays the distributed amount.
Expiration Date	Displays the expiration date of the financial transaction distribution object.

- **Distribution List** – This section displays the distribution list of the financial transaction distribution object. It contains the following columns:

Column Name	Column Description
Account	Indicates the account on which the financial transaction distribution object is distributed. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Contract	Indicates the contract on which the financial transaction distribution object is distributed. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective account.
Transfer Adjustment	Indicates the transfer adjustments made on the financial transaction distribution object.
Distribution Amount	Displays the distributed amount.

- **Characteristics** – This section lists the characteristics defined for the financial transaction distribution type. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the characteristic is effective for the financial transaction distribution object.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the financial transaction distribution object is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Status Date/Time	Displays the date and time when the financial transaction distribution object status is updated.
Create Date/Time	Displays the date and time when the financial transaction distribution object is created.

### Related Topics

For more information on...	See...
How to search a financial transaction distribution	<a href="#">Searching for a Financial Transaction Distribution Object</a> on page 1851
How to view the details of a financial transaction distribution	<a href="#">Viewing the Financial Transaction Distribution Details</a>

## Financial Transaction Distribution - Log

The **Log** tab contains the following zone:

- [Financial Transaction Distribution Log](#) on page 1855

### Financial Transaction Distribution Log

The **Financial Transaction Distribution Log** zone on the **Financial Transaction Distribution** screen lists the complete trail of actions performed on the financial transaction distribution object. This zone contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the financial transaction distribution object.
Details	Displays the details about the action performed on the financial transaction distribution object.
User	Indicates the user who has performed the action on the financial transaction distribution object.
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the financial transaction distribution object.
Status Reason	Displays the status reason of action performed on the financial transaction distribution object.

**Note:** You can manually add a log entry for the financial transaction distribution object by clicking the **Add Log Entry** link in the upper right corner of the **Financial Transaction Distribution** zone.

The **Add Log Entry** window appears. Enter **Log Details** and click **Save**. The financial transaction distribution object log is added.

**Related Topics**

For more information on...	See...
How to view the log of a financial transaction distribution	<a href="#">Viewing the Log of a Financial Transaction Distribution</a> on page 1856

**Viewing the Log of a Financial Transaction Distribution****Procedure**

To view the log of a financial transaction distribution:

1. Search for the financial transaction distribution object in the **Financial Transaction Distribution** screen.
2. In the **Search Results** section, click the link in the **Information** column corresponding to the financial transaction distribution object whose log you want to view.

The **Financial Transaction Distribution** screen appears. It consists of the following tabs:

- **Main** – Displays information about the financial transaction distribution. It contains the following zone:
  - **Financial Transaction Distribution** – Displays information about the financial transaction distribution object.
- **Log** – Lists the complete trail of actions performed on the financial transaction distribution object. This tab contains the following zone:
  - **Financial Transaction Distribution Log** – Displays the trail of actions performed on the particular financial transaction distribution object.

3. Click the **Log** tab.

4. View the log of a financial transaction distribution in the **Financial Transaction Distribution Log** zone.

**Related Topics**

For more information on...	See...
<b>Financial Transaction Distribution Log</b> zone	<a href="#">Financial Transaction Distribution Log</a> on page 1855
How to search for a financial transaction distribution	<a href="#">Searching for a Financial Transaction Distribution Object</a> on page 1851
How to add a log entry for a financial transaction distribution	<a href="#">Adding a Log Entry for a Financial Transaction Distribution</a> on page 1856

**Adding a Log Entry for a Financial Transaction Distribution****Procedure**

To add a log entry for a financial transaction distribution:

1. Search for the financial transaction distribution object in the **Financial Transaction Distribution** screen.
2. In the **Search Results** section, click the link in the **Information** column corresponding to the financial transaction distribution whose log you want to edit.

The **Financial Transaction Distribution** screen appears. It consists of the following tabs:

- **Main** – Displays information about the financial transaction distribution. It contains the following zone:
  - **Financial Transaction Distribution** – Displays information about the financial transaction distribution object.

- **Log** – Lists the complete trail of actions performed on the financial transaction distribution object. This tab contains the following zone:
  - **Financial Transaction Distribution Log** – Displays the trail of actions performed on the particular financial transaction distribution object.

3. Click the **Log** tab.

The **Log** tab appears.

4. Click the **Add Log Entry** link in the upper right corner of the **Financial Transaction Distribution Log** zone.

The **Add Log Entry** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Financial Transaction Distribution	Displays information about the financial transaction distribution object.	Not applicable
Log Details	Used to specify additional comments on the financial transaction distribution object.	Yes

5. Enter the comments in the **Log Details** field.

6. Click **Save**.

The log entry is added in the **Financial Transaction Distribution Log** zone.

**Related Topics**

For more information on...	See...
How to search for a financial transaction distribution	<a href="#">Searching for a Financial Transaction Distribution Object</a> on page 1851



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# Chapter

# 33

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## Deferred Revenue Recognition

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### Topics:

- [Prerequisites](#)
- [Deferred Revenue Recognition Status Transition](#)
- [Algorithms Used in Deferred Revenue Recognition](#)
- [Deferred Revenue Recognition Template \(Used for Searching\)](#)
- [Deferred Revenue Recognition Template \(Used for Viewing\)](#)
- [Deferred Revenue Recognition \(Used for Searching\)](#)
- [Deferred Revenue Recognition \(Used for Viewing\)](#)

Most often, insurance company bill policies in installments, but Accounts Receivable (AR) and revenue for the total premium are booked as new business in the beginning of the policy term. Regulations, restrictions, or company policies may require that revenue for the total premium must be initially booked to the general ledger as deferred revenue. As time passes, the deferred revenue is realized as earned revenue. For example, the total premium for six months auto-policy (July 1 to Dec 31) is \$1200. When this new business is booked, the revenue of \$1200 is initially booked as deferred revenue. However, on July 31, August 31, September 30, October 31, November 30, and December 31, \$200 must be transferred from deferred revenue GL to earned revenue GL. In order to manage this process, adjustments are created that transfer amount from deferred revenue GL to earned revenue GL.

A deferred revenue recognition schedule determines when these deferred revenue recognition adjustments must be created and posted. On the recognition date, the deferred revenue recognition adjustment is created to transfer a portion of deferred revenue to earned revenue. The corresponding financial transaction does not impact customer's account balance.

You need to create a deferred revenue recognition template for each distribution code and contract type combination for which you want to create a deferred revenue recognition (when the bill segment and adjustment financial transactions created against the respective contracts are frozen). It is the deferred revenue recognition template which helps the system to determine:

- Adjustment type using which the adjustment should be created when the deferred revenue is recognized
- Whether the recognition amount and date in the deferred revenue recognition schedule are editable until recognized
- Whether the deferred revenue recognition schedule must be generated automatically or manually
- Whether the deferred revenue must be recognized daily, weekly, or monthly
- Whether the deferred revenue amount must be prorated when the recognition schedule is set to Monthly
- Algorithm using which the recognition lines in the deferred revenue recognition schedule should be created
- Algorithm using which the adjustment must be generated when the deferred revenue is recognized

During the deferred revenue recognition process, a deferred revenue recognition creation goes through various statuses in its lifecycle. For more information

about the deferred revenue recognition statuses, see [Deferred Revenue Recognition Status Transition](#) on page 1861.

**Note:** The lifecycle of a deferred revenue recognition creation is driven by the respective business object using which the deferred revenue recognition is generated. The deferred revenue recognition feature explained in this document is articulated based on the lifecycle and logic defined in the business objects.

For more information on how to setup the deferred revenue recognition process, see [Prerequisites](#) on page 1861.



## Prerequisites

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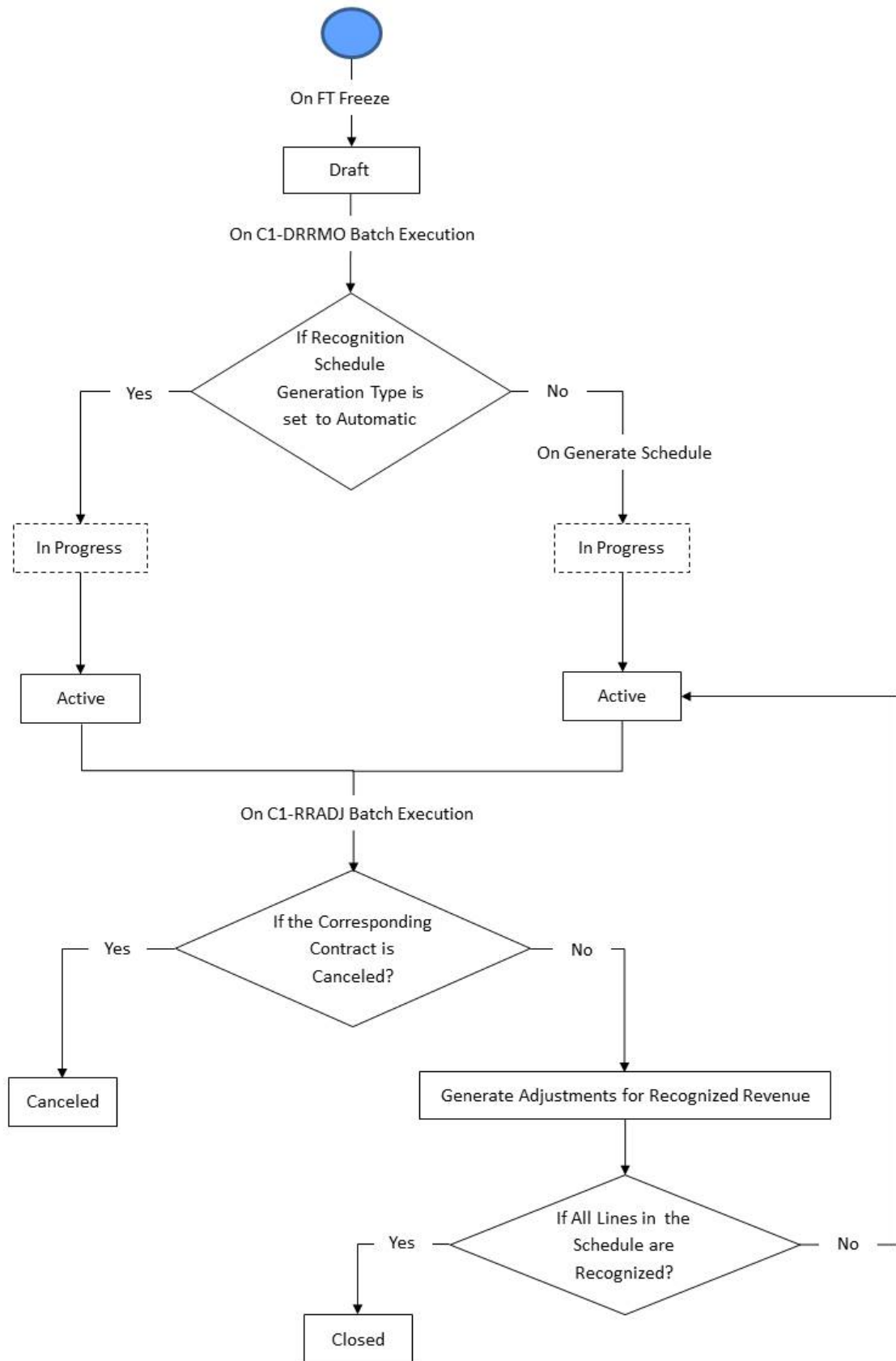
To setup the deferred revenue recognition feature, you need to do the following:

- Define the required deferred revenue recognition templates in the system.
- Define the required characteristic types where the characteristic entity is set to **Deferred Revenue Recognition**.
- Define the values for the following parameters in the **C1-REVRECITM** algorithm:
  - Use Calendar or Business Days (C or B)
  - Override Default Recognition Date (Y or N)
  - Override Default Weekly Recognition Day (Mon, Tue, Wed, Thu, Fri, Sat, Sun)
  - Override Default Monthly Recognition Date (1-31)
- Define the value for the **Use Contract Expiration Date (Y or N)** parameter in the **C1-REVRECSCH** algorithm.
- Define the value for the **Create Adjustments (Y or N)** parameter in the **C1-REVITMREC** algorithm.
- Set the batch control type of the **Deferred Revenue Recognition Periodic Monitor (C1-RRSMO)** batch to **Timed** and define the following attributes:
  - Time Interval
  - Timer Active
  - User ID
  - Batch Language
  - Email Address

## Deferred Revenue Recognition Status Transition

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The following figure graphically indicates how a deferred revenue recognition status transition moves from one status to another:



## Algorithms Used in Deferred Revenue Recognition

The following table lists the algorithms which are used in the lifecycle of the business object:

Status	System Event	Algorithm	Algorithm Type	Description
		C1-REVRECSCH	C1-REVRECSCH	<p>This algorithm is invoked when the status of the bill segment and adjustment financial transactions created against the contracts (of the contract type to which the algorithm is attached) is set to Frozen. It checks whether an active deferred revenue recognition template exists for the distribution code and contract type combination. If so, it creates a deferred revenue recognition using the template and sets the status of the deferred revenue recognition to Draft. It then checks whether the type of the corresponding financial transaction is Bill Segment or Adjustment. If the type of the corresponding financial transaction is Bill Segment, it sets the valid until date of the deferred revenue recognition to the bill segment end date. However, if the type of the corresponding financial transaction is Adjustment, it checks whether the Use Contract Expiration Date (Y or N) parameter is set to Y or N. If the Use Contract Expiration Date (Y or N) parameter is set to Y, it sets the valid until date of the deferred revenue recognition to the contract expiration date. However, if the Use Contract Expiration Date (Y or N) parameter is set to N, it sets the valid until date of the deferred revenue recognition to the financial transaction arrears date. In addition, on creating the deferred revenue recognition, an appropriate log entry is added which you can view in the Deferred Revenue Recognition Log zone. It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• Use Contract Expiration Date (Y or N) – Used to indicate whether the valid until date must be set to the contract expiration date when the type of the corresponding financial transaction is Adjustment. The valid values are Y and N. This parameter is mandatory.</li> </ul>

Status	System Event	Algorithm	Algorithm Type	Description
		C1-REVRECITM	C1-REVRECITM	<p>This algorithm creates schedule for the deferred revenue recognition. It considers the valid until date and accordingly creates the recognition lines within the schedule. If the recognition schedule is Weekly, by default, the recognition day is set to Mon (which means Monday of each week). However, if the recognition schedule is Monthly, by default, the recognition date is set to the last day of the month (i.e. 28, 29, 30, or 31) It contains the following parameters:</p> <ul style="list-style-type: none"> <li>• <b>Use Calendar or Business Days (C or B)</b> - Used to indicate whether you want to use the calendar or business days while generating the recognition schedule. The business days are derived using the work calendar defined on the financial transaction. If you do not specify any value for this parameter, by default, it is set to C. This parameter is mandatory.</li> <li>• <b>Override Default Recognition Date (Y or N)</b> – Used to indicate whether you want to override the default weekly or monthly recognition date. The valid values are Y and N. This parameter is mandatory.</li> <li>• <b>Override Default Weekly Recognition Day (Mon, Tue, Wed, Thu, Fri, Sat, Sun)</b> – Used to indicate the day of the week when you want to recognize the deferred revenue. The valid values are Mon, Tue, Wed, Thu, Fri, Sat, and Sun. This parameter is required when you want to override the default weekly recognition day.</li> <li>• <b>Override Default Monthly Recognition Date (1-31)</b> - Used to indicate the day of the month when you want to recognize the deferred revenue. The valid values are 1, 2, 3, ..., 31. This parameter is required when you want to override the default monthly recognition date.</li> </ul>

Status	System Event	Algorithm	Algorithm Type	Description
		C1-REVRECADJ	C1-REVRECADJ	This algorithm creates deferred revenue recognition adjustment using the adjustment type defined on the respective deferred revenue recognition template. Before creating the deferred revenue recognition adjustment, it checks whether the contract for which the deferred revenue recognition is created is cancelled. If so, the status of the deferred revenue recognition is set to Canceled. If all lines in the recognition schedule are recognized, the status of the deferred revenue recognition is set to Closed.
		C1-REVITMREC	C1-REVITMREC	<p>If this algorithm is attached in the deferred revenue recognition template, it is invoked while executing the C1-RRADJ batch. It contains the following parameter:</p> <ul style="list-style-type: none"> <li>• <b>Create Adjustments (Y or N)</b> – Used to indicate whether the deferred revenue recognition adjustment must be created or not when the recognition date is earlier than or equal to the batch business date. The valid values are Y and N. This parameter is mandatory.</li> </ul>
		C1-DRRTM-INF	C1-DRRTM-INF	<p>This algorithm generates the deferred revenue recognition template information string which appears throughout the application. It concatenates the following fields separated by a comma in the specified order:</p> <ol style="list-style-type: none"> <li>1. Deferred Revenue Recognition Template</li> <li>2. Description</li> </ol>

Status	System Event	Algorithm	Algorithm Type	Description
		C1-DRRTMPVAL	C1-DRRTMPVAL	<p>This algorithm validates the deferred revenue recognition template. It checks the following:</p> <ul style="list-style-type: none"> <li>• Whether the data is specified in the mandatory fields, such as Deferred Revenue Recognition Template, Description, Status, Distribution Code, Contract Type, Adjustment Type, Recognition Schedule Generation Type, and Recognition Schedule.</li> <li>• Whether an algorithm is attached to the Create Deferred Revenue Recognition Schedule and Generate Deferred Revenue Recognition Adjustment system events.</li> <li>• Whether a deferred revenue recognition template already exists for the specified distribution code and contract type combination.</li> <li>• Whether special characters except underscore are specified in the Deferred Revenue Recognition Template field.</li> <li>• Whether the high proration limit is between 0 to 31 and is greater than the low proration limit.&gt;&gt; Whether the low proration limit is between 0 to 31 and is less than the high proration limit.</li> </ul> <p>In addition, it does not allow you to:</p> <ul style="list-style-type: none"> <li>• Delete a deferred revenue recognition template when it is used to create a deferred revenue recognition.</li> <li>• Edit a deferred revenue recognition template when the corresponding deferred revenue recognition is in the Draft status.</li> <li>• Inactivate a deferred revenue recognition template when the corresponding deferred revenue recognition is not in the Closed status.</li> </ul> <p>You must attach this validation algorithm to the custom business object which is used to create a deferred revenue recognition template. Otherwise, erroneous results might occur.</p>

Status	System Event	Algorithm	Algorithm Type	Description
		C1-DRRSC- INF	C1-DRRSC-INF	<p>This algorithm generates the deferred revenue recognition information string which appears throughout the application. It concatenates the following fields separated by a comma in the specified order:</p> <ol style="list-style-type: none"> <li>1. Deferred Revenue Recognition Template</li> <li>2. Deferred Revenue Recognition Status</li> <li>3. Distribution Code</li> <li>4. Deferred Revenue Recognition ID</li> </ol>
		C1-REVMON	C1-REVMON	<p>This algorithm is invoked when the C1-DRRMO batch is executed. It checks whether there are any deferred revenue recognitions in the Draft status. If there is any deferred revenue recognition in the Draft status, it checks whether the recognition schedule generation type in the respective deferred revenue recognition template is set to Automatic or Manual. If the recognition schedule generation type is set to Automatic, the status of the deferred revenue recognition is changed to In Progress. However, if the recognition schedule generation type is set to Manual, the status of the deferred revenue recognition remains as Draft.</p>
		C1- REVRECINP	C1-REVRECINP	<p>This algorithm creates an appropriate log entry when the status of the deferred revenue recognition is changed to In Progress. It invokes the algorithm attached to the Create Deferred Revenue Recognition Schedule system event of the respective deferred revenue recognition template. Once the recognition schedule is successfully created, the status of the deferred revenue recognition is changed to Active.</p>

Status	System Event	Algorithm	Algorithm Type	Description
		C1-REVRECACT	C1-REVRECACT	<p>This algorithm transitions the current status to the specified status. You can specify the status to which you want the business object to transition in the following parameters:</p> <ul style="list-style-type: none"> <li>• Next Status</li> <li>• Next Transition Condition</li> </ul> <p>At a time, you can specify value for either the <b>Next Status</b> or <b>Next Transition Condition</b> parameter. If you don't specify any value for these parameters, the system will transition the business object to the default next status specified in its lifecycle. This algorithm creates an appropriate log entry when the status of the deferred revenue recognition is changed to Active.</p>

## Deferred Revenue Recognition Template (Used for Searching)

The **Deferred Revenue Recognition** screen allows you to search for a deferred revenue recognition template using various search criteria. Through this screen, you can navigate to the following screen:

- [Deferred Revenue Recognition Template \(Used for Viewing\)](#) on page 1876

This screen consists of the following zone:

- [Search Deferred Revenue Recognition Template](#) on page 1868

## Search Deferred Revenue Recognition Template

The **Search Deferred Revenue Recognition Template** zone allows you to search for a deferred revenue recognition template using various search criteria. It contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Deferred Revenue Recognition Template	Used to search the basic information about the deferred revenue recognition template.	Yes
Description	Used to search the description of the deferred revenue recognition template.	No
Recognition Schedule	Used to search deferred revenue recognition with a particular schedule. The valid values are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Monthly</li> <li>• Weekly</li> </ul>	No



Field Name	Field Description	Mandatory (Yes or No)
Status	Used to indicate the deferred revenue recognition template with a particular status. The valid values are: <ul style="list-style-type: none"> <li>Active</li> <li>Inactive</li> </ul>	No

**Note:** You must specify at least one search criterion while searching for a deferred revenue recognition template.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Deferred Revenue Recognition Template	Displays the deferred revenue recognition. <b>Note:</b> It has a link. On clicking the link, the <b>Deferred Revenue Recognition Template</b> screen appears where you can view the details of the respective deferred revenue recognition template.
Distribution Code	Indicates the distribution code associated with the rate component.
Contract Type	Displays the contract which is generated against a particular type of contract.
Recognition Schedule	Displays the schedule when the deferred revenue is recognized.

### Related Topics

For more information on...	See...
How to view the details of a deferred revenue recognition template	<a href="#">Viewing the Deferred Revenue Recognition Template Details</a> on page 1875
How to search for a deferred revenue recognition template	<a href="#">Searching for a Deferred Revenue Recognition Template</a> on page 1869

## Searching for a Deferred Revenue Recognition Template

### Prerequisites

To search for a deferred revenue recognition template, you should have:

- Deferred revenue recognition template defined in the system.
- Deferred Revenue Recognition Schedule defined in the system.

### Procedure

To search for a deferred revenue recognition template:

1. Click the **Admin** menu in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **D** and then click **Deferred Revenue Recognition Template**.  
The **Deferred Revenue Recognition Template** screen appears.
3. Enter the search criteria in the **Search Deferred Revenue Recognition Template** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

#### 4. Click **Search**.

A list of deferred revenue recognition templates that meet the search criteria appears in the **Search Results** section.

#### Related Topics

For more information on...	See...
<b>Deferred Revenue Recognition Template</b> screen	<a href="#">Deferred Revenue Recognition Template (Used for Searching)</a> on page 1868
<b>Search Deferred Revenue Recognition Template</b> zone	<a href="#">Search Deferred Revenue Recognition Template</a> on page 1868

## Defining a Deferred Revenue Recognition Template

### Prerequisites

To define a deferred revenue recognition template, you should have:

- Contract types defined in the system

### Procedure

To define a deferred revenue recognition template:

1. Click the **Admin** menu in the **Application** toolbar.

A list appears.

2. From the **Admin** menu, select **D** and then click **Deferred Revenue Recognition Template**.

The **Deferred Revenue Recognition Template** screen appears.

3. Click the **Add** button in the **Page Title** area of the **Deferred Revenue Recognition Template** screen.

The **Deferred Revenue Recognition Template** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the deferred revenue recognition template.
- **Parameters** – Used to specify the various parameters for the deferred revenue recognition template.
- **Algorithms** – Used to associate algorithms with the deferred revenue recognition template.
- **Divisions** – Used to associate a deferred revenue recognition template with a division.
- **Characteristics** – Used to define characteristics for the deferred revenue recognition template.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Deferred Revenue Recognition Template	Used to specify the deferred revenue recognition template.	Yes
Description	Used to specify the description of the deferred revenue recognition template.	No

Field Name	Field Description	Mandatory (Yes or No)
Status	Used to indicate the status of the deferred revenue recognition template. The valid values are: <ul style="list-style-type: none"> <li>Active</li> <li>Inactive</li> </ul>	Yes

The **Parameters** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Distribution Code	Used to indicate the distribution code associated with the deferred revenue recognition.	Yes
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Distribution Code Search</b> window appears.	
Contract Type	Used to indicate a particular type of contract.	Yes
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Contract Type Search</b> window appears.	
Adjustment Type	Used to indicate the adjustment type using which the adjustment must be created.	No
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	
Allow Editing	Used to allow editing of recognition schedule.	No
Generation Type	Used to indicate the type of deferred revenue recognition generation. The valid values are: <ul style="list-style-type: none"> <li>Automatic</li> <li>Manual</li> </ul>	Yes (Conditional)
Recognition Schedule	Used to indicate the schedule of deferred revenue recognition generation. The valid values are: <ul style="list-style-type: none"> <li>Daily</li> <li>Monthly</li> <li>Weekly</li> </ul>	Yes
Allow Proration	Used to allow proration.	Yes
	<b>Note:</b> The <b>Allow Proration</b> field appears only when you select <b>Recognition Schedule</b> as <b>Monthly</b> .	

Field Name	Field Description	Mandatory (Yes or No)
High Proration Limit (Days)	Used to specify whether deferred revenue amount must be prorated while revenue recognition. If the number of days from when the policy is enrolled to the end of the month (in which it is enrolled) is greater than the specified limit, then the amount is prorated.	Yes (Conditional)
	<b>Note:</b> This field appears only when you check the tick-box for <b>Allow Proration</b> .	<b>Note:</b> This field is required only when the recognition schedule is selected as monthly and when the <b>Allow Proration</b> check box is selected.
Low Proration Limit (Days)	Used to specify whether deferred revenue amount must be prorated while revenue recognition. If the number of days from when the policy is enrolled to the end of the month (in which it is enrolled) is less than the specified limit, then the amount is prorated.	Yes (Conditional)
	<b>Note:</b> This field appears only when you check the tick-box for <b>Allow Proration</b> .	<b>Note:</b> This field is required only when the recognition schedule is selected as monthly and when the <b>Allow Proration</b> check box is selected.

- Enter the required details.
- Associate algorithms with the deferred revenue recognition template, if required.
- View the division to which the deferred revenue recognition template is associated in the **Divisions** section.
- Define the characteristics specific to division to which the deferred revenue recognition template is associated in the **Characteristics** section.
- Click **Save**.

The deferred revenue recognition template is created.

### Related Topics

For more information on...	See...
<b>Deferred Revenue Recognition Template</b> screen	<a href="#">Deferred Revenue Recognition Template (Used for Searching)</a> on page 1868
How to associate algorithms with the deferred revenue recognition template	<a href="#">Associating Algorithms with a Deferred Revenue Recognition Template</a> on page 1872

## Associating Algorithms with a Deferred Revenue Recognition Template


### Procedure


To associate algorithms with a deferred revenue recognition template:


- Ensure that the **Algorithms** section is expanded when you are defining or editing a deferred revenue recognition template.

The **Algorithms** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
System Event	Used to indicate the system event for an algorithm.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Sequence	Used to specify the sequence number.	Yes
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	
Algorithm	Used to associate an algorithm to the system event that you have selected.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears. On specifying the algorithm for a system event, the description of the algorithm appears corresponding to the <b>Algorithm</b> field.	

- Enter the required details in the **Algorithms** section.
- If you want to define more than one algorithm for the deferred revenue recognition template, click the **Add**  icon, and then repeat 2.

**Note:** However, if you want to remove an algorithm from the deferred revenue recognition template, click the **Delete**  icon corresponding to the algorithm.

### **Related Topics**

For more information on...	See...
How to define a deferred revenue recognition template	<a href="#">Defining a Deferred Revenue Recognition Template</a> on page 1870
How to edit a deferred revenue recognition template	<a href="#">Editing a Deferred Revenue Recognition Template</a> on page 1878

## **Associating Deferred Revenue Recognition Template With A Division**

### **Prerequisites**

To associate deferred revenue recognition template with a division, you should have:

- Divisions defined in the application

### **Procedure**

To associate deferred revenue recognition template with a division:

- Ensure that the **Divisions** section is expanded when you are creating or editing a deferred revenue recognition template.

The **Divisions** section appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to indicate the division to which you want to associate the deferred revenue recognition template.	No
	<b>Note:</b> You can only view those divisions to which you have access in the <b>Division</b> list.	

- Select the required division from the list.
- If you want to associate the deferred revenue recognition template with more than one division, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove the deferred revenue recognition template from a division, click the **Delete** (🗑️) icon corresponding to the division.

- Click **Save**.

The deferred revenue recognition template is associated with the divisions.

### **Related Topics**

For more information on...	See...
How to edit a deferred revenue recognition template	<a href="#">Editing a Deferred Revenue Recognition Template</a> on page 1878
How to define a deferred revenue recognition template	<a href="#">Defining a Deferred Revenue Recognition Template</a> on page 1870

## **Defining Characteristics for a Deferred Revenue Recognition Template**

### **Prerequisites**

To define characteristics for a deferred revenue recognition template, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Deferred Revenue Recognition Template**)

### **Procedure**

To define characteristics for a deferred revenue recognition template:

- Ensure that the **Characteristics** section is expanded when you are defining or editing a deferred revenue recognition template.

The **Characteristics** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the deferred revenue recognition template.

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Valued</b> field.	<b>Note:</b> This field is required when you are defining a characteristic for the deferred revenue recognition template.

- Enter the required details in the **Characteristics** section.
- If you want to define more than one characteristic for the deferred revenue recognition template, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the deferred revenue recognition template, click the **Delete** (🗑️) icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to edit a deferred revenue recognition template	<a href="#">Editing a Deferred Revenue Recognition Template</a> on page 1878
How to define a deferred revenue recognition template	<a href="#">Defining a Deferred Revenue Recognition Template</a> on page 1870

## Viewing the Deferred Revenue Recognition Template Details

### Procedure

To view the details of a deferred revenue recognition template:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **D** and then click **Deferred Revenue Recognition Template**.  
The **Deferred Revenue Recognition Template** screen appears.
- Search for the deferred revenue recognition template in the **Deferred Revenue Recognition Template** screen.
- In the **Search Results** section, click the link in the **Deferred Revenue Recognition Template** column corresponding to the deferred revenue recognition template whose details you want to view.  
The **Deferred Revenue Recognition Template** screen appears.
- View the details of the deferred revenue recognition template in the **Deferred Revenue Recognition Template** zone.

### Related Topics

For more information on...	See...
<b>Deferred Revenue Recognition Template</b> screen	<a href="#">Deferred Revenue Recognition Template (Used for Searching)</a> on page 1868
<b>Deferred Revenue Recognition Template</b> zone	<a href="#">Deferred Revenue Recognition Template</a> on page 1876
How to search for a deferred revenue recognition template	<a href="#">Searching for a Deferred Revenue Recognition Template</a> on page 1869

## Deferred Revenue Recognition Template (Used for Viewing)

Once the deferred revenue recognition templates are created, the **Deferred Revenue Recognition Template** screen allows you to:

- Generate the deferred revenue recognition schedule
- View the details of a deferred revenue recognition template
- Edit a deferred revenue recognition template
- Delete a deferred revenue recognition template

This screen consists of the following zone:

- [Deferred Revenue Recognition Template](#) on page 1876

### Deferred Revenue Recognition Template

The **Deferred Revenue Recognition Template** zone displays the details of the deferred revenue recognition template. It contains the following sections:

- **Main** – Displays basic information about the deferred revenue recognition template. It contains the following fields:

Field Name	Field Description
Deferred Revenue Recognition Template	Displays the deferred revenue recognition template
Description	Used to specify the description of the deferred revenue recognition template
Status	Used to indicate the status of the deferred revenue recognition template. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>

- **Parameters** – Displays the parameters used in the deferred revenue recognition template.

Field Name	Field Description
Distribution Code	Indicates the distribution code.  <b>Note:</b> It has a link. On clicking the link, the <b>Distribution Code</b> screen appears where you can view the details of the respective distribution code.
Contract Type	Displays the <b>Deferred Revenue Recognition Template</b> which are generated against a particular type of contract.
Adjustment Type	Indicates the adjustment type using which the adjustment must be created.  <b>Note:</b> It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective adjustment type.



Field Name	Field Description
Generation Type	Displays the type of deferred revenue recognition template. The valid values are: <ul style="list-style-type: none"> <li>• Manual</li> <li>• Automatic</li> </ul>
Allow Editing	Indicates the editing of recognition schedule.
Recognition Schedule	Indicates the schedule when the deferred revenue is recognized. The valid values are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Monthly</li> <li>• Weekly</li> </ul>
Allow Proration	Used to allow proration.  <b>Note:</b> The <b>Allow Proration</b> field appears only when you select <b>Recognition Schedule</b> as <b>Monthly</b> .
High Proration Limit (Days)	Displays whether deferred revenue amount must be prorated while revenue recognition. If the number of days from when the policy is enrolled to the end of the month (in which it is enrolled) is greater than the specified limit, then the amount is prorated.  <b>Note:</b> This field appears only when you check the tick-box for <b>Allow Proration</b> .
Low Proration Limit (Days)	Displays whether deferred revenue amount must be prorated while revenue recognition. If the number of days from when the policy is enrolled to the end of the month (in which it is enrolled) is less than the specified limit, then the amount is prorated.  <b>Note:</b> This field appears only when you check the tick-box for <b>Allow Proration</b> .

- **Divisions** – Displays the associated deferred revenue recognition template with one or more divisions. It contains the following column:

Column Name	Column Description
Division	Displays the division to which you want to associate the deferred revenue recognition template.

- **Algorithms** – Lists the algorithms associated with the deferred revenue recognition template. It contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
System Event	Indicates the system event on which the algorithm must be executed	No
Sequence	Displays the sequence number.	No

Column Name	Column Description	Mandatory (Yes or No)
Algorithm	Displays an algorithm that needs to be attached to the selected system event.	No
	<b>Note:</b> It has a link. On clicking the link, the <b>Algorithm</b> screen appears where you can view the details of the respective algorithm.	

- **Characteristics** – Lists the characteristics defined for the deferred revenue recognition template. It contains the following fields:

Column Name	Column Description
Characteristic Type	Displays the characteristic type.
Characteristic Type	Displays the value of the characteristic type.

- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to define, edit, and remove algorithms of the deferred revenue recognition template. <b>Note:</b> The <b>Edit</b> button appears only when the deferred revenue recognition template is in the <b>Active</b> status.
Delete	Used to delete the deferred revenue recognition template.

- 
- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the deferred revenue recognition template is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application. <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

## Editing a Deferred Revenue Recognition Template

### Procedure

To edit a deferred revenue recognition template:

1. Search for the deferred revenue recognition template in the **Deferred Revenue Recognition Template** screen.
2. In the **Search Results** section, click the link in the **Deferred Revenue Recognition Template** column corresponding to the deferred revenue recognition template whose details you want to edit.

The **Deferred Revenue Recognition Template** screen appears.

3. Click the **Edit** button in the **Deferred Revenue Recognition Template** zone.

The **Deferred Revenue Recognition Template** screen appears.

**Note:** The **Edit** button appears only when the deferred revenue recognition template is in the **Active** status.

4. Associate, edit, or remove algorithms from the deferred revenue recognition template, if required.
5. Define, edit, or remove characteristics from the deferred revenue recognition template, if required.
6. Associate deferred revenue recognition template with a division, if required.
7. Click **Save**.

The changes made to the deferred revenue recognition template are saved.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Deferred Revenue Recognition Template</b> screen	<a href="#">Deferred Revenue Recognition Template (Used for Viewing)</a> on page 1876
<b>Deferred Revenue Recognition Template</b> zone	<a href="#">Deferred Revenue Recognition Template</a> on page 1876
How to search for a deferred revenue recognition template	<a href="#">Searching for a Deferred Revenue Recognition Template</a> on page 1869
How to associate algorithms with a deferred revenue recognition template	<a href="#">Associating Algorithms with a Deferred Revenue Recognition Template</a> on page 1872

## **Deleting a Deferred Revenue Recognition Template**

### **Procedure**

To delete a deferred revenue recognition template:

1. Search for the deferred revenue recognition template in the **Deferred Revenue Recognition Template** screen.
2. In the **Search Results** section, click the link in the **Deferred Revenue Recognition Template** column corresponding to the deferred revenue recognition template that you want to delete.

The **Deferred Revenue Recognition Template** screen appears.

3. Click the **Delete** button in the **Deferred Revenue Recognition Template** zone.

A message appears confirming whether you want to delete the deferred revenue recognition template.

4. Click **OK**.

The deferred revenue recognition template is deleted.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Deferred Revenue Recognition Template</b> screen	<a href="#">Deferred Revenue Recognition Template (Used for Viewing)</a> on page 1876
<b>Deferred Revenue Recognition Template</b> zone	<a href="#">Deferred Revenue Recognition Template</a> on page 1876
How to search for a deferred revenue recognition template	<a href="#">Searching for a Deferred Revenue Recognition Template</a> on page 1869

## **Deferred Revenue Recognition (Used for Searching)**

The **Deferred Revenue Recognition** screen allows you to search for a deferred revenue recognition using various search criteria. Through this screen, you can navigate to the following screen:

- [Deferred Revenue Recognition \(Used for Viewing\)](#) on page 1885

This screen consists of the following zone:

- [Search Deferred Revenue Recognition](#) on page 1880

## Search Deferred Revenue Recognition

The **Search Deferred Revenue Recognition** zone allows you to search for a deferred revenue recognition using various search criteria. It contains the following two sections:

- **Search Criteria** – This section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for a deferred revenue recognition using the deferred revenue recognition, person, account, or policy details. The valid values are: <ul style="list-style-type: none"> <li>• Account Details</li> <li>• Person Details</li> <li>• Deferred Revenue Recognition Details</li> <li>• Financial Transaction Details</li> <li>• Policy Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Account Details</b> option is selected.	
Person ID	Used to search deferred revenue recognition which are assigned to a particular person.	No
	<b>Note:</b> This field appears only when you select the <b>Person Details</b> option from the <b>Search By</b> list.	
Account ID	Used to search the account ID.	No
	<b>Note:</b> This field appears only when you select the <b>Account Details</b> option from the <b>Search By</b> list.	
Person Identifier Type	Used to select the identifier type based on which you want to search deferred revenue recognition through which the person's record is created or updated in the system.	Yes (Conditional)
		<b>Note:</b> If you specify the person identifier as a search criteria, you have to select the person identifier type.
Person Identifier	Used to specify the value for the person identifier type.	Yes (Conditional)
		<b>Note:</b> If you specify the person identifier type as a search criteria, you have to specify the person identifier.

Field Name	Field Description	Mandatory (Yes or No)
Account Identifier Type	Used to specify the account identifier type of the account whose details you want to search.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Account Details</b> option from the <b>Search By</b> list.	<b>Note:</b> If you specify the account identifier as a search criteria, you have to select the account identifier type.
Account Identifier	Used to specify the value of the account identifier.	Yes (Conditional)
	<b>Note:</b> This field appears only when you select the <b>Account Details</b> option from the <b>Search By</b> list.	<b>Note:</b> If you specify the account identifier type as a search criteria, you have to specify the account identifier.
Contract ID	Used to specify the contract ID linked to the account.	No
	<b>Note:</b> This field appears only when you select the <b>Account Details</b> option from the <b>Search By</b> list.	
Person Hierarchy	Used to indicate whether to display hierarchy of the person linked to a particular bill.	No
	<b>Note:</b> This field appears only when you select the <b>Person Details</b> option from the <b>Search By</b> list.	
Status	Used to search deferred revenue recognition with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Closed</li> <li>• Canceled</li> <li>• Draft</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Person Details</b> , <b>Account Details</b> , or <b>Deferred Revenue Recognition Details</b> option from the <b>Search By</b> list.	
Deferred Revenue Recognition Template	Used to indicate the template used for deferred revenue recognition.	No
	<b>Note:</b> This field appears only when you select the <b>Person Details</b> , <b>Account Details</b> , or <b>Deferred Revenue Recognition Details</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Valid Until Date	Used to specify the date till which the deferred revenue recognition is valid.	No
	<b>Note:</b> This field appears only when you select the <b>Person Details</b> or <b>Account Details</b> option from the <b>Search By</b> list.	
Deferred Revenue Recognition ID	Used to search a particular deferred revenue recognition	No
	<b>Note:</b> This field appears only when you select the <b>Deferred Revenue Recognition Details</b> option from the <b>Search By</b> list.	
Description	Used to specify the description of the deferred revenue recognition.	No
	<b>Note:</b> This field appears only when you select the <b>Deferred Revenue Recognition Details</b> option from the <b>Search By</b> list.	
Recognition Schedule	Used to search deferred revenue recognition with a particular schedule. The valid values are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Monthly</li> <li>• Weekly</li> </ul>	No
	<b>Note:</b> This field appears only when you select the <b>Deferred Revenue Recognition Details</b> option from the <b>Search By</b> list.	
Financial Transaction ID	Used to search deferred revenue recognition which are assigned to a particular financial transaction.	
	<b>Note:</b> This field appears only when you select the <b>Financial Transaction Details</b> option from the <b>Search By</b> list.	
Policy Type	Used to indicate the type of policy.	Yes
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	
Policy Number	Used to indicate the policy number.	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	
Plan Number	Used to indicate the plan number of the policy.	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	

Field Name	Field Description	Mandatory (Yes or No)
Source System	Used to indicate the name of the external system from where the policy originated.	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	
Start Date	Used to indicate the date from when the policy is effective.	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	
End Date	Used to indicate the date till when the policy is effective.	No
	<b>Note:</b> This field appears only when you select the <b>Policy Details</b> option from the <b>Search By</b> list.	

**Note:** You must specify at least one search criterion while searching for a deferred revenue recognition.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Deferred Revenue Recognition Information	Displays information about the deferred revenue recognition.
	<b>Note:</b> It has a link. On clicking the link, the <b>Deferred Revenue Recognition</b> screen appears where you can view the details of the respective deferred revenue recognition.
Contract Information	Displays the basic information about the contract corresponding to the deferred revenue recognition. In addition, this column has a context menu which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Contract</b> screen appears where you can view the details of the respective contract.
Financial Transaction Information	Displays the basic information about the financial transaction corresponding to the deferred revenue recognition.
	<b>Note:</b> It has a link. On clicking the link, the <b>Financial Transaction</b> screen appears where you can view the details of the respective financial transaction.

### Related Topics

For more information on...	See...
How to view the details of a deferred revenue recognition	<a href="#">Viewing the Deferred Revenue Recognition Details</a> on page 1884
How to search for a deferred revenue recognition	<a href="#">Searching for a Deferred Revenue Recognition</a> on page 1884

## Searching for a Deferred Revenue Recognition

### Prerequisites

To search for a deferred revenue recognition, you should have:

- Deferred Revenue Recognition Template defined in the application.
- Person identifier types defined in the application
- Account identifier types defined in the application
- Recognition Schedules defined in the application
- Source Systems defined in the application

### Procedure

To search for a deferred revenue recognition:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Deferred Revenue Recognition**.  
A sub-menu appears.
3. Click the **Search** option from the **Deferred Revenue Recognition** sub-menu.  
The **Deferred Revenue Recognition** screen appears.
4. Enter the search criteria in the **Search Deferred Revenue Recognition** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.  
A list of deferred revenue recognition that meet the search criteria appears in the **Search Results** section.

### Related Topics

For more information on...	See...
<b>Deferred Revenue Recognition</b> screen	<a href="#">Deferred Revenue Recognition (Used for Searching)</a> on page 1879
<b>Search Deferred Revenue Recognition</b> zone	<a href="#">Search Deferred Revenue Recognition</a> on page 1880

## Viewing the Deferred Revenue Recognition Details

### Procedure

To view the details of a deferred revenue recognition:

1. Search for the deferred revenue recognition in the **Deferred Revenue Recognition** screen.
2. In the **Search Results** section, click the link in the **Deferred Revenue Recognition Information** column corresponding to the deferred revenue recognition whose details you want to view.

The **Deferred Revenue Recognition** screen appears. It consists of the following tabs:

- [Deferred Revenue Recognition - Main](#) on page 1885



- [Deferred Revenue Recognition - Log](#) on page 1888
3. Ensure that the **Main** tab is selected.
  4. View the details of the deferred revenue recognition in the **Deferred Revenue Recognition** zone.

#### Related Topics

For more information on...	See...
<b>Deferred Revenue Recognition</b> screen	<a href="#">Deferred Revenue Recognition (Used for Viewing)</a> on page 1885
<b>Search Deferred Revenue Recognition</b> zone	<a href="#">Search Deferred Revenue Recognition</a> on page 1880
How to search for a deferred revenue recognition	<a href="#">Searching for a Deferred Revenue Recognition</a> on page 1884

## Deferred Revenue Recognition (Used for Viewing)

The **Deferred Revenue Recognition** screen allows you to:

- View the details of a deferred revenue recognition
- Edit a deferred revenue recognition
- Generate the deferred revenue recognition schedule
- Add related deferred revenue recognitions
- Edit the details of a deferred revenue recognition schedule
- View the log of a deferred revenue recognition
- Add a log entry for a deferred revenue recognition

This screen consists of the following tabs:

- [Deferred Revenue Recognition - Main](#) on page 1885
- [Deferred Revenue Recognition - Log](#) on page 1888

### Deferred Revenue Recognition - Main

The **Main** tab displays information about the deferred revenue recognition. It contains the following zones:

- [Deferred Revenue Recognition](#) on page 1885
- [Associated Deferred Revenue Recognitions](#) on page 1887
- [Recognition Schedule](#) on page 1888
- [Revenue Recognition Items](#) on page 1888

### Deferred Revenue Recognition

The **Deferred Revenue Recognition** zone displays the details of the deferred revenue recognition. It contains the following sections:

- **Main** – Displays basic information about the deferred revenue recognition. It contains the following fields:

Field Name	Field Description
Deferred Revenue Recognition Information	Displays information about the deferred revenue recognition.

Field Name	Field Description
Deferred Revenue Recognition Template Information	Displays information about the deferred revenue recognition template.
	<b>Note:</b> It has a link. On clicking the link, the <b>Deferred Revenue Recognition Template</b> screen appears where you can view the details of the deferred revenue recognition template.
Distribution Code	Displays the distribution code which indicates the template associated with the deferred revenue recognition.
Financial Transaction Information	Displays the basic information about the financial transaction corresponding to the deferred revenue recognition.
	<b>Note:</b> It has a link. On clicking the link, the <b>Financial Transaction Information</b> screen appears where you can view the details of the financial transaction.
Total Revenue Deferred	Displays the total revenue deferred.
Total Revenue Recognized	Displays the total revenue recognized.
Status	Indicates the status of the deferred revenue recognition. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Closed</li> <li>• Canceled</li> <li>• Draft</li> </ul>

- **Related Deferred Revenue Recognitions** - Lists the related deferred revenue recognitions. It contains the following columns:

Column Name	Column Description
Deferred Revenue Recognition Information	Displays the basic information of the related Deferred Revenue Recognition Schedules (i.e. DRR Schedule of the BS/AD, corresponding to the BX/AX)
Create Date Time	Displays the date and time when the deferred revenue recognition is created.
Financial Transaction Information	Displays the basic information about the financial transaction corresponding to the deferred revenue recognition.

- **Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to define, edit and remove characteristics, related deferred revenue recognitions of the deferred revenue recognition.
	<b>Note:</b> The <b>Edit</b> button appears only when the deferred revenue recognition is in the <b>Active</b> status.

Button Name	Button Description
Generate Schedule	Used to generate the deferred revenue recognition schedule.
	<b>Note:</b> The <b>Generate Schedule</b> button appears only when the deferred revenue recognition is in the <b>Draft</b> status.

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the deferred revenue recognition is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Create Date/Time	Displays the date and time when the deferred revenue recognition schedule is created.
Status Date/Time	Displays the date and time when the deferred revenue recognition status is updated.

- **Characteristics** – Lists the characteristics defined for the deferred revenue recognition. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the characteristic is effective for the deferred revenue recognition.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

### Associated Deferred Revenue Recognitions

The **Associated Deferred Revenue Recognitions** zone Displays the basic information of the other schedules linked to the same **FT** having a separate **Schedule** due to the different **Distribution Code**. Purpose of this section is to show all the associated **Schedules** generated for a single **FT**. It contains the following columns:

Column Name	Column Description
Deferred Revenue Recognition Information	Displays information about the deferred revenue recognition.
	<b>Note:</b> It has a link. On clicking the link, the <b>Deferred Revenue Recognition</b> screen appears where you can view the details of the deferred revenue recognition.
Financial Transaction Information	Displays the basic information about the financial transaction corresponding to the deferred revenue recognition.
	<b>Note:</b> It has a link. On clicking the link, the <b>Financial Transaction</b> screen appears where you can view the details of the respective deferred revenue recognition.
Distribution Code	Displays the distribution code which indicates the template associated with the deferred revenue recognitions.

Column Name	Column Description
Deferred Revenue Recognition Template Information	Displays information about the deferred revenue recognition template.
	<b>Note:</b> It has a link. On clicking the link, the <b>Deferred Revenue Recognition Template</b> screen appears where you can view the details of the deferred revenue recognition template.
Status	Indicates the status of the associated deferred revenue recognition. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Closed</li> <li>• Canceled</li> </ul>

### Recognition Schedule

The **Recognition Schedule** zone lists the adjustment information and the recognition amount of the deferred revenue recognition. It contains the following columns:

Column Name	Column Description
Recognition Date	Displays the date on which the recognition is scheduled.
Recognition Amount	Displays the amount of the recognition scheduled.
Adjustment Information	Displays information about the adjustments in recognition schedule.

This zone contains the **Edit** button. It is used to edit the details of recognition schedule

**Note:** This zone appears when the deferred revenue recognition is in the **Active** status.

### Revenue Recognition Items

The **Revenue Recognition Items** zone displays the adjustment information about the recognition items. It contains the following columns:

Column Name	Column Description
Recognition Date	Displays the date on which the recognition is scheduled.
Recognition Amount	Displays the amount of the recognition scheduled.
Adjustment Information	Displays information about the adjustments in recognition schedule. “
	<b>Note:</b> It has a link. On clicking the link, the <b>Adjustment</b> screen appears where you can view the details of the deferred revenue recognition.

### Deferred Revenue Recognition - Log

The **Log** tab contains the following zone:

- [Deferred Revenue Recognition Log](#) on page 1888

### Deferred Revenue Recognition Log

The **Deferred Revenue Recognition Log** zone lists the complete trail of actions performed on the deferred revenue recognition. It contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the deferred revenue recognition
Details	Displays the details about the action performed on the deferred revenue recognition
User	Indicates the user who has performed the action on the deferred revenue recognition
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is created when the action is performed on the deferred revenue recognition.
	<b>Note:</b> At present, no data appears in this column. The implementation team can build the custom logic to meet the business requirements.
Status Reason	Indicates the reason why the status of the deferred revenue recognition is changed.
	<b>Note:</b> At present, no data appears in this column. The implementation team can build the custom logic to meet the business requirements.

**Note:** You can manually add a log entry for the deferred revenue recognition by clicking the **Add Log Entry** link in the upper right corner of the **Deferred Revenue Recognition Log** zone.

### Related Topics

For more information on...	See...
How to view the log of a deferred revenue recognition	<a href="#">Viewing the Log of a Deferred Revenue Recognition</a> on page 1893
How to add a log entry for a deferred revenue recognition	<a href="#">Adding a Log Entry for a Deferred Revenue Recognition</a> on page 1894

## Editing a Deferred Revenue Recognition

### Procedure

To edit a deferred revenue recognition:

1. Search for the deferred revenue recognition in the **Deferred Revenue Recognition** screen.
2. In the **Search Results** section, click the link in the **Deferred Revenue Recognition Information** column \orresponding to the deferred revenue recognition whose details you wa  
The **Deferred Revenue Recognition** screen appears.
3. Click the **Edit** button in the **Deferred Revenue Recognition** zone.  
The **Deferred Revenue Recognition** screen appears.

**Note:** The **Edit** button appears only when the deferred revenue recognition is in the **Active** status.

4. Modify the required details in the **Main** section.
5. Define, edit, or remove related deferred revenue recognitions from the deferred revenue recognition, if required.
6. Define, edit, or remove characteristics from the deferred revenue recognition, if required.
7. Click **Save**.  
The changes made to the deferred revenue recognition are saved.

**Related Topics**

For more information on...	See...
<b>Deferred Revenue Recognition</b> screen	<a href="#">Deferred Revenue Recognition (Used for Viewing)</a> on page 1885
<b>Deferred Revenue Recognition</b> zone	<a href="#">Deferred Revenue Recognition</a> on page 1885
How to search for a deferred revenue recognition	<a href="#">Searching for a Deferred Revenue Recognition</a> on page 1884
How to add related deferred revenue recognitions	<a href="#">Adding Related Deferred Revenue Recognitions</a> on page 1891
How to define the characteristics for a deferred revenue recognition	<a href="#">Defining Characteristics for a Deferred Revenue Recognition</a> on page 1890

**Creating the Deferred Revenue Recognition Schedule****Prerequisites**

To create the deferred revenue recognition schedule, you should have:

- Should have **Revenue Recognition Schedule Creation Algorithm** attached in the **DRR Template**

**Procedure**

To create the deferred revenue recognition schedule:

1. Search for the deferred revenue recognition in the **Deferred Revenue Recognition** screen.
2. In the **Search Results** section, click the link in the **Deferred Revenue Recognition Information** column corresponding to the deferred revenue recognition whose recognition schedule you want to generate.

The **Deferred Revenue Recognition** screen appears.

3. Click the **Generate Schedule** button in the **Deferred Revenue Recognition** zone.

**Note:** The **Generate Schedule** button appears only when the deferred revenue recognition is in the **Draft** status.

The status of the deferred revenue recognition is changed to **Active**.

**Related Topics**

For more information on...	See...
<b>Deferred Revenue Recognition</b> screen	<a href="#">Deferred Revenue Recognition (Used for Viewing)</a> on page 1885
<b>Deferred Revenue Recognition</b> zone	<a href="#">Deferred Revenue Recognition</a> on page 1885
How to search for a deferred revenue recognition	<a href="#">Searching for a Deferred Revenue Recognition</a> on page 1884

**Defining Characteristics for a Deferred Revenue Recognition****Prerequisites**

To define characteristics for a deferred revenue recognition, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Deferred Revenue Recognition**)

**Procedure**


To define characteristics for a deferred revenue recognition:


1. Ensure that the **Characteristics** section is expanded when you are editing a deferred revenue recognition.


The **Characteristics** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the deferred revenue recognition.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the deferred revenue recognition.
Characteristic Type	Used to indicate the characteristic type. <b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Deferred Revenue Recognition</b> .	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the deferred revenue recognition.
Characteristic Value	Used to specify the value for the characteristic type. <b>Note:</b> On specifying the value for a characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for the deferred revenue recognition.

2. Enter the required details in the **Characteristics** section.

**Note:** If you select a characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a characteristic value.

3. If you want to define more than one characteristic for the deferred revenue recognition, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the deferred revenue recognition, click the **Delete**  icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to edit a deferred revenue recognition	<a href="#">Editing a Deferred Revenue Recognition</a> on page 1889

## Adding Related Deferred Revenue Recognitions

### Prerequisites

To add related deferred revenue recognitions, you should have:

- Deferred revenue recognition template defined in the system.

### Procedure

To add related deferred revenue recognitions:

1. Ensure that the **Related Deferred Revenue Recognitions** section is expanded when you are editing a deferred revenue recognition.

The **Related Deferred Revenue Recognitions** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Deferred Revenue Recognition ID	Used to specify the ID of the deferred revenue recognition.	Yes
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Deferred Revenue Recognition Search</b> window appears.	
Create Date Time	Used to indicate the creation date and time of the deferred revenue recognition.	Yes
Financial Transaction ID	Used to specify the ID of the financial transaction corresponding to the deferred revenue recognition.	Yes
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Financial Transactions Search</b> window appears.	

- Enter the required details in the **Related Deferred Revenue Recognitions** section.
- If you want to add more than one related deferred revenue recognition for the deferred revenue recognition, click the **Add** (+) icon and then repeat step 2.

**Note:** However, if you want to remove a related deferred revenue recognition from the deferred revenue recognition, click the **Delete** (🗑) icon corresponding to the related deferred revenue recognition.

### Related Topics

For more information on...	See...
How to edit a deferred revenue recognition	<a href="#">Editing a Deferred Revenue Recognition</a> on page 1889

## Editing the Deferred Revenue Recognition Schedule Details

### Prerequisites

To edit the details of the deferred revenue recognition schedule, you should have:

- Should have **Allow Editing Switch** as **Yes** on deferred revenue recognition template.

### Procedure

To edit the details of the deferred revenue recognition schedule:

- Search for the deferred revenue recognition in the **Deferred Revenue Recognition** screen.
- In the **Search Results** section, click the link in the **Deferred Revenue Recognition Information** column corresponding to the deferred revenue recognition whose deferred revenue recognition schedule details you want to edit.

The **Deferred Revenue Recognition** screen appears.

- Select the recognition whose details you want to edit in the **Recognition Schedule** zone and click the **Edit** button available in the upper left corner above the table in this zone.

The **Edit Recognition Schedule** screen appears.



**Note:** A recognition schedule from the deferred revenue recognition can be edited only when the deferred revenue recognition is in the **Active** status.

The **Edit Recognition Schedule** screen contains the following fields:

Field Name	Field Description
Deferred Revenue Recognition Information	Displays the information about the deferred revenue recognition.
Financial Transaction Information	Displays the information of the financial transaction corresponding to the deferred revenue recognition.

In addition to these fields, this screen contains following columns:

Column Name	Column Description	Mandatory (Yes or No)
Recognition Date	Used to display the date on which the deferred revenue is recognized.	Yes
Recognition Amount	Used to display the amount of the deferred revenue.	Yes
Adjustment ID	Used to display the adjustment id.	Not applicable

- Modify the details of the recognition schedule.
- If you want to define more than one recognition schedule for the deferred revenue recognition, click the **Add (+)** icon and then repeat step 4.

**Note:** However, if you want to remove a recognition schedule from the deferred revenue recognition, click the **Delete (🗑)** icon corresponding to the recognition schedule.

- Click **Save**.

The changes made to the recognition schedule are saved.

### **Related Topics**

For more information on...	See...
<b>Recognition Schedule</b> zone	<a href="#">Recognition Schedule</a> on page 1888
How to search for a deferred revenue recognition	<a href="#">Searching for a Deferred Revenue Recognition</a> on page 1884

## **Viewing the Log of a Deferred Revenue Recognition**

### **Procedure**

To view the log of a deferred revenue recognition:

- Search for the deferred revenue recognition in the **Deferred Revenue Recognition** screen.
- In the **Search Results** section, click the link in the **Deferred Revenue Recognition Information** column corresponding to the deferred revenue recognition whose log you want to view.

The **Deferred Revenue Recognition** screen appears. It consists of the following tabs:

- [Deferred Revenue Recognition - Main](#) on page 1885
- [Deferred Revenue Recognition - Log](#) on page 1888

- Click the **Log** tab.

The **Log** tab appears.

- View the complete trail of actions performed on the deferred revenue recognition in the **Deferred Revenue Recognition Log** zone.

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the dispute request.
Details	Displays the details about the deferred revenue recognition log
User	Indicates the user who has performed deferred revenue recognition
Log Type	Indicates the type of log.
Related Object	Indicates the object or entity which is generated when the action is performed on the deferred revenue recognition
Status Reason	Displays the status reason of action performed on the deferred revenue recognition

### Related Topics

For more information on...	See...
<b>Deferred Revenue Recognition Log</b> zone	<a href="#">Deferred Revenue Recognition Log</a> on page 1888
How to search for a deferred revenue recognition	<a href="#">Searching for a Deferred Revenue Recognition</a> on page 1884
How to add a log entry for a deferred revenue recognition	<a href="#">Adding a Log Entry for a Deferred Revenue Recognition</a> on page 1894

## Adding a Log Entry for a Deferred Revenue Recognition

### Procedure

To add a log entry for a deferred revenue recognition:

- Search for the deferred revenue recognition in the **Deferred Revenue Recognition** screen.
- In the **Search Results** section, click the link in the **Deferred Revenue Recognition Information** column corresponding to the deferred revenue recognition whose log you want to edit.

The **Deferred Revenue Recognition** screen appears. It consists of the following tabs:.

- [Deferred Revenue Recognition - Main](#) on page 1885
- [Deferred Revenue Recognition - Log](#) on page 1888

- Click the **Log** tab.

The **Log** tab appears.

- Click on the **Add Log Entry** link in the upper right corner of the **Deferred Revenue Recognition Log** zone.

The **Add Deferred Revenue Recognition Schedule Log** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes Or No)
Deferred Revenue Recognition Information	Displays information about the deferred revenue recognition.	Not applicable
Log Details	Used to specify additional comments on the deferred revenue recognition.	Yes

- Enter the comments in the **Log Details** field.

**6. Click Save.**

The log entry is added in the **Deferred Revenue Recognition Log** zone.

**Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Deferred Revenue Recognition Log zone</b>	<i><a href="#">Deferred Revenue Recognition Log</a></i> on page 1888
How to search for a deferred revenue recognition	<i><a href="#">Searching for a Deferred Revenue Recognition</a></i> on page 1884



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# Chapter 34

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## Product Lifecycle Management

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### Topics:

- *Prerequisites*
- *Product Status Transition through User Interface*
- *Product Status Transition through a Batch Process*
- *Product Version Status Transition*
- *Product Enrollment Status Transition through User Interface*
- *Product Enrollment Status Transition through a Batch Process*
- *Product Service (Used for Searching)*
- *Product Service (Used for Viewing)*
- *Product (Used for Searching)*
- *Product Version (Used for Viewing)*
- *Product (Used for Viewing)*
- *Product Enrollment (Used for Searching)*
- *Product Enrollment (Used for Viewing)*

Oracle Revenue Management and Billing facilitates a process of managing the entire lifecycle of a product from inception to service and then to retirement. The system allows you to create the following types of products:

- **Standard** - This type of product is a standalone product.
- **Packaged** - This type of a product is a bundle or group of products.
- **Informational** - This type of a product is used in the product hierarchy, but does not have its own pricing.

On creating a product, the status of the product is set to **Draft**. You can associate a product to one or more divisions. You can create a product to product relationship in the system. You can add product versions in the product. A product version is the entity which holds the following information:

- Product services which are offered with the product
- Price list from where the pricing for offered product services should be obtained.
- Eligibility criteria which must be satisfied when the account enrolls for the product.

The above information is captured when you create a product version for a standard product. However, when you create a product version for a packaged product, it holds the following information:

- Standard products which are offered in the packaged product.

**Note:** Some of these products might be compulsorily offered with the packaged product while some of the products might be optional.

- Standard products' services which are offered in the packaged product.

**Note:** Some of these product services might be compulsorily offered with the standard product while some of the product services might be optional.

- Add-on product services which are offered in the packaged product.
- Price list from where the pricing for offered product services and add-on product services should be obtained.
- Eligibility criteria which must be satisfied when the account enrolls for the packaged product.

A product version is effective from a particular date and its effective date must fall within the product date range. On creating a product version, the status of the product version is set to **In Progress**. You can activate a product only when at least one of its product versions is in the **Finalized** status.

A product service can be associated to one or more price items. A product service can be offered with a product only when it is associated with at least one price item in the system.

Once the product is activated, you can enroll the account for the product. On enrolling for a product, the system retrieves the product details from the product version which is effective on the system date. While enrolling for a standard product, you cannot remove mandatory product services from the product. However, you can enroll for optional product services which are offered with the product.

Similarly, while enrolling for a packaged product, you cannot remove mandatory products and product services from the packaged product. However, you can enroll for optional products and product services which are offered with the packaged product. While enrolling an account for a product, you can set the product enrollment priority for the account.

Once you create the product enrollment, the status of the enrollment is set to **Pending**. On submitting the product enrollment, the validation process is initiated. If all conditions are met, the status of the product enrollment is changed to **Enrolled**. You can unenroll for the product, whenever required.

You can retire a product, whenever required. The product, product version, and product enrollment goes through various statuses in their lifecycle.

The following batches are newly introduced for the Product Lifecycle Management feature:

- Product BO Monitor (C1-PRTRN)
- Product Enrollment Monitor (C1-ENTRN)

For more information on how to setup the product lifecycle management feature, see [Prerequisites](#) on page 1899.

## Prerequisites

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To setup the product lifecycle management feature, you need to do the following:

- Define the required customer and account in the system.
- Create a approval workflow group with a group name **PRODUCTPLM** for the product and product version.
- Define the feature configuration as **C1-PRODCH**.
- Define the sequence of execution of **C1-PROD-TDCC**, **C1-TRAN-RETR**, and **C1-PROD-ACTV** algorithms, in the **ACTIVE** status of the **C1\_PRODUCT\_BO** business object.
- Define the following parameters for the predefined **C1-PROD-TDCC** algorithm-type.
  - To Do Type1
  - Number of Days
  - Customer Contact
- Define the parameters for the predefined **C1-PRTRN** batch control.

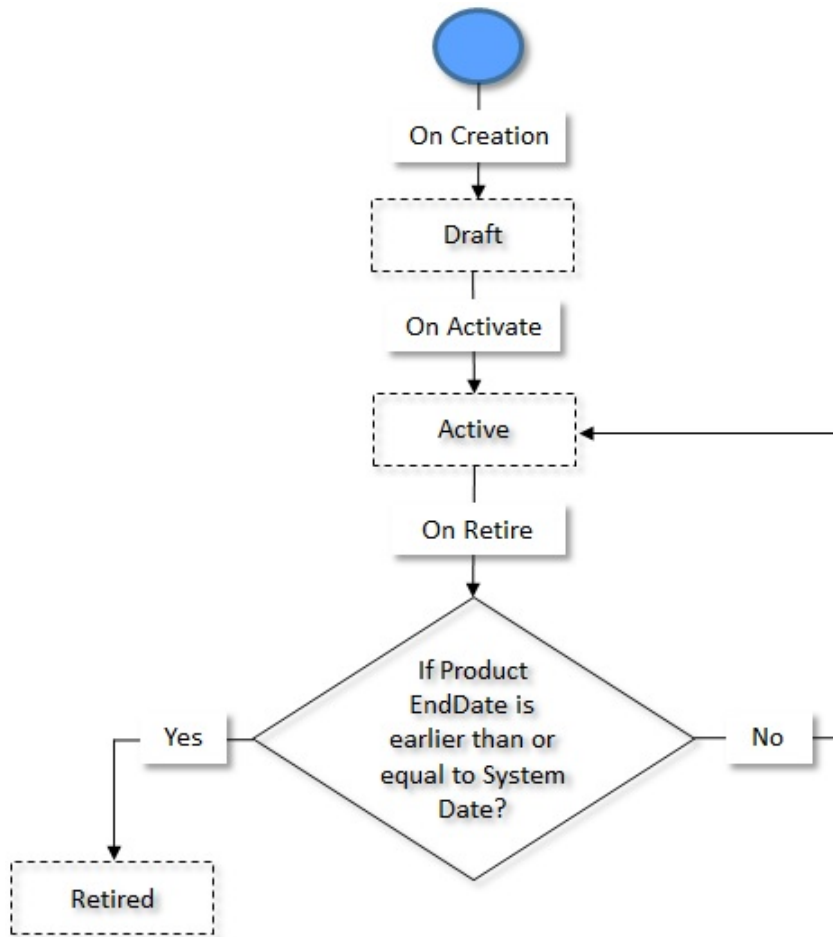
**Note:** If the batch date is not defined while creating the batch control, system date is assigned as the batch date.

- Define at least one packaged or standard product for product enrollment purposes.
- Associate at least one price list with a product, when you are defining single or multiple product versions.

## Product Status Transition through User Interface

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The following figure graphically indicates how a product moves from one status to another through the user interface:

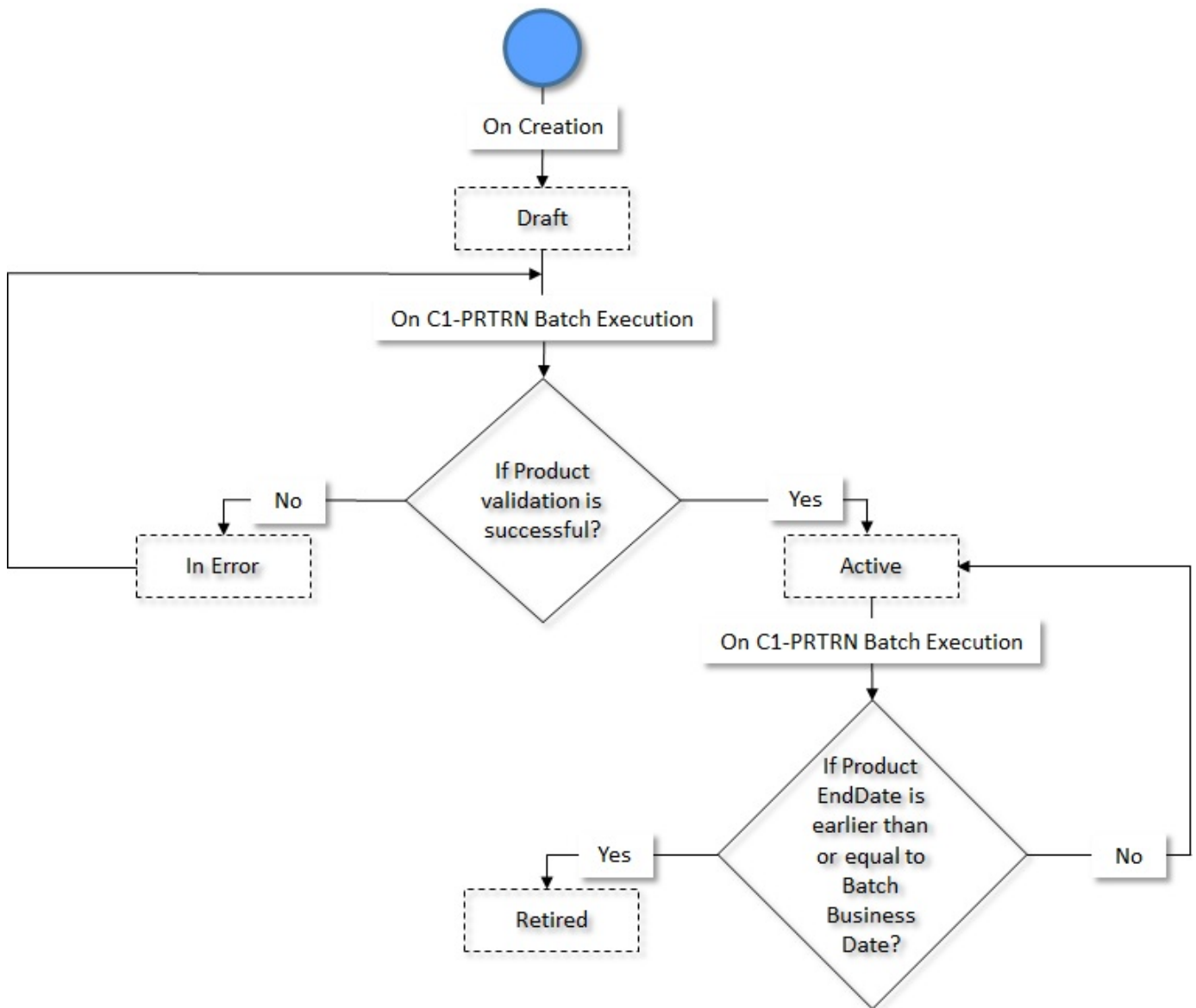


## Product Status Transition through a Batch Process

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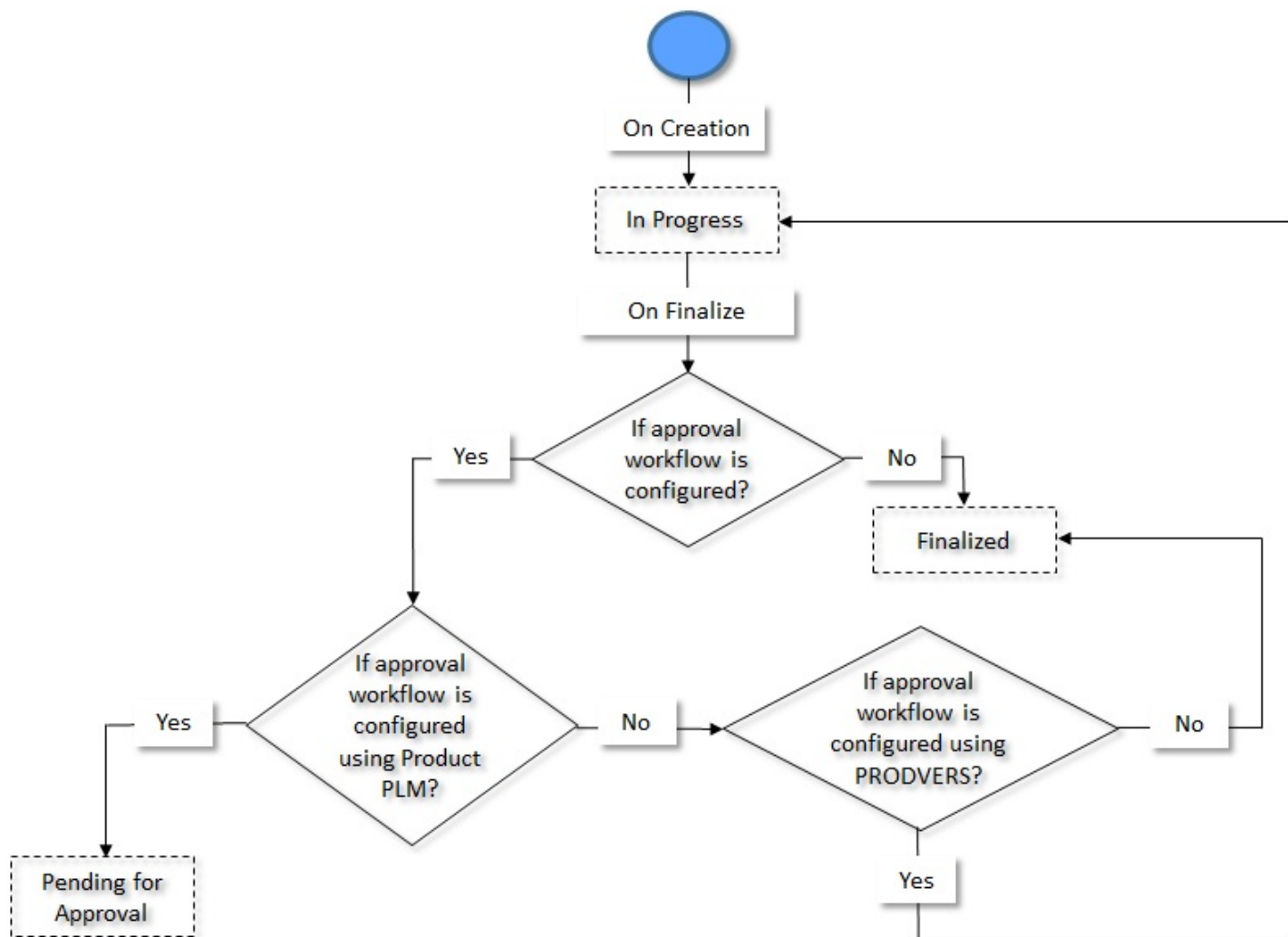
The following figure graphically indicates how a product moves from one status to another through the **Product BO Monitor** batch:





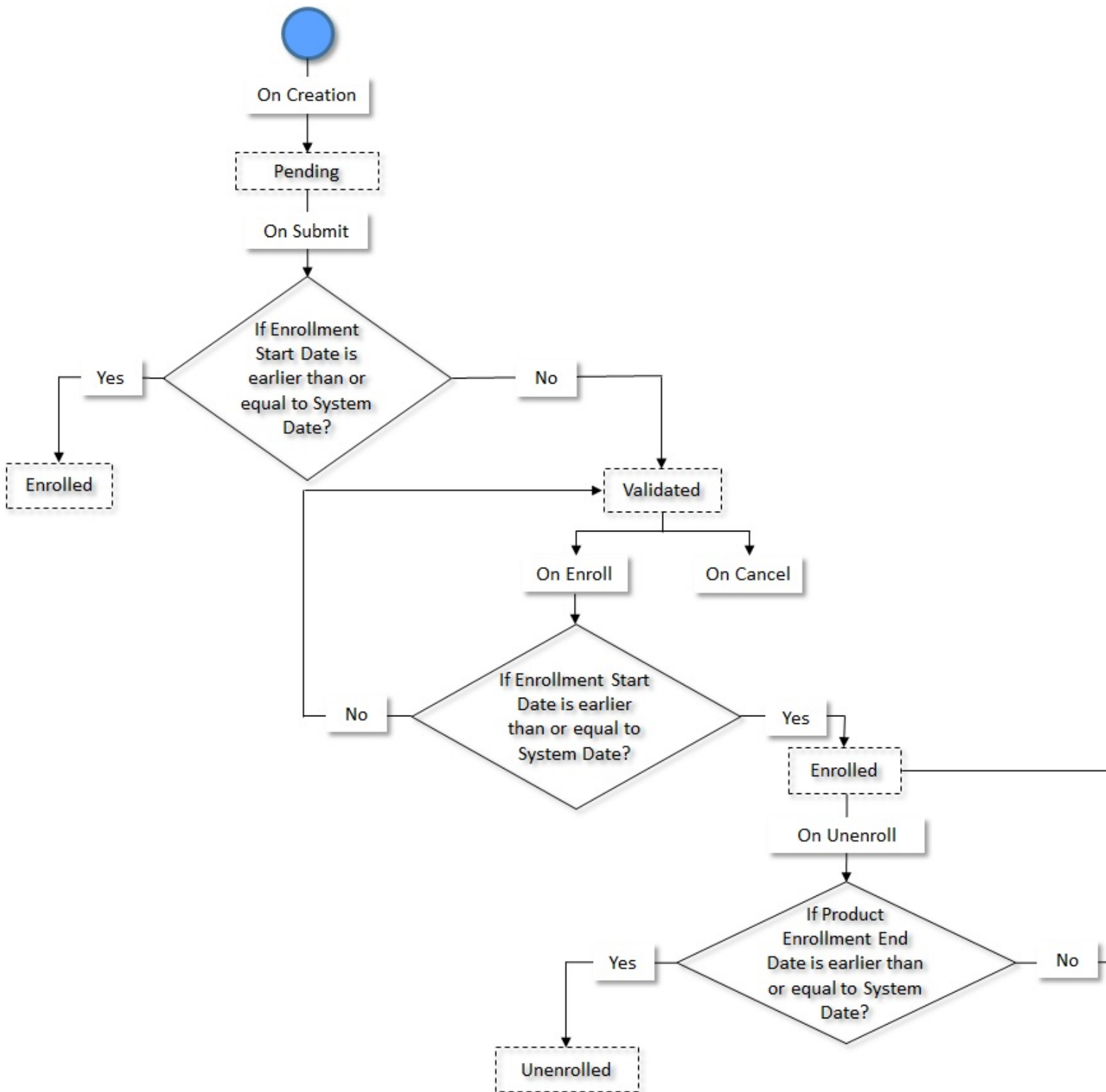
## Product Version Status Transition

The following figure graphically indicates how a product version moves from one status to another in its lifecycle:



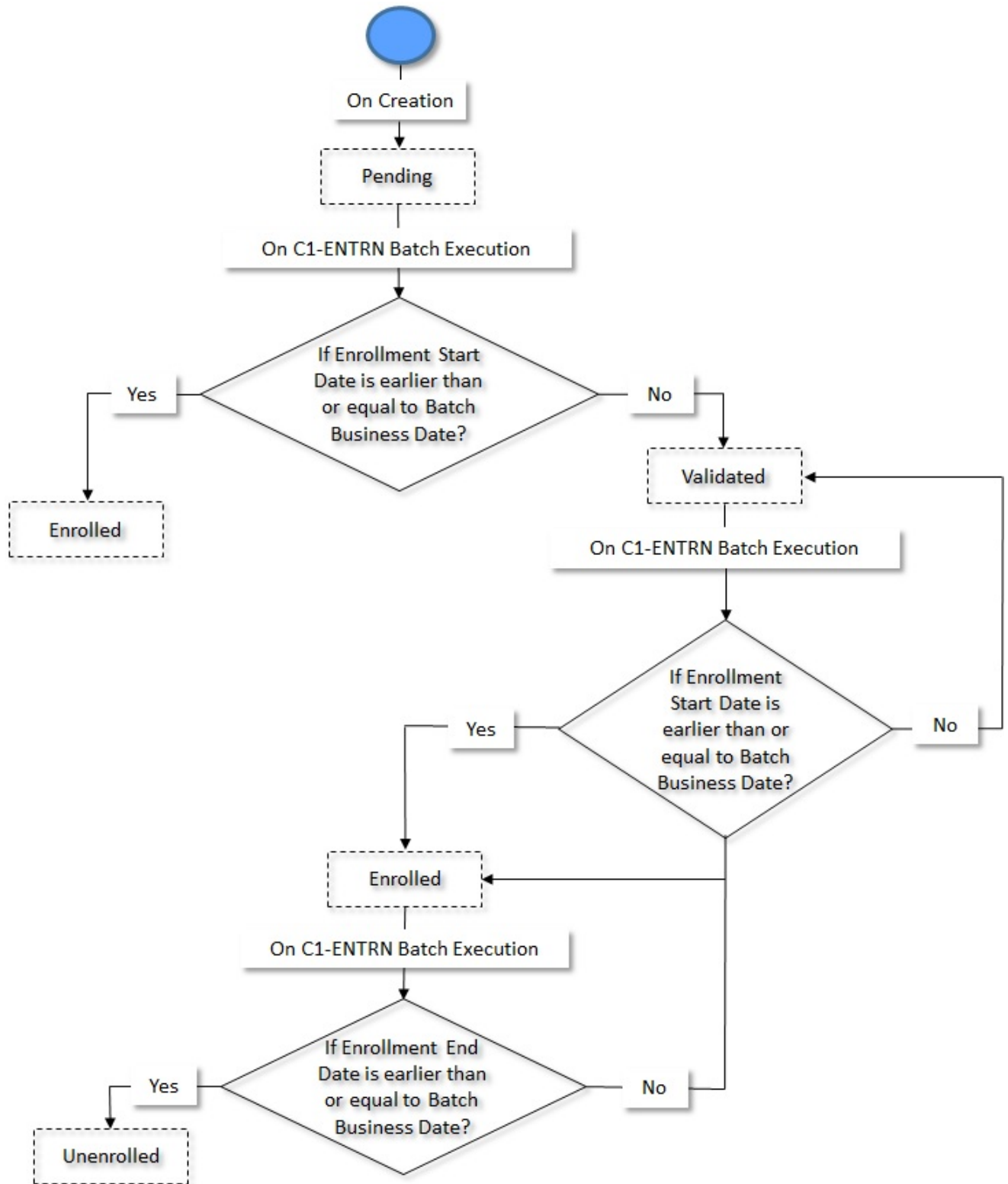
## Product Enrollment Status Transition through User Interface

The following figure graphically indicates how a product enrollment moves from one status to another through the user interface:



## Product Enrollment Status Transition through a Batch Process

The following figure graphically indicates how a product enrollment moves from one status to another through the **Product Enrollment Monitor (C1-ENTRN)** batch:



## Product Service (Used for Searching)

The **Product Service** screen allows you to search for a product service using various search criteria. Through this screen, you can navigate to the following screen:

- [Product Service \(Used for Viewing\)](#) on page 1912

This screen consists of the following zone:

- [Search Product Service](#) on page 1905

For more information on...	See...
How to search for a product service	<a href="#">Searching for a Product Service</a> on page 1906
How to view the details of a product service	<a href="#">Viewing the Product Service Details</a> on page 1911

## Search Product Service

The **Product Service Search** zone allows you to search for a product service using various search criteria. It contains the following two sections:


- **Search Criteria** - The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Product Service	Used to search for a product service based on the unique user-defined product service.	No
Description	Used to specify the description of a product service.	No
Start Date	Used to search for product service which starts from a particular date onwards.	No
End Date	Used to search for product service which is created till a particular date.	No
Price Item Information	Used to search for product service for which a price item information is created or updated in the system.	No

**Note:** You must specify at least one search criterion while searching for a product service.

- **Search Results** - On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Product Service	Displays the service code of a product service.
Description	Displays the description of product service. <b>Note:</b> It has a link. On clicking the link, the <b>Product Service</b> screen appears where you can view the details of the respective product service.
Start Date	Displays the date from when the product service is effective.
End Date	Displays the date till when the product service is effective.

On clicking the **Broadcast**  icon corresponding to a service code, the **Price Items** zone appears with the details of the respective product service.

### Related Topics

For more information on...	See...
How to search for a product service	<a href="#">Searching for a Product Service</a> on page 1906
How to view the details of a product service	<a href="#">Viewing the Product Service Details</a> on page 1911
<b>Associated Price Item</b> zone	<a href="#">Price Items</a> on page 1913

## Associated Price Items

The **Product Service Price Item** zone lists various price items that are associated with a service. It contains the following columns:

Column Name	Column Description
Price Item Information	Displays the price item information that is associated with a service. <b>Note:</b> It has a link. On clicking the link, the <b>Price Item</b> screen appears where you can view the details of the respective price item.
Start Date	Displays the date from when the product service will begin.
End Date	Displays the date till when the product service will be available.

### Related Topics

For more information on...	See...
How to define a Product Service	<a href="#">Defining a Product Service</a> on page 1907
Viewing the Product Service Price Items	<a href="#">Viewing the Product Service Price Items</a> on page 1907

## Searching for a Product Service

### Prerequisite

To search for a product service, you should have:

- Product Service defined in the application.
- Price Item defined in the application.

### Procedure

To search for a product service:

1. From the **Main** menu, select **Pricing Management** and then click **Product Service**.  
A sub-menu appears.
2. Click the **Search** option from the **Product Service** sub-menu.  
The **Product Service** screen appears.
3. Enter the search criteria in the [Search Product Service](#) on page 1905 zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

#### 4. Click **Search**.

A list of product services that meet the search criteria appear in the **Search Results** section.


#### Related Topics

For more information on...	See...
Search Product Service screen	<a href="#">Product Service (Used for Searching)</a> on page 1905
Search Product Service zone	<a href="#">Search Product Service</a> on page 1905

## Viewing the Product Service Price Items

### Procedure

To view the price items of the product:

1. Search for a product service in the **Product Service** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to a service code whose details you want to view.

The **Price Items** zone appears. It contains the following columns:

Column Name	Column Description
Price Item	Displays the price item code that is set for each product service. <b>Note:</b> It has a link. On clicking the link, the <b>Price Item</b> screen appears where you can view the details of the respective price item.
Start Date	Displays the date from when the product service will begin.
End Date	Displays the date till when the product service will be available.

#### Related Topics

For more information on...	See...
Defining a Product Service	<a href="#">Defining a Product Service</a> on page 1907
Searching a Product Service	<a href="#">Searching for a Product Service</a> on page 1906
Viewing a Product Service	<a href="#">Viewing the Product Service Price Items</a> on page 1907
<b>Product Service Search</b> screen	<a href="#">Product Service (Used for Searching)</a> on page 1905
<b>Product Service Search</b> zone	<a href="#">Search Product Service</a> on page 1905

## Defining a Product Service

### Prerequisites

To define a product service, you should have:

- Characteristic Type defined in the application (where the characteristic entity is set to **Product Service**)
- Price Item business object defined in the application.

### **Procedure**

To define a product service:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Menu** list, select **Pricing Management**, and then click **Product Service**.  
The sub-menu appears.
3. Click the **Add** option from the **Product Service** sub-menu.

The **Product Service** screen appears. It contains the following sections:

- **Main** - Used to specify basic details of the product service.
- **Characteristics** - Used to define characteristics for a product service.
- **Price Items** - Used to define price item for a product service.

The **Main** section contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Product Service	Used to specify the product service.	Yes
	<b>Note:</b> While defining a product service, ensure that at least one price item is associated with the product service.	
Description	Used to specify the description of a product service.	Yes
Start Date	Used to specify the date from when the product service is effective.	Yes
	<b>Note:</b> The product service end date cannot be earlier than the product service start date.	
End Date	Used to specify the date till when the product service is effective.	Yes
	<b>Note:</b> The product service end date cannot be earlier than the product service start date.	

**Note:**

If the product service is used in one or more product versions, the product service's end date cannot be earlier than the product version's effective date.

4. Enter the required details in the **Main** section.

**Note:**

The Start Date field is mandatory.

5. Define the characteristics for a product service, if required.
6. Define the price item for a product service.
7. Click **Save**.



The product service is defined.

### Related Topics

For more information on...	See...
Defining the characteristics for a product service	<a href="#">Defining a Characteristics for a Product Service</a> on page 1910
Associating the product service with a Price Item	<a href="#">Associating a Product Service with a Price Item</a> on page 1909

## Associating a Product Service with a Price Item

### Prerequisites

To associate a product service with a price item, you should have:


- Price Item business object defined in the application.

### Procedure

To associate a product service with a price item:



1. Ensure that the **Price Items** section is expanded when you are defining, editing, or copying a product service.

The Price Item section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Price Item	Used to specify the price item which is associated with this product service.  <b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Price Item Search</b> window appears.	No
Start Date	Used to specify the date from when the product service is effective.	No
End Date	Used to specify the date till when the product service is effective.  <b>Note:</b> The price item end date cannot be earlier than the price item start date.	No

2. Enter the required details in the **Price Items** section.

**Note:** The product service is used in one or more product versions, and therefore the product service's start date cannot be later than the product version's effective date.

3. If you want to associate one or more price items with the product service, click the **Add**  icon and then repeat step 2. However, if you want to remove the price items from the product service, click the **Delete**  icon corresponding to the price item.
4. Click **Save**.

**Note:**

You cannot associate the same price item multiple times with the product service.

You can remove a price item from the product service even though the product version is in the Finalized status. A To Do Type named **C1-SVCU1** gets created whenever any modifications are made to the product service.

You can associate a price item with a product service only when the price item's date range is within the product service's date range.

If there are changes with respect to the price items associated with the product service, then you must create a new version for that product.

The product service is associated with the price item.

**Related Topics**

For more information on...	See...
Defining a product service	<a href="#">Defining a Product Service</a> on page 1907
Editing a product service	<a href="#">Editing a Product Service</a> on page 1913
Copying a product service	<a href="#">Copying a Product Service</a> on page 1915

**Defining a Characteristics for a Product Service****Prerequisites**

To define characteristics for a product service, you should have:

- Characteristic Type defined in the application (where the characteristic entity is set to **Product Service**)

**Procedure**

To define characteristics for a product service:

1. Ensure that the **Characteristics** section is expanded when you are defining, editing, or copying a product service.

The **Characteristics** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the product service.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the product service.
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Product Service</b>	<b>Note:</b> This field is required when you are defining a characteristic for the product service.

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<p><b>Note:</b></p> <p>If you select a predefined characteristic type, the <b>Search</b> (🔍) icon appears corresponding to the <b>Characteristic Value</b> field. On clicking the <b>Search</b> icon, you can search for a predefined characteristic value.</p> <p>On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.</p>	<p><b>Note:</b> This field is required when you are defining a characteristic for the product service.</p>

- Enter the required details in the **Characteristics** section.
- If you want to define more than one characteristic for the product service, click the **Add** (+) icon and then repeat step 2. However, if you want to remove a characteristic from the product service, click the **Delete** (🗑️) icon corresponding to the characteristic.
- Select an appropriate characteristic type from the **Characteristic Type** list.

#### Related Topics

For more information on...	See...
How to define a product service	<a href="#">Defining a Product Service</a> on page 1907
How to edit a product service	<a href="#">Editing a Product Service</a> on page 1913
How to copy a product service	<a href="#">Copying a Product Service</a> on page 1915

## Viewing the Product Service Details

### Procedure

To view the details of the product service:

- Search for a product service in the **Product Service** screen.
- In the **Search Results** section, click the link in the **Description** column corresponding to the service code whose details you want to view.

The **Product Service** screen appears. It contains the following zones:

- Product Service**
- Associated Price Items**

- View the product service details in the [Product Service](#) on page 1912 zone.

### Related Topics

For more information on...	See...
<b>Product Service</b> screen	<a href="#">Product Service (Used for Viewing)</a> on page 1912
<b>Product Service</b> zone	<a href="#">Product Service</a> on page 1912
How to edit the product service details	<a href="#">Editing a Product Service</a> on page 1913

For more information on...	See...
How to delete the product service details	<a href="#">Deleting a Product Service</a> on page 1914
How to copy the product service details	<a href="#">Copying a Product Service</a> on page 1915

## Product Service (Used for Viewing)

The **Product Service** screen allows you to:

- View the details and characteristics of the product service
- Edit, Delete, and Copy the details of the product service
- View the product service business object
- View the price items that are associated with the product service

The **Product Service** screen consists of the following zones:

- [Product Service](#) on page 1912
- [Price Items](#) on page 1913

For more information on...	See...
How to view the details of a product service	<a href="#">Viewing the Product Service Details</a> on page 1911
How to edit the details of a product service	<a href="#">Editing a Product Service</a> on page 1913
How to copy the details of a product service	<a href="#">Copying a Product Service</a> on page 1915
<b>Product Service Search</b> zone	<a href="#">Search Product Service</a> on page 1905
<b>Associated Price Items</b> zone	<a href="#">Price Items</a> on page 1913

## Product Service

The **Product Service** zone displays the details of the product service. It contains the following sections:

- **Main** - Displays the basic information about the product service. It contains the following fields:

Field Name	Field Description
Product Service	Displays the product service that is assigned to a product service.
Description	Displays the description of the product service.
Start Date	Displays the date when the product service starts.
End Date	Displays the date when the product service ends.

- **Characteristics** - Lists the characteristics defined for the product service. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the characteristic is effective for the product service.
Characteristic Type	Indicates the characteristic type.

Column Name	Column Description
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** - This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the product service.
Delete	Used to delete the product service.
Duplicate	Used to create a new product service using an existing product service information.

- **Record Information** - This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the product service is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

## Price Items

The **Product Service Price Item** zone lists various price items that are associated with a service. It contains the following columns:

Column Name	Column Description
Price Item Information	Displays the price item information that is associated with a service.  <b>Note:</b> It has a link. On clicking the link, the <b>Price Item</b> screen appears where you can view the details of the respective price item.
Start Date	Displays the date from when the product service will begin.
End Date	Displays the date till when the product service will be available.

## Related Topics

For more information on...	See...
How to define the product service	<a href="#">Defining a Product Service</a> on page 1907
How to edit the details of the product service	<a href="#">Editing a Product Service</a> on page 1913
How to delete the details of the product service	<a href="#">Deleting a Product Service</a> on page 1914
How to duplicate the details of the product service	<a href="#">Copying a Product Service</a> on page 1915

## Editing a Product Service

### Procedure

To edit a product service:

1. Search for the product service in the **Product Service**.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the product service whose details you want to edit.  
The **Product Service** screen appears.
3. Click the **Edit** button in the **Product Service** zone.  
The **Product Service** screen appears.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Modify the details of the product service in the main section, if required.
5. Modify the characteristics for a product service, if required.
6. Associate the price items with a product service, if required.
7. Click **Save**.

The changes made to the product service are saved.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to search for a product service	<a href="#">Searching for a Product Service</a> on page 1906
How to define a product service	<a href="#">Defining a Product Service</a> on page 1907
How to define the characteristics for a product service	<a href="#">Defining a Characteristics for a Product Service</a> on page 1910
How to associate the price items with product service	<a href="#">Associating a Product Service with a Price Item</a> on page 1909

## **Deleting a Product Service**

### **Procedure**

To delete a product service:

1. Search for the product service in the **Product Service**.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

2. In the **Search Results** section, click the link in the **Description** column corresponding to the product service whose details you want to delete.  
The **Product Service** screen appears.
3. Click the **Delete** button in the **Product Service** zone.  
A message appears confirming whether you want to delete the product service.

**Note:** If the product service is associated with the product version, then the product service cannot be deleted.

#### 4. Click **OK**.

The product service is deleted.

#### Related Topics

For more information on...	See...
How to search for a product service	<a href="#">Searching for a Product Service</a> on page 1906

## Copying a Product Service

Instead of creating a product service from scratch, you can create a new product service using an existing product service. This is possible through copying a product service. On copying a product service, the details including the algorithms and characteristics are copied to the new product service. You can then edit the details, if required.

#### Prerequisites

To define a product service, you should have:

- Characteristic Type defined in the application (where the characteristic entity is set to **Product Service**)
- Price Item business object defined in the application.

#### Procedure

To define a product service:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Menu** list, select **Pricing Management**, and then click **Product Service**.  
The sub-menu appears.
3. Click the **Search** option from the **Product Service** sub-menu.

The **Product Service** screen appears. It contains the following sections:

- **Main** - Used to specify basic details of the product service.
- **Characteristics** - Used to define characteristics for a product service.
- **Price Items** - Used to define price item for a product service.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Product Service	Used to specify the product service.	Yes
Description	Used to specify the description of a product service.	Yes
Start Date	Used to specify the date from when the product service is effective.	Yes
End Date	Used to specify the date till when the product service is effective.	Yes

**Tip:** Alternatively, you can click the **Duplicate** button in the **Record Actions** section, in the **Product Service** zone to create a copy of the product service.

4. Enter the required details in the **Main** section.
5. Define the characteristics for a product service, if required.

6. Define the price item for a product service, if required.
7. Click **Save**.

The new product service is defined.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
Defining the characteristics for a product service	<a href="#">Defining a Characteristics for a Product Service</a> on page 1910
Associating the product service with a Price Item	<a href="#">Associating a Product Service with a Price Item</a> on page 1909

## **Product (Used for Searching)**

The **Product** screen allows you to search for a product using various search criteria. Through this screen, you can navigate to the following screen:

- [Product \(Used for Viewing\)](#) on page 1948

This screen consists of the following zone:

- [Search Product](#) on page 1916

<b>For more information on...</b>	<b>See...</b>
How to search for a product	<a href="#">Searching for a Product</a> on page 1918
How to view the details of a product	<a href="#">Viewing the Product Details</a> on page 1919


## **Search Product**

The **Search Product** zone allows you to search for a product using various search criteria. It contains the following two sections:

- **Search Criteria** - The **Search Criteria** section contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Product	Used to search for a particular product.	No
Description	Used to search products with a particular description.	No
Start Date	Used to search for products which are created from a particular date onwards.	No
End Date	Used to search for products which are created till a particular date.	No
Product Type	Used to search for products which are created using a particular product type. The valid values are: <ul style="list-style-type: none"> <li>• Packaged</li> <li>• Informational</li> <li>• Standard</li> </ul>	No




Field Name	Field Description	Mandatory (Yes or No)
Product Category	Used to search for products which are created using a specific category. The valid values are: <ul style="list-style-type: none"> <li>• Checking</li> <li>• Loans</li> <li>• Others</li> <li>• Savings</li> </ul>	No
Status	Used to search for products which are created using a specific status. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Draft</li> <li>• Error</li> <li>• Retired</li> </ul>	No
Division	Used to search for products which belong to a specific division.	No
Product Manager's To Do Role	Used to search for products which belong to a specific Product Manager's To Do Role. <p><b>Note:</b></p> <p>If you select a predefined To Do Role, the <b>Search</b>  icon appears corresponding to the <b>Product Manager's To Do Role</b> field. On clicking the <b>Search</b> icon, you can search for a predefined To Do value.</p> <p>On specifying the value for a predefined To Do Role, the description of the To Do Role value appears corresponding to the <b>Product Manager's To Do Role</b> field.</p>	No

**Note:** You must specify at least one search criterion while searching for a product.

- **Search Results** - On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Product	Displays the code of the product.
Description	Displays the description of the product.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product</b> screen appears with the details of the respective product.
Status	Displays the status of the product.
Product Type	Indicates the type of the product.
Product Category	Indicates the category of the product.
Start Date	Displays the date from when the product is effective.

Column Name	Column Description
End Date	Displays the date till when the product is effective.

On clicking the **Broadcast**  icon corresponding to the product column, the **Product Version List** zone appears with the details of the respective product.

### Related Topics

For more information on...	See...
How to search for a product	<a href="#">Searching for a Product</a> on page 1918
How to view the details of a product	<a href="#">Viewing the Product Details</a> on page 1919
<b>Product Version List</b> zone	<a href="#">Product Version List</a> on page 1918

## Product Version List

The **Product Version List** zone lists the information related to the product version.

Column Name	Column Description
Effective Date	Displays the date from when the product version is effective.
Description	Displays the description of the product version. <b>Note:</b> It has a link. On clicking the link, the <b>Product Version</b> screen appears where you can view the details of the respective product version.
Status	Displays the status of the product version.

### Related Topics

For more information on...	See...
How to search for a product	<a href="#">Searching for a Product</a> on page 1918
How to define a new product version	<a href="#">Defining a Product Version</a> on page 1925

## Searching for a Product

### Prerequisite

To search for a product, you should have:

- Product Type defined in the application.
- Product Category defined in the application.
- Division defined in the application.
- Relationship Type defined in the application.

### Procedure

To search for a product:

1. From the **Main** menu, select **Pricing Management** and then click **Product**.

A sub-menu appears.

- Click the **Search** option from the **Product** sub-menu.

The **Product** screen appears.

- Enter the search criteria in the **Search Product** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Click **Search**.

A list of products that meet the search criteria appear in the **Search Results** section.


#### Related Topics

For more information on...	See...
<b>Search Product</b> screen	<a href="#">Product (Used for Searching)</a> on page 1916
<b>Search Product</b> zone	<a href="#">Search Product Service</a> on page 1905

## Viewing the Product Versions

### Procedure

To view the details of the product version:

- Search for a product in the **Product** screen.
- In the **Search Results** section, click the **Broadcast**  icon corresponding to the product whose details you want to view.

The **Product Version List** screen appears. It contains the following zones:

- [Product Version List](#) on page 1918

- View the product version details in the **Product Version** screen.

### Related Topics

For more information on...	See...
How to define a product	<a href="#">Defining a Product</a> on page 1920
<b>Search Product</b> screen	<a href="#">Product (Used for Searching)</a> on page 1916
<b>Search Product</b> zone	<a href="#">Search Product</a> on page 1916

## Viewing the Product Details

### Procedure

To view the details of the product:

- Search for a product in the **Product** screen.
- In the **Search Results** section, click the link in the **Description** column corresponding to the product whose details you want to view.

The **Product Service** screen appears. It contains the following tabs:

- [Product - Main](#) on page 1948

- [Product - Log](#) on page 1950


### Related Topics

For more information on...	See...
How to search for a product	<a href="#">Searching for a Product</a> on page 1918

## Viewing the Product Version Details

### Procedure

To view the details of the product version:

1. Search for a product in the **Product** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the product whose details you want to view.

View the details of the product version in the [Product Version List](#) on page 1918

### Related Topics

For more information on...	See...
How to search for a product	<a href="#">Searching for a Product</a> on page 1918

## Defining a Product

### Prerequisites

To define a product, you should have:

- Product Type should be defined in the application.
- Product Category should be defined in the application.

### Procedure

To define a product:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Menu** list, select **Pricing Management**, and then click **Product**.  
The sub-menu appears.

3. Click the **Add** option from the **Product** sub-menu.

The **Product** screen appears. It contains the following sections:

- **Main** - Used to specify basic details of the product.
- **Divisions** - Used to define characteristics for a product.
- **Product to Product Relationship** - Used to define product to product relationship for a product.
- **Characteristics** - Used to define characteristics for a product.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Product	Used to specify the product.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Description	Used to specify the description of a product.	Yes
Status	Displays the status of the product.	Yes
	<b>Note:</b> Whenever a new product is added, it will have the status as <b>Draft</b> .	
Product Type	Used to indicate the type of a product.	Yes
Product Category	Used to indicate the category of a product.	Yes
Start Date	Used to specify the date from when the product is effective.	Yes
End Date	Used to specify the date till when the product is effective.	No
Compliance Number	Used to specify the compliance number received from the legal department.	No
Product Manager To Do Role	Used to specify all the To Do raised against this product that are further assigned to this product manager To Do role.	No

4. Enter the required details in the **Main** section.

**Note:**

You cannot add or edit a product version when the product is in the Retired status.

The Start Date field is mandatory.

5. Associate a division with a product, if required.
6. Define the characteristics for a product, if required.

**Note:**

Ensure that the value is specified for the characteristic type option type in the C1-PRODCH feature configuration.

Ensure that a valid value is specified for the characteristic type.

7. Define the price item for a product, if required.

8. Click **Save**.

The product is defined.

**Related Topics**

For more information on...	See...
Associating a division with the product	<a href="#">Associating a Product with a Division</a> on page 1922
Defining the product to product relationship	<a href="#">Defining a Product to Product Relationship</a> on page 1922
Defining the characteristics for the product	<a href="#">Defining a Characteristics for a Product</a> on page 1923

## Associating a Product with a Division

### Prerequisites

To associate product with a division, you should have:

- Division defined in the application.

### Procedure

To associate product with a division:

1. Ensure that the **Divisions** section is expanded when you are defining, editing, or copying a product.

The Division section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Division	Used to specify the division of the product.	Yes

2. Enter the required details in the **Divisions** section.

#### Note:

At least one division must be associated with the product.

3. If you want to associate one or more divisions with the product, click the **Add** (+) icon and then repeat step 2.

#### Note:

However, if you want to remove the divisions from the product, click the **Delete** (🗑️) icon corresponding to the product.

4. Click **Save**.

#### Note:

Ensure that the division associated with the product is associated to the price list.

You cannot remove the division from the product because the price list associated to the product version which is effective on (mention date) is associated to the division.

The divisions are associated with the product.

### Related Topics

For more information on...	See...
Defining a product	<a href="#">Defining a Product</a> on page 1920

## Defining a Product to Product Relationship

### Prerequisites

To define a product to product relationship, you should have:

- Relationship Type defined in the application.

### Procedure

To define a product to product relationship:

1. Ensure that the **Product to Product Relationship** section is expanded when you are defining, editing, or copying a product.

The Product to Product Relationship section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Product	Used to specify the product.	Yes
Relationship Type	Used to indicate the relationship type with the product. The valid values are: <ul style="list-style-type: none"> <li>• Child product</li> <li>• Parent product</li> </ul>	Yes
Effective Start Date	Used to specify the date from when the product to product relationship will begin.	No
Effective End Date	Used to specify the date till when the product to product relationship will be available.	No

2. Define the details of the product in the main section, if required.

**Note:**

The product to product relationship start and end dates must be within the product's start and end dates.

3. Define the division for a product, if required.

**Note:**

The division associated with the child product is not associated with the packaged product.

4. Define the product to product relationship for a product, if required.

**Note:**

The child product that you want to add in the product version is not effective, as it must be in an active state.

5. Define the characteristics for a product, if required.

6. Click **Save**.

The product to product relationship is defined.

### **Related Topics**

For more information on...	See...
How to define a product	<a href="#">Defining a Product</a> on page 1920
How to associate a product with a division	<a href="#">Associating a Product with a Division</a> on page 1922
How to define characteristics for a product	<a href="#">Defining a Characteristics for a Product</a> on page 1923

## **Defining a Characteristics for a Product**

### **Prerequisites**

To define characteristics for a product, you should have:


- Characteristic Type defined in the application (where the characteristic entity is set to **Product**)

### **Procedure**

To define characteristics for a product:



1. Ensure that the **Characteristics** section is expanded when you are defining, editing, or copying a product service.

The **Characteristics** section contains the following fields:

<b>Field Name</b>	<b>Field Description</b>	<b>Mandatory (Yes or No)</b>
Effective Date	Used to specify the date from when the characteristic is effective for the product.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the product.
Characteristic Type	Used to indicate the characteristic type. The valid values are: <ul style="list-style-type: none"> <li>• AP Product Type</li> <li>• FK Reference for Product</li> <li>• Stop Existing Enrolment on End Date</li> </ul>	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the product.
		<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to <b>Product</b> .
Characteristic Value	Used to specify the value for the characteristic type. <p><b>Note:</b></p> If you select a predefined characteristic type, the <b>Search</b>  icon appears corresponding to the <b>Characteristic Value</b> field. On clicking the <b>Search</b> icon, you can search for a predefined characteristic value.           On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the product.

2. Enter the required details in the **Characteristics** section.

**Note:** The effective date of a characteristic cannot be earlier than the product start date and later than the product end date.

3. If you want to define more than one characteristic for the product service, click the **Add**  icon and then repeat step 2. However, if you want to remove a characteristic from the product service, click the **Delete**  icon corresponding to the characteristic.
4. Select an appropriate characteristic type from the **Characteristic Type** list.

### **Related Topics**



For more information on...	See...
How to define a product	<a href="#">Defining a Product</a> on page 1920
How to associate a product with a division	<a href="#">Associating a Product with a Division</a> on page 1922
How to define a product to product relationship	<a href="#">Defining a Product to Product Relationship</a> on page 1922

## Defining a Product Version


### Prerequisites

To define a product version, you should have:

- Product defined in the application.

### Procedure

To define a product version:

1. Search for the product in the **Search Product** zone.
2. In the **Search Results** section, click the **Broadcast**  icon, corresponding to the product whose product version details you want to view.

The **Product Version List Search** zone appears


3. Click the **Add** link in the **Product Version List** zone.

The **Product Version** screen appears. It contains the following sub sections:

- **Main** - Used to specify the basic details of the product version.
- **Product Services** - Used to assign the product services to the product version.
- **Price Lists** - Used to associate the price lists with a product version.
- **Eligibility** - Used to specify the eligibility criteria for a product version.
- **Characteristics** - Used to define the characteristics for a product version.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Product Type	Displays the product type.	Not applicable
Product	Displays the product code.	Not applicable
Effective Date	Used to specify the effective date from when the product version will be effective.	Yes
Status	Used to specify the status of the version.	Yes
	<b>Note:</b> It is a read-only field, and cannot be edited.	
Description	Used to specify the description for the version.	No

Field Name	Field Description	Mandatory (Yes or No)
Terms and Conditions	Used to specify the terms and conditions for the version.	Yes
	<b>Note:</b> Click the <b>Search</b>  icon appearing corresponding to the <b>Terms and Conditions</b> field. On clicking the <b>Search</b> icon, you can search for a predefined terms and conditions.	

**Note:**

The Effective Date field is mandatory.

4. Enter the required details in the **Products and Services** and/or **Product Services** section.

**Note:**

If the product type is **Packaged** then **Products and Services** section appears. If the product type is **Standard** then **Product Services** section is displayed. If the else both of these sections do not appear.

You must have at least one product added in the product version.

You must have at least one product service added in the product version.

The effective date of a product version cannot be earlier than the product start date.

You must select the Inclusion check box when the product service is defined as mandatory in the effective product version.

You cannot add a product version when the product is in the Retired status.

The product that you want to add in the product version must be in the Active status.

5. Enter the required details in the **Price List** section.

**Note:**

The pricing for the price item which is associated with the product service must be available in the price list.

6. Enter the required details in the **Eligibility** section.
7. Enter the required details in the **Characteristics** section.
8. Click **Save**.

The product version is defined.

**Related Topics**

For more information on...	See...
How to add a product service to a product version	<a href="#">Adding a Product Service to a Product Version</a> on page 1927
How to add a standard product to a product version	<a href="#">Adding a Standard Product to a Product Version</a> on page 1928
How to add add-on services to a product version	<a href="#">Adding Add-on Services to a Product Version</a> on page 1930

For more information on...	See...
How to associate price list with a product version	<a href="#">Associating a Price List with a Product Version</a> on page 1931
How to define eligibility criteria for a product version	<a href="#">Defining Eligibility Criteria for a Product Version</a> on page 1932
How to define characteristics for a product version	<a href="#">Defining Characteristics for a Product Version</a> on page 1934

## Adding a Product Service to a Product Version

### Procedure

To add a product service to a product version:

1. Search for a product in the **Search Product** zone.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the product whose details you want to view.

The **Product** screen appears. It consists of the following tabs:


- [Product - Main](#) on page 1948
- [Product - Log](#) on page 1950

3. Ensure that the **Main** tab is selected.
4. Click the **Add** link in the **Product Version** zone.

The **Product Version** screen appears.

5. Click the **Product Services** link mentioned in the **Sections** navigation panel.

The **Products** section appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Products	Indicates the product code for the version.	Yes
	<b>Note:</b> Click the <b>Search</b>  icon appearing corresponding to the <b>Products</b> field. On clicking the <b>Search</b> icon, you can search for a predefined products.	
Product Service	Displays the product service for the version.	No
	<b>Note:</b> Once a product is selected using the <b>Ora Search</b> , it appears in the <b>Products</b> field, and its corresponding product service is displayed in the <b>Product Service</b> column.	

Field Name	Field Description	Mandatory (Yes or No)
Mandatory	Used to indicate that the service is a mandatory option for the version.	Not applicable
	<b>Note:</b> The mandatory checkbox is already checked for a service code only when the same service code field is checked as a <b>Mandatory</b> option from the <b>Product Version</b> screen.	
Inclusion	Used to indicate the services that are enrolled for a version.	Yes (Conditional)
		<b>Note:</b> The inclusion checkbox must be checked, if the mandatory checkbox field has been already checked.

**Note:** The **Products** and the **Add-on Product** services section appear only when the product searched is a **Packaged** product.

- Enter the required details in the **Products** section.
- If you want to add more than one product to the product version, click the **Add** (+) icon and then repeat step 6. However, if you want to remove a product from the **Products** section, click the **Delete** (🗑️) icon corresponding to the product field.
- Click **Save**.

The product service is added to the product version.

### **Related Topics**

For more information on...	See...
How to add a product version	<a href="#">Defining a Product Version</a> on page 1925
How to associate a price list with a product	<a href="#">Associating a Price List with a Product Version</a> on page 1931
How to define eligibility criteria for a product version	<a href="#">Defining Eligibility Criteria for a Product Version</a> on page 1932
How to define characteristics for a product version	<a href="#">Defining Characteristics for a Product Version</a> on page 1934

## **Adding a Standard Product to a Product Version**

### **Prerequisites**

To add a standard product to a product version, you should have:

- Standard product should be defined in the application.

### **Procedure**

To add a standard product to a product version:

- Search for a product in the **Search Product** zone.

- In the **Search Results** section, click the link in the **Description** column corresponding to the product whose details you want to view.

The **Product** screen appears. It consists of the following tabs:


- Product — Main
- Product — Log

- Click the **Add** link in the **Product Version** zone.

The **Product Version** screen appears. It contains the following sections:

- Main** - Used to specify the basic details of the product version.
- Product Services** - Used to assign the product services to the product version.
- Price List** - Used to associate the price list with a product version.
- Eligibility** - Used to specify the eligibility criteria for a product version.
- Characteristics** - Used to define the characteristics for a product version.

The **Product Services** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Product Service	Displays the service code for the version.	No
	<p><b>Note:</b></p> <p>Click the <b>Search</b>  icon appearing corresponding to the <b>Product Service</b> field. On clicking the <b>Search</b> icon, you can search for a predefined product services.</p>	

- Enter the required details in the main section, if required.
- Associate a price list with a version, if required.
- Define the eligibility criteria for a product version, if required.
- Define the characteristics for a product version, if required.
- Click **Save**.

The standard product is added to the product version.

### **Related Topics**

For more information on...	See...
How to define a product version	<a href="#">Defining a Product Version</a> on page 1925
How to add a product service with a product version	<a href="#">Adding a Product Service to a Product Version</a> on page 1927
How to associate a price list with a product version	<a href="#">Associating a Price List with a Product Version</a> on page 1931
How to define eligibility criteria for a product version	<a href="#">Defining Eligibility Criteria for a Product Version</a> on page 1932
How to define characteristics for a product version	<a href="#">Defining Characteristics for a Product Version</a> on page 1934

## Adding Add-on Services to a Product Version

### Procedure

To add-on services to a product version:

1. Search for a product in the **Search Product** zone.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the product whose details you want to view.

The **Product** screen appears. It consists of the following tabs:


- Product — Main
- Product — Log



3. Ensure that the **Main** tab is selected.
4. Click the **Add** link in the **Product Version** zone.

The **Product Version** screen appears.

5. Click the **Product Services** link mentioned in the **Sections** navigation panel.

The **Add-on Product Services** section appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Product Service	Displays the service code for the version.	No
	<p><b>Note:</b></p> <p>Click the <b>Search</b>  icon appearing corresponding to the <b>Product Service</b> field. On clicking the <b>Search</b> icon, you can search for a predefined product services.</p>	

6. If you want to add more than one product service to the product version, click the **Add**  icon. However, if you want to remove a product service from the **Add-on Product Services** section, click the **Delete**  icon corresponding to the product service field.
7. Click **Save**.

The add-on product service is added to the product version.

### Related Topics

For more information on...	See...
How to add a product to the product version	<a href="#">Defining a Product Version</a> on page 1925
How to add a product service with a product version	<a href="#">Adding a Product Service to a Product Version</a> on page 1927
How to associate a price list with a product version	<a href="#">Associating a Price List with a Product Version</a> on page 1931
How to define eligibility criteria for a product version	<a href="#">Defining Eligibility Criteria for a Product Version</a> on page 1932

For more information on...	See...
How to define characteristics for a product version	<a href="#">Defining Characteristics for a Product Version</a> on page 1934

## Associating a Price List with a Product Version

### Procedure

To associate a price list with a product version:

1. Search for a product in the **Search Product** zone.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the product whose details you want to view.

The **Product** screen appears. It consists of the following tabs:

- [Product - Main](#) on page 1948
- [Product - Log](#) on page 1950

3. Ensure that the **Main** tab is selected.
4. Click the **Add** link in the **Product Version** zone.

The **Product Version** screen appears.

5. Click the **Product Services** link mentioned in the **Sections** navigation panel.

The **Price List** section appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Price List ID	Indicates the price list that is to be associated with the product version.  <b>Note:</b> Click the <b>Search</b> (🔍) icon appearing corresponding to the <b>Price List ID</b> field. On clicking the <b>Search</b> icon, you can search for a predefined price lists.	Not applicable

6. If you want to add more than one price list to the product version, click the **Add** (+) icon. However, if you want to remove a price list from the **Price List** section, click the **Delete** (🗑️) icon corresponding to the product service field.
7. Click **Save**.

### **Note:**

The division associated with the product must be associated to the price list.

The price list that you want to associate with the product version must be in the Active status.

The price list that you want to associate with the product version must be effective.

The price list is added to the product version.

### Related Topics

For more information on...	See...
How to add a product to a product version	<a href="#">Defining a Product Version</a> on page 1925
How to add a product service to a product version	<a href="#">Adding a Product Service to a Product Version</a> on page 1927
How to define eligibility criteria for a product version	<a href="#">Defining Eligibility Criteria for a Product Version</a> on page 1932
How to define characteristics for a product version	<a href="#">Defining Characteristics for a Product Version</a> on page 1934

## Defining Eligibility Criteria for a Product Version

### Procedure

To associate a price list with a product version:

1. Search for a product in the **Search Product** zone.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the product whose details you want to view.

The **Product** screen appears. It consists of the following tabs:


- [Product - Main](#) on page 1948
- [Product - Log](#) on page 1950

3. Ensure that the **Main** tab is selected.
4. Click the **Add** link in the **Product Version** zone.

The **Product Version** screen appears.

5. Click the **Product Services** link mentioned in the **Sections** navigation panel.

The **Eligibility** section appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Criteria	Displays the criteria (  ) icon. By clicking the criteria icon, additional fields are displayed that allow you to enter various types of criteria.	Not applicable
Eligibility Type	Indicates the list of logical criteria that is checked during enrollment of the customer to the Product and Product Version. The valid value is: <ul style="list-style-type: none"> <li>• Eligibility Rule</li> </ul>	No
Start Date	Used to specify the date from when the eligibility criteria will be effective.	Yes (Conditional)
		<b>Note:</b> This field is required when you have selected the eligibility criteria from the eligibility type dropdown.
End Date	Used to specify the date till when the eligibility criteria will be effective.	No
Description	Used to specify the description for the eligibility criteria.	No



Field Name	Field Description	Mandatory (Yes or No)
Sequence	Used to specify the order in which the product version eligibility criteria should be executed.	Yes
Parameter	Indicates the parameter (on the left hand side) which is used in the pricing eligibility criteria.	No
Operator	Displays the relational operator to define the relation between the parameter name and value.	Yes
Parameter Value Type	Indicates the parameter value against which you want to compare the parameter.	No
Parameter	Indicates the parameter (on the right hand side) against which you want to compare the parameter (on the left hand side).	No
Is True	Indicates what happens when the condition is true (satisfied). The valid values are: <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> - Indicates that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> - Indicates that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule Is True</b> - Indicates that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	No
Is False	Indicates what happens when the condition is false (not satisfied). The valid values are: <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> - Indicates that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> - Indicates that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule Is True</b> - Indicates that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	No
Is Insufficient	Indicates what happens when the data is insufficient. The valid values are: <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> - Indicates that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> - Indicates that the action specified in the <b>Rule False Action</b> field should be executed.</li> <li>• <b>Rule Is True</b> - Indicates that the action specified in the <b>Rule True Action</b> field should be executed.</li> </ul>	No

6. Enter the required details in the **Eligibility** section.
7. If you want to add more than one eligibility / criteria to the product version, click the **Add** (+) icon. However, if you want to remove a eligibility / criteria from the **Eligibility** section, click the **Delete** (🗑) icon corresponding to the criteria / sequence field.

8. Click **Save**.**Note:**

You cannot define eligibility criteria for the product version when the eligibility criteria is already defined for the price list.

You cannot define an eligibility criteria whose start date is earlier than the product version effective date.

You cannot define multiple eligibility criteria for the product version with the overlapping date range.

The eligibility is defined for the product version.

**Related Topics**

For more information on...	See...
How to define a product version	<a href="#">Defining a Product Version</a> on page 1925
How to add a standard product to a product version	<a href="#">Adding a Standard Product to a Product Version</a> on page 1928
How to add a product service to a product version	<a href="#">Adding a Product Service to a Product Version</a> on page 1927
How to define characteristics for a product version	<a href="#">Defining Characteristics for a Product Version</a> on page 1934

**Defining Characteristics for a Product Version****Procedure**

To define characteristics for a product version:

1. Search for a product in the **Search Product** zone.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the product whose details you want to view.

The **Product** screen appears. It consists of the following tabs:

- Product — Main
- Product — Log

3. Ensure that the **Main** tab is selected.
4. Click the **Add** link in the **Product Version** zone.

The **Product Version** screen appears.

5. Click the **Product Services** link mentioned in the **Sections** navigation panel.

The **Characteristics** section appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective for the product version.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for the price item or price item bundle.

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to indicate the characteristic type.	Yes (Conditional)
	<b>Note:</b> The list includes only those characteristic types where the characteristic entity is set to Price Item.	<b>Note:</b> This field is required when you are defining a characteristic for the price item or price item bundle.
Characteristic Value	Used to specify the value for the characteristic type.	Yes (Conditional)
	<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the Characteristic Value field.	<b>Note:</b> This field is required when you are defining a characteristic for the price item or price item bundle.

- Enter the required details in the **Characteristics** section.
- If you want to add more than one characteristic to the product version, click the **Add** (+) icon. However, if you want to remove a characteristic from the **Characteristics** section, click the **Delete** (🗑️) icon corresponding to the effective date field.
- Click **Save**.

The characteristics are defined for the product version.

### **Related Topics**

For more information on...	See...
How to add a product service to a product version	<a href="#">Adding a Product Service to a Product Version</a> on page 1927
How to add a standard product to a product version	<a href="#">Adding a Standard Product to a Product Version</a> on page 1928
How to add add-on services to a product version	<a href="#">Adding Add-on Services to a Product Version</a> on page 1930
How to associate price list with a product version	<a href="#">Associating a Price List with a Product Version</a> on page 1931
How to define eligibility criteria for a product version	<a href="#">Defining Eligibility Criteria for a Product Version</a> on page 1932

## **Product Version (Used for Viewing)**

Once you define a product version, the **Product Version** screen allows you to:

- Edit the details of a product version.
- Edit the details of a product and its services.
- Edit the price list details.
- Edit the eligibility details.
- Edit the characteristics details.

This screen consists of the following tabs:

- [Product Version - Main](#) on page 1936

- [Product Version - Log](#) on page 1942

For more information on...	See...
How to view the details of a product version	<a href="#">Viewing the Product Details</a> on page 1919
How to add a product version	<a href="#">Defining a Product Version</a> on page 1925
How to edit a product version	<a href="#">Editing a Product Version</a> on page 1942
How to delete a product version	<a href="#">Deleting a Product Version</a> on page 1944
How to copy a product version	<a href="#">Copying a Product Version</a> on page 1944
How to finalize a product version	<a href="#">Finalizing a Product Version</a> on page 1946
How to view the log of a product version	<a href="#">Viewing the Log of a Product Version</a> on page 1947

## Product Version - Main

The **Product Version - Main** tab displays information about the product version and services. It contains the following zones:

- [Product Version](#) on page 1936
- [Services](#) on page 1939
- [Add-on Product Services](#) on page 1939
- [Price Items](#) on page 1913
- [Eligibility Criteria](#) on page 1940

## Product Version

The **Product Version** zone displays the details of the product version. It contains the following sections:

- **Main** - Displays the basic information about the product version. It contains the following fields:

Field Name	Field Description
Product	Displays information about the product. <b>Note:</b> It has a link. On clicking the link, the <b>Product</b> screen appears where you can view the details of the product.
Effective Date	Displays the date from when the product version will be effective.
Product Type	Displays the type of product for which the product version is created.
Status	Displays the status of the product version.
Description	Displays the description of the product version.
Terms and Conditions	Displays the terms and conditions that are applicable for the product version.

- **Record Actions** - This section contains the following fields:

Button Name	Button Description
Edit	Used to edit the details of the product version.
	<b>Note:</b> The <b>Edit</b> button appears only when the product version status is <b>In Progress, Finalized, and Draft</b> .
Delete	Used to delete the details of the product version.
	<b>Note:</b> The <b>Delete</b> button appears only when the product version status is <b>In Progress, Finalized, and Draft</b> .
Duplicate	Used to create a new version using an existing product version.
	<b>Note:</b> The <b>Duplicate</b> button appears only when the product version status is <b>In Progress, Finalized, and Draft</b> .
Finalized	Used to finalize all the changes and make the product <b>Active</b> .

- **Record Information** - This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the product version is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

- **Characteristics** - Lists the characteristics defined for the product version. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the product version is effective.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- Enter the required details in the [Products](#) on page 1938 zone.
- Enter the required details in the [Product Services](#) on page 1938 zone.

**Note:** Products and Product Services section is displayed only when the product type is selected as **Packaged** product from the [Search Product](#) on page 1916 zone in the **Product** screen.

- Enter the required details in the [Add-on Product Services](#) on page 1939 zone.
- Enter the required details in the [Services](#) on page 1939 zone.

**Note:** The services section appear only when the product type is selected as a **Standard** product from the [Search Product](#) on page 1916 zone in the **Product** screen.

- Enter the required details in the [Price List](#) on page 1940 zone.
- Enter the required details in the [Eligibility Criteria](#) on page 1940 zone.

## Products

The **Products** zone displays the details of the product. It contains the following fields:

Field Name	Field Description
Product	Displays the product service that is assigned to a product.
Effective Date	Displays the date from when the product is effective.
Description	Displays the description of the product

### Related Topics

For more information on...	See...
<b>Product Version - Main</b> screen	<a href="#">Product Version - Main</a> on page 1936
How to edit the product version	<a href="#">Editing a Product Version</a> on page 1942
How to delete the product version	<a href="#">Deleting a Product Version</a> on page 1944
How to copy the product version	<a href="#">Copying a Product Version</a> on page 1944
How to finalize a product version	<a href="#">Finalizing a Product Version</a> on page 1946
How to view the log of a product version	<a href="#">Viewing the Log of a Product Version</a> on page 1947

## Product Services

The **Product Services** zone displays the services that are assigned to the product. It contains the following columns:

Column Name	Column Description
Service Code	Displays the unique code that is assigned to the product service.
Description	Displays the description of the product.  <b>Note:</b> It has a link. On clicking the link, the <b>Product Service</b> screen appears where you can view the details of the respective add-on service.
Mandatory	Indicates whether the service is mandatory while defining the product version.  <b>Note:</b> This field is displayed only when the mandatory option is selected while defining or editing the product services.

### Related Topics

For more information on...	See...
<b>Product Version - Main</b> screen	<a href="#">Product Version - Main</a> on page 1936
How to edit the product version	<a href="#">Editing a Product Version</a> on page 1942
How to delete the product version	<a href="#">Deleting a Product Version</a> on page 1944
How to copy the product version	<a href="#">Copying a Product Version</a> on page 1944
How to finalize a product version	<a href="#">Finalizing a Product Version</a> on page 1946
How to view the log of a product version	<a href="#">Viewing the Log of a Product</a> on page 1954

## Add-on Product Services

The **Add-on Services** zone displays the additional services of the product. It contains the following columns:

Column Name	Column Description
Service Code	Displays the unique code assigned to the product service.
Description	Displays the description of the product. <b>Note:</b> It has a link. On clicking the link, the <b>Product Service</b> screen appears with the details of the respective add-on service.
Mandatory	Indicates whether the add-on service is mandatory while defining the product version. <b>Note:</b> This field is displayed only when the mandatory option is selected while defining or editing the product services.

### Related Topics

For more information on...	See...
<b>Product Version - Main</b> screen	<a href="#">Product Version - Main</a> on page 1936
How to edit the product version	<a href="#">Editing a Product Version</a> on page 1942
How to delete the product version	<a href="#">Deleting a Product Version</a> on page 1944
How to copy the product version	<a href="#">Copying a Product Version</a> on page 1944
How to finalize a product version	<a href="#">Finalizing a Product Version</a> on page 1946
How to view the log of a product version	<a href="#">Viewing the Log of a Product</a> on page 1954

## Services

The **Services** zone displays the services that are assigned to the product. It contains the following columns:

Column Name	Column Description
Service Code	Displays the unique code that is assigned to the product service.
Description	Displays the description of the product. <b>Note:</b> It has a link. On clicking the link, the <b>Product Service</b> screen appears with the details of the respective add-on service.
Mandatory	Indicates whether the service is mandatory while defining the product version. <b>Note:</b> This field is displayed only when the mandatory option is selected while defining or editing the product services.

### Related Topics

For more information on...	See...
<b>Product Version - Main</b> screen	<a href="#">Product Version - Main</a> on page 1936
How to edit the product version	<a href="#">Editing a Product Version</a> on page 1942
How to delete the product version	<a href="#">Deleting a Product Version</a> on page 1944

For more information on...	See...
How to copy the product version	<a href="#">Copying a Product Version</a> on page 1944
How to finalize a product version	<a href="#">Finalizing a Product Version</a> on page 1946
How to view the log of a product version	<a href="#">Viewing the Log of a Product Version</a> on page 1947

### Price List

The **Price List** zone displays the price for each service that is covered by the product. It contains the following columns:

Columns Name	Column Description
Serial Number	Displays the auto-generated serial number for the price list information.
Price List Information	Displays the price of each price item that is covered by the product. <b>Note:</b> It has a link. On clicking the link, the <b>Price List</b> screen appears where you can view the details of the respective price item.

### Related Topics


For more information on...	See...
<b>Product Version - Main</b> screen	<a href="#">Product Version - Main</a> on page 1936
How to edit the product version	<a href="#">Editing a Product Version</a> on page 1942
How to delete the product version	<a href="#">Deleting a Product Version</a> on page 1944
How to copy the product version	<a href="#">Copying a Product Version</a> on page 1944
How to finalize a product version	<a href="#">Finalizing a Product Version</a> on page 1946
How to view the log of a product version	<a href="#">Viewing the Product Versions</a> on page 1919

### Eligibility Criteria

The **Eligibility Criteria** zone displays the list of criteria that decide the enrolment of the product towards an entity. It contains the following columns:

Column Name	Column Description
Eligibility Type	Indicates the eligibility type of the product service. The valid values are: <ul style="list-style-type: none"> <li>Eligibility Rule</li> </ul>
Effective Start Date	Displays the date from when the eligibility type is effective.
Effective End Date	Displays the date till when the eligibility type is effective.
Description	Displays the description of the eligibility type.
Sequence	Displays the sequence number.



Column Name	Column Description
Parameter	Displays the eligibility condition that is assigned to an entity.
	<p><b>Note:</b></p> <p>The <b>Search</b>  icon appears corresponding to the <b>Approval Level</b> field. On clicking the search icon, the <b>Approval Level Search</b> search window appears.</p>
Operator	<p>Indicates various types of conditional operators used for eligibility criteria purposes. The valid values are:</p> <ul style="list-style-type: none"> <li>• &lt;</li> <li>• &lt;=</li> <li>• &lt;&gt;</li> <li>• =</li> <li>• &gt;</li> <li>• &gt;=</li> <li>• Between</li> <li>• In</li> <li>• Like</li> <li>• Not In</li> </ul>
Parameter Value Type	<p>Indicates the value type of the parameter. The valid values are:</p> <ul style="list-style-type: none"> <li>• Parameter</li> <li>• Value</li> </ul>
Parameter	Indicates the actual value that is assigned for an entity.
Parameter Value	Displays the actual value of the parameter that is assigned for an entity.
Is True	<p>Indicates what should happen when the condition is true (satisfied). The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> - Indicates that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> - Indicates that the action specified in the Rule False Action field should be executed.</li> <li>• <b>Rule Is True</b> - Indicates that the action specified in the Rule True Action field should be executed.</li> </ul>
Is False	<p>Indicates what should happen when the condition is false (not satisfied). The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> - Indicates that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> - Indicates that the action specified in the Rule False Action field should be executed.</li> <li>• <b>Rule Is True</b> - Indicates that the action specified in the Rule True Action field should be executed.</li> </ul>

Column Name	Column Description
Is Insufficient	Indicates what should happen when the data is insufficient. The valid values are: <ul style="list-style-type: none"> <li>• <b>Check Next Condition</b> - Indicates that the condition with consecutive sequence number should be executed.</li> <li>• <b>Rule Is False</b> - Indicates that the action specified in the Rule False Action field should be executed.</li> <li>• <b>Rule Is True</b> - Indicates that the action specified in the Rule True Action field.</li> </ul>

### Related Topics

For more information on...	See...
<b>Product Version - Main</b> screen	<a href="#">Product Version - Main</a> on page 1936
How to edit the product version	<a href="#">Editing a Product Version</a> on page 1942
How to delete the product version	<a href="#">Deleting a Product Version</a> on page 1944
How to copy the product version	<a href="#">Copying a Product Version</a> on page 1944
How to finalize a product version	<a href="#">Finalizing a Product Version</a> on page 1946
How to view the log of a product version	<a href="#">Viewing the Log of a Product Version</a> on page 1947

## Product Version - Log

The **Product Version - Log** tab contains the following zone:

- [Product Version Log](#) on page 1942

### Product Version Log


The **Product Version - Log** zone lists the complete trail of actions performed on the product version. It contains the following columns:

Column Name	Column Description
Date Time	Displays the date and time when the action was performed on the product version.
Details	Displays the details about the action performed on the product version.
User	Displays the user who has performed the action on the product version.
Log Type	Displays the type of log.
Related Object	Displays the object or entity that is generated when the action is performed on the product version.
Status Reason	Displays the status reason of action performed on the product version.

## Editing a Product Version

### Procedure

To edit a product version:

1. Search for the product in the **Search Product** zone.
2. In the **Search Results** section, click the **Broadcast**  icon, corresponding to the product column.

The **Product Version List** zone appears.

- Click the link in the **Description** column, corresponding to the status column.

The **Product Version** screen appears.

- Click the **Edit** button in the **Product Version** zone.

The **Product Version** screen appears.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

- Modify the details of the product version in the main section, if required.

**Note:**

The effective date of a product version cannot be later than the product end date.

- Define, edit, or remove the products and/or services for a product version, if required.

**Note:**

You must select the Inclusion check box when the product service is defined as mandatory in the effective product version.

- Modify the price list for a product version, if required.
- Define, edit, or remove the eligibility for a product version, if required.
- Define, edit, or remove the characteristics for a product version, if required.
- Click **Save**.

**Note:**

You cannot edit the details of the product version except the characteristics when the product version is in the Finalized status.

The changes made to the product version are saved.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to add a product service to a product version	<a href="#">Adding a Product Service to a Product Version</a> on page 1927
How to add a standard product to a product version	<a href="#">Adding a Standard Product to a Product Version</a> on page 1928
How to add add-on services to a product version	<a href="#">Adding Add-on Services to a Product Version</a> on page 1930
How to associate price list with a product version	<a href="#">Associating a Price List with a Product Version</a> on page 1931
How to define eligibility criteria for a product version	<a href="#">Defining Eligibility Criteria for a Product Version</a> on page 1932

For more information on...	See...
How to define characteristics for a product version	<a href="#">Defining Characteristics for a Product Version</a> on page 1934

## Deleting a Product Version

### Procedure

To delete a product version:

1. Search for the product in the **Search Product** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

2. In the **Search Results** section, click the **Broadcast**  icon, corresponding to the product column.

The **Product Version List** zone appears.

3. Click the link in the **Description** column, corresponding to the status column.

The **Product Version** screen appears.

4. Click the **Delete** button in the **Product Version** zone.

A message appears confirming whether you want to delete the product version.

5. Click **OK**.

**Note:**

You cannot delete the product version which is in the Finalized status.

The product version is deleted.

### Related Topics

For more information on...	See...
How to search for a product	<a href="#">Searching for a Product</a> on page 1918

## Copying a Product Version

Instead of creating a product version from scratch, you can create a new product version using an existing product version. This is possible through copying a product version. On copying a product version, the details including the algorithms and characteristics are copied to the new product version. You can then edit the details, if required.


### Prerequisites

To copy a product version, you should have:

- Product and Product Type defined in the application.
- Product Status and Service Code defined in the application.
- Product Category, Division, and Product To Do Role defined in the application.
- Eligibility Type, Characteristic Type, Price List, and Terms and Conditions defined in the application.
- Parameter, Operator, Parameter Value Type, Is True, Is False, and Is Sufficient defined in the application.

**Procedure**

To copy a product version:


1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Menu** list, select **Pricing Management**, and then click **Product**.  
The sub-menu appears.
3. Click the **Search** option from the **Product** sub-menu.  
The **Product** screen appears.
4. In the **Search Results** section, click the **Broadcast**  icon corresponding to the product column whose version you want to copy.  
The **Product Version List** zone appears.
5. Click the link in the **Description** column, to view the details of the product version.  
The **Product Version** screen appears.
6. Click the **Duplicate** button in the **Record Actions** section.

The **Product Version** screen appears. It contains the following sections:

- **Main** - Used to specify basic details of the product version.
- **Products and Services** - Used to define the products and services for a product version.
- **Price List**  
- Used to define the Price List for the product version.
- **Eligibility**  
- Used to define the Eligibility for the product version.
- **Characteristics**  
- Used to define the Characteristics for the product version.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Product Type	Displays the product type.	Not applicable
Product	Displays the product code.	Not applicable
Effective Date	Used to specify the effective date from when the product version will be effective.	Yes
Status	Used to specify the status of the version.	Yes
	<b>Note:</b> It is a read-only field, and cannot be edited.	
Description	Used to specify the description for the version.	No

Field Name	Field Description	Mandatory (Yes or No)
Terms and Conditions	Used to specify the terms and conditions for the version.	Yes
	<b>Note:</b> Click the <b>Search</b>  icon appearing corresponding to the <b>Terms and Conditions</b> field. On clicking the <b>Search</b> icon, you can search for a predefined terms and conditions.	

7. Enter the required details in the **Products and Services** and/or **Product Services** section.

**Note:** If the product type is **Packaged** then **Products and Services** section appears. If the product type is **Standard** then **Product Services** section appears. If the product type is **Information Only** neither of these sections are displayed.

8. Enter the required details in the **Price List** section.
9. Enter the required details in the **Eligibility** section.
10. Enter the required details in the **Characteristics** section.
11. Click **Save**.

The new product service is defined.

#### Related Topics

For more information on...	See...
How to add a product service to a product version	<a href="#">Adding a Product Service to a Product Version</a> on page 1927
How to add a standard product to a product version	<a href="#">Adding a Standard Product to a Product Version</a> on page 1928
How to add add-on services to a product version	<a href="#">Adding Add-on Services to a Product Version</a> on page 1930
How to associate price list with a product version	<a href="#">Associating a Price List with a Product Version</a> on page 1931
How to define eligibility criteria for a product version	<a href="#">Defining Eligibility Criteria for a Product Version</a> on page 1932
How to define characteristics for a product version	<a href="#">Defining Characteristics for a Product Version</a> on page 1934

## Finalizing a Product Version

### Prerequisites


To finalize a product version, you should have:

- Product Version status as In Progress

### Procedure

To finalize a product version:

1. Search for the product in the **Product Search** screen.

2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the product whose details you want to view.  
The **Product Version List** screen appears.
3. In the **Product Version List** zone, click the link in the **Description** column, for that product version, whose product version log you want to view.  
The **Product Version** screen appears.
4. Click the **Finalize** button in the **Product Version** zone.  
The status of the product version is changed to **Finalized**.

**Note:**

You cannot finalize the product version when its effective date is earlier than the product start date.

**Note:**


The **Finalize** button appears only when the product version is in the **In Progress** status.

**Related Topics**

For more information on...	See...
How to search for a product	<a href="#">Searching for a Product</a> on page 1918
How to define a product version	<a href="#">Defining a Product Version</a> on page 1925
How to copy a product version	<a href="#">Copying a Product Version</a> on page 1944
How to delete a product version	<a href="#">Deleting a Product Version</a>

**Viewing the Log of a Product Version****Procedure**

To view the log of a Product Version:

1. Search for the product in the **Product** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the product, whose product version log you want to view.  
The **Product Version List** screen appears.
3. In the **Product Version List** zone, click the link in the **Description** column, for that product version, whose product version log you want to view.  
The **Product Version** screen appears. It consists of the following tabs:
  - [Product Version - Main](#) on page 1936
  - [Product Version - Log](#) on page 1942
4. Click the **Log** tab.  
The **Log** tab appears.
5. View the complete trail of actions performed on the product version in the **Product Version Log** zone.

**Related Topics**

For more information on...	See...
Product Version Log screen	<a href="#">Product Version - Log</a> on page 1942
Product Version Log zone	<a href="#">Product Version Log</a> on page 1942

## Product (Used for Viewing)

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The **Product** screen allows you to:

- View the details of the product
- View the division of the product
- View the product to product relationship
- View the characteristics of the product
- View the product version list of the product
- Edit the details of the product
- Retire a product
- Add a product version to the product

This screen contains the following tabs:

- [Product - Main](#) on page 1948
- [Product - Log](#) on page 1950

For more information on...	See...
How to edit the details of product	<a href="#">Editing a Product</a> on page 1951
How to create a copy of the product	<a href="#">Copying a Product</a> on page 1952
How to retire a product	<a href="#">Retiring a Product</a> on page 1953
How to define a product	<a href="#">Defining a Product</a> on page 1920
How to define a product version	<a href="#">Defining a Product Version</a> on page 1925

### Product - Main

The **Product - Main** tab displays information about the product, division, product to product relationship, characteristics, and product version. It contains the following zones:

- [Product Details](#) on page 1948
- [Product Version List](#) on page 1918

#### Product Details

The **Product Details** zone displays the details of the product. It contains the following sections:

- **Main** - Displays the basic information about the product. It contains the following fields:



Field Name	Field Description
Product	Displays information about the product.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product</b> screen appears where you can view the details of the product.
Description	Displays the description of the product version.
Status	Displays the status of the product version.
Product Type	Displays the type of product for which the product version is created.
Product Category	Displays the category to which the product is associated.
Start Date	Displays the date from when the product is effective.
End Date	Displays the date from till when the product is effective.
Compliance Number	Displays the number supplied by the legal department
Product Manager To Do Role	Displays all the To Dos that are raised against this product, and are assigned to this particular To Do Role.

- **Record Actions** - This section contains the following fields:

Button Name	Button Description
Edit	Used to edit the details of the product.
	<b>Note:</b> The <b>Edit</b> button appears only when the product status is <b>Active</b> and <b>Draft</b> .
Duplicate	Used to create a new product using an existing product.
	<b>Note:</b> The <b>Duplicate</b> button appears only when the product status is <b>Active</b> and <b>Draft</b> .
Retire	Used to indicate that the product is no longer available for use.
	<b>Note:</b> The <b>Retire</b> button appears only when the product status is <b>Active</b> .
Active	Used to activate the product.
	<b>Note:</b> The <b>Active</b> button appears only when the product status is <b>Draft</b> .

- **Record Information** - This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the product version is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

- **Divisions** - Displays the division defined for the product. It contains the following columns:

Column Name	Column Description
Division	Displays the division to which the product belongs.
	<b>Note:</b> It has a link. On clicking the link, the <b>Division</b> screen appears where you can view the details of the division.

- **Product to Product Relationship** - Lists the characteristics defined for the product version. It contains the following columns:

Column Name	Column Description
Product	Displays the product with whom the relationship has to be made.
Relationship Type	Displays the type of relationship.
Effective Start Date	Displays the date from when the product to product relationship will be effective.
Effective End Date	Displays the date till when the product to product relationship will be effective.

- **Characteristics** - Lists the characteristics defined for the product version. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the characteristics for the product will be effective.
Characteristic Type	Displays the characteristic type.
Characteristic Value	Displays the characteristic value.

### Product Version List

The **Product Version List** zone lists the information related to the product version.

Column Name	Column Description
Effective Date	Displays the date from when the product version is effective.
Description	Displays the description of the product version.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product Version</b> screen appears where you can view the details of the respective product version.
Status	Displays the status of the product version.

### Related Topics

For more information on...	See...
How to search for a product	<a href="#">Searching for a Product</a> on page 1918
How to define a new product version	<a href="#">Defining a Product Version</a> on page 1925

### Product - Log

The **Product - Log** tab contains the following zone:

- [Product Log](#) on page 1951

## Product Log

The **Product Log** zone lists the complete trail of actions performed on the product. It contains the following columns:

Column Name	Column Description
Date/Time	Displays the date and time when the action was performed on the product.
Details	Displays the details about the action performed on the product.
User	Displays the user who has performed the action on the product.
Log Type	Displays the type of log.
Related Object	Displays the object or entity that is generated when the action is performed on the product.
Status Reason	Displays the status reason of action performed on the product.

## Editing a Product

### Procedure

To edit a product:

1. Search for the product in the **Search Product** zone.
2. In the **Search Results** section, click the link in the **Description** column,, corresponding to the product column whose details you want to edit.

The **Product** screen appears.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

3. Click the **Edit** button in the **Record Actions** zone.

The **Product** screen appears.

4. Modify the details of the product in the main section, if required.

**Note:**

The product start date cannot be later than its product version's effective date.

The product end date cannot be earlier than its product version's effective date.

You cannot update the product type field because a product version is already defined for the product.

You cannot add or edit a product version when the product is in the Retired status.

5. Define, edit, or remove the divisions for a product, if required.

**Note:**

You cannot remove the division from the product because an account from this division is already enrolled to the product.

You cannot remove the division from the packaged product because the child product is associated to the division.

6. Define, edit, or remove the product to product relationship for a product, if required.

- Define, edit, or remove the characteristics for a product, if required.

**Note:**

You cannot change the value of the characteristic when the product is in the Active status. To change the value of the characteristic, the characteristic type should not be of **C1-STOPE** type.

- Click **Save**.

The changes made to the product are saved.

**Related Topics**

For more information on...	See...
How to define the characteristics for the product	<a href="#">Defining a Characteristics for a Product</a> on page 1923
How to define product to product relationship	<a href="#">Defining a Product to Product Relationship</a> on page 1922
How to associate the product with a division	<a href="#">Associating a Product with a Division</a> on page 1922

**Copying a Product**

Instead of creating a product from scratch, you can create a new product using an existing product. This is possible through copying a product. On copying a product, the details including the algorithms and characteristics are copied to the new product. You can then edit the details, if required.

**Prerequisites**

To copy a product, you should have:

- Product, Product Type, Product Category, and Product Manager's To Do Role defined in the application.
- Division defined in the application.
- Relationship Type and Characteristic Type defined in the application.

**Procedure**

To copy a product:

- Search for a product in the **Product** screen.
- In the **Search Results** section, click the link in the **Description** column, corresponding to the product column, whose details you want to copy.  
The **Product** screen appears.
- Click the **Duplicate** button in the **Record Actions** section.  
The **Product** screen appears.
- Enter the required product details in the **Main** section, if required.
- Define, edit, or remove the divisions for a product, if required.
- Define, edit, or remove the product to product relationship for a product, if required.
- Define, edit, or remove the characteristics for a product, if required.
- Click **Save**.

The new product is defined.

**Related Topics**

For more information on...	See...
How to define a product	<a href="#">Defining a Product</a> on page 1920
Associating a product with a division	<a href="#">Associating a Product with a Division</a> on page 1922
How to define product to product relationship	<a href="#">Defining a Product to Product Relationship</a> on page 1922
How to define characteristics for a product	<a href="#">Defining a Characteristics for a Product</a> on page 1923

## Activating a Product

### Prerequisites

To activate a product, you should have:

- Product must have the status as Draft.
- Product Version Status should be Finalized.

### Procedure

To activate a product:

1. Search for a product in the **Product** screen.
2. In the **Search Results** section, click the link in the **Description** column, corresponding to the product column that needs to be activated.

The **Product** screen appears.

3. Click the **Active** button in the **Record Actions** section.

#### **Note:**

You can activate a product only when there is at least one product version in the Finalized status.

The product is activated, as the status is changed from **Draft** to **Active**.

### Related Topics

For more information on...	See...
How to edit the product details	<a href="#">Editing a Product</a> on page 1951
How to create a copy of a product	<a href="#">Copying a Product</a> on page 1952
How to retire a product	<a href="#">Retiring a Product</a> on page 1953

## Retiring a Product

### Prerequisites

To retire a product, you should have:

- Product Status must be Active.
- Product End Date less than equal to current date.

### Procedure

To retire a product:

1. Search for a product in the **Product** screen.

2. In the **Search Results** section, click the link in the **Description** column, corresponding to the product column that needs to be activated.  
The **Product** screen appears.
3. Click the **Retire** button in the **Record Actions** section.  
The **Retire Product** screen appears.
4. Mention the **End Date** of the product.

**Note:**

The enrollments for the product, which you are retiring, are still effective.

5. Click **Save**.

The product is retired, as the status is changed from **Active** to **Retired**.

**Note:**

On retiring the product, the end date of the effective product enrollments is set to the system date.

**Related Topics**

For more information on...	See...
How to edit the product details	<a href="#">Editing a Product</a> on page 1951
How to create a copy of a product	<a href="#">Copying a Product</a> on page 1952

**Viewing the Log of a Product****Procedure**

To view the log of a Product:

1. Search for the product in the **Product** screen.
2. In the **Search Results** section, click the link in the **Description** column corresponding to the product, whose log you want to view.

The **Product** screen appears. It consists of the following tabs:

- [Product - Main](#) on page 1948
- [Product - Log](#) on page 1950

3. Click the **Log** tab.

The **Log** tab appears.

4. View the complete trail of actions performed on the product version in the **Product Log** zone.

**Related Topics**

For more information on...	See...
<b>Product Log</b> screen	<a href="#">Product - Log</a> on page 1950
<b>Product Log</b> zone	<a href="#">Product Log</a> on page 1951

## Product Enrollment (Used for Searching)

The **Product Enrollment** screen allows you to search for a product enrollment using various search criteria. Through this screen, you can navigate to the following screen:

- [Product Enrollment \(Used for Viewing\)](#) on page 1966

This screen consists of the following zone:

- [Enrolled Products](#) on page 1957
- [Enrolled Standard Products](#) on page 1958
- [Enrolled Services](#) on page 1958
- [Enrolled Add-on Services](#) on page 1959

For more information on...	See...
How to search for a enrolled product	<a href="#">Searching for a Product Enrollment</a> on page 1959
How to view the enrolled products	<a href="#">Viewing the Enrolled Products</a> on page 1960
How to view the enrolled services	<a href="#">Viewing the Enrolled Services</a> on page 1960

## Search Enrollment

The **Search Enrollment** zone allows you to search for the enrolled products using various search criteria. It contains the following sections:

- **Search Criteria** - The **Search Criteria** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for an enrolled product using the option of Product Enrollment. The valid values are: <ul style="list-style-type: none"> <li>• Product Enrollment</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Product Enrollment</b> option is selected.	
Enrollment ID	Used to search an enrollment, based on the enrollment ID.	No
Account ID	Used to search an enrollment, based on the account ID.	No
Person ID	Used to search an enrollment, based on the person ID.	No
Product	Used to search an enrollment, based on the product ID.	No

Field Name	Field Description	Mandatory (Yes or No)
Status	Used to search an enrollment with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Canceled</li> <li>• Enrolled</li> <li>• Error</li> <li>• Pending</li> <li>• Unenrolled</li> <li>• Validated</li> </ul>	No
Start Date	Used to search enrollments which are initiated from a specific date.	No
Enrollment Channel	Used to search enrollments based on a enrollment source. The valid values are: <ul style="list-style-type: none"> <li>• Oracle Revenue Management and Billing</li> </ul>	No
End Date	Used to search enrollments which are initiated till a specific date.	No

**Note:** You must specify at least one search criterion while searching for an enrollment.

- **Search Results** - On clicking the **Search** button, the search results are filtered based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Enrollment ID	Displays the enrollment ID of the enrolled product.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product Enrollment</b> screen appears where you can view the details of the respective enrolled product.
Account Information	Displays the account ID of the enrolled product.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Start Date	Displays the date from when the enrolled product is effective.
End Date	Displays the date till when the enrolled product is effective.

On clicking the **Broadcast**  icon corresponding to an enrollment ID, the **Enrolled Products** zone appears with the details of the products that are enrolled.

- **Enrolled Products** - The **Enrolled Products** section contains the following columns:

Column Name	Column Description
Product Type	Displays the type of product which is enrolled.
Product	Displays the name of the enrolled product.



Column Name	Column Description
Version Description	Displays the description of the enrolled product version.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product Version</b> screen appears where you can view the details of the respective enrolled product.
Start Date	Displays the date from when the enrolled product is effective.
End Date	Displays the date till when the enrolled product is effective.

- **Enrolled Services** - The **Enrolled Services** section contains the following columns:

Column Name	Column Description
Service Code	Displays the type of service which is enrolled.
Description	Displays the description of the enrolled service.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product Service</b> screen appears where you can view the details of the respective enrolled service.
Start Date	Displays the date from when the enrolled service is effective.
End Date	Displays the date till when the enrolled service is effective.

#### Related Topics

For more information on...	See...
How to view the product version details	<a href="#">Viewing the Product Version Details</a> on page 1920
How to view the product service details	<a href="#">Viewing the Product Service Details</a> on page 1911

## Enrolled Products

The **Enrolled Products** zone displays the products that have been enrolled. It contains the following columns:

Columns Name	Column Description
Product Type	Displays the type of the product.
Product	Displays the name of the product.
Price List Information	Displays the description of the product.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product Version</b> screen appears where you can view the details of the respective product.
Start Date	Displays the date from when the enrollment is effective.
End Date	Displays the date till when the enrollment is effective.

#### Related Topics

For more information on...	See...
How to view the enrolled products	<a href="#">Viewing the Enrolled Products</a> on page 1960

For more information on...	See...
How to view the enrolled services	<a href="#">Viewing the Enrolled Services</a> on page 1960
How to define characteristics for product enrollment	<a href="#">Defining Characteristics for a Product Enrollment</a> on page 1966

## Enrolled Services

The **Enrolled Services** zone displays the services that have been enrolled. It contains the following columns:

Columns Name	Column Description
Service Code	Displays the code of the enrolled service.
Description	Displays the description of the enrolled service.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product Service</b> screen appears where you can view the details of the respective product.
Start Date	Displays the date from when the service enrollment is effective.
End Date	Displays the date till when the service enrollment is effective.

### Related Topics

For more information on...	See...
How to view the enrolled products	<a href="#">Viewing the Enrolled Products</a> on page 1960
How to view the enrolled services	<a href="#">Viewing the Enrolled Services</a> on page 1960
How to define characteristics for product enrollment	<a href="#">Defining Characteristics for a Product Enrollment</a> on page 1966
How to enroll an account for one for more products & services	<a href="#">Enrolling an Account for One or More Products and Services</a> on page 1962
How to view the product priority of an account	<a href="#">Viewing the Product Priority of an Account</a> on page 1965

## Enrolled Standard Products

The **Enrolled Standard Products** zone displays the standard products that have been enrolled. It contains the following columns:

Columns Name	Column Description
Product	Displays the name of the enrolled product.
Version Description	Displays the description of the enrolled service.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product Version</b> screen appears with the version details of the respective product.
Start Date	Displays the date from when the enrolled technical product is effective.
End Date	Displays the date till when the enrolled technical product is effective.

### Related Topics

For more information on...	See...
How to view the enrolled products	<a href="#">Viewing the Enrolled Products</a> on page 1960
How to view the enrolled services	<a href="#">Viewing the Enrolled Services</a> on page 1960
How to enroll an account for one or more products and services	<a href="#">Enrolling an Account for One or More Products and Services</a> on page 1962

## Enrolled Add-on Services

The **Enrolled Add-on Services** zone displays the standard products that have been enrolled. It contains the following columns:

Columns Name	Column Description
Service Code	Displays the code of the enrolled service.
Description	Displays the description of the enrolled service.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product Version</b> screen appears with the version details of the respective product.
Start Date	Displays the date from when the enrolled add-on service is effective.
End Date	Displays the date till when the enrolled add-on service is effective.

### Related Topics

For more information on...	See...
How to view the enrolled products	<a href="#">Viewing the Enrolled Products</a> on page 1960
How to view the enrolled services	<a href="#">Viewing the Enrolled Services</a> on page 1960
How to define characteristics for product enrollment	<a href="#">Defining Characteristics for a Product Enrollment</a> on page 1966
How to enroll an account for one or more products and services	<a href="#">Enrolling an Account for One or More Products and Services</a> on page 1962

## Searching for a Product Enrollment

### Prerequisite

To search for a product enrollment, you should have:

- Enrollment Details defined in the application.
- Account ID and Person ID defined in the application.
- Product and Status defined in the application.
- Enrollment defined in the application.

### Procedure

To search for a product enrollment:

1. From the **Main** menu, select **Pricing Management** and then click **Product Enrollment**.  
A sub-menu appears.
2. Click the **Search** option from the **Product Enrollment** sub-menu.

The **Product Enrollment** screen appears.

3. Enter the search criteria in the [Search Enrollment](#) on page 1955 zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.

A list of enrolled products that meet the search criteria appear in the **Search Results** section.

**Note:** If you have specified any other search criterion other than the product enrollment ID, the system generates a message saying that the product enrollment ID is invalid.


#### Related Topics

For more information on...	See...
<b>Search Enrollment</b> screen	<a href="#">Product Enrollment (Used for Searching)</a> on page 1955
<b>Search Enrollment</b> zone	<a href="#">Search Enrollment</a> on page 1955

## Viewing the Enrolled Products

#### Procedure

To view the enrolled products:

1. Search for an enrolled product in the **Product Enrollment** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the enrollment ID whose enrolled products you want to view.

The **Enrolled Products** zone appears.

3. View the list of enrolled products in the **Enrolled Products** screen.



#### Related Topics

For more information on...	See...
<b>Enrolled Products</b> zone	<a href="#">Enrolled Products</a> on page 1957
How to search for enrolled products	<a href="#">Searching for a Product Enrollment</a> on page 1959


## Viewing the Enrolled Services


#### Procedure

To view the enrolled services:

1. Search for an enrolled product in the **Product** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the enrollment ID whose enrolled products you want to view.  
The **Enrolled Products** zone appears.
3. In the **Enrolled Products** zone, click the **Broadcast**  icon corresponding to the product type whose services you want to view.

The **Enrolled Services** zone appears.

**Note:** In case the product type is **Standard** and the **Broadcast**  icon is clicked from the **Enrolled Products** zone, the **Enrolled Services** zone appears.

**Note:** In case the product type is **Packaged** and **Broadcast**  icon is clicked from the **Enrolled Products** zone, and if there are services enrolled within the packaged product, the **Enrolled Services** zone appears.

4. View the list of enrolled products in the **Enrolled Services** screen.



#### Related Topics

For more information on...	See...
<b>Enrolled Services</b> zone	<a href="#">Enrolled Services</a> on page 1958
How to search for enrolled products	<a href="#">Searching for a Product Enrollment</a> on page 1959

## Viewing the Standard Products Included in an Enrolled Product

### Procedure

To view the standard product included in an enrolled product:

1. Search for an enrolled product in the **Product** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the enrollment ID whose enrolled products you want to view.  
The **Enrolled Products** zone appears.
3. Click the **Broadcast**  icon corresponding to the product type, whose enrolled standard products you want to view.  
The **Enrolled Standard Products** zone appears.
4. View the list of the standard products that are enrolled in the **Enrolled Standard Products** screen.

**Note:** The Enrolled Standard Products zone appears only when the product is of **Business** type, displayed in the **Enrolled Products** zone.


#### Related Topics


For more information on...	See...
<b>Enrolled Standard Products</b> zone	<a href="#">Enrolled Standard Products</a> on page 1958
How to search for enrolled products	<a href="#">Searching for a Product Enrollment</a> on page 1959

## Viewing the Add-on Services Enrolled with the Product

### Procedure

To view the add-on services enrolled with the product:

1. Search for an enrolled product in the **Product** screen.
2. In the **Search Results** section, click the **Broadcast**  icon corresponding to the enrollment ID whose enrolled products you want to view.  
The **Enrolled Products** zone appears.

3. Click the **Broadcast**  icon corresponding to the product type, whose enrolled add-on services products you want to view. The **Enrolled Add-on Services** zone appears.
4. View the list of the add-on services that are enrolled in the **Enrolled Add-on Services** screen.

### Related Topics

For more information on...	See...
<b>Enrolled Add-on Services Products</b> zone	<a href="#">Enrolled Add-on Services</a> on page 1959
How to search for enrolled products	<a href="#">Searching for a Product Enrollment</a> on page 1959

## Enrolling an Account for One or More Products and Services

### Prerequisites

To enroll an account for one or more products and services, you should have:

- Account Information defined in the application.
- Enrollment Channel defined in the application.
- Product defined in the application.
- Characteristic Type defined in the application.


### Procedure

To enroll an account for one or more products and services:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Menu** list, select **Pricing Management**, and then click **Product Enrollment**.  
The sub-menu appears.
3. Click the **Add** option from the **Product Enrollment** sub-menu.


The **Product Enrollment** screen appears. It contains the following sections:

- **Main** - Used to specify basic details of the account for product enrollment. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Enrollment ID	Used to specify the enrollment ID once the product is defined for an enrollment.	Yes
	<b>Note:</b> Enrollment ID is displayed only when the product is added for enrollment.	
Account ID	Used to specify the account ID.	Yes
	<b>Note:</b> You can search for an account by clicking the <b>Search</b>  icon corresponding to the <b>Account Information</b> field.	

Field Name	Field Description	Mandatory (Yes or No)
Status	Displays the status of the product.	No
	<b>Note:</b> The product enrollment will always have the status as <b>Pending</b> .	
Start Date	Used to specify the date from when the product enrollment is effective.	Yes
End Date	Used to specify the date till when the product enrollment is effective.	Yes
Enrollment Channel	Used to specify the source for product enrollment.	Yes
Comments	Used to specify the comments for product enrollment.	No

- **Product and Services** - Used to define products and services for a product. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Product	Used to specify the product for enrollment.	No
	<b>Note:</b> You can search for a product by clicking the <b>Search</b>  icon corresponding to the <b>Product</b> field.	
Start Date	Used to specify the date from when the product is effective.	No
End Date	Used to specify the date till when the product is effective.	No
Inclusion	Used to indicate whether the product is used for enrollment.	No
Standard Product	Displays the standard product which is included within the main product.	No
Start Date	Used to specify the date from when the standard product is effective.	No
End Date	Used to specify the date till when the standard product is effective.	No
Inclusion	Used to indicate whether the standard product is used for enrollment.	No
Services	Displays the service that is a part of the standard product.	No
Start Date	Used to specify the date from when the service is effective.	No
End Date	Used to specify the date till when the service is effective.	No
Inclusion	Used to indicate whether the service is used for enrollment.	No
	<b>Note:</b> The inclusion check-box is already checked, if the service has been marked as <b>Mandatory</b> in the <b>Product Version</b> zone.	
Add on Services	Displays the add-on service which is a part of the packaged product.	No

Field Name	Field Description	Mandatory (Yes or No)
Start Date	Used to specify the date from when the add-on service is effective.	No
End Date	Used to specify the date till when the add-on service is effective.	No
Inclusion	Used to indicate whether the add-on service is used for enrollment.	No

- **Product Priority** - Used to define the product priority for product enrollment.

Field Name	Field Description	Mandatory (Yes or No)
Enrollment ID	Displays the enrollment ID.	No
Packaged Products	Displays the packaged product which is added for enrollment.	No
Standard Products	Displays the standard product which is added for enrollment.	No
Product Enrolled Start Date	Displays the date from when the product's enrolled date is effective.	No
Product Enrolled End Date	Displays the date till when the product's enrolled date is effective.	No
Priority	Displays the priority of the product in terms of enrollment.	No

- **Characteristics** - Used to define the characteristics for a product enrollment.

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic will be effective.	No
Characteristics Type	Used to indicate the characteristic type for a characteristic.	No
Characteristics Value	Used to indicate the characteristic value.	No

4. Enter the required details in the **Main** section.

**Note:**

The Start Date field is mandatory.

5. Enter the required details in the **Product and Services** section.

**Note:**

At least one product service must be added in the product version.

6. Enter the required details in the **Product Priority** section.



**Note:**

Ensure that priority for the product is specified.

7. Enter the required details in the **Characteristics** section.
8. Click **Save**.

**Note:**

You cannot enroll for a product where none of its product versions are effective within the enrollment date range.

You cannot enroll for a product where the product start date is later than the enrollment start date.

The enrollment start and end dates should be within the start and end dates of the product.

At least one product must be selected while enrolling products for an account.

At least one price item associated with the product service must be effective during enrollment.

The account is added for enrollment.

**Related Topics**

For more information on...	See...
How to enroll an account for one or more products and services	<a href="#">Enrolling an Account for One or More Products and Services</a> on page 1962
How to view the product priority of an account	<a href="#">Viewing the Product Priority of an Account</a> on page 1965
How to define the characteristics for a product enrollment	<a href="#">Defining Characteristics for a Product Enrollment</a> on page 1966

**Viewing the Product Priority of an Account****Procedure**

To view the product priority of an account:

1. Search for a product enrollment in the **Product Enrollment** screen.
2. In the **Search Results** section, click the link in the **Enrollment ID** column whose details you want to view.

The **Product Enrollment** screen appears. It contains the following zones:

- [Product Enrollment](#) on page 1967
- [Enrolled Products](#) on page 1968

3. View the product priority details in the [Product Priority](#) on page 1970 zone.

**Related Topics**

For more information on...	See...
How to edit a product enrollment	<a href="#">Editing a Product Enrollment</a> on page 1972
How to copy a product enrollment	<a href="#">Copying a Product Enrollment</a> on page 1973
How to unenroll a product enrollment	<a href="#">Unenrolling a Product Enrollment</a> on page 1974

## Defining Characteristics for a Product Enrollment

### Procedure

To define characteristics for a product enrollment:

1. Search for an enrollment in the **Search Enrollment** zone.
2. Click the **Add** button in the **Page Title** area of **Product Enrollment** zone.

The **Product Enrollment** screen appears.

3. Click the **Characteristic** link from the **Section** group, located in the left-most area of the screen.

The **Characteristics** section appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic will be effective for enrollment.	No
Characteristics Type	Used to indicate the characteristic type for a characteristic.	No
Characteristics Value	Used to indicate the characteristic value.	No

4. Enter the required details in the **Characteristics** section.
5. If you want to add more than one characteristic to the product enrollment, click the **Add** (+) icon. However, if you want to remove a characteristic from the enrollment, click the **Delete** (🗑️) icon corresponding to the effective date field.
6. Click **Save**.

The characteristics are defined for the product enrollment.

### Related Topics

For more information on...	See...
How to enroll an account for one or more products and services	<a href="#">Enrolling an Account for One or More Products and Services</a> on page 1962
How to view the product priority of an account	<a href="#">Viewing the Product Priority of an Account</a> on page 1965
How to define the characteristics for a product enrollment	<a href="#">Defining Characteristics for a Product Enrollment</a> on page 1966

## Product Enrollment (Used for Viewing)

The **Product Enrollment** screen allows you to:

- View the details and characteristics of the enrollment
- Edit and delete the details of the enrollment
- Create a copy of the enrollment
- Submit the product for enrollment
- Unenroll the product from enrollment

This screen contains the following tabs:

- [Product Enrollment - Main](#) on page 1967
- [Product Enrollment - Log](#) on page 1971

For more information on...	See...
How to view the standard products included in an enrolled product	<a href="#">Viewing the Standard Products Included in an Enrolled Product</a> on page 1961
How to edit the details of product enrollment	<a href="#">Editing a Product Enrollment</a> on page 1972
How to unenroll a product enrollment	<a href="#">Unenrolling a Product Enrollment</a> on page 1974
How to copy a product enrollment	<a href="#">Copying a Product Enrollment</a> on page 1973

## Product Enrollment - Main


The **Product Enrollment - Main** tab displays information about the product enrollment, services, and its priority. It contains the following zones:

- [Product Enrollment](#) on page 1967
- [Enrolled Products](#) on page 1968
- [Enrolled Services](#) on page 1969
- [Enrolled Standard Products](#) on page 1969
- [Enrolled Add-on Services](#) on page 1959
- [Product Priority](#) on page 1970

## Product Enrollment

The **Product Enrollment** zone displays the details of the enrollment. It contains the following sections:

- **Main** - Displays the basic information about the enrollment. It contains the following fields:

Field Name	Field Description
Enrollment ID	Displays the enrollment ID.
Account Information	Displays information about the account. In addition, this column has a context menu (  ) which helps in navigating to other screens in the application.
Status	Displays the status of the enrollment.
Start Date	Displays the date from when product enrollment is effective.
End Date	Displays the date till when product enrollment is effective.
Enrollment Channel	Indicates the channel which is used for product enrollment.
Comments	Displays the comments that are added for product enrollment.

- **Record Actions** - This section contains the following fields:

Button Name	Button Description
Edit	Used to edit the details of the product enrollment.
	<b>Note:</b> The <b>Edit</b> button appears only when the product enrollment status is <b>Enrolled</b> , <b>Cancelled</b> , and <b>Pending</b> status.

Button Name	Button Description
Duplicate	Used to create a new product enrollment using an existing enrollment.
	<b>Note:</b> The <b>Duplicate</b> button appears only when the product enrollment status is <b>Enrolled, Cancelled, Pending, and Unenrolled</b> .
Delete	Used to delete a product enrollment.
	<b>Note:</b> The <b>Delete</b> button appears only when the product enrollment status is <b>Cancelled</b> .
Unenroll	Used to unenroll already conducted product enrollment.
	<b>Note:</b> The <b>Unenroll</b> button appears only when the product enrollment status is <b>Enrolled</b> .
Submit	Used to submit the product for an enrollment.
	<b>Note:</b> The <b>Submit</b> button appears only when the product enrollment status is <b>Pending</b> .

- **Record Information** - This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the product enrollment is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

- **Characteristics** - Lists the characteristics defined for the product version. It contains the following columns:


Column Name	Column Description
Effective Date	Displays the date from when the characteristics are effective for product enrollment.
Characteristic Type	Displays the characteristic type.
Characteristic Value	Displays the characteristic value.

### Enrolled Products

The **Enrolled Products** zone displays the products that have been enrolled. It contains the following columns:

Columns Name	Column Description
Product Type	Displays the type of the product.
Product	Displays the name of the product.
Version Description	Displays the description of the enrolled product version.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product Version</b> screen appears where you can view the details of the respective product version.
Start Date	Displays the date from when the enrollment is effective.

Columns Name	Column Description
End Date	Displays the date till when the enrollment is effective.

**Note:** By default, the **Enrolled Services** zone does not appear. It appears only when the product type is **Standard** and you click the **Broadcast**  icon corresponding to the product type column.

### Related Topics

For more information on...	See...
How to view the enrolled products	<a href="#">Viewing the Enrolled Products</a> on page 1960
How to view the enrolled services	<a href="#">Viewing the Enrolled Services</a> on page 1960

### Enrolled Services

The **Enrolled Services** zone displays the services that have been enrolled. It contains the following columns:

Columns Name	Column Description
Service Code	Displays the code of the enrolled service.
Description	Displays the description of the enrolled service. <b>Note:</b> It has a link. On clicking the link, the <b>Product Service</b> screen appears where you can view the details of the respective product.
Start Date	Displays the date from when the service enrollment is effective.
End Date	Displays the date till when the service enrollment is effective.


### Related Topics

For more information on...	See...
How to edit the details of product enrollment	<a href="#">Editing a Product Enrollment</a> on page 1972
How to create a copy of product enrollment	<a href="#">Copying a Product Enrollment</a> on page 1973
How to unenroll a product enrollment	<a href="#">Unenrolling a Product Enrollment</a> on page 1974

### Enrolled Standard Products

The **Enrolled Standard Products** zone displays the standard products that have been enrolled. It contains the following columns:

Columns Name	Column Description
Product	Displays the name of the enrolled product.
Version Description	Displays the version description of the enrolled service. <b>Note:</b> It has a link. On clicking the link, the <b>Product Version</b> screen appears with the version details of the respective product.
Start Date	Displays the date from when the enrolled standard product is effective.
End Date	Displays the date till when the enrolled standard product is effective.

**Note:** By default, the **Enrolled Standard Products** zone does not appear. It appears when the product type is **Packaged**, and the **Broadcast**  icon is clicked, corresponding to the product type column.


### Related Topics

For more information on...	See...
How to view the enrolled products	<a href="#">Viewing the Enrolled Products</a> on page 1960
How to view the enrolled product services	<a href="#">Viewing the Enrolled Services</a> on page 1960
How to view the product priority for enrollment	<a href="#">Viewing the Product Priority of an Account</a> on page 1965
How to enroll an account for one or more product services	<a href="#">Enrolling an Account for One or More Products and Services</a> on page 1962

### Enrolled Add-on Product Services

The **Enrolled Add-on Product Services** zone displays the standard products that have been enrolled. It contains the following columns:

Columns Name	Column Description
Product Service	Displays the add-on product enrolled service.
Description	Displays the description of the add-on product enrolled service.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product Service</b> screen appears with the service details of the respective product.
Start Date	Displays the date from when the enrolled add-on product service is effective.
End Date	Displays the date till when the enrolled add-on product service is effective.

**Note:** By default, the **Enrolled Add-on Product Services** zone does not appear. It appears when the product type is **Packaged**, and the **Broadcast**  icon is clicked, corresponding to the product type column.

### Related Topics

For more information on...	See...
How to view the enrolled products	<a href="#">Viewing the Enrolled Products</a> on page 1960
How to view the enrolled product services	<a href="#">Viewing the Enrolled Services</a> on page 1960
How to view the product priority of an account	<a href="#">Viewing the Product Priority of an Account</a> on page 1965
How to enroll an account for one or more product services	<a href="#">Enrolling an Account for One or More Products and Services</a> on page 1962
How to copy a product enrollment	<a href="#">Copying a Product Enrollment</a> on page 1973

### Product Priority

The **Product Priority** zone displays the products that have been assigned a priority for enrollment. It contains the following columns:

Columns Name	Column Description
Product Type	Displays the add-on product enrolled service.
Priority	Displays the priority assigned to the product in terms of enrollment.
Product	Displays the product that has an enrollment priority.
	<b>Note:</b> It has a link. On clicking the link, the <b>Product</b> screen appears with the product details of the respective product.
Start Date	Displays the date from when the product priority is effective.
End Date	Displays the date till when the product priority is effective.

### Related Topics

For more information on...	See...
How to view the enrolled products	<a href="#">Viewing the Enrolled Products</a> on page 1960
How to view the enrolled product services	<a href="#">Viewing the Enrolled Services</a> on page 1960
How to view the product priority of an account	<a href="#">Viewing the Product Priority of an Account</a> on page 1965
How to enroll an account for one or more product services	<a href="#">Enrolling an Account for One or More Products and Services</a> on page 1962
How to copy a product enrollment	<a href="#">Copying a Product Enrollment</a> on page 1973

## Product Enrollment - Log

The **Product Enrollment - Log** tab contains the following zone:

- [Enrollment Log](#) on page 1971

### Enrollment Log

The **Enrollment Log** zone lists the complete trail of actions performed in the product enrollment. It contains the following columns:

Column Name	Column Description
Creation Date Time	Displays the date and time when the action was performed in the product enrollment.
Details	Displays the details about the action performed in the product enrollment.
User	Displays the user who has performed the action in the product enrollment.
Log Type	Displays the type of log.
Related Object	Displays the object or entity that is generated when the action is performed in the product enrollment.
Status Reason	Displays the status reason of action performed in the product enrollment.


## Viewing the Standard Products Included in an Enrolled Product

### Procedure

To view the standard product included in an enrolled product:

1. Search for an enrolled product in the **Product** screen.
2. In the **Search Results** section, click the link in the **Enrollment ID** column whose details you want to view.  
The **Product Enrollment** screen appears.

**Note:** To view the standard products that are included in an enrolled product, the product must be a **Packaged** product.

3. In the **Enrolled Products** zone, click the **Broadcast**  icon corresponding to the product type, whose enrolled standard products you want to view.  
The **Enrolled Standard Products** zone appears.
4. View the list of the standard products that are enrolled in the **Enrolled Standard Products** screen.

**Note:** The **Enrolled Standard Products** zone appears only when the product is of **Business** type, displayed in the **Enrolled Products** zone.

### Related Topics

For more information on...	See...
<b>Enrolled Standard Products</b> zone	<a href="#">Enrolled Standard Products</a> on page 1969
How to search for enrolled products	<a href="#">Searching for a Product Enrollment</a> on page 1959

## Editing a Product Enrollment

### Procedure

To edit a product enrollment:

1. Search for the product in the **Search Enrollment** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

2. Click the link in the **Enrollment ID** column, corresponding to the broadcast icon.  
The **Product Enrollment** screen appears.
3. Click the **Edit** button in the **Product Enrollment** zone.  
The **Product Enrollment** screen appears.
4. Modify the details of the product version in the main section, if required.
5. Define, edit, or remove the products and/or services for a product enrollment, if required.
6. Modify the product priority for a product enrollment, if required.

**Note:**  
The priority for the enrolled product must be greater than zero (0).

7. Define, edit, or remove the characteristics for a product enrollment, if required.
8. Click **Save**.



**Note:**

You cannot edit the details of the product enrollment when it is in the enrolled status.

The changes made to the product enrollment are saved.

You cannot enroll for more than one product with the same product type and priority combination.

## Copying a Product Enrollment

Instead of creating a product enrollment from scratch, you can create a new product enrollment using an existing enrollment. This is possible through copying a product enrollment. On copying a product enrollment, the details including the algorithms and characteristics are copied to the new product. You can then edit the details, if required.

### Prerequisites

To copy a product enrollment, you should have:

- Account ID, Account Start and End Date, and Enrollment Channel defined in the application.
- Product and Characteristic Type defined in the application.

### Procedure

To copy a product enrollment:

1. Search for a product in the **Product Enrollment** screen.
2. In the **Search Results** section, click the link in the **Description** column, corresponding to the product column, whose details you want to copy.

The **Product Enrollment** screen appears.

3. Click the **Duplicate** button in the **Record Actions** section.

The **Product Enrollment** screen appears.

4. Enter the required product details in the **Main** section, if required.
5. Define, edit, or remove the products and services, if required.
6. Define, edit, or remove the product priority, if required.
7. Define, edit, or remove the characteristics, if required.
8. Click **Save**.

The new product enrollment is defined.

### Related Topics

For more information on...	See...
How to enroll an account for one or more products and services	<a href="#">Enrolling an Account for One or More Products and Services</a> on page 1962
How to view the product priority of an account	<a href="#">Viewing the Product Priority of an Account</a> on page 1965
How to define the characteristics for a product enrollment	<a href="#">Defining Characteristics for a Product Enrollment</a> on page 1966

## Enrolling a Product Enrollment

### Prerequisites

To enroll a product for an enrollment, you should have:

- Status of the product defined as Pending or Validated.
- Account Information defined in the application.
- Enrollment Channel defined in the application.
- Product defined in the application.
- Characteristic Type defined in the application.

### **Procedure**

To enroll a product for an enrollment:

1. Search for the product in the **Search Enrollment** zone.
2. Click the link in the **Enrollment ID** column, corresponding to the broadcast icon.  
The **Product Enrollment** screen appears.
3. Click the **Submit** button in the **Product Enrollment** zone.  
The product status gets changed to **Enroll**.

**Note:** Once the submit button is clicked the ORMB application validates the account information, enrollment channel, product, and characteristic type field to ensure that they contain appropriate data. If any information is missing then an error message is displayed.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to enroll an account for one or more products and services	<a href="#">Enrolling an Account for One or More Products and Services</a> on page 1962
How to edit a product enrollment	<a href="#">Editing a Product Enrollment</a> on page 1972
How to copy a product enrollment	<a href="#">Copying a Product Enrollment</a> on page 1973

## **Unenrolling a Product Enrollment**

### **Prerequisites**

To unenroll a product for an enrollment, you should have:

- Status of the product defined as enrolled.
- Account Information defined in the application.
- Enrollment Channel defined in the application.
- Product defined in the application.
- Characteristic Type defined in the application.

### **Procedure**

To unenroll a product for an enrollment:

1. Search for the product in the **Search Enrollment** zone.
2. Click the link in the **Enrollment ID** column, corresponding to the broadcast icon.  
The **Product Enrollment** screen appears.
3. Click the **Unenroll** button in the **Product Enrollment** zone.

The Unenroll Product Enrollment Pre Transition window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Enrollment ID	Displays the enrollment ID of the enrolled product.	Not applicable
Status	Displays the status of the enrolled product.	Not applicable
Start Date	Displays the start date of the enrolled product.	Not applicable
End Date	Displays the end date of the enrolled product.	No

**Note:** If the user manually performs the unenrollment process, the application will simply change the product enrollment status from **Enroll** to **Unenroll**. If in-case the **End Date** is not mentioned during the enrollment, the application keeps the **End Date** in an **Open** state. If the user does not performs the unenrollment process, then a batch named **C1-EXTRN** gets executed. This batch performs a check to ensure that the product end date and the business date make a match. If they both match, then all of the enrollments with relation to the product are unenrolled.

#### 4. Click **Save**.

The product enrollment status is changed to **Unenroll**.

#### **Related Topics**

For more information on...	See...
How to enroll an account for one or more products and services	<a href="#">Enrolling an Account for One or More Products and Services</a> on page 1962
How to edit a product enrollment	<a href="#">Editing a Product Enrollment</a> on page 1972
How to copy a product enrollment	<a href="#">Copying a Product Enrollment</a> on page 1973
How to search for a product enrollment	<a href="#">Searching for a Product Enrollment</a> on page 1959

## Viewing the Log of a Product Enrollment

### **Procedure**

To view the log of a Product Enrollment:

1. Search for the product enrollment in the **Product Enrollment** screen.
2. In the **Search Results** section, click the **Enrollment ID** link corresponding to the broadcast icon, whose product enrollment log you want to view.

The **Product Enrollment** screen appears. It consists of the following tabs:

- [Product Enrollment - Main](#) on page 1967
- [Product Enrollment - Log](#) on page 1971

3. Click the **Log** tab.

The **Log** tab appears.

4. View the complete trail of actions performed on the product enrollment in the **Product Enrollment Log** zone.

#### **Related Topics**

For more information on...	See...
How to search for a Product Enrollment	<a href="#">Searching for a Product Enrollment</a> on page 1959



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# Chapter 35

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## Subscription Billing

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### Topics:

- *Prerequisites*
- *Subscription Type (Used for Searching)*
- *Subscription Type (Used for Viewing)*
- *Account Subscription (Used for Searching)*
- *Account Subscription (Used for Viewing)*

Oracle Revenue Management and Billing (ORMB) facilitates the service based billing wherein the customers pay a subscription price to have access to a product or service. For example, the customer may subscribe for newspaper service, cable service, internet service, video service (like Netflix, Amazon Prime Video), cloud service, and so on. The consumers may have to pay one or more charges with respect to the subscribed service. These charges can be one-time or recurring charges in nature.

In **ORMB**, you can carry out service based billing for an account by creating subscription on the account. While creating an account subscription, you need to specify the subscription type using which you want to create the account subscription. It is the subscription type which helps the system to determine:

- The business object using which the account subscription must be created in the system.
- The division and contract type for which the subscription type is created.
- The default duration for which the account subscription or service charge must be renewed when the automatic renewal option is selected.
- Whether the service charges should be prorated when the account subscription is suspended for a particular duration, or when one or more services or the entire account subscription is terminated.
- Whether already billed charges should be adjusted on the next bill in case of suspension and termination.
- The adjustment type using which the adjustments must be created when the account subscription is edited, suspended, or resumed.
- The adjustment type using which the adjustments must be created when one or more services or the entire account subscription is terminated.
- The services which the consumer can subscribe when the account subscription is created using the subscription type.
- The charges which can be charged when the consumer subscribes for a particular service.
- The distribution code for each charge which indicates the GL account to which the corresponding financial transaction must be posted.
- Whether the monthly recurring revenue is exempted for the service.
- The algorithm which must be executed when the account subscription is terminated, suspended, or resumed.

While creating an account subscription, the system allows you to use only those subscription types for the account which are defined for the division to which the account belongs and which are associated with the contract type whose

contract exists on the account. You can specify whether the account subscription must be automatically renewed for the default duration (which is specified in the subscription type). In case of subscription renewal, you can specify whether there is any cost escalation at the time of renewal. You can add services and its charges in the account subscription depending on the subscription type. The system allows you to indicate whether the charge is a one-time charge or a recurring charge. You can specify the frequency at which the recurring charges should be created for the subscribed services. In case of service charge renewal, you can specify whether there is any cost escalation at the time of renewal.

Once an account subscription is created, the status of the account subscription is set to **Draft**. You can then edit, delete, submit, or cancel the account subscription, if required. You can optionally configure approval workflow for the account subscription. On submitting an account subscription when the approval workflow is off, the status of the account subscription is changed to Active. However, on submitting an account subscription when the approval workflow is on, an approval transaction is created for the account subscription. Only when the approver approves the approval transaction, the status of the account subscription is changed to Active. Note that the status of the account subscription is changed to Active only when the subscription start date is past dated. However, if the subscription start date is a future date, the status of the account subscription is changed to **Validated** irrespective of whether the approval workflow is on or off.

A new batch named **Account Subscription Periodic Monitor (C1-ASUBM)** batch is introduced in this release. It monitors or checks whether there are any account subscriptions in the **Validated** status. If there is an account subscription in the **Validated** status and its subscription start date is earlier than or equal to batch business date, the status of the account subscription is changed to **Active**. You can then edit the details, if required. However, while editing, you can only change end dates and add the services and charges in the account subscription. You cannot remove a service or charge from the account subscription once it is in the Active status. For more information on batch, see **Oracle Revenue Management and Billing Batch Guide**.

The system allows you to suspend the account subscription for a particular duration. While suspending the account subscription, you need to specify the suspension reason and suspension condition indicating whether fees should be charged or not for the suspended period. Based on the suspension condition and proration options defined, the system will accordingly update or cancel billable charges.

The system also allows you to terminate a particular service or all services at the same time. While terminating a service, you can specify the termination charges, if any. If the termination charges are specified, the adjustments will be created and posted accordingly on the next bill.

## Prerequisites

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To setup the subscription billing feature, you need to do the following:

- Define the required subscription billing types in the system.
- Define the required characteristic types where the characteristic entity is set to **Subscription Type**.
- Define the required characteristic types where the characteristic entity is set to **Account Subscription**.
- Define values for the option types in the feature configuration.
- Define values for the lookup field.
- Define predefined values for the characteristic type.
- Adjustment Type will be validated based on the adjustment type profile attached on the Contract Type.
- At least one subscription charge is mandatory, for each subscription service.
- An account with a division same as the division of the selected subscription type.
- An account with a unique contract ID on the contract type.
- At least one subscription service is mandatory, for each subscription type.

### Related Topics

For more information on...	See...
<b>Subscription Billing Overview</b>	<a href="#">Subscription Billing</a> on page 1977

## Subscription Type (Used for Searching)

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The **Subscription Type** screen allows you to search for the subscription type details using various search criteria. It contains the following zone:

- [Search Subscription Type](#) on page 1979

Through this screen, you can navigate to the following screen:


- [Subscription Type \(Used for Viewing\)](#) on page 1985

### Search Subscription Type

The **Search Subscription Type** zone allows you to search for a subscription type using various search criteria. It contains the following two sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Subscription Type	Used to search by a subscription type.	Yes
Description	Used to search a subscription type with a particular description.	No
Division	Used to search a subscription type which is associated with a particular division.	No

Field Name	Field Description	Mandatory (Yes or No)
Contract Type	Used to specify the contract type to which the contract to which the subscription type belongs.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Contract Type Search</b> window appears.	
Status	Used to search the subscription type with a particular status. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	No

**Note:** You must specify at least one search criterion while searching for a subscription type.

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Subscription Information	Type Displays the basic information about the subscription type. <b>Note:</b> It has a link. On clicking the link, the <b>Subscription Type</b> screen appears where you can view the details of the respective subscription type.
Status	Indicates the status of the subscription type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>
Division	Displays the division to which the subscription type belongs.
Contract Type	Displays the contract type that you want to associate with the subscription type.

### **Related Topics**

For more information on...	See...
How to search for a subscription type	<a href="#">Searching for a Subscription Type</a> on page 1980
How to view the details of a subscription type	<a href="#">Viewing the Subscription Type Details</a> on page 1981

## **Searching for a Subscription Type**

### **Prerequisites**

To search for a subscription type, you should have:

- Subscription type business objects defined in the application
- Subscription Services defined in the application

### **Procedure**

To search for a subscription type:



1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **S** and then click **Subscription Type**.  
The **Subscription Type** screen appears.
3. Enter the search criteria in the **Search Subscription Type** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

4. Click **Search**.  
A list of subscription types that meet the search criteria appears in the **Search Results** section.

**Note:** You must specify at least one search criterion while searching for a subscription type.

### Related Topics

For more information on...	See...
<b>Subscription Type</b> screen	<a href="#">Subscription Type (Used for Searching)</a> on page 1979
<b>Search Subscription Type</b> zone	<a href="#">Search Subscription Type</a> on page 1979

## Viewing the Subscription Type Details

### Procedure

To view the subscription type details:

1. Search for the subscription type in the **Subscription Type** screen.
2. In the **Search Results** section, click the link in the **Subscription Type Information** column whose details you want to view.  
The **Subscription Type** screen appears.
3. View the details of the subscription type in the **Subscription Type** zone.

### Related Topics

For more information on...	See...
<b>Subscription Type</b> screen	<a href="#">Subscription Type (Used for Viewing)</a> on page 1985
<b>Subscription Type</b> zone	<a href="#">Subscription Type</a> on page 1985
How to search for a subscription type	<a href="#">Searching for a Subscription Type</a> on page 1980

## Defining a Subscription Type

### Prerequisites

To define a subscription type, you should have:

- Subscription type business objects defined in the application
- Subscription Services defined in the application

### Procedure

To define a subscription type:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

2. From the **Admin** menu, select **S** and then click **Subscription Type**.

The **Subscription Type** screen appears.


3. Enter the search criteria in the **Search Subscription Type** zone.


4. Click **Add** button in the page title area of the **Subscription Type** screen.

The **Subscription Type** screen appears. It contains the following sections:


- **Main** – Used to specify basic details about the subscription services.
- **Subscription Services** – Used to specify the details of the subscription services.
- **Algorithms** – Used to specify the algorithms used in the subscription type.
- **Characteristics** – Used to define characteristics for the subscription type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Subscription Type	Used to specify the subscription type.	Yes
Description	Used to specify the description for the subscription type.	Yes
Account Subscription Business Object	Used to indicate the business object using which you want to create a person when the corresponding account subscription is processed.	Yes
Detailed Description	Used to specify additional information about the subscription type.	No
Division	Used to indicate the division to which you want to associate the subscription type.	Yes
Contract Type	Used to indicate the <b>Contract Type</b> to which you want to associate the subscription type.  <div style="border: 1px solid black; padding: 5px; background-color: #f2f2f2;"> <b>Note:</b> The <b>Search</b> () icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Contract Type Search</b> window appears. </div>	Yes
Renewal Duration Type	Used to indicate the renewal cycle. The valid values are: <ul style="list-style-type: none"> <li>• Day</li> <li>• Month</li> <li>• Week</li> <li>• Year</li> </ul>	Yes
Renewal Duration	Used to specify the duration of the renewal of the subscription.	Yes


Field Name	Field Description	Mandatory (Yes or No)
Status	Used to indicate the status of the subscription type. The valid values are: <ul style="list-style-type: none"> <li>Active</li> <li>Inactive</li> </ul>	Yes
Prorate Charges	Indicates whether monthly subscription fee is prorated or not in the event the cancelation occurs in the middle of the month.	No
Adjust Billed Charges	Indicates the billed charges adjusted.	No
	<b>Note:</b> This field appears only when you check the <b>Prorate Charges</b> check box.	
Adjustment Type	Used to indicate the adjustment type using which the adjustment must be created.	No
	<b>Note:</b> This field appears only when you check the <b>Prorate Charges</b> and <b>Adjust Billed Charges</b> check box.	
Termination Adjustment Type	Used to indicate the adjustment type used for termination of the subscription service.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> window appears.	

The **Subscription Services** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Subscription Service	Used to specify the type of the subscription service.	Yes
Monthly Recurring Revenue (MRR) Exempted	Used to indicate whether the service type is exempted from MRR calculation.	No
Subscription Charge	Used to indicate charges related to the subscription service.	Yes
Distribution Code	Used to indicate distribution code linked to the service that will be used on the billable charge.	No
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Distribution Code Search</b> window appears.	

The **Algorithms** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
System Event	Used to indicate the system event.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Sequence	Used to specify the sequence number.	Yes
Algorithm	Used to associate an algorithm to the system event that you have selected.	Yes
	<b>Note:</b> The <b>Search</b> (  ) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	

5. Enter the required details in the **Main** section.
6. Add algorithms for the subscription type, if required.
7. Define characteristics for the subscription type, if required.
8. Click **Save**.

The subscription type is defined.

### Related Topics

For more information on...	See...
<b>Subscription Type</b> screen	<a href="#">Subscription Type (Used for Viewing)</a> on page 1985
<b>Search Subscription Type</b> zone	<a href="#">Search Subscription Type</a> on page 1979
How to define characteristics for a subscription type	<a href="#">Defining Characteristics for a Subscription Type</a> on page 1984

## Defining Characteristics for a Subscription Type

### Prerequisites

To define characteristics for a subscription type, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Subscription Type**)

### Procedure

To define characteristics for a subscription type:


1. Ensure that the **Characteristics** section is expanded when you are defining, editing, or copying a subscription type.


The **Characteristics** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for a subscription type.

Field Name	Field Description	Mandatory (Yes or No)
Characteristic Type	Used to specify the characteristic type.	Yes (Conditional)
		<b>Note:</b> This field is required when you are defining a characteristic for a subscription type.
Characteristic Value	Used to specify the value of characteristic type.	Yes (Conditional)
		<b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.
		<b>Note:</b> This field is required when you are defining a characteristic for a subscription type.

- Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

- If you want to define more than one characteristic for the subscription type, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from the subscription type, click the **Delete**  icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to define a subscription type	<a href="#">Defining a Subscription Type</a> on page 1981
How to edit a subscription type	<a href="#">Editing a Subscription Type</a> on page 1988
How to copy a subscription type	<a href="#">Copying a Subscription Type</a> on page 1990

## Subscription Type (Used for Viewing)

The **Subscription Type** screen allows you to define, edit, copy, and delete subscription type. It contains the following zone:

- [Subscription Type](#) on page 1985

### Subscription Type

The **Subscription Type** zone displays the details of the subscription type. It contains the following sections:

- Main** – Displays basic information about the subscription type. It contains the following fields:

Field Name	Field Description
Subscription Type	Displays the subscription type.
Description	Displays the description for the subscription type.
Account Subscription Business Object	<p>Indicates the business object using which you want to create a person when the corresponding account subscription is processed. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.</p>
Detailed Description	Displays additional information about the subscription type.
Division	<p>Indicates the division to which you want to associate the subscription type.</p> <p><b>Note:</b> It has a link. On clicking the link, the <b>Division</b> screen appears where you can view the details of the respective division.</p>
Contract Type	Indicates the <b>Contract Type</b> to which you want to associate the subscription type.
Renewal Duration Type	<p>Indicates the renewal cycle. The valid values are:</p> <ul style="list-style-type: none"> <li>• Day</li> <li>• Month</li> <li>• Week</li> <li>• Year</li> </ul>
Renewal Duration	Displays the duration of the renewal of the subscription.
Status	<p>Indicates the status of the subscription type. The valid values are:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul> <p><b>Note:</b> You cannot change the status of a <b>Subscription Type</b> to <b>Inactive</b> if there are account subscriptions that are created using the <b>Subscription Type</b> and are currently in the <b>Draft</b> or <b>Approval In Progress</b> status.</p>
Prorate Charges	Indicates whether monthly subscription fee is prorated or not in the event the cancelation occurs in the middle of the month.
Adjust Billed Charges	<p>Indicates the billed charges adjusted.</p> <p><b>Note:</b> This field appears only when you check the <b>Prorate Charges</b> check box.</p>
Adjustment Type	<p>Indicates the adjustment type using which the adjustment must be created.</p> <p><b>Note:</b></p> <p>This field appears only when you check the <b>Prorate Charges</b> and <b>Adjust Billed Charges</b> check box.</p> <p>It has a link. On clicking the link, the <b>Adjustment Type</b> screen appears where you can view the details of the respective business object.</p>

Field Name	Field Description
Termination Adjustment Type	Indicates the adjustment type used for termination of the subscription service.

- The **Subscription Services** section contains the following columns:

Column Name	Column Description
Subscription Service	Displays the type of the subscription service.
Monthly Recurring Revenue (MRR) Exempted	Indicates whether the service type is exempted from MRR calculation.
Subscription Charge	Indicates the charges related to the subscription service.
Distribution Code	Indicates the distribution code linked to the service that will be used on the billable charge.

- Characteristics** – Lists the characteristics defined for the subscription type. It contains the following columns:

Column Name	Column Description
Effective Date	Displays the date from when the subscription is effective.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- Record Actions** – This section contains the following buttons:

Button Name	Button Description
Edit	Used to edit the details of the subscription type.
Delete	Used to delete the subscription type.
	<b>Note:</b> You can delete an subscription type only when you have not created an subscription type using the subscription type.
Duplicate	Used to create a new subscription type using an existing subscription type.

- Record Information** – This section contains the following field:

Field Name	Field Description
Business Object	Indicates the business object using which the subscription type is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.

- The **Algorithms** section contains the following columns:

Field Name	Field Description	Mandatory (Yes or No)
System Event	Displays the system event.	Yes
Sequence	Displays the sequence number.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Algorithm	Displays an algorithm associated to the system event that you have selected.	Yes
	<b>Note:</b> It has a link. On clicking the link, the <b>Algorithm</b> screen appears where you can view the details of the respective subscription type.	

### Related Topics

For more information on...	See...
How to edit an subscription type	<a href="#">Editing a Subscription Type</a> on page 1988
How to copy an subscription type	<a href="#">Copying a Subscription Type</a> on page 1990
How to delete an subscription type	<a href="#">Deleting a Subscription Type</a> on page 1993
How to view the details of an subscription type	<a href="#">Viewing the Subscription Type Details</a> on page 1981

## Editing a Subscription Type

### Procedure

To edit a subscription type:

1. Search for the subscription type in the **Subscription Type** screen.
2. In the **Search Results** section, click the link in the **Subscription Type Information** column corresponding to the subscription type whose details you want to edit.

The **Subscription Type** screen appears.

3. Click the **Edit** button in the **Subscription Type** zone.

The **Subscription Type** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the subscription services.
- **Subscription Services** – Used to specify the details of the subscription services.
- **Algorithms** – Used to specify the algorithms used in the subscription type.
- **Characteristics** – Used to define characteristics for the subscription type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Subscription Type	Used to specify the subscription type.	Yes
Description	Used to specify the description for the subscription type.	Yes
Account Subscription Business Object	Used to indicate the business object using which you want to create a person when the corresponding account subscription is processed.	Yes
Detailed Description	Used to specify additional information about the subscription type.	No




Field Name	Field Description	Mandatory (Yes or No)
Division	Used to indicate the division to which you want to associate the subscription type.	Yes
Contract Type	Used to indicate the <b>Contract Type</b> to which you want to associate the subscription type.	Yes
Renewal Duration Type	Used to indicate the renewal cycle. The valid values are: <ul style="list-style-type: none"> <li>• Day</li> <li>• Month</li> <li>• Week</li> <li>• Year</li> </ul>	Yes
Renewal Duration	Used to specify the duration of the renewal of the subscription.	Yes
Status	Used to indicate the status of the subscription type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	Yes
Prorate Charges	Indicates whether monthly subscription fee is prorated or not in the event the cancelation occurs in the middle of the month.	No
Adjust Billed Charges	Indicates the billed charges adjusted.	No
	<b>Note:</b> This field appears only when you check the <b>Prorate Charges</b> check box.	
Adjustment Type	Used to indicate the adjustment type using which the adjustment must be created.	No
	<b>Note:</b> This field appears only when you check the <b>Prorate Charges</b> and <b>Adjust Billed Charges</b> check box.	
Termination Adjustment Type	Used to indicate the adjustment type used for termination of the subscription service.	No

The **Subscription Services** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Subscription Service	Used to specify the type of the subscription service.	Yes
Monthly Recurring Revenue (MRR) Exempted	Used to indicate whether the service type is exempted from MRR calculation.	No
Subscription Charge	Used to indicate charges related to the subscription service.	Yes
Distribution Code	Used to indicate distribution code linked to the service that will be used on the billable charge.	No

The **Algorithms** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
System Event	Used to indicate the system event.	Yes
Sequence	Used to specify the sequence number.	Yes
Algorithm	Used to associate an algorithm to the system event that you have selected.	Yes
	<b>Note:</b> The <b>Search</b> (  ) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	

4. Add algorithms for the subscription type, if required.
5. Define, edit, or remove characteristics from the subscription type, if required.
6. Click **Save**.

The changes made to the subscription type are saved.

### **Related Topics**

For more information on...	See...
<b>Subscription Type</b> screen	<a href="#">Subscription Type (Used for Viewing)</a> on page 1985
<b>Subscription Type</b> zone	<a href="#">Subscription Type</a> on page 1985
How to search for a subscription type	<a href="#">Searching for a Subscription Type</a> on page 1980
How to define characteristics for a subscription type	<a href="#">Defining Characteristics for a Subscription Type</a> on page 1984

## **Copying a Subscription Type**

### **Prerequisites**

To copy a subscription type, you should have:

- Subscription type (whose copy you want to create) defined in the application
- Account Subscription business objects defined in the application

### **Procedure**

To copy a subscription type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **S** and then click **Subscription Type**.  
The **Subscription Type** screen appears.
3. Enter the search criteria in the **Search Subscription Type** zone.
4. In the **Search Results** section, click the link in the **Subscription Type Information** column whose details you want to view.
5. Click the **Duplicate** button in the **Subscription Type** zone.

The **Subscription Type** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the subscription services.
- **Subscription Services** – Used to specify the details of the subscription services.
- **Algorithms** – Used to specify the algorithms used in the subscription type.
- **Characteristics** – Used to define characteristics for the subscription type.

The **Main** section contains the following fields:


Field Name	Field Description	Mandatory (Yes or No)
Subscription Type	Used to specify the subscription type.	Yes
Description	Used to specify the description for the subscription type.	Yes
Account Subscription Business Object	Used to indicate the business object using which you want to create a person when the corresponding account subscription is processed.	Yes
Detailed Description	Used to specify additional information about the subscription type.	No
Division	Used to indicate the division to which you want to associate the subscription type.	Yes
Contract Type	Used to indicate the <b>Contract Type</b> to which you want to associate the subscription type.	Yes
Renewal Duration Type	Used to indicate the renewal cycle. The valid values are: <ul style="list-style-type: none"> <li>• Day</li> <li>• Month</li> <li>• Week</li> <li>• Year</li> </ul>	Yes
Renewal Duration	Used to specify the duration of the renewal of the subscription.	Yes
Status	Used to indicate the status of the subscription type. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> </ul>	Yes
Prorate Charges	Used to indicate whether monthly subscription fee is prorated or not in the event the cancelation occurs in the middle of the month.	No
Adjust Billed Charges	Used to indicate the billed charges adjusted. <p><b>Note:</b> This field appears only when you check the <b>Prorate Charges</b> check box.</p>	No

Field Name	Field Description	Mandatory (Yes or No)
Adjustment Type	Used to indicate the adjustment type using which the adjustment must be created.	No
	<b>Note:</b> This field appears only when you check the <b>Prorate Charges</b> and <b>Adjust Billed Charges</b> check box.	
Termination Adjustment Type	Used to indicate the adjustment type used for termination of the subscription service.	No

The **Subscription Services** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Subscription Service	Used to specify the type of the subscription service.	Yes
Monthly Recurring Revenue Exempted (MRR)	Used to indicate whether the service type is exempted from MRR calculation.	No
Subscription Charge	Used to indicate charges related to the subscription service.	Yes
Distribution Code	Used to indicate distribution code linked to the service that will be used on the billable charge.	No

The **Algorithms** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
System Event	Used to indicate the system event.	Yes
Sequence	Used to specify the sequence number.	Yes
Algorithm	Used to associate an algorithm to the system event that you have selected.	Yes
	<b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Algorithm Search</b> window appears.	

6. Enter the required details in the **Main** section.
7. Add algorithms for the subscription type, if required.
8. Define characteristics for the subscription type, if required.
9. Click **Save**.

The new subscription type is defined.

### **Related Topics**

For more information on...	See...
<b>Subscription Type</b> screen	<a href="#">Subscription Type (Used for Searching)</a> on page 1979
<b>Subscription Type</b> zone	<a href="#">Subscription Type</a> on page 1985

For more information on...	See...
How to define characteristics for a subscription type	<a href="#">Defining Characteristics for a Subscription Type</a> on page 1984

## Deleting a Subscription Type

### Procedure

To delete a subscription type:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **S** and then click **Subscription Type**.  
The **Subscription Type** screen appears.
3. Enter the search criteria in the **Search Subscription Type** zone.
4. In the **Search Results** section, click the link in the **Subscription Type Information** column whose details you want to view.
5. Click the **Delete** button in the **Subscription Type** zone.  
A message appears confirming whether you want to delete the subscription type.
6. Click **OK**.  
The subscription type is deleted.

### Related Topics

For more information on...	See...
<b>Subscription Type</b> screen	<a href="#">Subscription Type (Used for Searching)</a> on page 1979
<b>Subscription Type</b> zone	<a href="#">Subscription Type</a> on page 1985

## Account Subscription (Used for Searching)

The **Account Subscription** screen allows you to search for account details or the account subscription details using various search criteria. It contains the following zone:

- [Search Account Subscription](#)

Through this screen, you can navigate to the following screen:

- [Account Subscription \(Used for Viewing\)](#) on page 2000

## Search Account Subscription

The **Search Account Subscription** zone displays the details of the account subscription. It contains the following sections:

- **Search Criteria** – The **Search Criteria** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Search By	Used to indicate whether you want to search for an account subscription using account or account subscription. The valid values are: <ul style="list-style-type: none"> <li>Account Details</li> <li>Account Subscription Details</li> </ul>	Yes
	<b>Note:</b> By default, the <b>Account Details</b> option is selected.	
Account ID	Used to search for a particular account.	No
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	
Account Identifier Type	Used to specify the account identifier type.	No
Account Identifier	Used to specify the account identifier of the account for which you want to create the billable charge.	No
Account Subscription ID	Used to specify the account subscription ID.	No
Subscription Start Date	Used to specify the start date of the account subscription.	Yes
Subscription Type	Used to specify the account subscription type.	No
	<b>Note:</b> The <b>Search</b> (🔍) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Subscription Type</b> window appears.	
Subscription End Date	Used to specify the end date of the account subscription.	Yes
Status	Indicates the status of the account subscription. The valid values are: <ul style="list-style-type: none"> <li>Active</li> <li>Canceled</li> <li>Expired</li> <li>Draft</li> <li>Renewed</li> <li>Suspended</li> <li>Validated</li> <li>Terminated</li> </ul>	Yes

- **Search Results** – On clicking the **Search** button, the search results appear based on the specified search criteria. The **Search Results** section contains the following columns:

Column Name	Column Description
Account Subscription Information	Displays the basic information about the account subscription.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account Subscription</b> screen appears where you can view the details of the respective upload request.
Subscription Type Information	Displays the basic information about the subscription type.
	<b>Note:</b> It has a link. On clicking the link, the <b>Subscription Type</b> screen appears where you can view the details of the respective upload request.
Account Information	Displays the basic information about the account.
	<b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective upload request.

## Searching for an Account Subscription

### Prerequisites

To search for an account subscription, you should have:

- Subscription type defined in the application
- Subscription Services defined in the application

### Procedure

To search for an account subscription:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Person Information** and then click **Account Subscription**.  
A sub-menu appears.
3. Click the **Search** option from the **Account Subscription** sub-menu.  
The **Account Subscription** screen appears.
4. Enter the search criteria in the **Search Account Subscription** zone.

**Note:** ORMB search engine supports wildcard search, where you can substitute the percentage (%) symbol as a stand in for any word or letter in a search criteria. You can use the ‘%’ wildcard character in all input fields except the date and ID fields. The ‘%’ wildcard character is suffixed automatically at the end of the partial search criteria. Therefore, you may or may not specify the wildcard character at the end of the partial search criteria. However, you have to prefix the wildcard character manually wherever required.

5. Click **Search**.

A list of account subscriptions that meet the search criteria appears in the **Search Results** section.

**Note:** You must specify at least one search criterion while searching for an account subscription.

### Related Topics

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Searching)</a> on page 1993

<b>For more information on...</b>	<b>See...</b>
<b>Search Account Subscription</b> zone	<a href="#">Search Account Subscription</a>

## Viewing the Account Subscription Details

### Procedure

To view the details of the account subscription:

1. Search for the account subscription in the **Account Subscription** screen.
2. In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to the subscription type whose details you want to view.  
  
The **Account Subscription** screen appears.
3. Ensure that the **Main** tab is selected.
4. View the details of the account subscription in the **Account Subscription** zone.

### Related Topics

<b>For more information on...</b>	<b>See...</b>
<b>Account Subscription</b> zone	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Account Subscription</b> screen	<a href="#">Account Subscription</a> on page 2000
How to search for an account subscription	<a href="#">Searching for an Account Subscription</a> on page 1995

## Defining an Account Subscription

### Prerequisites

To define an account subscription, you should have:


- Subscription type business objects defined in the application
- Subscription Services defined in the application

### Procedure


To define an account subscription:

1. Click the **Menu** link in the **Application** toolbar.  
A list appears.
2. From the **Main** menu, select **Tools** and then click **Account Subscription**.  
A sub-menu appears.
3. Click the **Add** option from the **Account Subscription** sub-menu.

The **Account Subscription** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Subscription Type	Used to search a particular subscription type.  <b>Note:</b> The <b>Search</b> (  ) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the window appears.	Yes



Field Name	Field Description	Mandatory (Yes or No)
Account ID	Used to search a particular subscription type.	Yes
	<b>Note:</b> The <b>Search</b> (  ) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Account Search</b> window appears.	

**Tip:** Alternatively, you can access the **Account Subscription** screen by clicking the **Add** button in the page title area of the **Account Subscription** screen.

#### 4. Click **OK**.

The **Account Subscription** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the subscription services.
- **Subscription Services and Charges** – Used to specify the details of the subscription services.
- **Characteristics** – Used to define characteristics for the subscription type.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Subscription Type Information	Displays the basic information about the subscription type.	Not applicable
Account Information	Displays the basic information about the account linked to the subscription type.	Not applicable
Subscription Start Date	Used to specify the date from when the subscription is effective.	Yes
	<b>Note:</b> The subscription start date cannot be later than the subscription end date.	
Subscription End Date	Used to specify the date till when the subscription is effective.	Yes
	<b>Note:</b> The subscription end date cannot be earlier than the subscription start date.	
Automatic Renewal	Used to indicate whether you want to renew the subscription automatically.	No
Cost Escalation (in Percentage)	<b>Note:</b> This field appears only when <b>Automatic Renewal</b> check box is selected.	No
Comments	Used to specify additional information about the account subscription.	No

The **Subscription Services and Charges** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Subscription Service	Used to specify the type of the subscription service.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Service Start Date	Used to indicate whether the service type is exempted from MRR calculation.	No
Subscription Charge	Used to indicate charges related to the subscription service.	Yes
Service End Date	Used to indicate distribution code linked to the service that will be used on the billable charge.	No
Subscription Charge	Used to specify the type of the subscription charges.	Yes
Charge Amount	Used to specify the charges related to the subscription charge.	Yes
Charge Start Date	Used to specify the date from when the charges are effective.	Yes
Charge End Date	Used to specify the date till when the charges are effective.	Yes
One-Time Charge	Used to indicate whether you want to pay the subscription charges one-time.	No
Recurring Charge Frequency	Used to specify whether you want to pay the subscription charges on regular recurring basis.  <b>Note:</b> This field gets enabled only when you select the check box corresponding to the <b>One-Time Charge</b> field.	No
Automatic Renewal	Used to indicate whether you want to renew the subscription services and charges automatically.	No
Cost Escalation (in Percentage)	Used to indicate the percentage in which the subscription charge amount must increase when the automatic renewal of the subscription is triggered.  <b>Note:</b> This field appears only when <b>Automatic Renewal</b> check box is selected.	No
Description on Bill	Used to specify the description on the bill.	No

5. Enter the required details in the **Main** section.
6. Enter the required details in the **Subscription Services and Charges** section.
7. Define characteristics for an account subscription, if required.
8. Click **Save**.

The account subscription is defined.

#### **Related Topics**

For more information on...	See...
Account Subscription screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
How to define characteristics for a subscription type	<a href="#">Defining Characteristics for an Account Subscription</a> on page 1999

## Defining Characteristics for an Account Subscription

### Prerequisites

To define characteristics for an account subscription, you should have:

- Characteristic types defined in the application (where the characteristic entity is set to **Account Subscription**)

### Procedure


To define characteristics for an account subscription:


1. Ensure that the **Characteristics** section is expanded when you are defining or editing an account subscription.


The **Characteristics** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Effective Date	Used to specify the date from when the characteristic is effective.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for an account subscription.
Characteristic Type	Used to specify the characteristic type.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for an account subscription.
Characteristic Value	Used to specify the value of characteristic type. <b>Note:</b> On specifying the value for a predefined characteristic type, the description of the characteristic value appears corresponding to the <b>Characteristic Value</b> field.	Yes (Conditional) <b>Note:</b> This field is required when you are defining a characteristic for an account subscription.

2. Enter the required details in the **Characteristics** section.

**Note:** If you select a predefined characteristic type, the **Search**  icon appears corresponding to the **Characteristic Value** field. On clicking the **Search** icon, you can search for a predefined characteristic value.

3. If you want to define more than one characteristic for an account subscription, click the **Add**  icon and then repeat step 2.

**Note:** However, if you want to remove a characteristic from an account subscription, click the **Delete**  icon corresponding to the characteristic.

### Related Topics

For more information on...	See...
How to define an account subscription	<a href="#">Defining an Account Subscription</a> on page 1996

For more information on...	See...
How to suspend an account subscription	<a href="#">Suspending an Account Subscription</a> on page 2012
How to terminate an account subscription	<a href="#">Terminating an Account Subscription</a> on page 2013

## Account Subscription (Used for Viewing)

Once the subscription type is created, the **Account Subscription** screen allows you to:

- View the details of an account subscription
- View Edit the details of the subscription services
- Define, Edit and Delete the subscription services
- Suspend an account subscription
- Terminate an account subscription
- View the account subscription suspension history
- View the account subscription termination charges
- View the log of an account subscription
- Add a log entry an account subscription

This screen consists of the following tabs:

- [Account Subscription - Main](#) on page 2000
- [Account Subscription - Log](#) on page 2004

### Account Subscription - Main

The **Main** tab displays information about the account subscription and subscription services. It contains the following zones:

- [Account Subscription](#) on page 2000
- [Subscription Services](#) on page 2002
- [Account Subscription Suspension History](#) on page 2003
- [Account Subscription Termination Charges](#) on page 2004

### Account Subscription

The **Account Subscription** zone displays the details of the account subscription. It contains the following sections:

- **Main** – Displays the basic details of the account subscription. It contains the following fields:

Field Name	Field Description
Account Subscription Information	Displays the basic information about the account subscription.
Subscription Type Information	Displays the basic details about the subscription type.  <b>Note:</b> It has a link. On clicking the link, the <b>Subscription Type</b> screen appears where you can view the details of the respective subscription type.

Field Name	Field Description
Account Information	In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.  <b>Note:</b> It has a link. On clicking the link, the <b>Account</b> screen appears where you can view the details of the respective account.
Subscription Start Date	Displays the subscription start date.
Subscription End Date	Displays the subscription end date.
Automatic Renewal	Indicates whether the automatic renewal of the subscription is opted.
Status	Displays the status of the account subscription. The valid values are: <ul style="list-style-type: none"> <li>• Active</li> <li>• Canceled</li> <li>• Expired</li> <li>• Draft</li> <li>• Renewed</li> <li>• Suspended</li> <li>• Validated</li> <li>• Terminated</li> </ul>
Comments	Displays the additional information about the account subscription.

- **Characteristics** – This section lists the characteristics defined for the account subscription. It contains the following columns:

Field Name	Field Description
Effective Date	Indicates the date from when the characteristic is effective for the account subscription.
Characteristic Type	Indicates the characteristic type.
Characteristic Value	Displays the value of the characteristic type.

- **Record Actions** – This section contains the following buttons:

Field Name	Field Description
Edit	Used to edit the details of the account subscription.  <b>Note:</b> The <b>Edit</b> button appears only when the account subscription is in the <b>Active</b> or <b>Draft</b> status.
Suspend	Used to suspend the account subscription.  <b>Note:</b> The <b>Suspend</b> button appears only when the account subscription is in the <b>Active</b> status.
Terminate	Used to terminate the account subscription service. Used to suspend the account subscription.  <b>Note:</b> The <b>Terminate</b> button appears only when the account subscription is in the <b>Active</b> or <b>Suspended</b> status.

Field Name	Field Description
Delete	Used to delete the account subscription.
	<b>Note:</b> The <b>Delete</b> button appears only when the account subscription is in the <b>Active</b> or <b>Suspended</b> status.
Submit	Used to submit the account subscription details.
	<b>Note:</b> The <b>Submit</b> button appears only when the account subscription is in the <b>Draft</b> status.
Cancel	Used to cancel the account subscription.
	<b>Note:</b> The <b>Cancel</b> button appears only when the account subscription is in the <b>Draft</b> and <b>Validated</b> status.
Resume	Used to resume the account subscription service.
	<b>Note:</b> The <b>Resume</b> button appears only when the account subscription is in the <b>Suspended</b> status.

- **Record Information** – This section contains the following fields:

Field Name	Field Description
Business Object	Indicates the business object using which the account subscription is created. In addition, a context menu appears corresponding to this field which helps in navigating to other screens in the application.
	<b>Note:</b> It has a link. On clicking the link, the <b>Business Object</b> screen appears where you can view the details of the respective business object.
Status Date Time	Displays the date and time when the account subscription status is updated.
Creation Date Time	Displays the date and time when the account subscription is created.

### Subscription Services

The **Subscription Services** zone displays the details of the subscription services. It contains the following columns:

Column Name	Column Description
Sequence	Displays the sequence number.
Subscription Service	Displays the type of subscription service.
Service Start Date	Displays the date from when the subscription service is effective.
Service End Date	Displays the date till when the subscription service is effective.
Termination Date	Displays the date on which the subscription service is terminated.
Termination Reason	Displays the reason for the termination of subscription service.
Edit	Used to edit the details of the subscription service.
Delete	Used to delete the subscription service.

## Subscription Service Charges

The **Subscription Service Charges** zone displays the details of the charges related to the subscription services. It contains the following columns:

Column Name	Column Description
Subscription Charge	Displays the charges related to the subscription service.
Charge Amount	Displays the charges related to the subscription charge.
Charge Start Date	Displays the date from when the charges are effective.
Charge End Date	Displays the date till when the charges are effective.
One-Time Charge	Indicates the one-time charges related to the subscription services. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Recurring Charge Frequency	Indicates the recurring charges paid for the subscription service.
	<b>Note:</b> It appears only when one-time charge option is selected.
Automatic Renewal	Indicates whether the subscription service charges are set to automatic renewal. The valid values are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Cost Escalation (in Percentage)	Displays the percentage in which the subscription charge amount must increase when the automatic renewal of the subscription is triggered.
	<b>Note:</b> This field appears only when <b>Automatic Renewal</b> check box is set to <b>Yes</b> .
Description on Bill	Displays the description on the bill.

## Subscription Service Charge Entities

The **Subscription Service Charge Entities** zone displays the details of the subscription service charge entities. It contains the following columns:

Column Name	Column Description
Entity Type	Indicates the entity type used in the subscription service charge.
Entity Information	Displays the basic entity information.
	<b>Note:</b> It has a link. On clicking the link, the <b>Billable Charge ID</b> screen appears where you can view the details of the respective contract.

## Account Subscription Suspension History


The **Account Subscription Suspension History** zone displays the details of the account subscriptions which are suspended. It contains the following columns:

Column Name	Column Description
Suspension Start Date	Displays the suspension start date of the account subscription.

Column Name	Column Description
Suspension End Date	Displays the suspension end date of the account subscription.
Suspension Condition	Displays the condition for account subscription suspension.
Suspension Reason	Displays the reason for account subscription suspension.
Resume Date	Displays the date on which the account subscription is resumed.

### Account Subscription Termination Charges

The **Account Subscription Termination Charges** zone displays the details of the termination charges of the account subscription. It contains the following columns:

Column Name	Column Description
Termination Charge Type	Indicates the type of account subscription termination charges.
Charge Amount	Indicates the charges for the termination of the account subscription.
Adjustment Information	Displays the information about the adjustment that is created using the adjustment record.
	<p><b>Note:</b> The <b>Search</b>  icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> screen appears.</p>

### Account Subscription - Log

The **Log** tab contains the following zone:

- [Account Subscription Log](#) on page 2004

### Account Subscription Log

The **Account Subscription Log** zone lists the complete trail of actions performed on the account subscription. It contains the following columns:

Column Name	Column Description
Creation Date Time	Displays the date and time when the action was performed on the account subscription.
Details	Displays the details about the action performed on the account subscription.
User	Indicates the user who has performed the action on the account subscription.
Log Type	Indicates the type of the log.
Related Object	Indicates the object or entity which is created when the action is performed on the account subscription.
	<p><b>Note:</b> At present, no data appears in this column. The implementation team can build the custom logic to meet the business requirements.</p>
Status Reason	Indicates the reason why the status of the account subscription is changed.
	<p><b>Note:</b> At present, no data appears in this column. The implementation team can build the custom logic to meet the business requirements.</p>

### Related Topics



For more information on...	See...
Account Subscription Log Tab	<a href="#">Account Subscription - Log</a> on page 2004
How to view the log of an account subscription	<a href="#">Viewing the Log of an Account Subscription</a> on page 2015

## Adding Services and Charges in the Account Subscription

### Prerequisites

To add services and charges in the account subscription, you should have:

- Subscription type business objects defined in the application
- Subscription Services defined in the application

### Procedure

To add services and charges in the account subscription:

1. Search for the account subscription in the **Account Subscription** screen.  
A list appears.
2. In the **Search Results** section, click the link in the **Account Subscription Information** column whose details you want to view.  
The **Account Subscription** screen appears.
3. Click **Add** button in the upper right corner of the **Subscription Services** zone.

The **Account Subscription Services and Charges** screen appears, where you can add the subscription services. It contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Subscription Service	Used to specify the type of the subscription service.	Yes
Service Start Date	Used to indicate whether the service type is exempted from MRR calculation.	Yes

In addition, **Account Subscription Services and Charges** screen contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Subscription Charge	Used to indicate charges related to the subscription service.	Yes
Charge Amount	Used to specify the charges related to the subscription charge.	Yes
Charge Start Date	Used to specify the date from when the charges are effective.	Yes
Charge End Date	Used to specify the date till when the charges are effective.	Yes
One-Time Charge	Used to indicate the one-time charges related to the subscription services.	No

Field Name	Field Description	Mandatory (Yes or No)
Recurring Charge Frequency	Used to indicate the recurring charges paid for the subscription service.	No
	<b>Note:</b> It appears only when one-time charge option is selected.	
Automatic Renewal	Used to indicate whether the subscription service charges are set to automatic renewal.	No
Cost Escalation (in Percentage)	Used to specify percentage in which the subscription charge amount must increase when the automatic renewal of the subscription is triggered.	No
	<b>Note:</b> This field gets enabled only when <b>Automatic Renewal</b> check box is selected.	
Description on Bill	Used to specify the description on the bill.	No

- Enter the required details in the **Account Subscription Services and Charges** screen.
- Click **Save**.

The services and charges are added in the account subscription.

### **Related Topics**

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
How to edit the subscription service details	<a href="#">Editing the Subscription Service Details</a> on page 2009
How to delete a service from the account subscription	<a href="#">Deleting a Service from the Account Subscription</a> on page 2010

## **Editing an Account Subscription**

### **Procedure**

To edit an account subscription:

- Search for an account subscription in the **Account Subscription** screen.
- In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to an account subscription whose details you want to edit.

The **Account Subscription** screen appears.

- Click the **Edit** button in the **Account Subscription** zone.

The **Account Subscription** screen appears. It contains the following sections:

- **Main** – Used to specify basic details about the account subscription.
- **Account Subscription Suspension History** – Used to specify the suspension history of the account subscription.
- **Characteristics** – Used to define characteristics for the account subscription.

The **Main** section contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Account Subscription Information	Displays the basic information about the account subscription.	Not applicable
Subscription Type Information	Displays the basic information about the subscription type.	Not applicable
Account Information	Displays the basic information about the account.	Not applicable
Subscription Start Date	Displays the start date of the account subscription.	No
Subscription End Date	Displays the end date of the account subscription.	Yes
Automatic Renewal	Used to indicate whether you want the account subscription to be renewed automatically.	Yes
Comments	Used to specify additional information about the account subscription.	Yes

The **Account Subscription Suspension History** section contains the following columns:

Column Name	Column Description
Suspension Start Date	Used to specify the start date of the account subscription suspension.
Suspension End Date	Used to specify the end date of the account subscription suspension.
Suspension Condition	Used to indicate the condition of the account subscription suspension.
Suspension Reason	Used to indicate the reason of the account subscription suspension.

The **Characteristics** contains the following columns:

Column Name	Column Description
Effective Date	Used to indicate the date from when the characteristic is effective for the account subscription.
Characteristic Type	Used to indicate the characteristic type.
Characteristic Value	Used to specify the value of the characteristic type.

4. Define, edit, or remove characteristics from the account subscription, if required.
5. Click **Save**.

The changes made to the account subscription are saved.

#### Related Topics

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Account Subscription</b> zone	<a href="#">Search Account Subscription</a>
How to search for an account subscription	<a href="#">Searching for an Account Subscription</a> on page 1995

## Deleting an Account Subscription

**Procedure**

To delete an account subscription:

1. Search for an account subscription in the **Account Subscription** screen.
2. In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to an account subscription whose details you want to delete.

The **Account Subscription** screen appears.

3. Click the **Delete** button in the **Account Subscription** zone.

A message appears confirming whether you want to delete an account subscription.

4. Click **OK**.

An account subscription is deleted.

<b>Note:</b> You can delete only those account subscriptions whose status is in <b>Draft</b> status.
--

**Related Topics**

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Account Subscription</b> zone	<a href="#">Account Subscription</a> on page 2000

**Activating an Account Subscription****Procedure**

To activate an account subscription:

1. Search for an account subscription in the **Account Subscription** screen.
2. In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to an account subscription whose details you want to edit.

The **Account Subscription** screen appears.

3. Click the **Submit** button in the **Account Subscription** zone.

The **Account Subscription** screen gets activated.

**Related Topics**

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Account Subscription</b> zone	<a href="#">Account Subscription</a> on page 2000
How to search for an account subscription	<a href="#">Searching for an Account Subscription</a> on page 1995

**Canceling an Account Subscription****Procedure**

To cancel an account subscription:

1. Search for an account subscription in the **Account Subscription** screen.
2. In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to an account subscription whose details you want to edit.

The **Account Subscription** screen appears.

- Click the **Cancel** button in the **Account Subscription** zone.

A message appears confirming whether you want to cancel an account subscription.

- Click **OK**.

An account subscription is canceled.

**Note:** You can cancel only those account subscriptions whose status is in **Draft** status.

### Related Topics

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Account Subscription</b> zone	<a href="#">Account Subscription</a> on page 2000


## Editing the Subscription Service Details

### Procedure

To edit the subscription service details:

- Search for an account subscription in the **Account Subscription** screen.
- In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to an account subscription whose details you want to edit.

The **Account Subscription** screen appears.

- Click the **Edit** () icon in the **Subscription Services** zone.

The **Account Subscription Service Charges** screen appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Subscription Service	Displays the type of subscription service.	Not applicable
Service Start Date	Displays the start date of the subscription service.	Not applicable
Service End Date	Used to indicate end date of the subscription service.	Yes
Termination Date	Displays the date on which the subscription service is terminated.	Not applicable
Termination Reason	Displays the reason for which the account subscription is terminated.	Not applicable

In addition, this section contains the following columns:

Column Name	Column Description	Mandatory (Yes or No)
Subscription Charge	Displays the subscription charge.	Not applicable
Charge Amount	Displays the charges related to the of the subscription service.	Not applicable
Charge Start Date	Displays the start date of the subscription charges.	Not applicable
Charge End Date	Used to indicate the end date of the subscription charges.	Yes

Column Name	Column Description	Mandatory (Yes or No)
One-Time Charge	Displays whether the charges are one-time.	Not applicable
Recurring Charge Frequency	Displays the frequency of the recurring charges, if opted.	Not applicable

4. Click **Save**.

The changes made to the subscription service details are saved.

### **Related Topics**

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Subscription Services</b> zone	<a href="#">Subscription Services</a> on page 2002


## Deleting a Service from the Account Subscription

### **Procedure**

To delete a service from the account subscription:

1. Search for an account subscription in the **Account Subscription** screen.
2. In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to an account subscription whose details you want to edit.

The **Account Subscription** screen appears.

3. Click the **Delete** () icon in the **Subscription Services** zone.

A message appears confirming whether you want to delete the service from the account subscription.

4. Click **OK**.

A service is deleted from the account subscription.

**Note:** You cannot delete a service if there is only one service in the account subscription. In such cases, you must delete the account subscription.

### **Related Topics**

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Subscription Services</b> zone	<a href="#">Subscription Services</a> on page 2002


## Viewing the Charges of a Subscription Service

### **Procedure**

To view the charges of a subscription service:

1. Search for the account subscription in the **Account Subscription** screen.
2. In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to the account subscription whose log you want to view.

The **Account Subscription** screen appears.

3. Click the **Broadcast**  icon corresponding to the subscription service whose charges you want to view.  
The **Subscription Service Charges** zone appears.
4. View the details in the **Subscription Service Charges** zone.



#### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
How to search for an account subscription	<a href="#">Searching for an Account Subscription</a> on page 1995

## **Viewing Related Entities of a Subscription Service Charge**

### **Procedure**

To view the related entities of a subscription service charge:

1. Search for the account subscription in the **Account Subscription** screen.
2. In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to the account subscription whose log you want to view.  
The **Account Subscription** screen appears.
3. Click the **Broadcast**  icon corresponding to the subscription service whose charges you want to view.  
The **Subscription Service Charges** zone appears.
4. Click the **Broadcast**  icon corresponding to the subscription charge whose details you want to view.  
The **Subscription Service Charge Entities** zone appears.
5. View the details as required in the **Subscription Service Charge Entities** zone.


#### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Subscription Service Charges</b> zone	<a href="#">Subscription Service Charges</a> on page 2003
<b>Subscription Service Charge Entities</b> zone	<a href="#">Subscription Service Charge Entities</a> on page 2003
How to search for an account subscription	<a href="#">Searching for an Account Subscription</a> on page 1995

## **Viewing Suspension History of the Account Subscription**

### **Procedure**

To view the suspension history of the account subscription:

1. Search for the account subscription in the **Account Subscription** screen.
2. In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to the account subscription whose log you want to view.  
The **Account Subscription** screen appears.
3. Click the **Broadcast**  icon corresponding to the subscription service whose charges you want to view.

The **Subscription Service Charges** zone appears.

4. Ensure that the **Account Subscription Suspension History** zone is expanded.
5. View the details as required in the **Account Subscription Suspension History** zone.

#### Related Topics

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Subscription Service Charges</b> zone	<a href="#">Subscription Service Charges</a> on page 2003
<b>Subscription Service Charge Entities</b> zone	<a href="#">Subscription Service Charge Entities</a> on page 2003
How to search for an account subscription	<a href="#">Searching for an Account Subscription</a> on page 1995


## Viewing Termination Charges of the Account Subscription

### Procedure

To view the termination charges of the account subscription:

1. Search for the account subscription in the **Account Subscription** screen.
2. In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to the account subscription whose log you want to view.

The **Account Subscription** screen appears.

3. Click the **Broadcast**  icon corresponding to the subscription service whose charges you want to view.

The **Subscription Service Charges** zone appears.

4. Ensure that the **Account Subscription Termination Charges** zone is expanded.
5. View the details as required in the **Account Subscription Termination Charges** zone.

#### Related Topics

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Subscription Service Charges</b> zone	<a href="#">Subscription Service Charges</a> on page 2003
<b>Account Subscription Termination Charges</b> zone	<a href="#">Account Subscription Termination Charges</a> on page 2004
How to search for an account subscription	<a href="#">Searching for an Account Subscription</a> on page 1995

## Suspending an Account Subscription

### Procedure

To suspend an account subscription:

1. Search for an account subscription in the **Account Subscription** screen.
2. In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to an account subscription whose details you want to edit.

The **Account Subscription** screen appears.



- Click the **Suspend** button in the **Account Subscription** zone.

The **Account Subscription Suspension** window appears. It contains the following fields:

Field Name	Field Description	Mandatory (Yes or No)
Suspension Start Date	Used to specify the start date of the account subscription suspension.	Yes
Suspension End Date	Used to specify the end date of the account subscription suspension.	Yes
Suspension Condition	Used to specify the condition of the account subscription suspension.	Yes
Suspension Reason	Used to specify the reason of the account subscription suspension.	Yes

- Click **Save**.

An account subscription is suspended.

**Note:** You can suspend only those account subscriptions whose status is in **Active** status.

#### **Related Topics**

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Account Subscription</b> zone	<a href="#">Account Subscription</a> on page 2000

## **Terminating an Account Subscription**

### **Procedure**

To terminate an account subscription:

- Search for an account subscription in the **Account Subscription** screen.
- In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to an account subscription whose details you want to edit.

The **Account Subscription** screen appears.

- Click the **Terminate** button in the **Account Subscription** zone.

The **Account Subscription Service Termination** window appears. It contains the following sections:


- Main**
  - Used to specify basic details about the subscription services.
- Termination Charges** – Used to specify the charges related to the termination of the account subscription services.

The **Main** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Subscription Service	Used to indicate the type of subscription service.	Yes

Field Name	Field Description	Mandatory (Yes or No)
Termination Date	Used to specify date of the termination subscription service.	Yes
Termination Reason	Used to specify reason of the termination subscription service.	Yes

The **Termination Charges** section contains the following fields in a grid:

Field Name	Field Description	Mandatory (Yes or No)
Termination Charge Type	Used to indicate the type of account subscription termination charges.	Yes
Charge Amount	Used to indicate the charges for the termination of the account subscription.	Yes
Termination Adjustment Type	Used to specify termination adjustment type.	Yes
	<b>Note:</b> The <b>Search</b> (  ) icon appears corresponding to this field. On clicking the <b>Search</b> icon, the <b>Adjustment Type Search</b> screen appears.	

4. Click **Save**.

An account subscription is terminated.

**Note:** You can terminate only those account subscriptions whose status is in **Active** or **Suspended** status.

### Related Topics

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Account Subscription</b> zone	<a href="#">Account Subscription</a> on page 2000

## Resuming an Account Subscription

### Procedure

To resume an account subscription:

1. Search for an account subscription in the **Account Subscription** screen.
2. In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to an account subscription whose details you want to edit.

The **Account Subscription** screen appears.

3. Click the **Resume** button in the **Account Subscription** zone.

The **Confirm Resume** window appears.

4. Click **OK**.

An account subscription is resumed.

**Note:** You can resume only those account subscriptions whose status is in **Suspended** status.

**Related Topics**

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Account Subscription</b> zone	<a href="#">Account Subscription</a> on page 2000

**Viewing the Log of an Account Subscription****Procedure**

To view the log of an account subscription:

1. Search for the account subscription in the **Account Subscription** screen.
2. In the **Search Results** section, click the link in the **Account Subscription Information** column corresponding to the account subscription whose log you want to view.

The **Account Subscription** screen appears.

3. Click the **Log** tab.

The **Log** tab appears.

4. View the complete trail of actions performed on the account subscription in the **Account Subscription Log** zone.

**Related Topics**

For more information on...	See...
<b>Account Subscription</b> screen	<a href="#">Account Subscription (Used for Viewing)</a> on page 2000
<b>Account Subscription Log</b> zone	<a href="#">Account Subscription Log</a> on page 2004
How to search for an account subscription	<a href="#">Searching for an Account Subscription</a> on page 1995



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# Appendix

# A

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## Most Commonly Used Tasks

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**Topics:**

- [Changing the Layout](#)

This section lists some of the common tasks that are performed while using various functionality in the application.

## Changing the Layout


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You can change the layout of the zone by:

- [Removing a Column from the Zone](#) on page 2018
- [Adding a Column to the Zone](#) on page 2018
- [Rearranging Columns in the Zone](#) on page 2018

### Adding a Column to the Zone

Once you have removed the columns from the zone, you can add them back to the zone. To add a column to the zone:

1. Click the **Column Configuration**  icon in the upper right corner of the zone.

A panel appears at the bottom of the zone with a list of column names.

**Note:** The column names with the white background in the panel are currently not displayed in the zone.

2. Drag and drop the column name from the panel to the location where you want to add the column in the zone.  
The white background of the column name in the panel changes to the grey background indicating that the column is currently displayed in the zone.
3. If you want to add another column name from the panel to the zone, repeat the second step. Click the **Refresh** button, data will be displayed to the columns added in the zone.

#### Related Topics

For more information on...	See...
How to change the layout of the zone	<a href="#">Changing the Layout</a> on page 2018

### Rearranging Columns in the Zone

You can change the order in which the columns are displayed in the zone. To change the position of a column in the zone:

1. Click the column name whose position you want to change in the zone.
2. Drag and drop the column name between the columns where you want to place the selected column.


The position of the column changes in the zone.

#### Related Topics

For more information on...	See...
How to change the layout of the zone	<a href="#">Changing the Layout</a> on page 2018

### Removing a Column from the Zone

To remove a column from the zone:

1. Click the **Column Configuration**  icon in the upper right corner of the zone.

2. Click the **Delete** (🗑️) icon corresponding to the column name that you want to remove from the zone.

The column is removed from the zone and is currently displayed with white background in the panel.

**Note:** Alternatively you can remove the column from the zone by clicking the Delete (🗑️) icon corresponding to the column name in the panel.

### **Related Topics**

<b>For more information on...</b>	<b>See...</b>
How to change the layout of the zone	<a href="#">Changing the Layout</a> on page 2018





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# Appendix

# B

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## Administration

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**Topics:**

- [UI Maps](#)
- [Feature Configurations](#)

This section lists some of the administrative tasks.

## UI Maps

---

This section explains how to create the UI maps for viewing and modifying data of the business objects within the approval workflow group.

### Creating Display UI Map for an Approval Workflow Group

The system provides you with the ability to automatically generate a Display UI map, and associate it with the approval workflow group. Alternatively, you can create a Display UI map manually, and attach it to the approval workflow group.

#### **Procedure**

To create a Display UI map manually:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **U** and then click **UI Map**.  
A sub-menu appears.
3. Click the **Search** option from the **UI Map** sub-menu.  
The **UI Map** screen appears.
4. In the **Main** tab, enter the name and description of the Display UI map.

**Note:** The system uses the CM\_<Approval Workflow Group Code>\_AppTxn\_Display naming convention while automatically generating a Display UI map. Therefore, do not use this naming convention while creating a Display UI map manually.

5. Select **Complete HTML Document** from the **UI Map Type** list.
6. Click the **Schema** tab.  
The **Schema** tab appears.
7. Add the following schema in the **Scheme Editor** zone:

```
<schema>
  <<Business Object Name> type="group">
    <includeBO name="<Business Object Name>" />
  </<Business Object Name>>
</schema>
```

In the above schema, you must replace <Business Object Name> with the name of the business object. For example, if you want to create a Display UI map for account, you must use the following schema:

```
<schema>
  <account type="group">
    <includeBO name="Account" />
  </account>
</schema>
```

8. Click the **Save** link in the **Actions/Navigation** area.  
The **Display Only** and **Input Map** buttons are enabled on the dashboard.
9. Click the **Display Only** button.  
The HTML code is generated in the **HTML Editor** zone.
10. Click the **Save** link in the **Actions/Navigation** area.  
The changes are saved.

**Related Topics**

For more information on...	See...
How to define an approval workflow group	<a href="#">Defining an Approval Workflow Group</a> on page 528
How to edit an approval workflow group	<a href="#">Editing an Approval Workflow Group</a> on page 538

**Creating Input UI Map for an Approval Workflow Group**

The system provides you with the ability to automatically generate an Input UI map, and associate it with the approval workflow group. Alternatively, you can create an Input UI map manually, and attach it to the approval workflow group.

**Procedure**

To create an Input UI map manually:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **U** and then click **UI Map**.  
A sub-menu appears.
3. Click the **Search** option from the **UI Map** sub-menu.  
The **UI Map** screen appears.
4. In the **Main** tab, enter the name and description of the Input UI map.

**Note:** The system uses the CM\_<Approval Workflow Group Code>\_AppTxn\_Input naming convention while automatically generating an Input UI map. Therefore, do not use this naming convention while creating an Input UI map manually.

5. Select **Complete HTML Document** from the **UI Map Type** list.
6. Click the **Schema** tab.  
The **Schema** tab appears.
7. Add the following schema in the **Scheme Editor** zone:

```
<schema>
  <approvalTransactionId/>
  <action/>
  <<Business Object Name> type="group">
    <includeBO name="<Business Object Name>" />
  </<Business Object Name>>
</schema>
```

In the above schema, you must replace <Business Object Name> with the name of the business object. For example, if you want to create an Input UI map for account, you must use the following schema:

```
<schema>
  <approvalTransactionId/>
  <action/>
  <account type="group">
    <includeBO name="Account" />
  </account>
</schema>
```

The <approvalTransactionId/> tag is used in the schema to retrieve the approval transaction ID of the respective business object. The <action/> tag is used in the schema to retrieve the action performed by the submitter.

- Click the **Save** link in the **Actions/Navigation** area.

The **Display Only** and **Input Map** buttons are enabled on the dashboard.

- Click the **Input Map** button.

The HTML code is generated in the **HTML Editor** zone.

- Add the following tag in the head tag:

```
<script language="javascript" type="text/javascript" src="code/
approvalWorkflow.js"></script>
```

- Add the text highlighted in bold within the tag as shown below:

```
<td>
<input onClick="performAction('<Approval Workflow Group Code>');"
oraMdLabel="SAVE_BTN_LBL" class="oraButton" type="button">
<input onClick="oraSubmitMap('CANCEL', false);" oraMdLabel="CANCEL_LBL"
class="oraButton" type="button">
</td>
```

In the above HTML code, you must replace <Approval Workflow Group Code> with the code of the approval workflow group for which you are creating a UI map.

- Click the **Save** link in the **Actions/Navigation** area.

The changes are saved.

### **Related Topics**

For more information on...	See...
How to define an approval workflow group	<a href="#">Defining an Approval Workflow Group</a> on page 528
How to edit an approval workflow group	<a href="#">Editing an Approval Workflow Group</a> on page 538

## **Feature Configurations**

---

This section explains how to set various feature configurations which are required for implementing various features in the Banking module.

### **Setting the C1\_ACCTINFO Feature Configuration**

#### **Prerequisites**

To set the **C1\_ACCTINFO** feature configuration, you should have:

- Account Type characteristic type defined in the application (where the characteristic entity is set to Account)
- Invoice Group Account characteristic type defined in the application (where the characteristic entity is set to Account)

#### **Procedure**

To set the **C1\_ACCTINFO** feature configuration:

- Click the **Admin** link in the **Application** toolbar.

A list appears.

- From the **Admin** menu, select **F** and then click **Feature Configuration**.

A sub-menu appears.

- Click the **Search** option from the **Feature Configuration** sub-menu.

The **Feature Configuration Search** window appears.

- Enter **C1\_ACCTINFO** in the **Feature Name** field.

- Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Account Type	Used to specify the characteristic type. This characteristic type is used to define the type of account in the <b>Account</b> screen.	Yes
	<b>Note:</b> By default, the <b>C1_F_ATY</b> characteristic type is specified. If you want to use account types other than the ones defined in the <b>C1_F_ATY</b> characteristic type, you need to create a new predefined characteristic type and add the required account types as its characteristic values. Then, specify the newly created characteristic type as the value for this option type.	
Invoice Group Account	Used to specify the characteristic type. This characteristic type is used to indicate whether the account is a master or member account in the <b>Account</b> screen.	Yes
	<b>Note:</b> By default, the <b>C1_F_IGA</b> characteristic type is specified. If you want to use any other characteristic type other than <b>C1_F_IGA</b> , you need to create a new predefined characteristic type and add two characteristic values — Y and N. Then, specify the newly created characteristic type as the value for this option type.	

- Enter the values for the required option types in the **Feature Configuration** screen.

- Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

### **Related Topics**

For more information on...	See...
Invoicing Group	<a href="#">Invoicing Group</a> on page 91

## **Setting the C1\_AXENTITY Feature Configuration**

### **Procedure**

To set the **C1\_AXENTITY** feature configuration:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Feature Configuration**.  
A sub-menu appears.
3. Click the **Search** option from the **Feature Configuration** sub-menu.  
The **Feature Configuration Search** window appears.
4. Enter **C1\_AXENTITY** in the **Feature Name** field.
5. Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Approval Transaction Compare New or Missing Entry Color	Used to indicate the color in which the new additions must be highlighted. This helps in comparing the existing and new data while approving, rejecting, or cancelling approval workflow requests. You must specify hexadecimal value in this option type.	Yes
Approval Transaction Compare Value Changed Color	Used to indicate the color in which the existing data modifications must be highlighted. This helps in comparing the existing and new data while approving, rejecting, or cancelling approval workflow requests. You must specify hexadecimal value in this option type.	Yes
Approval Transaction Entity Access Algorithms	Used to specify the algorithm which controls access to the existing and new maintenance objects based on the access group and division. By default, the C1-APPTXN algorithm is specified. If you create new maintenance objects and want the access control for these new maintenance objects to be based on the access group and division, you have to create a custom algorithm and then attach it to this option type. In such case, you would define this option type twice — one with the default algorithm (that is, C1-APPTXN) and another with the custom algorithm.	Yes
Approval Transaction Fields to be Disabled in Input UI Maps	Used to indicate the fields that you want to disable whenever the input UI maps are regenerated.	Yes
Approval Transaction Resolve To Do Type	Used to indicate the type of To Do that must be created when an approver at any level in the hierarchy rejects a request.	Yes
Display UI XSL	Used to indicate the XSL file that you want to use while regenerating the Display UI maps.	Yes
Input UI XSL	Used to indicate the XSL file that you want to use while regenerating the Input UI maps.	Yes

6. Enter the values for the required option types in the **Feature Configuration** screen.

- Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

### Related Topics

For more information on...	See...
How to set the prerequisites to implement the approval workflow process	<a href="#">Prerequisites</a> on page 473
How to approve price assignment request of an account	<a href="#">Approving a Price Assignment for an Account</a> on page 493
How to approve price assignment request of a person	<a href="#">Approving a Price Assignment for a Person</a> on page 494
How to approve price assignment request of a price list	<a href="#">Approving a Price Assignment for a Price List</a> on page 495
How to reject price assignment request of an account	<a href="#">Rejecting a Price Assignment for an Account</a> on page 496
How to reject price assignment request of a person	<a href="#">Rejecting a Price Assignment for a Person</a> on page 497
How to reject price assignment request of a price list	<a href="#">Rejecting a Price Assignment for a Price List</a> on page 499
How to cancel price assignment request of an account	<a href="#">Canceling a Price Assignment for an Account</a> on page 500
How to cancel price assignment request of a person	<a href="#">Canceling a Price Assignment for a Person</a> on page 501
How to cancel price assignment request of a price list	<a href="#">Canceling a Price Assignment for a Price List</a> on page 503

## Setting the C1\_DIVFUNCT Feature Configuration

### Procedure

To set the **C1\_DIVFUNCT** feature configuration:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **F** and then click **Feature Configuration**.  
A sub-menu appears.
- Click the **Search** option from the **Feature Configuration** sub-menu.  
The **Feature Configuration Search** window appears.
- Enter **C1\_DIVFUNCT** in the **Feature Name** field.
- Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Enforce division-specific validations	Used to indicate whether the division-specific validations must be triggered on the <b>Person</b> , <b>Account</b> and <b>Contract</b> screens. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>	Yes

- Enter the values for the required option types in the **Feature Configuration** screen.

- Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

## Setting the C1\_EXCHRATE Feature Configuration

### **Procedure**

To set the **C1\_EXCHRATE** feature configuration:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **F** and then click **Feature Configuration**.  
A sub-menu appears.
- Click the **Search** option from the **Feature Configuration** sub-menu.  
The **Feature Configuration Search** window appears.
- Enter **C1\_EXCHRATE** in the **Feature Name** field.
- Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
End Date Required for Division Override	Used to indicate whether the end date is mandatory for a division-specific exchange rate. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul> By default, the value of this option type is set to <b>N</b> .	Yes

- Enter the values for the required option types in the **Feature Configuration** screen.
- Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

### **Related Topics**

For more information on...	See...
How to define an exchange rate	<a href="#">Defining an Exchange Rate</a> on page 656
How to edit an exchange rate	<a href="#">Editing an Exchange Rate</a> on page 660

## Setting the C1\_EXP\_OVRD Feature Configuration

### **Procedure**

To set the **C1\_EXP\_OVRD** feature configuration:

- Click the **Admin** link in the **Application** toolbar.



A list appears.

- From the **Admin** menu, select **F** and then click **Feature Configuration**.

A sub-menu appears.

- Click the **Search** option from the **Feature Configuration** sub-menu.

The **Feature Configuration Search** window appears.

- Enter **C1\_EXP\_OVRD** in the **Feature Name** field.

- Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Expire Override Switch	Used to indicate whether you want to automatically expire an agreed pricing when the agreed pricing of a person or an account without end date is overridden. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>	Yes

- Enter the values for the required option types in the **Feature Configuration** screen.
- Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

## Setting the C1\_FINTRANOP Feature Configuration

### Procedure

To set the **C1\_FINTRANOP** feature configuration:

- Click the **Admin** link in the **Application** toolbar.

A list appears.

- From the **Admin** menu, select **F** and then click **Feature Configuration**.

A sub-menu appears.

- Click the **Search** option from the **Feature Configuration** sub-menu.

The **Feature Configuration Search** window appears.

- Enter **C1\_FINTRANOP** in the **Feature Name** field.

- Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Bill Segment Regeneration on Freeze	<p>Used to indicate whether you want to regenerate the bill segments before freezing them. The valid value is:</p> <ul style="list-style-type: none"> <li>• Y</li> </ul> <p>If you do not want to regenerate the bill segments before freezing them, you must leave this option type blank.</p> <p><b>Note:</b> If the <b>Freeze and Complete</b> check box is selected for the bill cycle and the <b>Bill Segment Regeneration on Freeze</b> option type is set to <b>Y</b>, then the bill segments are regenerated and the status of the bill segments is set to <b>Frozen</b>. However, if the <b>Freeze and Complete</b> check box is not selected for the bill cycle, then the bill segments are always regenerated irrespective of whether the <b>Bill Segment Regeneration on Freeze</b> option type is set to <b>Y</b> or not.</p>	No
Billable Charges Date	<p>Used to indicate whether you want to consider the billable charges whose start or end date is earlier than or equal to the cut-off date. The valid values are:</p> <ul style="list-style-type: none"> <li>• <b>S</b> — Used when you want to consider the billable charges whose start date is earlier than or equal to the cut-off date.</li> <li>• <b>E</b> — Used when you want to consider the billable charges whose end date is earlier than or equal to the cut-off date.</li> </ul> <p>If you do not set the value of this option type, by default, the system considers the billable charges whose start date is earlier than or equal to the cut-off date.</p>	No

6. Enter the values for the required option types in the **Feature Configuration** screen.

7. Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

## Setting the C1\_FM Feature Configuration

### Procedure

To set the **C1\_FM** feature configuration:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

2. From the **Admin** menu, select **F** and then click **Feature Configuration**.

A sub-menu appears.

- Click the **Search** option from the **Feature Configuration** sub-menu.

The **Feature Configuration Search** window appears.

- Enter **C1\_FM** in the **Feature Name** field.

- Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
First Batch in Transaction Aggregation Cycle	Used to specify the first mandatory batch that you want to be executed in the transaction aggregation cycle.	Yes
	<b>Note:</b> At present, the system does not support any value other than <b>C1-TXNIP</b> for this option type.	
Last Batch in Transaction Aggregation Cycle	Used to specify the last mandatory batch that you want to be executed in the transaction aggregation cycle.	Yes
	<b>Note:</b> At present, the system does not support any value other than <b>C1-TXNCU</b> for this option type.	
Disaggregation - Price Assignment	Used to indicate whether the disaggregation request should be automatically created for a person or account when a price item is assigned to the person or account or the existing price item pricing assigned to the person or account is modified. The valid values are: <ul style="list-style-type: none"> <li>• true</li> <li>• false</li> </ul>	No
	<b>Note:</b> You can use this feature only when an algorithm which is created using the <b>TXNDISAGGPRA</b> algorithm type is attached to the <b>Post-Processing</b> system event of the <b>C1_PRASGN_BO</b> business object.	

Option Type	Description	Mandatory (Yes or No)
Allow Duplicate Summary ID	<p>Used to indicate whether the transaction legs can have duplicate summary ID while creating an aggregated billable charge using the <b>Service Quantity Calculation (C1-TXNSQ)</b> batch. The valid values are:</p> <ul style="list-style-type: none"> <li>• true</li> <li>• false</li> </ul>	No
	<p><b>Note:</b></p> <p>If you set this option type to <b>false</b>, the system does not create the aggregated billable charge when one or more transaction legs have the same summary ID.</p> <p>If you do not specify the value for this option type, by default, the value is set to <b>false</b>.</p>	

Option Type	Description	Mandatory (Yes or No)
Parallel Query Degree	<p>Used to specify the degree of parallelism that you want to use while creating chunks (i.e. work units) in various Transaction Feed Management (TFM) batches. The valid values are:</p> <ul style="list-style-type: none"> <li>• 1</li> <li>• 2</li> <li>• 3</li> <li>• 4</li> <li>• 5</li> <li>• 6</li> <li>• 7</li> </ul> <p><b>Note:</b></p> <p>With the parallel query feature, multiple threads on the database can work together simultaneously to process a single SQL statement which is used to create chunks. This helps to improve the batch performance.</p> <p>The system calculates the number of threads on the database that can be used to execute the SQL statement by setting 2 to the power of the specified parallel query degree. For example, if you set the parallel query degree to 4, the system uses 16 (i.e. 2<sup>4</sup>) threads on the database to create work units.</p> <p>You must set the parallel query degree depending on the infrastructure available on the site. If you do not specify the value for this option type, by default, the parallel query degree is set to 2.</p>	No
Price Item Determination Batch Description	Used to specify the description for the batch which is used for validating the transaction and deriving the price item in the transaction aggregation cycle. For example, <b>Validate Transaction and Derive Price Item</b> . This description appears in the error message when the transaction aggregation batches are not executed in the specified sequence.	Yes

Option Type	Description	Mandatory (Yes or No)
Remove Duplicates from Accumulated Rule Output	<p>Used to indicate whether duplicate transaction legs must be created during the transaction aggregation cycle through the rule output accumulation process. The valid values are:</p> <ul style="list-style-type: none"> <li>• true</li> <li>• false</li> </ul> <p><b>Note:</b> If you do not specify the value for this option type, by default, the value is set to <b>false</b>.</p>	No
Rule Output Accumulation	<p>Used to indicate whether the system should accumulate the output parameters of all rules where the criteria returns <b>Rule Is True</b> irrespective of whether the rule true action is set to <b>Next Dependent</b>, <b>Next Rule by Priority</b>, or <b>Success</b> and then create transaction legs using the accumulated output parameters. The valid values are:</p> <ul style="list-style-type: none"> <li>• true</li> <li>• false</li> </ul> <p><b>Note:</b> If you do not specify the value for this option type, by default, the value is set to <b>false</b>.</p>	No
Show Default Values in Price Item Pricing	<p>Used to indicate whether the default values must appear in the <b>Ignore Transaction</b>, <b>Aggregate Transaction</b>, and <b>Aggregation Schedule</b> fields while defining the price item pricing. The valid values are:</p> <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>	Yes
Use Materialized Views	<p>Used to indicate whether the price item pricing information must be cached in the <b>CI_PRC_AGRD</b>, <b>CI_PRC_PL</b>, and <b>CI_PRC_INH_PL</b> tables. The valid values are:</p> <ul style="list-style-type: none"> <li>• true</li> <li>• false</li> </ul>	Yes
Maximum Price Item Parameters Cache Size	<p>Used to indicate the maximum number of price items whose parameter information can be cached in the memory.</p>	Yes
Maximum Price Item Parameter Groups Cache Size	<p>Used to indicate the maximum number of price item parameter groups whose information can be cached in the memory.</p>	Yes

Option Type	Description	Mandatory (Yes or No)
SQ Recalculation Required	<p>Used to indicate whether the SQIs in an aggregated billable charge must be recalculated while executing the <b>C1-TXNCU</b> batch. The valid values are:</p> <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul> <p><b>Note:</b> If you do not specify the value for this option type or if you set the value to <b>N</b>, the system will not recalculate the SQIs in an aggregated billable charge.</p>	No
Transaction Detail Account Validation	<p>Used to indicate whether the account must be validated during the transaction validation process. The valid values are:</p> <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul> <p><b>Note:</b></p> <p>If you set this option type to <b>N</b>, the system overrides the transaction's account identifier type, account identifier, and division with the first derived account's account identifier type, account identifier, and division, respectively.</p> <p>If you do not specify the value for this option type, the system will validate the account during the transaction validation process.</p>	No
Populate Summary Table Batch Description	<p>Used to specify the description for the batch which is used for adding a summary record in the <b>CI_TXN_DTL_PRITM_SUMMARY</b> table. For example, <b>Populate CI_TXN_DTL_PRITM_SUMMARY Table</b>. This description appears in the error message when the transaction aggregation batches are not executed in the specified sequence.</p>	<p>Yes (Conditional)</p> <p><b>Note:</b> This data is required when the <b>Use C1-TXNPS During Transaction Aggregation</b> option type is set to <b>true</b>.</p>
Find Price Item Pricing Batch Description	<p>Used to specify the description for the batch which is used for finding the price item pricing for transactions in the transaction aggregation cycle. For example, <b>Price Item Pricing Verification</b>. This description appears in the error message when the transaction aggregation batches are not executed in the specified sequence.</p>	Yes

Option Type	Description	Mandatory (Yes or No)
Update Transaction Status Batch Description	Used to specify the description for the batch which is used for updating the status of the transactions (for which the error has occurred) in the transaction aggregation cycle. For example, <b>Update Status</b> . This description appears in the error message when the transaction aggregation batches are not executed in the specified sequence.	Yes
Service Quantity Calculation Batch Description	Used to specify the description for the batch which is used for creating the billable charges for transactions in the transaction aggregation cycle. For example, <b>Service Quantity Calculation</b> . This description appears in the error message when the transaction aggregation batches are not executed in the specified sequence.	Yes
Transaction Completion Batch Description	Used to specify the description for the batch which is used for updating the status of the transactions in the transaction aggregation cycle. For example, <b>Mark Completion</b> . This description appears in the error message when the transaction aggregation batches are not executed in the specified sequence.	Yes
Cleanup Unwanted Data Batch Description	Used to specify the description for the batch which is used for updating or deleting billable charges created for transactions in the transaction aggregation cycle. For example, <b>Clean Up</b> . This description appears in the error message when the transaction aggregation batches are not executed in the specified sequence.	Yes



Option Type	Description	Mandatory (Yes or No)
Use C1-TXNPS During Transaction Aggregation	<p>Used to indicate whether you want to use an alternative transaction aggregation process when the aggregation ratio is low. The valid values are:</p> <ul style="list-style-type: none"> <li>• true</li> <li>• false</li> </ul> <p><b>Note:</b> If you set this option type to <b>true</b>, you need to execute the following batches in the specified order in the transaction aggregation cycle:</p> <ol style="list-style-type: none"> <li>1. Flush All Caches (F1-FLUSH)</li> <li>2. Refresh Pricing (C1-TXNRP)</li> <li>3. Header Validation (C1-TXNHV)</li> <li>4. Validate Transaction and Derive Price Item (C1-TXNIP)</li> <li>5. Populate CI_TXN_DTL_PRITM_SUMMARY Table (C1-TXNPS)</li> <li>6. Price Item Pricing Verification (C1-TXNVP)</li> <li>7. Update Status (C1-TXNEX)</li> <li>8. Service Quantity Calculation (C1-TXNSQ)</li> <li>9. Mark Completion (C1-TXNCM)</li> <li>10. Clean Up (C1-TXNCU) with the <b>Request Type</b> parameter set to <b>EROR</b></li> </ol>	No

6. Enter the values for the required option types in the **Feature Configuration** screen.

7. Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

## Setting the C1\_MLTCURACC Feature Configuration

### Prerequisites

To set the C1\_MLTCURACC feature configuration, you should have:

- Adjustment types defined in the application

### Procedure

To set the C1\_MLTCURACC feature configuration:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Feature Configuration**.  
A sub-menu appears.
3. Click the **Search** option from the **Feature Configuration** sub-menu.  
The **Feature Configuration Search** window appears.
4. Enter **C1\_MLTCURACC** in the **Feature Name** field.
5. Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)												
Allow Multi-Currency Accounts	<p>Used to indicate whether you want to enable or disable the Multi-Currency Accounts feature. To enable the feature, set the <b>Allow Multi-Currency Accounts</b> option type to <b>Y</b>. By default, the value is set to <b>N</b>.</p> <p><b>Note:</b></p> <p>If the <b>Allow Multi-Currency Accounts</b> option type is set to <b>N</b>, the <b>Invoice Currency</b> field is disabled in the <b>Account</b> screen. By default, the base currency of the account's division appears in the <b>Invoice Currency</b> field. If the base currency is not defined for the account's division, the currency code specified in the <b>Installation Options - Framework</b> screen appears in the <b>Invoice Currency</b> field.</p> <p>If the <b>Allow Multi-Currency Accounts</b> option type is set to <b>Y</b>, the following fields are enabled in the application:</p> <table border="1"> <thead> <tr> <th>Screen Name</th> <th>Field Name</th> </tr> </thead> <tbody> <tr> <td>Account</td> <td>Invoice Currency</td> </tr> <tr> <td>Billable Charge</td> <td>Currency (for Bill Line)</td> </tr> <tr> <td>Adjustment</td> <td>Currency</td> </tr> <tr> <td>Payment Event Add</td> <td>Payment Currency</td> </tr> <tr> <td>Rate Component</td> <td>Allow Currency Conversion</td> </tr> </tbody> </table>	Screen Name	Field Name	Account	Invoice Currency	Billable Charge	Currency (for Bill Line)	Adjustment	Currency	Payment Event Add	Payment Currency	Rate Component	Allow Currency Conversion	Yes
Screen Name	Field Name													
Account	Invoice Currency													
Billable Charge	Currency (for Bill Line)													
Adjustment	Currency													
Payment Event Add	Payment Currency													
Rate Component	Allow Currency Conversion													
Transfer Adjustment Type	Used to specify the adjustment type using which you want to create the transfer adjustment.	Yes												
Reason Code for Cancelling Original Adjustment	Used to specify the reason code that you want to use while cancelling the original adjustment.	Yes												

6. Enter the values for the required option types in the **Feature Configuration** screen.
7. Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

### Related Topics

For more information on...	See...
Multi-Currency Accounts functionality	<a href="#">Multi-Currency Accounts</a> on page 579

## Setting the C1-ODBFC Feature Configuration

### Procedure

To set the **C1-ODBFC** feature configuration:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Feature Configuration**.  
A sub-menu appears.
3. Click the **Search** option from the **Feature Configuration** sub-menu.  
The **Feature Configuration Search** window appears.
4. Enter **C1-ODBFC** in the **Feature Name** field.
5. Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Average Record Size	Used to specify the average size of a usage record in bytes. By default, the value is set to 500. You can change the value, if required.	Yes
Billable Charge Chunk Size	Used to specify the number of billable charges you want to create in each work unit. By default, the value is set to 500. You can change the value, if required.	Yes
File Size Limit	Used to specify the size of a usage data file in bytes. By default, the value is set to 100000. You can change the value, if required.	Yes
Online Bill Creation Limit	Used to determine whether adhoc bills must be generated for a usage data file online or through the background process. If the total number of billable charges created for a usage data file exceeds the online bill creation limit, adhoc bills are generated for the usage data file through a batch process. By default, the value is set to 500. You can change the value, if required.	Yes
Staging XML Size	Used to specify the number of usage records you want to parse and map in each XML file. By default, the value is set to 500. You can change the value, if required.	Yes

Option Type	Description	Mandatory (Yes or No)
Thread Count	Used to specify the number of threads you want to spawn in parallel.	No
Thread Pool Name	Used to specify the thread pool on which you want to execute the batch.	No
Transaction Limit	Used to determine whether billable charges for a usage data file must be created online or through the background process. If the total number of valid or approved records in a usage data file exceeds the transaction limit, billable charges are created for the valid or approved records through a batch process.	No
Validation Chunk Size	Used to specify the number of usage records you want to validate or revalidate in each work unit. By default, the value is set to 500. You can change the value, if required.	Yes

- Enter the value for the option types in the **Feature Configuration** screen.
- Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

### Related Topics

For more information on...	See...
<b>On Demand Billing</b>	<a href="#">On Demand Billing</a> on page 853
How to upload a usage data file	<a href="#">Uploading a Usage Data File</a> on page 894
How to revalidate a usage data file	<a href="#">Revalidating a Usage Data File</a> on page 938
How to submit the valid records	<a href="#">Submitting a Valid Record</a> on page 931
How to approve the valid records	<a href="#">Approving a Valid Record</a> on page 933
How to generate adhoc bills for a usage data file	<a href="#">Generating Adhoc Bills for a File Group</a> on page 884

## Setting the C1-PAYPORTAL Feature Configuration

### Procedure

To set the **C1-PAYPORTAL** feature configuration:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **F** and then click **Feature Configuration**.  
A sub-menu appears.
- Click the **Search** option from the **Feature Configuration** sub-menu.  
The **Feature Configuration Search** window appears.
- Enter **C1-PAYPORTAL** in the **Feature Name** field.
- Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Allow Overpayment	Used to indicate whether you want to allow overpayment against an entity while editing the payment amount. The valid values are: <ul style="list-style-type: none"> <li>true</li> <li>false</li> </ul>	Yes
FK Reference for Bill	Used to indicate the foreign key reference which generates the information string for a bill in the <b>Edit Payment Amount</b> screen.	Yes
	<b>Note:</b> The C1-BLACT foreign key reference for bill is shipped with the product. You can also create a custom foreign key reference, if required.	
FK Reference for Bill Segment	Used to indicate the foreign key reference which generates the information string for a bill segment in the <b>Edit Payment Amount</b> screen.	Yes
	<b>Note:</b> The C1-BSEG foreign key reference for bill segment is shipped with the product. You can also create a custom foreign key reference, if required.	
FK Reference for Contract	Used to indicate the foreign key reference which generates the information string for a contract in the <b>Edit Payment Amount</b> screen.	Yes
	<b>Note:</b> The C1_F_SA foreign key reference for contract is shipped with the product. You can also create a custom foreign key reference, if required.	
FK Reference for Settlement	Used to indicate the foreign key reference which generates the information string for a settlement ID in the <b>Edit Payment Amount</b> screen.	No
	<b>Note:</b> At present, no foreign key reference for settlement ID is shipped with the product. Only the settlement ID appears in the information string. You can create a foreign key reference for settlement ID and specify it in this field.	

- Enter the values for the required option types in the **Feature Configuration** screen.
- Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

### Related Topics

For more information on...	See...
How to edit the payment amount against each entity	<a href="#">Editing the Payment Amount</a> on page 1142

## Setting the C1\_PERACCT Feature Configuration

### Procedure

To set the **C1\_PERACCT** feature configuration:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Feature Configuration**.  
A sub-menu appears.
3. Click the **Search** option from the **Feature Configuration** sub-menu.  
The **Feature Configuration Search** window appears.
4. Enter **C1\_PERACCT** in the **Feature Name** field.
5. Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Create Person Account Together	Used to indicate whether you want to create a person and account for that person simultaneously. The valid values are: <ul style="list-style-type: none"> <li>• Y</li> <li>• N</li> </ul>	Yes

6. Enter the values for the required option types in the **Feature Configuration** screen.
7. Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

## Setting the C1\_PER\_REL Feature Configuration

You can define person to person relationship type sequence in the **C1\_PER\_REL** feature configuration. This sequence is used while searching for effective price item pricing at the parent customer level.

### Procedure

To set the **C1\_PER\_REL** feature configuration:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Feature Configuration**.  
A sub-menu appears.
3. Click the **Search** option from the **Feature Configuration** sub-menu.  
The **Feature Configuration Search** window appears.
4. Enter **C1\_PER\_REL** in the **Feature Name** field.
5. Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Person to Person Relationship Type	Used to indicate the person to person relationship type.	Yes
	<b>Note:</b> If you want to define more than one relationship type in the feature configuration, you need to specify the sequence in which the relationship type should be considered while searching effective price item pricing at the parent customer level.	

- Enter the values for the required option types in the **Feature Configuration** screen.
- Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

### Related Topics

For more information on...	See...
<b>Person to Person Relationship Type Sequence</b> screen	<a href="#">Person to Person Relationship Type Sequence</a> on page 431

## Setting the C1\_PPARM\_FLG Feature Configuration

### Procedure

To set the **C1\_PPARM\_FLG** feature configuration:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **F** and then click **Feature Configuration**.  
A sub-menu appears.
- Click the **Search** option from the **Feature Configuration** sub-menu.  
The **Feature Configuration Search** window appears.
- Enter **C1\_PPARM\_FLG** in the **Feature Name** field.
- Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Multi Price Parameter	Used to indicate whether you want to use the multi parameter based pricing feature. The valid values are: <ul style="list-style-type: none"> <li><b>True</b> — Indicates that you want to enable the multi parameter based pricing feature.</li> <li><b>False</b> — Indicates that you want to disable the multi parameter based pricing feature.</li> </ul>	Yes

6. Enter the values for the required option types in the **Feature Configuration** screen.
7. Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

#### Related Topics

For more information on...	See...
<b>Multi Parameter Based Pricing</b> feature	<a href="#">Multi Parameter Based Pricing</a> on page 111

## Setting the C1\_PRASNORDR Feature Configuration

### Procedure

To set the **C1\_PRASNORDR** feature configuration:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Feature Configuration**.  
A sub-menu appears.
3. Click the **Search** option from the **Feature Configuration** sub-menu.  
The **Feature Configuration Search** window appears.
4. Enter **C1\_PRASNORDR** in the **Feature Name** field.
5. Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Price Assignment Algorithm	Used to specify the algorithm which contains the default search order for global customers. The valid search order values are: <ul style="list-style-type: none"> <li>• AGREED_PRICELIST</li> <li>• AGREED_FIRST</li> </ul> You can change this default search order, whenever required. You can also create a custom search order, if required.	Yes

6. Enter the values for the required option types in the **Feature Configuration** screen.
7. Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

#### Related Topics

For more information on...	See...
<b>Pricing (Person)</b> screen	<a href="#">Pricing (Person)</a> on page 306



## Setting the C1\_PR\_REC Feature Configuration

### Procedure

To set the **C1\_PR\_REC** feature configuration:

1. Click the **Admin** link in the **Application** toolbar.  
A list appears.
2. From the **Admin** menu, select **F** and then click **Feature Configuration**.  
A sub-menu appears.
3. Click the **Search** option from the **Feature Configuration** sub-menu.  
The **Feature Configuration Search** window appears.
4. Enter **C1\_PR\_REC** in the **Feature Name** field.
5. Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Effective Pricing RecordSet Limit	Used to specify the number of records that can be displayed in the <b>Search Results</b> section of the <b>Effective Price Assignment</b> zone. The value must be an integer and not in decimals. The maximum number of records that can be displayed are 5000.  <b>Note:</b> If you enter the value as <b>0</b> or if you do not specify the value for the <b>Effective Pricing RecordSet Limit</b> option type, no records will be displayed in the <b>Search Results</b> section.	Yes

6. Enter the values for the required option types in the **Feature Configuration** screen.
7. Click the **Save** button in the **Page Title** area.  
The changes made to the feature configuration are saved.

### Related Topics

For more information on...	See...
<b>Effective Price Assignment</b> zone in the <b>Pricing (Account)</b> screen	<a href="#">Effective Price Assignments for Account</a> on page 273
<b>Effective Price Assignment</b> zone in the <b>Pricing (Person)</b> screen	<a href="#">Effective Price Assignments for Person</a> on page 307

## Setting the C1-PYREQSRT Feature Configuration

### Procedure

To set the **C1-PYREQSRT** feature configuration:

1. Click the **Admin** link in the **Application** toolbar.

A list appears.

- From the **Admin** menu, select **F** and then click **Feature Configuration**.

A sub-menu appears.

- Click the **Search** option from the **Feature Configuration** sub-menu.

The **Feature Configuration Search** window appears.

- Enter **C1-PYREQSRT** in the **Feature Name** field.

- Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Bill	Used to sort columns by the selected option type. The table fields in CI_BILL table are used to set the values for the option type <b>Bill</b> . It also enables sorting by order. Its valid values are: <ul style="list-style-type: none"> <li>Ascending</li> <li>Descending</li> </ul>	No
Bill Segment	Used to sort columns by the selected option type. The table fields in CI_BSEG table are used to set the values for the option type <b>Bill Segment</b> . It also enables sorting by order. Its valid values are: <ul style="list-style-type: none"> <li>Ascending</li> <li>Descending</li> </ul>	No
Contract	Used to sort columns by the selected option type. The table fields in CI_SA table are used to set the values for the option type <b>Contract</b> . It also enables sorting by order. Its valid values are: <ul style="list-style-type: none"> <li>Ascending</li> <li>Descending</li> </ul>	No

**Note:** Above options types are configured for the **Sort By** field for sorting columns on the **Edit Payment Amount** screen.

- Enter the values for the required option types in the **Feature Configuration** screen.

- Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

## Setting the C1\_RLENG Feature Configuration

### **Procedure**

To set the **C1\_RLENG** feature configuration:

- Click the **Admin** link in the **Application** toolbar.

A list appears.

- From the **Admin** menu, select **F** and then click **Feature Configuration**.

A sub-menu appears.

- Click the **Search** option from the **Feature Configuration** sub-menu.

The **Feature Configuration Search** window appears.

- Enter **C1\_RLENG** in the **Feature Name** field.

- Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Logging Rules for Transaction Feed	Used to indicate whether a log should be generated when you execute the <b>Transaction Validation and Initial Product Determination (C1-TXNIP)</b> batch. The valid values are: <ul style="list-style-type: none"> <li>• True</li> <li>• False</li> </ul>	Yes
	<b>Note:</b> This log indicates the rules that were executed for each transaction and whether each rule passed or failed during the execution.	
Maximum Number of Rules in Cache	Used to indicate the maximum number of rules whose entry should be created in the log file.	Yes

- Enter the values for the required option types in the **Feature Configuration** screen.
- Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

### **Related Topics**

For more information on...	See...
Transaction Feed Management	<a href="#">Transaction Feed Management</a> on page 667

## **Setting the C1-TXNDMYID Feature Configuration**

For manually added transactions, the system can generate header details including the header ID automatically if you set the option types in the **C1-TXNDMYID** feature configuration.

### **Procedure**

To set the **C1-TXNDMYID** feature configuration:

- Click the **Admin** link in the **Application** toolbar.  
A list appears.
- From the **Admin** menu, select **F** and then click **Feature Configuration**.  
A sub-menu appears.

- Click the **Search** option from the **Feature Configuration** sub-menu.

The **Feature Configuration Search** window appears.

4. Enter **C1-TXNDMYID** in the **Feature Name** field.
5. Click the **Search** button corresponding to the **Feature Name** field.

The **Feature Configuration** screen appears. It contains the following option types:

Option Type	Description	Mandatory (Yes or No)
Dummy File Name	Used to specify the dummy file name.	Yes
Dummy Header ID	Used to specify the dummy header ID.	Yes
Dummy Transaction Source	Used to specify the dummy transaction source.	Yes
Dummy Header Date	Used to specify the dummy header date.	Yes

6. Enter the values for the required option types in the **Feature Configuration** screen.
7. Click the **Save** button in the **Page Title** area.

The changes made to the feature configuration are saved.

#### **Related Topics**

For more information on...	See...
Transaction Feed Management	<a href="#">Transaction Feed Management</a> on page 667