Oracle Financials Cloud
Using Receivables Credit to Cash

Release 13 (update 18C)
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Using Receivables Credit to Cash

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Authors: Robert MacIsaac, Wallace Gardipe, Carol Ann Lapeyrouse, Samprit Singharoy, Reshma Shaik

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Preface

This preface introduces information sources that can help you use the application.

Using Oracle Applications

Using Applications Help

Use help icons ? to access help in the application. If you don’t see any help icons on your page, click your user image or name in the global header and select Show Help Icons. Not all pages have help icons. You can also access Oracle Applications Help.

Watch: This video tutorial shows you how to find help and use help features.

You can also read Using Applications Help.

Additional Resources

- **Community**: Use Oracle Cloud Customer Connect to get information from experts at Oracle, the partner community, and other users.

- **Guides and Videos**: Go to the Oracle Help Center to find guides and videos.

- **Training**: Take courses on Oracle Cloud from Oracle University.

Conventions

The following table explains the text conventions used in this guide.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Meaning</th>
</tr>
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<tbody>
<tr>
<td><strong>boldface</strong></td>
<td>Boldface type indicates user interface elements, navigation paths, or values you enter or select.</td>
</tr>
<tr>
<td><strong>monospace</strong></td>
<td>Monospace type indicates file, folder, and directory names, code examples, commands, and URLs.</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than symbol separates elements in a navigation path.</td>
</tr>
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Documentation Accessibility

For information about Oracle’s commitment to accessibility, visit the Oracle Accessibility Program website.

Videos included in this guide are provided as a media alternative for text-based help topics also available in this guide.
Contacting Oracle

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit My Oracle Support or visit Accessible Oracle Support if you are hearing impaired.

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Please give us feedback about Oracle Applications Help and guides! You can send an e-mail to: oracle_fusion_applications_help_ww_grp@oracle.com.
1 Manage Customer Billing

Create and Process Transactions

Transactions and Transaction Activities: Explained

Use the Manage Transactions page to view detailed or summary information about your invoices, credit memos, debit memos, and chargebacks.

Along with standard search and display functions, you can perform these activities on selected transactions:

- Review Installments
- View Balance Details
- View Transaction Activities

Review Installments

Use the Review Installments window to review the installments on transactions that have split payment terms. Each row displays the due date, installment amount, and balance due.

If the AR: Update Due Date profile option is set to Yes, you can perform these actions on installments:

- Update the due date on an installment. If you update a due date, this recalculates the days late and due days for the installment based on the new due date.
- Update the unpaid portion of an installment.
- Add or delete installments.

View Balance Details

View complete information for a specific transaction, including the original transaction amount, the total amount of payments against the transaction, any credits, refunds, adjustments, or charges applied to the transaction, and any discounts taken.

The Balance Details window indicates the receipt, credit, or discount that was applied to the transaction, and the type of adjustments that were created. For example, a single transaction might have two adjustments against it, one of type Charges and another of type Freight. Similarly, the transaction might have one credit memo applied against it at the line level and another at the tax level.

The Balance Details window displays the total amount of each action affecting a transaction in the Total column and displays how the line, tax, freight, and charge balances were affected in the Balance row.

View Transaction Activities

View all activities that have taken place against a specific invoice, credit memo, or debit memo. You can drill down to view the details of each activity.

There are three activity classes that identify activity against transactions:

- Payment: Any payment made against the transaction balance.
- Credit Memo: Any credit memo applied to the transaction.
- Adjustment: Any adjustment made to the transaction balance.
All amounts are in the currency of the particular activity.

Related Topics

- Installment Options and Amounts Due: Explained

Completing Transactions: Explained

Before you can complete a Receivables transaction, you must ensure that you have entered all required information. The information required to complete a transaction differs depending on the transaction class.

When you complete a Receivables transaction, this action creates payment schedules based on the payment terms and invoice date that you specified. If the transaction type on the transaction has Open Receivables set to Yes, Receivables includes the transaction in the standard aging and collection process. If you later change the transaction type to one with Open Receivables set to No, Receivables removes this transaction from the standard aging and collection process.

Different validations apply depending on the kind of transaction:

- Standard Invoice
- Invoice with Rules
- Standard Credit Memo

Validations for Completing a Standard Invoice

These validations apply to a standard invoice (invoice without rules):

- The invoice must have at least one line.
- The accounting date of the invoice must be in an Open or Future period.
- The invoice sign must agree with the creation sign of the transaction type.
- The sum of the distributions for each line must equal the invoice line amount.
- If freight was entered for the invoice, you must specify a freight account.
- If the Require Salesperson Receivables system option is enabled, you must assign one or more salespersons to each line.
- If salespersons are assigned to each line, the total revenue sales credit percentage must equal 100 percent.
- All the activity date ranges for the setup values, for example, payment terms, must be valid for the invoice date.
- If the invoice uses an automatic receipt method, you must enter customer bank, branch, and account information.

Validations for Completing an Invoice with Rules

These validations apply to an invoice with rules:

- The invoice must satisfy the validations for a standard invoice.
- Each line must have a revenue scheduling rule and a rule start date.
- Each line must have valid account sets.
- Tax that is calculated or entered must have valid account sets.
Validations for Completing a Standard Credit Memo

These validations apply to a standard credit memo:

- The credit memo must satisfy the validations for a standard invoice.
- You must enter at least one credit memo line and specify revenue account assignments for each line.
- You must specify a valid receivable account.
- If your credit memo is crediting tax, you must specify valid tax accounts.
- If your credit memo is crediting freight, you must specify valid freight accounts.

Note: You can’t change a credit memo that you entered against an invoice or debit memo from Complete to Incomplete if you entered another credit memo against an item after the initial credit memo. You also can’t change a credit memo that you entered against an invoice or debit memo from Incomplete to Complete if you entered and completed another credit memo against an item after the initial credit memo.

Invoice Distributions: Explained

Invoice distributions are the default revenue account assignments for each line of the invoice. The AutoAccounting process derives the default revenue accounts for the invoice after invoice entry. You can review or update the distributions for an invoice in the Edit Distributions window.

The default accounting that AutoAccounting creates is considered interim accounting only. Use the Create Receivables Accounting program to actually create accounting entries in subledger accounting. Receivables uses predefined setup in subledger accounting so that the Create Receivables Accounting program accepts the default accounts that AutoAccounting derives without change.

If you are reviewing distributions for an invoice that uses a revenue scheduling rule, you must run Revenue Recognition before you can review and update accounting distributions. The revenue scheduling rule recognizes revenue over multiple general ledger periods.

If the invoice is a project-related invoice, then no distribution information is displayed.

One or more rows can refer to the same transaction line, depending on the distributions. You can change the transaction account assigned to each distribution, but you can’t create new lines or delete existing lines. If you change a row that has already posted to general ledger, Receivables doesn’t alter the posted entry, but instead creates adjustments through additional accounting entries.

The default percent amount of each invoice line assigned to a transaction account is 100 percent, unless AutoAccounting is based on salesperson and the salesperson assignment is split. In this case, the field reflects the split and you can either accept this percentage or enter another one.

Related Topics
- Using AutoAccounting to Derive Accounting Flexfield Segments: Example

Invoice Lines: Points to Consider

Use invoice lines to enter the goods or services to bill the customer on an invoice. You can create invoice lines in three ways: enter an inventory item; enter a memo line; or enter a free text line description.
There are these points to consider when entering and updating invoice line information:

- Entering Inventory Items
- Displaying Tax Inclusive Amounts
- Entering the Unit Price
- Updating Tax Lines

**Entering Inventory Items**
If you enter an inventory item, you can enter a warehouse name to indicate the ship-from location for the item. If AutoAccounting is based on standard lines, you can use the inventory item and warehouse name to create accounting flexfield information. For example, you use multiple inventory organizations and set up AutoAccounting to create the revenue account based on standard lines. AutoAccounting uses the item and warehouse that you enter here to create the product segment of your revenue account.

**Entering the Unit Price**
Enter the unit price for the invoice line item. You can enter a positive or a negative number. The default value for the unit price is zero for tax and freight lines.

If you enter a memo line item, the default unit price is the unit list price defined for the memo line. You can accept this price or enter the actual selling price. If the currency of the invoice is different from the ledger currency, the formula for calculating the default unit price is (Standard Price / Currency Conversion Rate).

**Displaying Tax Inclusive Amounts**
The values in the **Amount Includes Tax** field indicate whether the amount for this line includes the tax amounts. The default value is Use Tax Rate, in which case the display of inclusive amounts depends on the setting of the Inclusive Tax option of the tax rate code for this line. You can change this setting if the Allow Override option for this tax rate code is enabled. If you change this setting, the line amount is recalculated.

**Updating Tax Lines**
You can change the tax rate code on the invoice if the Allow Override option for this tax rate code is enabled. You can also manually create new tax lines with the correct tax rate, or to reflect other changes to the invoice, such as including a tax exemption.

**Related Topics**
- AutoAccounting Account Types and Segment Values
- What happens if I make the transaction line inclusive of tax
- Setting Up Tax Rates: Choices to Consider
- Additional Tax Determining Factors on a Receivables Transaction Line: Example

**Revenue Scheduling Rules: How They Are Used**
Use revenue scheduling rules to determine revenue recognition schedules for your invoice lines. Revenue scheduling rules determine the accounting period or periods in which to record revenue distributions. You can assign a different revenue scheduling rule to each invoice line.
Settings That Affect Revenue Scheduling Rules

If the transaction uses revenue scheduling rules, each invoice line must have revenue scheduling rule information, including the rule name, rule type, revenue period, number of revenue periods, date to start recognizing revenue, and, where applicable, an end date.

- If you enter a revenue scheduling rule with a rule type of either Daily Revenue Rate, All Periods or Daily Revenue Rate, Partial Periods, enter a rule start date and a rule end date.
- If you enter a revenue scheduling rule with a rule type of Variable Schedule, enter the number of revenue periods over which to distribute revenue for this invoice line.
- If you enter a revenue scheduling rule with a rule type of Fixed Schedule, the transaction entry process populates the default duration for this rule.

How the Revenue Schedule Is Calculated

The rule type on the revenue scheduling rule calculates the revenue distributions on the transaction. There are four rule types:

- Daily Revenue Rate, All Periods
- Daily Revenue Rate, Partial Periods
- Fixed Schedule
- Variable Schedule

The Daily Revenue Rate, All Periods rule type uses a daily revenue rate to accurately calculate revenue distributions across all accounting periods, including both full and partial periods. A partial period is an accounting period with either a start date that is not the first day of the period or an end date that is not the last day of the period.

Tip: This rule type provides the most precise revenue recognition schedule. Use rules of this type in cases where you must meet strict revenue accounting standards for partial accounting periods.

Rules of this type require a rule start and end date during invoice entry. If the invoice is imported with a rule of this type, then both dates are required by AutoInvoice.

This rule type uses the total revenue amount for the line in conjunction with the number of days in the rule duration period, including both start and end date, to calculate the daily revenue rate. This calculation is:

\[
\text{Daily Revenue Rate} = \frac{\text{Total Revenue}}{\text{Number of Days (Total Rule Duration Period)}}
\]

This rule type can accurately calculate the revenue for each period in the revenue recognition schedule. This calculation is:

\[
\text{Revenue Amount} = \text{Daily Revenue Rate} \times \text{Days in Period}
\]

The Daily Revenue Rate, Partial Periods rule type uses a daily revenue rate to accurately calculate the revenue for partial periods only. This rule provides you with an even, prorated revenue distribution across the full periods of the schedule.

Rules of this type also require both a start and end date to enable the calculation of the daily revenue rate.

The Fixed Schedule rule type requires both a period type (such as weekly or monthly) and the number of periods over which to recognize revenue. The revenue is then evenly divided across the periods.

You can update the percentage of revenue recognized in each period, but the percentage for the entire schedule must always total 100. For example, if you define a revenue scheduling rule with a period type of monthly that spans four periods, and you accept the prorated revenue distribution, Receivables recognizes 25 percent of the transaction revenue in each of the four months.
If you select a period type of Specific Date for a fixed schedule rule, you can set specific accounting dates on which to recognize revenue. When you specify a date for one period, then all other periods also require a specific accounting date.

The Variable Schedule rule type also requires a period type, but not the number of periods. The number of periods is calculated automatically either when you enter a transaction manually or import using AutoInvoice.

When you define a variable schedule revenue scheduling rule, you can optionally specify what percentage of revenue you want to recognize in the first period. The remaining revenue is then prorated over the number of periods that you specify when the transaction is created.

### Using Revenue Scheduling Rule Types

You bill a contract for $900 that is to last 90 days. The contract starts on January 14 and ends on April 13. The accounting period is Monthly. In this contract period, January and April are partial periods, and February and March are full periods.

This table illustrates the various revenue recognition schedules that Receivables calculates using each of the rule types.

<table>
<thead>
<tr>
<th>Accounting Date</th>
<th>Period</th>
<th>Days in Period</th>
<th>Daily Revenue Rate, All Periods</th>
<th>Daily Revenue Rate, Partial Periods</th>
<th>Fixed Schedule</th>
<th>Variable Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14</td>
<td>January</td>
<td>18</td>
<td>180</td>
<td>180</td>
<td>225</td>
<td>180</td>
</tr>
<tr>
<td>February 14</td>
<td>February</td>
<td>28</td>
<td>280</td>
<td>295</td>
<td>225</td>
<td>240</td>
</tr>
<tr>
<td>March 14</td>
<td>March</td>
<td>31</td>
<td>310</td>
<td>295</td>
<td>225</td>
<td>240</td>
</tr>
<tr>
<td>April 13</td>
<td>April</td>
<td>13</td>
<td>130</td>
<td>130</td>
<td>225</td>
<td>240</td>
</tr>
</tbody>
</table>

Observations on this example:

- If the revenue scheduling rule is Daily Revenue Rate, All Periods, then Receivables calculates the daily revenue rate ($900 / 90 days = $10) and uses the rate to calculate the revenue in each period. Receivables uses the final period to catch up with any rounding issues.
- If the revenue scheduling rule is Daily Revenue Rate, Partial Periods, then Receivables uses the daily revenue rate to calculate the revenue for only the partial periods. The full periods receive equal revenue distributions.
- If the revenue scheduling rule is Fixed Schedule, then Receivables uses the rule definition and divides the revenue equally across the number of periods specified in the rule.
- If the revenue scheduling rule is Variable Schedule, then you specify the number of periods during invoice entry, and optionally specify the percentage of revenue to recognize in the first period. Receivables evenly distributes the revenue balance over the remaining periods. In this example, 20 percent of the total revenue is recognized in the first period out of a total of four periods.

**Related Topics**

- [Deferred and Non-Deferred Revenue Scheduling Rules: Examples](#)
Foreign Currency Transactions: How They are Processed

When you enter a receipt or transaction that is not in the ledger currency, use the available window to enter conversion rate information. This information is used to convert the foreign currency receipt or transaction amounts to the ledger currency.

Settings That Affect Foreign Currency Conversion

You can use personalization to display the Inverse Conversion Rate field. The Inverse Conversion Rate field determines the calculation of the ledger currency amount.

Enter conversion rate information:

- **Conversion Date**: The date that applies to the conversion rate for the foreign currency.
- **Conversion Type**:
  - Corporate: Used to standardize rates for a company. This is generally a standard market rate determined by senior financial management for use throughout the enterprise.
  - Spot: Used to perform conversion based on the rate on a specific date. The rate applies to the immediate delivery of a currency.
  - User: Used when you enter a foreign currency for a receipt and you haven’t defined a daily conversion rate for the foreign currency. If you select this conversion type, you must enter the conversion rate.

  **Note**: If you select a conversion type of Corporate or Spot, Receivables verifies that a rate exists for the date that you enter, and you can’t update the conversion rate. Receivables doesn’t validate rates for the User conversion type.

- **Conversion Rate**: The conversion rate to use. You can have multiple currency conversion rates for the same date. If not, the conversion type that you entered provides the default rate. You define your non-user conversion rates in the Daily Rates window. If you entered a conversion type other than User, Receivables verifies that a rate exists for the conversion date that you entered.

How the Ledger Currency Amount Is Calculated

The ledger currency amount is calculated in this way:

- If the Inverse Conversion Rate field is not displayed, the ledger currency amount is calculated as: Ledger Currency = Foreign Currency * Rate.
- If the Inverse Conversion Rate field is displayed, the ledger currency amount is calculated as: Ledger Currency = Foreign Currency / Rate.

You can change the conversion type, rate date, and conversion rate of a foreign currency receipt, even after it is transferred to general ledger.

You can’t adjust the conversion rate of a foreign currency transaction on a completed invoice. You can alternatively incomplete the invoice, adjust the conversion rate, then complete the invoice again. If you can’t incomplete the invoice, either because the invoice is paid, posted, printed, or has had a receipt applied against it, you must reverse the transaction (delete it, credit it, or change the transaction type to one that has the Open Receivable and Post to GL options set to No), then recreate the transaction at the new rate.

**Related Topics**

- Creating Conversion Rate Types: Critical Choices
Using Rate Types: Examples

Updating Installments on Transactions: Explained

Use the Review Installments window in the Review Transaction page to update the installments on a transaction. You can perform these updates on installments:

- Update the due date of an installment.
- Update the unpaid portion of an installment.
- Add or delete installments.

🚨 Note: You can’t update installments on transactions with balance forward billing payment terms.

Setting Up for Installment Updates

To set up for installment updates, perform these two tasks:

- Set the AR: Update Due Date profile option to Yes in the Manage Receivables Profile Options page.
  Setting this profile option to Yes exposes editable fields in the **Due Date** and **Original Amount** columns in the Review Installments window.
- Enable the **Allow change to printed transactions** option for the applicable business units in the Transactions section of the Billing and Revenue tab in the Create or Edit Receivables System Options page.
  While not required, best practice is to enable this option if you want to allow updates to installments after transactions are printed and delivered to customers for review.

Updating the Due Date of Installments

Use the applicable **Due Date** fields to update the due date of one or more installments with an open balance.

When you update an installment due date, this recalculates the days late and due days for the installment based on the new due date.

Updating the Unpaid Portion of an Installment

Use the applicable **Original Amount** fields to update any installment with an open balance. If an installment has either a credit or adjustment against it, you can update the remaining balance after the credit or adjustment is applied.

The amount you update on any installment must be greater than the amount already applied to the installment. For example, if the original installment amount is $50 and the customer paid $20, you can update the row amount by $20 or greater.

If you adjust the installment amount downwards, the adjustment can’t be greater than the unpaid portion of the installment.

Adding and Deleting Installments

You can add or delete installments to reflect all the changes that you need to make to the installments on a transaction.

To add an installment:

1. In the Review Installments window, click the plus (+) icon.
2. The new installment appears with the sequence number incremented.
3. Enter the due date and original amount for the new installment.

To delete an installment:

1. In the Review Installments window, select the installment that you want.
2. Click the delete (x) icon to delete the installment.
3. The sequence numbers of the other installments are reset after you click the Save and Close button.

Note: You can delete any installment that doesn't have a payment against it. You can't delete the first installment, or installments that are paid, credited, adjusted, or in dispute.

The total of all installment amounts after any updates must equal the transaction entered amount. Any late charges or penalties are recalculated after any installment updates.

Creating a Receivables Transaction

Watch: This video tutorial shows you how to create an accounts receivable invoice transaction. The content of this video is also covered in text topics.

Managing OAGIS 10.1 XML Transactions

Adding User-Defined Attributes to OAGIS 10.1 XML Receivables Transactions: Procedure

Add and maintain user-defined attributes at the invoice header, invoice line, and invoice tax line level of OAGIS 10.1 XML Receivables transactions.

OAGIS 10.1 XML provides many standard attributes for including information related to a transaction, such as purchase orders, shipping information, inventory details, and accounting. You can include attributes not mapped in and with no standard tag available in OAGIS 10.1 XML, by adding the attributes to the UserArea extension of OAGIS 10.1.

Preparing User-Defined Attributes

You use public APIs to insert and process user-defined attributes in XML transactions.

The public APIs include:

- arp_util.insert_ar_extension_attributes: Use the public API arp_util.insert_ar_extension_attributes to create and load user-defined attributes into the AR_EXTENSIONATTRIBUTES table.
- arp_util.update_ar_extension_attributes: Use the public API arp_util.update_ar_extension_attributes to update the ATTRIBUTE_NAME and ATTRIBUTE_VALUE of user-defined attributes already in AR_EXTENSIONATTRIBUTES table.
- arp_util.update_ready_for_xml_flag: Use the public API arp_util.update_ready_for_xml_flag to set RA_CUSTOMER_TRX_ALL.READY_FOR_XML_DELIVERY to Y in the Load Extension Attributes for XML Transactions BIP report. The signature of this API is available in the delivered data model for the BIP report process.

Use these APIs in the PL/SQL code you write in the anonymous code block of the delivered Load Extension Attributes for XML Transactions BIP data model. The Load Extension Attributes for XML Transactions BIP report process runs as part of the Generate and Transfer XML Transactions process.
The extension attributes for Receivables transactions are computed and loaded into the AR_EXTENSION_ATTRIBUTES table during XML creation and delivery, once you configure the Load Extension Attributes for XML Transactions BIP data model to compute and load extension attributes using the API arp_util.insert_ar_extension_attributes. The API arp_util.update_ready_for_xml_flag sets RA_CUSTOMER_TRX_ALL.READY_FOR_XML_DELIVERY to Y.

Any errors encountered during the loading of extension attributes into the AR_EXTENSION_ATTRIBUTES table appear in the report output of the Load Extension Attributes for XML Transactions BIP process.

To add user-defined attributes to OAGIS 10.1 XML transactions, complete these steps:

1. Log in to Oracle Fusion BI Publisher Enterprise using the xml p server URL for a user with the BI Administrator Role.
2. Navigate to the Data Models folder in the BI Publisher Enterprise Catalog.
3. Select the Load Extension Attributes for XML Transactions data model.
4. In the Diagram tab, click the gear icon and select Edit Data Set.
5. In the Edit Data Set window, complete the required fields.
6. In the SQL Query section, write your PL/SQL code to compute and load the extension attributes for your transactions.
7. Ensure that your PL/SQL code sets RA_CUSTOMER_TRX_ALL.READY_FOR_XML_DELIVERY to Y for transactions after the extension attributes are inserted. The API to set this is arp_util.update_ready_for_xml_flag.
8. Save your work.

When you have finished defining your extension attributes and completed creating the Receivables transactions to deliver in XML format, run the Generate and Transfer XML Transactions process to deliver these transactions.

If RA_CUSTOMER_TRX_ALL.READY_FOR_XML_DELIVERY is not set to Y by the Load Extension Attributes for XML Transactions process, the process marks the XML Delivery Status of the transactions as Delivery Failed. Review the report output of the BIP process for errors encountered while inserting extension attributes for transactions that did not have READY_FOR_XML_DELIVERY set to Y.

API Signatures

The signatures of the APIs are available in the delivered data model for the Load Extension Attributes for XML Transactions BIP report process.

The signature of the API arp_util.insert_ar_extension_attributes to insert user-defined attributes into the AR_EXTENSION_ATTRIBUTES table is as follows:

PROCEDURE insert_ar_extension_attributes(EXTENSION_ATTR_TBL IN AR_EXTENSION_ATTRIBUTES.EXTENSION_ATTR_TBL_TYPE,

x_msg_count OUT NOCOPY NUMBER,

x_msg_data OUT NOCOPY VARCHAR2,

x_return_status OUT NOCOPY VARCHAR2);

In this case EXTENSION_ATTR_TBL_TYPE is a PL/SQL table of the EXTENSION_ATTRIBUTE_RECORD record type. The definition of the EXTENSION_ATTRIBUTE_RECORD record type is as follows:

TYPE EXTENSION_ATTRIBUTE_RECORD IS RECORD(E

EXTN_ENTITY_ID AR_EXTENSION_ATTRIBUTES.EXTN_ENTITY_ID %type,

ASSOCIATED_EXTN_ENTITY_ID1 AR_EXTENSION_ATTRIBUTES.ASSOCIATED_EXTN_ENTITY_ID1%type,

ASSOCIATED_EXTN_ENTITY_ID2 AR_EXTENSION_ATTRIBUTES.ASSOCIATED_EXTN_ENTITY_ID2%type,

ENTITY_TYPE_CODE AR_EXTENSION_ATTRIBUTES.ENTITY_TYPE_CODE%type,

PROCESS_TYPE_CODE AR_EXTENSION_ATTRIBUTES.PROCESS_TYPE_CODE%type,

ATTRIBUTE_NAME AR_EXTENSION_ATTRIBUTES.ATTRIBUTE_NAME%type,

ATTRIBUTE_VALUE AR_EXTENSION_ATTRIBUTES.ATTRIBUTE_VALUE%type);

The signature of the API arp_util.update_ar_extension_attributes to update ATTRIBUTE_NAME and ATTRIBUTE_VALUE of the user-defined attributes already in the AR_EXTENSION_ATTRIBUTES table is as follows:

PROCEDURE update_ar_extension_attributes(EXTENSION_ATTR_TBL IN AR_EXTENSION_ATTRIBUTES.EXTENSION_ATTR_TBL_TYPE,

x_attribute_name OUT NOCOPY VARCHAR2,

x_attribute_value OUT NOCOPY VARCHAR2);
x_msg_count OUT NOCOPY NUMBER,
x_msg_data OUT NOCOPY VARCHAR2,
x_return_status OUT NOCOPY VARCHAR2);

In this case EXT_ATTR_TBL_FR_UPDATE is a PL/SQL table of the EXT_ATTR_RECORD_FR_UPDATE record type. The definition of the EXT_ATTR_RECORD_FR_UPDATE record type is as follows:

```sql
TYPE EXT_ATTR_RECORD_FR_UPDATE IS RECORD(EXTN_ENTITY_ID AR_EXTENSION_ATTRIBUTES.EXTN_ENTITY_ID %type, ENTITY_TYPE_CODE AR_EXTENSION_ATTRIBUTES.ENTITY_TYPE_CODE%type, PROCESS_TYPE_CODE AR_EXTENSION_ATTRIBUTES.PROCESS_TYPE_CODE%type, ATTRIBUTE_NAME AR_EXTENSION_ATTRIBUTES.ATTRIBUTE_NAME %type, NEW_ATTRIBUTE_NAME AR_EXTENSION_ATTRIBUTES.ATTRIBUTE_NAME%type, NEW_ATTRIBUTE_VALUE AR_EXTENSION_ATTRIBUTES.ATTRIBUTE_VALUE%type);
```

The signature of the API arp_util.update_ready_for_xml_flag to update READY_FOR_XML_DELIVERY_FLAG in the RA_CUSTOMER_TRX_ALL table is as follows:

```sql
PROCEDURE update_ready_for_xml_flag(p_customer_trx_id IN NUMBER,
p_xml_ready_flag IN VARCHAR2,
x_msg_count OUT NOCOPY NUMBER,
x_msg_data OUT NOCOPY VARCHAR2,
x_return_status OUT NOCOPY VARCHAR2);
```

Managing OAGIS 10.1 XML Delivery Errors: Explained

After you run the Generate and Transfer XML Transactions process to deliver transactions in OAGIS 10.1 XML format, review the status of your XML transaction deliveries. If necessary, take corrective actions on any transactions that were not successfully delivered.

**XML Transaction Delivery Errors**

Use the Manage Transactions page to review transactions delivered in XML format. Use Collaboration Messaging to review and correct any transactions with the XML delivery status Processing Error or Delivery Failed.

- Use the Manage Undelivered Collaboration Messages page to review the error details of transactions with the XML delivery status Processing Error.
- Use the Manage Failed Collaboration Messages page to review the error details of transactions with the XML delivery status Delivery Failed.

**Note:** If a Receivables XML transaction remains in the Delivery In Progress status for more than two hours, the status of the transaction is updated to Delivery Failed by the next run of the Generate and Transfer XML Transactions process. You can reprocess XML transactions marked as Delivery Failed by the running the Generate and Transfer XML Transactions process with the Transactions Included parameter set to Failed Transactions.

**Inbound CBOD Collaboration Message**

The inbound CBOD collaboration message returns an acknowledgment code of Success, Error, or Other. This acknowledgment code appears in the XML Delivery Status column of the Manage Transactions page.

The CBOD acknowledgment codes appear in the XML Delivery Status column in this way:

- Document Received corresponds to Success.
• Document Not Received corresponds to Error.
• Unknown Acknowledgment Code corresponds to Other.

If a customer trading partner wants to send a status code other than one of these three, you can map customer codes to one of the three statuses using the Manage Confirmation Codes page of the Manage B2B Trading Partners task in the Collaboration Messaging work area.

Note: Collaboration Messaging provides the CollaborationMessageService, which service providers and trading partners can use to send the CBOD acknowledgment. You can access the details of the CollaborationMessageService using the available URL.

Reviewing Errors in XML Transaction Delivery
To review errors in XML delivery:

1. Navigate to the Manage Transactions page.
2. Search for transactions with the Delivery Method field set to XML.
3. Scroll across to expose the Ready for XML Delivery and XML Delivery Status columns.
4. If the XML Delivery Status column for an XML transaction displays Processing Error or Delivery Failed, use Collaboration Messaging to investigate the cause of the failure.
5. Navigate to the Collaboration Messaging work area.
6. If the status is Processing Error, navigate to the Manage Undelivered Collaboration Messages page.
   You can either reprocess these transactions from the Manage Undelivered Collaboration Messages page or set them to Delivery Failed by canceling the transactions.
7. If the status is Delivery Failed, navigate to the Manage Failed Collaboration Messages page.
   You can reprocess these transactions with another run of the Generate and Transfer XML Transactions process, setting the Transactions Included parameter to Failed Transactions.

Correcting Errors in XML Transaction Delivery
Review and correct outbound processing, document retrieval, and inbound processing errors using the Manage Failed Collaboration Messages and Manage Undelivered Collaboration Messages tasks.

To review and correct errors in XML delivery:

1. Navigate to the Collaboration Messaging work area.
2. Open either the Manage Failed Collaboration Messages page or the Manage Undelivered Collaboration Messages page.
3. Search for the XML transaction you want.
4. In the Messages section, review the Error Type and Error Subtype columns:
   o Error Type displays the category of delivery error: Outbound Processing Error, Document Retrieval, or Inbound Processing Error.
   o Error Subtype displays the specific delivery error.

This table displays for each Error Type and Error Subtype the corrective action to use:

<table>
<thead>
<tr>
<th>Error Type</th>
<th>Error Subtype</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outbound Processing Error</td>
<td>Collaboration Messaging Framework is disabled</td>
<td>1. Navigate to Setup and Maintenance. 2. Open the Manage Collaboration Messaging Configuration page.</td>
</tr>
<tr>
<td>Error Type</td>
<td>Error Subtype</td>
<td>Corrective Action</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Outbound Processing Error         | Application Partner Document status is Disabled | 1. Navigate to the Collaboration Messaging Framework work area.  
2. Open the Manage Customer Account Collaboration Configuration page and search for the customer account.  
3. Set the Association Status to Enabled for the PROCESS_INVOICE_OUT document.  
4. Rerun the Generate and Transfer XML Transactions process with the Transactions Included parameter set to Failed Transactions. |
| Outbound Processing Error         | External Partner Document not found  | 1. Navigate to the Collaboration Messaging Framework work area.  
2. Open the Manage B2B Trading Partners page and search for the trading partner.  
3. Define the PROCESS_INVOICE_OUT document for this trading partner.  
4. Rerun the Generate and Transfer XML Transactions process with the Transactions Included parameter set to Failed Transactions. |
| Outbound Processing Error         | External Partner Message not found   | 1. Navigate to the Collaboration Messaging Framework work area.  
2. Open the Manage B2B Trading Partners page and search for the trading partner.  
3. Define the PROCESS_INVOICE_COLLAB_MSG_OUT message for this trading partner.  
4. Rerun the Generate and Transfer XML Transactions process with the Transactions Included parameter set to Failed Transactions. |
| Outbound Processing Error         | Application Partner Document status is Hold | 1. Navigate to the Collaboration Messaging Framework work area.  
2. Open the Manage Customer Account Collaboration Configuration page and search for the customer account.  
3. Set the Association Status to Enabled for the PROCESS_INVOICE_OUT document.  
4. Open the Manage Undelivered Collaboration Messages page and search for the XML transaction.  
5. Reprocess the XML transaction. |
<p>| Outbound Processing Error         | External Service Invocation Failure   | 1. Navigate to the Collaboration Messaging Framework work area. |</p>
<table>
<thead>
<tr>
<th>Error Type</th>
<th>Error Subtype</th>
<th>Corrective Action</th>
</tr>
</thead>
</table>
| Outbound Processing Error        | Unexpected error                          | 1. Navigate to the Collaboration Messaging Framework work area.  
2. Open the Manage Undelivered Collaboration Messages page and search for the XML transaction.  
3. Review the error description and fix the reason for the error.  
4. Reprocess the XML transaction. |
| Outbound Processing Error        | External Partner Document status is not Active | 1. Navigate to the Collaboration Messaging Framework work area.  
2. Open the Manage B2B Trading Partners page and search for the trading partner.  
3. Set the PROCESS_INVOICE_OUT document status to Active for this trading partner.  
4. Open the Manage Undelivered Collaboration Messages page and search for the XML transaction.  
5. Reprocess the XML transaction. |
| Outbound Processing Error        | External Partner Message status is not Active | 1. Navigate to the Collaboration Messaging Framework work area.  
2. Open the Manage Collaboration Messaging Service Providers page and search for the service provider.  
3. Set the PROCESS_INVOICE_COLLAB_MSG_OUT message status to Active for this service provider.  
4. Open the Manage Undelivered Collaboration Messages page and search for the XML transaction.  
5. Reprocess the XML transaction. |
| Outbound Processing Error        | Application Service Invocation Failure     | 1. Navigate to the Collaboration Messaging Framework work area.  
2. Open the Manage Undelivered Collaboration Messages page and search for the XML transaction.  
3. Reprocess the XML transaction. |
| Document Retrieval               | Application Partner Document not found    | 1. Navigate to the Collaboration Messaging Framework work area.  
2. Open the Manage Customer Account Collaboration Configuration page and search for the customer account.  
3. Associate the PROCESS_INVOICE_OUT document to the customer account. |
<table>
<thead>
<tr>
<th>Error Type</th>
<th>Error Subtype</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Retrieval</td>
<td>Application Query returned no records</td>
<td>4. Rerun the Generate and Transfer XML Transactions process with the Transactions Included parameter set to Failed Transactions.</td>
</tr>
<tr>
<td>Inbound Processing Error</td>
<td>Setup validation failure</td>
<td>Rerun the Generate and Transfer XML Transactions process with the Transactions Included parameter set to Failed Transactions.</td>
</tr>
<tr>
<td>Inbound Processing Error</td>
<td>Unidentified Message Type</td>
<td>1. Navigate to the Collaboration Messaging Framework work area.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Open the Manage Collaboration Messaging Service Providers page and search for the service provider.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Define the CONFIRM_BOD_COLLAB_MSG_IN message and associate it to the PROCESS_INVOICE_COLLAB_MSG_OUT message for this service provider.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Ensure that the type in the BusinessObjectDocument tag of the CBOD XML sent by the external partner is ConfirmBODType.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. The existing document cannot be reprocessed. The inbound CBOD needs to be re-sent by the external partner.</td>
</tr>
</tbody>
</table>

**Related Topics**

- Reprocessing Undelivered Messages: Procedure

**Reports for Create and Process Transactions**

**Billing History Report**

Use the Billing History Report to review a summarized history of activity against each of your customer invoices, debit memos, chargebacks, and on-account credits.

The Billing History Report includes for each debit item the original transaction amount, the current balance due, the sum of all payments applied to the debit item, the total credit memo amounts that affect the debit item, and the total adjustment amounts for the debit item.

Submit this report according to your transaction or customer review requirements.

**Report Output**

The report prints one line for each debit item and summarizes all of the activity associated with each item in the entered currency.

This table describes the report headings in the Billing History Report.
This table describes the row heading in the Billing History Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total for Currency</td>
<td>The totals for all transaction activity in the entered currency.</td>
</tr>
</tbody>
</table>

**Document Number Audit Report**

Use the Document Number Audit Report to identify missing document numbers. The report identifies missing numbers in a given sequence. If you are using manual or partial automatic numbering, the report only validates that the numbers are unique, not that they are sequential.

You enable document sequencing in the Sequencing section of the Specify Options page of your primary ledger. If you enable both of the following options, then document sequencing is always used in all legal entities assigned to the ledger:

- Set the **Sequencing By** option to Legal Entity.
- Enable the **Enforce Document Sequencing** option for Receivables.

However, even with these settings enabled, it is still possible to have missing document numbers. For example, a rollback of your database can cause missing document numbers. When you roll back a transaction after a document number was assigned, the document number is removed. When you resume entering data for the transaction, a new sequence number is assigned.

Run this report according to your document audit requirements.

**Report Parameters**

**Report Type**

Adjustment, Invoice, or Receipt.

**Sequence Name**

The name of the document sequence that you want to audit.

**From/To Document Number**

The document number range to include in the report.
Report Output
This table describes the important column headings in the Document Number Audit Report.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number</td>
<td>The missing document number.</td>
</tr>
<tr>
<td>Status</td>
<td>The status of the missing document number:</td>
</tr>
<tr>
<td></td>
<td>• Entered: Both the Audit table and the Transaction table have an entry for this document number.</td>
</tr>
<tr>
<td></td>
<td>• Not Entered: No entry for this document number exists in either the Audit table or the Transaction table.</td>
</tr>
<tr>
<td></td>
<td>• Deleted: The Audit table contains an entry for this document number but the Transaction table does not.</td>
</tr>
</tbody>
</table>

Invoices Posted to Suspense Report: Explained
This topic contains summary information about the Invoices Posted to Suspense Report.

Overview
The Invoices Posted to Suspense Report provides a listing of all transactions that have revenue amounts posted to suspense accounts.

Key Insights
The report groups and prints revenue amounts by the company or balancing segment of the accounting flexfield, postable status, and currency.

Frequently Asked Questions
The following table lists frequently asked questions about the Invoices Posted to Suspense Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Accounting</td>
</tr>
</tbody>
</table>
FAQ

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who uses this report?</td>
<td>Financial Manager after a run of the Import AutoInvoice program, whenever you use a suspense general ledger account.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>To review a list of transactions, where revenue amounts are posted to suspense accounts when the imported transaction line amounts do not agree with the Price * Quantity calculated amount.</td>
</tr>
<tr>
<td>What can I do with this report?</td>
<td>Schedule to run following a run of the Import AutoInvoice program.</td>
</tr>
<tr>
<td>What type of report is this?</td>
<td>Oracle Business Intelligence Publisher</td>
</tr>
</tbody>
</table>

Invoices Posted to Suspense Report

Use the Invoices Posted to Suspense Report to review a list of all transactions that have revenue amounts posted to suspense accounts.

Receivables posts revenue amounts to a suspense account when you import transactions using AutoInvoice and both of the following are true:

- The amount specified on a transaction line does not match the value of (Price * Quantity).
- The Create Clearing option on the transaction source is enabled.

The report groups and prints revenue amounts by the company or balancing segment of the accounting flexfield, postable status, and currency.

Run this report after importing transactions using AutoInvoice, or during your account reconciliation activities.

Report Output

This table describes important column headings in the Invoices Posted to Suspense Report.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>The transaction class of the transaction.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>The transaction type assigned to the transaction.</td>
</tr>
<tr>
<td>Transaction Number</td>
<td>The number assigned to the transaction.</td>
</tr>
<tr>
<td>Customer Name</td>
<td>The customer name on the transaction.</td>
</tr>
<tr>
<td>Customer Account Number</td>
<td>The customer account number on the transaction.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>The date the transaction was created.</td>
</tr>
<tr>
<td>Accounting Date</td>
<td>The date the transaction posts to general ledger.</td>
</tr>
<tr>
<td>Entered Amount</td>
<td>The transaction amount in the entered currency.</td>
</tr>
<tr>
<td>Column Heading</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Accounted Amount</td>
<td>The transaction amount in the ledger currency.</td>
</tr>
</tbody>
</table>

This table describes important row headings in the Invoices Posted to Suspense Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>The company or balancing segment of the accounting flexfield for this group of transactions.</td>
</tr>
<tr>
<td>Postable</td>
<td>The post to general ledger status for this group of transactions.</td>
</tr>
<tr>
<td>Currency</td>
<td>The currency for this group of transactions. The report prints a new page for each currency.</td>
</tr>
<tr>
<td>Total for Class</td>
<td>The total amount for transactions belonging to a transaction class.</td>
</tr>
<tr>
<td>Total for Currency</td>
<td>The total amount for transactions in the designated entered currency.</td>
</tr>
<tr>
<td>Total for Postable</td>
<td>The total accounted amount for all transactions that posted to the general ledger.</td>
</tr>
<tr>
<td>Total for Company</td>
<td>The total accounted amount for all transactions belonging to the designated company.</td>
</tr>
<tr>
<td>Report Summary</td>
<td>The total accounted amount for all transactions.</td>
</tr>
</tbody>
</table>
Transaction Details Report: Explained
This topic contains summary information about the Transaction Details Report.

Overview
The Transaction Details Report lists all of the information that was entered for each of your transactions.

## Key Insights
The report provides, for each transaction, complete header and line information, tax information, freight information, sales credits, revenue accounting, account sets, and transaction flexfield.

## Frequently Asked Questions
The following table lists frequently asked questions about the Transaction Details Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Billing</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Financial Specialist during transaction reviews.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>When you need to see all the details related to specific transactions.</td>
</tr>
</tbody>
</table>
FAQ

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What can I do with this report?</td>
<td>Schedule as needed.</td>
</tr>
<tr>
<td>What type of report is this?</td>
<td>Oracle Business Intelligence Publisher</td>
</tr>
</tbody>
</table>

**Transaction Details Report**

Use the Transaction Details Report to review all of the information that was entered for each of your transactions. The report provides detailed information on all invoices, credit memos, debit memos, and chargebacks belonging to a business unit.

The report provides, for each transaction, complete header and line information, tax information, freight information, sales credits, revenue accounting, account sets, and transaction flexfield.

Run this report according to your customer transaction review requirements.

To run the report, you must select a business unit and range of transactions. You can also limit the report to transactions belonging to a certain transaction class.

**Report Output**

This table describes important row headings in the Transaction Details Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Method for Rules</td>
<td>The method the credit memo uses to adjust the revenue accounts of an invoice that uses invoicing and revenue scheduling rules.</td>
</tr>
<tr>
<td>Credit Method for Installments</td>
<td>The method the credit memo uses to credit invoices with installments.</td>
</tr>
<tr>
<td>Special Instructions</td>
<td>Any special instructions about the transaction.</td>
</tr>
<tr>
<td>Comments</td>
<td>User comments about the transaction.</td>
</tr>
<tr>
<td>Transaction Flexfield</td>
<td>The transaction flexfield for the transaction, if applicable.</td>
</tr>
</tbody>
</table>

This table describes the revenue accounts column headings in the Transaction Details Report.

<table>
<thead>
<tr>
<th>Revenue Accounts Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Number</td>
<td>The transaction line item number that refers to the revenue account. One transaction line item can be distributed to many revenue accounts.</td>
</tr>
<tr>
<td>Percentage</td>
<td>The percentage of the transaction line amounts that is associated to this revenue account.</td>
</tr>
<tr>
<td>Amount</td>
<td>The amount of the line item distributed to this revenue account.</td>
</tr>
<tr>
<td>Accounting Flexfield</td>
<td>The revenue account for the line item distribution.</td>
</tr>
</tbody>
</table>
### Revenue Accounts Column Heading

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
</tr>
<tr>
<td>User comments about the line item distribution.</td>
</tr>
<tr>
<td>Accounting Date</td>
</tr>
<tr>
<td>The accounting period when the line item distribution will be posted to general ledger.</td>
</tr>
<tr>
<td>Posted Accounting Date</td>
</tr>
<tr>
<td>The date the line item distribution has posted to general ledger, if applicable.</td>
</tr>
<tr>
<td>Revenue Scheduling Rule</td>
</tr>
<tr>
<td>The revenue scheduling rule associated to the transaction line, if applicable.</td>
</tr>
</tbody>
</table>

This table describes the account sets column headings in the Transaction Details Report.

### Account Sets Column Heading

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Number</td>
</tr>
<tr>
<td>The transaction line number to which this account set is applied.</td>
</tr>
<tr>
<td>Other Line</td>
</tr>
<tr>
<td>The tax or freight line number.</td>
</tr>
<tr>
<td>Line Type</td>
</tr>
<tr>
<td>The line type: Line, Tax, Freight, or Charges.</td>
</tr>
<tr>
<td>Account Class</td>
</tr>
<tr>
<td>The account class for the accounting flexfield.</td>
</tr>
<tr>
<td>Percentage</td>
</tr>
<tr>
<td>The percentage of the transaction line amounts that is associated with this account.</td>
</tr>
<tr>
<td>Accounting Flexfield</td>
</tr>
<tr>
<td>The accounting flexfield for the tax account.</td>
</tr>
<tr>
<td>Comments</td>
</tr>
<tr>
<td>User comments about the transaction line.</td>
</tr>
<tr>
<td>Revenue Scheduling Rule</td>
</tr>
<tr>
<td>The revenue scheduling rule associated to the transaction line, if applicable.</td>
</tr>
</tbody>
</table>
Transaction Register: Explained
This topic contains summary information about the Transaction Register.

Overview
The Transaction Register lets you review customer transactions by business unit and accounting period.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Transaction Class</th>
<th>Accounting Date</th>
<th>Transaction Number</th>
<th>Transaction Type</th>
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<th>Customer Account Number</th>
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<th>Transaction Currency</th>
<th>Transaction Accounted Amount</th>
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</table>

Key Insights
The report includes all transactions that increase or decrease the customer outstanding balance for the specified period.

Frequently Asked Questions
The following table lists frequently asked questions about the Transaction Register.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Period Close</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>• Financial Specialist reviewing activity for the period. • Financial Manager during period close processing.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>• When you need a listing of customer transactions. • During the receivables reconciliation process.</td>
</tr>
<tr>
<td>What can I do with this report?</td>
<td>Schedule as needed.</td>
</tr>
</tbody>
</table>
FAQ | Answer
---|---
What type of report is this? | Oracle Transactional Business Intelligence

Related Subject Areas
This report uses the Receivables - Transactions Real Time subject area.

Transaction Register
Use the Transaction Register to review your customer transactions by business unit and accounting period. The report includes all transactions that increase or decrease the customer outstanding balance for the specified period.

You can optionally review transactions that update customer balances but do not post to the general ledger by setting the *Post to General Ledger Eligible* parameter to No. Use this parameter option for your transactions that are imported into Receivables from non-Oracle billing systems that post directly to the general ledger. When you import these transactions into Receivables, the *Post to GL* option on the transaction types assigned to these transactions is not enabled, because they are already accounted in the general ledger. Receivables is then used to track these transactions for payment and collection purposes.

Run the Transaction Register according to your customer account review requirements. You can also use this report to assist in reconciliation to the general ledger when a standalone report is needed.

Selected Report Parameters

**Accounting Date**
The transaction accounting date range to include in the report.

**Transaction Currency**
Confine the report to one transaction currency.

**Transaction Class**
Confine the report to invoices, credit memos, chargebacks or debit memos.

**Post to General Ledger Eligible**
- Yes: Transactions eligible for posting to the general ledger. The *Post to GL* option on the transaction types assigned to these transactions is enabled.
- No: Transactions that do not post to the general ledger. The *Post to GL* option on the transaction types assigned to these transactions is not enabled.

**Report Output**
The report groups transactions by transaction class and accounting date, and provides subtotals by transaction class and business unit.

This table describes the report headings in the Transaction Register.
### Report Heading

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Entered Amount</td>
</tr>
<tr>
<td>The amount of the transaction in the transaction currency.</td>
</tr>
<tr>
<td>Transaction Currency</td>
</tr>
<tr>
<td>The currency of the transaction.</td>
</tr>
<tr>
<td>Transaction Accounted Amount</td>
</tr>
<tr>
<td>The accounted amount of the transaction in the ledger currency.</td>
</tr>
<tr>
<td>[Transaction Class] Total</td>
</tr>
<tr>
<td>Total accounted amount for each transaction class.</td>
</tr>
<tr>
<td>[Business Unit] Total</td>
</tr>
<tr>
<td>Total accounted amount for each business unit.</td>
</tr>
<tr>
<td>Grand Total</td>
</tr>
<tr>
<td>Total accounted amount for the report.</td>
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</tbody>
</table>

### Related Topics
- Recording Posted and Non-Posted Activities using Transaction Types: Critical Choices
- Receivables to General Ledger Reconciliation Report: Points to Consider

### FAQs for Create and Process Transactions

#### When do I enter an invoicing rule?
Enter an invoicing rule for invoices that recognize receivables over more than one accounting period. There are two invoicing rules:
- In Advance: Use this rule to recognize the receivable immediately.
- In Arrears: Use this rule to recognize the receivable at the end of the revenue recognition schedule, which is defined by the revenue scheduling rule assigned to the invoice.

Revenue is recognized according to the revenue scheduling rule assigned to the invoice line. Revenue scheduling rules determine the number of periods and percentage of total revenue to record in each accounting period.

> **Note:** You must enter an invoicing rule if you want to assign a revenue scheduling rule to line items, or if an item or memo line is assigned a default revenue scheduling rule.

#### What's the difference between the various customers?
An invoice identifies the customer or customers involved in the transaction. Often the various customer entries all refer to the same enterprise, or to legal entities belonging to the same enterprise.
If you enter ship-to customer information, this populates the default bill-to information. If you enter bill-to information, this does not populate default ship-to information.
From an invoicing point of view, you don't have to provide ship-to information. However, taxes are calculated based on ship-to information.
If the transaction involves more than one customer or entity, you can use the available sections to identify each party to the transaction. The invoice identifies these customers:

- Ship-to customer: The party who receives the goods or services billed on the invoice.
- Bill-to customer: The party who is billed for the goods or services.
- Sold-to customer: The party with whom the sale of the goods or services is identified. For example, similar goods are sold to different outlets of the same retail organization.
- Paying customer: The party who actually pays for the goods or services. For example, a primary customer might pay for related invoices belonging to different parties.

What legal entity is assigned to a transaction?

A legal entity is assigned to a transaction according to this hierarchy:

1. Legal entity of the transaction type assigned to the transaction.
2. Legal entity of the transaction source assigned to the transaction.
3. Default legal entity assigned to the business unit.

You can update the legal entity assigned to the transaction in the Miscellaneous section of the Create and Edit Transaction pages with any other legal entity associated with the active ledger of the business unit.

How do I create and update installments?

Assign split payment terms to an invoice or debit memo to let customers make payments in multiple installments. The billing process automatically creates the payment schedules based on the transaction date and the details of the split payment terms. For example, split payment terms can specify that 40 percent of an invoice is due 30 days after the invoice date, and the remainder is due in 60 days.

You can review installments for an invoice or debit memo transaction from the Review Transaction page or the Manage Transactions page. You can perform these actions on installments:

- Update the due date of an installment.
- Update the unpaid portion of an installment.
- Add or delete installments.

How do I manage sales credits?

The sales credit allocation is calculated based on the salespersons assigned to the transaction. Use the Sales Credits section on the Review Transaction page to review and update sales credit allocations to both the transaction and transaction lines.

If the AR: Update of Existing Sales Credits Allowed profile option is set to No, the existing sales credits are read only. You can still adjust sales credit allocations by adding new lines with the changes that you want to apply.

How do I manage freight charges?

You can assign freight charges to a transaction or to each transaction line. When you assign freight charges to a transaction, the freight amount is included in the total amount of the transaction.

By default, tax is not calculated on freight charges. However, you can calculate sales tax on freight by using a memo line to define freight services and entering this memo line as a transaction line item.

How do I manage default tax exemption handling for invoice lines?

If you update the default tax exemption handling value at the transaction level, this value becomes the default value for any new transaction lines created. You can change this default value on the new lines created at the line level.
Updating the default tax exemption handling value at the transaction level does not change the value on existing lines. If the transaction already contained transaction lines when you updated the default tax exemption handling value, these lines retain their existing tax exemption handling values.

**Why can't I incomplete the transaction?**
Because the primary ledger is set to enable document sequencing at the legal entity level and to enforce document sequencing in chronological order by accounting date.

Once the transaction is completed and a document number assigned, you can't incomplete the transaction because it would create a gap in the chronological sequence.

**Why can't I update freight information for the entire invoice?**
You update freight charges that apply to the entire invoice at the invoice level only. If freight is entered on one or more individual invoice lines, you can only update these freight amounts at the line level. Updates to freight at the invoice level don't update freight amounts at the line level.

**Why can't I update an installment on the transaction?**
Because the transaction belongs to a bill plan and the installment has either a dispute or an adjustment against it.

**Can I enter a document number on a void transaction?**
No, document sequencing uses the accounting date as the document sequence date. Void transactions don't have an accounting date.

In addition, you can't void an existing transaction assigned a document number if the Receivables system option *Allow transaction deletion* is not enabled. This is to maintain the integrity of gapless sequencing.

If the Receivables system option *Allow transaction deletion* is enabled, then voiding an existing transaction removes the document number.

**How can I use social networking to quickly resolve a customer complaint about an invoice?**
Use the Social link on the Review Transaction: Invoice page to invite others to a conversation to address the complaint.

For example, you confirm that the customer was overcharged for a line item on the invoice. You need management approval to make an adjustment to the invoice.

**From the Review Transaction: Invoice page:**

1. Click Social to open Oracle Social Network. Click the Share button, or click Join if collaboration has already been initiated.
2. Create a new related conversation.
   - The details of your exchange are recorded within the context of this particular invoice.
3. Invite the billing manager to join the conversation and mark it so as to get his or her attention.
   - Your manager asks you to confirm the adjustment with the salesperson.
4. Invite the salesperson to join the conversation.
   - Even though the salesperson does not have access to the application, he or she does have access to Oracle Social Network Cloud Service. The salesperson joins the conversation and agrees to the adjustment.
5. From the Actions menu, select Manage Adjustments to create the adjustment that you all agreed upon.
Depending on your job role and permissions, you can access social networking features for the following Receivables activities:

- Transactions
- Standard receipts
- Adjustments
- Revenue adjustments

**Related Topics**
- What does social networking have to do with my job

### Manage Recurring Billing

#### Recurring Billing: Overview

Use Recurring Billing to manage the creation of invoices on a cyclical basis for a fixed period of time, as reflected in the terms of a contract with your customer. Examples include the use of rental equipment at a fixed monthly rate, or consulting services provided on an ongoing basis for the life of a project.

Use the Create Recurring Bill Plan page to define a bill plan according to the negotiated terms of the contract with your customer. Important components of the bill plan include contract and billing dates, billing frequency, payment terms, receipt method and payment instrument details, and the items or memo lines to be billed.

Generate invoices for a bill plan by running the Generate Recurring Billing Data program. This program loads invoice lines into the AutoInvoice interface tables. You then run Import AutoInvoice to group invoice lines into invoices per bill plan and bill plan period, and import the invoices into Receivables.

Use the Manage Recurring Bill Plans page to search for and review your bill plans and to create a duplicate bill plan. Use the Edit Recurring Bill Plan page to update an individual bill plan to reflect changes to the terms of a contract.

Use the Manage Transactions and Review Transaction pages to search for and review the transactions created by a bill plan. Use the Review Installments window to review and update unpaid installments on an invoice generated by a bill plan, according to the changes requested by your customer.

Use the Review Recurring Bill Plan History page to review and track changes made to a bill plan or bill plan lines. This includes changes to items and memo lines, transaction dates, and pricing.

### Setting Up for Recurring Billing: Procedures

Set up for recurring billing to create and manage recurring billing bill plans. You use recurring bill plans to generate a set of transactions with the same header and line information over a period of time agreed upon between you and the customer.

To set up for recurring bill plans, complete these tasks:

- Set Receivables Profile Options for Recurring Bill Plans
- Set Receivables System Options for Recurring Bill Plans
- Set Up Transaction Sources for Recurring Bill Plans
Set Receivables Profile Options for Recurring Bill Plans

Set one or both of these profile options for recurring bill plans:

- Default Business Unit profile option: If applicable, define a business unit to populate by default in the Business Unit field on the Create Recurring Bill Plan page.
- Conversion Rate Type profile option: If applicable, define a conversion rate type to populate by default in the Conversion Rate Type field on the Create Recurring Bill Plan page.

Enter a value for this profile option if you intend to create a bill plan in a currency other than the ledger currency of the business unit assigned to the bill plan.

Set Receivables System Options for Recurring Bill Plans

To set Receivables system options for recurring bill plans:

1. Navigate to the Create System Options or Edit System Options page.
2. Select the applicable business unit.
3. Click the Billing and Revenue tab, if it is not already displayed.
4. In the Transactions section, enable the Enable recurring billing option to activate features in Receivables for recurring bill plans. This includes:
   - Recurring Bill Plan pages
   - Recurring Bill Plan attributes in the Manage Transactions page and the Edit and View Transaction pages
   - Generate Recurring Billing Data program
5. In the Transactions section, enable the Allow change to printed transactions option if you want to be able to update installments on transactions generated by a bill plan after the transaction was printed and delivered.
6. Complete or update the rest of Receivables system options according to your requirements, and save.

Set Up Transaction Sources for Recurring Bill Plans

Receivables provides the predefined transaction source ORA_RecurringBilling. This transaction source appears by default on the Create Recurring Bill Plan page. You can set up additional transaction sources for use with recurring bill plans according to your needs.

To set up a transaction source for recurring bill plans:

1. Navigate to the Manage Transaction Sources page.
2. Click the Add icon.
3. In the Transaction Source Set field, select the Common Set.
4. In the Name field, enter a name for this transaction source for recurring bill plans.
5. In the Description field, enter a description for this transaction source.
6. In the Type field, select Imported.
7. Enter the dates that this transaction source is active.

- **Note:** You can only use transaction sources that are active on or before the first transaction date specified on the bill plan, and are active during the entire life of the bill plan.
8. Enable the Automatic transaction numbering option and enter a number in the Last Number field.
9. In the Standard Transaction Type field, select Invoice or another transaction type that you have defined for use with recurring bill plans.
10. In the **Invalid Line** field, select Reject Invoice.
11. In the **Accounting Date in a Closed Period** field, select Adjust.
12. In the **Grouping Rule** field, select the grouping rule to use to group invoice lines into invoices.
13. Ensure that **Oracle CPQ Cloud Integration** is not enabled.
14. Complete the remaining settings according to your requirements, and save.

**Set Up Transaction Types for Recurring Bill Plans**

Set up Invoice transaction types for use with invoice transactions created by a recurring bill plan.

Receivables provides the predefined transaction type Invoice. This transaction type appears by default on the Create Recurring Bill Plan page. You can set up additional Invoice transaction types for use with recurring bill plans according to your needs.

To set up an Invoice transaction type for recurring bill plans:

1. Navigate to the Manage Transaction Types page.
2. Click the **Add** icon.
3. In the **Transaction Type Set** field, select the Common Set.
4. In the **Name** field, enter a name for this transaction type for recurring bill plans.
5. In the **Description** field, enter a description for this transaction type.
6. In the **Transaction Class** field, select Invoice.
7. In the **Transaction Status** field, select Open, Closed or Pending.
   - You can’t create a Void transaction type for use with recurring bill plans.
8. Enter the dates that this transaction type is active.
9. In the **Creation Sign** field, select Positive Sign.
10. In the **Generate Bill** field, select Yes.
11. Ensure that the **Open Receivable** and **Post to GL** options are enabled.
12. In the **Reference Accounts** section, enter a Revenue account.
13. Complete the remaining settings according to your requirements, and save.

**Note:** You can only use transaction types that are active on or before the first transaction date specified on the bill plan, and are active during the entire life of the bill plan.

**Dating a Recurring Bill Plan: Explained**

Use the dates on the recurring bill plan to manage the billing activities and milestones for all transactions created by the plan.

If you need to update any dates related to the bill plan, you must ensure that all updates are consistent with the contract terms and all necessary billing periods and transactions.

If necessary, you can inactivate a bill plan, and then reactivate it at a later time. When a bill plan is reactivated, the next run of the Generate Recurring Billing Data program creates transactions for all applicable billing periods, including the periods during which the bill plan was inactive.

**Contract Dates**

The contract dates determine the length of the entire contract reflected by the bill plan. These dates should span the creation and delivery of all transactions belonging to the contract.
The default contract start date is the system date, and the default contract end date is one year later. You can update these dates according to the requirements of the contract. The contract end date should include the last date that a transaction is created.

**First Transaction Date**

Enter in the **First Transaction Date** field the date of the first transaction created by the bill plan. The default is the system date, that is, the same date as the contract start date. You can enter a first transaction date that is either on or after the contract start date within the first billing period.

If you don’t use the **Second Transaction Date** and **Second Billing Period Start Date** fields, then the remaining transactions in the bill plan are created according to the value in the **Billing Frequency** field. For example, if the first transaction date is January 1, and the billing frequency is Monthly, then all transactions in the bill plan are created on the first day of the month.

**Second Transaction Date**

Use the **Second Transaction Date** field to create a transaction date for the second and all subsequent transactions created by the bill plan. You enter a second transaction date if the first transaction created was for a partial period only, and you don’t want to use the first transaction date as the creation date for all remaining transactions in the plan.

For example, a contract began on January 1 with a billing frequency of Monthly and transactions to be created the first of the month, but the first transaction is to be issued on January 15. You enter a first transaction date of January 15 to create a transaction for the partial period of January 15-31. You then enter a second transaction date of February 1 for the second and all subsequent transactions to be created on the first day of the month.

**Second Billing Period Start Date**

Use the **Second Billing Period Start Date** field to create a different billing period start date for the remaining billing periods in the bill plan.

The first billing period start date is the same as the contract start date. By default, each subsequent billing period begins according to the contract start date and the value in the **Billing Frequency** field. For example, if the contract start date is January 1 and the billing frequency is Quarter, then the second billing period start date is April 1.

If you enter a date in the **Second Billing Period Start Date** field, this becomes the start date of the second billing period. The subsequent billing periods begin according to the second billing period start date and the value in the **Billing Frequency** field.

For example, if the contract start date is January 1 and the billing frequency is Quarter, and you enter a second billing period start date of February 1, then the first billing period was January 1-31. The second billing period will be February 1 - April 30.

**Recurring Bill Plans: How They Are Created**

Create a recurring bill plan to generate a set of invoices for a customer over a specified period of time.

The definition of a bill plan reflects the negotiated terms of a contract with the customer for goods delivered or services rendered. A bill plan includes details such as billing frequency, contract start and end dates, payment terms, and the items or memo lines to include on each invoice. After you create a recurring bill plan, you use AutoInvoice to generate invoices for a given billing period according to the bill plan definition.
Settings That Affect Recurring Bill Plans

These settings are important for creating bill plans and generating invoices automatically:

- Receipt Method: Create at least one receipt method for each customer for whom you intend to create a bill plan. The receipt method must be active as of the first transaction date of the bill plan.

- Create Recurring Bill Plan page: Important settings for creating a bill plan include:
  - **Transaction Source** field: Use the predefined transaction source ORA_RecurringBilling or enter an Imported transaction source defined for use with bill plans.
  - **Transaction Type** field: Use the predefined transaction type Invoice or enter an Invoice transaction type defined for use with bill plans.
  - **Billing Frequency** field: Select the billing frequency for the bill plan. Receivables generates invoices based on the billing frequency and the transaction and billing period dates.
  - Bill plan dates:
    - Contract date fields: Enter the start and end dates of the contract. The contract start date is the date of the first billing period. The contract end date indicates the end of the contract and therefore the bill plan. You can’t generate invoices after the contract end date.
    - **First Transaction Date** field: Enter the date of the first transaction created by the bill plan. This date must be within the first billing period. Remaining transactions are generated and dated according to this date plus billing frequency, unless you use the **Second Transaction Date** and **Second Billing Period Start Date** fields.
    - **Second Transaction Date** field: If necessary, enter a date for the second and all subsequent transactions created by the bill plan. Remaining transactions are generated and dated according to this date plus billing frequency.
    - **Second Billing Period Start Date** field: If necessary, enter a date for the remaining billing periods in the bill plan. Remaining billing periods are dated according to this date plus billing frequency.
  - Customer tab: Enter the bill-to customer for the bill plan. If necessary, enter a different ship-to customer.
  - Payment tab:
    - **Payment Terms** field: Enter the payment terms for the bill plan, if not already populated when you selected the bill-to customer.
    - **Receipt Method** field: Enter the receipt method to use to apply receipts to invoices generated by the bill plan.
    - If the payment method is credit card or bank account transfer, complete the necessary fields for the payment instrument.
  - Miscellaneous tab:
    - **Legal Entity** field: If necessary, enter the legal entity for this bill plan.
    - **Generate Bill** option: Ensure that the **Generate Bill** option is enabled.
  - Lines section: Enter the invoice lines to appear on each invoice. You must enter at least one invoice line to save the bill plan.

How Invoices Are Generated for a Bill Plan

Complete these steps to generate invoices for a bill plan:

1. Create a bill plan that reflects the details of the contract with your customer.
2. Run the Generate Recurring Billing Data program. The program:
   a. Selects all bill plans that are active on the date of the program submission.
b. Identifies bill plans eligible for invoicing based on the transaction date and billing frequency.
c. Generates invoice lines for these bill plans according to the details of each bill plan.
d. Uploads the invoice lines to the AutoInvoice lines interface table (RA_INTERFACE_LINES_ALL).

3. Run the Import AutoInvoice program. The program:
   a. Groups invoice lines into invoices per customer, bill plan name, and bill plan period.
   b. Groups the invoice lines that failed the AutoInvoice import process.

4. If necessary, correct the errors in the invoice lines and resubmit Import AutoInvoice.

Note: Any updates to invoice lines apply to this invoice only. AutoInvoice does not apply these updates to
the bill plan itself.

5. Run the Print Transactions program to print the bill plan invoice and send it to your customer.

Updating Recurring Bill Plans: Points to Consider

You may need to update one or more details of a recurring bill plan to reflect changes to the terms of the contract with your
customer.

Use the Edit Recurring Bill plan page to update a bill plan. Until you generate transactions for a bill plan, you can update
any attribute except the business unit assignment and the bill plan name. Updates to a bill plan that has not generated
transactions are not tracked in the recurring bill plan history.

Once you generate transactions for a bill plan, the attributes that you can update are restricted, and all changes are tracked in
the recurring bill plan history, except for updates to special instructions or descriptive flexfields.

Note: Updates to a recurring bill plan affect future-generated transactions only. You can't use the bill plan to
modify transactions already generated by the bill plan.

There are these points to consider when updating a recurring bill plan:

- Inactivating a Recurring Bill Plan
- Changing Assignments to a Recurring Bill Plan
- Updating Invoice Lines
- Changing the Price of Invoice Line Items

Inactivating a Recurring Bill Plan

After the life of a bill plan is complete and the last transactions generated, you should inactivate the bill plan by deselecting the
Active option. A bill plan should be inactivated after the contract end date.

If necessary, you can temporarily inactivate a bill plan, for example, to renegotiate terms of the contract or decide upon a new
end date for the contract. While the bill plan is inactive:

- You can't make any updates to the bill plan.
- Running the Generate Recurring Billing Data program doesn't generate transactions for the bill plan.

After you reactivate the bill plan and make any necessary updates, the next run of the Generate Recurring Billing Data
program generates all transactions that had not been generated since the bill plan was inactivated.
For example, a year-long contract began on January 1 with a billing frequency of Monthly. The first invoice was generated on January 1, but the bill plan was inactivated on January 20. After negotiations, the bill plan was reactivated on March 15. The next run of the Generate Recurring Billing Data program generates invoices for February and March.

Changing Assignments to a Recurring Bill Plan

The bill plan contains certain attributes that may change during the life of a bill plan. These attributes are:

- Transaction source
- Transaction type
- Currency
- Salesperson

Changes include inactivating the attribute, updating the start and end dates, or updating details of the attribute that are incompatible with a bill plan. For example, the employment information of a salesperson assigned to invoice lines might change. Or, you might change the contract end date of a bill plan beyond the end date of the transaction source or transaction type assigned to the bill plan.

In these and similar cases, you must replace the related fields with appropriate attributes. Ensure that the new attribute is active for the duration of the bill plan, and is otherwise compatible with the bill plan.

Updating Invoice Lines

Update the invoice lines of a recurring bill plan to reflect changes to the invoicing terms of the contract agreed upon with your customer. Updates to invoice lines affect future transactions only, that is, transactions generated after you update the bill plan. The invoice lines of transactions already generated do not change.

You can perform these updates to invoice lines:

- Add one or more bill plan lines: Click the plus (+) icon to add an invoice line. You can enter an inventory item, memo line, or description to create the line item. Enter the quantity and, for descriptions, the unit price to calculate the line amount. Complete the remaining information for the new line according to your requirements.
- Delete existing bill plan lines: Select a line and click the delete (x) icon to delete a line.
- Update the quantity of an item: Use the Quantity field to update the quantity to be billed for an existing invoice line.
- Make a price change to a line item: Use the New Price and Effective From fields to enter the new price for the line item and the date the new price becomes effective.

Changing the Price of Invoice Line Items

You can change the price of a line item to reflect changes to the terms of the contract with your customer.

If necessary, you can expose the New Price and Effective From fields on an invoice line by selecting them from the View menu: View > Columns > Line Information > New Price and Effective From.

These rules apply to changing the price of a line item:

- You can either increase or decrease the price of a line item.
- The date a new price becomes effective is a future date only. You can’t enter an effective date for a price change that is earlier than or equal to the system date.
- You can enter a future effective date for either the current billing period or a future billing period.
- You can only change the price of a line item once during the current billing period, that is, before the next transaction is generated. After the next transaction is generated, the new price becomes the current unit price. If necessary, you can change the price again before the next billing period.
The total transaction amount is not prorated in the billing period that the new price becomes effective. For example, the first transaction date of a bill plan is January 1, with a billing frequency of Monthly. If you change the price of a line item on February 10 with an effective date of February 15, the transaction generated on March 1 will consider the new price of the line item for the entire month of February, not just February 15-28.

AutoInvoice and Recurring Bill Plans: Explained

Recurring Billing uses AutoInvoice to generate invoice lines and create invoices from recurring bill plans.

You run the Generate Recurring Billing Data program to generate invoice lines. You then run the Import AutoInvoice program to create invoices from invoice lines. If necessary, you can use the AutoInvoice workbook to correct errors and reload your data.

Using the Generate Recurring Billing Data Program

Run the Generate Recurring Billing Data program to generate invoice lines for active bill plans. By default, the program generates invoice lines for all eligible bill plans belonging to all business units. You can use the program parameters to select a subset of bill plans by business unit, bill plan name, billing frequency, and customer.

The Generate Recurring Billing Data program looks for active bill plans using the parameters you selected and identifies the bill plans eligible for invoicing. A bill plan is eligible for invoicing if the first transaction date (or second transaction date, if used) is on or after the system date and within the billing period.

For example:

- BillPlan1 was created on January 1 with a transaction date of the first of the month and a billing frequency of Monthly.
- BillPlan2 was created on January 1 with a transaction date of the first of the month and a billing frequency of Weekly.
- BillPlan3 was created on February 1 with a transaction date of the fifteenth (15th) of the month and a billing frequency of Quarterly.
- The Generate Recurring Billing Data program is scheduled to run on the 5th of every month.

On February 5, the program performs the following operations:

- BillPlan1: Generates invoice lines for a single invoice for the month of February.
- BillPlan2: Generates invoice lines for four invoices: the final three weeks of January and the first week of February.
- BillPlan3: Does not generate invoice lines.

After generating invoice lines, the program uploads the lines to the AutoInvoice lines interface table (RA_INTERFACE_LINES_ALL).

Using the Import AutoInvoice Program

Run the Import AutoInvoice program to group bill plan invoice lines into recurring invoices. The import process groups invoice lines into recurring invoices using the mandatory parameters Bill Plan Name and Bill Plan Period of the AutoInvoice grouping rule, as well as any optional parameters that you specify.

Use the AutoInvoice workbook to correct bill plan invoice line errors and resubmit the program. These factors apply to updates to bill plan invoice lines:

- The AutoInvoice workbook only contains bill plan invoice lines that ended in error. It doesn't include invoice lines from bill plans that remain unprocessed.
• Any updates that you make to invoice lines generated by a bill plan using the AutoInvoice workbook apply to these transactions only and are not reflected in the bill plan itself.

• Avoid updates to invoice lines that would change the necessary details of the invoice.

Once you create recurring bill plan invoices from invoice lines, you can use the Print Transactions program to print and deliver invoices to your customers.

Reviewing Transactions Generated by a Recurring Bill Plan: Explained

Use the Review Transaction page to review individual transactions generated by a recurring bill plan.

You can access transactions generated by a bill plan in either of these ways:

• From the Manage Recurring Bill Plans page:
  a. Search for bill plans.
  b. Select a bill plan with a Status Tracker value of Complete, and click the Review Transactions button.
  c. The Manage Transactions page opens.
  d. Click a transaction number to open the Review Transaction page.

• From the Manage Transactions page:
  a. Search for transactions belonging to a bill plan using the Bill Plan Name field in the Advanced Search section.
  b. Click a transaction number to open the Review Transaction page.

To identify a bill plan transaction:

1. From the Review Transaction page, click the Show More link in the General Information section.
2. Click the Miscellaneous tab.
3. The Recurring Bill Plan Name field identifies the bill plan that generated the transaction.

The Bill Plan Period field identifies the billing period for the transaction.

If the terms of the contract with your customer change, you can update the bill plan itself to reflect these changes in future transactions.

If applicable to the renegotiated terms of the customer contract, you can also update the installments on transactions already generated by the bill plan.

Tip: If you want to update installments on bill plan transactions, enable the Allow change to printed transactions option in Receivables system options for the applicable business units. Updates to bill plan transaction installments can only occur after the transactions are printed and sent to the customer.

FAQs for Manage Recurring Billing

Can I change the contract dates on a bill plan?

Yes, but changing one date does not update the others automatically. The contract start and end dates should reflect the actual terms of the contract. In addition, the contract start date is also the first billing period start date.
By default, the contract start date and first transaction date are the system date, and the contract end date is one year later. If you update the contract start date, then you must update the first transaction date accordingly.

**What happens if the bill plan is not in the ledger currency?**
If the recurring bill plan uses a currency other than the ledger currency, enter the conversion rate type and, if applicable, the conversion rate.
The conversion rate date used is the date transactions are generated for a given billing period.

**Can I defer revenue on invoices generated by a bill plan?**
No, the revenue on invoices generated by a recurring bill plan is recognized on the invoice transaction date. You can't assign invoicing rules or revenue scheduling rules to bill plans.

**What happens if I inactivate a bill plan?**
All of the dates on the bill plan are still respected. During the inactive period, the Generate Recurring Billing Data program doesn't create transactions for this bill plan. If you activate the bill plan again, the program creates transactions for all applicable billing periods defined in the bill plan, including the periods during which the bill plan was inactive.

After the contract end date and the conclusion of all invoicing, you can inactivate the bill plan.

**What's the difference between the transaction dates and the billing period dates?**
The transaction dates are the dates invoices are generated for the bill plan by a run of the Generate Recurring Billing Data program.
The program generates invoices in either of these ways, depending on whether you use the second transaction date:
- First transaction date, followed by first transaction date + billing frequency.
- First transaction date, followed by second transaction date, followed by second transaction date + billing frequency.

The billing period is the period of time covered by a single invoice for goods shipped or services rendered.
The billing periods are defined in either of these ways, depending on whether you use the second billing period start date:
- Contract start date, followed by contract start date + billing frequency.
- Contract start date, followed by second billing period start date, followed by second billing period start date + billing frequency.
  
  If the first invoice is for a partial period, you can enter a first transaction start date later than the contract start date but within the first billing period.

**Manage AutoInvoice**

**Importing External Data into AutoInvoice: Explained**
You can import transaction data from Project and Distributed Order Orchestration, and from non-Oracle financial systems, to create transactions in Receivables using AutoInvoice.

Use the AutoInvoice file-based data import spreadsheet to import external transaction data. The transaction data you import is temporarily stored in these AutoInvoice interface tables:
- AR_INTERFACE_CONTS_ALL
• RA_INTERFACE_LINES_ALL
• RA_INTERFACE_SALESCREDITS_ALL
• RA_INTERFACE_DISTRIBUTIONS_ALL

There are two other AutoInvoice interface tables:

• AR_INTERFACE_CONTS_ALL is populated if there are any revenue contingencies associated with the transaction line.
• RA_INTERFACE_ERRORS_ALL stores information about interface data that failed validation.

The AutoInvoice file-based data import spreadsheet and the Load Interface File for Import scheduled process are both part of the External Integration Services for Oracle Cloud.

Related Topics

• External Data Integration Services for Oracle Cloud: Overview
• File Based Data Import for Oracle Financials Cloud

AutoInvoice Validations: Points to Consider

AutoInvoice validates data imported using the AutoInvoice file-based data import spreadsheet for compatibility with Receivables. The validation process ensures that the columns in the AutoInvoice Interface tables reference the appropriate values and columns in Receivables.

There are these points to consider concerning AutoInvoice validations:

• Standard Validations
• Transaction Source Settings
• Credit Memos Against Paid Invoices

Standard Validations

AutoInvoice performs these standard validations on all data:

• Setup Values Defined: Ensures that the values pertaining to your setup are already defined in Receivables or in other related applications.
• Transaction Numbering: Manages transaction numbering according to the transaction source and ensures that the document number, if supplied, is unique within the associated document sequence type.
• Currency Precision: Ensures that the amount and the accounted amount have the correct precision for a given currency, as defined in General Ledger. The precision is the number of digits after the decimal point normally used in transactions for the given currency.
• Cross Validation: Ensures that certain column values agree with each other. These values can be within an interface table or between multiple interface tables.

Transaction Source Settings

You can only use transaction sources of type Imported with the Import AutoInvoice program. The settings in the AutoInvoice Options and Import Information sections of the Imported transaction source determine how AutoInvoice validates imported transaction lines.
Credit Memos Against Paid Invoices

AutoInvoice validates credit memos by reviewing the setting of the Receipt Handling for Credits option on the transaction source.

If the Receipt Handling for Credits option is enabled, then AutoInvoice automatically reviews each credit memo and associated invoice to determine its eligibility for receipt handling.

If the Receipt Handling for Credits option is not enabled, then AutoInvoice evaluates credit memos using standard invoice validation:

- If the transaction type assigned to the invoice allows natural application only, then AutoInvoice rejects the credit memo. You must unapply the receipt from the credited invoice and rerun AutoInvoice to successfully import the credit memo.
- If the transaction type assigned to the invoice allows overapplication, then AutoInvoice imports the credit memo and the invoice is overapplied until you unapply the receipt from the credited invoice.

Related Topics

- Validating Imported Transactions: How It Works

AutoInvoice Import: How Data Is Processed

Use the Import AutoInvoice program to import and validate transaction data from Project, Distributed Order Orchestration, and non-Oracle financial systems to create invoices, debit memos, credit memos, and on-account credits in Receivables.

You can download an AutoInvoice spreadsheet template to use to prepare your data. The template contains an instruction sheet to help guide you through the process of entering your information.

To access the template, complete the following steps:

1. Navigate to the File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click File-Based Data Imports.
3. Click AutoInvoice Import.
4. In the File Links section, click the link to the Excel template.

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Do not change the order of the columns in the template.
- You can hide or skip the columns you do not use, but do not delete them.

After you have completed the template, upload it using the Load Interface File for Import process:

1. In the Import Process field, select Import AutoInvoice.
2. In the Data File field, enter the completed template.
3. The Load Interface File for Import process uploads the data to the AutoInvoice interface tables.

After you transfer your transaction data to the AutoInvoice interface tables using the AutoInvoice file-based data import spreadsheet, the Import AutoInvoice program selects data from the interface tables and creates transactions in Receivables. During the import process, Receivables rejects transactions with invalid information to ensure the integrity of your data.
This figure describes the AutoInvoice import process:

![AutoInvoice diagram]

AutoInvoice transfers transaction data from the interface tables to these Receivables tables:

- RA_BATCHES_ALL
- RA_CUSTOMER_TRX_ALL
- RA_CUSTOMER_TRX_LINES_ALL
- RA_CUST_TRX_LINE_GL_DIST_ALL
- RA_CUST_TRX_LINE_SALESREPS_ALL
- AR_PAYMENT_SCHEDULES_ALL
- AR_RECEIVABLE_APPLICATIONS_ALL
- AR_ADJUSTMENTS_ALL

**Settings That Affect AutoInvoice Import Processing**

These settings affect AutoInvoice import processing:

- **Receivables interface tables**: The interface tables temporarily store the transaction data from your source system. You can enter values in specific columns of these tables to pass to AutoInvoice during the import process.
- **AutoAccounting**: You must set up AutoAccounting, even if you only use AutoInvoice to create transactions and pass distribution lines through the import process.
- **Item Validation Organization** Receivables system option: You must set this Receivables system option for AutoInvoice to function correctly, even if you don’t plan to use inventory items.
- **Conversion rates**: If necessary, define the conversion rates that you need for your transactions in General Ledger. If a transaction uses conversion rates, AutoInvoice uses the rate on the conversion date, if one is provided. Otherwise, AutoInvoice determines the conversion rate using the transaction date. If the value of RA_INTERFACE_LINES_ALL.CONVERSION_TYPE is User, then you must provide a conversion rate in RA_INTERFACE_LINES_ALL.CONVERSION_RATE.
• **Transaction source**: Select an Imported transaction source for a run of the Import AutoInvoice program. These settings on the Imported transaction source influence the import process:
  
  o **Receipt Handling for Credits** option: Enable this option if you want AutoInvoice to automatically evaluate imported credits for receipt handling.
  o **AutoInvoice Options** section: Use the settings in this section to modify details of the import process.
  o **Import Information** section: Use the settings in this section to indicate how AutoInvoice validates imported data.

• **AutoInvoice grouping rule**: Define an AutoInvoice grouping rule to identify the transaction attributes that must be identical in order to group transaction lines on the same transaction. You can assign an AutoInvoice grouping rule to the Imported transaction source. If you don’t assign a grouping rule to the transaction source, AutoInvoice derives the grouping rule to assign to the transaction.

• **AutoInvoice line ordering rule**: Define an AutoInvoice line ordering rule to organize the transaction lines belonging to a transaction created by the grouping rule in a specific order. You assign the line ordering rule to the AutoInvoice grouping rule that is used for the import process.

• **Business Unit** parameter: Use the optional Business Unit parameter of the Import AutoInvoice program to specify which business unit to process imported transactions for. If you don’t enter a value in this parameter, then the Import AutoInvoice program processes all transactions in all business units that you have access to.

### How Imported Data Is Processed

The AutoInvoice import process contains three phases: validation, grouping, and transfer.

In the validation phase, AutoInvoice validates all line-level data in the interface tables, and validates additional data that is not dependent upon a successful grouping. Additional data validations include, for example, validating transaction types and validating that only one freight account exists for each freight line passed.

In the grouping phase, AutoInvoice groups the validated lines in the interface tables according to the settings of the active AutoInvoice grouping rule and AutoInvoice line ordering rule, and validates header-level data needed for a successful grouping.

**Tip**: If AutoInvoice incorrectly groups transactions, review the details of the AutoInvoice grouping rule, paying particular attention to the mandatory and optional attributes that are included in the rule.

In the transfer phase, AutoInvoice transfers the grouped transactions to the Receivables tables and validates the transferred data.

### Processing Freight Lines and Late Charges

AutoInvoice ensures that there is at most one freight line for an imported invoice, or at most one freight line per transaction line, but not both. If you import multiple header freight lines for one invoice, AutoInvoice validates that all of the freight lines apply to the same freight account and consolidates them into one line. This consolidated freight line is the only freight line for this invoice that is passed to the Receivables tables. If all of the freight lines don’t apply to the same freight account, then AutoInvoice rejects the invoice.

If AutoAccounting for Freight is based on Standard Lines, then you can’t import invoices with header level freight. All freight lines in this case must be associated with a standard line in order for AutoAccounting to determine the account. If the transaction has a line type of LINE with an inventory item of freight, AutoAccounting uses the revenue scheduling rules for the freight account rather than the revenue account.
AutoInvoice processes both debit memos with late charge lines and credit memos that are against debit memos with late charge lines. If LINE_TYPE = CHARGES, AutoInvoice doesn’t calculate tax, freight, or sales credits on this line. If you pass a late charges distribution in RA_INTERFACE_DISTRIBUTIONS_ALL, then the ACCOUNT_CLASS must equal CHARGES.

In order for AutoInvoice to pass a late charge line, don’t enter a value in the following columns in RA_INTERFACE_LINES_ALL:

- INVOICING_RULE_ID
- INVOICING_RULE_NAME
- ACCOUNTING_RULE_ID
- ACCOUNTING_RULE_NAME
- ACCOUNTING_RULE_DURATION
- RULE_START_DATE
- UOM_CODE
- UOM_NAME
- AMOUNT

If you are passing a debit memo late charge line, then RA_INTERFACE_LINES.QUANTITY must equal 1. If you are passing a credit memo against a debit memo with a late charge line, then RA_INTERFACE_LINES.QUANTITY must equal -1 or 1.

**Related Topics**

- Mandatory and Optional Grouping Rule Attributes: Explained
- Validating Imported Transactions: How It Works
- Automated Receipt Handling for Credits: How It Works

**AutoInvoice Execution Report: Explained**

Use the AutoInvoice Execution Report to review a run of the Import AutoInvoice program.

The AutoInvoice Execution Report lists the total number of transactions imported for each AutoInvoice run, with detailed information for all transaction lines that failed import. The report includes summary information for the invoices, debit memos, and credit memos that were processed in each currency. The report also shows the total amount for each transaction class for all transactions processed.

You can also review and correct AutoInvoice errors by downloading the AutoInvoice Lines spreadsheet from the Billing work area.

**Correcting AutoInvoice Errors: Explained**

During AutoInvoice import, records that pass validation are transferred to the Receivables tables. Records that fail validation remain in the AutoInvoice interface tables. Before AutoInvoice can validate these records and create transactions, you must correct invalid data and run AutoInvoice again.

Each time you run AutoInvoice, the process generates a list of records that failed validation. You can display these AutoInvoice errors as an Excel workbook in either of two ways:

- Click the **Manage AutoInvoice Lines** link to open a workbook with all error records.
• Click a **Number of Errors** link in the **AutoInvoice Errors** section to open a workbook for these specific error records.

### Using the Workbook

Every workbook has three tabbed worksheets. You can use the tools available in the workbook to manage the review and update of information.

The workbook is populated with information from the AutoInvoice tables:

- RA_INTERFACE_LINES_ALL: Transaction header and line information.
- RA_INTERFACE_SALESCREDITS_ALL: Sales credit information for transactions.
- RA_INTERFACE_DISTRIBUTIONS_ALL: Distributions linked to the appropriate transaction lines in the ra_interface_lines table from the transaction flexfield.
- RA_INTERFACE_CONTS_ALL: Revenue contingencies that impact revenue recognition for imported transactions.
- RA_INTERFACE_ERRORS_ALL: All interface lines that failed validation and were not imported into Receivables tables.

The three tabbed worksheets arrange AutoInvoice information in this way:

- AutoInvoice lines and line distributions.
- Tax and freight distributions.
- Sales credits and revenue contingencies.

A workbook presents existing records for update or deletion only. You cannot enter new transaction information into a workbook. Each column in a given worksheet corresponds to the columns in the respective interface tables. Five additional columns manage the processing of your updates:

- **Changed**: Tracks changes made to a given row. The upload only processes rows marked in this column.
- **Flagged for Deletion**: Indicates rows marked for deletion. When a row is flagged for deletion, all the corresponding lines in all the related tables are also deleted.
- **Update Status**: Displays the results of each update to the interface tables.
- **Number**: Displays the row number.
- **Import Errors**: Displays the import rejection reason.

You can change or delete records in the workbook and click the **Save** button at any time. When you save, this updates the corresponding records in the AutoInvoice interface tables.

**Tip:** To save changes to a workbook without uploading them to the AutoInvoice tables, use the native Excel Save and Save As features.

When you have finished updating a workbook, click the **Save and Run AutoInvoice** button to display the parameters for AutoInvoice submission. Once the process is successfully submitted, AutoInvoice provides a concurrent request ID.

### Related Topics

- Setting Up Data for AutoInvoice: Points to Consider
Importing Credit Memos into AutoInvoice: Explained

You can use AutoInvoice to import and validate transaction data from a legacy system to create credit memos in Receivables. You can import:

- On-Account Credit Memos
- Credit Memos against Transactions
- Credit Memos Against Invoices With Rules
- Credit Memos Against Invoices Without Rules
- Credit Memos Against Tax and Freight Lines

> Note: You can’t apply a credit memo to a chargeback using AutoInvoice.

You can import credit memos against transactions that were already paid. When importing credit memos against paid transactions, AutoInvoice can evaluate these credits for automatic receipt handling. If an invoice transaction type doesn’t allow overapplication, and the Receipt Handling for Credits option is not enabled on the transaction source, then AutoInvoice leaves the related credit memo in the interface tables until you unapply the receipt from the invoice.

On-Account Credit Memos

An on-account credit memo is a credit memo that is not linked to an invoice.

To create an on-account credit memo, don’t populate these columns in the RA_INTERFACE_LINES_ALL table:

- REFERENCE_LINE_ATTRIBUTE1-15
- REFERENCE_LINE_CONTEXT
- REFERENCE_LINE_ID

Credit Memos against Transactions

You can link a credit memo to an invoice in one of two ways:

1. Populate the REFERENCE_LINE_ID column on the RA_INTERFACE_LINES_ALL table with the CUSTOMER_TRX_LINE_ID of the invoice.
2. On the RA_INTERFACE_LINES_ALL table, populate the REFERENCE_LINE_ATTRIBUTE1-15 columns with the INTERFACE_LINE_ATTRIBUTE1-15 columns of the invoice. The INTERFACE_LINE_ATTRIBUTE1-15 columns are stored in the RA_CUSTOMER_TRX_LINES_ALL table.
   
   You must also populate the REFERENCE_LINECONTEXT column with the INTERFACE_LINE_CONTEXT column of the invoice. The INTERFACE_LINE_CONTEXT column is stored in the RA_CUSTOMER_TRX_LINES_ALL table.

When you import credit memos against transactions, AutoInvoice validates that the setting of the Open Receivable option on the transaction type assigned to the credit memo being imported matches the setting of the Open Receivable option on the transaction type assigned to the transaction it is crediting. If they don’t match, then AutoInvoice rejects the credit memo.

Credit Memos Against Invoices With Rules

When you import credit memos against invoices with rules, AutoInvoice uses the method you entered in RA_INTERFACE_LINES_ALL.CREDIT_METHOD_FOR_ACCT_RULE to determine how to reverse the accounting entries created for the original invoice.
You can enter LIFO, PRORATE, or UNIT:

- If you enter LIFO, AutoInvoice reverses the accounting entries beginning with the last period.
- If you enter PRORATE, AutoInvoice prorates the credit amount across all accounting periods.
- If you enter UNIT, AutoInvoice lets you credit specific quantities, starting with the period specified in the column RA_INTERFACE_LINES_ALL.LAST_PERIOD_TO_CREDIT and working backward.

If you enter UNIT, then AutoInvoice rejects the credit memo if the credit quantity exceeds the quantity on the target invoice line.

Credit Memos Against Invoices Without Rules
When you import credit memos against invoices without rules, AutoInvoice first looks for an accounting date in the interface table to use as the accounting date of the credit memo. If there is no accounting date in the interface table, AutoInvoice uses the value of the Default Date parameter of the Import AutoInvoice program. The credit memo lines must always have the same accounting date as the credit memo.

The credit memo accounting date must be in an Open or Future period, and must be equal to or greater than the accounting date of the invoice it is crediting.

Credit memos against invoices without rules that are imported through AutoInvoice act in the same way as those entered manually. If you pass the amount you want to credit, Receivables automatically creates all of the accounting reversal entries. Receivables also automatically reverses the sales and non-revenue credits assigned to the salespersons.

Credit Memos Against Tax and Freight Lines
When you import credit memos, AutoInvoice ensures that you don’t overapply tax and freight lines.

Assigning Distributions to Transactions using AutoInvoice: Explained
You can assign distributions to transactions during AutoInvoice import.

You can assign distributions in either of two ways:

- Using the AutoInvoice Interface Tables
- Using AutoAccounting

The values that you can pass to AutoInvoice for the accounting flexfield are either accounting segment values or account code combination IDs. Use the Accounting Flexfield option in the Accounting section of the Import Information section of the transaction source assigned to transactions to set the value that you plan to use.

Using the AutoInvoice Interface Tables
If you pass accounting flexfield segment values, you must assign values to the SEGMENT1-30 columns of the RA_INTERFACE_DISTRIBUTIONS_ALL table. You can only assign values to enabled segments. For example, if you enable six accounting flexfield segments, then assign values to SEGMENT1-6 only.

If you pass accounting flexfield code combination IDs, you must enter the code combination IDs in the CODE_COMBINATION_ID column of the RA_INTERFACE_DISTRIBUTIONS_ALL table.

Note: If you want to use the option of AutoInvoice dynamically inserting code combinations, you must pass segment values.
If you are using event-based revenue management to automatically defer or recognize revenue for imported transactions, and you want to pass code combination IDs for the applicable transaction lines, then you must ensure that the OVERRIDE_AUTO_ACCOUNTING_FLAG column of the RA_INTERFACE_LINES_ALL table is set to Yes.

**Using AutoAccounting**

If you want AutoAccounting to determine your transaction distributions, don’t enter values in the RA_INTERFACE_DISTRIBUTIONS_ALL table. Use the AutoAccounting pages to define your revenue, receivables, tax, freight, clearing, unbilled receivable, and unearned revenue accounts.

After you define AutoAccounting, AutoInvoice determines all of your distributions using the account information that you pass for each transaction line.

If AutoAccounting for the freight account is based on Standard Lines, you can’t import invoices with header level freight. If the transaction has a line type of LINE and an inventory item of freight (FRT), AutoAccounting uses the rules for the freight type account rather than the revenue type account.

If AutoAccounting is based on Salesperson, then you must pass rows in the RA_INTERFACE_SALESCREDITS_ALL table for each invoice line in the RA_INTERFACE_LINES_ALL table. This is true even if the **Require salesperson** Receivables system option is not enabled.

**Transaction Flexfields and AutoInvoice: Explained**

Transaction flexfields are descriptive flexfields that AutoInvoice uses to identify transactions and transaction lines.

There are four types of transaction flexfields:

- Line Transaction Flexfield
- Reference Transaction Flexfield
- Link-To Transaction Flexfield
- Invoice Transaction Flexfield

If you use AutoInvoice, you must define the Line Transaction Flexfield. Because the Line Transaction Flexfield is unique for each transaction line, you use the Line Transaction Flexfield to reference and link to other lines. AutoInvoice always uses the Line Transaction Flexfield structure for both Link-to and Reference information during the import process. You must explicitly define the Link-to, Reference, and Invoice Transaction Flexfield structures only if this information is to be displayed on a page that you have designed.

You can display Invoice Transaction Flexfield information in the Reference column of invoice lists of values. Use the Reference Field Default Value field of the Imported transaction source that you will use with the Import AutoInvoice program to select the Invoice Transaction Flexfield segment that you want to display. For example, if you want to reference the order number for imported invoices when using an invoice list of values, you must assign the transaction flexfield segment that holds the order number in the Reference Field Default Value field of the transaction source assigned to invoices. The order number then displays in the Reference column of invoice lists of values.

If necessary, you can set the transaction flexfield and flexfield segments as required:

1. Navigate to the Edit Descriptive Flexfield page for the flexfield that you want.
2. In the Context Segment section, enable the Required option.
3. In the Context Sensitive Segments section, enable the Required option for each applicable segment.
4. Complete updates to the flexfield according to your requirements and save.
Line Transaction Flexfield

Use columns INTERFACE_LINE_ATTRIBUTE1-15 and INTERFACE_LINE_CONTEXT to define the Line Transaction Flexfield. Line Transaction Flexfields are unique for each record in the interface table and therefore can be used as record identifiers.

The context that you specify in the INTERFACE_LINE_CONTEXT column of the RA_INTERFACE_LINES_ALL table determines what information AutoInvoice places in the INTERFACE_LINE_ATTRIBUTE1-15 columns.

Receivables provides contexts for other Oracle Cloud applications that you use with AutoInvoice. If you import transactions from a legacy system using the AutoInvoice file-based data import spreadsheet, you can define a new context for the Line Transaction Flexfield to distinguish these transactions from transactions that originated in Oracle Cloud applications.

Reference Transaction Flexfield

Reference Transaction Flexfields have the same structure as the Line Transaction Flexfields. Reference Transaction Flexfields are used to apply a credit memo to an invoice.

For example, to refer a credit memo to a specific invoice, use the REFERENCE_LINE_ATTRIBUTE1-15 and REFERENCE_LINE_CONTEXT columns of the credit memo to enter the Line Transaction Flexfield of the invoice.

Link-To Transaction Flexfield

Link-To Transaction Flexfields also have the same structure as the Line Transaction Flexfield. Use Link-To Transaction Flexfields to link transaction lines together in the interface table.

For example, you might want to import tax and freight charges that are associated with specific transaction lines. If you want to associate a specific tax line with a specific transaction line, use the LINK_TO_LINE_ATTRIBUTE1-15 and LINK_TO_LINE_CONTEXT columns of the tax line to enter the Line Transaction Flexfield of the invoice.

Invoice Transaction Flexfield

To create an Invoice Transaction Flexfield, create a new flexfield with a similar structure as the Line Transaction Flexfield, but only include header level segments.

For example, if the Line Transaction Flexfield structure has four segments, and the last two segments contain line level information, define your Invoice Transaction Flexfield using the first two segments only. You should also include segments included in the Invoice Transaction Flexfield in the AutoInvoice grouping rules.

Related Topics

- Mandatory and Optional Grouping Rule Attributes: Explained
- Managing Extensible Flexfields: Points to Consider

Indexing Transaction Flexfields: Example

Create indexes on your AutoInvoice Transaction Flexfield columns if you want to query transaction flexfield information in your invoice headers and lines. If you don’t use indexes, the validation portions of the Import AutoInvoice program can exhibit slow performance.

Define Indexes

Define non-unique, concatenated indexes on the tables and columns that you use for your Transaction Flexfield header and line information. The tables and columns are described in this table:
To determine which indexes you might need to create, query your Line Transaction Flexfield and note each context of this flexfield and, for each context, the segments that are enabled using interface line attribute columns from the RA.Interface_LINES_ALL table.

You can then create non-unique, concatenated indexes for the same interface line attribute columns in the RA.Customer_TRX_LINES_ALL and RA.Interface_LINES_ALL tables, and for the same interface header attribute columns in the RA.Customer_TRX_ALL table.

If you are importing sales credit and accounting information, then create indexes for the same interface line attribute columns in the RA.Interface_SALESCREDITS_ALL and RA.Interface_DISTRIBUTIONS_ALL tables.

### Transaction Flexfield Details

You have set up a Transaction Flexfield context that uses INTERFACE_LINE_ATTRIBUTE1-3. In addition, you are populating sales credits in the RA.Interface_SALESCREDITS_ALL table.

For best performance, you should create indexes for these four tables:

- RA.Customer_TRX_ALL
- RA.Customer_TRX_LINES_ALL
- RA.Interface_LINES_ALL
- RA.Interface_SALESCREDITS_ALL

The indexes that you create should reference the three enabled segments. For example, an index that you create for the RA.Customer_TRX_LINES_ALL table might look like this:

```sql
CREATE UNIQUE INDEX index_name ON RA_CUSTOMER_TRX_LINES_ALL
  (INTERFACE_LINE_CONTEXT, INTERFACE_LINE_ATTRIBUTE1,
   INTERFACE_LINE_ATTRIBUTE2,
   INTERFACE_LINE_ATTRIBUTE3);
```

> **Note:** The context column in indexes is normally optional. However, if you use multiple active contexts (three or more), then you should include the context column as the first column in your indexes to improve performance.
Analysis

If you have only one context defined, then you only need to create one index for each of the four tables. However, if you have multiple contexts defined, you may want to create multiple indexes per table. Use the example in the following table to help you decide how to set up your indexes.

This table shows a Line Transaction Flexfield with three contexts:

<table>
<thead>
<tr>
<th>Flexfield Context</th>
<th>Attribute Columns assigned to Enabled Segments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Context1</td>
<td>Interface_line_attribute1</td>
</tr>
<tr>
<td>Context1</td>
<td>Interface_line_attribute2</td>
</tr>
<tr>
<td>Context2</td>
<td>Interface_line_attribute1</td>
</tr>
<tr>
<td>Context2</td>
<td>Interface_line_attribute2</td>
</tr>
<tr>
<td>Context2</td>
<td>Interface_line_attribute3</td>
</tr>
<tr>
<td>Context3</td>
<td>Interface_line_attribute3</td>
</tr>
<tr>
<td>Context3</td>
<td>Interface_line_attribute9</td>
</tr>
</tbody>
</table>

Context1 has two attribute columns; Context2 has three attribute columns; and Context3 has two attribute columns. Context1 and Context2 share two attribute columns.

Sharing Indexes

Define the combination of indexes that best meets your needs. As indicated in the previous section, you can create three indexes per table, one for each context, or create just two indexes: one for Context3 and another for Context1. In the latter case, Context2 would use the same index as Context1, because Context1 and Context2 have the same first two attribute columns.

In other words, if you are using the same, or similar, attribute columns for two or more contexts, then you can optionally create a single index instead of creating an index for each context.

Use the following syntax for your Create Index Statement:

```
$ sqlplus AR username/AR password
SQL> CREATE [UNIQUE] INDEX index ON {Table (column1, column2, ...)}
|CLUSTER cluster|
|INITRANS n] [MAXTRANS n]
[TABLESPACE tablespace]
[STORAGE storage]
[PCTFREE n]
[NOSORT];
```
Deriving the Accounting Date during AutoInvoice Import: How It Works

During a run of the Import AutoInvoice program, AutoInvoice derives the accounting date to assign to transactions using the following criteria:

- Does an accounting date exist for this transaction in the interface table?
- Does the transaction use rules?
- What is the setting of the Derive date option on the transaction source?
- What is the setting of the Accounting Date in a Closed Period option on the transaction source?

AutoInvoice derives the accounting date differently depending on these criteria:

- Invoices without Rules
- Invoices with Rules
- Credit Memos

Note: If a transaction date is not passed for an invoice or debit memo, AutoInvoice uses the derived accounting date as the transaction date.

Invoices without Rules

If an invoice doesn’t use rules, AutoInvoice uses the following process to derive the accounting date:

1. AutoInvoice uses the accounting date in the interface table, if one exists and it is in an open or future enterable period.
2. If no accounting date is provided in the interface table, and the Derive date option on the transaction source is set to No, AutoInvoice uses the value of the Default Date parameter of the Import AutoInvoice program as the accounting date.
3. If no accounting date is provided in the interface table, and the Derive date option on the transaction source is set Yes:
   a. AutoInvoice uses the ship date in the interface table.
   b. If the ship date does not exist, AutoInvoice uses the sales order date.
   c. If the sales order date does not exist, AutoInvoice uses the value of the Default Date parameter.
4. If the derived accounting date for a transaction line exists but is in a Closed or Not Open period, and the Accounting Date in a Closed Period option on the transaction source is set to Adjust, then AutoInvoice automatically adjusts the accounting date to the first accounting date in the next open or future enterable period.

Invoices with Rules

If the invoice uses the In Advance invoicing rule:

- AutoInvoice uses the accounting date provided in the interface table as the invoice accounting date.
- If no accounting date is provided in the interface table, then AutoInvoice uses the earliest revenue scheduling rule start date of all of the lines belonging to the invoice as the invoice accounting date.

If the invoice uses the In Arrears invoicing rule, AutoInvoice derives an end date for each transaction line based on the revenue scheduling rule, rule start date, and rule duration. Once AutoInvoice derives the end date for each transaction line, it takes the latest date and uses it as the invoice accounting date.
AutoInvoice uses the following process to derive the accounting date for invoices with revenue scheduling rules:

1. If the **Derive date** option on the transaction source is set to No, AutoInvoice uses the value of the **Default Date** parameter of the Import AutoInvoice program.

2. If no accounting date is provided in the interface table, and the **Derive date** option on the transaction source is set to Yes:
   a. AutoInvoice uses the last day of the prior period, if this period has a status of Open.
   b. If a prior period with a status of Open doesn’t exist, AutoInvoice uses the first day of the subsequent period that has a status of Open.
   If there is more than one subsequent period with a status of Open, AutoInvoice can’t adjust the accounting date, and the line is rejected.
   c. If an Open period doesn’t exist, AutoInvoice uses the first day of the first subsequent period that has a status of Future.
   If there is more than one subsequent period with a status of Future, or if a future period can’t be found, AutoInvoice can’t adjust the accounting date, and the line is rejected.

**Credit Memos**

If no accounting date is provided in the interface table, AutoInvoice uses either the accounting date of the related invoice receivable distribution or the **Default Date** parameter of the Import AutoInvoice program as the accounting date, whichever is later.

**Validating Accounting Dates**

AutoInvoice rejects lines using the following logic for accounting dates either passed by the user or derived by AutoInvoice:

- Accounting period for the accounting date is not defined.
- Accounting date is in a Closed, Closed Pending, or Not Opened period, and the **Accounting Date in a Closed Period** option on the transaction source is set to Reject. If the invoice uses the In Arrears invoicing rule, then AutoInvoice only rejects lines that have an accounting date in a Closed period.
- Either the credit memo accounting date is earlier than the related invoice accounting date, or the credit memo transaction date is earlier than the related invoice transaction date, or both.

**Validating Revenue Scheduling Rule Start Dates**

AutoInvoice rejects lines for revenue scheduling rule start dates either passed by the user or derived by AutoInvoice under these circumstances.

- If the invoice uses the In Advance invoicing rule, AutoInvoice rejects lines if either of these is true:
  - Rule start date is in a Closed or Not Opened period and the **Accounting Date in a Closed Period** option on the transaction source is set to Reject.
  - Accounting period for the rule start date is not defined.

- If the invoice uses the In Arrears invoicing rule, AutoInvoice rejects lines if either of these is true:
  - Rule start date results in an accounting date in a Closed period and the **Accounting Date in a Closed Period** option on the transaction source is set to Reject.
  - Accounting period for the accounting date is not defined.
Besides validating dates, AutoInvoice also rejects lines if:

- Revenue scheduling rule has overlapping periods.
- One or more accounting periods do not exist for the duration of the revenue scheduling rule.

### Processing CPQ Cloud Orders Using AutoInvoice: How It Works

Oracle CPQ Cloud integrates with the Receivables Invoice Service to create and process Receivables transactions from CPQ Cloud orders using AutoInvoice.

The quote-to-cash process includes these related operations in Receivables:

- Perform a credit check on the customer order.
- Create and transfer order lines to the AutoInvoice interface tables.
- Generate transactions using AutoInvoice.
- Generate credit memos using AutoInvoice for returns and canceled orders.

### Customer Credit Check

If applicable, verify that the customer account has sufficient credit to cover the order. If the credit authorization is granted, then you can create and transfer order lines.

### Create and Transfer Order Lines

Once the necessary credit authorization is received and the order is finalized, you can submit the order to Receivables for invoicing using the Receivables Invoice Service.

You can submit these orders:

- Order lines with payment terms.
- Order lines for goods, services or subscriptions.
- One-time or recurring order lines.

A recurring order line includes the billing frequency (for example, monthly or quarterly), the amount to bill for each billing period, and either the transaction start and end dates or the number of transaction periods. The Receivables Invoice Service populates the AutoInvoice interface table with the number of invoice lines necessary to satisfy the details of the recurring order.

### Generate Transactions

Run the Import AutoInvoice program to create transactions according to your billing business requirements.

AutoInvoice and CPQ Cloud process order lines in this way:

1. AutoInvoice selects all eligible transaction lines and groups them into transactions according to the assigned grouping rule.
2. After successful creation of transactions, AutoInvoice notifies the CPQ Cloud callback service.
3. CPQ Cloud updates the status and invoice information of the applicable order lines.
4. Transaction lines that fail validation remain in the AutoInvoice interface tables. Use the AutoInvoice workbook to correct errors and resubmit AutoInvoice.
Create and Generate Credit Memos

If necessary, you can cancel an existing order. Canceling an order generates a call to the Receivables Invoice Service with a credit memo request. This creates credit memo lines in the AutoInvoice interface tables for the corresponding invoice lines.

When canceling a recurring invoice:

1. Issue a credit memo line with identifiers for the order and order line to identify the applicable invoices in Receivables.
2. The Receivables Invoice Service updates the recurring bill plan information to indicate the order is canceled.
3. Run the Import AutoInvoice program to create and apply credit memos to the invoices already created in Receivables.
4. The Receivables Invoice Service deletes future-dated invoice lines from the interface tables according to the effective cancellation date.

Related Topics

- Mandatory and Optional Grouping Rule Attributes: Explained

Importing Credit Card Transactions with Tokens: Explained

Use AutoInvoice to import credit card transactions with tokens. The credit card tokenization process makes use of a third-party service provider to store the credit card information belonging to a transaction and replace it with a token.

You enable credit card tokenization in Payments. Credit card tokenization provides the essential information to process a credit card transaction and can optionally contain authorization of the transaction. If the token does not include authorization, then the authorization takes place in Payments after you generate the automatic receipts and create the remittance.

Tokenization Columns in the AutoInvoice Import Template

The AutoInvoice Import template contains columns, hidden by default, for credit card tokenization.

The following table provides the name and description of each of these columns:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Token Number</td>
<td>The token number issued by the tokenization service provider that corresponds to the credit card number on the transaction. This is a required field for tokenization import.</td>
</tr>
<tr>
<td>Credit Card Expiration Date</td>
<td>The credit card expiration date.</td>
</tr>
<tr>
<td>First Name of the Credit Card Holder</td>
<td>The first name of the card holder.</td>
</tr>
<tr>
<td>Last Name of the Credit Card Holder</td>
<td>The last name of the card holder.</td>
</tr>
<tr>
<td>Credit Card Issuer Code</td>
<td>The code that identifies the credit card issuer, as defined by the IBY_CARD_TYPES lookup.</td>
</tr>
<tr>
<td>Masked Credit Card Number</td>
<td>The masked format of the credit card number, used where the number is displayed.</td>
</tr>
<tr>
<td>Credit Card Authorization Request Identifier</td>
<td>If available, the authorization request identifier received from the tokenization service provider to authorize the credit card number.</td>
</tr>
<tr>
<td>Column Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Credit Card Voice Authorization Code</td>
<td>If available, the voice authorization code received from the tokenization service provider to authorize the credit card number.</td>
</tr>
</tbody>
</table>

**Note:** The authorization code columns are used to import credit card authorization information other than the Credit Card Token Number. Use either the Credit Card Authorization Request Identifier or the Credit Card Voice Authorization Code column. If you provide values in both columns, the Credit Card Authorization Request Identifier takes precedence.

## Importing Tokenized Credit Card Transactions

To import credit card transactions with tokens:

1. Expose and complete the applicable columns in the AutoInvoice Import template.
2. Run the Load Interface File for Import process for the AutoInvoice Import template to load the transaction data into the AutoInvoice interface tables.
3. Run the Import AutoInvoice process to load the data into Receivables and create the transactions.
4. Use the Review Transaction page to review the details of each transaction.

**Related Topics**

- Enabling Credit Card Tokenization: Explained
- Creating Receipts for Tokenized Credit Card Transactions: Explained

## AutoInvoice Interface Table RA_INTERFACE_LINES_ALL

This table stores the transaction header and line information of transactions imported using the AutoInvoice file-based data import spreadsheet.

AutoInvoice uses Transaction Flexfields to uniquely identify each transaction that you import into Receivables. AutoInvoice always uses the Line Transaction Flexfield structure for both the Link-to and Reference information when importing transactions.

### ACCOUNTING_RULE_DURATION

Enter the number of periods in the revenue scheduling rule for this transaction.

If `LINE_TYPE = LINE` or you are passing header freight, and this transaction uses a revenue scheduling rule with a variable schedule, you must enter a value in this column.

If `LINE_TYPE = TAX`, `CHARGES`, or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits, do not enter a value in this column.

**Validation**

Accounting periods must be defined for the periods of the revenue scheduling rule in `GL_PERIODS` and `RA_INTERFACE_LINES_ALL.GL_DATE`, and `RA_INTERFACE_LINES_ALL.RULE_START_DATE` must be in a period that has a status of Open or Future. The value in this column must be a positive integer.
Destination
RA_CUSTOMER_TRX_LINES_ALL.ACCOUNTING_RULE_DURATION

ACCOUNTING_RULE_ID
Enter the revenue scheduling rule ID for this transaction.

If LINE_TYPE = LINE or you are passing header freight, this column is optional. For invoice lines with revenue scheduling rules, you must enter a value either in this column or in the ACCOUNTING_RULE_NAME column, depending on the setting of the Revenue Scheduling Rule option (Value, ID, None) in the Import Information section of the transaction source. If you enter a value in the ACCOUNTING_RULE_NAME column, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX, CHARGES, or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the revenue scheduling rule of the transaction you are crediting.

Validation
Must exist in RA_RULES.RULE_ID and RA_RULES.TYPE = A or ACC_DUR. If LINE_TYPE = CHARGES, then this column must be null.

Destination
RA_CUSTOMER_TRX_LINES_ALL.ACCOUNTING_RULE_ID

ACCOUNTING_RULE_NAME
Enter the revenue scheduling rule name for this transaction.

If LINE_TYPE = LINE or you are passing header freight, this column is optional. For invoice lines with revenue scheduling rules, you must enter a value either in this column or in the ACCOUNTING_RULE_ID column, depending on the setting of the Revenue Scheduling Rule option (Value, ID, None) in the Import Information section of the transaction source.

If LINE_TYPE = TAX, CHARGES, or if you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the revenue scheduling rule of the transaction you are crediting.

Validation
Must exist in RA_RULES.NAME and RA_RULES.TYPE = A or ACC_DUR. If LINE_TYPE = CHARGES, then this column must be null.

Destination
None.

ACCTD_AMOUNT
Do not enter a value. This column is not currently used.
Validation
None.

Destination
None.

AMOUNT
Enter the revenue amount for this transaction.

If LINE_TYPE = LINE and this transaction is neither a freight-only nor a tax-only line, you must enter a value in this column. If this transaction is a dummy line for freight-only or tax-only, do not enter a value in this column. AutoInvoice ignores any values you enter in this column if this transaction is a dummy line.

If LINE_TYPE = TAX, a value must be entered in either this column or the TAX_Rate column. Any exemptions must be factored into either of the two columns.

If LINE_TYPE = FREIGHT and you are passing either header freight or freight for a specific line, you must enter a value in this column.

If LINE_TYPE = CHARGES, do not enter a value in this column.

If this line has AMOUNT_INCLUDES_TAX set to Yes, the sales credits and line amounts for this column must include tax.

For credit memos and on-account credits, enter the credit amount for this transaction.

Validation
If LINE_TYPE = CHARGES, then this column must be null. AutoInvoice corrects revenue amounts that have an incorrect currency precision.

Destination
If the Create clearing option on the transaction source is not enabled:
RA_CUSTOMER_TRX_LINES_ALL.REVENUE_AMOUNT and RA_CUSTOMER_TRX_LINES_ALL.EXTENDED_AMOUNT. If the Create clearing option on the transaction source is enabled: RA_CUSTOMER_TRX_LINES_ALL.REVENUE_AMOUNT.

AMOUNT_INCLUDES_TAX_FLAG
This column controls whether the amount for this transaction line includes tax. If this column is set to Yes, then this line is assigned to a tax inclusive tax rate code.

AutoInvoice only uses this column if the tax rate code assigned to this line has the Allow Override and Entry of Inclusive Tax Lines option enabled on the corresponding tax regime.

Populate this column for invoices only. For regular credit memos, AutoInvoice always uses the AMOUNT_INCLUDES_TAX_FLAG column value from the invoice that you are crediting.

Validation
If this is a tax rate code and the Allow Override and Entry of Inclusive Tax Lines option is not enabled, this should be equal to either the setting of the Amount Includes Tax option for this tax rate code or null. Additionally, if the Allow
Override and Entry of Inclusive Tax Lines option is not enabled, then the Amount Includes Tax option at the line level must equal the Allow Override option setting for this tax rate code.

**Destination**
RA_CUSTOMER_TRX_LINES_ALL.AMOUNT_INCLUDES_TAX_FLAG

**APPROVAL_CODE**
The payment approval code provided by the credit card issuer to indicate that funds are available from the user account.

**Validation**
None.

**Destination**
RA_CUSTOMER_TRX_ALL.APPROVAL_CODE

**ADDRESS_VERIFICATION_CODE**
The credit card address verification code provided by the Payments Server.

**Validation**
None.

**Destination**
RA_CUSTOMER_TRX_ALL.ADDRESS_VERIFICATION_CODE

**ASSESSABLE_VALUE**
Enter the assessable value of the item on the transaction line.
The assessable value is the price at which a product is valued by a tax authority for a given tax, for tax calculation purposes.

**Validation**
None.

**Destination**
RA_CUSTOMER_TRX_LINES_ALL

**ATTRIBUTE1-15**
Enter the Invoice Line Information Flexfield attribute information for this transaction.
Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.ATTRIBUTE1-15. To ensure that AutoInvoice accurately groups your imported invoices, do not include newline or carriage return characters (chr(10) or chr(13)) in Descriptive Flexfield columns.

ATTRIBUTE_CATEGORY
Enter the Invoice Line Information Flexfield category information for this transaction. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.ATTRIBUTECATEGORY

BATCH_SOURCE_NAME
Enter the name of the transaction source for this transaction. AutoInvoice uses the transaction source to determine the transaction numbering method and the AutoInvoice processing options. You must enter a value in this column.

Validation
Must exist in RA_BATCH_SOURCES_ALL.NAME and RA_BATCH_SOURCES_ALL.BATCH_SOURCE_TYPE = FOREIGN.

Destination
RA_BATCHES_ALL.BATCH_SOURCE_ID and RA_CUSTOMER_TRX_ALL.BATCH_SOURCE_ID.

COMMENTS
Enter comments about this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.
If LINE_TYPE = TAX or your are passing freight for a specific line, do not enter text in this column.

Validation
None.
Destination
RA_CUSTOMER_TRX_ALL.COMMENTS

CONS_BILLING_NUMBER
Enter the number for this consolidated bill.
A consolidated bill number is used for grouping a set of invoices under one bill.

Validation
Must not already exist in AR_CONS_INV_ALL.CONS_BILLING_NUMBER and AR_CONS_INV_ALL.CONS_INV_TYPE=MINV.

Destination
AR_CONS_INV_ALL.CONS_BILLING_NUMBER

CONVERSION_DATE
Enter the conversion date for this transaction. If you don’t enter a date, AutoInvoice uses the transaction date as the default. If the currency of the transaction line is the same as the ledger currency, then leave this column null.
For credit memos, AutoInvoice uses the conversion date of the invoice that the credit memo is against, and not the credit memo transaction date.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.EXCHANGE_DATE

CONVERSION_RATE
Enter the conversion rate for this transaction.
If CONVERSION_TYPE is User, you must enter a value in this column; otherwise do not enter a value. If the currency of the transaction is the same as the ledger currency, enter User and set CONVERSION_RATE to 1.

Validation
If RA_INTERFACE_LINES_ALL.CONVERSION_TYPE = User, then this column must not be null; otherwise, it must be null.

Destination
RA_CUSTOMER_TRX_ALL.EXCHANGE_RATE
CONVERSION_TYPE
Enter the conversion rate type for this transaction. If the currency of the transaction is the same as the ledger currency, enter User and set CONVERSION_RATE to 1. You must enter a value in this column.

Validation
Must exist in GL_DAILY_CONVERSION_TYPES.CONVERSION_TYPE.

Destination
RA_CUSTOMER_TRX_ALL.EXCHANGE_RATE_TYPE

CREDIT_METHOD_FOR_ACCT_RULE
Enter the credit method for crediting a transaction that uses a revenue scheduling rule. Valid values are PRORATE, LIFO, and UNIT.

If this transaction is a credit memo against a transaction that uses a revenue scheduling rule and LINE_TYPE = LINE, CHARGES, or you are passing header freight, you must enter a value in this column.

If this transaction is a credit memo against a transaction that uses a revenue scheduling rule and CREDIT_METHOD_FOR_ACCT_RULE = UNIT, then AutoInvoice rejects the credit memo if the credit quantity exceeds the quantity on the target invoice line.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column. AutoInvoice ignores any value that you enter in this column. For on-account credits, do not enter a value in this column.

Validation
Must be either PRORATE, LIFO, UNIT, or NULL.

Destination
RA_CUSTOMER_TRX_ALL.CREDIT_METHOD_FOR_RULES

CREDIT_METHOD_FOR_INSTALLMENTS
Enter the credit method for crediting a transaction that uses split payment terms. Valid values are PRORATE, LIFO, and FIFO.

If this transaction is a credit memo against a transaction that uses split payment terms and LINE_TYPE = LINE, CHARGES, or you are passing header freight, you can enter a value in this column. If you do not enter a value, AutoInvoice uses the default value PRORATE.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column. AutoInvoice ignores any value that you enter in this column. For on-account credits, do not enter a value in this column.

Validation
Must be either PRORATE, LIFO, FIFO, or NULL.
Destination
RA_CUSTOMER_TRX_ALL.CREDIT_METHOD_FOR_INSTALLMENTS

CURRENCY_CODE
Enter the currency for this transaction. You must enter a value in this column.
For credit memos, enter the currency of the invoice that you are crediting.

Validation
Must exist in FND_CURRENCIES.CURRENCY_CODE.

Destination
RA_CUSTOMER_TRX_ALL.INVOICE_CURRENCY_CODE and AR_PAYMENT_SCHEDULES_ALL.INVOICE_CURRENCY_CODE.

CUSTOMER_BANK_ACCOUNT_ID
Enter the bill-to customer bank account ID for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Customer Bank Account option (Value or ID) in the Import Information section of the transaction source, you can enter a value either in this column or in the CUSTOMER_BANK_ACCOUNT_NAME column. If you enter a value in the CUSTOMER_BANK_ACCOUNT_NAME column, AutoInvoice enters a corresponding ID in this column.
If the receipt method is of type Automatic and this column is null, AutoInvoice populates a value for you.
If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

Validation
Must exist in AP_BANK_ACCOUNTS_ALL.BANK_ACCOUNT_ID. If the receipt method is of type Manual, RA_INTERFACE_LINES_ALL.CUSTOMER_BANK_ACCOUNT_ID must be null.

Destination
RA_CUSTOMER_TRX_ALL.CUSTOMER_BANK_ACCOUNT_ID

CUSTOMER_BANK_ACCOUNT_NAME
Enter the bill-to customer bank account name for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Customer Bank Account option (Value or ID) in the Import Information section of the transaction source, you can enter a value either in this column or in the CUSTOMER_BANK_ACCOUNT_ID column.
If the receipt method is of type Automatic and this column is null, AutoInvoice populates a value for you.
If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

**Validation**

AP_BANK_ACCOUNTS_ALL.BANK_ACCOUNT_NAME. If the receipt method is of type Manual, RA_INTERFACE_LINES_ALL.CUSTOMER_BANK_ACCOUNT_NAME must be null.

**Destination**

None.

**CUSTOMER_TRX_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column using the AutoInvoice grouping rule.

**Validation**

None.

**Destination**

RA_CUSTOMER_TRX_ALL.CUSTOMER_TRX_ID, AR_PAYMENT_SCHEDULES_ALL.CUSTOMER_TRX_ID, RA_CUSTOMER_TRX_LINES_ALL.CUSTOMER_TRX_ID, and RA_CUST_TRX_LINE_GL_DIST_ALL.CUSTOMER_TRX_ID.

**CUST_TRX_TYPE_ID**

Enter the transaction type ID for this transaction.

This column is optional. Depending on the setting of the Transaction Type option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the CUST_TRX_TYPE_NAME column. If you enter a value in the CUST_TRX_TYPE_NAME column, AutoInvoice enters a corresponding ID in this column.

For credit memos you must enter the ID of the credit memo transaction type which has been assigned to the transaction you are crediting.

**Validation**

Must exist in RA_CUST_TRX_TYPES_ALL.CUST_TRX_TYPE_ID.

**Destination**

RA_CUSTOMER_TRX_ALL.CUST_TRX_TYPE_ID

**CUST_TRX_TYPE_NAME**

Enter the transaction type name for this transaction.

This column is optional. Depending on the setting of the Transaction Type option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the CUST_TRX_TYPE_ID column.
For credit memos, you must enter the name of the credit memo transaction type that is assigned to the transaction you are crediting.

**Validation**

RA_CUST_TRX_TYPES_ALL.NAME

**Destination**

None.

**DEFAULT_TAXATION_COUNTRY**

Enter the default taxation country.

The default taxation country is the country of taxation for tax calculation purposes.

**Validation**

None.

**Destination**

RA_CUSTOMER_TRX_ALL

**DESCRIPTION**

This is a required column in AutoInvoice. Enter the description for this transaction.

**Validation**

None.

**Destination**

RA_CUSTOMER_TRX_LINES_ALL.DESCRIPTION

**DOCUMENT_NUMBER**

Enter the document sequence number for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, and the creation method for the sequence numbering of this transaction is Manual, you must enter a value in this column.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, and the creation method for the sequence numbering of this transaction is Automatic, do not enter a value in this column. AutoInvoice generates a unique document sequence number.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.
Validation
The number must not already exist.

Destination
RA_CUSTOMER_TRX_ALL.DOC_SEQUENCE_VALUE

DOCUMENT_NUMBER_SEQUENCE_ID
This column is used by AutoInvoice and should be left null. AutoInvoice uses this column to store the document sequence ID for this transaction.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.DOC_SEQUENCE_ID

DOCUMENT_SUB_TYPE
Enter the document fiscal classification code for the transaction line.

The document fiscal classification is used to classify transactions that require special documentation to accompany the transaction for tax purposes, as designated by a tax authority.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL

EXCEPTION_ID
This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column when the transaction has a tax exception.

For credit memos, AutoInvoice enters the tax exception ID of the transaction you are crediting.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.ITEM_EXCEPTION_RATE_ID
EXEMPTION_ID
This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column when the transaction has a tax exemption, either full or partial.
For credit memos, AutoInvoice enters the tax exemption ID of the transaction you are crediting.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.TAX_EXEMPTION_ID

FOB_POINT
Enter the FOB (free on board) point for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.
If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.
For credit memos, do not enter a value in this column. AutoInvoice uses the FOB point from the transaction you are crediting.

Validation
Must exist in AR_LOOKUPS.LOOKUP_CODE, and AR_LOOKUPS.LOOKUP_TYPE = FOB. Must be less than or equal to 30 characters in length.

Destination
RA_CUSTOMER_TRX_ALL.FOB_POINT

GL_DATE
Enter the accounting date for this transaction. The accounting date determines the accounting period that the transaction is recorded in the general ledger. If the Post to GL option on the transaction type of the transaction being passed is not enabled, then this column should be null.
If LINE_TYPE = LINE, CHARGES, and you are passing transactions without rules, or you are passing header freight, this column is optional.
If LINE_TYPE = LINE and you are importing transactions with rules, do not enter a date in this column.
If LINE_TYPE = TAX or FREIGHT, do not enter a date in this column.
For credit memos, AutoInvoice uses the date you run AutoInvoice, unless the transaction you are crediting is billed in arrears. In that case, AutoInvoice uses the accounting date of the transaction you are crediting.
Validation
Must be in an Open or Future Enterable accounting period and the period must exist in GL_PERIOD_STATUSES. If the **Post to GL** option on the transaction type of the transaction being passed is not enabled, or if the invoice uses the In Arrears invoicing rule, then the column should be null.

Destination
RA_CUST_TRX_LINE_GL_DIST_ALL.GL_DATE

HEADER_ATTRIBUTE1-15
Enter Descriptive Flexfield attribute information for the Transaction Information Flexfield. Descriptive Flexfield attributes let you store additional columns, the contents of which you define.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, these columns are optional.

If LINE_TYPE = TAX or FREIGHT, do not enter values in these columns.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.ATTRIBUTE1-15. To ensure that AutoInvoice accurately groups your imported invoices, do not include newline or carriage return characters (chr(10) or chr(13)) in these Descriptive Flexfield columns.

HEADER_ATTRIBUTE_CATEGORY
For the Transaction Information Flexfield, enter Descriptive Flexfield attribute category information which is shared between this transaction and other transactions. Descriptive Flexfield categories allow you to store different categories of attributes.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter values in these columns.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.ATTRIBUTE_CATEGORY

HEADER_GDF_ATTRIBUTE1-30
Reserved for country-specific functionality.

Validation
Performed by Global Financials.
Destination
RA_CUSTOMER_TRX_ALL.GLOBAL_ATTRIBUTE1-30

HEADER_GDF_ATTR_CATEGORY
Reserved for country-specific functionality.

Validation
Performed by Global Financials.

Destination
RA_CUSTOMER_TRX_ALL.GLOBAL_ATTRIBUTE_CATEGORY

INITIAL_CUSTOMER_TRX_ID
This column is used by AutoInvoice and should be left null.
If the transaction is not a credit memo, AutoInvoice enters a value in this column using RA_INTERFACE_LINES_ALL.REFERENCE_LINE_ID.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.INITIAL_CUSTOMER_TRX_ID

INTERCOMPANY_FLAG
This column is used by AutoInvoice to indicate whether a transaction is an intercompany transaction. Valid values are Y or null.
For intercompany transactions, AutoInvoice calls the appropriate program to derive the Receivables code combination ID.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES

INTERFACE_LINE_ATTRIBUTE1-15
Enter the Line Transaction Flexfield for this transaction. The Line Transaction Flexfield is a combination of attribute values that you use to uniquely identify this transaction line in your original system. The reference values you enter here provide you with an audit trail from Receivables back to your original system. You must enter values for enabled attributes.
Receivables copies the Line Transaction Flexfield to the Invoice Transaction Flexfield. When you import transactions with multiple lines using AutoInvoice, the attributes of the first line from the ordered lines appear in the Invoice Transaction Flexfield.

**Note:** Interface lines belonging to the same transaction are ordered by the following SQL clause:

```
waybill_number||ship_via asc,
ship_date_actual desc
```

If a transaction has only one line, then the Invoice Transaction Flexfield is the same as the Line Transaction Flexfield.

**Validation**

Must not already exist together with INTERFACE_LINE_CONTEXT in RA_INTERFACE_LINES_ALL and RA_CUSTOMER_TRX_LINES_ALL. All enabled attributes for a given INTERFACE_LINE_CONTEXT must have values. Different attribute columns may be enabled depending on the value in the INTERFACE_LINECONTEXT column.

**Destination**

RA_CUSTOMER_TRX_ALL.INTERFACE_HEADER_ATTRIBUTE1-15 and RA_CUSTOMER_TRX_LINES_ALL.INTERFACE_LINE_ATTRIBUTE1-15. To ensure that AutoInvoice accurately groups your imported invoices, do not include newline or carriage return characters (chr(10) or chr(13)) in these Descriptive Flexfield columns.

**INTERFACE_LINE_CONTEXT**

This is a required column in AutoInvoice. Enter the context of the Line Transaction Flexfield entered in columns INTERFACE_LINE_ATTRIBUTE1-15. If you pass information with global context, set this column to Global Data Elements.

**Validation**

None.

**Destination**

RA_CUSTOMER_TRX_ALL.INTERFACE_HEADER_CONTEXT and RA_CUSTOMER_TRX_LINES_ALL.INTERFACE_LINE_CONTEXT.

**INTERFACE_LINE_GUID**

This column is used by AutoInvoice and should be left null.

**Validation**

None.

**Destination**

RA_CUSTOMER_TRX_LINES_ALL
INTERFACE_LINE_ID
This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column using the RA_CUSTOMER_TRX_LINES_S sequence.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.CUSTOMER_TRX_LINE_ID

INTERFACE_STATUS
This column is used by AutoInvoice and should be left null. If AutoInvoice sets this column to P, then the line has been transferred successfully.

INTERNAL_NOTES
Enter internal notes for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.
If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter text in this column.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.INTERNAL_NOTES

INVENTORY_ITEM_ID
Enter the inventory item ID for this transaction.
If LINE_TYPE = LINE or CHARGES, this column is optional. Depending on the setting of the Inventory Item option (Segment, ID, None) in the Import Information section of the transaction source, you can enter a value either in this column or a combination of segment values in the MTL_SYSTEM_ITEMS_SEG1-20 column. If you specified Segment on the transaction source, AutoInvoice enters a corresponding ID in this column.
If LINE_TYPE = TAX or FREIGHT, do not enter a value in this column.
For credit memos, do not enter a value in this column. AutoInvoice uses the value from the transaction you are crediting.

Validation
Must exist in MTL_SYSTEM_ITEMS.INVENTORY_ITEM_ID and MTL_SYSTEM_ITEMS.INVOICE_ENABLED_FLAG = Y.
Destination
RA_CUSTOMER_TRX_LINES_ALL.INVENTORY_ITEM_ID

INVOICING_RULE_ID
Enter the invoicing rule ID for this transaction.

If LINE_TYPE = LINE or you are passing header freight, this column is optional. For invoice lines with rules, you must enter a value either in this column or in the INVOICING_RULE_NAME column, depending on the setting of the Invoicing Rule option (Value, ID, None) in the Import Information section of the transaction source. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column. If LINE_TYPE = TAX, CHARGES, or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the invoicing rule from the transaction you are crediting.

Validation
Must exist in RA_RULES.RULE_ID and RA_RULES.RULE_ID = -2 or -3. If you enter an invoicing rule, you must also enter a revenue scheduling rule. If LINE_TYPE = CHARGES, then this column must be null.

Destination
RA_CUSTOMER_TRX_ALL.INVOICING_RULE_ID

INVOICING_RULE_NAME
Enter the invoicing rule name for this transaction.

If LINE_TYPE = LINE or you are passing header freight, this column is optional. For invoice lines with rules, you must enter a value either in this column or in the INVOICING_RULE_ID column, depending on the setting of the Invoicing Rule option (Value, ID, None) in the Import Information section of the transaction source.

If LINE_TYPE = TAX, CHARGES or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the invoicing rule from the transaction you are crediting.

Validation
Must exist in RA_RULES.RULE_ID and RA_RULES.RULE_ID = -2 or -3. If you enter an invoicing rule, you must also enter a revenue scheduling rule. If LINE_TYPE = CHARGES, then this column must be null.

Destination
None.

LAST_PERIOD_TO_CREDIT
For credit memos with a credit method of UNIT, enter the last period number from which you want to start crediting.
If this transaction is a credit memo against a transaction that uses a revenue scheduling rule, and LINE_TYPE = LINE, CREDIT_METHOD_FOR_ACCT_RULE = UNIT, or you are passing header freight, you can enter a value in this column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column. AutoInvoice ignores any value that you enter in this column.

**Validation**
Must be between 0 and the number of periods inclusive in the invoice revenue scheduling rule.

**Destination**
RA_CUSTOMER_TRX_LINES_ALL.LAST_PERIOD_TO_CREDIT

**LAST_UPDATE_LOGIN**
This column is used by AutoInvoice and should be left null. AutoInvoice updates this column when it selects rows from the RA_INTERFACE_LINES_ALL table for processing.

**Validation**
None.

**Destination**
None.

**LINE_GDF_ATTRIBUTE1-20**
Reserved for country-specific functionality.

**Validation**
Performed by Global Financials.

**Destination**
RA_CUSTOMER_TRX_LINES_ALL.GLOBAL_ATTRIBUTE1-20

**LINE_GDF_ATTR_CATEGORY**
Reserved for country-specific functionality.

**Validation**
Performed by Global Financials.

**Destination**
RA_CUSTOMER_TRX_LINES_ALL.GLOBAL_ATTRIBUTE_CATEGORY
LINE_INTENDED_USE
Enter the product intended use code of the transaction line.

The product intended use code identifies situations where the intended use of the product is a factor either in tax
determination or the tax recovery rate.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL

LINE_NUMBER
This column is used by AutoInvoice and should be left null. AutoInvoice ignores any values passed in this column, and always
numbers the lines sequentially starting with the number 1 and in the order determined by the line ordering rule.

LINE_TYPE
Enter LINE, TAX, FREIGHT, or CHARGES to specify the line type for this transaction. You must enter a value in this column.
For credit memos, enter the type of line you are crediting.

Validation
Must be LINE, TAX, FREIGHT, or CHARGES.

Destination
RA_CUSTOMER_TRX_LINES_ALL.LINE_TYPE

LINK_TO_LINE_ATTRIBUTE1-15
Enter the link to your Transaction Flexfield attribute values.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, do not enter values in these columns.

If LINE_TYPE = TAX or you are passing freight for a specific line, you must enter a value. Use link-to-line attributes to
associate this tax or freight line to another transaction line in RA_INTERFACE_LINES_ALL. All tax lines and freight for specific
lines must be associated with a line that has a LINE_TYPE of LINE. Enter the same combination of attribute values as the
transaction that you are associating this transaction with.

For credit memos applied to tax lines, you must use these columns to link your credit memo tax lines to your credit memo
transaction. Similarly, for credit memos applied to freight lines, you must also use these columns to link your credit memo
freight line to your credit memo transaction.

If you are applying a credit memo against a tax line which is linked to a transaction, you must enter a dummy credit memo
transaction with a zero revenue amount and use these columns to link to your credit memo tax line. Similarly, if you are
applying a credit memo against a freight line which is linked to a transaction, you must also enter a dummy credit memo transaction with a zero revenue amount and use these columns to link to your credit memo freight line.

Validation
The transaction that you link to must have a LINE_TYPE = LINE. You can only link at most one freight line to another transaction. You cannot link a transaction that has a LINE_TYPE = LINE or CHARGES to another transaction.

Destination
None.

LINK_TO_LINE_CONTEXT
Enter the context name of the Transaction Flexfield data that you entered in RA_INTERFACE_LINES_ALL.LINK_TO_LINE_ATTRIBUTE1-15.

Validation
None.

Destination
None.

LINK_TO_LINE_ID
This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column using RA_INTERFACE_LINES_ALL.LINK_TO_LINE_ATTRIBUTE1-15 and RA_INTERFACE_LINES_ALL.LINK_TO_LINE_CONTEXT.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.LINK_TO_CUST_TRX_LINE_ID

LOCATION_SEGMENT_ID
This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column if you are crediting a sales tax line.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.LOCATION_SEGMENT_ID
MEMO_LINE_ID
Enter the standard memo line ID for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Memo Line Rule option (Value or ID) in the Import Information section of the transaction source, you can enter a value either in this column or in the MEMO_LINE_NAME column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the memo line from the transaction you are crediting.

Validation
Must exist in AR_MEMO_LINES_ALL.MEMO_LINE_ID.

Destination
RA_CUSTOMER_TRX_LINES_ALL.MEMO_LINE_ID

MEMO_LINE_NAME
Enter the name of the standard memo line for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Memo Line Rule option (Value or ID) in the Import Information section of the transaction source, you can enter a value either in this column or in the MEMO_LINE_ID column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the memo line from the transaction you are crediting.

Validation
Must exist in AR_MEMO_LINES_ALL.NAME.

Destination
None.

MOVEMENT_ID
This column is used to pass movement statistics that are tied to the shipment information and passed through AutoInvoice.

AutoInvoice populates the column RA_CUSTOMER_TRX_LINES_ALL.MOVEMENT_ID with RA_INTERFACE_LINES_ALL.MOVEMENT_ID and updates MTL_MOVEMENT_STATISTICS with transaction information (for example, customer_trx_id, batch_id, customer_trx_line_id).

Validation
None.
Destination
RA_CUSTOMER_TRX_LINES_ALL.MOVEMENT_ID

MTL_SYSTEM_ITEMS_SEG1-20
Assign a System Item Flexfield value for each segment you enable in Receivables. For example, if you enable six System Item Flexfield segments, you must enter six values in columns MTL_SYSTEM_ITEMS_SEG1-6. Be sure to enter the correct segment value. For example, value 01 is not the same as 1.

If LINE_TYPE = LINE or CHARGES, these columns are optional. Depending on the setting of the Inventory Item option (Segment, ID, None) in the Import Information section of the transaction source you can enter values either in these columns or in the INVENTORY_ITEM_ID column.

If LINE_TYPE = TAX or FREIGHT, do not enter values in these columns.

For credit memos, do not enter values in these columns. AutoInvoice uses the values from the transaction you are crediting.

For debit memos, do not enter values in these columns.

Validation
Valid combination of System Item Flexfield segment values.

Destination
None.

ORG_ID
Enter the ID of the business unit that this transaction belongs to.

Validation
AutoInvoice imports transactions whose ORG_ID matches the value of the MO: Operating Unit profile option.

Destination
None.

ORIGINAL_GL_DATE
Stores the value of the GL_DATE column before AutoInvoice modifies the accounting date. This column is used by AutoInvoice and should not be populated by the user.

Validation
None.
Destination
None.

ORIG_SYSTEM_BATCH_NAME
Enter the batch name for this transaction. This column is optional.

AutoInvoice does not perform any validation on this column, but uses the value entered when grouping transactions into invoices.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.ORIG_SYSTEM_BATCH_NAME

ORIG_SYSTEM_BILL_ADDRESS_ID
Enter the bill-to customer address ID for this transaction. This bill-to customer address ID is for the bill-to customer you entered in ORIG_SYSTEM_BILL_CUSTOMER_REF or ORIG_SYSTEM_BILL_CUSTOMER_ID column.

If no default remit-to address is specified, then AutoInvoice uses the bill-to address to determine the remit-to address for the customer. If the remit-to address cannot be determined, then AutoInvoice rejects the transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Bill-to Address option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the ORIG_SYSTEM_BILL_ADDRESS_REF column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

Validation
RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_ADDRESS_ID = HZ_CUST_ACCT_SITE.CUSTOMER_SITE_ID and RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_CUSTOMER_ID = HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID and HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID = HZ_CUST_ACCT_SITE.CUST_ACCOUNT_ID and HZ_CUST_ACCT_SITE.CUSTOMER_SITE_ID = HZ_CUST_SITE_USES.CUST_ACCT_SITE_ID and RA_SITE_USES.SITE_USE_CODE = BILL_TO.

Destination
None.

ORIG_SYSTEM_BILL_ADDRESS_REF
Enter the bill-to customer address reference from your original system. This reference is for the bill-to customer you entered in the ORIG_SYSTEM_BILL_CUSTOMER_REF or ORIG_SYSTEM_BILL_CUSTOMER_ID column. The reference value you enter here provides you with an audit trail from Receivables back to your original system.
If no default remit-to address is specified, then AutoInvoice uses the bill-to address to determine the remit-to address for the customer. If the remit-to address cannot be determined, then AutoInvoice rejects the transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the **Bill-to Address** option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the ORIG_SYSTEM_BILL_ADDRESS_ID column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

**Validation**

RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_ADDRESS_REF = HZ_PARTY_SITES.ORIG_SYSTEM_REFERENCE and CUSTOMER_REF = HZ_CUST_ACCOUNTS.ORIG_SYSTEM_REFERENCE and HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID = HZ_CUST_ACCT_SITE.CUST_ACCOUNT_ID and HZ_CUST_ACCT_SITE.CUSTOMER_SITE_ID = HZ_CUST_SITE_USES.CUST_ACCOUNT_ID and RA_SITE_USES.SITE_USE_CODE = BILL_TO.

**Destination**

None.

**ORIG_SYSTEM_BILL_CONTACT_ID**

Enter the bill-to contact ID for this transaction. This bill-to contact ID must be for the bill-to customer that you entered in the ORIG_SYSTEM_BILL_CUSTOMER_REF or ORIG_SYSTEM_BILL_CUSTOMER_ID column.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the **Bill-to Contact** option (Value, ID, None) in the Import Information section of the transaction source, you can enter a value either in this column or in the ORIG_SYSTEM_BILL_CONTACT_REF column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

**Validation**

RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_CUSTOMER_ID = HZ_CUST_ACCT_ROLES.CUST_ACCOUNT_ID and RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_CONTACT_ID = HZ_CUST_SITE_USES.CUST_ACCOUNT_ID.

**Destination**

RA_CUSTOMER_TRX_ALL.BILL_TO_CONTACT_ID

**ORIG_SYSTEM_BILL_CONTACT_REF**

Enter the bill-to contact reference from your original system. This reference is for the bill-to customer that you entered in the ORIG_SYSTEM_BILL_CUSTOMER_REF or ORIG_SYSTEM_BILL_CUSTOMER_ID column. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the **Bill-to Contact** option (Value, ID, None) in the Import Information section of the transaction source, you can enter a value either in this column or in the ORIG_SYSTEM_BILL_CONTACT_ID column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.
Validation

RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_CUSTOMER_ID = HZ_CUST_ACCT_ROLES.CUST_ACCOUNT_ID and RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_CONTACT_REF = RA_CONTACTS.ORIG_SYSTEM_REFERENCE.

Destination

None.

ORIG_SYSTEM_BILL_CUSTOMER_ID

Enter the bill-to customer ID for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Bill-to Customer option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the ORIG_SYSTEM_BILL_CUSTOMER_REF column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, you must enter the bill-to customer ID or the bill-to customer reference of a related customer of the transaction you are crediting.

Validation

Must exist in HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID.

Destination

RA_CUSTOMER_TRX_ALL.BILL_TO_CUSTOMER_ID

ORIG_SYSTEM_BILL_CUSTOMER_REF

Enter a value you can use to uniquely identify this bill-to customer in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Bill-to Customer option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the ORIG_SYSTEM_BILL_CUSTOMER_ID column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, you must enter the bill-to customer reference or the bill-to customer ID of a related customer of the transaction you are crediting.

Validation

Must exist in HZ_CUST_ACCOUNTS.ORIG_SYSTEM_REFERENCE.

Destination

None.
ORIG_SYSTEM_SHIP_ADDRESS_ID

Enter the ship-to customer address ID for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Ship-to Address option (Value, ID, None) in the Import Information section of the transaction source, you can enter a value either in this column or in the ORIG_SYSTEM_SHIP_ADDRESS_REF column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column; AutoInvoice uses the ship-to address from the transaction you are crediting.

Validation

RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_SHIP_ADDRESS_ID = HZ_CUST_ACCT_SITE.CUSTOMER_SITE_ID and RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_SHIP_CUSTOMER_ID = HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID and HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID = HZ_CUST_ACCT_SITE.CUST_ACCOUNT_ID and HZ_CUST_ACCT_SITE.CUSTOMER_SITE_ID = HZ_CUST_SITE_USES.CUST_ACCT_SITE_ID and HZ_CUST_SITE_USES.SITE_USE_CODE = SHIP_TO.

Destination

None.

ORIG_SYSTEM_SHIP_ADDRESS_REF

Enter a value you can use to uniquely identify this ship-to customer address in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Ship-to Address option (Value, ID, None) in the Import Information section of the transaction source, you can enter a value either in this column or in the ORIG_SYSTEM_SHIP_ADDRESS_ID column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column; AutoInvoice uses the ship-to address from the transaction you are crediting.

Validation

RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_SHIP_ADDRESS_REF = HZ_PARTY_SITES.ORIG_SYSTEM_REFERENCE and RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_SHIP_CUSTOMER_ID = HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID and HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID = HZ_CUST_ACCT_SITE.CUST_ACCOUNT_ID and HZ_CUST_ACCT_SITE.CUSTOMER_SITE_ID = HZ_CUST_SITE_USES.CUST_ACCT_SITE_ID and HZ_CUST_SITE_USES.SITE_USE_CODE = SHIP_TO.

Destination

None.
**ORIG_SYSTEM_SHIP_CONTACT_ID**

Enter the ship-to contact ID for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the **Ship-to Contact** option (Value, ID, None) in the Import Information section of the transaction source, you can enter a value either in this column or in the ORIG_SYSTEM_SHIP_CONTACT_REF column. If you specified Value on the transaction source, AutolInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutolInvoice uses the ship-to contact from the transaction you are crediting.

**Validation**

RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_SHIP_CUSTOMER_ID = HZ_CUST_ACCT_ROLES.CUST_ACCOUNT_ID and RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_SHIP_CONTACT_ID = HZ_CUST_SITEUSES.CUSTOMER_SITE_ID.

**Destination**

RA_CUSTOMER_TRX_ALL.SHIP_TO_CONTACT_ID

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**ORIG_SYSTEM_SHIP_CONTACT_REF**

Enter a value you can use to uniquely identify this ship-to contact in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the **Ship-to Contact** option (Value, ID, None) in the Import Information section of the transaction source, you can enter a value either in this column or in ORIG_SYSTEM_SHIP_CONTACT_ID.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutolInvoice uses the ship-to contact from the transaction you are crediting.

**Validation**

RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_SHIP_CUSTOMER_ID = HZ_CUST_ACCT_ROLES.CUST_ACCOUNT_ID and RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_SHIP_CONTACT_REF = HZ_CUST_ACCOUNT_ROLES.ORIG_SYSTEM_REFERENCE.

**Destination**

None.

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**ORIG_SYSTEM_SHIP_CUSTOMER_ID**

Enter the ship-to customer ID for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Ship-to Customer option (Value, ID, None) in the Import Information section of the transaction source, you can enter a value either in this column or in the ORIG_SYSTEM_SHIP_CUSTOMER_REF column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the ship-to customer from the transaction you are crediting.

**Validation**
Must exist in HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID.

**Destination**
RA_CUSTOMER_TRX_ALL.SHIP_TO_CUSTOMER_ID

**ORIG_SYSTEM_SHIP_CUSTOMER_REF**
Enter a value you can use to uniquely identify this ship-to customer in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Ship-to Customer option (Value, ID, None) in the Import Information section of the transaction source, you can enter a value either in this column or in the ORIG_SYSTEM_SHIP_CUSTOMER_ID column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the ship-to customer from the transaction you are crediting.

**Validation**
Must exist in HZ_CUST_ACCOUNTS.ORIG_SYSTEM_REFERENCE.

**Destination**
None.

**ORIG_SYSTEM_SOLD_CUSTOMER_ID**
Enter the sold-to customer ID for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Sold-to Customer option (Value or ID) in the Import Information section of the transaction source, you can enter a value either in this column or in the ORIG_SYSTEM_SOLD_CUSTOMER_REF column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value. AutoInvoice uses the sold-to customer from the transaction you are crediting.
Validation
Must exist in HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID.

Destination
RA_CUSTOMER_TRX_ALL.SOLD_TO_CUSTOMER_ID

ORIG_SYSTEM_SOLD_CUSTOMER_REF
Enter a value you can use to uniquely identify this sold-to customer in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Sold-to Customer option (Value or ID) in the Import Information section of the transaction source, you can enter a value either in this column or in the ORIG_SYSTEM_SOLD_CUSTOMER_ID column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value. AutoInvoice uses the sold-to customer from the transaction you are crediting.

Validation
Must exist in HZ_CUST_ACCOUNTS.ORIG_SYSTEM_REFERENCE.

Destination
None.

OVERRIDE_AUTO_ACCOUNTING_FLAG
This column controls whether the code combination ID of the Accounting Flexfield for this accounting distribution, populated by the feeder system, should override AutoAccounting.

Populate this column for invoices and credit memos.

Validation
Value should be Y or N.

Destination
RA_CUSTOMER_TRX_LINES_ALL.OVERRIDE_AUTO_ACCOUNTING_FLAG

PAYMENT_SET_ID
This column contains a unique internal ID number that matches prepaid invoices with their prepayment receipts. This column should be populated only within a prepayments flow.
Validation
Must exist in AR_RECEIVABLE_APPLICATIONS_ALL.PAYMENT_SET_ID.

Destination
RA_CUSTOMER_TRX_LINES_ALL.PAYMENT_SET_ID

PAYING_CUSTOMER_ID
This column is used by AutoInvoice and should be left null.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.PAYING_CUSTOMER_ID

PAYING_SITE_USE_ID
This column is used by AutoInvoice and should be left null.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.PAYING_SITE_USE_ID

PAYMENT_SERVER_ORDER_NUM
A number that indicates the credit card payment was authorized by the Payments Server.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.PAYMENT_SERVER_ORDER_NUM

PREVIOUS_CUSTOMER_TRX_ID
This column is used by AutoInvoice and should be left null.

For credit memos, AutoInvoice enters a value in this column using RA_INTERFACE_LINES_ALL.REFERENCE_LINE_ID.
Validation
None.

Destination
RA_CUSTOMER_TRX_ALL_PREVIOUS_CUSTOMER_TRX_ID and RA_CUSTOMER_TRX_LINES_ALL_CUSTOMER_TRX_ID.

**PRIMARY_SALESREP_ID**
Enter the primary salesperson ID for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, and the **Require salesperson** Receivables system option is enabled, you must enter a value either in this column or in the PRIMARY_SALESREP_NUMBER column. Otherwise this column is optional. The value that you enter here depends on the setting of the **Salesperson** option (Number or ID) in the Import Information section of the transaction source. If you specified Number on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

Validation
Must exist in RA_SALESREPS.SALESREP_ID.

Destination
RA_CUSTOMER_TRX_ALL_PRIMARY_SALESREP_ID

**PRIMARY_SALESREP_NUMBER**
Enter the primary salesperson number for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, and the **Require salesperson** Receivables system option is enabled, you must enter a value either in this column or in the PRIMARY_SALESREP_ID column. Otherwise this column is optional. The value that you enter here depends on the setting of the **Salesperson** option (Number or ID) in the Import Information section of the transaction source.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

Validation
Must exist in RA_SALESREPS.SALESREP_NUMBER.

Destination
None.

**PRINTING_OPTION**
Enter the printing option for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. AutoInvoice uses the printing option that you entered for the transaction type.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

**Validation**
Must exist in AR_LOOKUPS.LOOKUP_CODE and AR_LOOKUP.LOOKUP_TYPE = INVOICE_PRINT_OPTIONS.

**Destination**
RA_CUSTOMER_TRX_ALL.Printing_OPTION

**PRODUCTCATEGORY**
Enter the product category code of the noninventory item on the transaction line.

The product category code is used to classify noninventory items and items that are not a good that have a tax requirement for tax determination or tax reporting purposes.

**Validation**
None.

**Destination**
RA_CUSTOMER_TRX_LINES_ALL

**PRODUCTFISCCLASSIFICATION**
Enter the product fiscal classification code of the inventory item on the transaction line.

The product fiscal classification is used to classify inventory items that have a tax requirement for tax determination or tax reporting purposes.

**Validation**
None.

**Destination**
RA_CUSTOMER_TRX_LINES_ALL

**PRODUCTTYPE**
Enter the product type code of the inventory item. Valid values are GOODS and SERVICES.

**Validation**
None.
Destination
RA_CUSTOMER_TRX_LINES_ALL

PURCHASE_ORDER
Enter the purchase order number for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.
If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.
For credit memos, do not enter a value in this column. AutoInvoice uses the purchase order number from the transaction you are crediting.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.PURCHASE_ORDER

PURCHASE_ORDER_DATE
Enter the date of the purchase order for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.
If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.
For credit memos, do not enter a value in this column. AutoInvoice uses the purchase order date from the transaction you are crediting.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.PURCHASE_ORDER_DATE

PURCHASE_ORDER_REVISION
Enter the purchase order revision for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.
If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.
For credit memos, do not enter a value in this column. AutoInvoice uses the purchase order revision from the transaction you are crediting.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.PURCHASE_ORDER_REVISION

QUANTITY
If this transaction is an invoice or credit memo line and LINE_TYPE = LINE, or you are passing header freight, this column is optional. For invoice lines, enter the number of units shipped. For credit memo lines, enter the number of units you are crediting. If you do not enter a value in this column, AutoInvoice uses AMOUNT as the EXTENDED_AMOUNT for this transaction. If this transaction is a dummy line for either freight only or tax only, AutoInvoice ignores the value you enter in this column.

If this is a credit memo line, and LINE_TYPE = LINE and CREDIT_METHOD_FOR_ACCT_RULE = UNIT, then this column is required.

If this transaction is a credit memo against a transaction that uses a revenue scheduling rule and CREDIT_METHOD_FOR_ACCT_RULE = UNIT, then AutoInvoice rejects the credit memo if the credit quantity exceeds the quantity on the target invoice line.

For debit memos, if LINE_TYPE = CHARGES, set quantity to 1.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, if LINE_TYPE = CHARGES, set quantity to 1 or -1.

Validation
For debit memo lines with LINE_TYPE = CHARGES, quantity must be 1. For credit memo lines with LINE_TYPE = CHARGES, this column must be 1 or -1. For credit memo lines with LINE_TYPE = LINE and CREDIT_METHOD_FOR_ACCT_RULE = UNIT, this column must not be null.

Destination
RA_CUSTOMER_TRX_LINES_ALL.QUANTITY_INVOICED, if this transaction is an invoice line.
RA_CUSTOMER_TRX_LINES_ALL.QUANTITY_CREDITED, if this transaction is a credit memo line.

QUANTITY_ORDERED
Enter the original number of units ordered for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing freight for a specific line, this column is optional.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this field.

For credit memos, do not enter a value in this column. AutoInvoice uses the quantity ordered from the transaction you are crediting.
Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL_QUANTITY_ORDERED

REASON_CODE
Enter the reason code for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Memo Reason option (Value or ID) in the Import Information section of the transaction source, you can enter a value either in this column or in the REASON_CODE_MEANING column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits, this column is optional.

Validation
Must exist in AR_LOOKUP.LOOKUP_CODE. This lookup type is either INVOICING_REASON or CREDIT_MEMO_REASON.

Destination
RA_CUSTOMER_TRX_LINES_ALL_REASON_CODE and RA_CUSTOMER_TRX_ALL_REASON_CODE.

REASON_CODE_MEANING
Enter the meaning of the reason code for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Memo Reason option (Value or ID) in the Import Information section of the transaction source, you can enter a value either in this column or in the REASON_CODE column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits, this column is optional.

Validation
Must exist in AR_LOOKUP.MEANING. This lookup type is either INVOICING_REASON or CREDIT_MEMO_REASON.

Destination
None.

RECEIPT_METHOD_ID
Enter the receipt method ID for this transaction.
If `LINE_TYPE` = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Payment Method Rule option (Value or ID) in the Import Information section of the transaction source, you can enter a value either in this column or in the RECEIPT_METHOD_NAME column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

AutoInvoice selects a receipt method using the following hierarchy:

1. Primary receipt method of the parent primary bill-to site.
2. Primary receipt method of the parent customer.
3. Primary receipt method of the bill-to site.
4. Primary receipt method of the bill-to customer.

If `LINE_TYPE` = TAX or you are passing freight for a specific line, do not enter a value in this field.

**Validation**

Must exist in `AR_RECEIPT_METHODS.RECEIPT_METHOD_ID` and must belong to the bill-to customer or the parent. Additionally, the receipt method must have at least one bank account in the same currency as the transaction.

**Destination**

`RA_CUSTOMER_TRX_ALL.RECEIPT_METHOD_ID`

**RECEIPT_METHOD_NAME**

Enter the name of the receipt method for this transaction.

If `LINE_TYPE` = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Payment Method Rule option (Value or ID) in the Import Information section of the transaction source, you can enter a value either in this column or in the RECEIPT_METHOD_ID column.

If `LINE_TYPE` = TAX or you are passing freight for a specific line, do not enter a value in this field.

**Validation**

Must exist in `AR_RECEIPT_METHODS.NAME` and must belong to the bill-to customer or the parent.

**Destination**

None.

**REFERENCE_LINE_ATTRIBUTE1-15**

If `LINE_TYPE` = LINE, CHARGES, or you are passing header freight, and this transaction is a credit memo, you must enter either the Transaction Flexfield of the transaction line you are crediting in these columns or the `RA_CUSTOMER_TRX_LINES_ALL.CUSTOMER_TRX_LINE_ID` of the transaction you are crediting in `RA_INTERFACE_LINES_ALL.REFERENCE_LINE_ID`. Otherwise, do not enter values in these columns.

If `LINE_TYPE` = TAX and this transaction is a credit memo, you must enter either the Transaction Flexfield of the tax line you are crediting in these columns or the `RA_CUSTOMER_TRX_LINES_ALL.CUSTOMER_TRX_LINE_ID` of the transaction tax line you are crediting in `RA_INTERFACE_LINES_ALL.REFERENCE_LINE_ID`. Otherwise, do not enter values in these columns.

If `LINE_TYPE` = FREIGHT and this transaction is a credit memo, you must enter either the Transaction Flexfield of the freight line you are crediting in these columns or the `RA_CUSTOMER_TRX_LINES_ALL.CUSTOMER_TRX_LINE_ID` of the
transaction freight line you are crediting in RA_INTERFACE_LINES_ALL.REFERENCE_LINE_ID. Otherwise, do not enter values in these columns.

For on-account credits, do not enter values in these columns.

**Validation**

Must exist in RA_CUSTOMER_TRX_LINES_ALLINTERFACE_LINE_ATTRIBUTE1-15 or RA_INTERFACE_LINES_ALLINTERFACE_LINE_ATTRIBUTE1-15.

**Destination**

None.

**REFERENCE_LINE_CONTEXT**

Enter the context name of the Transaction Flexfield data entered in RA_INTERFACE_LINES_ALL.REFERENCE_LINE_ATTRIBUTE1-15. You must enter a value in this column if you entered values in RA_INTERFACE_LINES_ALL.ATTRIBUTE1-15.

**Validation**

Must exist in RA_CUSTOMER_TRX_LINES_ALL_INTERFACE_LINE_CONTEXT or RA_INTERFACE_LINES_ALL_INTERFACE_LINE_CONTEXT.

**Destination**

None.

**REFERENCE_LINE_ID**

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, and this transaction is a credit memo, you must enter the RA_CUSTOMER_TRX_LINES_ALL_CUSTOMER_TRX_LINE_ID of the transaction line you are crediting in this column or the Transaction Flexfield in the REFERENCE_LINE_ATTRIBUTE1-15 columns. Otherwise, do not enter a value.

If LINE_TYPE = TAX and this transaction is a credit memo, you must enter the RA_CUSTOMER_TRX_LINES_ALL_CUSTOMER_TRX_LINE_ID of the tax line you are crediting in this column or the Transaction Flexfield in the REFERENCE_LINE_ATTRIBUTE1-15 columns. Otherwise, do not enter a value in this column.

If LINE_TYPE = FREIGHT and this transaction is a credit memo, you must enter the RA_CUSTOMER_TRX_LINES_ALL_CUSTOMER_TRX_LINE_ID of the freight line you are crediting in this column or the Transaction Flexfield in the REFERENCE_LINE_ATTRIBUTE1-15 columns. Otherwise, do not enter a value in this column.

For on-account credits, do not enter a value in this column.

**Validation**

Must exist in RA_CUSTOMER_TRX_LINES_ALL_CUSTOMER_TRX_LINE_ID.

**Destination**

RA_CUSTOMER_TRX_LINES_ALL_PREVIOUS_CUSTOMER_TRX_LINE_ID if this transaction is a credit memo. Otherwise, RA_CUSTOMER_TRX_LINES_ALL_INITIAL_CUSTOMER_TRX_LINE_ID.
RELATED_BATCH_SOURCE_NAME
Enter the name of the transaction source of the document to which this transaction is related.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Related Document option (Number, ID, None) in the Import Information section of the transaction source, you can enter a value in this column and the related transaction number in the RELATED_TRX_NUMBER column. Or, you can enter the related customer transaction ID in the RELATED_CUSTOMER_TRX_ID column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits, do not enter a value in this column.

Validation
RA_INTERFACE_LINES_ALL.RELATED_BATCH_SOURCE_NAME = RA_BATCH_SOURCES_ALL.NAME and
RA_INTERFACE_LINES_ALL.RELATED_TRX_NUMBER = RA_CUSTOMER_TRX_ALL.TRX_NUMBER and
RA_BATCH_SOURCES_ALL.BATCH_SOURCE_ID = RA_CUSTOMER_TRX_ALL.BATCH_SOURCE_ID.

Destination
None.

RELATED_CUSTOMER_TRX_ID
Enter the customer transaction ID of the document to which this transaction is related.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Related Document option (Number, ID, None) in the Import Information section of the transaction source, you can enter a value in this column. Or, you can enter the related transaction number in the RELATED_TRX_NUMBER column and the related transaction source name in the RELATED_BATCH_SOURCE_NAME column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits, do not enter a value in this column.

Validation
Must exist in RA_CUSTOMER_TRX_ALL.CUSTOMER_TRX_ID.

Destination
RA_CUSTOMER_TRX_ALL.RELATED_CUSTOMER_TRX_ID

RELATED_TRX_NUMBER
Enter the document number to which this transaction is related.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Related Document option (Number, ID, None) in the Import Information section of the transaction source, you can enter a
value in this column and the related transaction source name in the RELATED_BATCH_SOURCE_NAME column. Or, you can enter the related customer transaction ID in the RELATED_CUSTOMER_TRX_ID column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits, do not enter a value in this column.

**Validation**

RA_INTERFACE_LINES_ALL.RELATED_BATCH_SOURCE_NAME = RA_BATCH_SOURCES_ALL.NAME and RA_INTERFACE_LINES_ALL.RELATED_TRX_NUMBER = RA_CUSTOMER_TRX_ALL.TRX_NUMBER and RA_BATCH_SOURCES_ALL.BATCH_SOURCE_ID = RA_CUSTOMER_TRX_ALL.BATCH_SOURCE_ID.

**Destination**

None.

**REQUEST_ID**

This column is used by AutoInvoice and should be left null.

**Validation**

None.

**Destination**

The REQUEST_ID column in RA_CUSTOMER_TRX_ALL, RA_CUSTOMER_TRX_LINES_ALL, RA_CUST_TRX_LINE_GL_DIST_ALL, AR_PAYMENT_Schedules_ALL, AR_RECEIVABLE_APPLICATIONS_ALL, AR_ADJUSTMENTS_ALL and RA_CUST_TRX_LINE_SALESREPS_ALL.

**RULE_START_DATE**

Enter the start date for the revenue scheduling rule for this transaction.

If LINE_TYPE = LINE or you are passing header freight, this column is optional.

If LINE_TYPE = TAX, CHARGES, or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column.

**Validation**

None.

**Destination**

RA_CUSTOMER_TRX_LINES_ALL.RULE_START_DATE

**RULE_END_DATE**

Enter the end date for the revenue scheduling rule for this transaction.
This column is required if the revenue scheduling rule is either Daily Revenue Rate, All Periods or Daily Revenue Rate, Partial Periods.

If LINE_TYPE = LINE or you are passing header freight, this column is optional.

If LINE_TYPE = TAX, CHARGES, or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.RULE_END_DATE

SALES_ORDER
Enter the sales order number for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the sales order number from the transaction you are crediting.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.SALES_ORDER

SALES_ORDER_DATE
Enter the date of the sales order for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the sales order date from the transaction you are crediting.

Enter the date of the revenue order for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the revenue order date from the transaction you are crediting.
Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.SALES_ORDER_DATE

SALES_ORDER_LINE
Enter the sales order line number for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.
If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.
For credit memos, do not enter a value in this column. AutoInvoice uses the sales order line number from the transaction you are crediting.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.SALES_ORDER_LINE

SALES_ORDER_REVISION
Enter the sales order revision for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.
If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.
For credit memos, do not enter a value in this column. AutoInvoice uses the sales order revision from the transaction you are crediting.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.SALES_ORDER_REVISION

SALES_ORDER_SOURCE
Enter the source of the sales order for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.
If \texttt{LINE_TYPE = TAX} or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the source of the sales order from the transaction you are crediting.

\textbf{Validation}

None.

\textbf{Destination}

RA\_CUSTOMER\_TRX\_LINES\_ALL.SALES\_ORDER\_SOURCE

\textbf{SALES\_TAX\_ID}

This column is used by AutoInvoice and should be left null.

For credit memos, AutoInvoice uses the sales tax ID of the transaction you are crediting.

\textbf{Validation}

None.

\textbf{Destination}

RA\_CUSTOMER\_TRX\_LINES\_ALL.SALES\_TAX\_ID

\textbf{SET\_OF\_BOOKS\_ID}

Optionally enter the ledger ID for this transaction. If no value exists, then AutoInvoice uses the ledger of the business unit assigned to Receivables system options.

\textbf{Validation}

Must exist in AR\_SYSTEM\_PARAMETERS\_ALL.SET\_OF\_BOOKS\_ID.

\textbf{Destination}

RA\_CUSTOMER\_TRX\_ALL.SET\_OF\_BOOKS\_ID

\textbf{SHIP\_DATE\_ACTUAL}

Enter the shipment date for this transaction.

If \texttt{LINE_TYPE = LINE}, CHARGES, or you are passing header freight, this column is optional.

If \texttt{LINE_TYPE = TAX} or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the earliest shipment date from the transaction you are crediting.
Validation
None.

Destination
RA_CUSTOMER_TRX_ALL.SHIP_DATE_ACTUAL

SHIP_VIA
Enter the ship_via code for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.
If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.
For credit memos, do not enter a value in this column. AutoInvoice uses the ship_via code from the transaction you are crediting.

Validation
ORG_FREIGHT.FREIGHT_CODE = RA_INTERFACE_LINES_ALL.SHIP_VIA and ORG_FREIGHT.ORGANIZATION_ID = RA_INTERFACE_LINES_ALL.WAREHOUSE_ID. RA_INTERFACE_LINES_ALL.SHIP_VIA must be less than or equal to 25 characters in length.

Destination
RA_CUSTOMER_TRX_ALL.SHIP_VIA

SOURCE_DATA_KEY1-5
Enter line group attributes that link one or more transaction lines into groups.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.SOURCE_DATA_KEY1-5

TAX_CODE
Enter the tax rate code for this tax line.
If LINE_TYPE = CHARGES or FREIGHT, do not enter a value in this column.
If LINE_TYPE = LINE, this column is optional.
If LINE_TYPE = TAX, this column is required.
For credit memos, AutoInvoice uses the tax rate code from the transaction you are crediting.

**Validation**
Must exist in AR_VAT_TAX.TAX_CODE.

**Destination**
None.

---

**TAX_EXEMPT_FLAG**
If LINE_TYPE = LINE, this column is optional. The value you enter here controls how a line is taxed:

- Enter E, if you want AutoInvoice to exempt an invoice line that would normally be taxed and the **Allow Override of Customer Exemptions** profile option is set to Yes. If you enter E, you must enter a value in the TAX_EXEMPT_REASON_CODE or TAX_EXEMPT_REASON_CODE_MEANING column, depending on the setting of the **Memo Reason** option (Value or ID) in the Import Information section of the transaction source.
- Enter R, if you want AutoInvoice to force tax on an invoice line, ignoring any exemption certificates that may be on file.
- Enter S, if you want tax to be calculated as per the normal procedures set up for Receivables transactions.

For all other line types, do not enter a value in this column.
For credit memos, do not enter a value in this column.

**Validation**
Must exist in AR_LOOKUPS.LOOKUP_CODE. Lookup type is TAX_CONTROL_FLAG.

**Destination**
RA_CUSTOMER_TRX_LINES_ALL.TAX_EXEMPT_FLAG

---

**TAX_EXEMPT_NUMBER**
Enter the tax exempt number for this transaction. If LINE_TYPE = LINE and TAX_EXEMPT_FLAG = E, then you can enter a value in this column. Otherwise, do not enter a value in this column.

For all other line types, do not enter a value in this column.
For credit memos, do not enter a value in this column.

**Validation**
None.

**Destination**
RA_CUSTOMER_TRX_LINES_ALL.TAX_EXEMPT_NUMBER
TAX_EXEMPT_REASON_CODE
Enter the tax exempt reason code for this transaction. If LINE_TYPE = LINE and TAX_EXEMPT_FLAG = E, then depending on the setting of the Memo Reason option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the TAX_EXEMPT_REASON_CODE_MEANING column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

For all other line types, do not enter a value in this column.
For credit memos, do not enter a value in this column.

Validation
Must exist in AR_LOOKUPS.LOOKUP_CODE. Lookup type is TAX_REASON.

Destination
RA_CUSTOMER_TRX_LINES_ALL.TAX_EXEMPT_REASON_CODE

TAX_EXEMPT_REASON_CODE_MEANING
Enter the tax exempt reason code meaning for this transaction. If LINE_TYPE = LINE and TAX_EXEMPT_FLAG = E, then depending on the setting of the Memo Reason option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the TAX_EXEMPT_REASON_CODE column. Otherwise, do not enter a value in this column.

For all other line types, do not enter a value in this column.
For credit memos, do not enter a value in this column.

Validation
Must exist in AR_LOOKUPS.MEANING. Lookup type is TAX_REASON.

Destination
None.

TAX_PRECEDENCE
Enter the precedence number for this tax line. This column is used to compute tax compounding.

If LINE_TYPE = LINE, CHARGES, or FREIGHT, do not enter a value in this column.

If LINE_TYPE = TAX and you allow compound tax, you can enter a value in this column. Otherwise do not enter a value.

If you are passing freight for a specific line, do not enter a value in this column.

For credit memos, AutoInvoice uses the tax precedence from the transaction you are crediting.
Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.TAX_PRECEDENCE

TAX_RATE
Enter the tax rate for this tax line.
If LINE_TYPE = LINE, CHARGES, or FREIGHT, do not enter a value in this column.
If LINE_TYPE = TAX, you must enter a value either in this column or the AMOUNT column. Any exemptions for the tax lines must be factored into the tax rate.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.TAX_RATE

TERM_ID
Enter the payment terms ID for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Payment Terms option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the TERM_NAME column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.
If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.
For credit memos and on-account credits, do not enter a value in this column.

Validation
Must exist in RA_TERMS.TERM_ID.

Destination
RA_CUSTOMER_TRX_ALL.TERM_ID

TERM_NAME
Enter the name of the payment terms for this transaction.
If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. Depending on the setting of the Payment Terms option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the TERM_ID column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits, do not enter a value in this column.

Validation
Must exist in RA_TERMS.NAME.

Destination
None.

TRANSLATED_DESCRIPTION
The translated description of this transaction line.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.TRANSLATED_DESCRIPTION

TRX_BUSINESS_CATEGORY
Enter the transaction business category code for the transaction line.

The transaction business category is used to classify transactions and as a determining factor in tax calculation.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL

TRX_DATE
Enter the transaction date for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional:

• If this transaction is an invoice or debit memo line, you can enter the invoice date.
If this transaction is a credit memo line, you can enter the credit memo date.

If this transaction is an invoice line and uses an In Arrears invoicing rule, do not enter a value in this column.

If you do not enter a transaction date, AutoInvoice uses the accounting date for invoice and debit memo lines.

For credit memo lines, AutoInvoice uses the following hierarchy to determine the transaction date, selecting whichever date is later:

- Credit memo accounting date.
- Accounting date entered in the run of the Import AutoInvoice program.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

**Validation**

None.

**Destination**

RA_CUSTOMER_TRX_ALL.TRX_DATE

**TRX_NUMBER**

Enter the number for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, and the **Automatic transaction numbering** option on the transaction source is not enabled, you must enter a value in this column.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, and the **Automatic transaction numbering** option on the transaction source is enabled, do not enter a value in this column. AutoInvoice inserts a unique number in this column.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

**Validation**

Must not already exist in RA_CUSTOMER_TRX_ALL.TRX_NUMBER and RA_CUSTOMER_TRX_ALL.BATCH_SOURCE_ID.

**Destination**

RA_CUSTOMER_TRX_ALL.TRX_NUMBER and AR_PAYMENT_SCHEDULES_ALL.TRX_NUMBER.

**UOM_CODE**

Enter the unit of measure code for this transaction.

If LINE_TYPE = LINE and the line has an item, you must enter a value either in this column or in the UOM_NAME column. If this a freight-only line, a tax-only line, or a line with no item, this column is optional.

If LINE_TYPE = LINE and you are passing a dummy line for either a tax-only or freight-only line, AutoInvoice ignores what you enter here.

If LINE_TYPE = TAX, CHARGES, or you are passing freight for a specific line, do not enter a value in this column.
For credit memos, do not enter a value in this column. AutoInvoice uses the unit of measure from the transaction you are crediting.

**Validation**
Must exist in MTL_UNITS_OF_MEASURE.UOM_CODE. If LINE_TYPE = CHARGES, then this column must be null.

**Destination**
RA_CUSTOMER_TRX_LINES_ALL.UOM_CODE

**UOM_NAME**
Enter the unit of measure name for this transaction.

If LINE_TYPE = LINE and the line has an item, you must enter a value either in this column or in the UOM_CODE column. If this a freight-only line, a tax-only line, or a line with no item, this column is optional.

If LINE_TYPE = LINE and you are passing a dummy line for either a tax-only or freight-only line, AutoInvoice ignores what you enter here.

If LINE_TYPE = TAX, CHARGES, or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the unit of measure from the transaction you are crediting.

**Validation**
Must exist in MTL_UNITS_OF_MEASURE.UNIT_OF_MEASURE. If LINE_TYPE = CHARGES then this column must be null.

**Destination**
None.

**UNIT_SELLING_PRICE**
Enter the selling price per unit for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional. If you do not enter a value in this column, AutoInvoice uses the amount in RA_INTERFACE_LINES_ALL.AMOUNT as the amount/quantity for this transaction.

If LINE_TYPE = LINE or you are passing header freight, and you are passing a dummy line for either a tax-only or freight-only line, AutoInvoice ignores the value you enter here.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

**Validation**
None.

**Destination**
RA_CUSTOMER_TRX_LINES_ALL.UNIT_SELLING_PRICE
UNIT_STANDARD_PRICE
Enter the standard price per unit for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the unit standard price from the transaction you are crediting.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.UNIT_STANDARD_PRICE

USER_DEFINED_FISC_CLASS
Enter the user-defined fiscal classification code for the transaction line.

Use the user-defined fiscal classification code to classify any tax requirement that you cannot define using existing fiscal classification types.

Validation
None.

Destination
RA_CUSTOMER_TRX_ALL

USSGL_TRANSACTION_CODE
Enter the transaction code for this transaction. If this transaction is linked to another transaction, you must enter the same transaction code as the one to which it is linked. This column is optional.

Validation
None.

Destination
RA_CUSTOMER_TRX_LINES_ALL.DEFAULT_USSGL_TRANSACTION_CODE

USSGL_TRANSACTION_CODE_CONTEXT
This column is not currently used by AutoInvoice.
Validation  
None.

Destination  
None.

VAT_TAX_ID  
This column is used by AutoInvoice and should be left null. If you enter a value in TAX_CODE, AutoInvoice enters a corresponding ID in this column.

For credit memos, AutoInvoice uses the VAT tax ID of the transaction you are crediting.

Validation  
None.

Destination  
RA_CUSTOMER_TRX_LINES_ALL.VAT_TAX_ID

WAREHOUSE_ID  
This column identifies the ship-from location and can be used to control taxation. Within the US, the Warehouse ID is important when calculating state sales tax.

Validation  
None.

Destination  
RA_CUSTOMER_TRX_LINES_ALL.WAREHOUSE_ID

WAYBILL_NUMBER  
Enter the waybill number for this transaction.

If LINE_TYPE = LINE, CHARGES, or you are passing header freight, this column is optional.

If LINE_TYPE = TAX or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the waybill number from the transaction you are crediting.

Validation  
None.
Destination
RA_CUSTOMER_TRX_ALL.WAYBILL_NUMBER

AutoInvoice Interface Table RA_INTERFACE_SALESCredits_ALL

This table stores sales credit information for transactions. This table must be populated if AutoAccounting derives segment values based on Salesperson. If AutoAccounting does not depend on Salesperson, then the settings of the Require salesperson Receivables system option and the Allow sales credits option on the transaction source determine whether you must enter sales credit information.

If you are importing invoices, debit memos, and on-account credits, and the Require salesperson Receivables system option is enabled, you must enter sales credit information, regardless of the setting of the Allow sales credits option on the transaction source.

If you are importing credit memos and the Require salesperson Receivables system option is enabled, entering sales credit information is optional. If you don’t provide sales credit information on the credit memo, AutoInvoice uses the sales credit information of the invoice it is crediting. If the invoice it is crediting doesn’t have sales credit information, AutoInvoice creates a 100% No Sales Credit line for this invoice. This sales credit line is then used to determine the sales credit amount for the credit memo.

Regardless of the type of transaction you are importing, if the Require salesperson Receivables system option is not enabled, but the Allow sales credits option on the transaction source is enabled, you can optionally provide sales credit information. AutoInvoice validates and passes this information with the transaction. If the Require salesperson Receivables system option is not enabled and the Allow sales credits option on the transaction source is not enabled, AutoInvoice ignores any values that you pass.

ATTRIBUTE1-15

Enter the Descriptive Flexfield attribute information for this sales or revenue credit assignment. Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

Validation
None.

Destination
RA_CUST_TRX_LINES_SALESREPS_ALL.ATTRIBUTE1-15

ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category information for this sales credit assignment. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

Validation
None.
**Destination**
RA_CUST_TRX_LINE_SALESREPS_ALL.ATTRIBUTE_CATEGORY

**INTERFACE_LINE_ATTRIBUTE1-15**
Enter the same Transaction Flexfield for the transaction with which you want to associate this sales or revenue credit assignment. The values you enter here provide you with an audit trail from Receivables back to your original system. You must enter a value for each attribute you enabled.

**INTERFACE_LINE_CONTEXT**
Enter the context name of the Transaction Flexfield data that you entered in RA_INTERFACE_SALES_CREDITS_ALL_INTERFACE_LINE_ATTRIBUTE1-15. You must enter a value in this column.

**Validation**
None.

**Destination**
None.

**INTERFACE_LINE_ID**
This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column using RA_INTERFACE_SALES_CREDITS_ALL_INTERFACE_LINE_ATTRIBUTE1-15.

**Validation**
None.

**Destination**
RA_CUST_TRX_LINE_SALESREPS_ALL.CUSTOMER_TRX_LINE_ID

**INTERFACE_SALESCREDIT_ID**
This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column using the sequence RA_CUST_TRX_LINE_SALESREPS_S.

**Validation**
None.

**Destination**
RA_CUST_TRX_LINE_SALESREPS_ALL.CUST_TRX_LINE_SALESREP_ID
INTERFACE_STATUS
This column is used by AutoInvoice and should be left null.

Validation
None.

Destination
None.

LAST_UPDATE_LOGIN
This column is used by AutoInvoice and should be left null. AutoInvoice updates this column when it selects rows from the RA_INTERFACE_SALESCREDITS_ALL table for processing.

Validation
None.

Destination
None.

REQUEST_ID
This column is used by AutoInvoice and should be left null.

Validation
None.

Destination
None.

SALES_CREDIT_AMOUNT_SPLIT
Enter the sales credit amount for this salesperson. This column is optional. Depending on the setting of the Sales Credit option (Amount or Percent) in the Import Information section of the transaction source, you must enter either an amount in this column or a percentage in the SALES_CREDIT_PERCENT_SPLIT column. If you specified Percent in the transaction source, AutoInvoice calculates an amount for this column.

Validation
If the sales credit type is Quota, the sum of sales credit amounts for a transaction must equal the amount of the transaction.
Destination
RA_CUST_TRX_LINE_SALESREPS_ALL.REVENUE_AMOUNT_SPLIT, if the sales credit type is Quota.
RA_CUST_TRX_LINE_SALESREPS_ALL.NON_REVENUE_AMOUNT_SPLIT, if the sales credit type is not Quota.

SALES_CREDIT_PERCENT_SPLIT
Enter the sales credit percentage for this salesperson. This column is optional. Depending on the setting of the Sales Credit option (Amount or Percent) in the Import Information section of the transaction source, you must enter either a percentage in this column or an amount in the SALES_CREDIT_PERCENT_SPLIT column. If you specified Amount in the transaction source, AutoInvoice calculates a percentage for this column.

Validation
Your sales or revenue credit percentage must be between 0 and 100. If the sales credit type is Quota, the sales credit percentage for a transaction must add up to 100.

Destination
RA_CUST_TRX_LINE_SALESREPS_ALL.REVENUE_AMOUNT_SPLIT, if the sales credit type is Quota.
RA_CUST_TRX_LINE_SALESREPS_ALL.NON_REVENUE_AMOUNT_SPLIT, if the sales credit type is not Quota.

SALES_CREDIT_TYPE_ID
Enter the ID of the sales credit type for this sales credit assignment. This column is optional. Depending on the setting of the Sales Credit Type option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the SALES_CREDIT_TYPE_NAME column. If you specified Value in the transaction source, AutoInvoice enters a corresponding ID in this column.

Validation
Must exist in SO_SALES_CREDIT_TYPES.SALES_CREDIT_TYPE_ID.

Destination
None.

SALES_CREDIT_TYPE_NAME
Enter the name of the sales credit type for this sales credit assignment. This column is optional. Depending on the setting of the Sales Credit Type option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the SALES_CREDIT_TYPE_ID column.

Validation
Must exist in SO_SALES_CREDIT_TYPES.NAME.

Destination
None.
SALES_GROUP_ID
Enter the sales organization ID for this sales credit assignment. This column is optional.

Validation
Must exist in JTF_RS_GROUP_USAGES.GROUP_ID and have JTF_RS_GROUP_USAGES.USAGE = SALES.

Destination
RA_CUST_TRX_LINE_SALESREPS_ALL.REVENUE_SALESGROUP_ID or RA_CUST_TRX_LINE_SALESREPS_ALL.NON_REVENUE_SALESGROUP_ID.

SALESREP_ID
Enter the salesperson ID for this sales credit assignment. This column is optional. Depending on the setting of the Salesperson option (Number or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the SALESREP_NUMBER column. If you specified Number in the transaction source, AutoInvoice enters a corresponding ID in this column.

Validation
Must exist in RA_SALESREPS.SALESREP_ID.

Destination
RA_CUST_TRX_LINE_SALESREPS_ALL.SALESREP_ID

SALESREP_NUMBER
Enter the salesperson number for this sales credit assignment. This column is optional. Depending on the setting of the Salesperson option (Number or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the SALESREP_ID column.

Validation
Must exist in RA_SALESREPS.SALESREP_NUMBER.

Destination
None.

AutoInvoice Interface Table RA_INTERFACE_DISTRIBUTIONS_ALL
This table stores accounting distributions for transactions created by AutoInvoice.
AutoInvoice doesn’t require you to enter accounting distributions for your transactions. If you don’t use AutoAccounting, then you must manually enter accounting distributions for your transactions.
If your accounting distributions are for transactions that use revenue scheduling rules, you can only enter percentages. If you enter amounts, AutoInvoice ignores these values.

If your accounting distributions are for transactions that don’t use revenue scheduling rules, you can enter either percentages or amounts, depending on the value you entered for your transaction source:

- If you enter an amount, AutoInvoice requires that the distribution amounts add up to the amount of the transaction.
- If you enter a percentage, AutoInvoice requires that the distribution percentages add up to 100 for each account class that you pass.

Distributions in RA_INTERFACE_DISTRIBUTIONS_ALL are linked to the appropriate transaction lines in RA_INTERFACE_LINES_ALL from the transaction flexfield. Though the distribution for the REC account class is at the invoice level, it may be linked to any transaction line of the invoice in RA_INTERFACE_LINES_ALL. AutoInvoice will then correctly transfer all distributions to RA_CUST_TRX_LINE_GL_DIST_ALL.

**ACCOUNT_CLASS**

Enter the account class for this accounting distribution. AutoInvoice uses the account class you enter here to determine the type of account you are supplying for this accounting distribution. You must enter a value for this column.

**Validation**

Valid values are REV, FREIGHT, TAX, REC, CHARGES, UNBILL, and UNEARN. If the transaction uses the In Advance invoicing rule, do not enter UNBILL in this column. If the transaction uses the In Arrears invoicing rule, do not enter UNEARN in this column.

**Destination**

RA_CUST_TRX_LINE_GL_DIST_ALL.ACCOUNT_CLASS

**ACCTD_AMOUNT**

This column is optional. If you selected Amount as the Revenue Account Allocation option on the transaction source, then AutoInvoice accepts whatever is passed in this column without validation. If this column is null, then AutoInvoice computes the accounted amount for this distribution line. For imported amounts in the ledger currency, AutoInvoice rejects the line if you enter a value in the ACCTD_AMOUNT column that doesn’t equal the line amount.

**Validation**

None.

**Destination**

None.

**AMOUNT**

Enter the amount for this accounting distribution.
If this accounting distribution is for a transaction that doesn’t use a revenue scheduling rule, you must enter a value either in this column or in the PERCENT column, depending on the value you entered for the **Revenue Account Allocation** option on the transaction source. If you specify Percent, AutoInvoice computes the amount in this column.

Do not enter a value in this column if either of these is true:

- This accounting distribution is for a transaction that uses a revenue scheduling rule.
- This accounting distribution is a receivables (REC) account. If this distribution is for a receivables account, you must enter 100 in **RA_INTERFACE_DISTRIBUTIONS_ALL.PERCENT**.

If this line has **AMOUNT_INCLUDES_TAX** set to Yes, the sales credits and line amounts for this column must include tax.

**Validation**

If this transaction doesn’t use a revenue scheduling rule, the sum of all distribution amounts for this transaction of a given line type must equal the amount of the transaction. AutoInvoice corrects amounts that have incorrect currency precision.

**Destination**

**RA_CUST_TRX_LINE_GL_DIST_ALL.AMOUNT**

**ATTRIBUTE1-15**

Enter the Descriptive Flexfield attribute information for this accounting distribution. Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

**Validation**

None.

**Destination**

**RA_CUST_TRX_LINE_GL_DIST_ALL.ATTRIBUTE1-15**

**ATTRIBUTE_CATEGORY**

Enter the Descriptive Flexfield category information for this accounting distribution. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

**Validation**

None.

**Destination**

**RA_CUST_TRX_LINE_GL_DIST_ALL.ATTRIBUTE_CATEGORY**

**CODE_COMBINATION_ID**

Enter the code combination ID of the Accounting Flexfield for this accounting distribution.
This column is optional. Depending on the value you selected for the Accounting Flexfield option on the transaction source, you must either enter a value in this column or enter a combination of segment values in the SEGMENT1-30 column. If you selected Segment on the transaction source, AutoInvoice enters a corresponding ID in this column.

**Validation**
Must exist in GL_CODE_COMBINATIONS.CODE_COMBINATION_ID.

**Destination**
RA_CUST_TRX_LINE_GL_DIST_ALL.COLLECTED_TAX_CCID, if tax is deferred; otherwise, RA_CUST_TRX_LINE_GL_DIST_ALL.CODE_COMBINATION_ID.

**COMMENTS**
Enter comments about this accounting distribution. This column is optional.

**Validation**
None.

**Destination**
RA_CUST_TRX_LINE_GL_DIST_ALL.COMMENTS

**INTERFACE_DISTRIBUTION_ID**
This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column using the sequence RA_CUST_TRX_LINE_GL_DIST_S. This is the primary key for RA_INTERFACE_DISTRIBUTIONS_ALL.

**Validation**
None.

**Destination**
RA_CUST_TRX_LINE_GL_DIST_ALL.CUST_TRX_LINE_GL_DIST_ID

**INTERFACE_LINE_ATTRIBUTE1-15**
Enter the same Line Transaction Flexfield for the transaction with which you want to associate this accounting distribution. You must enter a value for each attribute you enabled for the Line Transaction Flexfield.

**Validation**
None.

**Destination**
None.
INTERFACE_LINE_CONTEXT
This is a required column in AutoInvoice. Enter the context of the Line Transaction Flexfield entered in the INTERFACE_LINE_ATTRIBUTE1-15 column.

Validation
If you pass lines with global context, set this column to Global Data Elements.

Destination
RA_CUSTOMER_TRX_LINES_ALLINTERFACE_LINE_CONTEXT

INTERFACE_LINE_ID
This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column using INTERFACE_LINE_ATTRIBUTE1-15 and INTERFACE_LINE_CONTEXT.

Validation
None.

Destination
RA_CUST_TRX_LINE_GL_DIST_ALLCUSTOMER_TRX_LINE_ID

INTERFACE_STATUS
This column is used by AutoInvoice and should be left null.

Validation
None.

Destination
None.

INTERIM_TAX_CCID
This column identifies the tax account used for deferred tax amounts.

Validation
None.

Destination
RA_CUST_TRX_LINE_GL_DIST_ALLCODE_COMBINATION_ID
INTERIM_TAX_SEGMENT1-30
Enter an Accounting Flexfield value for each segment you enable in Receivables. This flexfield represents the Interim (deferred) tax account. For example, if you enable six Accounting Flexfield segments, you must enter six values in columns SEGMENT1-6. Be sure to enter the correct segment value. For example, the value 01 is not the same as 1.

Depending on the value you selected for the Accounting Flexfield option on the transaction source, you must either enter a combination of segment values here or enter a value in the CODE_COMBINATION_ID column.

Validation
Valid combination of Accounting Flexfield segment values must exist in GL_CODE_COMBINATIONS.

Destination
None.

LAST_UPDATE_LOGIN
This column is used by AutoInvoice and should be left null. AutoInvoice updates this column when it selects rows from the RA_INTERFACE_DISTRIBUTIONS_ALL table for processing.

Validation
None.

Destination
None.

PERCENT
Enter the percent for this accounting distribution.

If this accounting distribution is for a transaction that doesn’t use a revenue scheduling rule, you must enter a value either in this column or in the AMOUNT column, depending on the value you entered for the Revenue Account Allocation option on the transaction source. If you specified Amount, AutoInvoice computes the percentage in this column.

If this accounting distribution is for a transaction that uses a revenue scheduling rule, you must enter a value in this column.

Validation
The sum of all accounting distribution percentages for a transaction must add up to 100 for an account class.

Destination
RA_CUST_TRX_LINE_GL_DIST_ALL.PERCENT

REQUEST_ID
This column is used by AutoInvoice and should be left null.
SEGMENT1-30
Enter an Accounting Flexfield value for each segment you enable in Receivables. For example, if you enable six Accounting Flexfield segments, you must enter six values in columns SEGMENT1-6. Be sure to enter the correct segment value. For example, the value 01 is not the same as 1.

Depending on the value you selected for the Accounting Flexfield option on the transaction source, you must either enter a combination of segment values here or enter a value in the CODE_COMBINATION_ID column.

Validation
Valid combination of Accounting Flexfield segment values must exist in GL_CODE_COMBINATIONS.

Destination
None.

AutoInvoice Interface Table AR_INTERFACE_CONTS_ALL
This table stores information about contingencies that impact revenue recognition on imported transactions.

CONTINGENCY_ID
Identifies the revenue contingency, according to this table:

<table>
<thead>
<tr>
<th>Contingency Name</th>
<th>Contingency ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explicit Acceptance</td>
<td>2</td>
</tr>
<tr>
<td>Customer Creditworthness</td>
<td>3</td>
</tr>
<tr>
<td>Doubtful Collectibility</td>
<td>4</td>
</tr>
<tr>
<td>Extended Payment Terms</td>
<td>5</td>
</tr>
<tr>
<td>Cancellation</td>
<td>7</td>
</tr>
<tr>
<td>Fiscal Funding Clause</td>
<td>8</td>
</tr>
</tbody>
</table>
Contingency Name | Contingency ID
---|---
Refund | 9
Forfeitures | 10
Leasing Doubtful Collectibility | 12
Impaired Loans | 13

**Validation**
None.

**Destination**
AR_LINE_CONTS_ALL.CONTINGENCY_ID

**EXPIRATION_DATE**
Indicates the expiration date of the contingency. For time-based contingencies, enter either the expiration date or expiration days.

**Validation**
None.

**Destination**
AR_LINE_CONTS_ALL.CONTINGENCY_CODE

**EXPIRATION_DAYS**
Indicates the expiration period of the contingency. For time-based contingencies, enter either the expiration date or expiration days.

**Validation**
None.

**Destination**
AR_LINE_CONTS_ALL.CONTINGENCY_CODE

**EXPIRATION_EVENT_DATE**
Indicates the expiration of the contingency removal event.
Validation
None.

Destination
AR_LINE_CONTS_ALL.EXPIRATION_EVENT_DATE

INTERFACE_CONTINGENCY_ID
Contingency identifier.

Validation
None.

Destination
None.

PARENT_LINE_ID
Identifies the original parent order line from Distributed Order Orchestration. Child transaction lines inherit contingencies from the parent line. You can’t update the contingencies on the child transaction lines.

Validation
None.

Destination
None.

AutoInvoice Interface Table RA_INTERFACE_ERRORS_ALL
This table stores information about interface lines that failed validation and were not imported into the Receivables tables. AutoInvoice identifies all errors for each transaction line, thus reducing multiple validation and correction cycles. When you resubmit AutoInvoice, the program deletes the errors for each line selected for processing. When all of the records have been successfully processed, AutoInvoice purges any remaining data in this table.

INTERFACE_LINE_ID
If both INTERFACE_SALESCREDIT_ID and INTERFACE_DISTRIBUTION_ID are null, then the row in RA_INTERFACE_LINES_ALL associated with this INTERFACE_LINE_ID failed validation.

Validation
None.
Destination
None.

INTERFACE_SALESCREDIT_ID
If this column is not null, then the row in RA_INTERFACE_SALESCREDITS_ALL associated with this INTERFACE_SALESCREDIT_ID failed validation.

Validation
None.

Destination
None.

INTERFACE_DISTRIBUTION_ID
If this column is not null, then the row in RA_INTERFACE_DISTRIBUTIONS_ALL associated with this INTERFACE_DISTRIBUTION_ID failed validation.

Validation
None.

Destination
None.

INVALID_VALUE
The invalid value that failed validation displays in this column, if applicable.

Validation
None.

Destination
None.

LINK_TO_LINE_ID
This column displays the INTERFACE_LINE_ID of the line to which this line that failed validation is linked. For example, you have a tax line that fails and is linked to an invoice line that fails. In this case, the column stores the INTERFACE_LINE_ID of the invoice line.
FAQs for Manage AutoInvoice

**Why did AutoInvoice reject the invoice?**

In most cases this is due to an invalid tax rate code.

If an invoice contains invalid lines, AutoInvoice creates an invoice from valid lines and rejects only the invalid lines. However, if an invoice contains an invoice line with an invalid tax rate code, the entire invoice is rejected.

**Why did AutoInvoice process fewer lines than were selected?**

This happens when both a credit memo for an invoice and the invoice itself are part of the same submission.

If the credit memo is selected first, then the credit memo goes unprocessed, without failure, because the invoice wasn’t yet processed. The unprocessed credit memo remains in the interface table and will be processed the next time you submit the Import AutoInvoice program.

**When does AutoInvoice purge processed data?**

If the **Purge interface tables** Receivables system option is enabled, then the Purge AutoInvoice Interface Data program runs automatically after AutoInvoice has validated and transferred data to Receivables.

If the **Purge interface tables** Receivables system option is not enabled, then you must submit the Purge AutoInvoice Interface Data program manually to purge temporary data.

The program deletes both processed records and unprocessed records for the applicable business units:

- Processed records include all records from the interface tables that were validated and successfully imported as transactions into Receivables. These records have a status of P.
- Unprocessed records include all records that were not successfully transferred to Receivables. Unprocessed records either have no status, or the status of E, for transaction lines that ended in error and were not transferred to Receivables.
How does AutoInvoice process recurring invoices?
During AutoInvoice processing, the program selects recurring invoice lines that have a transaction date on or before the system date. Recurring invoice lines with a transaction date later than the system date remain in the interface tables until the appropriate date arrives.

How can I authorize a credit card transaction with token?
You don’t need to explicitly authorize a tokenized credit card transaction. If the tokenized credit card transaction was imported without authorization, then the authorization takes place in Payments after you generate the automatic receipts and create the remittance.

Present Bill

Balance Forward Billing: Explained
Use balance forward billing to consolidate the open transactions belonging to a customer account or customer site into a single bill that you send on a regular basis, instead of sending a separate invoice for each individual transaction.

Considerations for balance forward billing include:

- Balance Forward Bill Details
- Balance Forward Billing Cycles
- Bill Consolidation at Account or Site Level
- Balance Forward Bill Number

Balance Forward Bill Details
A balance forward bill contains:

- Beginning balance or the balance carried over from the last billing period.
- Itemized list of current charges and activities (such as invoices, credit memos, debit memos, adjustments) in either summary or detail format.
- Payment received during the last billing period.
- Current total outstanding balance.

Note: You can’t update transactions that are included on a balance forward bill, regardless of the setting of the Allow Change to Printed Transactions Receivables system option. Receivables considers inclusion on a balance forward bill to be a transaction activity, and therefore you can’t update a transaction once it has activity against it.

Balance Forward Billing Cycles
Assign balance forward billing cycles to generate balance forward bills on a weekly, monthly, bimonthly, quarterly, yearly, or even daily basis. You can either create these billing cycles in Receivables or maintain them in external feeder systems.

Bill Consolidation at Account or Site Level
You can generate bills consolidated at either the customer account or site level:

- Account-level balance forward billing lets you generate one bill for each business unit of the customer account, addressed to the primary bill-to site of the account.
- Site-level balance forward billing lets you generate a balance forward bill for each bill-to site of a customer account that has multiple bill-to sites.
  You can exclude a site from a balance forward bill by disabling balance forward billing on the customer profile of the site.

**Balance Forward Bill Number**

When you print a draft or final balance forward bill, the program generates a unique balance forward bill number and assigns this number to each transaction on the bill. You can use the balance forward bill number to:

- Query transactions that are included in a balance forward bill.
- Accept a final balance forward bill.
- Optionally reprint a draft or final balance forward bill.
- Apply payment against the transactions in a balance forward bill.

**Related Topics**

- What's a balance forward billing cycle

**Imported Billing Numbers and AutoInvoice: Explained**

An imported billing number groups invoices imported using AutoInvoice into a custom consolidated bill. You supply the value for the billing number and then create your own custom consolidated bill format for these invoices.

Unlike balance forward billing, the imported billing number lets you consolidate invoices that have different values for key attributes into one bill. These key attributes are payment terms, receipt methods, payment details, purchase order numbers, and invoicing rules.

**Preparing AutoInvoice for Using the Imported Billing Number**

To prepare AutoInvoice for using the imported billing number, ensure that you complete these activities:

1. Create an import profile class with these balance forward bill settings:
   - **Balance forward billing** is enabled.
   - **Bill Level** is Site.
   - **Bill Type** is Import.
   Assign this profile class to all applicable customers.
2. Populate the CONS_BILLING_NUMBER column in the RA_INTERFACE_LINES table.
   When you run AutoInvoice, this groups all invoices under the same bill that have the same customer bill-to address.

**Entering the Imported Billing Number**

When you enter an imported billing number, AutoInvoice validates all of the invoices imported using this billing number under a single bill.
During validation AutoInvoice checks each invoice to ensure that:

- Imported billing number is unique for the given business unit.
- All invoices have the same customer bill-to address.

If any single invoice from the group fails validation, then all of the invoices belonging to the bill are rejected.

**Related Topics**

- Why did AutoInvoice create transactions with duplicate transaction numbers
- Why did AutoInvoice reject transactions

**Transactions for Balance Forward Billing: How They Are Selected**

Use the Create Balance Forward Bill program to generate balance forward bills. The steps in this topic illustrate how the Create Balance Forward Bill program selects transactions for inclusion on a balance forward bill.

**Settings That Affect the Inclusion of Transactions on Balance Forward Bills**

You must select a billing cycle and a currency for a balance forward bill.

If the billing cycle of the balance forward bill is External (derived from imported transactions), then you must enter a billing date. The program includes on the bill only those transactions with a billing date on or before the date you enter.

If you change the billing cycle for a customer or group of customers, transactions entered after the change inherit the payment terms attached to the new billing cycle, but existing transactions retain the old payment terms. During the next submission of the Create Balance Forward Bill program, existing transactions with no activity against them inherit the new payment terms, billing date, and due date. Transactions with activity retain their existing payment terms, billing date, and due date.

If the balance forward bill contains transactions that retain the old payment terms, this may cause an aging discrepancy. This is because the transactions that don't inherit the new payment terms may have due dates different from the other transactions on the bill. If necessary, you can run the program for one set of payment terms only within the selected billing cycle.

**How Transactions Are Selected**

The Create Balance Forward Bill program selects transactions for inclusion on a balance forward bill using this sequence:

1. Determine the payment terms:
   a. Use the balance forward billing payment terms selected, if applicable.
   b. If no payment terms were selected, use all balance forward billing payment terms that match the selected billing cycle.

2. Determine the customers:
   a. Use the customer or customers selected, if applicable.
   b. If no customers were selected, select all applicable customers. This includes:
      - Customers that have balance forward billing enabled.
      - Customers that have the selected payment terms at the account or site level.
      - Customers with a scheduled billing date that is earlier than or equal to the submission date.
The program checks payment terms belonging to the account profile for customers enabled for account-level balance forward billing, and belonging to the site profile (or account profile if no payment terms are specified at a site) for customers enabled for site-level balance forward billing.

**Note:** The Create Balance Forward Bill program doesn’t select transactions from customers who are related either by customer or account relationships.

3. Select transactions of the specified customers:
   - Include all transactions that have the selected payment terms.
   - Include all transactions that were not included on a previous balance forward bill.
   - Exclude all transactions that have the **Print Option** set to Do Not Print.
   - Exclude all transactions with a bill type of Imported.

4. Validate transactions:
   - Verify the balance forward payment terms on the transaction.
   - Verify that the transaction billing date is equal to or earlier than the balance forward bill billing date.
     If the transaction has a billing date that is earlier than that of the balance forward bill, the program includes the transaction if it has no activity.

5. Determine the opening balance of the balance forward bill:
   - Use the ending balance of the previous billing period as the opening balance of the new bill.
   - If this is the first time balance forward billing runs, the opening balance is zero.

6. Calculate the ending balance of the balance forward bill. The calculation accounts for the previous balance, new transactions, and any activity that occurred during the billing cycle.

**Note:** The Create Balance Forward Bill program generates a bill even if there is no activity in a billing cycle. Such a balance forward bill displays the previous balance, zero current activity, and ending balance.

**Creating a Balance Forward Bill: Worked Example**

This example demonstrates how to create, update, and deliver a balance forward bill.

This example shows how to create a balance forward bill and then print the bill with a monthly billing cycle in draft mode. After reviewing the draft bill, you remove incorrect transactions and update the customer settings to allow new transactions to be selected, if applicable for the billing cycle.

You create a balance forward bill in draft mode, and print and review the contents of the bill. After reviewing the bill:

- If the bill is correct and contains all of the intended transactions, you can either confirm the bill or print the bill in final mode.
- If the bill is missing transactions or contains unintended transactions, reject the bill and update the transactions of the applicable customers.

**Creating a Draft Balance Forward Bill**

1. Run the Create Balance Forward Bill program.
2. Complete the program parameters as shown in this table:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print Option</strong></td>
<td>Print draft balance forward bills</td>
</tr>
<tr>
<td><strong>Billing Cycle</strong></td>
<td>Monthly</td>
</tr>
<tr>
<td><strong>Print Output</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>USD</td>
</tr>
</tbody>
</table>

3. Review the draft balance forward bill.
4. If the bill is correct, you can do either of the following:
   - Run the Create Balance Forward Bill program again using the **Print Option** Print final balance forward bills.
   - Run the Confirm Balance Forward Bill program using the **Confirm Option** Accept draft balance forward bills.

You can print confirmed balance forward bills at a later time using the Print Balance Forward Bill program.

### Updating a Balance Forward Bill

A draft balance forward bill may contain transactions that don't belong on the bill, or it may not contain transactions that you expect to see on the bill. Along with the parameters you select for a run of the Create Balance Forward Bill program, the settings of the profile assigned to each customer determine which transactions are selected for inclusion on the bill.

These customer profile settings affect the creation of balance forward bills:

- **Bill Level**:
  - Account: One balance forward bill is created for all customer sites that have balance forward billing enabled belonging to this customer account.
  - Site: A separate balance forward bill is created for each customer site that has balance forward billing enabled belonging to the customer account.

- **Payment Terms**: The payment terms assigned to the customer profile must be balance forward billing payment terms. The balance forward bill includes all transactions assigned these payment terms.

- **Override Terms**: This options determines whether transactions belonging to the customer or customer site can use payment terms other than the one assigned to the profile.

1. Review the draft balance forward bill, and review the parameter values that you entered to confirm that they are correct.
2. If the bill is not correct, run the Confirm Balance Forward Bill program to reject the draft bill.
3. Complete the program parameters as shown in this table:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Confirm Option</strong></td>
<td>Reject draft balance forward bills</td>
</tr>
<tr>
<td><strong>Bill Number</strong></td>
<td>The number of the draft balance forward bill</td>
</tr>
</tbody>
</table>

4. For each applicable customer account or customer site, confirm the profile settings for balance forward billing.
5. If the **Override Terms** option on the customer profile is set to Yes, then you can remove transactions from the bill by assigning these transactions non-balance forward billing payment terms. These transactions are excluded from the next run of the balance forward bill. Instead an individual document is printed for each of these transactions.

6. If you want to include additional transactions on the bill, you can update the customer accounts and sites that are enabled for balance forward billing.
   
   You must assign the same balance forward billing payments terms to these additional accounts and sites.

7. After completing your updates, run the Create Balance Forward Bill program.

**Related Topics**

- Account and Site Balance Forward Billing: Explained

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**Storing Printed Transactions as Attachments: Explained**

Store a copy of a printed or emailed transaction on the transaction itself as a permanent record of the original printed document.

**Creating a Lookup**

To use this feature, you must first enable the storing of printed transactions by creating an AR_STORE_PRINTED_TRANSACTIONS lookup code under the AR_FEATURES lookup type.

To create the lookup code:

1. Navigate to the Setup and Maintenance work area.
2. Search for the Manage Receivables Lookups setup task.
3. In the Manage Receivables Lookups page, search for the AR_FEATURES lookup type.
   
   If the AR_FEATURES lookup type does not exist, create this lookup type using the Manage Standard Lookups setup task.
4. In the Lookup Type: AR_FEATURES section, click the Plus (+) icon.
5. In the **Lookup Code** field, enter AR_STORE_PRINTED_TRANSACTIONS.
6. In the **Meaning** field, enter *Store a printed copy of the transaction as an attachment*.
7. In the **Start Date** field, enter the date that this lookup code becomes active.
8. Ensure that you check the **Enabled** box.
9. Save your work.

**Printing Transactions**

When you run Print Receivables Transactions, the process prints or emails transactions to the designated customer accounts and sites. Then an Upload Printed Receivables Transactions post process stores a copy of the printed transaction as an attachment to the transaction.

If the Upload Printed Receivables Transactions post process fails to store copies of any delivered transactions, the next run of Print Receivables Transactions attempts to store the copies of transactions that did not process successfully in the previous run.

**Note:** You cannot run Upload Printed Receivables Transactions from Scheduled Processes. This is a post process of Print Receivables Transactions that only runs once you have properly enabled the storing of printed transactions as attachments.
Use the Review Transaction page to open and review the printed document from the Attachments field or Attachments window. The Printed Transaction Copy attachment category is associated with each transaction stored as an attachment.

Whenever you reprint a transaction, an additional reprinted transaction copy is stored as an attachment. Use the Attachments window to review the date of each printed attachment.

**Related Topics**
- Lookups: Explained
- Managing a Standard Lookup: Example

**Printing Attachments with Transactions: How It Works**

You can use the Print Receivables Transactions process to print attachments to Receivables transactions along with the transactions. You can print attachments belonging to your invoices, debit memos, credit memos, and chargebacks.

> **Note:** You can only print attachments in PDF format that are attached to the transaction header.

**Settings That Affect Printing Attachments with Transactions**

Complete these settings to print attachments with transactions:

- **Preferred Delivery Method**: Set the **Preferred Delivery Method** field to Paper or Email in the profile of each customer account or site that you want to print attachments with customer transactions. The setting at the account level affects all sites belonging to the customer account.

- **Attachment Categories**: In the Manage Attachment Categories page, create attachment categories for each type of document that you want to attach to and print along with transactions. For example, you can create attachment categories such as Item Descriptions, Explanation of Charges, Company Contacts, or Additional Information. Use these settings in the Manage Attachment Categories page for each attachment category you create:
  - Category Name: For example, EXP_CHARGES
  - User Name: For example, Explanation of Charges
  - Module: Transactions (Module Key = FinArTransactionsMain)
  - Description: For example, Document that explains the charges on transactions.
  - Entity Name: RA_CUSTOMER_TRX_ALL
  - Display Name: Transaction Header

- **Lookup Type**: In the Manage Standard Lookups page, create the lookup type to print attachment categories called **AR_PRINT_ATTACHMENT_CATEGORIES**. Use these settings in the Manage Standard Lookups page for the lookup type:
  - Lookup Type: AR_PRINT_ATTACHMENT_CATEGORIES
  - Meaning: Categories of Attachments to be Printed
  - Description: Specifies the categories of attachments to be printed by the Print Receivables Transactions process.
  - Module: Transactions (Module Key = FinArTransactionsMain)
Lookup Configuration Level: User

- Lookup Codes: Create lookup codes under the AR_PRINT_ATTACHMENT_CATEGORIES lookup type for each attachment category that you created above.

  Use these settings for the lookup codes:
  - Lookup Code: Attachment category name

  **Note:** The attachment category name and lookup code must match exactly.
  - Enabled: Yes
  - Start Date: Date this lookup code is active.
  - Meaning: User-defined explanation of the lookup code/attachment category.
  - Description: Optional description of the lookup code/attachment category.

- Generate Bill: Set the Generate Bill option to Yes for all transactions that you want to print with their PDF attachments.

**How Attachments Are Printed**

When you run the Print Receivables Transaction process, the process prints attachments to transactions that satisfy these criteria:

- The attachment is in PDF format.
- The attachment is attached to the transaction header.
- The preferred delivery method setting on the related customer profiles is Paper or Email.
- The attachment category is defined as an active lookup code of the AR_PRINT_ATTACHMENT_CATEGORIES lookup type.

You print four invoices with the following attachments:

- **Invoice 1000:**
  - Header level: Attachment A, PDF file, Category is Additional Information to Customer (category name ADDITIONAL_INFO)
  - Line level: Attachment B, PDF file, Category is Explanation of Charges (category name EXP_CHARGES)

- **Invoice 1001:**
  - Header level: Attachment C, PDF file, Category is Explanation of Charges (category name EXP_CHARGES)
  - Line level: Attachment D, PDF file, Category is Customer Transactions

- **Invoice 1002:**
  - Header level: Attachment E, PDF file, Category is Internal Notes
  - Line level: Attachment F, PDF file, Category is Additional Information to Customer (category name ADDITIONAL_INFO)

- **Invoice 1003:**
  - Header level: Attachment G, .txt file, Category is Additional Information to Customer (category name ADDITIONAL_INFO)
A run of the Print Receivables Transactions process will print the four invoices with the following attachments:

- Invoice 1000 with Attachment A
- Invoice 1001 with Attachment C
- Invoice 1002 with no attachment
- Invoice 1003 with no attachment

**Related Topics**

- Attachments: Explained
- Lookups: Explained

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**Print Receivables Transactions**

Use the Print Receivables Transactions process to submit your invoices, credit memos, debit memos, chargebacks, and balance forward bills for printing. You can print all available transactions, a range of transactions, or new transactions only.

Business Intelligence (BI) Publisher provides a predefined print template for each Receivables transaction class: invoice, credit memo, debit memo, chargeback, and balance forward bills. By default the Print Receivables Transactions process uses these predefined templates to print transactions. You can create your own versions of these print templates using the available editing features in BI Publisher.

During a run of the Print Receivables Transactions process, these behaviors apply to transaction attachments:

- If the feature is enabled, a copy of the printed transaction is added to the transaction header as an attachment. Use the Review Transaction page to view this printed copy.
- If the feature is enabled, attachments to the transaction header can be printed along with the transaction.

> **Note:** You print bills receivable transactions with the Print Bills Receivable process.

Use this process to print transactions according to your business requirements.

**Selected Parameters**

**Business Unit**

Print transactions belonging to either a single business unit or all business units.

**Transactions to Print**

- Printed: Prints only those transactions that have already been printed.
- Unprinted: Prints only those transactions that have never been printed.
- All: Prints both printed and unprinted transactions.

**Order By**

Identifies the order in which the selected transactions are printed:

- Transaction Number
- Customer
• Postal Code

**Batch Name**

Print transactions belonging to the specified transaction batch.

**Transaction Class**

Print transactions belonging to the specified transaction class only: Invoice, Credit Memo, Debit Memo, Chargeback.

**Transaction Type**

Print transactions belonging to the specified transaction type only. If you entered a value in the **Transaction Class** parameter, then the list of available transaction types is limited to this transaction class.

**Customer Class**

Print transactions belonging to customers with this classification only, for example, Commercial or Government.

**Installment Number**

For transactions with split payment terms, you can specify the installment number. To print all installments, do not enter an installment number.

**Print Date**

Print transactions for the print date range you specify. The print date is the transaction date, unless you have specified print lead days on the payment terms, in which case the print date is the number of lead days before the transaction due date.

**Open Invoices Only**

Specify whether to only print transactions with open debit items. The default is Yes.

**Output File Type**

Specify the output to use for the print run:

- HTML
- PDF
- Zipped PDFs: Includes an index file of the print run, to identify the first and last page of each printed transaction.
- Excel

**[Transaction Class] Template Name**

Select the template to use to print transactions for each transaction class or the selected transaction class. The process uses the default template unless you specify a template that you created.

**Itemized Tax by Line**

Specify whether to print itemized tax information for each transaction line.
Selected Template Headings
This table describes important template headings for printed transactions.

<table>
<thead>
<tr>
<th>Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill-to</td>
<td>The bill-to customer and address for this transaction.</td>
</tr>
<tr>
<td>Ship-to</td>
<td>The ship-to customer and address for this transaction.</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>The purchase order number from your customer for this transaction.</td>
</tr>
<tr>
<td>Sales Order</td>
<td>The sales order number with which this transaction is associated.</td>
</tr>
<tr>
<td>Total</td>
<td>The total of all line amounts, tax, and shipping charges for this transaction.</td>
</tr>
<tr>
<td>Payments</td>
<td>The total of all payments made against the transaction.</td>
</tr>
<tr>
<td>Credits</td>
<td>The total of all credits applied to the transaction.</td>
</tr>
<tr>
<td>Financial Charges</td>
<td>The total of all late and penalty charges applied to the transaction.</td>
</tr>
<tr>
<td>Due Date</td>
<td>The date that payment is due.</td>
</tr>
<tr>
<td>Send payment to</td>
<td>The remit-to address, where your customers are to send payments against the transaction.</td>
</tr>
<tr>
<td>Extended Amount</td>
<td>The total amount for an individual line item. This total is the quantity shipped times the unit price.</td>
</tr>
<tr>
<td>Our Reference</td>
<td>The number of the transaction that a credit memo credits. This value applies to credit memos only.</td>
</tr>
<tr>
<td>Quantity Shipped</td>
<td>The number of units that were shipped and billed for on this transaction.</td>
</tr>
<tr>
<td>Salesperson</td>
<td>The primary salesperson for this transaction.</td>
</tr>
</tbody>
</table>

Related Topics
- Print Bills Receivable Program and Report

FAQs for Present Bill

How do I manage templates for printing transactions?
Use Business Intelligence (BI) Publisher to manage the predefined print templates for printing Receivables transactions and balance forward bills.
There are seven print templates, one for each transaction class and two for balance forward bills:

- Invoice
- Credit Memo
- Debit Memo
- Chargeback
- Bills Receivable
- Balance Forward Bill Summary
- Balance Forward Bill Details

You can create your own versions of these print templates using the available editing features in BI Publisher. Recommendations for modifying a print template include:

- Update the logo on the template to reflect your current organization logo.
- Add or remove attributes to and from the template according to your requirements.
- Set your template as the default template in BI Publisher.

There are two predefined data models:

- Oracle Receivables - Header view and Line view
- Oracle Receivables Balance Forward - Header view, Summary Billing Lines view and Detail Billing Lines view

The data models provide the source data that is displayed on printed transactions. You can't modify the data models.

**How can I change a customer's billing cycle?**

Change the payment terms assigned to the customer profile to another balance forward billing payment terms. Future transactions inherit the new payment terms.

**How do I print transactions?**

Use the Print Receivables Transactions process to schedule print runs of transactions and balance forward bills according to the needs of your enterprise. When you schedule a print run, this both marks each transaction, or each transaction in a balance forward bill, as printed and generates the printed document according to the template assigned to the transaction.

It is not recommended to print transactions and balance forward bills directly from BI Publisher, because BI Publisher does not mark transactions as printed. If a printed transaction is not marked as printed, then users can still make changes to the transaction.

You can use the **View Print** button on the Review Transaction or View Transaction pages to preview the printed version of the transaction. If you have not printed the transaction, the preview displays the transaction according to the default template in BI Publisher. If you have printed the transaction, the preview displays the transaction using the last template that you used to print the transaction.

**Process Billing Adjustments**
Adjusting Transactions: How It Works

Create adjustments to increase or decrease the balance due on an invoice, debit memo, or chargeback. For example, after receipt application an invoice has an open balance of two dollars. You can create an adjustment for the remaining amount and close the debit item.

Settings That Affect Adjustments

These settings affect the creation and update of adjustments:

- **Adjustment types**: The adjustment type determines what part of the invoice is adjusted.
- **Receivables activity**: The Receivables activity determines the transaction distribution account to use for the expense or revenue generated by the adjustment.
- **Natural Application and Overapplication rules**: The settings for these rules on the transaction type determine whether an adjustment must make the balance due zero, or whether an overapplication is allowed. If the transaction type doesn’t allow overapplication, you can’t enter an amount that would reverse the sign of the balance of the debit item.
- **Approval limits**: If the adjustment amount is within your approval limits for the currency of the item, the adjustment is approved and the customer balance updated. If the adjustment amount is outside your approval limits for the currency of the item, the adjustment is set to the status Pending Approval until someone with the appropriate approval limits either approves or rejects the adjustment.
- **Invoices with Unconfirmed Receipts** profile option: You can adjust invoices selected for automatic receipt application if this profile option is set to Adjust or Adjust and Credit.
- **Override Adjustment Activity Account Allowed** profile option: If this profile option is set to Yes, you can update the default transaction distribution account determined by the Receivables activity.
- **Adjustment Reason Required** profile option: If this profile option is set to Yes, you must enter a reason for the adjustment.

How Adjustments are Calculated

The calculation for each adjustment type is as follows:

- **Invoice**: Apply the adjusted amount to the entire invoice, or to the installment you are updating if the transaction has multiple installments.
  
  You must enter an amount large enough to close the item you are adjusting. If the Allow Overapplication option on the transaction type is set to Yes, you can enter an amount greater than the balance due.

- **Line**: Apply the adjusted amount to the invoice lines. The adjusted amount is prorated across all lines. If the adjustment includes tax, the amount is prorated across lines and tax.

- **Charges**: Apply the adjusted amount to the charges amount on the invoice. If the adjustment includes tax, the amount is prorated across charges and tax.

- **Tax**: Apply the adjusted amount to the tax amount.

- **Freight**: Apply the adjusted amount to the freight amount.

Related Topics

- Natural Application and Overapplication: Explained
- Receivables Activity Types
Automatic Adjustments: Explained

Use the Create Automatic Billing Adjustments program to automatically adjust the remaining balances of all open invoices, debit memos, credit memos, and chargebacks.

When you run Create Automatic Billing Adjustments, the program:

- Creates pending and approved adjustments based on your adjustment approval limits.
- Closes the appropriate items.

You can run the program in preview mode to review the proposed adjustments before updating your open items.

Use the Create Automatic Billing Adjustments program parameters to manage the adjustment of specific sets of transactions, for example, by remaining amount, due date, transaction type, customer name, or customer account number.

If you enter a remaining amount or percentage range that exceeds your adjustment approval limits, the program creates these adjustments with a status of Pending Approval. You can refer these adjustments for approval by an approver with the appropriate limits.

If the remaining amount or percentage range is within your adjustment approval limits, the program automatically approves these adjustments.

Approving Adjustments: Explained

Adjustments that are pending approval require review and further action by a user with the necessary approval limits.

You can perform these actions on pending adjustments:

- Approve an adjustment
- Reject an adjustment
- Reverse an adjustment
- Request more information about an adjustment
- Edit an adjustment
- Withdraw an adjustment

Use the Approve Adjustments page or the Adjustments section of the Billing work area to review and update pending adjustments.

If an adjustment is in the Waiting Approval status, you can approve, reject, or request information. If you approve or reject the adjustment, this updates the customer account balances accordingly. You can only post adjustments that have the status Approved or Rejected.

Note: You can't approve a pending adjustment in either of these cases:

- Transaction associated with the adjustment is selected for automatic receipt creation and the Invoices with Unconfirmed Receipts profile option is set to Credit or None.
- Adjustment was already posted to the general ledger.

If you need to reverse an approved adjustment, for example, an adjustment approved in error, create a new adjustment with the same information and amount with the opposite sign to the previous adjustment amount.
You cannot perform any further action on an adjustment with the status Rejected. If necessary, create a new adjustment to replace the rejected adjustment.

There are two actions that set an adjustment to the status More Research:

- Use the Request Information action to request information about an adjustment before deciding whether to approve or reject.
- Use the Withdraw action to withdraw an adjustment in the status Waiting Approval that you previously submitted for approval.

You can edit all of the information in an adjustment record that is in the status More Research. This is the only status that allows edits to all fields.

**Revenue Reversal Rules: Explained**

If you are crediting a transaction that uses invoicing and revenue scheduling rules, you must select a revenue reversal rule. The revenue reversal rule determines how to manage the reversal of revenue that was recognized when the credited transaction was created.

There are three revenue reversal rules:

- **LIFO (Last In First Out):** This rule reverses revenue starting with the most recent accounting period, and then reverses revenue in all prior periods until the credit memo is finished.
- **Prorate:** This rule reverses revenue by crediting an equal percentage to all account assignments for the transaction.
- **Unit:** This rule reverses revenue on the number of units that you specify on a transaction line.

  If you select Unit, you must enter a last period to credit, a quantity to credit, and an adjusted unit price on each applicable line. You cannot enter a credit quantity that is greater than the quantity on the target transaction line.

**Split Term Methods: Explained**

If you are crediting a transaction that has multiple installments, you must select a split term method. The split term method determines how to credit a transaction with multiple installments and specifies how the installments are credited.

There are three split term methods:

- **FIFO (First in First Out):** This method reduces the remaining balance starting from the first installment.
- **LIFO (Last In First Out):** This method reduces the remaining balance starting from the last, or most recent, installment.
- **Prorate:** This method credits the installments and prorates them based on the amount remaining for each installment.

  This method uses the formula: \( \text{Total Credit Amount} \times \left( \frac{\text{Remaining Line Balance}}{\text{Total Remaining Balance}} \right) \).
Updating Sales Credits: Explained

Review and update the default sales credits assigned to each credit memo line.

You can review and update the default salespersons and the default sales credits assigned to each salesperson. If AutoAccounting depends on salesperson, you may need to rederive AutoAccounting during your updates.

Reviewing and Updating Default Sales Credits

If you are reviewing a credit memo against a specific invoice, Receivables derives the default sales credits from the sales credit lines of the original invoice. If you are reviewing an on-account credit memo, all sales credits are assigned to the primary salesperson.

You can perform these updates to default sales credits:

- Update the revenue or non-revenue allocations to existing salespersons by percentage or amount.
- Split the sales credit with one or more new salespersons. First update the sales credit percentage or amount for the primary salesperson, then add a row for each new salesperson and enter the salesperson name and percentage allocation.
- Change the primary salesperson.

⚠️ Caution: If the revenue of the credit memo was previously adjusted using the Manage Revenue Adjustments pages, don’t adjust sales credits on the Credit Lines page. You must use the Manage Revenue Adjustments pages to make any sales credit adjustments.

Rederiving AutoAccounting for Salespersons

If AutoAccounting depends on salesperson and you change the primary salesperson, Receivables asks if you want to rerun AutoAccounting for this credit memo line.

If you click Yes:

- Receivables reruns AutoAccounting and updates the revenue accounts for this credit memo line.
- If you have already posted the credit memo account assignments, the original accounting entries and sales credit record are not updated. Instead Receivables creates new accounting entries and sales credit records to offset the original sales credit entries and to note the new ones.
- If AutoAccounting is defined for tax, unbilled, unearned, and AutoInvoice clearing accounts to use sales credits, Receivables updates the classes associated with this credit memo line that are currently based on salesperson.

If you click No, Receivables does not run AutoAccounting, but does save your updates to sales credit information.

Related Topics

- Sales Credits and AutoAccounting: Explained
Managing Dispute and Collections Information on Receivables Transactions: Explained

Review and update information related to transactions under dispute, and review Collections installment and case folder notes on transactions.

Managing Disputes

Use the Manage Disputes page to enter a customer dispute for all or part of the transaction amount. After you enter the details of the dispute, use the fields in the Dispute Summary section to record customer comments and your own internal comments.

To enter and manage a dispute:

1. In the Billing work area, open the Manage Transactions page.
2. Search for and select the transaction you want.
3. In the Review Transaction page, select Dispute Transaction from the Actions menu.
4. In the Manage Disputes page, select the section of the transaction to dispute and enter the dispute reason.
5. In the Dispute Detail section, enter the values that the customer wants to dispute in the Quantity and Amount fields.
6. In the Dispute Summary section, enter in the Customer Comments field any information from the customer related to the dispute.
7. In the Internal Comments field, enter any information from your internal reviews related to the customer or to the dispute.
8. Click the Submit button to submit the dispute to the credit memo approval process.

The customer and internal comments are included for review in each node of the approval process. Approvers may add to these comments during the dispute review.

Reviewing Receivables and Collections Notes and Comments

When you submit a dispute, the dispute process creates a note that contains the Credit Memo Request Number (Dispute Number), Dispute Amount, Credit Memo Reason, and your Internal Comments, and attaches this note to the transaction under dispute.

After credit memo approval, the customer comments related to the dispute are available for review in the credit memo created by the dispute.

In addition, during the collections process the Collections agent may enter notes related to transactions under dispute or to collections activity on specific transaction installments.

To review Collections notes on transactions:

1. In the Billing work area, open the Manage Transactions page.
2. Search for and select the transaction you want.
3. In the Review Transaction page, select Review Installments from the Actions menu.
4. In the Review Installments window, click the Notes icon on the installment you want.
5. In the Installment tabbed region of the Notes window, review any installment notes in the Note Text column.
6. Click the Case Folder tab.
7. In the Case Folder tabbed region of the Notes window, review any case folder notes in the Note Text column.

To review comments related to transactions under dispute:

1. In the Billing work area, open the Manage Transactions page.
2. Search for and select the original invoice transaction under dispute.
3. In the General Information section of the Review Transaction: Invoice page, click the **Notes** icon.
4. In the Notes window, click the Transaction tab and review the dispute comments for the original invoice in the **Note Text** column.
5. Close the original invoice transaction.
6. In the Manage Transactions page, search for and select the credit memo created by the dispute for the original transaction.
7. In the Review Transaction: Credit Memo page, click the Show More link.
8. Click the Miscellaneous tab.
9. Review the customer comments in the **Comments** field.

**Related Topics**
- Processing Disputes: Overview

**Credit Memo Distributions: How They Are Calculated**

When you credit a transaction and create a credit memo, this assigns a revenue and tax account to each credit memo line and generates the default distribution amount for each account assignment. Use the Distributions window to review and update the account assignments for credit memo and tax lines.

If the transaction you are crediting has associated freight charges, you can also update credit memo freight distributions, unless the credit memo transaction type has **Allow Freight** set to No or you have specified a standard memo line of type Tax.

You can directly update account assignments that haven’t posted. If you update an account assignment that has already posted, Receivables doesn’t change the original assignment but creates instead two new account assignments. The first assignment offsets the original posted account assignment and the second assignment records the new amount or account that you have updated.

**Settings and Documents That Affect Credit Memo Distributions**

These settings and documents affect the calculation and display of credit memo distributions:

- **AutoAccounting**: Account assignments differ depending on whether AutoAccounting depends on salesperson to determine the segment values.
- **Invoice Accounting Used for Credit Memos** profile option: If this profile option is set to Yes, credit memo accounting is derived from the accounting of the invoice being credited.
- Standard credit memo or on-account credit memo: On-account credit memos depend on AutoAccounting to derive account assignments. Standard credit memos depend on AutoAccounting and the setting of the **Invoice Accounting Used for Credit Memos** profile option.
- Credit memo revenue reversal rule: This rule affects account assignments on standard credit memos with revenue scheduling rules.

**How Credit Memo Distributions Are Calculated**

AutoAccounting assigns a revenue and tax account to each credit memo line. The calculation of the default distribution amount allocated to each account assignment varies depending upon the related documents and settings.

If this is an on-account credit memo, the default amount is the credit memo line amount, where AutoAccounting for the revenue account doesn’t depend on salesperson. If AutoAccounting does depend on salesperson, Receivables creates multiple account assignment lines, with one line for each salesperson equal to the amount of the salesperson line.
If this is a standard credit memo against a transaction, then the default amount depends on the setting of the **Invoice Accounting Used for Credit Memos** profile option:

- If the **Invoice Accounting Used for Credit Memos** profile option is set to No, the default amount is calculated using AutoAccounting in the same manner as on-account credit memos.
- If the **Invoice Accounting Used for Credit Memos** profile option is set to Yes, and the transaction doesn’t use a revenue scheduling rule, the default amount is an amount from the corresponding invoice distribution line using the formula: \( \text{Amount} = \left( \frac{\text{Credit Memo Line Amount}}{\text{Invoice Line Amount}} \right) \times \text{Invoice Account Assignment Amount} \).
- If the **Invoice Accounting Used for Credit Memos** profile option is set to Yes, and the transaction uses a revenue scheduling rule, the default amount is calculated according to the setting of the credit memo revenue reversal rule.

> **Note:** You must run Revenue Recognition before you can review and update distributions on credited transactions with revenue scheduling rules.

### Accounting for Credit Memos Against Invoices with the In Advance Invoicing Rule: Examples

These examples illustrate the accounting for full and partial credit memos against an invoice that uses the In Advance invoicing rule.

On 1/1/XX invoice 102 is created with these details:

- Invoice Number = 102
- Invoice Date = 1/1/XX
- Invoice Amount = $100
- Duration = 5 months
- Invoicing Rule = In Advance
- Revenue Scheduling Rule = Fixed Amount, with these details:
  - Period 1 = $20
  - Period 2 = $20
  - Period 3 = $10
  - Period 4 = $30
  - Period 5 = $20

This table shows the accounting entries for invoice 102 over the five accounting periods:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Accounting Date</th>
<th>Period Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
<td>100.00</td>
<td>None</td>
<td>1/1/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Untaxed Revenue</td>
<td>20.00</td>
<td>None</td>
<td>1/1/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Untaxed Revenue</td>
<td>None</td>
<td>100.00</td>
<td>1/1/XX</td>
<td>Open</td>
</tr>
</tbody>
</table>
The examples describe four separate scenarios:

- **Scenario 1**: A full credit memo entered against the invoice.
- **Scenario 2**: A partial credit memo entered against the invoice, with the revenue reversal rule set to Prorate.
- **Scenario 3**: A partial credit memo entered against the invoice, with the revenue reversal rule set to LIFO.
- **Scenario 4**: A partial credit memo entered against the invoice on 6/1/XX, with the revenue reversal rule set to UNIT.

### Full Credit Memo

A full credit memo is entered on 2/15/XX against invoice 102 with these details:

- Credit memo date = 2/15/XX
- Credit memo amount = $100

This table shows the reverse accounting entries after the credit memo is applied:
### Partial Credit Memo with Revenue Reversal Rule Prorate

A partial credit memo for $65 is entered on 2/15/XX against invoice 102. The details are:

- Revenue reversal rule = Prorate
- Credit memo date = 2/15/XX
- Credit memo amount = $65

This table shows the partial reverse accounting entries after the credit memo is applied, with the computations used to derive the partial amounts:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Accounting Date</th>
<th>Period Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unearned Revenue (65/100) * ($100)</td>
<td>65.00</td>
<td>None</td>
<td>2/15/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Revenue (65/100) * ($20)</td>
<td>13.00</td>
<td>None</td>
<td>2/15/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Revenue (65/100) * ($20)</td>
<td>13.00</td>
<td>None</td>
<td>2/15/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>None</td>
<td>65.00</td>
<td>2/15/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>None</td>
<td>13.00</td>
<td>2/15/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>None</td>
<td>13.00</td>
<td>2/15/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Revenue (65/100) * ($10)</td>
<td>6.50</td>
<td>None</td>
<td>3/1/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>None</td>
<td>6.50</td>
<td>3/1/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Revenue (65/100) * ($30)</td>
<td>19.50</td>
<td>None</td>
<td>4/1/XX</td>
<td>Not Open</td>
</tr>
</tbody>
</table>
Partial Credit Memo with Revenue Reversal Rule LIFO

A partial credit memo for $65 is entered on 2/15/XX against invoice 102. The details are:

- Revenue reversal rule = LIFO
- Credit memo amount is fully applied by Period 2
- Credit memo date = 2/15/XX
- Credit memo amount = $65

This table shows the partial and full reverse accounting entries after the credit memo is applied:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Accounting Date</th>
<th>Period Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>5.00</td>
<td>None</td>
<td>2/15/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Untaxed Revenue</td>
<td>65.00</td>
<td>None</td>
<td>2/15/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Untaxed Revenue</td>
<td>None</td>
<td>5.00</td>
<td>2/15/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>None</td>
<td>65.00</td>
<td>2/15/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Revenue</td>
<td>10.00</td>
<td>None</td>
<td>2/15/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Untaxed Revenue</td>
<td>None</td>
<td>10.00</td>
<td>2/15/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Revenue</td>
<td>30.00</td>
<td>None</td>
<td>3/1/XX</td>
<td>Not Open</td>
</tr>
<tr>
<td>Untaxed Revenue</td>
<td>None</td>
<td>30.00</td>
<td>3/1/XX</td>
<td>Not Open</td>
</tr>
<tr>
<td>Revenue</td>
<td>20.00</td>
<td>None</td>
<td>4/1/XX</td>
<td>Not Open</td>
</tr>
<tr>
<td>Untaxed Revenue</td>
<td>None</td>
<td>20.00</td>
<td>4/1/XX</td>
<td>Not Open</td>
</tr>
</tbody>
</table>

Partial Credit Memo with Revenue Reversal Rule UNIT

A partial credit memo for $65 is entered on 6/1/XX for 8 units against invoice 102, assuming that this invoice consists of 10 units with a value of $10 each for a total of $100. The details are:

- Revenue reversal rule = UNIT
• Credit memo date = 6/1/XX
• Credit memo amount = $65

Receivables derives the Amount to Credit in each period by multiplying the Net Unit Price for each period by the number of units to credit (8 in this example). Receivables derives the Net Unit Price by the following formula:

\[
\text{Net Unit Price} = \frac{\text{Invoice Amount in this period} - \text{any previous credit memos in this period}}{\text{Original invoice quantity}}
\]

This table shows the Net Unit Price for each period:

<table>
<thead>
<tr>
<th>Period</th>
<th>Calculation</th>
<th>Net Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 5</td>
<td>((20-0)/10) units</td>
<td>2</td>
</tr>
<tr>
<td>Period 4</td>
<td>((30-0)/10) units</td>
<td>3</td>
</tr>
<tr>
<td>Period 3</td>
<td>((10-0)/10) units</td>
<td>1</td>
</tr>
<tr>
<td>Period 2</td>
<td>((20-0)/10) units</td>
<td>2</td>
</tr>
<tr>
<td>Period 1</td>
<td>((20-0)/10) units</td>
<td>2</td>
</tr>
</tbody>
</table>

This table shows the Amount to Credit (Net Unit Price * Units to Credit) in each period as a result of the calculations of the net unit price in the previous table:

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount to Credit</th>
<th>Amount Credited (actual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 5</td>
<td>(2 \times 8) units</td>
<td>16</td>
</tr>
<tr>
<td>Period 4</td>
<td>(3 \times 8) units</td>
<td>24</td>
</tr>
<tr>
<td>Period 3</td>
<td>(1 \times 8) units</td>
<td>8</td>
</tr>
<tr>
<td>Period 2</td>
<td>(2 \times 8) units</td>
<td>16</td>
</tr>
<tr>
<td>Period 1</td>
<td>(2 \times 8) units</td>
<td>1 (balance of credit memo)</td>
</tr>
</tbody>
</table>

This table shows the partial reverse accounting entries after the credit memo is applied:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Accounting Date</th>
<th>Period Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unearned Revenue</td>
<td>65.00</td>
<td>None</td>
<td>1/1/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Revenue</td>
<td>1.00</td>
<td>None</td>
<td>1/1/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>None</td>
<td>65.00</td>
<td>1/1/XX</td>
<td>Open</td>
</tr>
</tbody>
</table>
### Accounting for Credit Memos Against Invoices with the In Arrears Invoicing Rule: Examples

These examples illustrate the accounting for full and partial credit memos against an invoice that uses the In Arrears invoicing rule.

On 1/1/XX invoice 103 is created with these details:

- **Invoice Number = 103**
- **Invoice Date = 1/1/XX**
- **Invoice Amount = $100**
- **Duration = 5 months**
- **Invoicing Rule = In Arrears**
- **Revenue Scheduling Rule = Fixed Amount, with these details:**
  - Period 1 = $20
  - Period 2 = $20
  - Period 3 = $10
  - Period 4 = $30
  - Period 5 = $20

This table shows the accounting entries for invoice 103 over the five accounting periods:
The examples describe four separate scenarios:

- **Scenario 1**: A full credit memo entered against the invoice.
- **Scenario 2**: A partial credit memo entered against the invoice on 6/1/XX, with the revenue reversal rule set to Prorate.
- **Scenario 3**: A partial credit memo entered against the invoice on 6/1/XX, with the revenue reversal rule set to LIFO.
- **Scenario 4**: A partial credit memo entered against the invoice on 6/1/XX, with the revenue reversal rule set to UNIT.

## Full Credit Memo

A full credit memo is entered on 6/1/XX against invoice 103 with these details:

- Credit memo date = 6/1/XX
- Credit memo amount = $100

This table shows the reverse accounting entries after the credit memo is applied:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Accounting Date</th>
<th>Period Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unbilled Receivable</td>
<td>20.00</td>
<td>None</td>
<td>1/1/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Revenue</td>
<td>None</td>
<td>20.00</td>
<td>1/1/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Unbilled Receivable</td>
<td>20.00</td>
<td>None</td>
<td>2/1/XX</td>
<td>Not Open</td>
</tr>
<tr>
<td>Revenue</td>
<td>None</td>
<td>20.00</td>
<td>2/1/XX</td>
<td>Not Open</td>
</tr>
<tr>
<td>Unbilled Receivable</td>
<td>10.00</td>
<td>None</td>
<td>3/1/XX</td>
<td>Not Open</td>
</tr>
<tr>
<td>Revenue</td>
<td>None</td>
<td>10.00</td>
<td>3/1/XX</td>
<td>Not Open</td>
</tr>
<tr>
<td>Unbilled Receivable</td>
<td>30.00</td>
<td>None</td>
<td>4/1/XX</td>
<td>Not Open</td>
</tr>
<tr>
<td>Revenue</td>
<td>None</td>
<td>30.00</td>
<td>4/1/XX</td>
<td>Not Open</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>100.00</td>
<td>None</td>
<td>5/1/XX</td>
<td>Not Open</td>
</tr>
<tr>
<td>Unbilled Receivable</td>
<td>20.00</td>
<td>None</td>
<td>5/1/XX</td>
<td>Not Open</td>
</tr>
<tr>
<td>Unbilled Receivable</td>
<td>None</td>
<td>100.00</td>
<td>5/1/XX</td>
<td>Not Open</td>
</tr>
<tr>
<td>Revenue</td>
<td>None</td>
<td>20.00</td>
<td>5/1/XX</td>
<td>Not Open</td>
</tr>
<tr>
<td>No Entries</td>
<td>None</td>
<td>None</td>
<td>1/1/XX</td>
<td>Closed</td>
</tr>
<tr>
<td>No Entries</td>
<td>None</td>
<td>None</td>
<td>2/1/XX</td>
<td>Closed</td>
</tr>
</tbody>
</table>
## Partial Credit Memo with Revenue Reversal Rule Prorate

A partial credit memo for $65 is entered on 6/1/XX against invoice 103. The details are:

- Revenue reversal rule = Prorate
- Credit memo date = 6/1/XX
- Credit memo amount = $65

This table shows the partial reverse accounting entries after the credit memo is applied, with the computations used to derive the partial amounts:
Partial Credit Memo with Revenue Reversal Rule LIFO

A partial credit memo for $65 is entered on 6/1/XX against invoice 103. The details are:

- Revenue reversal rule = LIFO
- Credit memo date = 6/1/XX
- Credit memo amount = $65

This table shows the partial and full reverse accounting entries after the credit memo is applied:
Partial Credit Memo with Revenue Reversal Rule UNIT

A partial credit memo for $40 is entered on 6/1/XX for 8 units against invoice 103, assuming that this invoice consists of 10 units with a value of $10 each for a total of $100. The details are:

- Revenue reversal rule = UNIT
- Last Period to Credit = last period of the invoice
- Credit memo date = 6/1/XX
- Credit memo amount = $40

Receivables derives the Amount to Credit in each period by multiplying the Net Unit Price for each period by the number of units to credit (8 in this example). Receivables derives the Net Unit Price by the following formula:

\[
\text{Net Unit Price} = \frac{\text{Invoice Amount in this period} - \text{any previous credit memos in this period}}{\text{Original invoice quantity}}
\]

This table shows the Net Unit Price for each period:

<table>
<thead>
<tr>
<th>Period</th>
<th>Calculation</th>
<th>Net Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 5</td>
<td>($20-$0)/10 units</td>
<td>$2</td>
</tr>
<tr>
<td>Period 4</td>
<td>($30-$0)/10 units</td>
<td>$3</td>
</tr>
<tr>
<td>Period</td>
<td>Calculation</td>
<td>Net Unit Price</td>
</tr>
<tr>
<td>--------</td>
<td>------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Period 3</td>
<td>($10-$0)/10 units</td>
<td>$1</td>
</tr>
<tr>
<td>Period 2</td>
<td>($20-$0)/10 units</td>
<td>$2</td>
</tr>
<tr>
<td>Period 1</td>
<td>($20-$0)/10 units</td>
<td>$2</td>
</tr>
</tbody>
</table>

This table shows the Amount to Credit (Net Unit Price * Units to Credit) in each period as a result of the calculations of the net unit price in the previous table:

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount to Credit</th>
<th>Amount Credited (actual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 5</td>
<td>$2 * 8 units</td>
<td>$16</td>
</tr>
<tr>
<td>Period 4</td>
<td>$3 * 8 units</td>
<td>$24</td>
</tr>
</tbody>
</table>

This table shows the partial reverse accounting entries after the credit memo is applied:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Accounting Date</th>
<th>Period Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Entries</td>
<td>None</td>
<td>None</td>
<td>1/1/XX</td>
<td>Closed</td>
</tr>
<tr>
<td>No Entries</td>
<td>None</td>
<td>None</td>
<td>2/1/XX</td>
<td>Closed</td>
</tr>
<tr>
<td>No Entries</td>
<td>None</td>
<td>None</td>
<td>3/1/XX</td>
<td>Closed</td>
</tr>
<tr>
<td>Revenue</td>
<td>24.00</td>
<td>None</td>
<td>4/1/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Unbilled Receivable</td>
<td>None</td>
<td>24.00</td>
<td>4/1/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Revenue</td>
<td>16.00</td>
<td>None</td>
<td>5/1/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Unbilled Receivable</td>
<td>None</td>
<td>16.00</td>
<td>5/1/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Unbilled Receivable</td>
<td>40.00</td>
<td>None</td>
<td>6/1/XX</td>
<td>Open</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>None</td>
<td>40.00</td>
<td>6/1/XX</td>
<td>Open</td>
</tr>
</tbody>
</table>
Accounting for Credit Memos with Installments: Examples

These examples illustrate the accounting for a partial credit memo against an invoice with installments.

On 1/1/XX invoice 104 is created with these details:
- Invoice Number = 104
- Invoice Date = 1/1/XX
- Invoice Amount = $100
- Payment Terms = 3 Installments, as illustrated in this table:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/XX</td>
<td>$50</td>
</tr>
<tr>
<td>3/1/XX</td>
<td>$25</td>
</tr>
<tr>
<td>4/1/XX</td>
<td>$25</td>
</tr>
</tbody>
</table>

This table shows the payment schedules for these installments:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Original Amount Due</th>
<th>Remaining Amount Due</th>
<th>Total Amount Credited</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/XX</td>
<td>$50</td>
<td>$50</td>
<td>$0</td>
</tr>
<tr>
<td>3/1/XX</td>
<td>$25</td>
<td>$25</td>
<td>$0</td>
</tr>
<tr>
<td>4/1/XX</td>
<td>$25</td>
<td>$25</td>
<td>$0</td>
</tr>
</tbody>
</table>

The examples describe three separate scenarios:
- **Scenario 1:**
  - A partial credit memo entered against the invoice with the split term method set to Prorate.
  - A partial payment entered against the invoice.
  - Another partial credit memo entered against the invoice.
- **Scenario 2:**
  - A partial credit memo entered against the invoice with the split term method set to LIFO.
  - A partial payment entered against the invoice.
  - Another partial credit memo entered against the invoice.
- **Scenario 3:**
  - A partial credit memo entered against the invoice with the split term method set to FIFO.
A partial payment entered against the invoice.
Another partial credit memo entered against the invoice.

Partial Credit Memo with Split Term Method of Prorate

There are three transactions against invoice 104:

- A partial credit memo for $45 with the split term method set to Prorate.
- A partial payment of $20.
- Another partial credit memo for $20.

Transaction 1: On 1/1/XX a credit memo for $45 is entered against invoice 104. The details are:

- Split term method = Prorate
- Credit memo date = 1/1/XX
- Credit memo amount = $45

To calculate the amount credited per payment schedule, Receivables uses the following formula:

\[
\text{Amount Credited} = \frac{\text{Credit Memo Amount}}{\text{Total Remaining Amount Due}} \times \text{Amount Due Remaining on this installment}
\]

This table shows the calculations for the amount credited for each installment:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Calculation</th>
<th>Amount Credited</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/XX</td>
<td>$45/100 * $50</td>
<td>$22.50</td>
</tr>
<tr>
<td>3/1/XX</td>
<td>$45/100 * $25</td>
<td>$11.25</td>
</tr>
<tr>
<td>4/1/XX</td>
<td>$45/100 * $25</td>
<td>$11.25</td>
</tr>
</tbody>
</table>

This credit memo affects the payment schedules of invoice 104, as shown in this table:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Original Amount Due</th>
<th>Remaining Amount Due</th>
<th>Total Amount Credited</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/XX</td>
<td>$50</td>
<td>$27.50</td>
<td>$22.50</td>
</tr>
<tr>
<td>3/1/XX</td>
<td>$25</td>
<td>$13.75</td>
<td>$11.25</td>
</tr>
<tr>
<td>4/1/XX</td>
<td>$25</td>
<td>$13.75</td>
<td>$11.25</td>
</tr>
</tbody>
</table>

Transaction 2: On 1/15/XX a payment is received for $20. This payment affects the payment schedules of invoice 104, as shown in this table:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Original Amount Due</th>
<th>Remaining Amount Due</th>
<th>Total Amount Credited</th>
<th>Payment Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/XX</td>
<td>$50</td>
<td>$7.50</td>
<td>$22.50</td>
<td>$20</td>
</tr>
<tr>
<td>3/1/XX</td>
<td>$25</td>
<td>$13.75</td>
<td>$11.25</td>
<td>$0</td>
</tr>
</tbody>
</table>
Partial Credit Memo with Split Term Method of LIFO

There are three transactions against invoice 104:

- A partial credit memo for $45 with the split term method set to LIFO.
- A partial payment of $20.
- Another partial credit memo for $20.

Transaction 1: On 1/1/XX a credit memo for $45 is entered against invoice 104. The details are:

- Split term method = LIFO
- Credit memo date = 1/1/XX
- Credit memo amount = $45

This credit memo affects the payment schedules of invoice 104, as shown in this table:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Original Amount Due</th>
<th>Remaining Amount Due</th>
<th>Total Amount Credited</th>
<th>Payment Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/XX</td>
<td>$50</td>
<td>$50</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>3/1/XX</td>
<td>$25</td>
<td>$5</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>4/1/XX</td>
<td>$25</td>
<td>$0</td>
<td>$25</td>
<td></td>
</tr>
</tbody>
</table>
Transaction 2: On 1/15/XX a payment is received for $20. This payment affects the payment schedules of invoice 104, as shown in this table:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Original Amount Due</th>
<th>Remaining Amount Due</th>
<th>Total Amount Credited</th>
<th>Payment Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/XX</td>
<td>$50</td>
<td>$30</td>
<td>$0</td>
<td>$20</td>
</tr>
<tr>
<td>3/1/XX</td>
<td>$25</td>
<td>$5</td>
<td>$20</td>
<td>$0</td>
</tr>
<tr>
<td>4/1/XX</td>
<td>$25</td>
<td>$0</td>
<td>$25</td>
<td>$0</td>
</tr>
</tbody>
</table>

Transaction 3: On 1/16/XX another credit memo for $20 is entered against invoice 104. The details are:

- Credit memo date = 1/16/XX
- Credit memo amount = $20

This credit memo affects the payment schedules of invoice 104, as shown in this table:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Original Amount Due</th>
<th>Remaining Amount Due</th>
<th>Total Amount Credited</th>
<th>Payment Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/XX</td>
<td>$50</td>
<td>$15</td>
<td>$15</td>
<td>$20</td>
</tr>
<tr>
<td>3/1/XX</td>
<td>$25</td>
<td>$0</td>
<td>$25</td>
<td>$0</td>
</tr>
<tr>
<td>4/1/XX</td>
<td>$25</td>
<td>$0</td>
<td>$25</td>
<td>$0</td>
</tr>
</tbody>
</table>

Partial Credit Memo with Split Term Method of FIFO

There are three transactions against invoice 104:

- A partial credit memo for $45 with the split term method set to FIFO.
- A partial payment of $20.
- Another partial credit memo for $20.

Transaction 1: On 1/1/XX a credit memo is entered against invoice 104. The details are:

- Split term method = FIFO
- Credit memo date = 1/1/XX
- Credit memo amount = $45

This credit memo affects the payment schedules of invoice 104, as shown in this table:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Original Amount Due</th>
<th>Remaining Amount Due</th>
<th>Total Amount Credited</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/XX</td>
<td>$50</td>
<td>$5</td>
<td>$45</td>
</tr>
<tr>
<td>3/1/XX</td>
<td>$25</td>
<td>$25</td>
<td>$0</td>
</tr>
</tbody>
</table>
Transaction 2: On 1/15/XX a payment is received for $20. This payment affects the payment schedules of invoice 104, as shown in this table:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Original Amount Due</th>
<th>Remaining Amount Due</th>
<th>Total Amount Credited</th>
<th>Payment Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/XX</td>
<td>$50</td>
<td>$0</td>
<td>$45</td>
<td>$5</td>
</tr>
<tr>
<td>3/1/XX</td>
<td>$25</td>
<td>$10</td>
<td>$0</td>
<td>$15</td>
</tr>
<tr>
<td>4/1/XX</td>
<td>$25</td>
<td>$25</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>$100</td>
<td>$35</td>
<td>$45</td>
<td>$20</td>
</tr>
</tbody>
</table>

Note: When the payment applied on 1/15/XX fully covered the amount due for the first pay period, the remainder of the payment is applied to the amount due for the following period.

Transaction 3: On 1/16/XX another credit memo for $20 is entered against invoice 104. The details are:

- Credit memo date = 1/16/XX
- Credit memo amount = $20

This credit memo affects the payment schedules of invoice 104, as shown in this table:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Original Amount Due</th>
<th>Remaining Amount Due</th>
<th>Total Amount Credited</th>
<th>Payment Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/XX</td>
<td>$50</td>
<td>$0</td>
<td>$45</td>
<td>$5</td>
</tr>
<tr>
<td>3/1/XX</td>
<td>$25</td>
<td>$0</td>
<td>$10</td>
<td>$15</td>
</tr>
<tr>
<td>4/1/XX</td>
<td>$25</td>
<td>$15</td>
<td>$10</td>
<td>$0</td>
</tr>
</tbody>
</table>
Reports for Process Billing Adjustments

Adjustment Register: Explained
This topic contains summary information about the Adjustment Register.

Overview
The Adjustment Register provides information about approved adjustments that affect transaction balances.

### Adjustment Register

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Vison Operations (USA)</th>
<th>Ledger Currency</th>
<th>USD</th>
</tr>
</thead>
</table>

#### Business Unit: Operations Adjustments

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Customer Account Number</th>
<th>Transaction Number</th>
<th>Transaction Type</th>
<th>Adjustment Number</th>
<th>Adjustment Accounting Date</th>
<th>Adjustment Amount</th>
<th>Adjusted Currency</th>
<th>Adjusted Accounted Amount</th>
<th>Adjustment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>BR_Customer_01</td>
<td>CDRM_0101</td>
<td>BR_INV_RFQ3250P0_03</td>
<td>Invoice_35</td>
<td>4137</td>
<td>9/2/2014</td>
<td>USD</td>
<td>940.00</td>
<td>940.00</td>
<td>Discount</td>
</tr>
<tr>
<td>BR_Customer_02</td>
<td>CDRM_0101</td>
<td>BR_INV_RFQ3250P0_04</td>
<td>Invoice_35</td>
<td>4137</td>
<td>9/2/2014</td>
<td>USD</td>
<td>940.00</td>
<td>940.00</td>
<td>Discount</td>
</tr>
<tr>
<td>BR_Customer_02</td>
<td>CDRM_0101</td>
<td>BR_INV_RFQ3250P1_03</td>
<td>Invoice_35</td>
<td>4137</td>
<td>9/2/2014</td>
<td>USD</td>
<td>940.00</td>
<td>940.00</td>
<td>Discount</td>
</tr>
<tr>
<td>BR_Customer_02</td>
<td>CDRM_0101</td>
<td>BR_INV_RFQ3250P1_04</td>
<td>Invoice_35</td>
<td>4137</td>
<td>9/2/2014</td>
<td>USD</td>
<td>940.00</td>
<td>940.00</td>
<td>Discount</td>
</tr>
</tbody>
</table>

#### Invoice Adjustments

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Customer Account Number</th>
<th>Transaction Number</th>
<th>Transaction Type</th>
<th>Adjustment Number</th>
<th>Adjustment Accounting Date</th>
<th>Adjustment Amount</th>
<th>Adjusted Currency</th>
<th>Adjusted Accounted Amount</th>
<th>Adjustment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>A T T SOLUTIONS INC</td>
<td>CDRM_0101</td>
<td>BR_INV_RFQ3250P0_03</td>
<td>Invoice_35</td>
<td>4137</td>
<td>9/2/2014</td>
<td>USD</td>
<td>940.00</td>
<td>940.00</td>
<td>Discount</td>
</tr>
<tr>
<td>A T T SOLUTIONS INC</td>
<td>CDRM_0101</td>
<td>BR_INV_RFQ3250P0_04</td>
<td>Invoice_35</td>
<td>4137</td>
<td>9/2/2014</td>
<td>USD</td>
<td>940.00</td>
<td>940.00</td>
<td>Discount</td>
</tr>
<tr>
<td>A T T SOLUTIONS INC</td>
<td>CDRM_0101</td>
<td>BR_INV_RFQ3250P1_03</td>
<td>Invoice_35</td>
<td>4137</td>
<td>9/2/2014</td>
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<td>4137</td>
<td>9/2/2014</td>
<td>USD</td>
<td>940.00</td>
<td>940.00</td>
<td>Discount</td>
</tr>
</tbody>
</table>

#### Line Adjustments

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Customer Account Number</th>
<th>Transaction Number</th>
<th>Transaction Type</th>
<th>Adjustment Number</th>
<th>Adjustment Accounting Date</th>
<th>Adjustment Amount</th>
<th>Adjusted Currency</th>
<th>Adjusted Accounted Amount</th>
<th>Adjustment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>A T T SOLUTIONS INC</td>
<td>CDRM_0101</td>
<td>BR_INV_RFQ3250P0_03</td>
<td>Invoice_35</td>
<td>4137</td>
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<td>9/2/2014</td>
<td>USD</td>
<td>940.00</td>
<td>940.00</td>
<td>Discount</td>
</tr>
</tbody>
</table>

#### Vison Operations Total

- **Total:** -7,567.48

Key Insights
Review both manual and automatic adjustments by customer, adjustment status, adjustment type, or adjustment reason.

Frequently Asked Questions
The following table lists frequently asked questions about the Adjustment Register.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Period Close</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>- Financial Specialist to review activity for the period. - Financial Manager during period close processing.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>When you need a listing of adjustments against customer transactions or to assist the receivables reconciliation process.</td>
</tr>
<tr>
<td>What can I do with this report?</td>
<td>Schedule to run as needed.</td>
</tr>
<tr>
<td>What type of report is this?</td>
<td>Oracle Transactional Business Intelligence</td>
</tr>
</tbody>
</table>

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Related Subject Areas
This report uses the Receivables - Adjustments Real Time subject area.

Adjustment Register
Use the Adjustment Register to review both manual and automatic approved adjustments that affect transaction balances for the selected period.

This is a standalone report that you can use instead of the drill-down report associated with the Receivables to General Ledger Reconciliation Report. You can optionally use this report to review unapproved and rejected adjustments, or adjustments that require additional research.

Use the available report parameters to display adjustments by customer, adjustment status, adjustment type, or adjustment reason.

Report Output
The report output displays adjustment information by business unit and adjustment type for a specified period. Totals are displayed in the ledger currency.

This table shows the main column headings in the output of the Adjustment Register.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name and Account Number</td>
<td>The name and account number of the customer, displayed for each applicable adjustment type.</td>
</tr>
<tr>
<td>Transaction Number</td>
<td>The transaction number of the adjusted transaction.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>The transaction type of the adjusted transaction.</td>
</tr>
<tr>
<td>Adjustment Number</td>
<td>The adjustment number assigned to the transaction.</td>
</tr>
<tr>
<td>Adjustment Accounting Date</td>
<td>The accounting date of the adjustment.</td>
</tr>
<tr>
<td>Adjustment Entered Amount</td>
<td>The amount of the adjustment.</td>
</tr>
<tr>
<td>Entered Currency</td>
<td>The entered currency of the adjustment.</td>
</tr>
<tr>
<td>Adjustment Accounted Amount</td>
<td>The accounted amount of the adjustment in the ledger currency.</td>
</tr>
<tr>
<td>Adjustment Reason</td>
<td>The reason for the adjustment.</td>
</tr>
</tbody>
</table>
AutoAdjustment Preview Report: Explained

This topic contains summary information about the AutoAdjustment Preview Report.

Overview
The AutoAdjustment Preview Report provides information about potential automatic transaction adjustments, generated after a run of the Create Automatic Billing Adjustments program.

Key Insights
The report includes information about the customer, transaction, adjustment amount, and adjustment status, and displays the total amount and count for both approved and pending adjustments.

Frequently Asked Questions
The following table lists frequently asked questions about the AutoAdjustment Preview Report.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Scheduled Processes - Create Automatic Billing Adjustments</td>
</tr>
</tbody>
</table>
Who uses this report? Financial Manager during period close processing.

When do I use this report? To preview potential transaction adjustments when writing off transaction balances using the Create Automatic Billing Adjustments program.

What can I do with this report? Set the AutoAdjustments Option parameter of the Create Automatic Billing Adjustments program to Generate Report Only.

What type of report is this? Oracle Business Intelligence Publisher

AutoAdjustment Preview Report

Use the AutoAdjustment Preview Report to review your potential transaction adjustments. The report is generated after a run of the Create Automatic Billing Adjustments program with the AutoAdjustments Option parameter set to Generate Report Only.

Note: This report is for automatic adjustments only. Use the Adjustment Register to review both manual and automatic approved adjustments.

The report includes, for each adjustment, information about the customer, transaction, adjustment amount, and adjustment status. The report displays the total amount and count for both approved and pending adjustments.

Once you are satisfied with the adjustments that will be generated, you can run the Create Automatic Billing Adjustments program again with the AutoAdjustments Option parameter set to Create Adjustments.

Report Output

This table describes the column headings in the output of the AutoAdjustment Preview Report. These column headings are displayed for each adjustment type.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name</td>
<td>The name of the customer on the transaction.</td>
</tr>
<tr>
<td>Number</td>
<td>The account number of the customer on the transaction.</td>
</tr>
<tr>
<td>Transaction Number</td>
<td>The original transaction number.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>The transaction type for the transaction.</td>
</tr>
<tr>
<td>Due Date</td>
<td>The due date for the transaction.</td>
</tr>
<tr>
<td>Adjustment Number</td>
<td>The number assigned to the adjustment to the transaction.</td>
</tr>
<tr>
<td>Adjusted Amount</td>
<td>The amount of the adjustment.</td>
</tr>
<tr>
<td>Balance Due</td>
<td>The remaining balance due on the transaction after the adjustment.</td>
</tr>
</tbody>
</table>
Column Heading | Description
--- | ---
Status | The current status of the adjustment.

This table describes the row headings in the output of the AutoAdjustment Preview Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Approved Adjustments</td>
<td>The total amount of approved adjustments for this run of the program.</td>
</tr>
<tr>
<td>Total Approved Adjustments Count</td>
<td>The total number of approved adjustments for this run of the program.</td>
</tr>
<tr>
<td>Total Pending Adjustments</td>
<td>The total amount of pending adjustments for this run of the program.</td>
</tr>
<tr>
<td>Total Pending Adjustments Count</td>
<td>The total number of pending adjustments for this run of the program.</td>
</tr>
</tbody>
</table>

**Print Adjustments Program and Report**

Use the Print Adjustments program to print adjustments to your transactions. The report provides a listing of adjustments for review. The report lists each adjustment separately, with summary information about the adjustment and the transaction that was adjusted.

This is a listing only. The report does not provide any amount or count totals.

Review this report to verify your transaction adjustment process.

**Report Parameters**

**Order By**

Arrange the information in the report by Adjustment Number, Customer, Postal Code or Transaction Number.

**From/To Adjustment Number**

Range of adjustment numbers to include in the report.

**From/To Transaction Number**

Range of transactions with adjustments by transaction number to include in the report.

**Tax Registration Number**

Confine the report to one customer tax registration number.
FAQs for Process Billing Adjustments

How can I credit a transaction that was already paid?
By unapplying the receipt that was previously applied to the transaction and creating a credit memo for the unapplied amount. Use the Manage Receipt page to select and unapply the receipt application. You can then either place the amount of the receipt on account for later reallocation to a different transaction, or send the customer a refund.

How can I credit only part of the balance due on a transaction?
Use the **Transaction Amounts** section of the Credit Transaction page to enter a partial credit amount or percentage on line, tax, or freight. The amount or percentage entered is prorated across all respective lines of the credit memo. Percentages are based on the original balance of the transaction being credited. Receivables updates the balance due for each line that you credit and creates all of the accounting reversal entries. Receivables also reverses this percentage of the sales revenue and non-revenue credits assigned to salespersons.

You can also credit individual transaction, tax, or freight lines. After you credit individual lines and return to the Credit Transaction page, the table displays the results of all your line-level updates. If you again update line, tax, or freight in the **Transaction Amounts** section, you must let Receivables rederive the line-level calculations.

How can I credit tax amounts?
If you enable the **Automatically derive tax from lines** option, then the amount or percentage credited to the transaction line is credited to the tax line as well. This derived tax amount is a draft calculation only. If you want to change the derived tax, you must enter any updates at the line level. After you save or complete, the tax engine calculates the actual tax amount to be credited and updates the final tax credit amount. You cannot edit the derived value after you save or complete.

If you want to credit tax only, do not enable the **Automatically derive tax from lines** option. Leave the Line amount blank or zero, and enter the tax percentage or amount to credit on the Tax line.

When do I credit and rebill a transaction?
Sometimes the simplest way to manage a transaction change is to credit and rebill. You credit the entire balance of an invoice, duplicate the original invoice, and update the duplicate with the correct information, then resubmit to the customer.

Common scenarios for credit and rebill include:

- A customer indicates that an invoice does not reflect the correct price of a product or service. The customer requests a new invoice with the correct information.
- A customer wants to correct accounting directly in the subledger, instead of making a manual journal entry in general ledger. With credit and rebill, the credit memo reverses the accounting of the original invoice, and the updated duplicate invoice creates new accounting for posting to general ledger.
- The customer wants to change the bill-to information on a posted transaction.

When do I create a debit memo?
Create a debit memo to reflect a charge for an item that is not a standard invoice item. Debit memos often reflect updates or adjustments to existing transactions.

You create debit memos to:

- Enter a price correction to a line item or the tax calculation on an original invoice.
- Include a required charge missing from an original invoice, such as freight.
• Create a debit memo reversal to record the amount of the net of a closed debit and credit transaction after reversing a receipt.

• Record late charges against a customer or customer site account.

If you record late charges as debit memos, the application creates one debit memo per overdue transaction. Any penalties and late payment charges assessed appear as line items on the debit memo.

There is no link between invoices and debit memos. You can use the Cross Reference field or Special Instructions field on the debit memo to maintain reference information pertaining to the debit memo and the original transaction. Special instructions information appears on the printed debit memo document.

If you want to use a different numbering sequence for debit memos, you must set up and use a different transaction source.

When do I enter a credit memo manually?

Once a disputed transaction or transaction amount receives all of the required approvals, the Credit Memo Creation process creates the credit memo. If the process fails to create the credit memo, then you must enter the credit memo manually. Reasons why the process might fail include missing setup steps, or the disputed transaction does not have enough balance due remaining.

Use the information on the credit memo request to create the credit memo. After you create the credit memo, enter the credit memo number into the notification and submit.

Can I unapply a standard credit memo?

Yes, you can unapply a standard credit memo and turn it into an on-account credit memo. When you unapply the standard credit memo, enter an accounting date in an open or future-enterable period. Unapplying a standard credit memo removes its debit items and reverses the accounting for the credit memo in the accounting period you specify.

If the Use Invoice Accounting For Credit Memos profile option is set to No, then you must enter a receivable account when you unapply the credit memo. If the Use Invoice Accounting For Credit Memos profile option is set to Yes, then no other action is required.

What is the credit memo request approval process?

The Credit Memo Request Approval process is managed by the Approval Management Extensions (AMX) to the human workflow services of Oracle SOA Suite. The approval process makes use of approval groups that contain either static or dynamically generated lists of approvers.

An approval group consists of a name and a predefined set of users configured to act on a task in a certain pattern. Approval groups are configured and managed with the Oracle BPM Worklist.

If the approval process fails, a review of the related approval group and approval rules may indicate the source of the problem. For example:

• Verify that the approval group is active in the worklist and defined correctly.

• Confirm the members of the approval group.

• Confirm that, for credit memo requests, the appropriate rules are defined in the worklist.

Manage Transaction Information
Receivables Tables: Points to Consider

Receivables uses the following tables to store all accounts receivable transaction, receipt, and adjustment activity:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_SALESREPS
- RA_CUST_TRX_LINE_GL_DIST
- AR_PAYMENT_SCHEDULES
- AR_ADJUSTMENTS
- AR_RECEIVABLE_APPLICATIONS
- AR_CREDIT_MEMO_AMOUNTS
- AR_CASH_RECEIPTS
- AR_CASH_RECEIPT_HISTORY
- AR_MISC_CASH_DISTRIBUTIONS

Each table stores information needed for one or more types of transactions, receipts, or adjustments. Each data element is stored as a unique record, based on the primary key of the table.

RA_CUSTOMER_TRX and RA_CUSTOMER_TRX_LINES tables

Important columns in the RA_CUSTOMER_TRX table include:

- CUSTOMER_TRX_ID column
- TRX_NUMBER column
- BILL_TO_CUSTOMER_ID column
- TRX_DATE column

The RA_CUSTOMER_TRX table stores invoice, debit memo, and credit memo header information. Each of these transactions is stored as a unique record, based on the primary key customer_trx_id. The transaction number, transaction date, and billing customer are stored in the trx_number, trx_date, and bill_to_customer_id columns respectively.

Additional information stored in this table includes ship-to customer, document sequence number, currency, and a transaction complete setting. The transaction type for the invoice is stored in the RA_CUST_TRX_TYPES table, but can be referenced using the foreign key cust_trx_type_id.

Important columns in the RA_CUSTOMER_TRX_LINES table include:

- CUSTOMER_TRX_LINE_ID column
- CUSTOMER_TRX_ID column
- LINK_TO_CUST_TRX_LINE_ID column
- LINE_TYPE column
- EXTENDED_AMOUNT column

The RA_CUSTOMER_TRX_LINES table stores invoice, debit memo, and credit memo line level information. Each transaction line is stored as a unique record, based on the primary key customer_trx_line_id column. The customer_trx_id column is a foreign key to the RA_CUSTOMER_TRX table.

The line_type column identifies the type of data contained in the record. Valid line types are CHARGES, FREIGHT, LINE, and TAX. Any record with a line type of TAX or FREIGHT refers to the original invoice line from the link_to_cust_trx_line_id column,
except for header freight transactions. The total amount for each transaction line is stored in the EXTENDED_AMOUNT column.

**RA_CUST_TRX_LINE_SALESREPS and RA_CUST_TRX_LINE_GL_DIST tables**

Important columns in the RA_CUST_TRX_LINE_SALESREPS table include:

- CUST_TRX_LINE_SALESREP_ID column
- SALES_REP_ID column
- CUSTOMER_TRX_LINE_ID column
- REVENUE_AMOUNT_SPLIT column
- NON_REVENUE_AMOUNT_SPLIT column
- PREV_CUST_TRX_LINE_SALESREP_ID column

The RA_CUST_TRX_LINE_SALESREPS table stores sales credit assignments for invoice lines. Each assignment is stored as a unique record, based on the primary key cust_trx_line_salesrep_id. If you base your accounting distributions on sales credits, the sales credit assignments in this table map to the RA_CUST_TRX_LINE_GL_DIST table. The sales_rep_id column identifies the salesperson receiving the credit for this transaction. The customer_trx_line_id column is a foreign key to the RA_CUSTOMER_TRX_LINES table.

The revenue_amount_split column stores the amount of the invoice line assigned to this salesperson. The non_revenue_amount_split column stores the amount of the non-header freight and tax lines assigned to this salesperson. If the sales credits are derived based on a percentage of the transaction line rather than a specific amount, the revenue_percent_split and non_revenue_percent_split columns store the percentages of the transaction lines assigned to this salesperson. The prev_cust_trx_line_salesrep_id column references another sales credit assignment to which the current record is being applied.

Important columns in the RA_CUST_TRX_LINE_GL_DIST table include:

- CUST_TRX_LINE_GL_DIST_ID column
- CODE_COMBINATION_ID column
- CUSTOMER_TRX_LINE_ID column
- ACCOUNT_CLASS column
- AMOUNT column

The RA_CUST_TRX_LINE_GL_DIST table stores the accounting distribution for invoice, debit memo, and credit memo transactions. Each distribution is stored as a unique record, based on the primary key cust_trx_line_gl_dist_id. The customer_trx_line_id column is a foreign key to the RA_CUSTOMER_TRX_LINES table.

The account_class column describes the account type, while the code_combination_id column identifies the general ledger account. Valid account classes are CHARGES, FREIGHT, REC, REV, SUSPENSE, TAX, UNBILL, and UNEARN. The account_class REC represents the receivable account distribution. The amount column for REC records is equal to the sum of all invoice lines. Therefore, there is no link to the RA_CUSTOMER_TRX_LINES table and the column customer_trx_line_id is null for these records. The REC record is linked to the RA_CUSTOMER_TRX table from the customer_trx_id column. For all other account classes, credits are represented by positive numbers and debits are represented by negative numbers.

**AR_PAYMENT_SCHEDULES table**

Important columns in the AR_PAYMENT_SCHEDULES table include:

- PAYMENT_SCHEDULE_ID column
- AMOUNT_DUE_ORIGINAL column
- AMOUNT_DUE_REMAINING column
• CUSTOMER_TRX_ID column
• CASH_RECEIPT_ID column
• TRX_NUMBER column
• STATUS column
• AMOUNT_APPLIED column
• CLASS column

The AR_PAYMENT_SCHEDULES table stores customer balance information at the transaction level. Each transaction balance is stored as a unique record, based on the primary key payment_schedule_id. The class column identifies the transaction type and determines which columns to update when a transaction is stored.

For billing transactions, the AR_PAYMENT_SCHEDULES table joins the RA_CUSTOMER_TRX table from the customer_trx_id column and stores NULL in the cash_receipt_id column. For payment transactions, the AR_PAYMENT_SCHEDULES table joins the AR_CASH_RECEIPTS table from the cash_receipt_id column and stores NULL in the customer_trx_id column.

This table illustrates the tables updated for billing and payment transactions:

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>CLASS</th>
<th>FOREIGN KEY</th>
<th>TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoices</td>
<td>INV</td>
<td>customer_trx_id</td>
<td>RA_CUSTOMER_TRX</td>
</tr>
<tr>
<td>Debit Memos</td>
<td>DM</td>
<td>customer_trx_id</td>
<td>RA_CUSTOMER_TRX</td>
</tr>
<tr>
<td>Credit Memos</td>
<td>CM</td>
<td>customer_trx_id</td>
<td>RA_CUSTOMER_TRX</td>
</tr>
<tr>
<td>Chargebacks</td>
<td>CB</td>
<td>customer_trx_id</td>
<td>RA_CUSTOMER_TRX</td>
</tr>
<tr>
<td>Receipts</td>
<td>PMT</td>
<td>cash_receipts_id</td>
<td>AR_CASH_RECEIPTS</td>
</tr>
</tbody>
</table>

The status column identifies whether the transaction is open or closed, while the trx_number column stores the transaction number. The amount_applied column stores the sum of all transactions applied to the balance of the selected transaction. The amount_due_original column equals either the sum of the EXTENDED_AMOUNT column in the RA_CUSTOMER_TRX_LINES table for the given customer_trx_id or the sum of the amount column in the AR_CASH_RECEIPTS table for the given cash_receipts_id. The amount_due_remaining column represents the balance for the selected transaction.

For the amount_due_original and amount_due_remaining columns, debit items, such as invoices, are stored as positive numbers, and credit items, such as credit memos and payments, are stored as negative numbers. The current customer balance is reflected by the sum of the amount_due_remaining column for all confirmed payment schedules for a given customer.

AR_ADJUSTMENTS table

Important columns in the AR_ADJUSTMENTS table include:

• ADJUSTMENT_ID column
• AMOUNT column
• CUSTOMER_TRX_ID column
• TYPE column
• PAYMENT_SCHEDULE_ID column
• CODE_COMBINATION_ID column

The AR_ADJUSTMENTS table stores information about invoice adjustments. Each adjustment is stored as a unique record, based on the primary key adjustment_id. The amount column stores the amount of the adjustment. Receivables uses the customer_trx_id and payment_schedule_id to link the adjustment to the adjusted transaction and to update the amount_due_remaining and amount_adjusted columns of the adjusted transaction payment schedule in the AR_PAYMENT_SCHEDULES table.

The type column stores a description of the transaction to which the adjustment applies. Valid types include:

- Charges Adjustments
- Freight Adjustments
- Invoice Adjustments
- Line Adjustments
- Tax Adjustments

The code_combination_id column stores the accounting distribution associated with the adjustment transaction.

Receivables Applications

The Receivables tables that manage data for receipt and credit memo applications are:

• AR_RECEIVABLE_APPLICATIONS
• AR_CREDIT_MEMO_AMOUNTS
• AR_CASH_RECEIPTS
• AR_CASH_RECEIPT_HISTORY
• AR_MISC_CASH_DISTRIBUTIONS

Important columns in the AR_RECEIVABLE_APPLICATIONS table include:

• RECEIVABLEAPPLICATION_ID column
• AMOUNT_APPLIED column
• STATUS column
• PAYMENT_SCHEDULE_ID column
• CODE_COMBINATION_ID column
• CASH_RECEIPT_ID column
• APPLIED_PAYMENT_SCHEDULE_ID column
• APPLIED_CUSTOMER_TRX_ID column

The AR_RECEIVABLE_APPLICATIONS table stores account distributions for receipt and credit memo applications and maps the application transaction to the applied transaction. Each accounting distribution is stored as a unique record, based on the primary key receivable_application_id. The payment_schedule_id column links the receipt or credit memo to its payment schedule in the AR_PAYMENT_SCHEDULES table. The cash_receipt_id column stores the receipt ID of payment transactions, while the cust_trx_id column, which is not shown, stores the transaction ID for credit memo transactions. The applied_payment_schedule_id and applied_customer_trx_id columns reference the transaction to which this record applies.

The status column describes the state of the application transaction. For credit memos, the status is always APP to identify the credit memo as applied. For receipt transactions, valid status values are APP, UNAPP, UNID, REV, NSF, and STOP. The code_combination_id column stores the general ledger account for the application transaction, based on the status. The amount_applied column stores the amount of the receipt or credit memo as a positive value.
Oracle Financials Cloud
Using Receivables Credit to Cash

Chapter 1
Manage Customer Billing

Important columns in the AR_CREDIT_MEMO_AMOUNTS table include:

- CREDIT_MEMO_AMOUNT_ID column
- CUSTOMER_TRX_LINE_ID column
- GL_DATE column
- AMOUNT column

The AR_CREDIT_MEMO_AMOUNTS table stores the accounting dates and amounts for credit memos to use when they are applied to invoices with rules. Each credit memo application date is stored as a unique record, based on the primary key credit_memo_amount_id. The customer_trx_line_id column references the transaction line to which a credit memo applies. The gl_date column stores the date the credit memo is applied to the invoice, and the amount column stores the amount to apply.

Important columns in the AR_CASH_RECEIPTS table include:

- CASH_RECEIPT_ID column
- AMOUNT column
- STATUS column
- RECEIPT_NUMBER column
- TYPE column

The AR_CASH_RECEIPTS table stores a unique record for each receipt, based on the primary key cash_receipt_id. The status column describes the state of the receipt in relation to customer invoices and balances. Valid status values are:

- UNID: The receipt customer is unidentified, and no customer balance was updated.
- UNAPP: The receipt customer was identified, but the receipt has neither been fully applied to a specific invoice nor placed on account.
- APP: The entire amount of the receipt was either placed on account or applied to specific customer invoices.
- REV: The receipt was reversed.
- NSF: The receipt was reversed due to insufficient funds.
- STOP: The receipt was reversed by a stop payment.

The type column identifies the receipt as either CASH or MISC to indicate whether the receipt is a customer payment or a miscellaneous receipt (not related to a receivables activity). The amount column stores the net amount of the receipt, while the receipt_number column stores the receipt number.

Important columns in the AR_CASH_RECEIPT_HISTORY table include:

- CASH_RECEIPT_HISTORY_ID column
- AMOUNT column
- STATUS column

The AR_CASH_RECEIPT_HISTORY table stores the current status and history of a receipt. Each status change is stored as a unique transaction, based on the primary key cash_receipt_history_id. The status column describes which step of the receipt life cycle the receipt has reached. Valid status values are:

- APPROVED: This status is only valid for automatic receipts, and indicates that the receipt was approved for automatic creation. These record types are never postable.
- CONFIRMED: This status is only valid for automatic receipts, and indicates that the receipt was confirmed by the customer.
- REMITTED: This status is valid for both manual and automatic receipts, and indicates that the receipt was remitted.
CLEARED: This status is valid for both manual and automatic receipts, and indicates that the receipt was cleared.

REVERSED: This status is valid for both manual and automatic receipts, and indicates that the receipt was reversed.

As the receipt moves through its life cycle, Receivables inserts a new record into the AR_CASH_RECEIPTS_HISTORY table with the current_record_flag column set to Y. Receivables also updates the previous record related to this receipt, by setting the current_record_flag to NULL and by setting the reversal_gl_date. The amount column stores the amount of the receipt. The cash_receipts_id column links the AR_CASH_RECEIPTS_HISTORY table to the AR_CASH_RECEIPTS table.

Important columns in the AR_MISC_CASH_DISTRIBUTIONS table include:

- MISC_CASH_DISTRIBUTION_ID column
- CASH_RECEIPT_ID column
- CODE_COMBINATION_ID column

The AR_MISC_CASH_DISTRIBUTIONS table stores the accounting distribution for miscellaneous cash receipts. Each distribution is stored as a unique record, based on the primary key misc_cash_distribution_id. The distributions are linked to the receipt by the cash_receipt_id column. The code_combination_id column stores the general ledger account assigned to this receipt.

Related Topics
- Storing Transactions and Adjustments: Examples
- Storing Customer Payments: Examples

Receivables Accrual Accounting Entries: Explained

Receivables creates default accounts for revenue, receivable, freight, tax, unearned revenue, unbilled receivable, late charges, and AutoInvoice clearing (suspense) accounts using the information specified in the AutoAccounting structure and the subledger accounting rules. You then submit the Create Receivables Accounting program to create the accounting entries in Subledger Accounting.

The following sections describe the default accounting entries created when you enter transactions in Receivables using the Accrual method of accounting. There is a section for each activity:

- Invoices
- Credit Memos and On-Account Credits
- Receipts
- Remittances
- Adjustments
- Debit Memos
- Credit Card Refunds

Invoices

This section describes the default accounting entries for invoices.

When you enter a standard invoice, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables</td>
<td>None</td>
</tr>
</tbody>
</table>
If you enter an invoice with an In Arrears invoicing rule with a three-month fixed duration revenue scheduling rule, Receivables creates the following journal entries:

In the first period of the rule:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Revenue</td>
</tr>
<tr>
<td>None</td>
<td>Tax (if you charge tax)</td>
</tr>
<tr>
<td>None</td>
<td>Freight (if you charge freight)</td>
</tr>
</tbody>
</table>

In the second period of the rule:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Revenue</td>
</tr>
<tr>
<td>None</td>
<td>Tax (if you charge tax)</td>
</tr>
<tr>
<td>None</td>
<td>Freight (if you charge freight)</td>
</tr>
</tbody>
</table>

In the third and final period of the rule:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Revenue</td>
</tr>
<tr>
<td>Receivables</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Unbilled Receivables</td>
</tr>
<tr>
<td>None</td>
<td>Tax (if you charge tax)</td>
</tr>
<tr>
<td>None</td>
<td>Freight (if you charge freight)</td>
</tr>
</tbody>
</table>

If you enter an invoice with an In Advance invoicing rule, Receivables creates the following journal entries:
In the first period of the rule:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Unearned Revenue</td>
</tr>
<tr>
<td>None</td>
<td>Tax (if you charge tax)</td>
</tr>
<tr>
<td>None</td>
<td>Freight (if you charge freight)</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Revenue</td>
</tr>
</tbody>
</table>

In all periods of the rule for the portion that is recognized:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unearned Revenue</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Revenue</td>
</tr>
</tbody>
</table>

Credit Memos and On-Account Credits
This section describes the default accounting entries for credit memos.

When you credit an invoice, debit memo, or chargeback, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>None</td>
</tr>
<tr>
<td>Tax (if you credit tax)</td>
<td>None</td>
</tr>
<tr>
<td>Freight (if you credit freight)</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables (Credit Memo)</td>
</tr>
<tr>
<td>Receivables (Credit Memo)</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables (Invoice)</td>
</tr>
</tbody>
</table>
When you enter a credit memo against an installment, you choose one of the following split term methods: LIFO, FIFO, Prorate. When you enter a credit memo against an invoice with invoicing and revenue scheduling rules, you choose one of the following revenue reversal rules: LIFO, Prorate, Unit.

If the **Invoice Accounting Used for Credit Memos** profile option is set to Yes, Receivables credits the accounts of the original transaction. If this profile option is set to No, Receivables uses AutoAccounting to determine the freight, receivables, revenue, and tax accounts. Receivables uses the account information for on-account credits that you specified in your AutoAccounting structure to create your journal entries.

You can update accounting information for your credit memo after it has posted to general ledger. Receivables keeps the original accounting information as an audit trail while it creates an offsetting entry and the new entry.

If you unapply the standard credit memo, Receivables reverses the accounting entries and creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables (Invoice)</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables (Credit Memo)</td>
</tr>
</tbody>
</table>

The standard credit memo is converted to an on-account credit memo.

If the **Invoice Accounting Used for Credit Memos** profile option is set to No, then when you unapply the standard credit memo you must enter a Receivable account.

This section describes the default accounting entries for on-account credits.

When you enter an on-account credit, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue (if you credit line amounts)</td>
<td>None</td>
</tr>
<tr>
<td>Tax (if you credit tax)</td>
<td>None</td>
</tr>
<tr>
<td>Freight (if you credit freight)</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables (On-Account Credit)</td>
</tr>
</tbody>
</table>

Receivables uses the freight, receivable, revenue, and tax accounts that you specified in your AutoAccounting structure to create these entries.

Once the on-account credit is applied to an invoice, the following journal entry is created:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables (On-Account Credit)</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables (Invoice)</td>
</tr>
</tbody>
</table>
Receipts

This section describes the default accounting entries for receipts.

When you enter a receipt, Receivables creates the following journal entries:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables</td>
</tr>
</tbody>
</table>

When you fully apply a receipt to an invoice, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>None</td>
</tr>
<tr>
<td>Unapplied Cash</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Unapplied Cash</td>
</tr>
<tr>
<td>None</td>
<td>Receivables</td>
</tr>
</tbody>
</table>

Note: These examples assume that the receipt has a Remittance Method of No Remittance and a Clearance Method of Directly.

When you enter an unidentified receipt, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Unidentified</td>
</tr>
</tbody>
</table>

When you enter an on-account receipt, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Unapplied</td>
</tr>
<tr>
<td>Unapplied</td>
<td>None</td>
</tr>
</tbody>
</table>
When your receipt includes a discount, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>On-Account</td>
</tr>
</tbody>
</table>

Receivables uses the default cash, unapplied, unidentified, on-account, unearned, and earned accounts that you specified under remittance banks for this receipt class.

When you enter a receipt and combine it with an on-account credit (which increases the balance of the receipt), Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables</td>
</tr>
<tr>
<td>Earned/ Unearned Discount</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables</td>
</tr>
</tbody>
</table>

To close the receivable on the credit memo and increase the unapplied cash balance, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Unapplied Cash</td>
</tr>
</tbody>
</table>

When you enter a receipt and combine it with a negative adjustment, Receivables creates the following journal entries:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables (Invoice)</td>
</tr>
<tr>
<td>Write-Off</td>
<td>None</td>
</tr>
</tbody>
</table>
You set up a Write-Off account when defining your receivables activity.

When you enter a receipt and combine it with a positive adjustment, Receivables creates the following journal entries:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables (Invoice)</td>
</tr>
<tr>
<td>Receivables (Invoice)</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Write-Off</td>
</tr>
</tbody>
</table>

When you write off the unapplied amount on a receipt, Receivables creates the following journal entries:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapplied Cash</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Write-Off</td>
</tr>
</tbody>
</table>

When you enter a receipt and combine it with a chargeback, Receivables creates the following journal entries:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables (Invoice)</td>
</tr>
<tr>
<td>Receivables (Chargeback)</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Chargeback (Activity)</td>
</tr>
<tr>
<td>Chargeback (Activity)</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables (Invoice)</td>
</tr>
</tbody>
</table>

You set up a Chargeback account when defining your receivables activity.
To move funds between receipts, you can apply one receipt to another open receipt. These journal entries illustrate moving funds from Receipt 1 to Receipt 2:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapplied Cash (Receipt 1)</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Netting (Receipt 1)</td>
</tr>
<tr>
<td>Netting (Receipt 2)</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Unapplied Cash (Receipt 2)</td>
</tr>
</tbody>
</table>

**Note:** Both receipts must be in the same currency.

After this receipt-to-receipt application completes, Receipt 2 gains additional funds that you can then apply to a debit item. You set up a Payment Netting account when defining your receivables activity.

If both receipts are in a foreign currency, however, then you could have an exchange gain or loss when you net the receipts. The exchange gain or loss is realized on the main receipt (Receipt 2) at the time of receipt application (netting).

If you later adjust the conversion rate on Receipt 1 or 2, the following actions are performed:

- Roll back all accounting for both receipts.
- Recreate the accounting, including the netting application, using the adjusted conversion rate.
- Recalculate the exchange gain or loss on whichever receipt gained the additional funds.

## Remittances

This section describes the default accounting entries for remittances.

When you create a receipt that requires remittance to your bank, Receivables debits the Confirmation account instead of Cash. An example of a receipt requiring remittance is a check before it is cashed. Receivables creates the following journal entry when you enter such a receipt:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables</td>
</tr>
</tbody>
</table>

You can then remit the receipt to your remittance bank using one of the two remittance methods: Standard or Factoring. If you remit your receipt using the standard method of remittance, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remittance</td>
<td>None</td>
</tr>
</tbody>
</table>
Debit | Credit  
---|---  
None | Confirmation  

When you clear the receipt, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>None</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>None</td>
</tr>
</tbody>
</table>
| None           | Remittance  

If you remit your receipt using the factoring remittance method, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factor</td>
<td>None</td>
</tr>
</tbody>
</table>
| None           | Confirmation  

When you clear the receipt, Receivables creates a short-term liability for receipts that mature at a future date. The factoring process lets you receive cash before the maturity date, and assumes that you are liable for the receipt amount until the customer pays the balance on the maturity date. When you receive payment, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>None</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>None</td>
</tr>
</tbody>
</table>
| None           | Short-Term Debt  

On the maturity date, Receivables reverses the short-term liability and creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-Term Debt</td>
<td>None</td>
</tr>
</tbody>
</table>
| None           | Factor  


Adjustments
This section describes the default accounting entries for adjustments.

When you enter a negative adjustment against an invoice, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write-Off</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables (Invoice)</td>
</tr>
</tbody>
</table>

When you enter a positive adjustment against an invoice, Receivables creates the following journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables (Invoice)</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Write-Off</td>
</tr>
</tbody>
</table>

Debit Memos
This section describes the default accounting entries for debit memos.

When you enter a debit memo, Receivables creates the following journal entries:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Revenue (if you enter line amounts)</td>
</tr>
<tr>
<td>None</td>
<td>Tax (if you charge tax)</td>
</tr>
<tr>
<td>None</td>
<td>Freight (if you charge freight)</td>
</tr>
<tr>
<td>None</td>
<td>Receivables</td>
</tr>
<tr>
<td>None</td>
<td>Late Charges</td>
</tr>
</tbody>
</table>

Credit Card Refunds
This section describes the default accounting entries for credit card refunds.

When you unapply a receipt and reapply the receipt to a credit card refund, Receivables creates these journal entries:
After you apply the receipt to a credit card refund, Receivables automatically creates a negative miscellaneous receipt in the amount of the refund and creates this journal entry:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables Activity (Clearing Account)</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Cash</td>
</tr>
</tbody>
</table>

When you reverse a credit card refund, either by reversing the negative miscellaneous receipt or by unapplying the credit card refund activity, Receivables creates this journal entry for the negative miscellaneous receipt:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Receivables Activity (Clearing Account)</td>
</tr>
</tbody>
</table>

Receivables creates this journal entry for the original payment receipt:

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables Activity (Clearing Account)</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>Unapplied</td>
</tr>
</tbody>
</table>

**Related Topics**

- Accounting Entries for Bills Receivable Activity: Examples
- Receivables Activity Types
- AutoAccounting Account Types and Segment Values
Invoicing Rules Accounting Entries: Examples

These examples illustrate how the In Advance and In Arrears invoicing rules recognize receivables.

**In Advance Accounting Entries**

This example shows how you can use the In Advance invoicing rule to recognize your receivable immediately.

You receive an invoice payment for $3,000. The invoicing rule is In Advance, and the revenue scheduling rule is 3-month fixed duration. Over the course of three months, your accounting entries are as follows:

**January**

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables</td>
<td>$3,000</td>
<td>None</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>None</td>
<td>$3,000</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>$1,000</td>
<td>None</td>
</tr>
<tr>
<td>Revenue</td>
<td>None</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**February**

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unearned Revenue</td>
<td>$1,000</td>
<td>None</td>
</tr>
<tr>
<td>Revenue</td>
<td>None</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**March**

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unearned Revenue</td>
<td>$1,000</td>
<td>None</td>
</tr>
<tr>
<td>Revenue</td>
<td>None</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**In Arrears Accounting Entries**

This example shows how you can use the In Arrears invoicing rule to record your receivable at the end of the revenue recognition schedule.

You receive an invoice payment for $3,000. The invoicing rule is In Arrears, and the revenue scheduling rule is 3-month fixed duration. Over the course of three months, your accounting entries are as follows:
Intercompany Transactions: Explained

An intercompany transaction is a transaction between two entities with common ownership. The accounting for intercompany transactions is recorded separate from standard transactions in Receivables. Receivables determines a transaction to be an intercompany transaction based on the first party (legal entity) and third party (bill-to customer) relationship defined in the intercompany accounting setup. When a transaction is marked as intercompany, the intercompany receivables account is used for accounting instead of the standard receivables account derived from AutoAccounting. This applies to transactions both created manually and imported using AutoInvoice.

Rules Governing Intercompany Transactions

Intercompany accounting is recorded for invoices, credit memos, on-account credit memos, debit memos, and chargebacks. The intercompany account derivation occurs after the transaction is created but before the intercompany transaction is complete.
These rules govern the use of intercompany transactions in Receivables:

- **Adjustments:** You can make manual and automatic adjustments against intercompany transactions, but these adjustments are not marked as intercompany and do not derive an intercompany account.
- **Distributions:** You cannot update the account distributions once an intercompany transaction is created.
- **Receipts:** You can apply full or partial receipts to intercompany transactions with no restrictions.
- **On-account credit memos:** You should only apply intercompany on-account credit memos to intercompany transactions. The related application pages display only intercompany transactions.
- **Receivables period close:** Close a Receivables accounting period after closing the related intercompany period. If you close a Receivables accounting period first, this generates a warning to close the related intercompany period.

You can use the Receivables Aging by General Ledger Account report and the Receivables to General Ledger Reconciliation report to review intercompany transactions during reconciliation.

**Related Topics**

- Receivables to General Ledger Reconciliation Report: Points to Consider
- Intercompany Balancing Rules: Explained

**Legal Entity Time Zones in Receivables: Explained**

The applicable dates on Receivables transactions and receipts are converted to the time zone date of the legal entity that owns them, according to the Legal Entity Time Zone functionality.

For example, a legal entity on the west coast of the United States uses a shared service center on the east coast to process transactions. An invoice entered by the shared service center at 2:30 AM on December 1 (shared service center time zone) is entered with a transaction date and accounting date of 11:30 PM on November 30 (legal entity time zone).

**Rules for Time Zone Derivation**

Different time zone derivation rules apply to transactions and receipts.

The following rules apply to time zone derivation on a transaction:

- Time zone conversion applies to the transaction date, adjustment date, and accounting date on transactions.
- Time zone is derived from the legal entity associated to the business unit of the transaction. This includes both user-entered business units and business units provided by default.
- If there is no legal entity associated with the business unit used on the transaction, then the system date is used. There is no time conversion of this date.
- These rules apply to invoices, credit memos, on-account credit memos, debit memos, chargebacks, and adjustments.
- There is no time zone conversion within AutoInvoice. If another application passes a source date to AutoInvoice, this source date may be subject to time zone conversion according to the rules of that application.

The following rules apply to time zone derivation on a receipt:

- Time zone conversion applies to the receipt date, batch date, confirmation date, deposit date, application date, reversal date, accounting date, and unapply accounting date on all receipts, receipt batches, receipt write-offs, and chargebacks where the default date is the system date.
- Time zone conversion applies to the refund date and accounting date on all refunds where the default date is the system date.
• Time zone conversion applies to the application date, accounting date, and unapply accounting date on all credit memos where the default date is the system date.

• Time zone conversion applies to the remittance batch date and accounting date on all remittance batches where the default date is the system date.

• Time zone conversion applies to the conversion date and accounting date on all conversion rate updates where the default date is the system date.

• Time zone is derived from the legal entity associated with the business unit of the receipt or receipt batch.

• If a receipt or receipt batch has both a legal entity derived from the business unit and a legal entity associated with the remittance bank account, Receivables uses the legal entity derived from the business unit for time zone conversion.

• These rules apply to standard receipts, miscellaneous receipts, manual and automatic receipt batches, lockbox receipts, remittance batches, receipt reversals, refunds, on-account applications, credit memo write-offs, and updates to conversion rates.

Manually Updating the Date or Legal Entity
After transaction or receipt dates are converted to the applicable time zone, no further time zone conversion takes place. If you manually update either the date or the legal entity on a transaction or receipt, this action doesn’t recalculate time zone dates based on your changes. The changes that you make become the new date or legal entity.

Related Topics
• What legal entity is assigned to a receipt

Oracle Receivables Integration with Oracle Project: Explained
Integration services between Receivables and Project let you manage aspects of Project invoices both before and after transfer to Receivables using AutoInvoice.

Integration services between Oracle Receivables and Oracle Project include:

• Tax Amounts on Project Invoices
• Contract Invoices
• Invoice Printing
• Net Invoices

Tax Amounts on Project Invoices
You can review estimated tax amounts on draft Project invoices before transfer to Receivables. You can review estimated tax amounts for the entire invoice or for selected invoice lines. You can also print invoices in Project with estimated tax amounts.

Project invoices use the same tax configuration, as defined in Tax, as that used by Receivables. However, final tax calculation on Project invoices only takes place after transfer to Receivables. If there are any changes in the tax configuration between invoice creation in Project and invoice transfer to Receivables, the final tax calculation may differ from the estimated calculation on the draft invoice.

Contract Invoices
You can create contract invoices without project information and transfer these invoices to Receivables. You can search by contract number in Receivables to review these invoices after successful transfer.
If the **Require salesperson** Receivables system option is enabled, then you must provide sales credit information on contract invoices before transfer to Receivables.

Receivables doesn’t display accounting for contract invoices after AutoInvoice import. You can only view accounting after invoices are transferred to subledger accounting.

**Invoice Printing**

You can print and review invoices in Project before transfer to Receivables. You can also transfer custom print templates created in Project to Receivables for printing final invoices.

**Net Invoices**

You can create net invoices in Project and transfer these invoices to Receivables. A net invoice combines new invoice lines with existing credit memos into one invoice. Where applicable, you can use a net invoice to manage existing credits instead of issuing separate credit memos for each credit item.

After transfer to Receivables, the credited lines appear as separate invoice lines on the invoice.

> **Note:** The Receivables transaction type assigned to a Project net invoice must have a creation sign of Any Sign, in order to accommodate positive and negative amounts.
2 Process Customer Payments

Apply Customer Payments

Applying Receipts and On-Account Credit Memos: Points to Consider

You can apply all or part of a receipt or on-account credit memo to a single debit item or to several debit items.

For example, a customer may send a single check to pay all of one invoice and part of another invoice. The customer may also have an on-account credit memo to use with the check to close an open debit item.

There are these points to consider when applying receipts and on-account credit memos to transactions:

- Credit Memo Search
- Transaction Balance for Applications Always Used Profile Option
- Receipt Application on Cross-Customer Transactions
- Foreign Currency Receipts
- On-Account Credit Memos
- Balance Forward Bills

Credit Memo Search

You can only search for and display complete credit memos.

Transaction Balance for Applications Always Used Profile Option

The Transaction Balance for Applications Always Used profile option determines the default amount applied value to use for receipt applications. If you set this profile option to Yes, then the default amount applied is the remaining transaction amount.

If you set this profile option to No, or if a null value exists, then the defaulting rule is:

- If the unapplied receipt amount is greater than or equal to the transaction, then the default amount applied is the remaining transaction amount.
- If the unapplied receipt amount is less than the remaining transaction amount, then the default amount applied is the unapplied receipt amount.

Receipt Application on Cross-Customer Transactions

You can apply a receipt to the open debit items of unrelated customers if the Allow Payment of Unrelated Transactions system option is set to Yes.

If a customer paying relationship assignment exists, then customers can pay for transactions of related customers in the same hierarchy according to the paying relationship. The paying relationships are:

- Pay Any: Any customer within the relationship can pay for the accounts of any other customer within the relationship.
- Pay Below: Each customer can pay for its own transactions, and the transactions of all customers that are lower in the hierarchy (children, grandchildren, and so on).
Foreign Currency Receipts
If you apply receipts in the same foreign currency as the transactions, enter foreign currency conversion rate information using predefined conversion rates, or enter your own rate. If, when you post a foreign currency receipt application to general ledger, the rate changes, Receivables records a realized gain or loss amount.

On-Account Credit Memos
Use the Apply Credit Memo page to apply on-account credit memos to transactions. You can apply on-account credit memos to transactions and refunds only. Receivables does not calculate discounts for on-account credit memo applications. You cannot use cross currency applications with on-account credit memos. The currency of the on-account credit memo and the currency of the transaction must be the same.

Balance Forward Bills
You can use the balance forward billing number as the document reference for the Match Receipt By rule. Receivables applies receipts to transactions identified by the balance forward billing number.

Related Topics
- Customer Hierarchies and Paying Relationships: How They Work Together
- Match Receipts By Method: Explained

Recommendations for Receipt Application: How It Works
During payment processing, Receivables matches the remittance reference information on your receipts to open transactions, and presents recommendations for which transactions to use for a given receipt application. This recommendation process operates for manual receipts, lockbox receipts, and receipts uploaded using a spreadsheet.

In general, Receivables generates recommendations rather than applying receipts automatically when there is a data entry error, such as an incorrect invoice number, or when no transaction meets the minimum requirements for automatic receipt application, as defined by your implementation.

Settings That Affect Recommendations for Receipt Application
These settings affect recommendations for receipt application:

- Match Receipts By rule: The Match Receipts By rule identifies the document type to use to match receipts to transactions during lockbox and manual receipt processing. There are six document types available to match to receipts:
  - Transaction number
  - Balance forward billing number
  - Contract number
  - Purchase order number
  - Sales order number
  - Shipping reference, such as a waybill number or packing slip
You can set Match Receipt By document references at the customer site, customer account, lockbox, and Receivables system option level. Receivables searches these settings until it finds an exact match or an approximate match.

- **Document Reference Automatic Update**: Use the Document reference automatic update for matched receipts option at the customer site or customer account level to automatically maintain the Match Receipt By rule. If Receivables matches and applies a receipt for a customer or customer site based on a document reference different from the default setting (or if there was no default setting), this new document reference becomes the Match Receipt By rule for that customer or site.

- **AutoApply**: Set the Use AutoApply option for a lockbox or at the Receivables system option level for manual receipts. If you set this option, AutoApply automatically applies receipts and presents transaction recommendations based on the AutoMatch rule set, and handles exceptions based on the application exception rule set.

- **AutoMatch Rule Set**: The active AutoMatch rule set determines how receipts are applied automatically and transactions recommended for manual application. You can assign an AutoMatch rule set at the customer site, customer account, lockbox, and Receivables system option level.

An AutoMatch rule set defines the minimum qualifying percentage score, based on assigned thresholds, necessary to recommend transactions for receipt application. The rule set also provides string handling assistance to search for transaction matches against reference strings, such as an invoice number.

- **Application Exception Rule Set**: The active application exception rule set manages the handling of over and under payments after receipt application.

### How Recommendations for Receipt Application Are Calculated

Receivables matches the remittance reference on the receipt to transactions, based on the active Match Receipt By rule. Receivables searches for a Match Receipt By rule to use for comparison in the order customer site, customer account, lockbox (for lockbox processing), and Receivables system options.

For example, you enter an invoice number as the reference number, and the Match Receipt By rule for a customer site is Transaction Number. Receivables looks for and displays the transactions that most closely match the number you enter. If there is an exact match, and if the AutoMatch threshold settings allow, Receivables applies the receipt to the transaction automatically. If there is not an exact match, Receivables displays a list of recommended transactions according to the AutoMatch thresholds.

If AutoApply is enabled, Receivables presents transaction recommendations in the order of their reference score, as calculated by the active AutoMatch rule set, such that the closest matches appear first in the list. Each recommendation is accompanied by a reason code explaining why the receipt wasn’t applied to the transaction automatically. For example, if a recommendation has the reason **Below transaction threshold**, this indicates that the receipt wasn’t automatically applied because the transaction reference score didn’t meet the minimum threshold required for automatic application.

When you submit a lockbox, the lockbox process can in many cases match receipts to transactions and apply the receipts automatically. In cases where receipts are not applied automatically, lockbox generates a list of recommended transactions for you to complete the receipt application process manually.

When you manually create a standard receipt, use the Submit and AutoApply Now button to automatically apply the receipt. Receivables displays either the applications it has made or any recommendations for receipt application. For proposed recommendations, you can then select the transactions that you want and manually apply the receipt.

After the receipt is applied to the transaction, Receivables updates the receipt and transaction amounts, and displays any over or under payments for processing according to the details of the application exception rule set.
Applying Receipts without a Reference

Receivables will apply a receipt to a transaction or generate transaction recommendations without a remittance reference under these conditions:

- Customer information on the receipt matches that of the transaction.
- Receipt amount is equal to or greater than the transaction amount.
- For lockbox processing, the AutoCash rule is unable to apply the receipt.

Related Topics

- When do I use an application exception rule set
- AutoMatch Recommendations: How They Are Calculated
- Match Receipts By Method: Explained

Receipt-to-Receipt Applications: Explained

You can apply an open receipt against another open receipt.

You apply a receipt against another open receipt in order to move funds between receipts. Open receipts include receipts that have either unapplied cash or on-account cash. You can then apply the resulting unapplied receipt balance to a transaction.

To use receipt-to-receipt applications, you must set up a clearing account under the Receivables activity Payment Netting to manage the offset of the one receipt against the other.

Both receipts in a receipt-to-receipt application must be in the same currency. If both receipts are in a foreign currency, the result of the receipt application may be an exchange gain or loss. The exchange gain or loss is realized on the target receipt at the time of receipt application. If you later adjust the conversion rate on either receipt, the accounting is rederived using the adjusted conversion rate.

You can unapply a receipt that was applied to another open receipt, provided that neither receipt is drawn negative by unapplying it.

Write-offs and Receipts: Explained

A write-off is a receipt activity that cancels an open debit item and assigns it to a write-off account. You can write off both overpayment and underpayment amounts.

You write off an overpayment when, after applying a receipt to debit items, a small unapplied amount remains. You write off an underpayment when a receipt underpays an invoice by a small amount and the write-off is preferable to billing the customer for the difference.

Considerations for write-offs include:

- Write-off Setup
- Recommendations for Write-offs
- Automatic Write-offs
• Foreign Currency Write-offs

Write-off Setup
You can set up Receivables both to write off receipt amounts automatically and to present write-off amounts as recommendations for review and manual update.

These setups are related to receipt write-offs:

• Receivables activity: Set up accounts under the Receivables activity Receipt Write-off to credit receipt write-off amounts.
• Application exception rule set: Define an application exception rule set and assign the rule to Receivables system options. The application exception rule set defines how to manage overpayments and underpayments.
• Receivables system options: Define the write-off limit range per receipt. You cannot write off receipt balances that are less than or greater than this range.
• Approval limits: Define user approval limits per currency for write-offs.

Recommendations for Write-offs
During automatic payment processing, Receivables identifies underpayments and overpayments after receipts are applied to transactions. Depending on the details of your setup, Receivables can write off certain payments automatically and present other payments to you for review.

If you decide after review to write off a given overpayment or underpayment, you can manually enter a write-off up to the total amount assigned to both your receipt write-off approval limits and the system-level write-off approval limits.

Automatic Write-offs
Use the Create Automatic Receipt Write-offs program to automatically write off receipts. You can only use this program to write off overpayment amounts.

The Create Automatic Receipt Write-offs program writes off selected receipts for the designated unapplied amount or percentage, and closes the receipts. The program checks that the unapplied amount or percentage is within your approval limits.

You can use the Create Automatic Receipt Write-offs program to:

• Schedule periodic write-offs as receipt adjustments for small remaining balances.
• Limit write-offs by a percentage of the original receipt amount and by the policy of your enterprise.
• Create write-offs for specific currencies and customers.

You can also print and review write-offs generated by the program before applying them.

The account assigned to the Receivables activity that you select for the program run is the account credited for all write-off amounts.

Foreign Currency Write-offs
When you write off a foreign currency receipt, Receivables uses the conversion rate information from the original receipt for the write-off record.

If you adjust the conversion rate of a foreign currency receipt, Receivables reverses the write-off with the original conversion rate and then applies the new conversion rate to the write-off. Receivables reverses the write-off only if the converted amount does not exceed the system level write-off limit. If the converted amount exceeds the system level write-off limit, Receivables leaves the write-off amount as unapplied.
Cross Currency Receipts: How It Works

Use cross-currency receipt applications to process payments that customers make in a currency that is different from the currency of the open debit item. You can apply cross-currency receipts to invoices, debit memos, and chargebacks.

When you apply a cross-currency receipt, Receivables calculates both the open balance on the transaction (if any) and the foreign exchange gain or loss for the application.

You can apply receipts to transactions using any currency defined in General Ledger.

Settings That Affect Cross Currency Receipts

These settings affect cross-currency receipt applications:

- **Realized Gains and Realized Losses Accounts**: Define a realized gains account and a realized losses account at the Receivables system option level to account for the conversion rate gain or loss in the ledger currency resulting from a cross-currency receipt application.

- **Cross Currency Rate Type**: Enter the default conversion rate type at the Receivables system option level to use when the receipt and transaction currency are different and the two currencies don’t have a fixed-rate relationship. If the receipt and transaction have a fixed-rate relationship, then Receivables uses the conversion rate defined between these currencies.

  Receivables uses this rate type to calculate the allocated receipt amount when you enter the amount applied, and vice versa. If this Receivables system option is not defined, then you must manually enter both values.

  Lockbox also uses this rate type to apply cross-currency receipts if the program can’t calculate the rate to use.

- **Cross Currency Rounding Account**: Define a cross-currency rounding account at the Receivables system options level to record any rounding error amounts created during a cross-currency receipt application for currencies that have a fixed-rate relationship.

- **Suspense Account**: Define a suspense account in general ledger for journal entries created by cross-currency receipt applications. For each cross-currency receipt application, general ledger creates one entry in the suspense account so that each journal entry will balance in the entered currency.

How Cross Currency Receipts Are Calculated

When applying cross-currency receipts, your customer needs to provide the following remittance information:

- Which transactions to apply the receipt to.

- If the receipt is a partial payment, how much of each transaction is to be settled.

- If applicable, conversion rate information, which is either:
  - Conversion rate to use to convert to the ledger currency.
  - If you are manually entering allocated receipt amounts, how much of the receipt to allocate to a transaction.
In the Create Receipt or Manage Receipt page:

- Enter the amount to apply to a transaction in the **Applied Amount** field. If a conversion rate exists between the receipt currency and the transaction currency, Receivables populates the **Cross Currency Rate** field and calculates the allocated receipt amount.
- If a conversion rate doesn’t exist between the receipt currency and the transaction currency, then either enter the rate to use to convert the transaction amount to the receipt amount in the **Cross Currency Rate** field, or enter the amount of the receipt to allocate to the transaction in the **Allocated Receipt Amount** field.

Receivables performs these calculations:

- Converts the amount applied to the ledger currency and displays the result in the **Amount Applied Base** field.
- Updates the balance due in both the transaction currency (**Balance Due** field) and the ledger currency (**Balance Due Base** field).
- Calculates the cross currency conversion:
  - If necessary, Receivables uses the receipt date as the conversion date and the Receivables system option cross-currency rate type to calculate the rate.
  - If you enter a conversion rate in the **Cross Currency Rate** field, Receivables calculates the allocated receipt amount.
  - If you enter the allocated receipt amount, Receivables calculates the cross-currency rate.
- If applicable, calculates the discounts in the transaction currency. If there are transactions in multiple currencies, Receivables can’t display the total discount in a single currency. You can only view the discount for each application separately.
- If the currencies have a fixed-rate relationship, calculates the rounding error amount created by the cross-currency receipt application.
- Calculates the foreign currency exchange gain or loss:
  - Receivables determines the transaction amount and the receipt amount in the ledger currency.
  - Receivables calculates the foreign currency exchange gain or loss in the ledger currency using this formula:
    \[
    \text{Receipt Amount (as of the receipt date) - Transaction Amount (as of the transaction date) = Foreign Exchange Gain or Loss}
    \]
    This formula can be also expressed as:
    \[
    \text{Allocated Receipt Amount Base - Amount Applied Base = Foreign Exchange Gain or Loss}
    \]
  - If a discount has a gain or loss amount, the amount is included in the realized gain and loss calculation for the item.

Receivables creates multi-currency journal entries each time you apply a receipt in one currency to a transaction in a different currency. When you post these multi-currency journal entries, General Ledger:

- Separates the entries by currency before balancing them.
- Creates an entry in the suspense account to balance each journal entry.

**Applying Cross Currency Receipts: Examples**

The following examples illustrate the calculations and journal entries when you apply cross-currency receipts.
In the first example, you apply a receipt in one currency to an invoice in a different currency. Both the invoice currency and the receipt currency are different from your ledger currency.

In the second example, you apply a receipt in one currency to three separate invoices, each in a different currency.

**Apply a Receipt to One Invoice**

On JAN-01 you create Invoice 101 for 100 Canadian dollars (CAD). The corporate conversion rate on JAN-01 is 1 USD = 1.5 CAD. Receivables uses this rate to calculate the amount of the invoice in your ledger currency as 66.67 USD (100 / 1.5 = 66.67).

Receivables creates corresponding journal entries for this amount in both the invoice currency and your ledger currency, as illustrated in this table:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
<td>100 CAD [66.67 USD]</td>
<td>None</td>
</tr>
<tr>
<td>Sales</td>
<td>None</td>
<td>100 CAD [66.67 USD]</td>
</tr>
</tbody>
</table>

On JAN-31, you receive a payment of 64 EUR for Invoice 101. Your customer informs you that the entire amount (64 EUR) is a partial payment of 90 CAD for Invoice 101. The corporate conversion rate on JAN-31 is 1 USD = 1.13 EUR. When you enter the receipt information, Receivables uses this rate to calculate a receipt amount in your ledger currency of 56.64 USD (64 / 1.13 = 56.64).

When you apply the receipt to Invoice 101, Receivables displays the balance due in your ledger currency (Balance Due Base) and in the invoice currency (Balance Due), as follows:

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Balance Due Base</th>
<th>Balance Due</th>
<th>Amount Applied</th>
<th>Amount Applied Base</th>
<th>Cross-Currency Rate</th>
<th>Allocated Receipt Amount</th>
<th>Allocated Receipt Amount Base</th>
<th>Exchange Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>66.67</td>
<td>100.00</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

Following your customer remittance information, you enter a new value of 90 in the **Amount Applied** field. Receivables calculates the amount applied in your ledger currency (Amount Applied Base) and updates the balance due in your ledger currency (Balance Due Base) and the invoice currency (Balance Due), as follows:

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Balance Due Base</th>
<th>Balance Due</th>
<th>Amount Applied</th>
<th>Amount Applied Base</th>
<th>Cross-Currency Rate</th>
<th>Allocated Receipt Amount</th>
<th>Allocated Receipt Amount Base</th>
<th>Exchange Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>6.67</td>
<td>10.00</td>
<td>90.00</td>
<td>60.00</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

The calculations used to arrive at these amounts are:

- Balance Due = 100 - 90 = 10 (CAD)
- Balance Due Base = 10 / 1.5 = 6.67 (USD)
• Amount Applied Base = 90 / 1.5 = 60 (USD)

You then enter the amount of the receipt to apply to this invoice (64 EUR) in the Allocated Receipt Amount field. Receivables uses this amount to determine the Cross-Currency Rate of 0.7111111 (64/90). Receivables then determines the Allocated Receipt Amount Base (in your ledger currency) of 56.64 USD, using the conversion rate as of the receipt date. Finally, Receivables calculates an Exchange Loss of 3.36 USD.

This is represented as follows:

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Balance Due Base</th>
<th>Balance Due</th>
<th>Amount Applied</th>
<th>Amount Applied Base</th>
<th>Cross-Currency Rate</th>
<th>Allocated Receipt Amount</th>
<th>Allocated Receipt Amount Base</th>
<th>Exchange Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>6.67</td>
<td>10.00</td>
<td>90.00</td>
<td>60.00</td>
<td>0.7111111</td>
<td>64.00</td>
<td>56.64</td>
<td>&lt;3.36&gt;</td>
</tr>
</tbody>
</table>

The calculations used to arrive at these amounts are:
- Cross-Currency Rate = 64 (EUR) / 90 (CAD) = 0.7111111
- Allocated Receipt Amount = 64 (EUR) / 1.13 = 56.64 (USD)
- Exchange Gain/Loss = 56.64 (USD) - 60 (USD) = <3.36> (USD)

Receivables creates the accounting entries as illustrated in this table:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>64 EUR [56.64 USD]</td>
<td>None</td>
</tr>
<tr>
<td>Foreign Exchange Loss</td>
<td>3.36 USD</td>
<td>None</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>None</td>
<td>90 CAD [60 USD]</td>
</tr>
</tbody>
</table>

Apply a Receipt to Three Invoices

Your customer remits Receipt 1234 for 300 EUR and wants this receipt applied to three outstanding invoices:
- Invoice 101 for 100 Canadian dollars (CAD)
- Invoice 102 for 100 US dollars (USD)
- Invoice 103 for 8000 Japanese yen (JPY)

Your customer provides remittance information, including rate information, as described in this table:

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Date</th>
<th>Invoice Balance</th>
<th>Paid Amount</th>
<th>Rate to EUR</th>
<th>EUR Remitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>1-JAN</td>
<td>100 CAD</td>
<td>90 CAD</td>
<td>.725298</td>
<td>65.28</td>
</tr>
<tr>
<td>102</td>
<td>2-JAN</td>
<td>100 USD</td>
<td>100 USD</td>
<td>1.15989</td>
<td>115.99</td>
</tr>
<tr>
<td>103</td>
<td>4-JAN</td>
<td>8000 JPY</td>
<td>8000 JPY</td>
<td>.0086927</td>
<td>69.54</td>
</tr>
</tbody>
</table>
Activity totals:

- Total Remitted Amount: 250.78 EUR
- On Account: 49.22
- Total Remittance: 300.00 EUR

After you enter and apply the receipt according to the customer remittance information, this is represented as follows:

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Balance Due Base</th>
<th>Balance Due</th>
<th>Amount Applied</th>
<th>Amount Applied Base</th>
<th>Cross-Currency Rate</th>
<th>Allocated Receipt Amount</th>
<th>Allocated Receipt Amount Base</th>
<th>Exchange Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>6.67</td>
<td>10.00</td>
<td>90.00</td>
<td>60.00</td>
<td>.725298</td>
<td>65.28</td>
<td>57.14</td>
<td>&lt;2.86&gt;</td>
</tr>
<tr>
<td>102</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td>100.00</td>
<td>1.15989</td>
<td>115.99</td>
<td>99.12</td>
<td>&lt;0.88&gt;</td>
</tr>
<tr>
<td>103</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td>96.15</td>
<td>.0086927</td>
<td>69.54</td>
<td>94.61</td>
<td>1.54</td>
</tr>
<tr>
<td>On Account</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>49.22</td>
<td>6.27</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Related Topics**

- What happens if I use suspense posting or other options to post an unbalanced journal entry
- Creating Conversion Rate Types: Critical Choices

**Credit Card Chargebacks: Explained**

A customer may request a refund for all or part of a previously remitted credit card receipt directly with the credit card issuer.

> **Note:** Credit card services are currently not available in Oracle Financials Cloud implementations.

Under this procedure, the credit card issuer credits the customer account for the disputed amount, deducts the amount from your merchant bank account, and notifies you that a credit card chargeback took place.

You record the credit card chargeback as a negative miscellaneous receipt. Because the customer has already received the refund directly from the credit card issuer, this negative miscellaneous receipt is used only to ensure accurate accounting and reconciliation.

To record a credit card chargeback:

1. Ensure that you have defined a receivables activity of type Credit Card Chargeback.
2. In the Manage Receipts page, open the credit card receipt with the chargeback request.
3. Unapply the credit card receipt:
   - If you are unapplying the full amount, use the **Unapply Application** button to unapply the credit card receipt application from the transaction.
   - If you are only unapplying a partial amount, enter the new amount to apply to the transaction in the related **Applied Amount** field.
4. Create the credit card chargeback. Select Create Credit Card Chargeback from the Actions menu to open the Create Credit Card Chargeback window:
   a. Enter the Credit Card Chargeback activity in the Receivables Activity field.
   b. Enter the amount of the chargeback request in the Amount field.
   c. Enter the date to use for this transaction in the Application Date field.
   d. Optionally enter details of this transaction in the Reason field.

The credit card chargeback application and corresponding negative miscellaneous receipt record the event and correct the accounting. Because there are no funds to transfer, you don’t have to remit the negative miscellaneous receipt.

Note: If you later discover that the chargeback request was invalid, you unapply the credit card chargeback activity from the receipt and reapply the receipt for the full amount. This automatically reverses the negative miscellaneous receipt that was originally created when you first recorded the credit card chargeback.

Related Topics
- Receivables Activity Types

Miscellaneous Receipts: Explained

Enter miscellaneous receipts to record cash received that is not related to receivables. This includes non-invoiced items, such as investments, interest, refunds, and stock sales.

Considerations for miscellaneous receipts include:
- Distributions
- References
- Tax

Distributions

The receivables activity that you assign to the miscellaneous receipt determines the default distribution set and accounting. The distribution set creates the default account distributions for the entered receipt amount.

References

Use the optional Reference section to identify the miscellaneous receipt as a payment, receipt, or remittance.

This table indicates the reference type and corresponding reference number that you can use to identify the miscellaneous receipt:

<table>
<thead>
<tr>
<th>Reference Type</th>
<th>Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment</td>
<td>Check numbers recorded in Payables written from the same bank account as the remittance account entered for this receipt.</td>
</tr>
<tr>
<td>Payment Batch</td>
<td>Batch numbers of payment batches created in Payables that have the same bank account as this receipt.</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt numbers that have the same bank account as this receipt.</td>
</tr>
</tbody>
</table>
Tax

If applicable, the receivables activity assigns a tax rate code to the receipt. The tax rate code is used to account for tax on miscellaneous receipts and designates the tax account to use for the tax amount.

You can update the tax rate code with another Sales or VAT tax rate code. You can update the tax rate and tax amount if the tax rate code allows changes to the tax rate.

Related Topics

- Tax Rates Controls and Defaults: Points to Consider

Creating and Applying a Receipt

Watch: This video tutorial shows you how to create an accounts receivable standard receipt. The content of this video is also covered in text topics.

Reports for Apply Customer Payments

Applied Receipts Register: Explained

This topic contains summary information about the Applied Receipts Register.

Overview

The Applied Receipts Register provides information about all receipt applications that affect your customer balances.
Key Insights
Review receipt applications by customer and receipt batch. The report displays all receipt applications within the specified date range regardless of check date.

Frequently Asked Questions
The following table lists frequently asked questions about the Applied Receipts Register.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Period Close</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Financial Manager during period close processing.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>When you need a listing of your customer applied receipts or to assist the receivables reconciliation process.</td>
</tr>
<tr>
<td>What can I do with this report?</td>
<td>Schedule to run as needed.</td>
</tr>
<tr>
<td>What type of report is this?</td>
<td>Oracle Transactional Business Intelligence</td>
</tr>
</tbody>
</table>

Related Subject Areas
This report uses the Receivables - Standard Receipt Application Details Real Time subject area.

Applied Receipts Register
Use the Applied Receipts Register to review all receipt applications that affect your customer balances.

The report includes both customer receipts and discount information. You can use this report to review receipt applications for a specific customer, receipt batch, or applied transaction number. You cannot use this report to review miscellaneous receipts.

Review how customer receipts were applied to transactions. Optionally analyze receipts requiring manual application (Application Exception Reason) to improve automated receipt applications. Use for reconciling to the general ledger when a standalone report is needed.

Selected Report Parameters
You can select receipt applications by customer and receipt batch. Specify a receipt application accounting date range to review specific information for the period. The report displays all receipt applications within the date range regardless of check date.

**Application Accounting Date**
The application accounting date range.

**Receipt Batch Number**
Select receipts by batch to review specific batches, such as lockbox batches.

**Application Exception Reason**
The application exception reasons indicate why a receipt application was not made automatically. If you select this parameter, the report provides a subtotal by application exception reason.

**Applied Transaction Number**

The transaction number that allows selection of all receipts applied to a transaction.

**Report Output**

The report provides customer receipt application information by business unit and application accounting date for the specified period:

- The report displays receipt-to-receipt applications as one receipt with a positive application and the other receipt with a negative application.
- The report displays debit memo reversal receipts as applied receipts, because the transaction is closed by the debit memo reversal receipt and a new debit memo is created for the amount of the receipt. All other receipt reversals appear on the Unapplied Receipts Register.

This table describes important columns in the output of the Applied Receipts Register.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Accounting Date</td>
<td>The accounting date of the receipt application or application reversal.</td>
</tr>
<tr>
<td>Entered Applied Amount</td>
<td>The receipt amount applied in the entered currency.</td>
</tr>
<tr>
<td>Earned Discount</td>
<td>The earned discount amount in the ledger currency.</td>
</tr>
<tr>
<td>Unearned Discount</td>
<td>The unearned discount amount in the ledger currency.</td>
</tr>
<tr>
<td>Accounted Applied Amount</td>
<td>The total amount applied in the ledger currency.</td>
</tr>
<tr>
<td>Application Exception Reason</td>
<td>The reason that the receipt could not be applied automatically.</td>
</tr>
</tbody>
</table>

This table describes important rows in the output of the Applied Receipts Register.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Application Exception Reason] Total</td>
<td>The subtotal accounted applied amount by each application exception reason.</td>
</tr>
<tr>
<td>[Business Unit] Total</td>
<td>The subtotal accounted applied amount by business unit.</td>
</tr>
<tr>
<td>Grand Total</td>
<td>The total of all accounted applied amounts for the report.</td>
</tr>
</tbody>
</table>

**Related Topics**

- Automatic Receipt Processing: Points to Consider
Receipts Days Late Analysis Report: Explained
This topic contains summary information about the Receipts Days Late Analysis Report.

Overview
The Receipts Days Late Analysis Report helps you review the timeliness of your customer payments.

Key Insights
The report provides details of receipt applications against customer transactions for the period you specify.

Frequently Asked Questions
The following table lists frequently asked questions about the Receipts Days Late Analysis Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Financial Manager when analyzing late payments.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>To review the timeliness of your customer payments, including weighted days late calculation, which indicates the cost to you of overdue payments.</td>
</tr>
</tbody>
</table>
FAQ | Answer
---|---
What can I do with this report? | Schedule as needed.
What type of report is this? | Oracle Business Intelligence Publisher

Receipts Days Late Analysis Report

Use the Receipts Days Late Analysis Report to review the timeliness of your customer payments. The report provides details of receipt applications against customer transactions for the period you specify.

The report includes, for each customer payment, both transaction details and receipt application details. Receipt information includes the number of days late, if any, that payment was received based on the due date, and the calculated cost to you of a late payment.

Run this report according to your customer account review business process.

Report Output

The output provides a separate section for each customer account, and a subsection for each transaction entered currency within the customer account. Payment information within each subsection is sorted by transaction number and includes the amount of the application, the receipt number, and the days late (payments made in advance are displayed as a negative number).

The report provides totals for each entered currency per customer account. The totals include a count of average days late that payment was received and a calculation of the cost to you of past due items. The report does not include any grand totals, as it does not report in the ledger currency.

Row Headings

**Average Days Late**

The average number of days late for receipts by customer and currency.

\[
\text{Average Days Late} = \frac{\text{Sum of Days Late}}{\text{Total Number of Receipts}}
\]

**Currency:**

The transaction entered currencies used by each customer account.

**Weighted Average Days Late**

The weighted average days late for receipts within the date range by customer and currency. Use the weighted average days late to see the average amount that past due debit items cost you.

\[
\text{Weighted Average Days Late} = \frac{\text{Sum of Weighted Days Late}}{\text{Total Amount Paid}}
\]
Unapplied Receipts Register: Explained
This topic contains summary information about the Unapplied Receipts Register.

Overview
The Unapplied Receipts Register lets you review detailed information about customer unidentified, on-account and unapplied payments. This information more accurately indicates how much a customer actually owes you.

### Key Insights
The report groups receipts by receipt batch and customer, and provides separate totals by business unit for on-account, unapplied, and unidentified receipts in the ledger currency, and a grand total for the report.

### Frequently Asked Questions
The following table lists frequently asked questions about the Unapplied Receipts Register.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Period Close</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Financial Manager during period close processing.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>• When you need a listing of your customer unapplied receipts.</td>
</tr>
<tr>
<td></td>
<td>• To assist the receivables reconciliation process.</td>
</tr>
<tr>
<td>What can I do with this report?</td>
<td>Schedule as needed.</td>
</tr>
<tr>
<td>What type of report is this?</td>
<td>Oracle Transactional Business Intelligence</td>
</tr>
</tbody>
</table>

### Related Subject Areas
This report uses the Receivables - Standard Receipt Application Details Real Time subject area.

### Unapplied Receipts Register
Use the Unapplied Receipts Register to review detailed information about customer unidentified, on-account and unapplied payments by business unit and accounting period. Information about customer on-account and unapplied payments more accurately indicates how much a customer actually owes you.

The Unapplied Receipts Register excludes receipts applied to activities that do not affect the customer balance, such as receipt write-offs, short-term debt, and credit card refunds. For example, when you create a credit card refund, it is the credit...
memo associated with the refund that affects the customer balance (this is reported in the Transaction Register). The report also excludes miscellaneous receipts.

Run the Unapplied Receipts Register according to your customer account review requirements. You can also use this report to assist with reconciliation to the general ledger when a standalone report is needed.

Selected Report Parameters

**Accounting Date**
The accounting date range to include in the report.

**Receipt Currency**
Confine the report to one receipt currency.

**Receipt Batch Number**
Confine the report to a specific receipt batch, such as a lockbox batch.

**Application Status**
Confine the report to Unapplied, On-account or Unidentified receipts.

**Report Output**
The report groups receipts by receipt batch and customer, and provides separate totals by business unit for on-account, unapplied, and unidentified receipts in the ledger currency, and a grand total for the report.

This table describes the report headings in the Unapplied Receipts Register.

<table>
<thead>
<tr>
<th>Report Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt Entered Amount</td>
<td>The amount of the receipt in the receipt currency.</td>
</tr>
<tr>
<td>Transaction Currency</td>
<td>The currency of the receipt.</td>
</tr>
<tr>
<td>Transaction Accounted Amount</td>
<td>The accounted amount of the receipt in the ledger currency.</td>
</tr>
<tr>
<td>[Business Unit] Total</td>
<td>Separate total accounted amounts for on-account, unapplied, and unidentified receipts.</td>
</tr>
<tr>
<td>Grand Total</td>
<td>Total for the report.</td>
</tr>
</tbody>
</table>

**Related Topics**
- Receivables to General Ledger Reconciliation Report: Points to Consider

**Write-off Unapplied Receipt Balances Report**
Use the Write-off Unapplied Receipt Balances Report to review a run of the Create Automatic Receipt Write-offs program. You can also generate the report without creating actual write-off entries to review the results of a proposed program run.
Both the manual and automatic write-off processes initiate the Create Automatic Receipt Write-offs program to process the writing off of unapplied receipt amounts. The program validates both the data that you enter and your write-off approval limit, selects the records to write off, then creates the accounting entries and updates the receipt balances.

If the value that you enter in the Unapplied Amount or Unapplied Amount Percentage parameter exceeds your write-off approval limit, then the program run ends with no data found.

The report provides separate receipt and write-off totals for each customer and customer account, and final totals for the program run.

Use the Write-off Unapplied Receipt Balances Report as part of your customer account review process.

Selected Report Parameters

**Receipt Currency**

The currency of the receipts that you want to write off. Only receipts with the currency you enter are eligible for write-off.

**Unapplied Amount**

The maximum amount that you can write off. The program selects receipts with unapplied amounts less than or equal to this value that meet the other selection criteria.

**Unapplied Amount Percentage**

The percentage of unapplied amount against the original receipt amount that you can write off. For example, if you want to write off receipts with an unapplied balance of 5% or less of the original receipt amount, then enter 5.

**Receipt Method**

Enter a receipt method to limit the selection of receipts to this receipt method only.

**Receipt Number**

The number of a specific unapplied receipt that you want to write off. If you specified a receipt method, a customer name, or a customer account number, then you can only select a receipt number belonging to this customer or receipt method.

**Create Write-offs**

- Generate Report Only: Generate a report without performing the write-off to review the receipts to be processed using your selection criteria.
- Create Write-off: Submit the Create Automatic Receipt Write-offs program to write off receipts according to your selection criteria, and generate the Write-off Unapplied Receipt Balances Report.

**Write-off Receivables Activity**

The receivables activity that determines the general ledger account to use to credit the write-offs.

This parameter is required if you set the Create Write-offs parameter to Create Write-off.

**Application Date**

The application date of the write-off to apply to all of the selected receipts.

**Accounting Date**
The accounting date of the write-off to apply to all of the selected receipts. The date is validated during the program run to ensure that it is in an Open or Future Open period.

FAQs for Apply Customer Payments

**Why can't I apply a receipt amount to a closed debit item?**

The transaction type of the debit item to which you are applying the receipt is used to validate the application amount. If the transaction type allows overapplication, then you can apply a receipt to a closed debit item.

If the transaction type allows natural application only, then you can't enter an amount that would reverse the sign of the debit item. In this case, you can only enter an amount that brings the balance due closer to zero.

**Can I apply payments from a customer site to transactions of the same site?**

Yes, you can search for transactions by bill-to site to apply to receipts. In the Edit Receipt page, click the **Add Open Receivables** button to open the Search and Select window. Use the **Bill-to Site** field to filter customer transactions by bill-to site.

**Why did changing the receipt application reverse an adjustment?**

Because transaction adjustments created after receipt application no longer apply when you change the receipt.

For example, you apply a $99 receipt to a $100 invoice, then you adjust the remaining $1 to close the transaction. If you later change the receipt application, either by unapplying the receipt, reversing the receipt, or changing the applied amount on the receipt, this reverses the adjustment on the transaction.

If necessary, you can retain the original adjustment record by creating a new adjustment in the transaction or in receipt details.

**Can I credit receipts against the transactions of other business units?**

No, Receivables only considers on-account and unapplied receipts as credit against open balances for business units that are set up to process both transactions and receipts.

**How are transaction line amounts reduced?**

The application rule set assigned to the transaction type of the debit item determines how to reduce the open line, tax, freight, and late charge amounts for both receipt and on-account credit memo applications. If there is no application rule set assigned to the transaction type, the application process uses the application rule set assigned to Receivables system options.

An application rule set uses these application rules:

- **Line First - Tax After**: Apply the receipt to the open line item amount first. Apply any remaining receipt amount in the following order: tax, freight, late charges.

- **Line and Tax Prorate**: Apply a proportionate amount of the receipt to the open line item amount and the open tax amount for each line. Apply any remaining receipt amount to freight first and then to late charges.

- **Prorate All**: Apply a proportionate amount of the receipt equally to the line, tax, freight, and late charges.
How do I use transaction and customer recommendations?
Use transaction recommendations with lockbox receipts and manual receipts. Receivables recommends one or more transactions for receipt application, with what it considers the closest match displayed first. You can select any of the recommended transactions that you want to apply to the receipt up to the receipt amount.

Use customer recommendations with lockbox receipts that contain invalid customer information. Receivables provides a list of customers for you to select one for the receipt.

If you apply a receipt that doesn’t contain customer information to a transaction, Receivables updates the receipt with the customer information on the transaction.

What are exception trends?
Exception trends monitor manual receipt applications. In many cases, Receivables matches receipts to transactions automatically and successfully applies the receipts.

When customer payments are not fully applied to open debit items, you must review the unapplied amounts and apply receipts manually to complete the payment process. You can add an exception reason that explains why a manual receipt application was necessary, for example, an invalid invoice number was used. You use the Exception Reason lookup type to define lookup codes for your exception reasons.

The Exception Trends table in the contextual pane tracks for each customer the exception reasons that were used to mark manual receipts and the number of occurrences of each exception.

How can I reapply a receipt applied in error?
First unapply the original receipt applications, and then apply the receipt to the new transactions that you want. You can reapply both automatic and manually entered receipts before or after posting to general ledger.

Unapplying a receipt reopens each transaction or transaction line that was previously closed by the receipt. Receivables enters a reversal accounting date for each transaction or transaction line reopened. The reversal accounting date, which is the date to post this reapplication to general ledger, is the same as either the accounting date of the original application or, if the original application accounting date is in a closed period, the system date. If the system date is not in an open period, the default is the last date of the most recent open period.

You can’t unapply a receipt that has adjustments associated with it unless you first readjust the transaction to its original amount. In addition, you can’t unapply a receipt if there is a chargeback against the transaction and this chargeback has activity against it, for example, another receipt or credit memo.

You can unapply a receipt that was applied to another open receipt, provided that neither receipt is drawn negative by unapplying it.

When do I create a chargeback?
Use chargebacks to create a new debit item for your customers when closing an existing debit item. You can also create a chargeback against a credit memo or on-account credit with a positive balance.

For example, a customer sends a payment of $75 for a $100 invoice. You apply the receipt to the invoice, and create a chargeback for the balance due. If the transaction types assigned to the transaction and to the chargeback allow overapplication, you can enter a chargeback amount greater than the original balance due.

You can edit a chargeback transaction like any other transaction on the Edit Transaction page.

What’s the difference between a chargeback and a credit card chargeback?
A chargeback closes an existing debit item and creates a new debit item for a customer. A chargeback is an open receivable applied to a customer balance.
A credit card chargeback is a negative miscellaneous receipt that records a transaction between a credit card issuer and a cardholder. The credit card issuer credits the customer account for a disputed amount, and deducts the amount from your bank account. The negative miscellaneous receipt, or credit card chargeback, is created to ensure accurate accounting and reconciliation for these transactions.

Manage Automatic Receipts

Processing Automatic Receipts: How It Works

Use the automatic receipt process to create a batch of receipts from selected customer transactions for payment by credit card or bank account transfer.

You use automatic receipts for customers with whom you have predefined agreements. These agreements let you collect payments on time for open debit items by transferring funds from the customer bank account or credit card to your bank account on the receipt maturity date. If necessary, the customer can confirm the automatic receipt batch before transferring funds.

After an automatic receipt batch is created, you can reapply and reverse automatic receipts in the same way as manual receipts. To reverse an automatic receipt, it must be approved.

Settings That Affect Automatic Receipts

These Receivables settings pertain to the process of automatic receipts:

- Receipt Class: Use these settings for the receipt class of the receipt method assigned to each transaction:
  - Creation method of Automatic.
  - Set the Require confirmation option if the automatic receipts must be confirmed by the customer.

- Receipt Method: Use these settings for the receipt method assigned to each transaction:
  - Receipts inherit transaction numbers option: Set this option to assign the automatic receipt the number of the transaction to which it is applied. Don’t set this option if you want to assign a document number to each automatic receipt.
  - Number of Receipts Rule: Rule that determines the number of receipts to create from the transactions contained in the batch.
  - Receipt Maturity Date Rule: Rule that assigns the maturity date to the automatic receipt. The maturity date is the date to transfer funds from your customer bank or credit card to your remittance bank account. The rule uses either the Earliest or the Latest due date of all the selected transactions applied to the receipt as the receipt maturity date.
  - Lead Days: The number of days before the transaction due date that a transaction is eligible for automatic receipt selection. Set the lead days to a high value for:
    - Automatic receipts that require confirmation. This allows for the additional time required to send the receipts to your customer and for the customer to confirm them.
Factored receipts. Factored receipts are often remitted long before their maturity date.
- Customer Payment Method: Enter the payment method that the customer uses to remit payment to you.

- Document sequences: If you are using document sequences:
  - In the Sequencing section of the Specify Options page of your primary ledger, set the **Sequencing By** option to Ledger or Legal Entity.
  - Optionally enable the **Enforce Document Sequencing** option for Receivables.
  - Define an automatic document sequence and assign this sequence to the document category associated to the receipt method you plan to use for automatic receipts. The document category is automatically created when you create a receipt method.

**Note:** If the receipt method has the **Receipts inherit transaction numbers** option enabled, and the **Number of Receipts Rule** is One per Invoice, then document sequences are not used. Instead, Receivables uses the transaction numbers as the receipt numbers.

- Transactions to include in the automatic receipt batch:
  - Receipt Method: All transactions must have the same receipt method as the automatic receipt batch.
  - Customer payment information: All transactions must have defined both a paying customer and payment instrument information.

- Customer account or site to include in the automatic receipt batch:
  - Payment Details: Define payment details, including the payment instruments the customer uses.
  - Primary receipt methods and payment instruments: Depending on the preferred payment method of the customer, designate on the customer or site profile one of the credit card or bank account transfer receipt methods as Primary, and designate a credit card or bank account payment instrument as primary.
  - **AutoReceipts include dispute items** option: Use this option on the customer or site profile to determine whether to include open items in dispute during transaction selection.
  - **Minimum Receipt Amount** field: Use this field on the customer or site profile to define an amount in the batch currency below which the program won't generate automatic receipts.

- Automatic Receipts Receipt Source: Enter a value in the **Batch Number Starts After** field. Automatic receipt batch numbering begins after the number that you enter, for example, if you enter 1000, the first automatic receipt batch created is numbered 1001.

- **Conversion Rate Type** profile option: If you are using automatic receipts to pay foreign currency transactions, then set this profile option to a value other than User to convert to the ledger currency.

- Remittance Bank Account:
  - Define a remittance bank account for the batch receipt method in the batch currency.
  - **Minimum Receipt Amount** field: Enter an amount below which the program won't generate automatic receipts.

**Caution:** The automatic receipt process compares the remittance bank account and customer profile class minimum receipt amounts and uses the larger of the two when creating automatic receipts. If both amounts are greater than the receipt total, then the program doesn't create an automatic receipt batch.
How Automatic Receipts Are Processed

Complete all of these steps to prepare and process automatic receipts:

1. Prepare transactions. Ensure that each transaction that you want to include in the batch has paying customer information and is assigned the appropriate receipt method (credit card or bank account transfer) that you want to use for automatic receipts.

2. Select transactions and create the batch. Considerations for transaction selection include:
   - You can enter a range of credit card numbers in the Customer Bank Account fields to create automatic receipts for transactions marked for payment by credit card.
   - Receivables checks the customer profile to determine whether to include transactions in dispute.
   - Receivables compares the transaction due date to the batch date and batch lead days to determine whether a transaction is eligible for automatic receipts. The difference between the batch date and transaction date must be less than or equal to the number of lead days.
   - The transaction total must be greater than or equal to the larger of the two minimum receipt amounts (in the remittance bank account or customer profile) in order to create an automatic receipt batch.

3. Submit the batch. Receivables creates receipts, according to the receipt rule on the receipt method, to close out all completed transactions that meet the selection criteria.

4. Review and approve the batch. You can update, delete, and approve the receipts that were created by the batch.

   If you are processing credit card payments, the approval process sends the receipt batch to Payments for credit card authorization. If authorization is successful, then Payments assigns an approval code to each transaction and the corresponding receipt is approved. If authorization is not successful, then the receipt is rejected from the batch.

   ✔️ Note: A receipt can fail authorization if, for example, the credit card number is invalid, the payment amount exceeds the cardholder credit limit, or the card has been reported lost.

5. Confirm the batch. If necessary, send the automatic receipt batch to your customer for confirmation.

6. Remit receipts. Remit the receipts to your bank:
   - If you are processing credit card payments, then the remittance process requests transfer of funds from the credit card issuer to your bank.
   - If you are processing bank account transfers, then the remittance process requests transfer of funds from the customer bank account to your bank.

Related Topics

- What’s the difference between the various customers?
- Completing Transactions: Explained
- Remittance Bank Accounts: Explained

Managing Automatic Receipts: Points to Consider

You use the automatic receipt process for customers that have agreed to payment collection on a regular basis.

When you create an automatic receipt batch, the process applies receipts to customer transactions and transfers funds from the customer bank account or credit card to your bank account on the receipt maturity date.
This topic provides additional information about the following aspects of the automatic receipt process:

- Discounts and Automatic Receipts
- Start and End Date Ranges
- Remittance Bank Information
- Document Sequences
- Bill-to Sites and Automatic Receipts
- Payment of Related Transactions
- Automatic Receipts System Options

Discounts and Automatic Receipts

You wouldn't normally use discounts with automatic receipts, because the concept of early payment doesn't apply. You and the customer decide the receipt maturity date in advance, and the automatic receipt process transfers funds from the customer bank account or credit card on that date only.

You can calculate earned discounts on payments for automatic receipts that don't require confirmation, if you set up payment terms with the transaction due date equal to the discount date. For example, if the payment terms specify that a transaction is due 30 days after the transaction date, create a percentage discount for 30 days after the transaction date. This identifies the 30-day period as a discount period.

You can't use discounts with automatic receipts that require confirmation by the customer. Alternatively, you can define an Earned Discount receivables activity and create an adjustment to reduce the balance on transactions by the discount amount. You then charge the adjusted amount to this receivables activity discount account.

Start and End Date Ranges

Many of the setup objects used in automatic receipt processing have start and end date ranges, such as receipt methods, remittance bank accounts, and customer bank accounts. Date ranges determine which objects display in lists of values.

You must ensure that the setup objects used in automatic receipts do not contain inconsistent or overlapping date ranges.

For example, if you assign a receipt method with a date range of 01-SEP-10 to 30-SEP-10 to one of your customers, you can't choose this receipt method if you enter an invoice for this customer on 01-OCT-10.

Remittance Bank Information

The automatic receipt process assigns one of your remittance bank accounts to each receipt created by the payment of a customer open debit item.

Remittance bank account information includes the general ledger accounts used during receipt application.

The automatic receipt process usually assigns to the receipt the primary remittance bank account associated with the receipt method and currency of the transaction. The one exception to this is if a non-primary remittance bank account belonging to the same receipt method uses the same currency as the customer bank account. In this case, the automatic receipt process uses this remittance bank account instead.

This matching of your remittance bank account to a customer bank account in the same currency helps you both to avoid bank charges and to expedite funds transfer.

You can update remittance bank information for an automatic receipt if the receipt status is Confirmed and the Unapplied and On-Account general ledger accounts of the remittance bank are the same account.
Document Sequences
If you plan to assign a unique document number to each automatic receipt, you must enable document sequencing at the appropriate ledger or legal entity level.

To enable document sequencing:

- At the ledger level: Set the **Sequential Numbering** profile option to Always Used or Partially Used.
- At the legal entity level: In the Sequencing section of the primary ledger options setup, set the **Sequencing By** option to Legal Entity, and set the enforce options according to your requirements.

To set up document sequencing for automatic receipts:

- Ensure that a document category is created for each receipt method assigned to transactions selected for automatic receipt application.
- Assign each applicable document category a document sequence with automatic numbering.

Bill-to Sites and Automatic Receipts
Use the **Require billing location for receipts** Receivables system option to determine whether Receivables creates an automatic receipt for a customer without a primary bill-to site:

This table indicates the effect of setting or not setting the **Require billing location for receipts** Receivables system option for automatic receipts:

<table>
<thead>
<tr>
<th>Option</th>
<th>Primary Bill-to Site?</th>
<th>Create Automatic Receipt?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>Yes, without a bill-to site</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

- If the system option is set to No and the customer doesn’t have a primary bill-to site defined, Receivables creates the automatic receipt without assigning a bill-to site.
- If the system option is set to Yes and the customer doesn’t have a primary bill-to site defined, Receivables doesn’t create the automatic receipt.

Payment of Related Transactions
If you use customer selection criteria for an automatic receipt batch, the process searches for transactions with a matching paying customer, rather than the bill-to customer. The paying customer is the customer associated with the customer bank account assigned to the transaction. This customer may differ from the bill-to customer if, for example, you want a primary customer to pay for related transactions.

If you want one customer to pay for transactions billed to another customer, you must do one of the following tasks:

- Enable the **Allow payment of unrelated transactions** Receivables system option.
- Define a paying relationship between the two customers.

Then, when entering or updating transactions for automatic receipt processing, you must enter the bill-to customer name and site, and the paying customer bank information.

Automatic Receipts System Options
You use the Automatic Receipts section of the Cash Processing tab of Receivables system options to set up automatic receipts for your business unit.
Use the **Receipt Confirmation Threshold Amount** field to set a value agreed upon with your customers to automatically confirm automatic receipts. An automatic receipt batch with a total amount below the value you enter doesn't require confirmation.

Use the **Invoices per Commit** and **Receipts per Commit** fields to enter values large enough to avoid intermediate saves in the program. Enter values that can handle your largest automatic receipt and remittance batches.

To help determine the values to use, refer to the end of the log file of your largest automatic receipt batch and remittance batch to see the number of receipts marked for the batch. You can later reduce these numbers if you run out of rollback segments.

**Related Topics**

- [When are receipts required for a bill-to site](#)
- [What's the difference between an account relationship and a paying relationship](#)
- [Document Sequences: Points to Consider](#)
- [Legal Entity Document Sequencing in Receivables: Points to Consider](#)

**Approving Automatic Receipts: Explained**

Approve a batch of automatic receipts to verify that the batch contains all of the receipts that you want. You can approve an automatic receipt batch that has a status of Creation Completed or Started Approval.

You can update the automatic receipt batch before you approve it, as long as there are no concurrent processes for creating or approving this batch that are either running or pending.

You can remove transactions from the batch. Transactions that you remove are available for selection the next time you submit the automatic receipt creation program. If applicable, you can also update conversion rate information.

You can delete an automatic receipt batch that has the status Creation Completed without approving it. When you delete a batch, all of the transactions in the batch become available for selection the next time you submit the automatic receipt creation program.

You can update the bank name, bank branch, and customer bank account associated with each of the transactions in the batch. Updates to bank information are limited to selecting a new customer bank or bank account for a transaction that is assigned to either this customer or the primary customers of this customer. In addition, this bank must have a bank account in the same currency as the automatic receipt batch.

Once you approve the batch, Receivables creates the automatic receipts that don’t require confirmation according to the **Number of Receipts Rule** on the receipt method and closes the transactions they are paying.

*Note:* Receipts that require confirmation close transactions only when they are confirmed by the customer.

When you remit an approved automatic receipt batch, your remittance bank uses the batch maturity date to determine when to transfer the funds from your customer bank account to your remittance bank account. Receivables uses the **Receipt Maturity Date Rule** on the receipt method to determine the maturity date on the approved receipts.
Confirming Automatic Receipts: Explained

Confirm automatic receipt batches to indicate that your customer has reviewed each receipt and agrees that the payment information is correct.

Depending on the agreement you have with your customer, certain types of automatic receipts require confirmation from your customer before they can be considered payments and remitted to the bank. Once your customer approves these receipts, you can make any necessary changes, then confirm the receipts.

When a customer confirms the automatic receipt batch, they may provide a confirmation number for each receipt. Enter this number in the available reference or comment field. This number is passed to your remittance bank, which can then forward it to the customer bank. This helps your customers to reconcile their accounts.

If the receipt class of the receipt method assigned to an automatic receipt or automatic receipt batch requires confirmation, you must confirm the receipt or receipt batch once it has been approved by your customer. Receipts that require confirmation automatically close the invoices for which they were created when you confirm them. After confirming the automatic receipt batch, you can create a remittance batch to initiate the transfer of funds for each receipt.

You can make these updates to an automatic receipt batch before you confirm it:

- Transactions selected to apply to the receipt.
- Conversion rate information.
- Receipt maturity date.
- Your remittance bank.
- Customer bank account information.

You can only change the approved amounts for your receipt applications if the receipt isn’t confirmed. Once confirmed, Receivables automatically applies the receipt and updates the balance of the transactions to which it is applied.

Mapping ISO Rejection Codes with Reversal Categories: Procedures

To automatically reverse receipts in a settlement batch, you must map the ISO rejection codes to a reversal category. This mapping is used to derive the reason for reversing a receipt.

Use the Manage Reversal Reason to Category Mappings setup task to map the ISO rejection codes with the corresponding reversal categories.

Configure ISO Rejection Codes as Reversal Reasons

Before you begin, ensure that the ISO codes appear in the Reversal Reason list on the Manage Reversal Reason to Category Mappings page. Define the ISO codes as lookups of the CKAJST_REASON lookup type.

To configure ISO rejection codes as reversal reasons:

1. Navigate to Setup and Maintenance.
2. Search for the Manage Receivables Lookups task.
3. Click the Go to Task icon.
   The Manage Receivables Lookups page appears.
4. Enter CKAJST_REASON in the Lookup Type box and click the Search button.
5. Click the Add Row icon that appears on the Financials Generic Lookup Type: CKAJST_REASON table.
6. Enter the ISO rejection code in the **Lookup Code** box.
7. Enter the meaning and description for the rejection code in the **Meaning** and **Description** boxes.
8. Click the **Enable** box so that the rejection code appears as the reversal reason on the Manage Reversal Reason to Category Mappings page.
9. Repeat steps 5 through 8 to configure other ISO rejection codes.
10. Click the **Save and Close** button when you complete configuring all the ISO rejection codes.

**Map Rejection Codes to Reversal Categories**

To map the ISO rejection codes to reversal categories:

1. Navigate to Setup and Maintenance.
2. Search for the Manage Receivables Reversal Reason to Category Mappings task.
3. Click the **Go to Task** icon.
   - The Manage Reversal Reason to Category Mappings page appears.
4. Click the **Add Row** icon.
5. Select the ISO rejection code from the **Reversal Reason** list.
6. Select the category from the **Reversal Category** list.
7. Click the **Enabled** box to enable the mapping between the reversal reason and reversal category.
8. Enter the **Payment Standard**, identifier of the established standard that is associated with the reversal reason.
9. Repeat steps 4 to 8 to map other ISO rejection codes.
10. Click the **Save and Close** button when you complete mapping all the ISO rejection codes.

**Reversal of Automatic Receipts: How It's Processed**

Use the Automatic Receipts Reversal process to identify the rejected settlements in a settlement batch and reverse the corresponding receipts. The process only reverses automatic receipts, not manual receipts.

**Settings That Affect Reversal of Automatic Receipts**

Before you can automatically reverse receipts in a settlement batch, you must map the ISO rejection codes to a reversal category. This mapping is used to derive the reversal category for reversing the receipt.

Use the Manage Reversal Reason to Category Mappings setup task to map the ISO rejection codes with corresponding reversal categories.

**How Receipts are Reversed**

When a bank can’t process an automatic remittance of a record, the record is sent back for reversal. The returned record consists of two bank files:

- Reversal file - pain message 002.001.03. This message provides technical details of the reversals that are needed to reverse a receipt.
- Bank statement files CAMT-053.

The following steps outline the reversal process:

1. The Retrieve Funds Capture Acknowledgments process in Payments processes the pain message and sends information on the rejected receipts to Receivables.
2. The Automatic Receipts Reversal process receives the information on the rejected receipts and looks for the mapping between the rejection code and reversal category.
3. If a mapping exists for the rejection code, the corresponding receipt is reversed. If a mapping doesn’t exist, the status of the corresponding receipt is set to Confirmed.
4. To reverse receipts that are set to Confirmed, you must define the mapping and run the Automatic Receipts Reversal process to reverse the corresponding receipts.

**Note:** Reconciled receipts aren’t reversed by the Automatic Receipts Reversal process. You must manually unreconcile the receipts before reversing them.

5. After the Automatic Receipts Reversal process completes, the Reversal Status Report is generated. Use the report to review the automatic receipt reversals processed in a settlement batch. The report displays details of the:
   - Receipts that are reversed along with the reversal reason
   - Receipts that aren’t reversed and the reason they weren’t reversed

6. The report is automatically run after the Automatic Receipts Reversal process. However, you can also run the report manually.

**Related Topics**
- Settlement Batches: How They Are Processed

### Creating Receipts for Tokenized Credit Card Transactions: Explained

Use the Create Automatic Receipt process to create receipts for tokenized credit card transactions.

You import tokenized credit card transactions using AutoInvoice. Once the transactions are successfully imported into Receivables, you can prepare transactions for receipt creation. Review and if necessary complete these tasks:

- Create a credit card receipt method.
- Review imported transactions.
- Create automatic receipts and remittance.

#### Create a Credit Card Receipt Method

Create an automatic receipt method for processing tokenized credit card transactions and enter this receipt method in the AutoInvoice Import template. The receipt method is assigned to tokenized credit card transactions during import.

Important settings include:

- Receipt Class: Use the **Creation Method** Automatic. This exposes the Automatic Processing tab when you create the receipt method.
- Receipt Method: Number of Receipts Rule: If you are importing tokenized credit card transactions with authorization, you can only use the **Number of Receipts Rule** One per Invoice to group transactions. If you are importing tokenized credit card transactions without authorization, then you can use any rule.
- Receipt Method: Receipt Maturity Date Rule: Select the **Receipt Maturity Date Rule** Earliest.
- Receipt Method: Customer Payment Method: Select the **Customer Payment Method** Credit Card.

#### Review Imported Transactions

Use the Review Transaction page to open and review your imported tokenized credit card transactions.

Review these actions:

- If the imported transaction includes authorization, then you cannot update the receipt method or credit card information.
• If the imported transaction does not include authorization, then you can update the receipt method or credit card information.
• If the credit card security code was required to process the transaction, then you cannot update the receipt method or credit card information.
• Review and, if necessary, update the paying customer assigned to the transaction.

Create Automatic Receipts and Remittance

Use the automatic receipt process and the Create Automatic Receipt Batch page to create receipts for your imported tokenized credit card transactions. Use the Create Receipt Remittance Batch page to remit receipts to the bank.

Considerations for automatic receipts and remittance include:

• Automatic Receipt Method: Ensure that all transactions are assigned the credit card receipt method that you will use for the automatic receipt batch.
• Paying Customer: Ensure that all transactions are assigned the same paying customer during automatic receipt processing.
• Fully Applied Receipts: Ensure that receipts are fully applied before creating the remittance batch.

FAQs for Manage Automatic Receipts

Can I manually enter an automatic receipt?
Yes, if the customer remits a manual document for a transaction that was supposed to be paid by automatic receipt, you can manually enter this as a standard receipt. You must select a receipt method assigned to a receipt class that has a creation method of Automatic.

Receivables treats this receipt like any other automatic receipt. When you remit the receipt to the bank, the funds are transferred from the customer bank account to your bank account.

Why can't I find a transaction in the automatic receipt batch?
Because the transaction doesn't have the appropriate settings. An automatic receipt batch can only include complete transactions that contain customer payment details and have a receipt method belonging to a receipt class with an Automatic creation method. This applies to both imported and manually entered transactions.

If necessary, update the transactions that you want to include in the automatic receipt batch with customer payment information and the appropriate receipt method.

Can I unconfirm a receipt?
No, you can't unconfirm an automatic receipt after you confirm it. If you confirm a receipt in error, you need to reverse and then recreate the receipt.

Once you confirm an automatic receipt, the transactions closed by this receipt can no longer be selected for automatic receipt creation. However, transactions with a remaining balance due can be included in a subsequent automatic receipt batch.
Reversing Receipts: Explained

Reverse a receipt when your customer stops payment on a receipt or if a receipt comes from an account with insufficient funds.

Considerations for reversing receipts include:

- Receipts Eligible for Reversal
- Processing Receipt Reversals
- Reversal Categories and Reasons

Receipts Eligible for Reversal

You can reverse these types of receipts:

- Invoice-related receipts.
- Miscellaneous receipts.
- Credit card refund (negative miscellaneous) receipts.
- Receipts that are part of a batch.
- Receipts that were applied to open receipts, provided that neither receipt is drawn negative by the reversal.

Processing Receipt Reversals

When you reverse a receipt, Receivables automatically creates reversal journal entries in the general ledger and reopens all of the debit and credit items that were closed by the receipt.

You can reverse a receipt that was applied to transactions with adjustments or chargebacks, provided the adjustments and chargebacks haven’t posted to general ledger.

Note: If a chargeback posted to general ledger, then you must create a debit memo reversal instead.

Reversal Categories and Reasons

The reversal categories are used to identify the reversal for further processing. For example, use the Credit Card Refund Reversal category for reversing a credit card refund miscellaneous receipt. Use the Reverse Payment category for receipts with incorrect data entry.

The reversal reasons are user-defined reference information that describe why a particular category of reversal took place.

Debit Memo Reversals: Points to Consider

Use debit memo reversals when you need to reverse a receipt, but you want to maintain the link between the billing activity and the payment. When you create a debit memo reversal, Receivables reverses the receipt, but does not update any of the receipt activity associated with the original receipt.

There are these points to consider when creating debit memo reversals:

- Using Debit Memo Reversals
- Creating the Debit Memo Reversal
- Accounting for Debit Memo Reversals
Using Debit Memo Reversals
A debit memo reversal is different from a standard reversal because, instead of reopening the debit and credit items that were closed with the original receipt, Receivables creates one new receivable in the amount of the net of the closed debit and credit transactions. As a result, the reversed receipt shows the transaction as still applied.

You must create a debit memo reversal under each of these circumstances:

- You are reversing a receipt from which you have created a chargeback, and this chargeback has had activity against it, such as another receipt, a credit memo, or an adjustment.
- You are reversing a receipt with a remitted credit card refund application.
- You are reversing a receipt (Receipt A) that was applied to another receipt (Receipt B), if the reversal would draw the balance of Receipt B negative.

Note: You can’t create a debit memo reversal for a miscellaneous receipt.

Creating the Debit Memo Reversal
To create a debit memo reversal, you enter a debit memo transaction type. The debit memo transaction type provides the default receivable account distribution for the new debit item.

If the receipt that you are reversing uses a receipt method with the Debit Memos Inherit Receipt Number option enabled, you can control whether the debit memo has the same transaction number as the original receipt. If the Debit Memos Inherit Receipt Number option is not enabled, Receivables uses the predefined Debit Memo Reversal transaction source to determine the numbering for the debit memo reversal.

If you are using manual document numbering, enter a unique document number for this reversal. If you are using automatic numbering, Receivables assigns a unique document number to the new debit memo.

When you create a debit memo reversal, Receivables generates the line item from the predefined memo line. Receivables creates this line on the debit memo:

Debit memo for reversal of payment \{PAYMENT_NUMBER\}

where \{PAYMENT_NUMBER\} represents the original receipt number.

Accounting for Debit Memo Reversals
When you create a debit memo reversal, Receivables creates the accounting entries on the new debit memo transaction rather than on the original receipt. This ensures that you do not make duplicate entries, and eliminates the need for a clearing account.

With regular debit memos, AutoAccounting creates both the receivable and revenue account distributions. With debit memo reversals, the debit memo transaction type provides the receivable account distribution, and the cash account on the receipt is used as the revenue account distribution.

The cash account used depends on the status of the receipt at the time of the creation of the debit memo reversal. For example, if the receipt was remitted, then the cash account is the same as the remitted account assigned to the receipt method of the receipt.

When you create a debit memo reversal, Receivables creates these two entries:

1. The first entry decreases the cash account.

Receivables already recognized revenue on the original transaction. To avoid overstating the cash and revenue accounts, Receivables doesn’t create an additional entry to revenue but instead assigns the cash account to the revenue line on the debit memo.
2. The second entry creates the new receivable.

When the original receipt was applied, Receivables closed the transactions and their associated receivables. You must therefore establish a new receivable to track the new debit item.

Related Topics

- Receivables Accrual Accounting Entries: Explained

Reports for Reverse Receipts

Reversed Receipts Report: Explained

This topic contains summary information about the Reversed Receipts Report.

Overview

The Reversed Receipts Report lets you review receipt reversals by reversal date and remittance bank.

Key Insights

The report displays results and total receipts by bank, customer or reversal reason. You can optionally review specific receipts according to the parameters that you specify.

Frequently Asked Questions

The following table lists frequently asked questions about the Reversed Receipts Report.
FAQ | Answer
--- | ---
How do I find this report? | Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances
Who uses this report? | Financial Manager when analyzing causes of reversals.
When do I use this report? | To review receipt reversals by reversal date and remittance bank, and categorize by stop payments, insufficient funds, and receipts entered in error.
What can I do with this report? | Schedule as needed.
What type of report is this? | Oracle Transactional Business Intelligence

Related Subject Areas
This report uses these subject areas:
- Receivables - Standard Receipt Application Details Real Time
- Receivables - Miscellaneous Receipts Real Time

Reversed Receipts Report
Use the Reversed Receipts Report to review receipt reversals by reversal date and remittance bank. You reverse receipts when your customer stops payment or when a payment comes from an account with non-sufficient funds.
Display results and total receipts by bank, customer or reversal reason. Optionally review specific receipts by type, bank account, customer account number, reversal category or entered currency.
Use this report in conjunction with your customer payment processing processes.

Selected Report Parameters

**From/To Reversal Date**
The range of receipt reversal dates to include in the report.

**Reversal Category**
Review receipt reversals for this reversal category only.

**Reversal Reason**
If you selected a reversal category, review receipt reversals for this reversal reason within a reversal category only.

**Receipt Type**
Standard or Factoring.

**Debit Memo Reversal Number**
If reviewing debit memo reversals, enter the debit memo reversal number.
Report Output

The column order and subtotals depend on the value of the **Subtotal by** parameter: Bank, Customer or Reversal Reason.

This table describes the column headings in the Reversed Receipts Report.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paying Customer</td>
<td>The name of the paying customer.</td>
</tr>
<tr>
<td>Paying Customer Account</td>
<td>The account number of the paying customer.</td>
</tr>
<tr>
<td>Customer Site</td>
<td>The identifier of the customer site.</td>
</tr>
<tr>
<td>Remittance Bank</td>
<td>The name of the remittance bank.</td>
</tr>
<tr>
<td>Remittance Bank Account</td>
<td>The number of the remittance bank account.</td>
</tr>
<tr>
<td>Receipt Number</td>
<td>The number of the receipt that was reversed.</td>
</tr>
<tr>
<td>Receipt Date</td>
<td>The date that the receipt was created.</td>
</tr>
<tr>
<td>Reversal Date</td>
<td>The date that the receipt was reversed.</td>
</tr>
<tr>
<td>Receipt Type</td>
<td>Standard or Factoring.</td>
</tr>
<tr>
<td>Reversal Category</td>
<td>The category of reasons why a receipt was reversed.</td>
</tr>
<tr>
<td>Reversal Reason</td>
<td>The specific reason within a category why a receipt was reversed.</td>
</tr>
<tr>
<td>Debit Memo Reversal Number</td>
<td>The number of the debit memo that records a debit memo reversal for the receipt.</td>
</tr>
<tr>
<td>Receipt Entered Amount</td>
<td>The amount of the receipt in the entered currency.</td>
</tr>
<tr>
<td>Receipt Currency</td>
<td>The entered currency of the receipt.</td>
</tr>
<tr>
<td>Receipt Accounted Amount</td>
<td>The amount of the receipt in the ledger currency.</td>
</tr>
</tbody>
</table>

This table describes the row headings in the Reversed Receipts Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Remittance Bank Name] Total</td>
<td>Total of all reversed receipts for a remittance bank in the ledger currency.</td>
</tr>
<tr>
<td>[Reversal Reason] Total</td>
<td>Total of all reversed receipts for a reversal reason in the ledger currency.</td>
</tr>
<tr>
<td>Row Heading</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>[Customer Name] Total</td>
<td>Total of all reversed receipts for a paying customer in the ledger currency.</td>
</tr>
<tr>
<td>Total Receipt Accounted Amount</td>
<td>Grand total of all reversed receipts in the ledger currency.</td>
</tr>
</tbody>
</table>

FAQs for Reverse Receipts

What's the difference between reversing a receipt, unapplying a receipt, and deleting a receipt?

You reverse a receipt when no payment was received from the customer for the receipt amount. Reversing the receipt creates reversal journal entries in the general ledger and reopens all of the debit and credit items that were closed by the original receipt.

You unapply a paid receipt either to return payment to the customer or to reapply a receipt applied in error to the correct transaction. If you unapply a receipt to return payment to the customer, either with a refund or an on-account credit, you must create a credit memo against the original transaction that was closed by the receipt application.

You can delete manual receipts that were created but not yet applied to transactions. You can delete automatic receipts belonging to an automatic receipt batch that hasn’t yet been approved. When you delete a receipt from a batch, the transactions closed by the receipt become available for automatic receipt selection.

Why can't I reverse a receipt?

There are certain conditions that prevent you from reversing a receipt or initiating a debit memo reversal.

You can't reverse a receipt if any of the following are true:

- The receipt is already reconciled in Oracle Fusion Cash Management.
- A chargeback was created against the receipt, and a receipt, adjustment, or credit memo was created against the chargeback.
- A chargeback was created against the receipt and the chargeback posted.
- A credit card refund was issued for the receipt and the corresponding negative miscellaneous receipt was already remitted.
- The receipt is applied to another receipt and the reversal would cause a negative balance on the other receipt.

You can’t initiate a debit memo reversal if any of the following are true:

- The receipt is already reconciled in Oracle Fusion Cash Management.
- The receipt is a miscellaneous receipt.
- The receipt is unidentified (no customer name or account number).

Manage Lockbox
Receivables Standard Receipt Import: How Data is Processed

Use the lockbox standard receipt import both to create receipts in Receivables from data supplied by your remittance bank and to apply the receipts to customer transactions.

The lockbox process has three steps:

- **Import Data**: Lockbox reads and formats the data from your bank file into the interface table from the data uploaded using the FBDI template.
- **Validate Data**: Receivables validates the data in the interface table for compatibility, then transfers the data to the receipts tables.
- **Post Receipts**: Receivables applies the receipts to transactions and updates the customer balances.

You can submit these steps individually or at the same time. After you post lockbox receipts, Receivables treats these receipts like any other receipts: you can reverse and reapply them, and apply any unapplied, unidentified, or on-account amounts.

This figure illustrates the lockbox process:
Import
You use the Process Receipts Through Lockbox: Import program to read and format data from the bank file into the AR_PAYMENTS_INTERFACE_ALL table using the data uploaded from the FBDI template.

Receivables uses the lockbox transmission format that you specify in the Process Receipts Through Lockbox: Import program submission to ensure that data is correctly transferred from the bank file into the AR_PAYMENTS_INTERFACE_ALL table. The transmission format contains information such as the customer account number, bank account number, the amount of each receipt to apply, and transaction numbers to which to apply each receipt.

Validate
The validation process includes these checks:

• No duplicate entries exist.
• Customer and receipt information is valid.
• Amounts to apply do not exceed the receipt amount.
• Columns in the AR_PAYMENTS_INTERFACE_ALL table reference the correct values and columns in Receivables.

If the receipt and transaction currencies are different, Receivables also requires specific application information to determine the conversion rate between the two currencies.

Receivables transfers the receipts that pass validation to the AR_INTERIM_CASH_RECEIPTS_ALL and AR_INTERIM_CASH_RCPT_LINES_ALL interface tables. At this point, you can optionally review receipts and change how they are to be applied before posting.

Use the Process Receipts Through Lockbox: Report to review all pass and fail validations for a lockbox transmission. Receipts that fail validation remain in the AR_PAYMENTS_INTERFACE_ALL table until you manually correct the import errors. You can then resubmit the validation step for these receipts.

Post
Use the Post Receipt Batch program to post lockbox receipt batches that have passed import and validation.

When you process a lockbox receipt batch, Receivables matches receipts to transactions and applies the receipts automatically. In cases where receipts are not applied automatically, Receivables generates a list of recommended transactions for receipt application to complete the process manually.

Related Topics
• External Data Integration Services for Oracle Cloud: Overview
• File Based Data Import for Oracle Financials Cloud

Processing Cross Currency Receipts with Lockbox: Points to Consider
You can use lockbox to import and apply receipts when the currencies of the receipt and the transaction are different. There are these points to consider when processing cross currency receipts with lockbox:

• Using Conversion Rate Information
• Rounding Remittance Amounts
Using Conversion Rate Information

Lockbox uses these field types in the bank transmission file to apply cross currency receipts between currencies that do not have a fixed rate relationship:

- Transaction Amount Applied (amount_applied): The amount of the receipt to apply in the transaction currency.
- Receipt Amount Applied (amount_applied_from): The amount of the receipt to apply in the receipt currency.
- Conversion Rate (trans_to_receipt_rate): The conversion rate between the two currencies.

When all three values are present in the transmission file, lockbox ensures that the amounts are consistent before importing the receipt by verifying that these calculations are true:

\[
\text{amount}\_\text{applied} \times \text{trans}\_\text{to}\_\text{receipt}\_\text{rate} = \text{amount}\_\text{applied}\_\text{from}
\]
\[
\frac{\text{amount}\_\text{applied}\_\text{from}}{\text{trans}\_\text{to}\_\text{receipt}\_\text{rate}} = \text{amount}\_\text{applied}
\]

The formula lockbox uses to apply a cross currency receipt is:

\[
\text{Transaction Amount Applied} \times \text{Conversion Rate} = \text{Receipt Amount Applied}
\]

If the receipt and transaction currencies have a fixed rate relationship, the lockbox transmission file only requires either the Transaction Amount Applied or the Receipt Amount Applied to apply the receipt.

If the receipt and transaction currencies do not have a fixed rate relationship, the lockbox transmission file must either contain the conversion rate or be able to determine the conversion rate in order to apply the receipt.

If both the conversion rate and either the Transaction Amount Applied or the Receipt Amount Applied are missing, lockbox uses the setting of the **Cross Currency Rate Type** system option to either derive the rate and the other missing value or reject the receipt.

This table shows how lockbox processes conversion rates and receipt application based on different combinations of information provided in the bank transmission file:

<table>
<thead>
<tr>
<th>Information Provided in Transmission File</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Conversion Rate</td>
<td>Validate that all values are correct.</td>
<td>• If all values are correct, apply the receipt. • If one or more values are incorrect, reject the receipt.</td>
</tr>
<tr>
<td>• Transaction Amount Applied</td>
<td>Calculate the conversion rate to use or derive the rate from general ledger.</td>
<td>Apply the receipt.</td>
</tr>
<tr>
<td>• Receipt Amount Applied</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fixed rate relationship:**

- One or two of Conversion Rate, Transaction Amount Applied, Receipt Amount Applied

**Calculate the missing value or values.**

**Apply the receipt.**

**Floating rate relationship:**

- Conversion Rate
- Transaction Amount Applied or Receipt Amount Applied

**Calculate the missing value.**

**Apply the receipt.**
### Information Provided in Transmission File

<table>
<thead>
<tr>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed rate relationship:</td>
<td>Derive the fixed conversion rate and calculate the missing value. Apply the receipt.</td>
</tr>
<tr>
<td>• Transaction Amount Applied or Receipt Amount Applied</td>
<td></td>
</tr>
<tr>
<td>Floating rate relationship:</td>
<td>Refer to the Cross Currency Rate Type system option.</td>
</tr>
</tbody>
</table>
| • Transaction Amount Applied or Receipt Amount Applied | • If the rate is defined, use it to derive the missing value and apply the receipt.  
• If the rate is not defined, reject the receipt. |

### Rounding Remittance Amounts
The method your customer uses to sum payment amounts in the bank transmission file can affect whether lockbox fully applies a cross currency receipt.

### Discrepancies in Rounding Amounts
Your customer has three invoices, each for 1000 EUR. The customer adds the invoice amounts and then converts the total to USD. The conversion rate used is: 1 EUR = .860956 USD.

The result of adding the invoice amounts and converting the total is:

\[
\text{Transaction} \times \text{Rate} = \text{Amount (in receipt currency)}
\]

\[
3000.00 \text{ EUR} \times 0.860956 = 2,582.87 \text{ USD (rounded)}
\]

Although this method is mathematically correct, lockbox uses a different procedure to calculate remittance amounts. This procedure is as follows:

1. Convert each transaction to the receipt currency.
2. Add the amounts in the receipt currency.
3. Remit the sum as the Receipt Amount Applied (amount_applied_from).

Using the same invoices and conversion rate, the result of this procedure is as follows:

\[
\text{Transaction} \times \text{Rate} = \text{Amount (in receipt currency)}
\]

\[
1,000.00 \text{ EUR} \times 0.860956 = 860.96 \text{ USD (rounded)}
\]

\[
1,000.00 \text{ EUR} \times 0.860956 = 860.96 \text{ USD (rounded)}
\]

\[
1,000.00 \text{ EUR} \times 0.860956 = 860.96 \text{ USD (rounded)}
\]

The total is 2,582.88 USD.

The Receipt Amount Applied (amount_applied_from) as entered in the bank transmission file is 2582.87, but lockbox calculates the Receipt Amount Applied as 2582.88. As a result of this discrepancy, lockbox leaves .01 unapplied and one of the invoices remains open.

To avoid these potential discrepancies, it is recommended that you establish business procedures with your customers to ensure that remittance amounts are calculated using the same method as lockbox.
Process Receipts Through Lockbox Execution Report

Use the Process Receipts Through Lockbox Execution Report to review the results of a lockbox transmission. Use this report in conjunction with your lockbox receipt processing.

Selected Program Parameters

New Transmission
- Yes: To import a new bank file.
- No: To resubmit an existing lockbox transmission.

Transmission Name
- If you set the New Transmission parameter to Yes, enter a new transmission name.
- If you set the New Transmission parameter to No, enter the name of the lockbox transmission that you are resubmitting.

Submit Import
- Yes: To import a new bank file. You must also enter the data file, control file, and transmission format information for the new bank file.
- No: To resubmit an existing lockbox transmission.

Data File
The bank file to import. You must include the file extension. For example: /home/ar/lockbox/bofa9101.dat.

Submit Validation
- Yes: To validate a new bank file or to revalidate a previously imported bank file.
- No: To skip the validation process.

Lockbox
The number of the lockbox to validate. If you set the Submit Validation parameter to Yes and the lockbox number is not specified in your bank file, then you must enter a lockbox number.

Accounting Date
Enter the accounting date to use to post the receipt and batch records in this lockbox transmission to the general ledger. If you set the Submit Validation parameter to Yes, then you must enter an accounting date.
- If you defined the accounting date in the lockbox as Constant Date, enter an accounting date.
- If you defined the accounting date in the lockbox as Deposit Date or Import Date, then the program uses either of these dates as the accounting date.

Report Format
- All: Include all records processed in the Validation section of the report.
• Rejects Only: Include only the records that failed validation.

**Complete Batches Only**

• Yes: Only transfer the receipts in a lockbox batch if all records pass the validation step.
• No: Transfer any receipts within a batch that pass validation, even if others are rejected.

**Allow Payment of Unrelated Invoices**

• Yes: Apply receipts to the debit items of unrelated customers.
• No: Apply receipts only to the debit items of customer accounts with whom you have an account relationship.

**Post Receipt with Invalid Transaction Reference as Unapplied**

• Yes: Allow the import of a receipt that is applied to more than one transaction, even if one or more of the transactions are invalid. The unapplied portion of the receipt is transferred as an unapplied amount.

  You can later manually apply any unapplied amounts to transactions.
• No: Only allow the import of a receipt that is applied to more than one transaction when all of the transactions are valid.

**Submit Post Receipts**

• Yes: Apply receipts in the lockbox transmission and update the customer balance.
• No: Process receipts without applying them to transactions. Select this option if you want to review and edit receipts before applying them to customer open debit items.

**Number of Instances to Process AutoApply**

Enter the number of AutoMatch workers submitted from lockbox, if there are any unresolved references from the lockbox validation.

**Report Output**

The report is divided into two sections:

• Import: Displays the total number of records that were imported into the interface tables successfully.
• Validation: Provides details for each record and the total amount and number of receipts in each lockbox transmission.

The Import section of the report is generated when you submit the lockbox import step. The report prints a line at the end of the Import section informing you of any rejected or discarded files.

The Validation section of the report is generated if you set the **Submit Validation** parameter to Yes. Use this section of the report to see the number of records that pass or fail validation. You can also see the total amount and number of receipts in each lockbox transmission.

Use the Manage Lockbox Transmission page to review and edit records that failed validation.
Column Detail

**Record Count Summary**
The number of records for this transmission and their corresponding statuses.

**Transmission**
The deposit date, bank origination number, deposit time, destination account, and the following transmission information:

- Transmission Record Count
- Records Transferred to Date
- Records Transferred this Run
- Transmission Amount
- Amount Transferred to Date
- Amount Transferred This Run

**Lockbox Records**
The lockbox record information for each record processed. The lockbox information includes the number of receipts in the lockbox that met the criteria for each category.

**Batch Records**
The receipt batch information for each batch in the bank file, if you include batches as part of your transmission format. Lockboxes may contain several receipt batches. Receipt batch information includes the receipt batch name, the total number of receipts in the batch, the total receipt amount, currency, and the deposit date and accounting date for the receipt batch.

**Record Details**
The details of each record and the status of that record.

*Note:* If you run the Validation report for Rejects Only, the report includes only records in error and their corresponding error statuses.

**Related Topics**
- AutoMatch Recommendations: How They Are Calculated
- Validating the Lockbox File Transmission: How It Works

**FAQs for Manage Lockbox**

**Can one customer pay for another customer’s transactions using lockbox?**
Yes, if you have set up a relationship between these customers, or if the **Allow payment of unrelated transactions** system option is enabled for this lockbox submission. The paying customer should be identified by a customer or MICR number on the receipt record. Otherwise, if you are using AutoMatch when applying a receipt from Customer A to a transaction from Customer B, the receipt is designated as paid by Customer B. Additionally, all transactions listed to be paid by one receipt must belong to the same customer, otherwise lockbox imports the receipts as Unapplied.
If the Allow payment of unrelated transactions system option is not enabled, you must set up a relationship between the customers before you can make applications in this way.

Why are there duplicate transactions in a lockbox?
Transactions numbers are only required to be unique within a transaction source. A customer can have duplicate transaction numbers as long as they belong to different transaction sources. However, lockbox can't automatically apply a payment to these transactions.

If a customer has more than one transaction with the same number within a lockbox transmission, then lockbox can't determine to which transaction to apply the payment. The receipt is left in one of these statuses:

- Unapplied: If the customer account number or MICR number is provided.
- Unidentified: If the customer account number or MICR number is not provided, and there are not successful matching recommendations.

You must apply receipts to these transactions manually.

Can lockbox overapply a receipt?
Yes, if you set the Overapplication in Lockbox Allowed profile option to Yes. If the transaction type of the debit item allows overapplication, then lockbox applies the receipt and, if the payment exceeds the balance due, changes the sign of the debit item.

If the transaction type does not allow overapplication, then lockbox leaves the remaining amount unapplied.

Process Refunds

Issuing Manual Refunds: Explained
You can issue manual refunds for both credit card and non-credit card transactions. Depending on your implementation, you can also issue refunds for overpayments on transactions.

> Note: Credit card services are currently not available in Oracle Financials Cloud implementations.

Considerations for manual refunds include:

- Rules for Issuing Refunds
- Issuing Non-Credit Card Refunds
- Issuing Credit Card Refunds
- Issuing Refunds for Overpayments

Rules for Issuing Refunds
Before you can issue a refund you must unapply the receipt amount. You can either unapply the amount of the refund from one or more application lines on the receipt, or you can apply an on-account credit memo in the amount of the refund to the original receipt.

These rules apply to issuing refunds:

- You can't refund more than either the original receipt amount or the remaining unapplied amount.
You can only refund original receipts that were either remitted or cleared.
You can’t issue a credit card refund unless the customer payment was made by credit card.

Issuing Non-Credit Card Refunds
You can issue refunds for receipts or on-account credit memos.

To issue a non-credit card refund:

1. Unapply the amount to refund from the receipt or credit memo.
2. Issue the manual refund, and enter the values required by Payables. This refunds the amount to the original receipt customer.
   If the refund is by bank account transfer, you must enter the customer bank account.
3. Save the refund and receipt.

Receivables sends a refund request to Payables, which in turn validates the refund information and sends a payment request to Payments.

Issuing Credit Card Refunds
You can issue credit card refunds for receipts only. Credit card refunds update credit card transactions that didn’t complete, for example, the customer returned the product that was originally charged to the credit card number; or a charge was mistakenly applied to an incorrect credit card number.

To issue a credit card refund:

1. Unapply the credit card amount to refund from the receipt.
2. Issue a manual credit card refund to create a negative miscellaneous receipt for the amount.
3. Run the Create Automatic Remittances program to remit the negative miscellaneous receipt and initiate the refund.

Receivables submits a refund request directly to Payments to create the disbursement. Payments applies the refund to the same credit card used on the original transaction.

If you are correcting a payment to an incorrect credit card number, then after you issue the credit card refund, assign the correct credit card number to the transaction as the payment instrument and run the Create Automatic Receipts program to create a payment for the transaction.

Issuing Refunds for Overpayments
During lockbox processing, Receivables identifies overpayments after receipts are applied to transactions. Depending on the details of your setup, Receivables can suggest for your review overpayment amounts as refunds to your customers.

If you decide after review to refund an overpayment, you can manually issue a refund up to the total amount assigned to your refund approval limits.

Related Topics

- Payment Requests: Explained
- Exception Rules Conditions and Actions: Explained

Manual Credit Card Refunds: How They are Processed
You can refund all or part of a previously remitted credit card receipt to your customer credit card accounts.
You issue a credit card refund against the unapplied receipt amount to generate a negative miscellaneous receipt. You then run the Create Automatic Remittances program to process this negative receipt to transfer the funds from your account back to the credit card of your customer.

**Settings That Affect Manual Credit Card Refunds**

These settings affect manual credit card refunds:

- Complete the funds capture setups in Payments:
  - Define formats
  - Define payment systems
  - Define system security options
  - Integrate external payment systems
  - Define credit card brands
  - Define funds capture payment methods
  - Define funds capture process profiles
  - Define internal payees

- Credit Card Refund Receivables Activity: Define a Credit Card Refund Receivables activity. This activity identifies the general ledger clearing account to use to clear credit card refunds.

- Credit Card Refund Reversal Reason Lookups: Define lookup values to indicate the reasons for credit card refunds.

- Credit Card Transaction Receipt Class: On the original credit card transactions, use a receipt class with a creation method of Automatic.

- Credit Card Transaction Remittance Method: On the original credit card transactions, use a receipt class with a remittance method of Standard. When you refund these payments, the credit card refund (negative miscellaneous receipt) inherits the remittance method from the original receipt.

**How Credit Card Refunds Are Processed**

The Create Automatic Remittances program passes the negative miscellaneous receipt information to Payments. The Create Automatic Remittances program uses Payments to transfer funds back and forth between the credit card issuer and your bank.

Payments initiates a refund even if the credit card has expired, because expired credit cards are usually reissued with a new expiration date. If a credit card has expired and was not reissued, then the credit card issuer declines the transaction and Payments reverses the refund.

> **Note:** Unlike the credit card payment process, the refund process doesn't require authorization to transfer funds back to the customer credit card. If you want to approve credit card refunds before processing, define refund approvals as part of your business process.

If you make a mistake while initiating a credit card refund, you can correct the error in one of two ways, depending on whether the negative miscellaneous receipt was approved and remitted.
If the negative miscellaneous receipt was not approved and remitted, perform either of these steps:

- Unapply the credit card refund application line from the receipt. Receivables reverses the negative miscellaneous receipt and creates the necessary journal entries.
- Change the amount that you want to apply to the credit card refund application. Receivables reverses the original negative miscellaneous receipt and creates a new negative miscellaneous receipt for the correct amount.

If the negative miscellaneous receipt was approved and remitted, perform either of these steps:

- If the funds were transferred to the customer account, create a debit memo to bill to your customer for the balance due.
- If the funds were not transferred to the customer account, reverse the negative miscellaneous receipt. This action unapplies the refund from the original payment. If necessary, you can apply a new refund application to the original payment.

**Reversing Receipts with Credit Card Refunds**

You can reverse a receipt with a credit card refund application either before or after the negative miscellaneous receipt was remitted.

If the negative miscellaneous receipt was not approved and remitted, reversing the receipt unapplies the credit card refund lines on the receipt and reverses the associated negative miscellaneous receipt.

If the negative miscellaneous receipt was approved and remitted, reversing the receipt doesn't automatically unapply the credit card refund application because Receivables assumes that the receipt was already refunded. In this case, when you reverse the original receipt, you must create a debit memo reversal.

If neither the original payment nor the refund settled, then you can reverse the actual credit card refund (the negative miscellaneous receipt) and the payment in order to reconcile with your bank. Reversing a negative miscellaneous receipt automatically unapplies the refund from the original receipt. You can then reverse the original receipt, which reopens the transaction.

**Related Topics**
- Remittance Methods and Clearance Methods
- Funds Capture Process Profile: Explained

**Automated Receipt Handling for Credits: How It Works**

Use automated receipt handling to manage imported credit memos using AutoInvoice against paid transactions. You can set up Receivables to either refund the credited amount or place the credited amount on account.

**Note:** Credit card services are currently not available in Oracle Financials Cloud implementations.

You can only use automated receipt handling for credits with approved credit memos. You must ensure that you set up your feeder systems with business processes that support this assumption.

**Settings That Affect Automated Receipt Handling for Credits**

These settings affect automated receipt handling for credits:

- Transaction Source: Define an imported transaction source and enable the **Receipt Handling for Credits** option to indicate your enterprise policy. Assign this transaction source to the applicable imported credit memos.
• **Minimum Refund Amount** Receivables system option: If you plan to process refunds, specify in the **Minimum Refund Amount** field in Receivables system options the minimum amount necessary for AutoInvoice to create a refund.

• Receivables Activity: If you plan to process refunds, define a Credit Card Refund receivables activity for credit card refunds and a Refund receivables activity for non-credit card refunds. The receivables activity identifies the general ledger clearing account to use to clear the refund amounts.

• Credit Card Transaction Remittance Method: On the original credit card transactions, use a receipt class with a remittance method of Standard.

• Transaction Type: The transaction type assigned to the debit items must be set to **Natural application only**. If the transaction type of a debit item is set to **Allow overapplication**, then you must process the credit manually.

How Automated Receipt Handling Processes Credits

During AutoInvoice import, the process flow for automated receipt handling for credits is as follows:

1. AutoInvoice verifies that the transaction source assigned to the credit memo has automated receipt handling enabled.
2. AutoInvoice evaluates each credit memo and its associated transaction to determine eligibility for automatic receipt handling. To be eligible:
   - The transaction type of the paid transaction must be set to allow natural application only.
   - The transaction must not be in doubt.
3. If eligible, then AutoInvoice unapplies the paid transaction from the receipt to be credited.
4. AutoInvoice creates the credit memo in the amount of the requested credit, and applies the credit to the transaction.
5. If your policy is to automatically refund your customers, then AutoInvoice evaluates the receipt for refund eligibility. To be eligible, the receipt must not be in doubt.
6. If eligible for refund, AutoInvoice creates the refund for all credit request amounts that are greater than or equal to the value entered in the **Minimum Refund Amount** field in Receivables system options.
   - AutoInvoice places on account any credit amount that is less than the specified minimum.
7. AutoInvoice applies the appropriate receivable activity to the receipt, as determined by the transaction source.

Transactions and Receipts in Doubt

AutoInvoice rejects a credit memo from automated receipt handling if one of the following conditions exists on the transaction to be credited:

• The transaction type of the transaction is set to allow overapplication.
• An on-account credit memo was previously applied against the transaction.
• A regular or chargeback adjustment already exists against the transaction.
• The credit memo is imported against a transaction with a negative creation sign.

If the credit memo is ineligible due to one of these conditions, AutoInvoice processes the credit memo using standard validation. This way you can evaluate the appropriateness of the credit request before taking action.

For refund requests, AutoInvoice automatically places on account the amount of a refund request if one of the following conditions exists:

• The receipt to be refunded hasn’t been remitted.
• Receipts with different payment types (ACH, cash, credit card) were used to pay the same transaction to be credited.
• Installments exist on the transaction and are not fully paid.
• The receipt has an on-account credit memo against it.

Related Topics

• Setting Up Data for AutoInvoice: Points to Consider

FAQs for Process Refunds

What happens if I apply a credit card refund to a receipt in a different currency?
If you apply a credit card refund to a receipt that is not in the ledger currency, then you must account for the exchange gain or loss between the time of the original transaction and the time of the refund.

Note: Credit card services are currently not available in Oracle Financials Cloud implementations.

When you enter a foreign currency credit card refund, Receivables creates a negative miscellaneous receipt in the foreign currency using the same rate as the original receipt. During reconciliation, when you know the conversion rate that the bank used at the time of the refund, you can adjust the conversion rate on the negative miscellaneous receipt to reflect the information on the bank statement.

Receivables automatically creates the necessary journal entries to account for the exchange gain or loss. You can view the exchange gain or loss accounting entries on the original credit card payment.

Process Bank Deposits

Managing Remittances: Explained

Remit receipts to your bank to initiate the transfer of payments from your customer bank accounts. You remit receipts after your own internal approval, or approval and customer confirmation, if confirmation is required.

Considerations for managing remittances include:

• Standard Remittances
• Factored Remittances
• Settings for Remittance Batches

Standard Remittances

A standard remittance refers to the common practice of remitting receipts. You remit automatic receipts to your bank so that the bank can transfer funds from customer bank accounts to your bank account on the receipt maturity date. You remit manual receipts so that the bank credits your bank account when the customer check clears.

The remittance process initiates the transfer of payment for transactions that are paid by credit card or Electronic Funds Transfer (EFT) for both direct debit and Automated Clearing House (ACH) bank account transfer.
Factored Remittances
A factored remittance is a sale of accounts receivable to your bank in exchange for cash. You remit receipts to your bank so that the bank can lend you money against the receipts either before the maturity date for automatic receipts or before clearing for manual receipts.

To factor receipts, you must identify the remittance method of the remittance batch as Factored. In addition, you can only factor receipts assigned a receipt class with a remittance method of Factoring or Standard and Factoring.

After clearing factored receipts, Receivables creates a short term debt for the borrowed amount to track your liability in case of customer default.

You can track your risk of customer default when you factor a receipt with your bank. In this case, Receivables creates a short term debt for the risk when the receipt is cleared. Run the Clear Receipts Automatically program to eliminate your risk on or after the maturity date of your automatic receipts.

This table shows the accounting entries that Receivables creates when you factor receipts with a receipt class that requires confirmation, remittance, and clearance:

<table>
<thead>
<tr>
<th>Action</th>
<th>Accounting Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm Receipts</td>
<td>DR Confirmation CR Accounts Receivable</td>
</tr>
<tr>
<td>Factor Remittances</td>
<td>DR Factoring CR Confirmation</td>
</tr>
<tr>
<td>Clear Receipts</td>
<td>DR Cash DR Bank Charges CR Short Term Debt</td>
</tr>
<tr>
<td>Eliminate Risk</td>
<td>DR Short Term Debt CR Factoring</td>
</tr>
</tbody>
</table>

Settings for Remittance Batches
You can create one remittance batch per remittance bank account or clearing institution.

You can deposit receipts into remittance bank accounts that are either in the currency of the receipt or your ledger currency, provided the bank account allows multiple currencies. If you are remitting receipts in foreign currencies, set the Conversion Rate Type profile option to a value other than User, because you can't specify a user-defined conversion rate when remitting receipts.

To manage automatic remittance batches, set the Receipts per Commit Receivables system option to a large number to avoid intermediate saves in the program. You must use numbers that are large enough to handle your largest automatic remittance batches. To help determine the number to enter, review the log file for your largest automatic remittance creation batch. Reduce this number only if you run out of rollback segments.

Related Topics
- Remittance Bank Accounts: Explained

Corrective Actions: Explained
You can resolve funds transfer errors resulting from exceptions returned by Payments using the available corrective actions.
The available corrective actions are:

- Change Instrument
- Clear Payment Information
- Retry
- Reverse Receipt

**Change Instrument**
You can change the payment instrument and corresponding expiration date on a transaction or a receipt.

**Note:** If the receipt method assigned to a transaction uses bank account transfer as the payment method, then you can’t change the expiration date.

**Clear Payment Information**
You can remove the payment information from a transaction. This action raises a business event and clears the receipt method from the transaction so that it is not eligible for selection during the next run of automatic receipts.

To include the transaction in future runs of automatic receipts, you can reassign the transaction payment information and an automatic receipt method.

**Retry**
You can retry receipt or remittance processing for transactions, receipts, and refunds. This action removes the error code and makes the transaction, receipt, or refund available for inclusion in the next automatic receipts or remittance batch.

**Reverse Receipt**
You can use this action to reverse receipts or refunds. This action raises a business event, reverses the receipt, reopens the original transaction, and removes payment.

**Related Topics**

- Resolving Payment File Transmission Failures: Critical Choices
- Resolving Payment File Validation Errors: Critical Choices

**Clearing Receipts: Explained**
Use the Clear Receipts Automatically program to automatically clear remitted receipts, and clear or eliminate risk on factored receipts.

The Clear Receipts Automatically program manages the clearing process for both remitted and factored receipts. The receipts that you intend to clear with the Clear Receipts Automatically program must belong to a receipt class with a clearance method of Automatic.

If you don’t want to recognize the cash until it is deposited into your bank account, you can reconcile the bank statement within your accounts receivable. This step is optional for both automatic and manual receipts.
Remitted Receipts

Clearing remitted receipts credits your cash account and debits your remittance or factoring account.

Remitted receipts are cleared X days after their maturity date, where X is the number of clearing days defined for the receipt method/bank account combination on each receipt.

Factored Receipts

Clearing factored receipts creates a short term debt to account for your risk in case of customer default. The debt is cleared by the Clear Receipts Automatically program Y days after each receipt maturity date, where Y is the number of risk elimination days defined for the receipt method/bank account combination assigned to the receipt.

Factored receipts are cleared immediately on the remittance date. To eliminate risk created by clearing factored receipts, set the Eliminate Bank Risk parameter to Yes when you run the Clear Receipts Automatically program.

Reports for Process Bank Deposits

Bank Risk Report

Use the Bank Risk Report to see the receipts that are currently at risk with your remittance bank. A receipt is deemed to be at risk if you have factored it with a bank or a clearing house, but are still liable for the amount on the receipt until its maturity date (for example, receipts that have been factored but not risk eliminated).

When you run the Bank Risk Report, you must enter the remittance bank branch and bank account for which you want to print remittances.

Report Output

This table describes the two important row headings in the Bank Risk Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total for Remittance</td>
<td>The total amount in the ledger currency of all receipts in each remittance batch.</td>
</tr>
<tr>
<td>Total Report</td>
<td>The total amount of all remittances.</td>
</tr>
</tbody>
</table>

Clear Receipts Automatically Execution Report

Use the Clear Receipts Automatically Execution Report to review a run of the Clear Receipts Automatically program.

The Clear Receipts Automatically program clears remitted receipts and either clears or eliminates risk on factored receipts. Receipts eligible for clearance by this program must have a receipt class with a clearance method of Automatic Clearing.

Review this report each time you clear receipts using the Clear Receipts Automatically program.

Report Parameters

Clear Remitted Receipts

Indicate whether to clear remitted receipts.
Clear Discounted Receipts
Indicate whether to clear factored receipts.

Eliminate Bank Risk:
Indicate whether to eliminate risk on cleared and factored receipts.

Clear Date
Specify the date to use as the clearance date for remitted receipts. This is also the date that is used to make conversion rate adjustments. The default is the system date.

Accounting Date
Enter the accounting date to use for the clearance record for each receipt.

Conversion Rate Type
Enter the conversion rate type to use to determine the conversion rate. Conversion rate adjustments are made for receipts that are in a currency different from the bank account currency.

Report Output
The report sorts results by status and receipt number, and provides subtotals by status and bank name and a grand total in the ledger currency.

This table describes important column headings in the Clear Receipts Automatically Execution Report.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>The status of the receipt.</td>
</tr>
<tr>
<td>Receipt Number</td>
<td>The number of the receipt.</td>
</tr>
<tr>
<td>Maturity Date</td>
<td>The maturity date of the receipt.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>The receipt method for the receipt.</td>
</tr>
<tr>
<td>Currency</td>
<td>The currency of the receipt.</td>
</tr>
<tr>
<td>Amount</td>
<td>The amount of the receipt in the entered currency.</td>
</tr>
<tr>
<td>Ledger Amount</td>
<td>The amount of the receipt in the ledger currency.</td>
</tr>
</tbody>
</table>

This table describes important rows in the Clear Receipts Automatically Execution Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total for Status</td>
<td>The amount of all receipts cleared for the given bank and status in the ledger currency.</td>
</tr>
</tbody>
</table>
Receipts Awaiting Bank Clearance Report: Explained

This topic contains summary information about the Receipts Awaiting Bank Clearance Report.

Overview
The Receipts Awaiting Bank Clearance Report lets you review receipts waiting to be cleared by your remittance bank.

Key Insights
The report provides a separate section for each currency included in the output, and sorts information within each currency section by remittance bank account and remittance batch date.

Frequently Asked Questions
The following table lists frequently asked questions about the Receipts Awaiting Bank Clearance Report.
FAQ

| How do I find this report? | Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances |
| Who uses this report? | Financial Manager to analyze risk. |
| When do I use this report? | To review all receipts waiting to be cleared by your remittance bank. |
| What can I do with this report? | Schedule as needed. |
| What type of report is this? | Oracle Business Intelligence Publisher |

Receipts Awaiting Bank Clearance Report

Use the Receipts Awaiting Bank Clearance Report to review receipts waiting to be cleared by your remittance bank. The report includes both automatic and manual receipts that have been remitted but not cleared, or that have been confirmed and require bank clearance but do not require remittance.

Run this report in accordance with your regular customer payment business process.

Selected Report Parameters

**Bank Account Name**
Report for this bank account only, if specified.

**Currency**
Report for this currency only, if specified.

**Order By**
- Maturity Date
- Receipt Number
- Remittance Bank (the default, if no value selected)

**Report Output**
The report provides a separate section for each currency included in the output. The report does not convert receipt currencies to the ledger currency nor provide a grand total in the ledger currency.

By default the report sorts information within each currency section by remittance bank account and remittance batch date, and provides subtotals by remittance bank account and remittance batch date and a grand total for the currency.

- If you set the Order By parameter to Maturity Date, the report sorts receipts by maturity date and provides subtotals by remittance bank account and maturity date.
- If you set the Order By parameter to Receipt Number, the report sorts receipts by receipt number but does not provide any subtotals.

This table describes important column headings in the Receipts Awaiting Bank Clearance Report.
### Column Heading | Description
--- | ---
Remittance Bank Account Name | The name of the remittance bank account for the applicable receipts.
Remittance Batch Date | The date the remittance batch was created for the applicable receipts.
Maturity Date | The maturity date of the receipt.
Remittance Method | The remittance method for the applicable receipts.
Receipt Method | The receipt method for the applicable receipts.
Receipt Number | The number of the receipt.
Amount | The amount of the receipt.

This table describes important row headings in the Receipts Awaiting Bank Clearance Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>The section title for a particular receipt currency.</td>
</tr>
<tr>
<td>Total for Remittance Batch Date</td>
<td>The total amount of all receipts for the given batch date.</td>
</tr>
<tr>
<td>Total for Remittance Bank Account</td>
<td>The total amount of all receipts for the given remittance bank account.</td>
</tr>
<tr>
<td>Total for Maturity Date</td>
<td>The total amount of all receipts for the given maturity date.</td>
</tr>
<tr>
<td>Total for Currency</td>
<td>The total amount of all receipts in the receipt currency.</td>
</tr>
</tbody>
</table>
Receipts Awaiting Remittance Report: Explained

This topic contains summary information about the Receipts Awaiting Remittance Report.

Overview

The Receipts Awaiting Remittance Report lets you review receipts awaiting remittance to your bank.

Key Insights

The report runs on both automatic and manual receipts. Once a receipt is approved for remittance it will no longer appear on the report.

Frequently Asked Questions

The following table lists frequently asked questions about the Receipts Awaiting Remittance Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Financial Manager to analyze the overall remittance status.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>To review all receipts requiring remittance to your bank.</td>
</tr>
</tbody>
</table>
Receipts Awaiting Remittance Report

Use the Receipts Awaiting Remittance Report to review receipts awaiting remittance to your bank. You can either review all receipts or receipts that are in a certain stage of the remittance process. By default the report includes receipts that have started but not yet completed the creation or approval process.

The report runs on both automatic and manual receipts that require remittance. Automatic receipts can only appear on the report if they do not require confirmation or if they require confirmation and are confirmed.

Once a receipt is approved for remittance it will no longer appear on the report.

Run this report in accordance with your regular customer payment business process.

Selected Report Parameters

**Order By**

- Maturity Date
- Receipt Number
- Remittance Bank (the default, if no value selected)

**Status**

Select the status of the transactions to include in the report:

- Available for Remittance: Include all receipts available for remittance.
- Creation Completed: Include receipts that have been selected for remittance but have not been approved.
- Deletion Completed: Include receipts that have been deleted.
- Started Creation: Include receipts that have started, but not completed, the remittance creation process.
- Started Approval: Include receipts that have started, but not completed, the remittance approval process.
- Started Deletion: Include receipts that have started, but not completed, the deletion process.

**Report Output**

The report provides a separate section for each currency included in the output. The report does not convert receipt currencies to the ledger currency nor provide a grand total in the ledger currency.

If the report includes all receipts available for remittance, there is a separate section for each remittance status within each currency.

By default the report sorts the receipts within each currency section by remittance bank account, and provides subtotals by receipt method, remittance method, remittance bank account and remittance status, and a grand total for the currency.

- If you set the **Order By** parameter to Maturity Date, the report sorts receipts by maturity date and provides subtotals by maturity date.
• If you set the **Order By** parameter to Receipt Number, the report sorts receipts by receipt number and provides all of the default subtotals.

This table describes important column headings in the Receipts Awaiting Remittance Report.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remittance Bank Account Name</td>
<td>The name of the remittance bank account for the applicable receipts.</td>
</tr>
<tr>
<td>Customer Bank</td>
<td>The name of the bank associated with the customer.</td>
</tr>
<tr>
<td>Maturity Date</td>
<td>The maturity date of the receipt.</td>
</tr>
<tr>
<td>Remittance Method</td>
<td>The remittance method for the applicable receipts.</td>
</tr>
<tr>
<td>Receipt Method</td>
<td>The receipt method for the applicable receipts.</td>
</tr>
<tr>
<td>Receipt Number</td>
<td>The number of the receipt.</td>
</tr>
<tr>
<td>Amount</td>
<td>The amount of the receipt.</td>
</tr>
</tbody>
</table>

This table describes important row headings in the Receipts Awaiting Remittance Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>The section title for a particular receipt currency.</td>
</tr>
<tr>
<td>Status</td>
<td>The section title for a specific remittance status within a currency section.</td>
</tr>
<tr>
<td>Total for Receipt Method</td>
<td>The total amount of all receipts with a given receipt method.</td>
</tr>
<tr>
<td>Total for Remittance Method</td>
<td>The total amount of all receipts with a given remittance method.</td>
</tr>
<tr>
<td>Total for Remittance Account</td>
<td>The total amount of all receipts for a given remittance bank account.</td>
</tr>
<tr>
<td>Total for Status</td>
<td>The total amount of all receipts with a given remittance status for a receipt currency.</td>
</tr>
<tr>
<td>Total for Maturity Date</td>
<td>The total amount of all receipts for a given maturity date.</td>
</tr>
<tr>
<td>Total for Currency</td>
<td>The total amount of all receipts in the receipt currency.</td>
</tr>
</tbody>
</table>
FAQs for Process Bank Deposits

Why can't I add receipts to a remittance batch?
For one of these reasons:

- Automatic receipts weren't fully applied. Because automatic receipts are created against specific transactions, you can't remit receipts until they are fully applied.
- Incorrect receipt class. You can only include receipts in a remittance batch with receipt methods that have a receipt class that requires remittance. A receipt class requires remittance if the remittance method is Standard, Factoring, or Standard and Factoring.

Why can't I change the remittance bank on the receipt?
Because the primary ledger is set to enable document sequencing at the legal entity level.
The receipt was assigned the legal entity of the remittance bank account belonging to the receipt method, and a document number was generated for the receipt for that legal entity. Changing the remittance bank would change the legal entity assignment and invalidate the document number.

Why can't I override a receipt's remittance bank account?
Three settings control the override of a receipt remittance bank account with the remittance batch bank account.
These settings are:

- Ignore override option on the remittance batch.
- Allow override option on the receipt.
- Override bank option on the receipt remittance bank.

If you enable the Ignore override option on the remittance batch, Receivables replaces the remittance bank information on the receipt with the remittance batch bank information and includes the receipt in the remittance batch, without reviewing either the receipt Allow override option setting or the remittance bank Override bank option setting.

If you don't enable the Ignore override option on the remittance batch, Receivables still replaces the remittance bank information on the receipt with the remittance batch bank information and includes the receipt in the remittance batch under these conditions:

- Allow override option on the receipt is enabled.
- Override bank option on the receipt remittance bank is enabled.

In both cases, Receivables verifies that both the receipt and the batch remittance banks have the same general ledger accounts defined for remittances, and for unapplied, unidentified, and on-account receipts.

If the Allow override option on the receipt is not enabled, Receivables includes the receipt in the remittance batch only if the receipt remittance bank is the same as the remittance batch bank.
3 Manage Funds Capture

Authorizations for Credit Cards: How They Are Processed

Oracle Fusion Payments processes authorization requests that are received from source products. An authorization is a real-time process that:

- Validates credit card information
- Reserves funds through the payment processor and issuing bank

Note: Credit card services are currently not available in Oracle Financials Cloud implementations.

Settings That Affect Authorizations for Credit Cards

The following table describes the options that affect authorization processing:

<table>
<thead>
<tr>
<th>Page or Dialog Box</th>
<th>User Interface Element</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create or Edit Funds Capture Process Profiles Page</td>
<td>Formats tab, Authorization section: Outbound Format choice list and Inbound Response Format choice list. Accounts tab: Authorization Transmission Configuration choice list</td>
<td>Controls the formats and transmission configurations used to communicate with the payment system.</td>
</tr>
<tr>
<td>Create Routing Rules Page</td>
<td>All fields.</td>
<td>Routes funds capture transactions to a payment system. Determines the payment system account and the funds capture process profile to be used for authorization processing.</td>
</tr>
<tr>
<td>Reorder Priority of Routing Rules Dialog Box</td>
<td>All fields</td>
<td>Reorders priority of routing rules.</td>
</tr>
<tr>
<td>Set Rules Page</td>
<td>All fields</td>
<td>Specifies default payment systems that are used if no routing rules are set up or if none of the conditions in the routing rules are met for the funds capture transaction.</td>
</tr>
</tbody>
</table>
How Authorizations for Credit Cards are Processed

The following diagram illustrates the steps performed in the authorization process.

The authorization process for credit cards includes the steps described in the following table.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request authorization.</td>
<td>The source product requests authorization. Oracle Fusion Receivables creates an automatic receipt. This process determines the payment system to which a transaction is sent, as well as the funds capture process profile.</td>
</tr>
<tr>
<td>Route transaction to payment system.</td>
<td>Routing rules are applied in the order of their priority. Payments performs settlements or refunds through the same payment system used for authorizations.</td>
</tr>
<tr>
<td>Perform extract and format operation.</td>
<td>This process:</td>
</tr>
<tr>
<td></td>
<td>• Extracts data from Payments tables</td>
</tr>
<tr>
<td></td>
<td>• Uses Oracle Business Intelligence Publisher (Oracle BI Publisher) to format the extracted data into a message that is understood by the payment system.</td>
</tr>
</tbody>
</table>
### Step 1: Open connection with payment system.

**Payments:**
- Opens a connection with the payment system using transmission information specified in the funds capture process profile
- Sends the formatted authorization request

### Step 2: Validate payment instrument.

**The payment system or the issuing bank:**
- Validates the credit card
- May perform a fraud checking service
- Ensures that the credit card is active

### Step 3: Reserve funds.

After the issuing bank determines that the credit card is valid, it reserves funds.

### Step 4: Receive payment system response.

Payments receives a response from the payment system and closes the connection. The response contains a variety of information, depending on the success or failure of the transaction.

### Step 5: Update authorization status.

Authorization information received from the payment system is stored in the Transaction Authorization Entity table owned by Payments. This table creates a unique reference identifier for the transaction.

For example, a credit card that receives a successful authorization stores the following data in the table:
- Authorization code
- Amount
- Date
- Assigned funds capture process profile and payment system

The preceding information is used during the settlement process.

### Step 6: Send results notification.

**Payments:**
- Notifies Receivables of the success or failure of the transaction authorization.
- Sends the unique reference identifier for the authorization to the source product.

### Step 7: Perform error-handling.

Receivables displays any errors. You can resolve errors returned by Payments.

### Step 8: Store authorization reference.

The source product stores the unique authorization reference.

---

## Settlement Batches: How They Are Processed

Oracle Fusion Receivables starts the settlement process, and Oracle Fusion Payments settles the transactions. Settlements received by Payments from Receivables are stored and later built into settlement batches for transmission to your processor or payment system. During the settlement process, captured funds are processed and deposited into the first party payee’s bank account. First party payees are organizations within your company that receive payments from customers who pay with credit cards or bank account transfers.
Note: If you use a gateway payment system, individual settlements, rather than settlement batches, are submitted directly to your payment system.

Settings That Affect Settlement Batches

The following table lists the options that affect settlement batch processing.

<table>
<thead>
<tr>
<th>Pages</th>
<th>Tab</th>
<th>Section</th>
<th>User Interface Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create or Edit Funds Capture</td>
<td>Formats</td>
<td>Settlement</td>
<td>• Outbound Format choice list</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Inbound Response Format choice list</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create or Edit Funds Capture</td>
<td>Formats</td>
<td>Settlement Response</td>
<td>• Outbound Format choice list</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Processing</td>
<td>• Acknowledgment Parser choice list</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create or Edit Funds Capture</td>
<td>Creation Rules</td>
<td>Settlement Grouping Rules</td>
<td>All check boxes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create or Edit Funds Capture</td>
<td>Creation Rules</td>
<td>Settlement Limit</td>
<td>• Amount choice list</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Conversion Rate Type choice list</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Number of Settlements field</td>
</tr>
<tr>
<td>Create or Edit Funds Capture</td>
<td>Accounts</td>
<td>Settlement Transmission</td>
<td>• Configuration choice list</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Acknowledgment Transmission Configuration choice list</td>
</tr>
</tbody>
</table>

How Settlement Batches are Processed

Part 1 of the settlement process flow, as illustrated in the figure, includes the creation of a settlement transaction during the Receivables remittance process. This assumes that authorization was already performed.

Part 2, as illustrated in the figure, includes the grouping of individual settlements into batches and their submission to the payment system. Part 2 is separate from Part 1 and begins when the Create Settlement Batches process is manually run or scheduled.
Part 3, as illustrated in the figure, includes the receipt of the settlement batch acknowledgment. Part 3 is separate from Part 2 and begins when the Retrieve Settlement Batch process is manually run or scheduled.

The settlement process for processor payment systems includes the steps described in the following table.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remit receipts.</td>
<td>During receipt remittance, specifically during the approval of a remittance batch, Receivables submits corresponding settlements requests as a funds capture process request to Payments.</td>
</tr>
</tbody>
</table>
## Settlement Grouping Rules: Example

Settlement grouping is configured by selecting one or more check boxes in the Settlement Grouping Rules section on the Create Funds Capture Process Profile page. Selection of settlement grouping attributes specifies that settlements with the same attribute are included in a unique settlement batch when that profile is used. The following scenarios illustrate how settlement grouping rule options are used to group settlements into settlement batches using a specific funds capture process profile.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Receive funds capture process requests.** | Funds capture process requests received by Payments include:  
  - Information identifying the request  
  - One or more settlements or credits  
  The funds capture process request contains settlements that need funds captured electronically. |
| **Read funds capture process profile and payment system for each settlement.** | For each settlement, Payments reads the funds capture process profile and the payment system information, as determined during the routing of the initial authorization transaction. Payments uses this information in subsequent processing. |
| **Validate settlements.** | 1. Payments validates all the settlements sent as part of the funds capture process request to ensure it has all the information required for payment processing.  
  2. Payments stores the settlements in the database. The initial status of the settlement validation and storage is returned to Receivables. |
| **Group individual settlements into batches.** | A settlement batch is settlement information from one or more funds capture process requests that is formatted and transmitted to a payment system for settlement.  
Payments processes settlements from all submitted funds capture process requests and groups them by payment systems and other grouping rules to create settlement batches. Optional grouping rules are set in the funds capture process profile. |
| **Extract and format settlement batch data.** | 1. Payments extracts settlement batch data into an XML message.  
  2. It integrates with Oracle Business Intelligence Publisher (Oracle BI Publisher) to format the XML message into a payment system format, as specified in the profile. |
| **Transmit settlement batch to payment system.** | After the settlement batch is formatted, it’s transmitted to the payment system for processing and capture of funds as specified in the profile. |
| **Retrieve acknowledgments.** | 1. The payment system may create an acknowledgment that the batch was received or processed.  
  2. Payments retrieves the acknowledgment file. This step and the subsequent step are optional and depend on the level of service that is provided by your payment system. |
| **Process status and update settlements.** | Payments reads the acknowledgment file and updates the statuses of the applicable settlements. Receivables does not update receipt status based on this information, but restricts follow-on transactions, such as refunds. |
Funds Capture Process Profile 1

In this example, Funds Capture Process Profile 1 has the following settlement grouping options selected:

- Business unit
- First-party legal entity
- Settlement date

Create Settlement Batches

During funds capture transaction processing, the Create Settlement Batches program selects the settlements listed in the following table.

<table>
<thead>
<tr>
<th>Settlement</th>
<th>Amount</th>
<th>External Payer</th>
<th>Business Unit that Owns the Transaction</th>
<th>First-Party Legal Entity that Owns the Transaction</th>
<th>Settlement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1000 USD</td>
<td>Customer 1</td>
<td>California</td>
<td>North America</td>
<td>February 1, 2012</td>
</tr>
<tr>
<td>B</td>
<td>250 USD</td>
<td>Customer 2</td>
<td>California</td>
<td>North America</td>
<td>February 1, 2012</td>
</tr>
<tr>
<td>C</td>
<td>500 USD</td>
<td>Customer 3</td>
<td>Oregon</td>
<td>North America</td>
<td>February 1, 2012</td>
</tr>
<tr>
<td>D</td>
<td>750 USD</td>
<td>Customer 4</td>
<td>California</td>
<td>North America</td>
<td>March 1, 2012</td>
</tr>
</tbody>
</table>

The Create Settlement Batches program then groups the settlements into the following settlement batches:

Settlement Batch 1

Settlement Batch 1 contains Settlements A and B because both settlements have the same settlement grouping attributes as follows:

- Business unit = California
- First-Party legal entity = North America
- Settlement date = February 1, 2012

Settlement Batch 2

Settlement Batch 2 contains Settlement C because it has the following settlement grouping attributes:

- Business Unit = Oregon
• First-Party legal entity = North America
• Settlement date = February 1, 2012

Settlement Batch 3

Settlement Batch 3 contains Settlement D because it has the following settlement grouping attributes:

• Business Unit = California
• First-Party legal entity = North America
• Settlement date = March 1, 2012

Settlement Transaction Files: How They Are Merged into One Settlement Batch

A settlement is a funds capture transaction that moves funds from the cardholder account or the bank account owner into the internal payee’s account. Internal payees are your company’s business units that receive payments from payers, such as customers, by credit card payments or direct debits to bank accounts. A settlement batch is a group of settlements and credits that are sent to the payment system together in a file. Settlement batches are generally used with processor payment systems, which interact with banks and card institutions, such as Visa and MasterCard to process financial transactions.

📝 Note: Credit card services are currently not available in Oracle Financials Cloud implementations.

If your company has multiple divisions, each division is represented by a separate payment system account. A payment system account contains a relationship-specific value for each of the attributes required by the payment system. For example, your payment system may require a Submitter ID and Submitter Password to be included in any message sent to it. Each attribute is represented by a setting on the payment system account.

Settings That Affect Settlement Transaction Files

The values for the following payment system account settings on the Edit Payment System Accounts page affect the merger of settlement files into one batch:

• Presenter’s ID
• Submitter’s ID

If the values for the preceding payment system account settings are the same, settlement transactions are grouped into one settlement batch. This occurs even when the following payment system account settings have different values:

• Division Number
• Merchant Name
How Settlement Transaction Files Are Merged into One Settlement Batch

Processor payment systems accepts a daily limit of settlement batch files from deploying companies. Large companies may generate a large number of daily settlement batch files that exceed the payment system’s limit. To counteract this constraint, Oracle Fusion Payments enables you to merge settlement transactions of different payment system accounts into a single settlement batch file.

Typically, separate settlement batch files are created for each payment system account. Whether you generate settlement batches manually from the Oracle Enterprise Scheduler submission page or automatically, they are based on a unique combination of the following:

- Internal payee
- Funds capture process profile
- Payment system account

Oracle Payments Funds Capture Predefined Reports: Explained

Oracle Payments provides the following funds capture predefined reports:

- Funds Capture Accompanying Letter Formats
- Funds Capture Authorization and Settlement Formats
- Funds Capture Payer Notification Formats

All of the preceding reports are:

- Processes that result in a formatted file
- Formatted using a specific template
- Manually generated, if opted, using the Scheduled Processes page
- Automatically generated, if opted, using setup pages

Running Funds Capture Reports Manually

To manually run Payments reports, perform the following steps from the Scheduled Processes page using the Navigator menu.

1. Click the **Schedule New Process** button.
2. Search on the Process Name.
3. Enter the applicable parameters.
4. Enter the applicable process options and schedule.
5. Click the **Submit** button.
Running Funds Capture Reports Automatically

The following table lists funds capture reports with their corresponding processes that automatically run after you select specific options on the applicable page.

<table>
<thead>
<tr>
<th>Name of Report and Process</th>
<th>Report Description</th>
<th>Options You Select for the Automatic Process</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report: Funds Capture Authorization and Settlement Formats</td>
<td>Formats authorizations, settlements, and settlement batches, groups settlements into batches, and submits them to payment systems.</td>
<td>Automatically runs.</td>
<td>Settlement batches.</td>
</tr>
<tr>
<td>Process: Create Settlement Batches</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report: Funds Capture Payer Notification Formats</td>
<td>Creates payment notifications that can be faxed, E-Mailed, or printed and mailed to external payers after the settlement or settlement batch is transmitted to inform them of a funds capture transaction that will charge their credit card or bank account.</td>
<td>Location: Create Funds Capture Process Profile page, Formats tab, Payer Notification section.</td>
<td>Document.</td>
</tr>
<tr>
<td>Process: Send Receipt of Payment Notifications</td>
<td></td>
<td>Option to select: <strong>Automatically submit at settlement</strong> check box.</td>
<td></td>
</tr>
<tr>
<td>Report: Funds Capture Accompanying Letter Formats</td>
<td>Creates an accompanying letter for a direct debit settlement batch file that your company either prints and mails to the bank, or manually transmits to the bank, along with the settlement batch file.</td>
<td>Location: Create Funds Capture Process Profile page, Formats tab, Settlement section.</td>
<td>Document.</td>
</tr>
</tbody>
</table>

ISO 20022 Direct Debit Prenotifications: Explained

An ISO 20022 direct debit prenotification is a written or electronic letter using the required ISO 20022 message standard for SEPA countries. A prenotification must be sent to your customer five days in advance of collection. The prenotification informs customers of each upcoming direct debit from their accounts. You must notify your customer of the amount and date of a planned ISO 20022 direct debit collection before you send instructions to your bank with the relevant ISO 20022 debit authorization attached.

The prenotification provides advance warning to your customers and ensures that funds are available for collection. The prenotification also allows your customer to reject a collection, if necessary, before settlement.

This topic discusses the following aspects of prenotifications:

- ISO 20022 format
- Generation
- Validation
- Delivery

ISO 20022 Format
Per ISO 20022 payment standards, the ISO 20022 direct debit prenotification letter must include the following information:
- Debit authorization reference identifier
- Debtor’s bank account number
- Debtor’s bank
- Direct debit currency must be euro only
- Direct debit amount
- Direct debit date

Generation
Before you can generate prenotifications, an active debit authorization must exist between you and your customer.

During receipt method setup, Receivables provides an option for users to specify whether transactions are ISO 20022. When an automatic receipt batch is created for ISO 20022 transactions, prenotifications are automatically generated by the Automatic Receipts Format Report.

Note: Before creating receipts, the Receivables user must know that they are for ISO 20022 transactions and that he or she must subsequently download prenotifications for delivery to customers. Receivables doesn’t notify Payments when it generates prenotifications. The following table describes the steps that the Receivables user can perform to submit the Automatic Receipts Format Report.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Step Description</th>
<th>Result</th>
</tr>
</thead>
</table>
| Generate prenotifications while creating automatic receipts. | 1. Navigate to the Create Automatic Receipt Batch page or to the Create Automatic Receipt Batch process in Oracle Enterprise Scheduler.  
2. Enter all required attributes.  
3. Select the **Create**, **Approve**, and **Format** options and submit the process. | Automatic receipt batch is created, approved, and formatted to generate prenotification letters. |
| Generate prenotifications while approving automatic receipts. | 1. Navigate to the Receivables Balances work area.  
2. Open an automatic receipt batch that is pending approval.  
3. Select the **Approve and Format** action. | Automatic receipt batch is approved and formatted to generate prenotification letters. |
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Step Description</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generate prenotifications while confirming automatic receipts.</td>
<td>1. Navigate to the Receivables Balances work area.</td>
<td>Automatic receipt batch is formatted to generate prenotification letters.</td>
</tr>
<tr>
<td></td>
<td>2. Open an automatic receipt batch that is pending confirmation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Select the <strong>Format</strong> action.</td>
<td></td>
</tr>
</tbody>
</table>

**Validation**

Prenotifications don’t undergo any validations.

**Delivery**

After generation, prenotifications are not automatically delivered to customers. Instead, they are manually downloaded and then delivered to customers by E-Mail or through a country’s postal system.

Prenotifications are delivered according to the following guidelines for SEPA settlement batches:

- A prenotification notifies the debtor at least five calendar days before collecting the payment, unless a different time line has been agreed between you and the debtor.
- The lead time for submitting a SEPA CORE direct debit file (payment instrument governed by the rules of the SEPA Core Direct Debit Scheme) to a bank is five days for the first use of a debit authorization and two days for subsequent use.
- The lead time for submitting a SEPA B2B (SEPA Business to Business) direct debit file to a bank for business debtors is one day for the first use of a debit authorization and one day for subsequent use.

> **Note:** Receivables doesn’t notify Payments when it delivers prenotifications.

You and your customer may agree to a frequency of prenotification delivery. For example, with a recurrent SEPA direct debit, you can agree to send a prenotification once a year. This can only be done, however, if the amount to be collected stays the same. Otherwise, a new prenotification must be sent to your customer.

**ISO 20022 Payment Status Report: Explained**

An ISO 20022 payment status report, also known as an ISO 20022 direct debit acknowledgment, is an electronic message format that is based on the ISO 20022 message format called CustomerPaymentStatusReport (pain.002.001.03). The payment status report is sent by your bank or payment system to Oracle Fusion Payments. This inbound acknowledgment notifies you of the processing status of the ISO 20022 direct debit settlement batch transaction that you sent to your bank or payment system. Each settlement transaction is accepted or rejected.

The payment status report conveys the processing status, either directly or by inference, of every ISO 20022 direct debit settlement received by your bank or payment system. The payment status message format allows banks to specify an overall status for the direct debit settlement batch and individual statuses for some or all of the transactions. For example, it's possible for a direct debit settlement batch of five transactions to have an overall status of ACCEPT, while two individual transactions in the payment file have statuses of REJECT. In this case, the two transactions in the acknowledgment file failed,
but by inference the other three batch transactions that were not in the acknowledgment file are inferred to have a status of ACCEPT.

Banks and payments systems use the payment status report to specify the following processing statuses:

- Positive: Received, Accepted, or Accepted with Change
- Pending
- Negative: Rejected
- Positive and negative: Partially Accepted

The use of the payment status report is always governed by a bilateral agreement between your company and the bank. A bilateral agreement specifies how your company wants to receive acknowledgments from the bank, whether:

- Your company wants only one acknowledgment at any milestone.
- Your company wants to receive acknowledgments at each milestone within the clearing process, such as the bank receiving the payment file, passing technical validations, passing business validations, and accepting or rejecting transactions.

A bilateral agreement can also specify whether your company wants to receive:

- An acknowledgment for accepted transactions only
- An acknowledgment for rejected transactions only
- An acknowledgment that has details of both accepted and rejected transactions

Payments processes the payment status report message according to the message structure specified in ISO 20022 payments message standards for the CustomerPaymentStatusReportV03 (pain.002.001.03).

The following aspects of payment status reports are discussed in this topic:

- Accepted status
- Rejected status
- Rejection and refund transactions
- ISO 20022 direct debt transaction flow
- Mapping of ISO 20022 reason codes to payment status and error codes

## Accepted Status

Per ISO 20022 guidelines, group status represents the settlement file status. Several group statuses are provided that represent success. If you receive the payment status report message with the group statuses of ACCP, ACSP, or ACWC, the batch status and the transaction status of all the transactions within the batch are updated as **Accepted**.

Payments supports the following success statuses at the transaction level of the payment status report:

- ACCP: Accepted with technical validation
- ACSP: Accepted by the clearing system
- ACWC: Accepted with a change

## Rejected Status

The group status of RJCT applies to the batch. If you receive the payment status report message with the group status of RJCT, the batch status and the transaction status of all the transactions within this batch are updated as **Rejected**.
Payments supports the following failure status at the transaction level of the payment status report: RJCT: Rejected

Rejection and Refund Transactions
ISO 20022 direct debit collections that are diverted from normal execution before interbank settlement are known as rejection transactions. Rejection transactions and their associated rejection reasons appear in the payment status report. Payments supports the following rejection and refund transactions:

- Invalid format of the ISO 20022 direct debit collection message
- Incorrect IBAN check digit
- Closed account
- Deceased customer
- Nonacceptance of direct debits by customer account
- Claim by your customer for reimbursement of a direct debit to its account

ISO 20022 Direct Debit Transaction Flow
The following table describes the point where the payment status report appears in the flow of ISO 20022 direct debit transactions between Oracle Receivables, Payments, and Oracle General Ledger.

<table>
<thead>
<tr>
<th>Step</th>
<th>Receivables</th>
<th>Payments</th>
<th>General Ledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Receivables creates a batch of ISO 20022 direct debit receipts.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Using the Auto-Remittance Batch process, Receivables submits the ISO 20022 direct debit receipts to Payments for processing.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Payments creates a settlement batch using an ISO 20022 SEPA or CGI settlement format and transmits the ISO 20022 direct debit collection message to your bank or payment system.</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>N/A</td>
<td>Your bank or payment system acknowledges receipt of the ISO 20022 direct debit settlement batch by sending you a payment status report, which is formatted as an XML message and follows the Customer Payment Status Report (pain.002.001.03) format.</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>N/A</td>
<td>To retrieve acknowledgments from your bank or payment system, you can schedule and run, typically once a day, the Retrieve Funds Capture</td>
<td>N/A</td>
</tr>
<tr>
<td>Step</td>
<td>Receivables</td>
<td>Payments</td>
<td>General Ledger</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>----------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>acknowledgment process, which is a link in the Tasks pane of the Funds Capture work area, Overview page.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>N/A</td>
<td>You can view the results of the Funds Capture Acknowledgment process in the Funds Capture Processes section of the Funds Capture work area, Overview page by clicking <strong>View Output</strong>.</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If <strong>View Output</strong> indicates <strong>Successful</strong>, the ISO20022 direct debit settlement or settlement batch transaction was accepted by your bank or payment system and the payment processing status is reflected in the Status column in the Search Results section on the Manage Settlements or Manage Settlement Batches page.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Payments notifies Receivables of the accepted or rejected ISO 20022 direct debit transactions.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Receivables updates the status of its receipts according to the payment status information it receives from Payments.</td>
<td>N/A</td>
<td>If the ISO 20022 direct debit transactions are accepted, the funds are accounted for in Oracle Fusion General Ledger.</td>
</tr>
</tbody>
</table>
Mapping of ISO 20022 Reason Codes to Payments Status and Error Codes

When you receive an acknowledgment file from your bank or payment system, it can have accepted or rejected transactions. The batch status, therefore, can be accepted, rejected, or partially accepted.

The rejection reasons that can appear in an acknowledgment file correspond to Payments status and error codes on the following levels:

- Batch level mapping
- Transaction level mapping

Batch Level Mapping

The following table lists the ISO 20022 batch level rejection code that can appear in an acknowledgment file that is received from your bank or payment system, along with the corresponding Payments status code.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FF01</td>
<td>InvalidFileFormat</td>
<td>Operation/Transaction code incorrect, invalid file format</td>
<td>1 (Transmission Error)</td>
<td>101 (Batch Transmission Error)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Usage: To be used to indicate an invalid file format</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transaction Level Mapping

The following table lists the ISO 20022 transaction level rejection codes that can appear in an acknowledgment file that is received from your bank or payment system, along with the corresponding Payments status codes.

<table>
<thead>
<tr>
<th>ISO Reason Code</th>
<th>ISO Reason Code Name</th>
<th>SEPA Reason</th>
<th>IBY Status (IBY_TRXN_SUMMARIES_ALL.STATUS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC01</td>
<td>IncorrectAccountNumber</td>
<td>Account identifier incorrect (invalid IBAN)</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>AC04</td>
<td>ClosedAccountNumber</td>
<td>Account closed</td>
<td>19 (Invalid Bank Account)</td>
</tr>
<tr>
<td>AC06</td>
<td>BlockedAccount</td>
<td>Account blocked</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Account blocked for Direct Debit by the Debtor</td>
<td></td>
</tr>
<tr>
<td>AG01</td>
<td>TransactionForbidden</td>
<td>Direct debit forbidden on this account for regulatory reasons</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>AG02</td>
<td>InvalidBankOperationCode</td>
<td>Operation/Transaction code incorrect, invalid file format</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>ISO Reason Code</td>
<td>ISO Reason Code Name</td>
<td>SEPA Reason</td>
<td>IBY Status</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>AM04</td>
<td>InsufficientFunds</td>
<td>Insufficient funds</td>
<td>17 (Insufficient Funds)</td>
</tr>
<tr>
<td>AM05</td>
<td>Duplication</td>
<td>Duplicate collection</td>
<td>Ignore. The original transactions should be acknowledged correctly.</td>
</tr>
<tr>
<td>BE01</td>
<td>InconsistentWithEndCustomer</td>
<td>Debtor’s name does not match with the account holder’s name.</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>FF01</td>
<td>InvalidFileFormat</td>
<td>Operation/ Transaction code incorrect, invalid file format</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>Usage: To be used to indicate an invalid file format</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MD01</td>
<td>NoMandate</td>
<td>No Mandate</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>MD02</td>
<td>MissingMandatoryInformationInMandate</td>
<td>Mandate data missing or incorrect</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>MD07</td>
<td>EndCustomerDeceased</td>
<td>Debtor deceased</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>MS02</td>
<td>NotSpecifiedReasonCustomerGenerated</td>
<td>Refusal by the Debtor</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>MS03</td>
<td>NotSpecifiedReasonAgentGenerated</td>
<td>Reason not specified</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>RC01</td>
<td>BankIdentifierIncorrect</td>
<td>Bank identifier incorrect (invalid BIC)</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>RR01</td>
<td>MissingDebtorAccountOrIdentification</td>
<td>Regulatory reason</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>RR02</td>
<td>MissingDebtorNameOrAddress</td>
<td>Regulatory reason</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>RR03</td>
<td>MissingCreditorNameOrAddress</td>
<td>Regulatory reason</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>RR04</td>
<td>RegulatoryReason</td>
<td>Regulatory reason</td>
<td>5 (Payment System Error)</td>
</tr>
<tr>
<td>SL01</td>
<td>DueToSpecificServiceOfferedByDebtor</td>
<td>Specific Service offered by the Debtor Bank</td>
<td>5 (Payment System Error)</td>
</tr>
</tbody>
</table>
Note: The reason codes are stored in IBY_TRXN_SUMMARIES_ALL.BEPCODE table.

Logical Grouping in ISO 20022 SEPA and CGI Direct Debit Messages: Explained

SEPA (Single Euro Payment Area) is a system that provides a standardized process for credit transfers, an improved debit system, and a cheaper way for individuals and firms to make transactions within European member countries or regions. The SEPA direct debit message format, which is based on ISO 20022 message guidelines, supports logical grouping of transactions within a settlement batch. A logical grouping refers to the number of settlement batches and transactions that are allowed in a transmission file. A settlement batch is a group of transactions, typically credit card settlements or credits, which are grouped, formatted, and transmitted to a payment system together in a file. Settlement batches are generally processed by a processor-model payment system.

For the SEPA direct debit message format, Oracle Fusion Payments supports the following three-level XML message structure:

- Level 1: Group header
- Level 2: Payment information
- Level 3: Direct debit transaction information

The following logical groupings are allowed in each transmission file:

- Mixed Grouping: Each file contains several settlement batches. Each settlement batch contains several transactions. A group is created with the least common attributes. For example, if there are three transactions with the same debtor but different mandates sequence types, such as first, recurring, or one-off, then Payments creates three separate groups. However, if two of the transactions have same mandate sequence type, then two groups are created.
- Grouped: Each file contains only one settlement batch. The settlement batch contains several transactions.
- Single: Each file contains several settlement batches. Each settlement batch contains only one transaction.

Note: Payments only supports mixed grouping per the SEPA requirements.

Level 1 - Group Header

The group header level of the SEPA direct debit message format contains settlement batch information that maps to a row in the IBY BATCHES_ALL table. The group header is mandatory and repetitive. Repetitive means that one or more blocks of group header information can be included in a SEPA direct debit message format file.

The group header contains elements such as the following:

- Message identification
- Creation date and time
- Number of transactions
- Control sum
- Initiating party
Level 2 - Payment Information

Payment information is the middle level of the SEPA direct debit message format. It contains attributes common to a group of transactions. Transactions are grouped at the payment information level only if selected in the funds capture process profile. Otherwise, the payment information level doesn’t exist in the SEPA direct debit message.

The payment information level is mandatory and repetitive. Repetitive means that one or more blocks of payment information can be included in a SEPA direct debit message format file. The payment information level contains elements related to the credit side of the transaction, such as the following:

- Payment method
- Number of transactions
- Group identifier
- Creditor legal entity
- Creditor business unit
- Creditor’s bank account details
- Internal bank account
- Currency
- Charge bearer
- Creditor identification number
- Settlement date
- Sequence type
- Service level
- Local instrument
- Category purpose
- Charge bearer
- Collection date
- Creditor details

> Note: The preceding elements always appear in the SEPA direct debit message format.

Both SEPA and CGI (Common Global Implementation) are initiatives that promote wider acceptance of ISO20022 as the common XML payments standard used between businesses and banks. They can differ, however, in element definition, depending on whether or not a debit authorization is used.

The following table describes differences between the SEPA and CGI direct debit messages as they relate to the definition of certain message elements, which is determined by the existence or nonexistence of a debit authorization.

<table>
<thead>
<tr>
<th>Element</th>
<th>SEPA and CGI Direct Debit Messages with a Debit Authorization</th>
<th>CGI Direct Debit Messages without a Debit Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creditor</td>
<td>Creditor (First Party Legal Entity) per the debit authorization.</td>
<td>Creditor (First Party Legal Entity) related to remittance bank account used on the invoice.</td>
</tr>
<tr>
<td>Ultimate Creditor</td>
<td>Creditor (First Party Legal Entity) per the invoice if different than debit authorization.</td>
<td>Creditor (First Party Legal Entity) per the invoice.</td>
</tr>
</tbody>
</table>
When you select payment grouping on the Create Funds Capture Process Profile page, the transactions are grouped within
the settlement batch based on the values of the selected parameters. The logical grouping elements, however, are either all
enabled or all disabled, depending on whether or not you select the Enable grouping option in the Payment Grouping Rules
section on the Create Funds Capture Process Profile page. The logical grouping elements are the same for SEPA, as well as
for CGI.

Level 3 - Direct Debit Transaction Information

Direct debit transaction information is the level of the SEPA direct debit message format that contains an individual
transaction for each settlement batch. Each individual transaction maps to a row in the IBY_TRXN_SUMMARIES_ALL table.
The direct debit transaction information level is mandatory and repetitive. Repetitive means that one or more blocks of direct
debit transaction information can be included in a SEPA direct debit message format file.

The direct debit transaction information level contains elements such as the following:

- Payment identifier details
- Payment amount
- Debit authorization details
- Ultimate creditor
- Debtor
- Debtor’s bank account
- Purpose code
- Remittance information

Note: Some of the preceding elements appear conditionally in the SEPA direct debit message format. The
batch booking option on the Create Funds Capture Process Profile page determines whether the batch
booking element is set in the SEPA direct debit message. If you select the batch booking option, it applies to all
transaction groups of the payment file.

Validations for ISO 20022 SEPA and CGI Direct Debit Settlement Messages

Oracle Fusion Payments provides two BI Publisher templates and two corresponding settlement formats for the Single Euro
Payments Area (SEPA) and Common Global Implementation (CGI) versions of ISO 20022 direct debit settlement messages.
Payments attaches validations to the ISO 20022 settlement formats for SEPA and CGI to verify that required data is present
in the settlement message formats.

The following table describes the validations that are attached to the ISO 20022 SEPA and CGI settlement formats by
Payments.
20022 SEPA and CGI Settlement Formats Supported by Payments

<table>
<thead>
<tr>
<th>Validation Description</th>
<th>Single Euro Payments Areas Core Direct Debit 5.0 (pain.008.001.02)</th>
<th>ISO20022 Direct Debit Common Global Implementation 2.0 (pain.008.001.02)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit authorization presence:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>• Debit authorization must be present on the transaction.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☛ Note: For SEPA transactions, the debit authorization is required, but for CGI it’s not required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active debit authorization:</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>• Verifies that the direct debit authorization is active and that the transaction date is greater than the debit authorization signing date and less than the debit authorization cancellation date.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ensures that a one-off debit authorization is never used more than once.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verifies that the following required fields are present on a debit authorization:</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>• Authorization Reference Identifier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Authorization Signing Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Creditor Legal Entity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Creditor Identifier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verifies the following data:</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>• Internal bank branch country exists.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Customer’s bank branch country exists.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments supports the following additional SEPA validations:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>• Verifies that the Customer Bank Account IBAN is not null.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Verifies that the Customer Bank Branch BIC is not null.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Verifies that the Internal Bank Account IBAN is not null.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Verifies that the Internal Bank Branch BIC is not null.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Validation Description | Single Euro Payments Areas Core Direct Debit 5.0 (pain.008.001.02) | ISO20022 Direct Debit Common Global Implementation 2.0 (pain.008.001.02)
---|---|---
- Verifies that internal bank branch country exists.  
- Verifies that customer’s bank branch country exists.  
- Verifies that the settlement currency is euro.  
- Verifies that the customer bank account is in the SEPA zone.  
- Verifies that the Creditor Identifier structure is as follows:  
  ◦ Position 1-2 filled with the ISO country code.  
  ◦ Position 3-4 filled with the check digit according to ISO 7064 Mod 97-10.  
  ◦ Position 5-7 filled with the Creditor Business Code. If not used, then filled with ZZZ.  
  ◦ Position 8 onward is filled with the country-specific part of the identifier as a national identifier of the Creditor, as defined by the National Community.

No | Yes

Payments supports the following additional CGI validations:
- Verifies that either the Customer Bank Branch BIC or the Customer Bank Branch Number is not null.  
- Verifies that either the Internal Bank Branch BIC or the Internal Bank Branch Number is not null.

Yes | Yes

Verifies the following data that is required for the ISO 20022 direct debit format:
- Local Instrument is not null.  
- Service Level is not null.

Yes | Yes

Match payment system account attributes:
- If the transaction has no payee legal entity name, then validate the payment system account setting ISO20022_IP_NAME.  
- If the transaction has no payee legal entity registration number, then validate either ISO20022_IP_BICORBEI or ISO20022_IP_OTHERID payment system account settings.

Yes | Yes
Setting Up a Customer Bank Account: Procedures

If you want to receive payments from your customers by EFT from their bank accounts, you can set up customer bank accounts.

To set up a customer bank account, perform the following steps:

- Find your existing customer.
- Create a customer bank account.
- Provide additional customer bank account information.
- Optionally, add joint bank account owners.
- Optionally, specify intermediary accounts

Finding Your Existing Customer

Navigator > Receivables > Billing link > Overview page > Tasks pane > Customers section > Manage Customers link > Manage Customers page.

1. In the Search section, enter your customer’s name in the Organization Name field or your customer’s account number in the Account Number field and click Search. Your customer’s details appear in the Search Results section.
2. In the Search Results section, select the row that shows your customer’s organization name.

Creating a Customer Bank Account

Determine whether you want to create a customer bank account at the customer level or at the customer site level.

To create a customer bank account, perform the following steps:

1. To create a customer bank account at the:
   - Customer level, go to step 2.
   - Customer site level, go to step 3.
2. Click the customer Account Number link in the Account Number column in the Customer Name: Accounts section.
   The Edit Account: Customer Name page appears. Go to Step 4 and continue.
3. Click the applicable Site Number link in the Site Number column in the Customer Name: Sites section.
   The Edit Site: Customer Name page appears.
4. Select the Payment Details tab.
5. Select the Bank Accounts subtab.
6. Click Create.
   The Create Bank Account page appears.
7. From the Country choice list, select the country in which the customer bank account resides. Validation of the bank account is based on the country for which you create the bank account.
   If the country of the customer bank account and the country of the bank account’s branch through which the payment is made is the same, then the payment is considered a domestic payment.
If the country of the customer bank account and the country of the bank account’s branch through which the payment is made is not the same, then the payment is considered an international payment.

8. In the Account Number field, enter the bank account number.
9. From the Bank Name choice list, select the bank at which the customer bank account resides.
10. From the Branch choice list, select the branch where the bank account resides.

You can create a customer bank account for receiving domestic payments by check without specifying a bank or branch. To receive electronic international payments, however, you must specify both a bank and a branch.

11. To receive international payments from a customer bank account, select Allow international payments.

Tip: Allow international payments can be selected only when you provide the name of the bank and the branch.

12. Enter the IBAN (International Bank Account Number) in the IBAN field if you are setting up a customer bank account in a European country.

Note: Validation of the IBAN is based on the country for which the customer bank account is set up.

13. From the Currency choice list, select the currency in which payments are received.

If you select a currency, then the customer bank account is used to pay invoices in that currency only. If you don’t select a currency, then the customer bank account is considered multicurrency and is used to pay invoices in any currency.

Providing Additional Customer Bank Account Information

To enter additional information regarding the customer bank account you are creating, perform the following steps on the Create Bank Account page in the Additional Information section.

1. In the Account Suffix field, enter the value that appears at the end of the bank account number, if applicable.

Note: An account suffix is required in some countries.

2. From the Conversion Rate Agreement Type choice list, select the type of conversion rate agreement you have with the customer.
3. In the Conversion Rate field, enter the conversion rate for which one currency can be exchanged for another.
4. In the Conversion Rate Agreement Number field, enter the number of the conversion rate agreement with the customer that specifies the currency in which payments are made.
5. In the Check Digits field, enter one or multiple digits.

Note: Only a few countries require check digits.

6. In the Secondary Account Reference field, you can optionally enter additional account information.
7. In the Agency Location Code field, enter the eight-digit value that identifies a Federal agency as the customer.
Optionally, Adding Joint Bank Account Owners

To optionally add other customers to the customer bank account as joint bank account owners, perform the following steps on the Create Bank Account page in the Account Owners section.

1. In the **Account Owner** field, select a joint bank account owner from the list.
2. In the **From Date** field, select a starting date for the joint bank account owner.

If the customer wants to share the bank account with another party, then there are multiple owners of the bank account. For multiple bank account ownership, you must specify one owner as the primary owner. The primary owner is the customer for whom you are creating the bank account.

A joint bank account scenario, for example, might be where two business units of the same company are conducting business in a foreign country and they want to use a common bank account for receiving and making payments.

3. To specify the primary bank account owner among multiple owners, click the green **check mark** and then click the **Primary** field in the applicable account owner row.

   The **check mark** appears in the row you selected.

4. To add a row from which to select another joint bank account owner, click the green **plus**.

Optionally, Specifying Intermediary Accounts

You can specify intermediary bank accounts for this customer on the Create Bank Account page in the Intermediary Accounts section. Intermediary bank accounts are used if there are restrictions on the transfer of funds between two countries. You can specify an intermediary bank account to assist in the transfer of funds between the originator's bank and the beneficiary's bank.

Creating and Editing a SEPA Debit Authorization: Explained

A SEPA debit authorization is a paper or electronic document that authorizes you, as a SEPA-based creditor, or payee, to collect payments throughout the SEPA region by debiting your SEPA-based customer's, payer's or debtor's, bank account. As the creditor, you or your bank, as agreed to by you and your customer, initiate the collection of funds from your customer's account. In turn, your customer instructs its bank to transfer funds directly to your bank.

> **Note:** Both you and your customer must hold bank accounts within the SEPA region.

To initiate collection, SEPA countries require banks to use the ISO 20022 XML message standards, known as SEPA data formats, which are legally binding between banks. Similarly, Oracle recommends that you use the SEPA formats for initiating payments. Banks can, however, continue to accept other formats from their customers for the initiation of SEPA payments.

In the **Create** or **Edit Debit Authorization** dialog box, you can perform the following tasks:

- Enter or edit debtor details
- Enter or edit creditor details
- Enter or edit authorization details
- View history
Navigation to the **Create Debit Authorization** dialog box: Receivables > Billing > Manage Customers link > Manage Customers page > Search on Bank Account Number > Site link > Bank Account tab > Payment Instruments section.

**Enter or Edit Debtor Details**
SEPA debit authorizations require both you and your customer to specify the following identifiers for your bank accounts and bank:

- **IBAN (International Bank Account Number):** An alphanumeric sequence that conforms to the ISO 20022 standard for uniquely identifying an international bank account number. It contains the routing information required to transfer a payment from one bank to another.
- **BIC (Bank Identifier Code):** A universal method of identifying financial institutions to facilitate the automated processing of telecommunication messages in banking and related financial environments.

For SEPA direct debits, all transactions are in euro. If your accounts or those of your customer are in any other currency, the funds for the SEPA direct debits must be converted to euro.

**Enter or Edit Creditor Details**
You must provide your unique creditor identification number in the XML message for SEPA direct debits and when you create or edit a debit authorization.

The creditor identification number:

- Is issued by your bank
- Identifies you as the creditor on the paper SEPA debit authorization
- Remains constant
- Proves that you can initiate a SEPA direct debit
- Varies in length between countries
- Contains a maximum of 35 characters

The creditor identification number remains the same over time to enable your customer and his bank to return to you for refunds, complaints, or to confirm the existence of a SEPA debit authorization when you present a SEPA direct debit collection notification.

**Enter or Edit Debit Authorization Details**
When you create a SEPA debit authorization, you can select a transaction type of Recurring or One-off.

- **Recurring direct debits:** Your customer authorizes regular direct debits that you initiate.
- **One-off direct debits:** Your customer authorizes collection of only one direct debit.

  **Note:** A one-off SEPA debit authorization cannot be used for any subsequent transactions.

You can also specify the intended frequency of collection against a debit authorization. Frequency can range from daily to annually.

Another optional attribute is the final collection date, which is the intended date of the last collection against a debit authorization.
SEPA debit authorizations are versioned as they are updated. The application assigns a 1 to the first version of a debit authorization. Version 1 increases by one due to a change in:

- A debtor bank account
- A creditor legal entity
- A creditor identification number
- An authorization reference identifier

If any of the preceding values change, a reason for the change to the SEPA debit authorization is required in the **Edit Debit Authorization** dialog box.

SEPA debit authorizations are date-specific. The following rules apply:

- You can specify both a final collection date and a cancellation date.
- A canceled SEPA debit authorization cannot be reenabled.
- A SEPA debit authorization automatically expires when 36 months elapse after the last initiated direct debit.

**View History**

In the History section, you can see all the past versions of the SEPA debit authorization.

---

**Payments Mapping of ISO 20022 Direct Debit Message Structure for SEPA and CGI**

ISO 20022 is the platform proposed by the International Organization for Standardization (ISO) to develop all financial messages. This topic provides Payments data mapping information for SEPA and CGI implementations of the ISO 20022 direct debit message.

The ISO 20022 direct debit message structure contains the following blocks of message elements:

- Group header message elements
- Payment information message elements
- Direct debit transaction information message elements

**Group Header Message Elements**

The following table lists the group header message elements and Payments data mapping information for SEPA and CGI implementations of the ISO direct debit message.

<table>
<thead>
<tr>
<th>Message Element</th>
<th>&lt;XML Tag&gt;</th>
<th>ISO Element Number</th>
<th>SEPA Implementation Mapping</th>
<th>CGI Implementation Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Header</td>
<td>&lt;GrpHdr&gt;</td>
<td>1.0</td>
<td>Set of characteristics shared by all individual transactions included in the message.</td>
<td>Same as SEPA</td>
</tr>
</tbody>
</table>

---

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<table>
<thead>
<tr>
<th>Message Element</th>
<th>XML Tag</th>
<th>ISO Element Number</th>
<th>SEPA Implementation Mapping</th>
<th>CGI Implementation Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message Identification</td>
<td>&lt;MsgId&gt;</td>
<td>1.1</td>
<td>Settlement Batch Number&lt;br&gt;Tag Structure:&lt;br&gt;Msgld&gt;543&lt;/MsgId&gt;</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Creation Date Time</td>
<td>&lt;CreDtTm&gt;</td>
<td>1.2</td>
<td>File generation system date&lt;br&gt;Tag Structure:&lt;br&gt;&lt;CreDtTm&gt;20100406T23:56:55&lt;/CreDtTm&gt;</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Authorization</td>
<td>&lt;Authstn&gt;</td>
<td>1.3</td>
<td>AOS element. Not supported&lt;br&gt;Not supported</td>
<td></td>
</tr>
<tr>
<td>Number Of Transactions</td>
<td>&lt;NbOfTxs&gt;</td>
<td>1.6</td>
<td>Sum of number of transactions in file&lt;br&gt;Tag Structure:&lt;br&gt;&lt;NbOfTxs&gt;1&lt;/NbOfTxs&gt;</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Control Sum</td>
<td>&lt;CtrlSum&gt;</td>
<td>1.7</td>
<td>Total of the payment amounts&lt;br&gt;Tag Structure:&lt;br&gt;&lt;CtrlSum&gt;15027.4&lt;/CtrlSum&gt;</td>
<td>Same as SEPA</td>
</tr>
</tbody>
</table>
| Initiating Party         | <InitgPty>    | 1.8                | Tag Structure:<br><InitgPty><Nm>SEPA_INIT_NM</Nm><Id><OrgId><Othr><Id>SEPA_INT_IDNT</Id>< Issr>SEPA_INIT_ISR</Issr></Othr></OrgId></Id>

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Payment Information Message Elements

The following table lists payment information message elements and Payments data mapping information for SEPA and CGI implementations of the ISO direct debit message.

<table>
<thead>
<tr>
<th>Message Element</th>
<th>&lt;XML Tag&gt;</th>
<th>ISO Element Number</th>
<th>SEPA Implementation Mapping</th>
<th>CGI Implementation Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Information</td>
<td>&lt;PmtInf&gt;</td>
<td>2.0</td>
<td>The Payment Information block is mandatory and repetitive. It is the logical grouping element. It contains, among others, elements related to the Credit side of the transaction, such as Creditor or PaymentTypeInformation</td>
<td>Same as SEPA</td>
</tr>
</tbody>
</table>

---

Section from the document:

<table>
<thead>
<tr>
<th>Message Element</th>
<th>&lt;XML Tag&gt;</th>
<th>ISO Element Number</th>
<th>SEPA Implementation Mapping</th>
<th>CGI Implementation Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>&lt;Nm&gt;</td>
<td>9.1.0</td>
<td>Mapped with the values defined in Legal Entity. Mapping: Name INITIATING_PARTY_NAME</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Postal Address</td>
<td>&lt;PstlAdr&gt;</td>
<td>9.1.1</td>
<td>AOS element. Not used</td>
<td>Not supported for CGI. [AOS element that can be supported for free in future.]</td>
</tr>
<tr>
<td>Identification</td>
<td>&lt;Id&gt;</td>
<td>9.1.12</td>
<td>Not Applicable</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Organization Identification</td>
<td></td>
<td>9.1.13</td>
<td>Not supported</td>
<td>Payment System Identifier setting &quot;ISO20022 Organization Identification.&quot;</td>
</tr>
<tr>
<td>Private Identification</td>
<td></td>
<td>Not Applicable</td>
<td>Not supported</td>
<td>Not Used</td>
</tr>
<tr>
<td>Country of Residence</td>
<td>&lt;CtryOfRes&gt;</td>
<td>9.1.33</td>
<td>AOS element. Not used</td>
<td>Not supported for CGI. [AOS element that can be supported for free in future.]</td>
</tr>
<tr>
<td>Forwarding Agent</td>
<td>&lt;FwdgAgt&gt;</td>
<td>1.9</td>
<td>AOS element. Not used</td>
<td>Not Used</td>
</tr>
<tr>
<td>Message Element</td>
<td>XML Tag</td>
<td>ISO Element Number</td>
<td>SEPA Implementation Mapping proposal</td>
<td>CGI Implementation Mapping proposal</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------</td>
<td>--------------------</td>
<td>---------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Payment Information Identification</td>
<td>&lt;PmtInfId&gt;</td>
<td>2.1</td>
<td>System generated Settlement Group ID. This is a system wide unique key.</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tag structure:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;PmtInfId&gt;543_1&lt;/PmtInfId&gt;</td>
<td></td>
</tr>
<tr>
<td>Payment Method</td>
<td>&lt;PmtMtd&gt;</td>
<td>2.2</td>
<td>DD</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tag structure:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;PmtMtd&gt;DD&lt;/PmtMtd&gt;</td>
<td></td>
</tr>
<tr>
<td>Batch Booking</td>
<td>&lt;BtchBookg&gt;</td>
<td>2.3</td>
<td>Value from FCPP</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tag structure:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;BtchBookg&gt;true&lt;/BtchBookg&gt;</td>
<td></td>
</tr>
<tr>
<td>Number of Transactions</td>
<td>&lt;NbOfTxs&gt;</td>
<td>2.4</td>
<td>Number of transactions in the payment information block</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tag structure:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;NbOfTxs&gt;1&lt;/NbOfTxs&gt;</td>
<td></td>
</tr>
<tr>
<td>Control Sum</td>
<td>&lt;CtrlSum&gt;</td>
<td>2.5</td>
<td>Sum of all the transactions in the payment information block</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tag structure:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;CtrlSum&gt;1156.34&lt;/CtrlSum&gt;</td>
<td></td>
</tr>
<tr>
<td>Payment Type Information</td>
<td>&lt;PmtTpInf&gt;</td>
<td>2.6</td>
<td>Not Applicable</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Instruction Priority</td>
<td>&lt;InstrPrty&gt;</td>
<td>2.7</td>
<td>AOS element. Not supported</td>
<td>Not supported</td>
</tr>
<tr>
<td>Message Element</td>
<td>XML Tag</td>
<td>ISO Element Number</td>
<td>SEPA Implementation Mapping proposal</td>
<td>CGI Implementation Mapping proposal</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------</td>
<td>--------------------</td>
<td>---------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Service Level</td>
<td>&lt;SvcLvt&gt;</td>
<td>2.8</td>
<td>Not Applicable</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Code</td>
<td>&lt;Cd&gt;</td>
<td>2.9</td>
<td>SEPA</td>
<td>CGI</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tag Structure:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;SvcLvt&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;SvcLvt&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;Cd&gt;SEPA&lt;/Cd&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;/SvcLvt&gt;</td>
<td></td>
</tr>
<tr>
<td>Proprietary</td>
<td>&lt;Prtry&gt;</td>
<td>2.10</td>
<td>AOS element. Not supported</td>
<td>Not supported</td>
</tr>
<tr>
<td>Local Instrument</td>
<td>&lt;LclInstrm&gt;</td>
<td>2.11</td>
<td>Not Applicable</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Code</td>
<td>&lt;Cd&gt;</td>
<td>2.12</td>
<td>Can be set up at the payer level (primary source) or FCPP (secondary source). The only values are CORE and B2B</td>
<td>Can be set up at the payer level (primary source) or FCPP (secondary source). Values are as per the external codes list.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tag structure:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;LclInstrm&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;Cd&gt;CORE&lt;/Cd&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;/LclInstrm&gt;</td>
<td></td>
</tr>
<tr>
<td>Proprietary</td>
<td>&lt;Prtry&gt;</td>
<td>2.13</td>
<td>AOS element. Not supported</td>
<td>Not supported</td>
</tr>
<tr>
<td>Sequence Type</td>
<td>&lt;SeqTp&gt;</td>
<td>2.14</td>
<td>Depending on the type of mandate the following values are supported:</td>
<td>Depending on the type of mandate the following values are supported:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If recurrent mandate FRST/RCUR/FNAL</td>
<td>If recurrent mandate FRST/RCUR/FNAL</td>
</tr>
<tr>
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<td>If one off mandate OOFF</td>
<td>If one off mandate OOFF</td>
</tr>
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<td>Tag Structure:</td>
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<td>SUPP</td>
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<td>Message Element</td>
<td>&lt;XML Tag&gt;</td>
<td>ISO Element Number</td>
<td>SEPA Implementation Mapping proposal</td>
<td>CGI Implementation Mapping proposal</td>
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<td>Requested Collection Date</td>
<td>&lt;ReqColltnDt&gt;</td>
<td>2.18</td>
<td>Settlement Date</td>
<td>Settlement Date</td>
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<td>&lt;ReqColltnDt&gt;20100406&lt;/ReqColltnDt&gt;</td>
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<td>Creditor</td>
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<td>Name: Legal Entity</td>
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</tr>
<tr>
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<td></td>
<td>Name on the Debit Authorization</td>
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<tr>
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<td></td>
<td></td>
<td>Postal Address: First two lines of address of Legal Entity</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Identification: Not supported</td>
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</tr>
<tr>
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<td></td>
<td>Country: Country of Legal Entity</td>
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<td>&lt;Cdtr&gt;</td>
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<td>&lt;PstlAdr&gt;</td>
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</tr>
<tr>
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<td>&lt;Ctry&gt;US&lt;/Ctry&gt;</td>
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<td>&lt;AdrLine&gt;475 Park Avenue&lt;/AdrLine&gt;</td>
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</table>

The choice of SUPP is based on AR Transaction Class. Transaction Class contains only Invoice, Credit Memo, Debit Memo, and the last two don’t fit any ISO purpose codes. Alternately, this could come from AR Transaction Type. However, there is no easy way to map those to ISO Purpose codes without AR enhancement.
<table>
<thead>
<tr>
<th>Message Element</th>
<th>&lt;XML Tag&gt;</th>
<th>ISO Element Number</th>
<th>SEPA Implementation Mapping proposal</th>
<th>CGI Implementation Mapping proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>&lt;Nm&gt;</td>
<td>9.1.0</td>
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<td>Same as SEPA</td>
</tr>
<tr>
<td>Postal Address</td>
<td>&lt;PstlAdr&gt;</td>
<td>9.1.1</td>
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<tr>
<td>Address Type</td>
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<td>9.1.2</td>
<td>AOS element. Not supported.</td>
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<tr>
<td>Address Line</td>
<td>Not Applicable</td>
<td>9.1.11</td>
<td>AOS element that can be supported for free.</td>
<td>Primary address of the legal entity selected on the mandate.</td>
</tr>
<tr>
<td>Street Name</td>
<td>Not Applicable</td>
<td>9.1.5</td>
<td>AOS element that can be supported for free.</td>
<td>Same as SEPA</td>
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<tr>
<td>Building Number</td>
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<td>9.1.6</td>
<td>AOS element that can be supported for free.</td>
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<td>Post Code</td>
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<td>AOS element that can be supported for free.</td>
<td>Primary address of the legal entity selected on the mandate.</td>
</tr>
<tr>
<td>Town Name</td>
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<td>9.1.8</td>
<td>AOS element that can be supported for free.</td>
<td>Primary address of the legal entity selected on the mandate.</td>
</tr>
<tr>
<td>Country Subdivision</td>
<td>Not Applicable</td>
<td>9.1.9</td>
<td>AOS element. Not supported.</td>
<td>Primary address of the legal entity selected on the mandate.</td>
</tr>
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<td>9.1.10</td>
<td>Not Applicable</td>
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<tr>
<td>Identification</td>
<td>Not Applicable</td>
<td>9.1.12</td>
<td>AOS element that can be supported for free.</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Country of Residence</td>
<td>&lt;CtryOfRes&gt;</td>
<td>9.1.33</td>
<td>AOS element. Not supported.</td>
<td>Primary address of the legal entity selected on the mandate.</td>
</tr>
<tr>
<td>Creditor Account</td>
<td>&lt;CdtrAcct&gt;</td>
<td>2.20</td>
<td>IBAN of the Internal Bank Account of the creditor will be mapped to this field</td>
<td>Same as SEPA</td>
</tr>
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</table>

Tag structure:

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<th>Message Element</th>
<th>XML Tag</th>
<th>ISO Element Number</th>
<th>SEPA Implementation Mapping proposal</th>
<th>CGI Implementation Mapping proposal</th>
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<tbody>
<tr>
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<td></td>
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<td></td>
</tr>
<tr>
<td>&lt;IBAN&gt;T60X054281110100 IBAN&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>&lt;/id&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;Ccy&gt;EUR&lt;/Ccy&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;/CdtrAcct&gt;</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identification</td>
<td>&lt;id&gt;</td>
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<td>Same as SEPA</td>
</tr>
<tr>
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<td>&lt;Ccy&gt;</td>
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<td>Not Applicable</td>
<td>Same as SEPA</td>
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<tr>
<td>Name</td>
<td>&lt;Nm&gt;</td>
<td>1.1.12</td>
<td>AOS element that can be supported for free.</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Creditor Agent</td>
<td>&lt;CdtrAgt&gt;</td>
<td>2.21</td>
<td>BIC of the internal bank branch of the bank account attached to the mandate</td>
<td>BIC of the internal bank branch of the bank account attached to the mandate, as well as the branch number.</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Creditor Agent Account</td>
<td>&lt;CdtrAgtAcct&gt;</td>
<td>2.11</td>
<td>AOS element. Not supported.</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Ultimate Creditor</td>
<td>&lt;UltmtCdtr&gt;</td>
<td>2.23</td>
<td>Not supported at this level. Mapping provided in Direct debit transaction information block.</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Name</td>
<td>&lt;Nm&gt;</td>
<td>9.1.0</td>
<td>Not supported at this level.</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Postal Address</td>
<td>&lt;PstlAdr&gt;</td>
<td>9.1.1</td>
<td>AOS element. Not supported.</td>
<td>Passed only when Ultimate Creditor (UltCdtr) is populated.</td>
</tr>
<tr>
<td>Message Element</td>
<td>XML Tag</td>
<td>ISO Element Number</td>
<td>SEPA Implementation Mapping proposal</td>
<td>CGI Implementation Mapping proposal</td>
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<tr>
<td>---------------------------------</td>
<td>---------</td>
<td>--------------------</td>
<td>--------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Identification</td>
<td>&lt;Id&gt;</td>
<td>9.1.12</td>
<td>Not supported at this level.</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Organization Identification</td>
<td>Not Applicable</td>
<td>9.1.13</td>
<td>Not supported at this level.</td>
<td>Same as SEPA</td>
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<tr>
<td>Private Identification</td>
<td>Not Applicable</td>
<td>9.1.21</td>
<td>Not supported at this level.</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Charge Bearer</td>
<td>&lt;ChrBr&gt;</td>
<td>2.24</td>
<td>SLEV</td>
<td>Payer Bank Charge Bearer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tag structure:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;ChrgBr&gt;SLEV&lt;/ChrgBr&gt;</td>
<td></td>
</tr>
<tr>
<td>Charges Account</td>
<td>&lt;ChrgsAcct&gt;</td>
<td>2.25</td>
<td>AOS element. Not supported</td>
<td>Not Used</td>
</tr>
<tr>
<td>Charges Account Agent</td>
<td>&lt;ChrgsAcctAgt&gt;</td>
<td>2.26</td>
<td>AOS element. Not supported</td>
<td>Not Used</td>
</tr>
<tr>
<td>Creditor Scheme Identification</td>
<td>&lt;CdtrSchmeId&gt;</td>
<td>2.27</td>
<td>Identification Creditor Identifier on the Debit Authorization populated by Identification. This data can be present at payment information or direct debit transaction information level.</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td></td>
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<td>Tag structure:</td>
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</tr>
</tbody>
</table>
Direct Debit Transaction Information Message Elements

The following table lists the direct debit transaction information message elements and Payments data mapping information for SEPA and CGI implementations of the ISO direct debit message.

<table>
<thead>
<tr>
<th>Message Element</th>
<th>&lt;XML Tag&gt;</th>
<th>ISO Element Number</th>
<th>SEPA Implementation Mapping proposal</th>
<th>CGI Implementation Mapping proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Debit Transaction Information</td>
<td>&lt;DrctDbtTxInf&gt;</td>
<td>2.28</td>
<td>Set of elements used to provide information on the individual transactions included in the message.</td>
<td>Set of elements used to provide information on the individual transactions included in the message.</td>
</tr>
<tr>
<td>Payment Identification</td>
<td>&lt;PmtId&gt;</td>
<td>2.29</td>
<td>The instruction and the end to end identification are part of payment identification</td>
<td>The instruction and the end to end identification are part of payment identification</td>
</tr>
<tr>
<td>Message Element</td>
<td>XML Tag</td>
<td>ISO Element Number</td>
<td>SEPA Implementation Mapping proposal</td>
<td>CGI Implementation Mapping proposal</td>
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<tr>
<td>----------------------------</td>
<td>---------------</td>
<td>--------------------</td>
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<td>------------------------------------</td>
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<tr>
<td>Instruction Identification</td>
<td>&lt;InstrId&gt;</td>
<td>2.30</td>
<td>PSON number on the receipt</td>
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<tr>
<td>End To End Identification</td>
<td>&lt;EndToEndId&gt;</td>
<td>2.31</td>
<td>PSON number on the receipt</td>
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</tr>
<tr>
<td>Payment Type Information</td>
<td>&lt;PmtTpInf&gt;</td>
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<td>Instruction Priority</td>
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<td>Service Level</td>
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<td>Code</td>
<td>&lt;Cd&gt;</td>
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<td>SEPA</td>
<td>CGI</td>
</tr>
<tr>
<td>Proprietary</td>
<td>&lt;Prtry&gt;</td>
<td>2.36</td>
<td>AOS element. Not supported</td>
<td>Not supported</td>
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<tr>
<td>Local Instrument</td>
<td>&lt;LclInstrm&gt;</td>
<td>2.37</td>
<td>Not Applicable</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Code</td>
<td>&lt;Cd&gt;</td>
<td>2.38</td>
<td>Can be set up at the payer level (primary source) or FCPP (secondary source). The only values are CORE and B2B</td>
<td>Can be set up at the payer level (primary source) or FCPP (secondary source). Values are as per the external codes list.</td>
</tr>
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Tag Structure:
- `<PmtId>`
- `<InstrId>`
- `<EndToEndId>`
- `<SvcLvl>`
- `<Cd>`
- `<Prtry>`
- `<LclInstrm>`
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<th>Message Element</th>
<th>ISO Element Number</th>
<th>SEPA Implementation Mapping proposal</th>
<th>CGI Implementation Mapping proposal</th>
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<td>Depending on the type of mandate the following values are supported:</td>
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<td>If recurrent mandate FRST/ RCUR/FNAL</td>
<td>If recurrent mandate FRST/ RCUR/FNAL</td>
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<td>If one off mandate OOFF</td>
<td>If one off mandate OOFF</td>
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<tr>
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<td>Tag Structure:</td>
<td>Tag Structure:</td>
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<td>&lt;SeqTp&gt;OOFF&lt;/SeqTp&gt;</td>
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<td>Category Purpose</td>
<td>2.41</td>
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<td>Tag structure:</td>
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</tr>
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<td>&lt;CtgyPurp&gt;</td>
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<td></td>
<td></td>
<td>&lt;/CtgyPurp&gt;</td>
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<td>Instructed Amount</td>
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<td>Transaction amount and currency</td>
<td>Transaction amount and currency</td>
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<td>Tag structure:</td>
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<td>Payer Bank Charge Bearer</td>
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<td>Tag structure:</td>
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</tr>
<tr>
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<td>Direct Debit Transaction</td>
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<td>SEPA Implementation Mapping proposal</td>
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<td>Date on which the debtor has signed the direct debit mandate.</td>
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<td>Payment System Account parameters &gt; value for ISO20022 Creditor Scheme Identification. Note that this provides the current creditor scheme as the payment system account has no way to track historical data. Per BoA and JPMC, this value should not change.</td>
</tr>
<tr>
<td>Private Identification</td>
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<td>Customer Bank Account IBAN on the Original Debit Authorization is passed in the IBAN</td>
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Bank Account Currency
Bank Account Name.
If IBAN is not provided, populate the regular bank.
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<tr>
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<td>BIC of the internal bank branch of the bank account attached to the mandate, as well as the branch number.</td>
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<td>Tag structure:</td>
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Tag structure:

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  <Id>
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<th>ISO Element Number</th>
<th>SEPA Implementation Mapping proposal</th>
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<td>2.73</td>
<td>Customer Bank Account IBAN is populated by IBAN</td>
<td>For CGI, we can pass the bank account number in</td>
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</table>
### Oracle Financials Cloud

#### Using Receivables Credit to Cash

**Chapter 3**

**Manage Funds Capture**

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<th>Message Element</th>
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<th>ISO Element Number</th>
<th>SEPA Implementation Mapping proposal</th>
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**Tag Structure:**

`<DbtrAcct>`

`<Id>`

`<IBAN>`

`IT60X0542811101000000123456`  

`</IBAN>`

`</Id>`

`</DbtrAcct>`

**Other tag in addition to IBAN:**

**Ultimate Debtor**

`<UltmtDbtr>`

**Not supported Bill-to Customer is the same as the Customer/Payer used as Debtor.**

**Instruction for Creditor Agent**

`<InstrForCdtrAgt>`

**AOS element. Not supported.**

**Purpose**

`<Purp>`

**Not Applicable**

**Code**

`<Cd>`

**SUPP is passed during formatting.**

**Proprietary**

`<Prtry>`

**AOS element. Not supported.**

**Regulatory Reporting**

`<RgtrlyRptg>`

**AOS element. Not supported.**

**Tax**

`<Tax>`

**AOS element. Not supported.**

**Related Remittance Information**

`<RltdRmtInf>`

**AOS element. Not supported.**

**Remittance Information**

`<RmtInf>`

**Not Applicable**

**Unstructured**

`<Ustrd>`

**Not used in favor of Structured element**

**Same as SEPA**
<table>
<thead>
<tr>
<th>Message Element</th>
<th>XML Tag</th>
<th>ISO Element Number</th>
<th>SEPA Implementation Mapping proposal</th>
<th>CGI Implementation Mapping proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structured</td>
<td>&lt;Strd&gt;</td>
<td>2.90</td>
<td>We populate the invoice number in the reference.</td>
<td>In the case of grouped invoices, populate one STRD element per invoice.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;RmtInf&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;Strd&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;CdtrRefInf&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;Tp&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;CdOrPrtry&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;Cd&gt;SCOR&lt;/Cd&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;/CdOrPrtry&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;/Tp&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;Ref&gt;23184&lt;/Ref&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;/CdtrRefInf&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;/Strd&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&lt;/RmtInf&gt;</td>
<td></td>
</tr>
<tr>
<td>Creditor Reference Information</td>
<td>&lt;CdtrRefInf&gt;</td>
<td>2.110</td>
<td>Not Applicable</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Creditor Reference Type</td>
<td>&lt;CdtrRefTp&gt;</td>
<td>2.111</td>
<td>Not Applicable</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Code</td>
<td>&lt;Cd&gt;</td>
<td>2.113</td>
<td>CINV representing Commercial Invoice</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Issuer</td>
<td>&lt;Issr&gt;</td>
<td>2.115</td>
<td>Not Applicable</td>
<td>Same as SEPA</td>
</tr>
<tr>
<td>Creditor Reference</td>
<td>&lt;CdtrRef&gt;</td>
<td>2.116</td>
<td>AR Transaction Number(s) comma delimited if multiple invoices are included on one receipt</td>
<td>In the case of grouped invoices, populate one STRD element per invoice.</td>
</tr>
</tbody>
</table>
Reports for Manage Funds Capture

Funds Capture Accompanying Letter: Explained

This topic includes details about the Funds Capture Accompanying Letter.

Overview

The Funds Capture Accompanying Letter is a predefined funds capture report that is manually delivered to your payment system or bank. The report accompanies a settlement batch file and summarizes its contents.
The following figure illustrates an example of the Funds Capture Accompanying Letter.

![Example of Funds Capture Accompanying Letter](image)

### Key Insights

The following table lists the difference between the formal Funds Capture Accompanying Letter report name and the process name.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Process Name</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Capture Accompanying Letter</td>
<td>Create Settlement Batch Accompanying Letter</td>
<td>.PDF file</td>
</tr>
</tbody>
</table>
Generation of the Funds Capture Accompanying Letter

To generate the Funds Capture Accompanying Letter from within Oracle Fusion Payments, complete these steps:

1. In the Setup and Maintenance work area, go to the following:
   - Navigate: Navigator > Setup and Maintenance > Search: Tasks pane: Manage Funds Capture Process Profiles > Go to Task > Select Processing Type > Create button.
   - Offering: Financials
   - Functional Area: Customer Payments
   - Task: Manage Funds Capture Process Profiles

2. On the Manage Funds Capture Process Profiles page, select a processing type from the Select Processing Type choice list and click Create.


4. Sign in as a manager.

5. From the Accounts Receivables work area, click the Funds Capture icon.

6. Click the Tasks icon.

7. Click the Settlement Batch Accompanying Letter link.

8. The parameters page for the Funds Capture Accompanying Letter appears.

9. From the Settlement Batch Reference choice list, select the applicable settlement batch reference number and click Submit. A confirmation message displays with a process ID.

   Tip: Write down or remember the process ID.


11. In the Process ID field on the Scheduled Processes page, enter the process ID and click Search. The result displays in the Search Results section.

12. Select the resulting row in the Search Results section to display additional details on the page.

13. In the Log and Output section, click the 1 more link to display the Attachments dialog box. You can now see the <process ID>.PDF output file.

Report Parameters

The following table describes the process parameter:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Settlement Batch Reference</td>
<td>Application-assigned reference number for the settlement batch.</td>
</tr>
</tbody>
</table>

Frequently Asked Questions

The following table lists frequently asked questions and provides the answers about the Funds Capture Accompanying Letter.
<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>You can find the Funds Capture Accompanying Letter in the Log and Output section. Click the more link to display the Attachments dialog box. You can now see the .PDF output file.</td>
</tr>
</tbody>
</table>
| Who uses this report?     | • Financial Manager  
• Financial Specialist                                                                                                                 |
| When do I use this report?| The Funds Capture Accompanying Letter is used when you want to summarize the contents of a settlement batch and manually send the summary and the settlement batch to the payment system or bank. |
| What can I do with this report?| You can:  
• Manually deliver the Funds Capture Accompanying Letter to your payment system or bank, along with the settlement batch. |
| What type of report is this?| Oracle Business Intelligence Publisher                                                                                                 |

**Funds Capture Payer Notification Report: Explained**

This topic includes details about the Funds Capture Payer Notification report.

**Overview**

The Funds Capture Payer Notification report is a predefined funds capture report that is faxed, emailed, or printed and mailed to customers after a settlement or settlement batch is transmitted to your payment system or bank. The report informs customers of a funds capture transaction that will charge their credit card or bank account.
The following figure illustrates an example of the Funds Capture Payer Notification report.

<table>
<thead>
<tr>
<th>Receipt of Payment Notification</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Payee</td>
<td>Vision Operations</td>
</tr>
<tr>
<td></td>
<td>475 Park Avenue</td>
</tr>
<tr>
<td></td>
<td>New York, US</td>
</tr>
<tr>
<td>To Payer</td>
<td>IBY_CC</td>
</tr>
<tr>
<td></td>
<td>32 of the Americas</td>
</tr>
<tr>
<td></td>
<td>, US</td>
</tr>
</tbody>
</table>

The following payment has been settled:

<table>
<thead>
<tr>
<th>Credit Card Number</th>
<th>Card Brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXXXXXXXXXXX4448</td>
<td>VISA</td>
</tr>
<tr>
<td>Payment System</td>
<td>92099</td>
</tr>
<tr>
<td>Order Number</td>
<td>Aug 23, 2013</td>
</tr>
<tr>
<td>Settlement Date</td>
<td>USD</td>
</tr>
<tr>
<td>Settlement Currency</td>
<td>3,300.00</td>
</tr>
</tbody>
</table>

**Key Insights**

The following table lists the difference between the formal Funds Capture Payer Notification report name and the process name that is used to manually generate the report on the Scheduled Processes page.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Process Name</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Capture Payer Notification Formats</td>
<td>Send Receipt of Payment Notifications</td>
<td>.PDF file if printed or .HTML file if E-Mailed</td>
</tr>
</tbody>
</table>

**Email Delivery of the Funds Capture Payer Notification Report**

To enable customers to receive the Funds Capture Payer Notification report by email, complete these steps:

1. Note: To receive the Funds Capture Payer Notification report in the form of a .PDF output file, you must complete step 2 in the following procedure.
   - In the Setup and Maintenance work area, go to the following:
     - Offering: Financials
     - Functional Area: Customer Payments
     - Task: Manage Funds Capture Process Profiles
   - On the Manage Funds Capture Process Profiles, from the Select Processing Type choice list, select a processing type.
   - Click Create.

2. Click Create.
4. On the Funds Capture Process Profile page, Formats tab, Notification to Payer section, from the Format choice list, select the Receipt of Payment Notification format.
5. From the Delivery Method choice list, select E-Mail.
6. Sign in as an Oracle Receivables user.
7. Click the Billing icon.
8. On the Billing Tasks pane, click the Create Customer link and create a customer, a customer address, and a customer site.
9. On the customer site level, select the Payment Details tab and then the Bank Accounts tab.
10. In the Receipt of Payment Notification Preferences section, select E-Mail as the delivery method.
11. In the E-Mail field, enter a valid E-Mail address.
12. In the Setup and Maintenance work area, go to the following:
   o Offering: Financials
   o Functional Area: Customer Payments
   o Task: Manage Internal Payees
13. On the Manage Internal Payees page, click the Create icon.
14. On the Create Internal Payee page, Notification to Payer section, enter a valid email in the From Email field and the subject that you want to see in the notification email in the Subject field.

Generation of the Funds Capture Payer Notification Report
To generate the Funds Capture Payer Notification report from within Oracle Fusion Payments, complete these steps:

1. From the Accounts Receivable work area, click the Funds Capture icon.
2. Click the Tasks icon.
3. Click the Send Receipt of Payment Notifications link. The parameters page for the Send Receipt of Payment Notifications appears.
4. Select applicable parameters and click Submit. A confirmation message displays with a process ID.

   Tip: Write down or remember the process ID.
6. In the Process ID field on the Scheduled Processes page, enter the process ID and click Search. The result displays in the Search Results section.
7. Select the resulting row in the Search Results section to display additional details on the page.
8. In the Log and Output section, click the 1 more link to display the Attachments dialog box. You can now see the <process ID>.PDF output file.

Report Parameters
The following table describes the process parameters.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Settlement Batch Reference</td>
<td>Payments-assigned reference number of the settlement batch.</td>
</tr>
<tr>
<td>From Settlement Date</td>
<td>Starting date within a date range of settlement transactions.</td>
</tr>
<tr>
<td>To Settlement Date</td>
<td>Ending date within a date range of settlement transactions.</td>
</tr>
<tr>
<td>From Payment System Order Number</td>
<td>Order number generated by Payments, which identifies the first settlement transaction to the payment system.</td>
</tr>
</tbody>
</table>
Name | Description
---|---
To Payment System Order Number | Order number generated by Payments, which identifies the last settlement transaction to the payment system.
Allow Sending Replacement Copy | The inclusion of settlements in the Funds Capture Payer Notification report that were included in a previous report if, for example, the eText file was misplaced and your payment system or bank requests a duplicate copy of the Funds Capture Payer Notification report.

Frequently Asked Questions
The following table lists frequently asked questions and provides answers about the Funds Capture Payer Notification report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>You can find the Funds Capture Payer Notification report in the Log and Output section. Click the more link to display the Attachments dialog box. You can now see the .PDF output file.</td>
</tr>
</tbody>
</table>
| Who uses this report? | • Financial Manager  
• Financial Specialist |
| When do I use this report? | The Funds Capture Payer Notification report is used when you want to inform the customer of a funds capture transaction that will charge the customer’s credit card or bank account. By informing customers of expected debits to their bank accounts, they can maintain sufficient balances so that payments aren't rejected.  
It is considered a best practice to inform your customers that funds capture transactions will charge their credit card or bank account. |
| What can I do with this report? | You can:  
1. Generate and schedule the Funds Capture Payer Notification report.  
2. Send the Funds Capture Payer Notification report to customers by E-Mail, US mail, or fax. |
| What type of report is this? | Oracle Business Intelligence Publisher |

FAQs for Manage Funds Capture

What happens if I don’t disable the transaction testing function before going live?

You can experience inconsistent data between applications. You may also unintentionally create holds or charges on credit cards for amounts not owed by the card holder.

Using the transaction testing functionality, you can initiate transactions without source product interaction to test the setup of Oracle Fusion Payments and the payment system connectivity. Transactions initiated from Payments, rather than the source
product, are not recorded in any source product. This functionality is a valuable testing and diagnostic tool, but it can create inconsistent data between applications if used incorrectly in a live environment.

⚠️ Caution: On a live instance of Payments, it is strongly recommended that you disable the transaction testing functionality and unassign it from the payment administrator.

What's the difference between credit card payments made with a CVN or without a CVN?

Credit card payments made with a 3 or 4-digit Card Verification Number (CVN) code that is on the front or back of the card improves transaction security and prevents fraud. When the cardholder isn’t present in person, merchants often ask for the code so they can secure transactions occurring online, by mail, fax, or over the phone. The code results in an electronic authorization request to verify the authenticity of the card. The merchant receives a reply message as to whether or not the card and the code match. Merchants who send the CVN with their credit card authorizations may also accrue lower transaction costs than those who don’t.

🔍 Note: CVN capture during transaction authorization is currently not allowed. However, you may provide CVN during credit card token creation.

Credit card payments made online, by mail, fax, or over the phone without a CVN requested by the merchant, present a greater risk to the merchant because the card isn’t verified as authentic by the reply message to the electronic authorization request. Additionally, in some territories and countries, credit card authorization is rejected without the CVN code.

What's the difference between application behavior for credit card payments made with a CVN or without a CVN?

Credit card payments made with required entry of a 3 or 4-digit Card Verification Number (CVN) necessitates the performance of two prerequisite setups. In the Setup and Maintenance work area, use the following: Offering: Financials, Functional Area: Customer Payments, Task: Manage Funds Capture Payment Methods. On the Manage Funds Capture Payment Methods page, select a payment method and click the Edit icon. In the Edit Funds Capture Payment Method dialog box, select the Require security code entry check box. On the Manage System Security Options page, enable tokenization in the Credit Card Data subsection. After this, when you save a transaction type of Invoice with a CVN required, the application creates an immediate authorization and receipt number for the invoice. Following the Payment Card Industry Data Security Standard (PCI DSS) security standards, the CVN isn’t stored, even temporarily, in the application.

🔍 Note: CVN capture during transaction authorization is currently not allowed. However, you may provide CVN during credit card token creation.

Credit card payments made without required entry of a CVN, follow the usual process where you create a transaction type of Invoice, submit the Create Automatic Receipts process, and an authorization is created during automatic receipt creation.

When do customers use the simplified payment UI?

Oracle Payments Cloud provides a simplified, shared transaction extension component for payments by credit card or bank account. This simplified UI is used by products that integrate with Payments, such as Oracle Fusion Bill Management and
Oracle Student Cloud. These products are used by self-service users, such as customers or students who require a modern UI to pay for products or services by credit card or bank account. As part of order booking or invoice payment processes, users enter their credit card or bank account data, which is stored by the application in a secured manner. A bank account is stored encrypted, whereas a credit card is first tokenized and then the token is stored instead of the credit card number.

When can I derive a bank account number from IBAN?

When you create and save an external bank account in the majority of the European, Middle Eastern, and Caribbean countries where the IBAN (International Bank Account Number) is used according to SWIFT (Society for Worldwide Interbank Financial Telecommunication) guidelines, the bank account number automatically derives from the IBAN and populates the Account Number field.
4 Manage Accounts Receivable Balances

Access Receivables Information

Oracle Receivables Predefined Reports: Explained

Receivables provides predefined reports to help you analyze and manage your accounts receivable information. The Receivables predefined reports cover the following areas:

- Bill Presentment Templates
- Accounting Reports
- Billing Reports
- Receivables Balances Reports
- Bills Receivable Reports
- Netting Settlement Reports
- Reconciliation Program and Report

You schedule and run all Receivables reports from the Scheduled Processes work area. You can also access and open all reports in the Reports and Analytics work area.

To run a report from Scheduled Processes:

1. Click the Schedule New Process button.
2. Search for the process name that you want.
3. Enter values for the parameters that you need.
4. Enter the desired process options and schedule.
5. Click Submit.

The following tables group the Receivables reports by type and provide a description of each report.

Bill Presentment Templates

The predefined print templates are used to print Receivables transactions. You can also create your own versions of these print templates.

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Invoices Template</td>
<td>Layout for printing invoices. Includes information about the customer, due date, line amount, tax amount, and outstanding balance.</td>
</tr>
<tr>
<td>Print Credit Memos Template</td>
<td>Layout for printing credit memos. Includes information about the customer, application date, line amount, and total amount applied.</td>
</tr>
<tr>
<td>Print Debit Memos Template</td>
<td>Layout for printing debit memos. Includes information about the customer, due date, line amount, and outstanding balance.</td>
</tr>
</tbody>
</table>
Display Name | Description
--- | ---
Print Chargebacks Template | Layout for printing chargebacks. Includes information about the customer, due date, line amount, and outstanding balance.

Print Summary Balance Forward Bills Template | Layout for printing balance forward bills in summary mode. Includes information on the beginning balance, summary information of current customer billing activity, and ending balance for the billing cycle.

Print Detailed Balance Forward Bills Template | Layout for printing balance forward bills in detail mode. Includes information on the beginning balance, details of current customer billing activity, and ending balance for the billing cycle.

Print Bills Receivable Template | Layout for printing bills receivable. Includes information about the customer drawee, drawee contact, creation date, transactions assigned to the bill, and total bill amount.

### Accounting Reports
Use these reports to review and analyze Receivables accounting information.

Display Name | Description
--- | ---
Bad Debt Provision Report | Provides information for reviewing bad debt exposure and provisioning based on percent collectible assigned to the customer. Includes transaction number, balance due amount, and bad debt provision amount in the ledger currency.

Invoices Posted to Suspense Report | Provides a list of all transactions that have revenue amounts posted to suspense accounts as a result of running the Import AutoInvoice program. Includes information on transaction class, customer, transaction date, and transaction amount by business unit.

Potential Reconciling Items Report | Provides a list of journal items that may potentially post to incorrect general ledger accounts. Includes customer account number, payment number, transaction number, and credit and debit amounts by reporting level, reporting context, accounting date, and balancing segment.

### Billing Reports
Use these reports to review and analyze Receivables billing and related transaction information.

Display Name | Description
--- | ---
Billing History Report | Provides a summarized history of transactions and activities against them by customer site for a specified date range. Includes information on original transaction amount, current balance due, sum of all payments applied to the transaction, total credit memo amounts against the transaction, and total adjustment amounts to the transaction.

Import AutoInvoice Execution Report | Report for the program that imports transactions from other source systems into Receivables. Includes information about both successful and rejected transactions by transaction type, customer, transaction number, and transaction date.

Print Adjustments Report | Prints information about adjustments associated with specified transactions and customers by business unit, adjustment number, and transaction number.
### Oracle Financials Cloud

#### Using Receivables Credit to Cash

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#### Chapter 4

#### Manage Accounts Receivable Balances

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Details Report</td>
<td>Lists invoices, credit memos, debit memos, and chargebacks for review. Includes information about transaction header, transaction lines, sales credits, revenue accounts, account sets, and transaction flexfields by business unit, transaction number, and transaction type.</td>
</tr>
</tbody>
</table>

---

### Receivables Balances Reports

Use these reports to review and analyze payment information and customer balances.

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Receipt Creation and Remittance Execution Report</td>
<td>Report for the program that creates automatic receipts and receipt remittances in a batch. Includes information about automatically generated receipts, remitted receipts, and data validation errors by batch.</td>
</tr>
<tr>
<td>Bank Risk Report</td>
<td>Provides information about receipts that are currently at risk with the remittance bank. Includes information about the remittance batch, receipt, and receipt amount by business unit, remittance bank branch, and remittance bank account.</td>
</tr>
<tr>
<td>Clear Receipts Automatically Execution Report</td>
<td>Report for the program that clears receipts automatically. Includes information about the clearing of customer receipts by remittance bank account, receipt number, and customer.</td>
</tr>
<tr>
<td>Create Automatic Receipt Write-offs Execution Report</td>
<td>Report for the program that writes off unapplied amounts on selected receipts. Includes information about the receipt write-offs by currency, customer, receipt number, amount, and date.</td>
</tr>
<tr>
<td>Create Customer Statements Execution Report</td>
<td>Report for the program that generates customer statements. Prints customer billing information in a format presentable to the customer. Includes information on invoices, debit memos, chargebacks, payments, on-account credits, credit memos, adjustments, and past due information.</td>
</tr>
<tr>
<td>Customer Account Status Report</td>
<td>Provides a list of customer open items and the total balance due based on customer account status for the specified ledger currency.</td>
</tr>
<tr>
<td>Customer Balances Revaluation Report</td>
<td>Displays information related to the difference between the original customer balance and the revaluated balance for manually adjusting the general ledger. Includes the customer balance and the open items that make up that balance by business unit, revaluation period, and customer.</td>
</tr>
<tr>
<td>Document Number Audit Report</td>
<td>Provides a list of document numbers assigned to transactions, adjustments, and receipts to help identify missing document numbers for a business unit, document sequence name, and document number range. Includes information about the status, customer, currency, and amount of the transactions, adjustments, and receipts.</td>
</tr>
<tr>
<td>Format Automatic Receipts Report</td>
<td>Prints automatic receipts in a specified receipt batch so that they can be sent to customers for confirmation. Includes receipt number, receipt date, currency, and the transactions applied to each receipt.</td>
</tr>
<tr>
<td>Generate Late Charges Report</td>
<td>Prints information on late charges for transactions that are overdue or have late payments by batch name. Includes transaction number, due date, and overdue amount of transactions.</td>
</tr>
<tr>
<td>Process Receipts Through Lockbox Execution Report</td>
<td>Report for the program that creates receipts for payments made through lockbox. Includes information on lockbox receipts and data validation errors for each transmission from the bank.</td>
</tr>
</tbody>
</table>
### Oracle Financials Cloud

**Using Receivables Credit to Cash**

#### Chapter 4

**Manage Accounts Receivable Balances**

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts Days Late Analysis Report</td>
<td>Provides the cost of late customer payments by calculating weighted average days late for each customer. Includes information about the transaction number, transaction type, due date, receipt number, receipt days late, and receipt weighted days late by business unit, customer, transaction number, and collector.</td>
</tr>
<tr>
<td>Receipts Awaiting Bank Clearance Report</td>
<td>Provides a list of receipts waiting to be cleared by the remittance bank. Includes information about the remittance bank account name, remittance batch date, maturity date, receipt number and receipt amount by business unit, maturity date, and currency.</td>
</tr>
<tr>
<td>Receipts Awaiting Remittance Report</td>
<td>Provides a list of receipts waiting to be remitted to the bank. Includes information about the remittance bank account name, maturity date, receipt number, and receipt amount by business unit, remittance bank account, maturity date, and currency.</td>
</tr>
<tr>
<td>Receivables Aging by General Ledger Account Report</td>
<td>Provides information about outstanding receivables balances by general ledger account as of a specific date. Includes information about customer, transaction number, due date, and outstanding amount by balancing segment, transaction as-of date, aging buckets, currency, and customer.</td>
</tr>
<tr>
<td>Receivables Open Items Revaluation Report</td>
<td>Displays the amount needed to manually adjust general ledger account balances to reflect the difference between the original and revalued customer open items. Includes information about transaction number, due date, currency, open original amount, conversion rate, open ledger currency amount, revaluation rate, and revaluation open amount by business unit, revaluation period, conversion rate type and balancing segment.</td>
</tr>
<tr>
<td>Receivables Projected Gains and Losses Report</td>
<td>Compares the revalued amount of foreign currency transactions with the entered amount and prints the projected unrealized gain or loss. Includes information about the currency, entered amount, ledger currency amount, revaluation rate, and the revaluation gain and loss by business unit, ledger currency, customer, and transaction number.</td>
</tr>
<tr>
<td>Recognize Revenue Execution Report</td>
<td>Report for the program that recognizes revenue and creates revenue distributions for transactions that use invoicing and revenue scheduling rules. Includes information about revenue accounting distributions and unprocessed or partially processed transactions for customer billing.</td>
</tr>
<tr>
<td>Reversal Status Report</td>
<td>Provides information about the status of automatic receipt reversals processed for a settlement batch. Includes the receipt date, receipt number, receipt amount, reversal reason code, and a description of automatic receipt reversals that were unsuccessful.</td>
</tr>
</tbody>
</table>

### Bills Receivable Reports

Use these reports to review and analyze bills receivable activity.

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Bills Receivable Remittance Execution Report</td>
<td>Report for the program that creates a bills receivable remittance from bills receivable. Provides the details of bills receivable remitted to the bank to initiate collection from customers.</td>
</tr>
<tr>
<td>Automatic Bills Receivable Transactions Batch Report</td>
<td>Report for the program that creates bills receivable from transactions. Lists the transactions assigned to each bill receivable.</td>
</tr>
<tr>
<td>Close Matured Bills Receivable Execution Report</td>
<td>Report for the program that creates and applies receipts for standard remitted bills receivable, and applies receipts and eliminates risk on bills receivable factored with recourse. Lists the changes to each bill receivable and shows all receipts that were cleaned by the program run.</td>
</tr>
</tbody>
</table>
### Netting Settlement Reports

Use these reports to review and analyze Payables and Receivables netting settlements.

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Netting Settlement Letter</td>
<td>Prints a letter that provides details of Payables and Receivables transactions in a netting settlement.</td>
</tr>
<tr>
<td>Netting Reversal Letter</td>
<td>Prints a letter that provides details of Payables and Receivables reversed transactions in a netting settlement.</td>
</tr>
<tr>
<td>Netting Settlement Report</td>
<td>Lists the Payables and Receivables transactions belonging to a specific netting settlement in PDF format.</td>
</tr>
<tr>
<td>Netting Settlement Listing</td>
<td>Lists the Payables and Receivables transactions belonging to a specific netting settlement in spreadsheet format.</td>
</tr>
</tbody>
</table>

### Reconciliation Program and Report

Use this program and report to help you reconcile receivables data to the general ledger.

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare Receivables to General Ledger Reconciliation</td>
<td>Extracts and prepares transaction and accounting information for reconciling Receivables to the General Ledger. You must run this process before you can use the Receivables to General Ledger Reconciliation Report.</td>
</tr>
<tr>
<td>Receivables to General Ledger Reconciliation Report</td>
<td>Provides both summary and detailed reconciliation of receivables data to the general ledger. The summary report displays receivables and accounting beginning and ending balances, as well as summarized activity for the period and how this activity was accounted. The detail reports display the real-time details that make up balances from the summary report, and indicate potential causes for differences between actual and reconciling amounts.</td>
</tr>
</tbody>
</table>

### Related Topics
- Reports and Analytics Work Area and Panel Tab: Explained
Receivables Subject Areas, Folders, and Attributes: Explained

Use the subject areas, folders, and attributes to create real-time analyses of Receivables.

Subject Areas

To create an analysis, you begin by selecting a subject area and then selecting columns of information to include in the analysis. For example, to create an analysis of transaction information, you begin by selecting the Receivables - Transactions Real Time subject area. Subject areas are based around a business object or fact. In this example, the subject area is based on the column in the transactions tables.

Receivables has fourteen specific subject areas:

- Receivables - Adjustments Real Time
- Receivables - Credit Memo Applications Real Time
- Receivables - Credit Memo Requests Real Time
- Receivables - Miscellaneous Receipts Real Time
- Receivables - Payment Schedules Real Time
- Receivables - Receipt Conversion Rate Adjustments Real Time
- Receivables - Receipts Details Real Time
- Receivables - Revenue Adjustments Real Time
- Receivables - Standard Receipts Application Details Real Time
- Receivables - Transactions Real Time
- Receivables - Bills Receivable Real Time
- Receivables - Customer Real Time
- Receivables - Customer Tax Profile Real Time
- Receivables - Customer Account Site Tax Profile Real Time

Folders

Each subject area has one or more fact folders and a number of dimension folders. Fact folders contain attributes that can be measured, meaning that they are numeric values like transaction line amounts. Fact folders are usually last in the list of folders and are usually named after the subject area. Dimension folders contain attribute and hierarchical columns like customer information.

Some folders appear in more than one subject area, such as Time. These are referred to as common folders or common dimensions.

Each folder within a subject area may have a different level of granularity. For example:

- Bill-to Customer has customer attributes.
- Transaction Line Details has subfolders and attributes within the subfolders for the various line amounts.

Attributes

Each dimension folder contains attributes (columns), such as customer category and customer codes.
These two figures illustrate the structure of subject areas, folders, and attributes.
These two figures illustrate the following components:

- Subject area: Receivables - Transactions Real Time
- Dimension - Presentation Folder: Bill-to Customer > Bill-to Customer Classification
- Dimension - Attributes: Bill-to Customer Class Category and Bill-to Customer Class Code
- Fact - Presentation Folder: Line Amounts
- Fact - Measures: Deferred Line values, Line Amount, Transaction Line values

Related Topics
- Data Structure for Analytics: Explained
Storing Transactions and Adjustments: Examples

This topic describes how Receivables stores transaction activities.

These transaction activities are:

- Invoices and Debit Memos
- Credit Memos
- On-Account Credit Memos
- Chargebacks
- Adjustments

Invoices and Debit Memos

When you create an invoice or debit memo either manually or using AutoInvoice, Receivables creates records in the following tables:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_SALESREPS
- RA_CUST_TRX_LINE_GL_DIST
- AR_PAYMENT_SCHEDULES

Consider this sample invoice:

- Invoice Number: I-101
- Bill-to Customer: ABC Inc
- Invoice Date: 22-May-11
- Invoice Lines: 5

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Tax</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 chairs @ $200</td>
<td>$2,000</td>
<td>$160</td>
<td>$2,160</td>
</tr>
<tr>
<td>10 tables @ $300</td>
<td>$3,000</td>
<td>$240</td>
<td>$3,240</td>
</tr>
<tr>
<td>Freight</td>
<td>$1000</td>
<td>NA</td>
<td>$1000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>NA</td>
<td>NA</td>
<td>$6400</td>
</tr>
</tbody>
</table>

The RA_CUSTOMER_TRX table stores information from Invoice I-101 as follows:

<table>
<thead>
<tr>
<th>CUSTOMER_TRX_ID</th>
<th>TRX_NUMBER</th>
<th>BILL_TO_CUSTOMER_ID</th>
<th>TRX_DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>101467</td>
<td>I-101</td>
<td>ABC Inc</td>
<td>22-May-11</td>
</tr>
</tbody>
</table>
The RA_CUSTOMER_TRX_LINES table stores information from Invoice I-101 as follows:

<table>
<thead>
<tr>
<th>CUSTOMER_TRX_LINE_ID</th>
<th>CUSTOMER_TRX_ID</th>
<th>LINK_TO_CUST_TRX_LINE_ID</th>
<th>LINE_TYPE</th>
<th>EXTENDED_AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>101467</td>
<td>NA</td>
<td>LINE</td>
<td>2000</td>
</tr>
<tr>
<td>101</td>
<td>101467</td>
<td>100</td>
<td>TAX</td>
<td>160</td>
</tr>
<tr>
<td>102</td>
<td>101467</td>
<td>NA</td>
<td>LINE</td>
<td>3000</td>
</tr>
<tr>
<td>103</td>
<td>101467</td>
<td>102</td>
<td>TAX</td>
<td>240</td>
</tr>
<tr>
<td>104</td>
<td>101467</td>
<td>NA</td>
<td>FREIGHT</td>
<td>1000</td>
</tr>
</tbody>
</table>

Note: Because the sample invoice had freight at the header level, it is not linked to any line and therefore the link_to_cust_trx_line_id column is null.

The RA_CUST_TRX_LINE_SALESREPS table reflects the sales credits allotted to salespersons 1492, 1525, and 1624. The revenue and non-revenue amounts associated with the first line item of the invoice are split between salesperson 1492 and salesperson 1525. Salesperson 1624 gets the complete sales credit for the second line item of the invoice, while all three share the credit for the header level freight.

The RA_CUST_TRX_LINE_SALESREPS table stores information from Invoice I-101 as follows:

<table>
<thead>
<tr>
<th>CUST_TRX_LINE_SALE:SALES_REP_ID</th>
<th>CUSTOMER_TRX_LINE.REVENUE_AMOUNT_S</th>
<th>NON_REVENUE_AMOU_PREV_CUST_TRX_LINE_SALESREP_ID</th>
<th>PREV_CUST_TRX_LINE_SALESREP_ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>140195</td>
<td>100</td>
<td>0</td>
<td>NULL</td>
</tr>
<tr>
<td>140196</td>
<td>100</td>
<td>0</td>
<td>NULL</td>
</tr>
<tr>
<td>140197</td>
<td>101</td>
<td>80</td>
<td>NULL</td>
</tr>
<tr>
<td>140198</td>
<td>101</td>
<td>80</td>
<td>NULL</td>
</tr>
<tr>
<td>140199</td>
<td>102</td>
<td>0</td>
<td>NULL</td>
</tr>
<tr>
<td>140200</td>
<td>103</td>
<td>240</td>
<td>NULL</td>
</tr>
<tr>
<td>140201</td>
<td>104</td>
<td>200</td>
<td>NULL</td>
</tr>
<tr>
<td>140202</td>
<td>104</td>
<td>200</td>
<td>NULL</td>
</tr>
<tr>
<td>140203</td>
<td>104</td>
<td>600</td>
<td>NULL</td>
</tr>
</tbody>
</table>
The RA_CUST_TRX_LINE_GL_DIST table stores information from Invoice I-101 as follows:

<table>
<thead>
<tr>
<th>CUST_TRX_LINE_GL_DIST_ID</th>
<th>CODE_COMBINATION_ID</th>
<th>CUSTOMER_TRX_LINE_ID</th>
<th>ACCOUNT_CLASS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10866</td>
<td>01-1200-1000-3000</td>
<td>NA</td>
<td>REC</td>
<td>64000</td>
</tr>
<tr>
<td>10867</td>
<td>01-8100-1000-3000</td>
<td>100</td>
<td>REV</td>
<td>2000</td>
</tr>
<tr>
<td>10868</td>
<td>01-4100-1000-3000</td>
<td>101</td>
<td>TAX</td>
<td>160</td>
</tr>
<tr>
<td>10869</td>
<td>01-8200-1000-3000</td>
<td>102</td>
<td>REV</td>
<td>3000</td>
</tr>
<tr>
<td>10870</td>
<td>01-4200-1000-3000</td>
<td>103</td>
<td>TAX</td>
<td>240</td>
</tr>
<tr>
<td>10871</td>
<td>01-4400-1000-3000</td>
<td>104</td>
<td>FREIGHT</td>
<td>1000</td>
</tr>
</tbody>
</table>

**Note:** If you enter an invoice with rules, the account distributions are not built when the invoice is first created. Instead the RA_CUST_TRX_LINE_GL_DIST table stores an account set, which represents how the actual distribution rows should be created and what percentage of the actual distribution should be allocated to each account. Account sets can be identified by a Y in the account_set_flag column. The actual distribution records are built when you run revenue recognition.

The AR_PAYMENT_SCHEDULES table reflects the current status of Invoice I-101. The invoice has a status of OP (open) and an amount_applied of NULL, because no payment has been applied against it. Once payment is received in full, the status will change to CL (closed), the amount_applied will change to 6400, and the amount_due_remaining will be zero.

The AR_PAYMENT_SCHEDULES table stores information from Invoice I-101 as follows:

<table>
<thead>
<tr>
<th>PAYMENT_SCHED_ID</th>
<th>AMOUNT_DUE_ORIGINAL</th>
<th>AMOUNT_DUE</th>
<th>AMOUNT_DUE_REMAINING</th>
<th>CUSTOMER_TRX_ID</th>
<th>CASH_RECEIPT_ID</th>
<th>TRX_NUMBER</th>
<th>STATUS</th>
<th>AMOUNT_APPLIED</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>30191</td>
<td>6400</td>
<td>6400</td>
<td>101467</td>
<td>NULL</td>
<td>I-101</td>
<td>OP</td>
<td>NULL</td>
<td>NULL</td>
<td>INV</td>
</tr>
</tbody>
</table>

**Note:** Receivables handles debit memos the same as invoices in all tables, except that in the AR_PAYMENT_SCHEDULES table it sets the class of the payment schedule to DM instead of INV.

**Credit Memos**

When you enter a credit memo against an invoice, Receivables creates records in the following tables:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_SALESREPS
- RA_CUST_TRX_LINE_GL_DIST
- AR_PAYMENT_SCHEDULES
- AR_RECEIVABLE_APPLICATIONS
Consider a sample credit memo against line number 1 of Invoice I-101:

- Credit Memo Number: CM-101
- Bill-to Customer: ABC Inc
- Credit Memo Date: 01-Jun-11
- Credit Memo Amount: -1000

The RA_CUSTOMER_TRX table stores Credit Memo CM-101 as follows:

<table>
<thead>
<tr>
<th>CUSTOMER_TRX_ID</th>
<th>TRX_NUMBER</th>
<th>BILL_TO_CUSTOMER_ID</th>
<th>TRX_DATE</th>
<th>PREVIOUS_CUSTOMER_TRX_ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>CM-101</td>
<td>ABC Inc</td>
<td>01-Jun-11</td>
<td>101467</td>
</tr>
</tbody>
</table>

Note: The previous_customer_trx_id column references the original transaction you have credited.

The RA_CUSTOMER_TRX_LINES table stores Credit Memo CM-101 as follows:

<table>
<thead>
<tr>
<th>CUSTOMER_TRX_LINE_ID</th>
<th>CUSTOMER_TRX_ID</th>
<th>LINK_TO_CUST_TRX_LINE_ID</th>
<th>LINE_TYPE</th>
<th>EXTENDED_AMOUNT</th>
<th>PREVIOUS_CUSTOMER_TRX_ID</th>
<th>PREVIOUS_CUSTOMER_TRX_LINE_ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>123456</td>
<td>NA</td>
<td>LINE</td>
<td>-926</td>
<td>101467</td>
<td>110100</td>
</tr>
<tr>
<td>151</td>
<td>123456</td>
<td>150</td>
<td>TAX</td>
<td>-74</td>
<td>101467</td>
<td>NA</td>
</tr>
</tbody>
</table>

Note: Based on the sample credit memo, Receivables inserts two records into the RA_CUSTOMER_TRX_LINES table. The total value of the credit memo is prorated between the invoice and tax lines associated with line 1 of the original invoice. The previous_customer_trx_line_id column references the customer_trx_line_id column of the original invoice you have credited.

The RA_CUST_TRX_LINE_SALESREPS table stores Credit Memo CM-101 as follows:

<table>
<thead>
<tr>
<th>CUST_TRX_LINE_SALE_REP_ID</th>
<th>SALES_REP_ID</th>
<th>CUSTOMER_TRX_LINE_REVENUE_AMOUNT_S</th>
<th>NON_REVENUE_AMOUNT_S</th>
<th>PREV_CUST_TRX_LINE_SALESREP_ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>150205</td>
<td>1492</td>
<td>100</td>
<td>-463</td>
<td>0</td>
</tr>
<tr>
<td>150206</td>
<td>1525</td>
<td>100</td>
<td>-463</td>
<td>0</td>
</tr>
<tr>
<td>150207</td>
<td>1492</td>
<td>101</td>
<td>0</td>
<td>-37</td>
</tr>
<tr>
<td>150208</td>
<td>1525</td>
<td>101</td>
<td>0</td>
<td>-37</td>
</tr>
</tbody>
</table>

Note: Assuming the credit memo is only applied to the first line of the invoice, salesperson 1492 and salesperson 1525 will split the loss of the sales credit. The prev_cust_trx_line_salesrep_id column references the original sales credit from the original invoice.
The RA_CUST_TRX_LINE_GL_DIST table stores Credit Memo CM-101 as follows:

<table>
<thead>
<tr>
<th>CUST_TRX_LINE_GL_DIST_ID</th>
<th>CODE_COMBINATION_ID</th>
<th>CUSTOMER_TRX_LINE_ID</th>
<th>ACCOUNT_CLASS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>150160</td>
<td>01-1200-1000-3000</td>
<td>NA</td>
<td>REC</td>
<td>-1000</td>
</tr>
<tr>
<td>150161</td>
<td>01-8100-1000-3000</td>
<td>150</td>
<td>REV</td>
<td>-926</td>
</tr>
<tr>
<td>150162</td>
<td>01-4100-1000-3000</td>
<td>151</td>
<td>TAX</td>
<td>-74</td>
</tr>
</tbody>
</table>

**Note:** Because this is a credit memo, the revenue and tax accounts will be debited and the receivable account will be credited.

The AR_PAYMENT_SCHEDULES table stores Credit Memo CM-101 as follows:

| PAYMENT_SCHEDULE_ID | AMOUNT_DUE_ORIGINAL | AMOUNT_DUE_REMAINING | CUSTOMER_TRX_ID | TRX_NUMBER | STATUS | AMOUNT_APPLIED | CLASS | AMOUNT_CREDITED |
|-------------------|---------------------|----------------------|-----------------|------------|--------|----------------|-------|----------------|}
| 400100            | -1000               | 0                    | 123456          | CM-101     | CL     | -1000          | CM    | NULL           |

**Note:** The class column of the credit memo payment schedule is CM. The example credit memo has a status of CL (closed) and the amount_applied column equals the amount of the credit memo, because the credit memo has been applied to an invoice. The amount_due_original column equals the amount of the credit memo, -1000. The amount_due_remaining is zero because the credit memo has been applied to an invoice.

After applying the credit memo, the AR_PAYMENT_SCHEDULES table stores Invoice I-101 as follows:

| PAYMENT_SCHEDULE_ID | AMOUNT_DUE_ORIGINAL | AMOUNT_DUE_REMAINING | CUSTOMER_TRX_ID | TRX_NUMBER | STATUS | AMOUNT_APPLIED | CLASS | AMOUNT_CREDITED |
|-------------------|---------------------|----------------------|-----------------|------------|--------|----------------|-------|----------------|}
| 30191             | 6400                | 5400                 | 101467          | I-101      | OP     | NULL           | INV   | -1000          |

**Note:** Receivables updates the payment schedule of the invoice to reflect the application of the credit memo. The amount_due_remaining column is reduced by -1000 and the amount_credited column is -1000, the amount of the credit memo.

The AR_RECEIVABLE_APPLICATIONS table stores Credit Memo CM-101 as follows:

<table>
<thead>
<tr>
<th>RECEIVABLE_APPLICATION_ID</th>
<th>AMOUNT_APPLIED</th>
<th>STATUS</th>
<th>PAYMENT_SCHEDULE_ID</th>
<th>CUSTOMER_TRX_ID</th>
<th>CASH_RECEIPT_ID</th>
<th>APPLIED_PAYMENT_SCHEDULE_ID</th>
<th>APPLIED_CUSTOMER_TRX_ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>400</td>
<td>1000</td>
<td>APP</td>
<td>400100</td>
<td>123456</td>
<td>NULL</td>
<td>30191</td>
<td>101467</td>
</tr>
</tbody>
</table>

Receivables uses the AR_RECEIVABLE_APPLICATIONS table to store the mapping of the credit memo to the invoice being credited. The payment_schedule_id and customer_trx_id columns contain the credit memo data, while the applied_payment_schedule_id and applied_customer_trx_id reference the original invoice. If the credit memo applies to an invoice with multiple payment schedules, a record is inserted into AR_RECEIVABLE_APPLICATIONS for each payment schedule of the invoice. The code_combination_id column, which is not shown, stores the receivable account of the invoice.
However, when the transaction is posted to the general ledger it posts as two distributions. One entry is posted to the receivable account of the credit memo, as it is stored in the RA_CUST_TRX_LINE_GL_DIST table, and the other entry is posted to the receivable account of the invoice, as it is stored in the RA_CUST_TRX_LINE_GL_DIST table.

For a standard credit memo, the receivable account of the credit memo is debited, while the receivable account of the invoice is credited. Normally, the receivable accounts will be the same, but this process permits the flexibility of using a unique receivable account to record your credit memos.

### On-Account Credit Memos

When you enter an on-account credit without a specific invoice reference, Receivables creates records in the following tables:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST

Consider a sample on-account credit applied to customer ABC Inc:

- Transaction Number: OC-101
- Bill-to Customer: ABC Inc
- Transaction Date: 05-Jun-11
- Credit Amount: -1000

The RA_CUSTOMER_TRX table stores On-Account Credit transaction number OC-101 as follows:

<table>
<thead>
<tr>
<th>CUSTOMER_TRX_ID</th>
<th>TRX_NUMBER</th>
<th>ABC Inc BILL_TO_CUSTOMER_ID</th>
<th>TRX_DATE</th>
<th>PREVIOUS_CUSTOMER_TRX_ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>660108</td>
<td>OC-101</td>
<td>NA</td>
<td>05-Jun-11</td>
<td>NULL</td>
</tr>
</tbody>
</table>

**Note:** The previous_customer_trx_id column is NULL because the credit doesn’t apply to a specific invoice.

The RA_CUSTOMER_TRX_LINES table stores On-Account Credit transaction number OC-101 as follows:

<table>
<thead>
<tr>
<th>CUSTOMER_TRX_LINE_ID</th>
<th>CUSTOMER_TRX_ID</th>
<th>LINK_TO_CUST_TRX_LINE_ID</th>
<th>LINE_TYPE</th>
<th>EXTENDED_AMOUNT</th>
<th>PREVIOUS_CUSTOMER_TRX_LINE_ID</th>
<th>PREVIOUS_CUSTOMER_TRX_ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>170</td>
<td>660108</td>
<td>NA</td>
<td>LINE</td>
<td>-1000</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

If there had been a sales credit for this invoice, records relating to the revenue credit would be inserted in the RA_CUST_TRX_LINE_SALESREPS table, linked using the column customer_trx_line_id.

For on-account credits, Receivables inserts one record into the RA_CUSTOMER_TRX_LINES table. The total value of the credit is stored in the EXTENDED_AMOUNT column. The previous_customer_trx_line_id and previous_customer_trx_id columns are null because the credit doesn’t apply to a specific invoice.

The RA_CUST_TRX_LINE_GL_DIST table stores On-Account Credit transaction number OC-101 as follows:

<table>
<thead>
<tr>
<th>CUST_TRX_LINE_GL_DIST_ID</th>
<th>CODE_COMBINATION_ID</th>
<th>CUSTOMER_TRX_LINE_ID</th>
<th>ACCOUNT_CLASS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>210220</td>
<td>01-1200-1000-3000</td>
<td>NA</td>
<td>REC</td>
<td>-1000</td>
</tr>
</tbody>
</table>
Chargebacks

You create chargebacks to decrease the balance of an invoice and to create another debit item for the same amount. Receivables handles chargebacks the same as invoices, but also creates an adjustment to decrease the balance of the invoice.

Receivables uses the following tables to store chargeback information:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST
- AR_ADJUSTMENTS
- AR_PAYMENT_SCHEDULES

Consider again sample invoice I-101:

- Invoice Number: I-101
- Bill-to Customer: ABC Inc
- Invoice Date: 22-May-11
- Invoice Total: $6400

You receive a payment for $2000 on June 1, 2011, and decide to create chargeback CB-101 for the balance due of $4400.

The RA_CUSTOMER_TRX table stores CB-101 as follows:

<table>
<thead>
<tr>
<th>CUSTOMER_TRX_ID</th>
<th>TRX_NUMBER</th>
<th>BILL_TO_CUSTOMER_ID</th>
<th>TRX_DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>765432</td>
<td>CB-101</td>
<td>ABC Inc</td>
<td>01-Jun-11</td>
</tr>
</tbody>
</table>

The RA_CUSTOMER_TRX_LINES table stores CB-101 as follows:

<table>
<thead>
<tr>
<th>CUSTOMER_TRX_LINE_ID</th>
<th>CUSTOMER_TRX_ID</th>
<th>LINK_TO_CUST_TRX_LINE_ID</th>
<th>LINE_TYPE</th>
<th>EXTENDED_AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>711</td>
<td>765432</td>
<td>NA</td>
<td>CB</td>
<td>4400</td>
</tr>
</tbody>
</table>

Receivables creates one record in RA_CUSTOMER_TRX_LINES for the chargeback with a line_type of CB and the EXTENDED_AMOUNT equal to the balance of the invoice.

Note: There is no impact to the RA_CUST_TRX_LINE_SALESREPS table.

The RA_CUST_TRX_LINE_GL_DIST table stores CB-101 as follows:

<table>
<thead>
<tr>
<th>CUST_TRX_LINE_GL_DIST</th>
<th>CODE_COMBINATION_ID</th>
<th>CUSTOMER_TRX_LINE_ID</th>
<th>ACCOUNT_CLASS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>660116</td>
<td>01-1200-1000-3000</td>
<td>NULL</td>
<td>REC</td>
<td>4400</td>
</tr>
</tbody>
</table>
Receivables inserts two records into the RA_CUST_TRX_LINE_GL_DIST table. The code_combination_id of the REC record stores the receivable account distribution for the chargeback. The code_combination_id of the REV record stores the revenue account distribution for the chargeback.

The AR_ADJUSTMENTS table stores CB-101 as follows:

<table>
<thead>
<tr>
<th>ADJUSTMENT_ID</th>
<th>AMOUNT</th>
<th>CUSTOMER_TRX_ID</th>
<th>TYPE</th>
<th>PAYMENT_SCHEDULE_CODE_COMBINATION_ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>57931</td>
<td>-4400</td>
<td>101467</td>
<td>INVOICE</td>
<td>30191</td>
</tr>
</tbody>
</table>

When the chargeback is created, Receivables inserts a record into the AR_ADJUSTMENTS table to record an adjustment against the invoice. The amount column equals the inverse of the amount_due_remaining column on the invoice payment schedule in the AR_PAYMENT_SCHEDULES table. The customer_trx_id and the payment_schedule_id columns reference the original invoice.

For chargebacks, the type column is always INVOICE. The code_combination_id column stores the revenue account of the chargeback. This transaction will offset the REV distribution from the RA_CUST_TRX_LINE_GL_DIST table. To link this adjustment with the chargeback, the chargeback_customer_trx_id column, which is not shown, stores the customer_trx_id of the chargeback.

The AR_PAYMENT_SCHEDULES table stores CB-101 as follows:

<table>
<thead>
<tr>
<th>PAYMENT_SCHEDULE_ID</th>
<th>AMOUNT_DUE_ORIGINAL</th>
<th>AMOUNT_DUE_REMAINING</th>
<th>CUSTOMER_TRX_ID</th>
<th>TRX_NUMBER</th>
<th>STATUS</th>
<th>AMOUNT_APPLIED</th>
<th>CLASS</th>
<th>AMOUNT_ADJUSTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>565785</td>
<td>4400</td>
<td>4400</td>
<td>765432</td>
<td>CB-101</td>
<td>OP</td>
<td>NULL</td>
<td>CB</td>
<td>NULL</td>
</tr>
</tbody>
</table>

The class column identifies this payment schedule as a chargeback. The example chargeback has a status of OP (open) and an amount_applied of NULL, because no payment has been applied against it. The amount_due_original and amount_due_remaining columns equal the amount of the chargeback.

After creating the chargeback, the AR_PAYMENT_SCHEDULES table stores Invoice I-101 as follows:

<table>
<thead>
<tr>
<th>PAYMENT_SCHEDULE_ID</th>
<th>AMOUNT_DUE_ORIGINAL</th>
<th>AMOUNT_DUE_REMAINING</th>
<th>CUSTOMER_TRX_ID</th>
<th>TRX_NUMBER</th>
<th>STATUS</th>
<th>AMOUNT_APPLIED</th>
<th>CLASS</th>
<th>AMOUNT_ADJUSTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>30191</td>
<td>6400</td>
<td>0</td>
<td>101467</td>
<td>I-101</td>
<td>CL</td>
<td>2000</td>
<td>INV</td>
<td>-4400</td>
</tr>
</tbody>
</table>

Receivables updates the invoice payment schedule in the AR_PAYMENT_SCHEDULES table by reducing the amount_due_remaining column to zero, to reflect the application of the chargeback to the invoice. The amount_adjusted column equals the amount of the chargeback and the status column is changed to closed (CL).
Adjustments

You can create adjustments to increase or decrease invoice balances. You can make adjustments to invoices, lines, tax, or freight. Receivables uses the following tables to store adjustment information:

- AR_ADJUSTMENTS
- AR_PAYMENT_SCHEDULES

Consider an adjustment to invoice I-101 to write off the remaining balance of $2400.

The AR_ADJUSTMENTS table stores the adjustment to I-101 as follows:

<table>
<thead>
<tr>
<th>ADJUSTMENT_ID</th>
<th>AMOUNT</th>
<th>CUSTOMER_TRX_ID</th>
<th>TYPE</th>
<th>PAYMENT_SCHEDULE_ID</th>
<th>CODE_COMBINATION_ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>987654</td>
<td>-2400</td>
<td>899143</td>
<td>INVOICE</td>
<td>646566</td>
<td>01-5100-3000-1000</td>
</tr>
</tbody>
</table>

Receivables inserts a record into the AR_ADJUSTMENTS table to record adjustment details, such as the amount, the type of adjustment, the customer_trx_id, and the payment_schedule_id of the invoice to adjust. The amount column equals the amount of the adjustment. The code_combination_id column stores the general ledger distribution for the adjustment transaction.

The AR_PAYMENT_SCHEDULES table stores the adjustment to I-101 as follows:

<table>
<thead>
<tr>
<th>PAYMENT_SCHEDULE_ID</th>
<th>AMOUNT_DUE_ORIGINAL</th>
<th>AMOUNT_DUE_REMAINING</th>
<th>CUSTOMER_TRX_ID</th>
<th>TRX_NUMBER</th>
<th>STATUS</th>
<th>AMOUNT_APPLIED</th>
<th>CLASS</th>
<th>AMOUNT_ADJUSTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>646566</td>
<td>6400</td>
<td>0</td>
<td>899143</td>
<td>I-101</td>
<td>CL</td>
<td>4000</td>
<td>INV</td>
<td>-2400</td>
</tr>
</tbody>
</table>

Receivables updates the payment schedule record of the invoice in AR_PAYMENT_SCHEDULES, by adjusting the amount_due_remaining to zero, changing the status to CL, and changing the amount_adjusted to -2400.

Storing Customer Payments: Examples

This topic describes how Receivables stores payment activities.

These payment activities are:

- Unapplied Receipts
- Applied Receipts
- Reverse Receipts
- Miscellaneous Receipts

Unapplied Receipts

When you create a receipt, Receivables creates records in the following tables:

- AR_CASH_RECEIPTS
- AR_CASH_RECEIPT_HISTORY
- AR_PAYMENT_SCHEDULES
• AR_RECEIVABLE_APPLICATIONS

Consider this sample receipt:

- Receipt Number: R-101
- Received From: ABC Inc
- Receipt Date: 05-Jul-11
- Receipt Amount: 4000

The AR_CASH_RECEIPTS table stores information from Receipt R-101 as follows:

<table>
<thead>
<tr>
<th>credit_receipt_id</th>
<th>amount</th>
<th>status</th>
<th>receipt_number</th>
<th>type</th>
</tr>
</thead>
<tbody>
<tr>
<td>338700</td>
<td>4000</td>
<td>UNAPP</td>
<td>R-101</td>
<td>CASH</td>
</tr>
</tbody>
</table>

The AR_CASH_RECEIPT_HISTORY table stores information from Receipt R-101 as follows:

<table>
<thead>
<tr>
<th>cash_receipt_history_id</th>
<th>amount</th>
<th>status</th>
</tr>
</thead>
<tbody>
<tr>
<td>457890</td>
<td>4000</td>
<td>CLEARED</td>
</tr>
</tbody>
</table>

The AR_PAYMENT_SCHEDULES table stores information from Receipt R-101 as follows:

<table>
<thead>
<tr>
<th>payment_schedule_id</th>
<th>amount_due_original</th>
<th>amount_due_remaining</th>
<th>cash_receipt_id</th>
<th>customertrx_id</th>
<th>applied_payment_schedule_id</th>
<th>applied_customer_trx_id</th>
<th>status</th>
<th>amount_applied</th>
<th>class</th>
</tr>
</thead>
<tbody>
<tr>
<td>510555</td>
<td>-4000</td>
<td>-4000</td>
<td>338700</td>
<td>NULL</td>
<td>338700</td>
<td>NULL</td>
<td>OP</td>
<td>0</td>
<td>PMT</td>
</tr>
</tbody>
</table>

The example receipt has a status of OP (open) and an amount_applied of NULL because the receipt hasn’t been applied to a customer balance. The amount_due_original column equals the sum of the amount column in the AR_CASH_RECEIPTS table for the given cash_receipts_id. The class is PMT because this is a receipt related to a receivable activity. The amount_due_original and amount_due_remaining columns equal the inverse amount of the receipt.

The AR_RECEIVABLE_APPLICATIONS table stores information from Receipt R-101 as follows:

<table>
<thead>
<tr>
<th>payment_schedule_id</th>
<th>amount_applied</th>
<th>status</th>
<th>payment_schedule_id</th>
<th>code_combination_id</th>
<th>cash_receipt_id</th>
<th>applied_payment_schedule_id</th>
<th>applied_customer_trx_id</th>
<th>applied_payment_applied_customer</th>
</tr>
</thead>
<tbody>
<tr>
<td>408289</td>
<td>4000</td>
<td>UNAPP</td>
<td>400100</td>
<td>01-1100-1000</td>
<td>338700</td>
<td>NULL</td>
<td>NULL</td>
<td>NULL</td>
</tr>
</tbody>
</table>

The applied_payment_schedule_id and applied_customer_trx_id columns are NULL because the receipt hasn’t been applied to a specific transaction. The amount_applied column equals the amount of the receipt. The code_combination_id column stores the general ledger account associated with unapplied cash receipts.

Applied Receipts: Same Currency

When you apply a receipt, Receivables creates records in the following tables:

- AR_CASH_RECEIPTS: Stores one record for each receipt.
• **AR_PAYMENT_SCHEDULES**: Stores customer balance information at the transaction level.
• **AR_RECEIVABLE_APPLICATIONS**: Stores accounting entries for cash and credit memo applications.

Consider sample receipt R-101, which is now applied to customer invoice I-101 for 6400 USD:

- Receipt Number: R-101
- Received From: ABC Inc
- Receipt Date: 05-Jul-11
- Receipt Amount: 4000

The AR_CASH_RECEIPTS table stores information from Receipt R-101 as follows:

<table>
<thead>
<tr>
<th>credit_receipt_id</th>
<th>receipt_number</th>
<th>amount</th>
<th>status</th>
<th>type</th>
<th>currency</th>
<th>rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1521</td>
<td>R-101</td>
<td>4000</td>
<td>UNAPP</td>
<td>CASH</td>
<td>USD</td>
<td>NULL</td>
</tr>
</tbody>
</table>

After you apply the receipt, Receivables updates the status column from UNAPP to APP. If the receipt were only partially applied, the status would remain UNAPP.

The AR_PAYMENT_SCHEDULES table stores information from Receipt R-101 as follows:

<table>
<thead>
<tr>
<th>payment_schedule_id</th>
<th>amount_due_original</th>
<th>amount_due_remaining</th>
<th>cash_receipt_id</th>
<th>customer_trx_id</th>
<th>status</th>
<th>amount_applied</th>
<th>class</th>
<th>currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>2211</td>
<td>6400</td>
<td>2400</td>
<td>NULL</td>
<td>1422</td>
<td>OP</td>
<td>4000</td>
<td>INV</td>
<td>USD</td>
</tr>
<tr>
<td>2225</td>
<td>-4000</td>
<td>0</td>
<td>1521</td>
<td>NA</td>
<td>CL</td>
<td>-4000</td>
<td>PMT</td>
<td>USD</td>
</tr>
</tbody>
</table>

The payment schedule of invoice I-101 has a class of INV, while the payment schedule of receipt R-101 has a class of PMT. The payment schedule record of the receipt is updated to reduce the amount_due_remaining column by the amount applied. Since the entire amount is applied, the amount_due_remaining is zero. The status of the receipt is changed to CL, and the amount_applied is -4000.

**Note:** If the cash receipt is not confirmed in the AR_CASH_RECEIPT_HISTORY table, the applications of that receipt are not reflected in the payment schedule of the transaction the receipt is applied against.

Receivables updates the payment schedule record of the invoice to reduce the amount_due_remaining by the amount of the applied receipt. The status is still OP because the entire balance hasn’t been paid. Receivables updates the amount_applied to reflect the amount applied to the invoice.

The AR_RECEIVABLE_APPLICATIONS table stores information from Receipt R-101 as follows:

<table>
<thead>
<tr>
<th>receivable_application_id</th>
<th>status</th>
<th>trx_number</th>
<th>amount_applied</th>
<th>code_combination_id</th>
</tr>
</thead>
<tbody>
<tr>
<td>3132</td>
<td>UNAPP</td>
<td>NULL</td>
<td>4000</td>
<td>01-1100-1000</td>
</tr>
<tr>
<td>3134</td>
<td>UNAPP</td>
<td>NULL</td>
<td>-4000</td>
<td>01-1200-1100</td>
</tr>
<tr>
<td>3135</td>
<td>APP</td>
<td>I-101</td>
<td>4000</td>
<td>01-1200-1100</td>
</tr>
</tbody>
</table>
Receivables inserts three records into the AR_RECEIVABLE_APPLICATIONS table. The first record, with a status of UNAPP, records the original unapplied receipt. The second record, with a status of UNAPP, offsets the original unapplied receipt. The third record, with a status of APP, stores the applied receipt information, including a reference to the applied invoice, from the trx_number column.

The code_combination_id column stores the general ledger account for this receipt, based on the status of the receipt. For the UNAPP record, the code_combination_id represents the general ledger account associated with unapplied receipts. For the APP record, the code_combination_id is the receivable account associated with the invoice transaction to which this receipt is applied.

Applied Receipts: Cross Currency

Consider the sample receipt R-102, which, according to the customer remittance advice, is to fully pay invoice I-102, using a cross currency rate of 1 CAD = 0.729355 EUR.

Receipt Number: R-102:
- Received From: ABC Inc.
- Transaction Date: 5-JUL-11
- Receipt Amount: 100 EUR
- Conversion Rate: 1 EUR = .860956 USD

Invoice Number: I-102:
- Transaction Date: 05-JUN-11
- Invoice Amount: 52.50
- Conversion Rate: 1 CAD = .666667 USD

The AR_CASH_RECEIPTS table stores information from Receipt R-102 as follows:

<table>
<thead>
<tr>
<th>credit_receipt_id</th>
<th>receipt_number</th>
<th>amount</th>
<th>status</th>
<th>type</th>
<th>currency</th>
<th>rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1521</td>
<td>R-102</td>
<td>100</td>
<td>APP</td>
<td>CASH</td>
<td>EUR</td>
<td>.865956</td>
</tr>
</tbody>
</table>

When you apply the entire receipt, Receivables updates the status column from UNAPP to APP. If the receipt were only partially applied, the status would remain UNAPP.

The AR_PAYMENT_SCHEDULES table stores information from Receipt R-102 as follows:

<table>
<thead>
<tr>
<th>payment_schedule_id</th>
<th>amount_due_original</th>
<th>amount_due_remaining</th>
<th>cash_receipt_i_customer_</th>
<th>customer_</th>
<th>amount_appliclass</th>
<th>currency</th>
<th>status</th>
<th>amount_applied</th>
<th>currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>2212</td>
<td>52.5</td>
<td>0</td>
<td>1423</td>
<td>I-102</td>
<td>INV</td>
<td>CAD</td>
<td>CL</td>
<td>52.5</td>
<td>INV</td>
</tr>
<tr>
<td>2224</td>
<td>-100</td>
<td>0</td>
<td>1520</td>
<td>R-102</td>
<td>PMT</td>
<td>EUR</td>
<td>CL</td>
<td>-100</td>
<td>EUR</td>
</tr>
</tbody>
</table>

The payment schedule of the invoice has a class of INV, while the payment schedule of the receipt has a class of PMT. The payment schedule record of the receipt is updated to reduce the amount_due_remaining column by the amount applied.
Since the entire amount is applied, the amount_due_remaining is zero. The status of the receipt is changed to CL, and the amount_applied is -100.

The AR_RECEIVABLE_APPLICATIONS table stores information from Receipt R-102 as follows:

<table>
<thead>
<tr>
<th>receivable_appl</th>
<th>status</th>
<th>trx_number</th>
<th>amount_applied</th>
<th>amount_applied_from</th>
<th>trx_to_rcpt_rate</th>
<th>acct_amt_applied</th>
<th>acct_amt_applied_from</th>
<th>code_combination_id</th>
</tr>
</thead>
<tbody>
<tr>
<td>3142</td>
<td>UNAPP</td>
<td>NULL</td>
<td>100</td>
<td>NA</td>
<td>NA</td>
<td>33.33</td>
<td>01-1100-1000</td>
<td></td>
</tr>
<tr>
<td>3134</td>
<td>UNAPP</td>
<td>NULL</td>
<td>-100</td>
<td>-100</td>
<td>NA</td>
<td>-33.33</td>
<td>-33.33</td>
<td>01-1200-1100</td>
</tr>
<tr>
<td>3135</td>
<td>APP</td>
<td>I-102</td>
<td>52.5</td>
<td>100</td>
<td>1.9048</td>
<td>35</td>
<td>33.33</td>
<td>01-1200-1000</td>
</tr>
</tbody>
</table>

Receivables inserts three records into the AR_RECEIVABLE_APPLICATIONS table. The first record, with a status of UNAPP, records the original unapplied receipt. The second record, with a status of UNAPP, offsets the original unapplied receipt. The third record, with a status of APP, stores the applied receipt information, including a reference to the applied invoice, from the trx_number column.

The code_combination_id column stores the general ledger account for this receipt, based on the status of the receipt. For the UNAPP record, the code_combination_id represents the general ledger account associated with unapplied receipts. For the APP record, the code_combination_id is the receivable account associated with the invoice transaction to which this receipt is applied.

Reverse Receipts

When you reverse a receipt, Receivables creates records in the following tables:

- AR_CASH_RECEIPTS
- AR_CASH_RECEIPT_HISTORY
- AR_PAYMENT_SCHEDULES
- AR_RECEIVABLE_APPLICATIONS

If receipt R-101 were not an actual receipt, we could enter a reverse receipt transaction to cancel the receipt.

The AR_CASH_RECEIPTS table stores information for the reversed receipt as follows:

<table>
<thead>
<tr>
<th>credit_receipt_id</th>
<th>amount</th>
<th>status</th>
<th>receipt_number</th>
<th>type</th>
</tr>
</thead>
<tbody>
<tr>
<td>338700</td>
<td>4000</td>
<td>REV</td>
<td>R-101</td>
<td>CASH</td>
</tr>
</tbody>
</table>

Receivables updates the status column of the original receipt from applied (APP) to reversed (REV).

The AR_CASH_RECEIPTS_HISTORY table stores information for the reversed receipt as follows:

<table>
<thead>
<tr>
<th>cash_receipt_history_id</th>
<th>amount</th>
<th>status</th>
</tr>
</thead>
<tbody>
<tr>
<td>545352</td>
<td>4000</td>
<td>REVERSED</td>
</tr>
</tbody>
</table>
A new record, which is not postable, is inserted into the AR_CASH_RECEIPT_HISTORY table to record the reversed receipt. Additionally, the current_record_flag of the original cash receipt record is updated to null, while the reverse_gl_date column of the original receipt record is populated.

The AR_PAYMENT_SCHEDULES table stores information for the reversed receipt as follows:

<table>
<thead>
<tr>
<th>payment_schedule_id</th>
<th>amount_due_original</th>
<th>amount_due_remaining</th>
<th>cash_receipt_id</th>
<th>customer_trx_id</th>
<th>trx_number</th>
<th>status</th>
<th>amount_applied</th>
<th>class</th>
</tr>
</thead>
<tbody>
<tr>
<td>510555</td>
<td>-4000</td>
<td>0</td>
<td>338700</td>
<td>NULL</td>
<td>R-101</td>
<td>CL</td>
<td>0</td>
<td>PMT</td>
</tr>
<tr>
<td>30191</td>
<td>6400</td>
<td>6400</td>
<td>NULL</td>
<td>101467</td>
<td>I-101</td>
<td>OP</td>
<td>0</td>
<td>INV</td>
</tr>
</tbody>
</table>

The payment schedule of the invoice has a class of INV, while the payment schedule of the receipt has a class of PMT. Because the receipt was reversed, the amount_due_remaining and amount_applied columns are zero and the status column is closed (CL).

Receivables updates the payment schedule record of the invoice to increase the amount_due_remaining by the amount of the reversed receipt. The status is still OP because the entire balance is not paid. The amount_applied column is zero because no transactions have been applied to the invoice.

The AR_RECEIVABLE_APPLICATIONS table stores information for the reversed receipt as follows:

<table>
<thead>
<tr>
<th>receivable_application_id</th>
<th>amount_applied</th>
<th>status</th>
<th>payment_schedule_id</th>
<th>code_combination_id</th>
<th>cash_receipt_id</th>
<th>applied_payment_schedule_id</th>
<th>applied_customer_trx_id</th>
</tr>
</thead>
<tbody>
<tr>
<td>408292</td>
<td>-4000</td>
<td>APP</td>
<td>400100</td>
<td>01-1200-1100</td>
<td>338700</td>
<td>30191</td>
<td>101467</td>
</tr>
<tr>
<td>408293</td>
<td>4000</td>
<td>UNAPP</td>
<td>400100</td>
<td>01-1100-1000</td>
<td>338700</td>
<td>NULL</td>
<td>NULL</td>
</tr>
<tr>
<td>408294</td>
<td>-4000</td>
<td>UNAPP</td>
<td>400100</td>
<td>01-1100-1000</td>
<td>338700</td>
<td>NULL</td>
<td>NULL</td>
</tr>
</tbody>
</table>

Receivables inserts three records into the AR_RECEIVABLE_APPLICATIONS table. The first record, with a status of APP, offsets the original application of the receipt, including a reference to the applied invoice, from the applied_payment_schedule_id and applied_customer_trx_id columns.

The second and third records, with a status of UNAPP, offset the original unapplied transactions. The code_combination_id for the APP record is the receivable account associated with the invoice to which this receipt was originally applied. The code_combination_id for the two UNAPP records is the general ledger account associated with unapplied receipts.

**Miscellaneous Receipts**

When you create a miscellaneous receipt, Receivables creates records in the following tables:

- AR_CASH_RECEIPTS
- AR_CASH_RECEIPT_HISTORY
- AR_MISC_CASH_DISTRIBUTIONS

Consider this sample miscellaneous receipt:

- Receipt Number: R-102
- Received From: Stock Broker
• Receipt Date: 07-Jul-11
• Receipt Amount: 500

The AR_CASH_RECEIPTS table stores information for the miscellaneous receipt as follows:

<table>
<thead>
<tr>
<th>credit_receipt_id</th>
<th>amount</th>
<th>status</th>
<th>receipt_number</th>
<th>type</th>
</tr>
</thead>
<tbody>
<tr>
<td>345678</td>
<td>500</td>
<td>APP</td>
<td>R-102</td>
<td>MISC</td>
</tr>
</tbody>
</table>

Receivables uses a status of APP for miscellaneous receipts. The type column is MISC for receipts not related to a receivables activity. The amount column stores the net amount of the receipt, while the receipt_number column stores the receipt number.

The AR_CASH_RECEIPTS_HISTORY table stores information for the miscellaneous receipt as follows:

<table>
<thead>
<tr>
<th>cash_receipt_history_id</th>
<th>amount</th>
<th>status</th>
</tr>
</thead>
<tbody>
<tr>
<td>467890</td>
<td>500</td>
<td>CLEARED</td>
</tr>
</tbody>
</table>

The only valid status values for a miscellaneous receipt are REMITTED, CLEARED, and REVERSED.

The AR_MISC_CASH_DISTRIBUTIONS table stores information for the miscellaneous receipt as follows:

<table>
<thead>
<tr>
<th>misc_cash_distribution_id</th>
<th>cash_receipt_id</th>
<th>code_combination_id</th>
<th>amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>101789</td>
<td>345678</td>
<td>01-1190-1000-3000</td>
<td>250</td>
</tr>
<tr>
<td>101790</td>
<td>345678</td>
<td>01-1195-1000-3000</td>
<td>250</td>
</tr>
</tbody>
</table>

The code_combination_id stores the general ledger account associated with miscellaneous receipts. Each receipt may have multiple account distributions. The sum of the distributions for a given receipt will equal the amount of the receipt.

**Process Late Charges**

**Late Charge Interest Calculation Methods: Explained**

When you set up a late charge profile for your customers, you must decide the method to use to calculate late charges.

You select the calculation method in the Late Charge Calculation Method field in the Credit Limits and Late Charges tab of the Customer Profile Class pages, or on the applicable customer or customer site profile.

The interest calculation methods are:

• Average Daily Balance: Calculate late charges based on the average daily balance of overdue invoices. This method is for balance forward bills only.
Late Payments Only: Calculate late charges based on the number of days between the payment due date and the actual payment date. This method uses the paid amount as the overdue invoice amount when calculating the late charge.

Overdue Transactions Only: Calculate late charges for transactions based on the number of days a payment is late when you submit the Create Late Charges program.

Overdue Transactions and Late Payments: Calculate late charges on both overdue transactions and late payments. This option levies the largest late charge amount on a customer.

For example, your enterprise calculates late charges on the 15th and 30th of each month. Your customer has an overdue invoice of $100 that falls due on November 16:

- On November 30, you run the Create Late Charges program. The program calculates late charges for this overdue invoice.
- On December 10, your customer pays the invoice.
- On December 15, you run the Create Late Charges program again. The program assesses further charges for the additional 10 days that the payment was overdue.

Late Charge Interest Calculation Formulas: Explained

When you set up a late charge profile for your customers, you must decide the formula to use to calculate late charges.

You select the calculation formula in the **Interest Calculation Formula** field in the Charge Calculation Setup section in the Credit Limits and Late Charges tab of the Customer Profile Class pages, or on the applicable customer or customer site profile.

The interest calculation formulas are:

- **Flat Rate:** Use a flat rate to calculate the late charge amount. Receivables ignores the number of days that a payment is overdue. If you use balance forward billing and the average daily balance calculation method, then this is the calculation formula used. The formula is:
  \[\text{Amount Overdue} \times \frac{\text{Interest Rate}}{100}\]

- **Simple:** Calculate late charges on overdue transactions only. If you use interest tiers and charge schedules to create late charges and penalties, then this is the calculation formula used. The formula is:
  \[\text{Amount Overdue} \times \frac{\text{Interest Rate}}{100} \times \frac{\text{Number of Days Late}}{\text{Number of Days in Period}}\]

- **Compound:** Calculate late charges on the sum of overdue transactions and prior late charges. The formula is:
  \[(\text{Amount Overdue} + \text{Prior Late Charges}) \times \frac{\text{Interest Rate}}{100} \times \frac{\text{Number of Days Late}}{\text{Number of Days in Period}}\]

Late Charges: How They Are Calculated Using Interest Tiers

Use interest tiers and charge schedules to assess increasingly higher late charges the longer a payment is overdue. You can define interest tiers and charge schedules for late charges and, if applicable, for additional penalty charges.

The interest tier provides period ranges for number of days overdue, and the charge schedule indicates the flat amount or percentage to charge in each overdue period.
Tip: The charge schedule approach provides you with a convenient method to update interest rates or amounts when your late charge policy changes. You can simply apply a new charge schedule to the applicable interest tiers. If you don’t use charge schedules, then when your late charge policy changes you must update each of your applicable customer profiles with the new rates.

Settings That Affect Late Charge Calculation Using Interest Tiers

These settings affect late charge calculation using interest tiers:

- Interest Tiers: Use the Manage Interest Tiers page to define a set of interest tiers based on ranges of late days. Use these settings for each set of interest tiers:
  - **Aging Type**: Select the value Interest Tier.
  - **Sequence Number**: Use a numbering scheme to reflect the order in which to consider each period.
  - **Detail Type**: Select the value Past Due.
  - **From Days/To Days**: Enter the date range for each period.

- Charge Schedules: Use the Manage Charge Schedules page to assign late charge rates to the periods of the sets of interest tiers that you have defined. Use these settings for each charge schedule:
  - **Charge Method**: Select the charge method to use for the interest tier periods:
    - Amount: Apply a flat amount against overdue transactions that fall within the specified period ranges.
    - Percentage: Apply a percentage of the overdue transactions that fall within the specified period ranges.
  - **Tier Levels Rate**: Assign the rate, either a flat amount or percentage of the outstanding balance, to each period in the interest tier.

- Profile Class: Specify these values on the related profile class, or customer or customer account profile:
  - **Use multiple interest rates** option: If you set the **Use multiple interest rates** option, then if the effective dates for two charge schedules occur within the same charge calculation period, both rates apply to late charge calculations during that period.

Note: This applies to interest invoices only.

Currency Settings: Enter for each currency in which you intend to calculate late charges, the charge schedules to use for late charges and, if applicable, penalty charges:

- **Interest Charge Type** field and **Penalty Charge Type** field: Enter the value Charge Schedule.
- **Interest Charge Schedule** field and **Penalty Charge Schedule** field: Enter the charge schedules that you previously defined to use for late charges and penalty charges.

How Late Charges Using Interest Tiers Are Calculated

The active interest tier and charge schedule values are used to calculate late charges using the Simple calculation formula.

The Simple calculation formula is the amount overdue multiplied by the rate and days overdue in the period:

\[
\text{Amount Overdue} \times \frac{\text{Interest Rate}}{100} \times \frac{\text{Number of Days Late}}{\text{Number of Days in Period}}
\]

This table provides an example of a charge schedule with four interest tier periods, each with an assigned interest rate.
Days Overdue Tiers | Interest Rate
---|---
1-30 days | 2%
31-45 days | 3%
46-60 days | 4%
Over 60 days | 5%

In this example:
- An invoice for $1,000 is 45 days overdue.
- There are 30 days in the billing period.

The late charges are calculated as follows:

\[ \$1,000 \times \frac{3}{100} \times \frac{45}{30} = \$45 \]

After an additional 15 days (60 days overdue), the late charges are calculated as follows:

\[ \$1,000 \times \frac{4}{100} \times \frac{60}{30} = \$80 \]

Late Charges: How They Are Calculated Using Average Daily Balance

If you use balance forward billing, use the Average Daily Balance charge calculation method to calculate late charges.

**Settings That Affect Late Charge Calculation Using Average Daily Balance**

These settings affect late charge calculation using average daily balance:

- Billing and Revenue Receivables System Options: Set these system options for late charges in the Late Charges section of the Billing and Revenue tab of the Create System Options page:
  - **Assess late charges** option: Set the **Assess late charges** option to indicate that your enterprise assesses late charges on overdue transactions. This option is reviewed first, before reviewing the various aspects of your late charge policy defined in system options or customer profiles.
  - **Average Daily Balance Calculation Basis** field: Select a calculation basis to include or exclude as part of the balance calculation any debit items that were billed after the most recently generated balance forward bill:
    - Include Post-Billing Debit Items: The average daily balance formula includes debit items that were created after the previous balance forward bill cutoff date.
    - Exclude Post-Billing Debit Items: The average daily balance includes only those debit items that were already included on the last balance forward bill.
  - **Average Daily Balance Calculation Period** field: Select the period that Receivables uses to calculate the average daily balance:
    - Due-Date to Run Date: Receivables computes the sum of the applicable debits and credits for each day that falls between the balance forward bill due date and the Create Balance Forward Bill program submission date. To calculate the average daily balance, Receivables divides the sum by the number of days.
• Run-Date to Run-Date: Receivables computes the sum of the applicable debits and credits for each day that falls between the last submission date and current submission date of the Create Balance Forward Bill program. To calculate the average daily balance, Receivables divides the sum by the number of days.

• Customer Profile Class: Set these options for late charges in the Credit Limits and Late Charges tab on the Create Receivables Customer Profile Class page, or on the applicable customer or customer site profile:
  - **Enable late charges** option: Set the *Enable late charges* option to enable the assessment of late charges for customers assigned this profile.
  - **Late Charge Calculation Method** field: Select the calculation method Average Daily Balance.
  - **Receipt Grace Days** field: Enter the number of receipt grace days after the transaction due date before late charges are calculated.

  **Note:** After the grace days expire, Receivables calculates the number of days overdue using the original due date.

---

**How Late Charges Using Average Daily Balance Are Calculated**

The Average Daily Balance charge calculation method is based on the average daily balance of overdue invoices for balance forward bills. The formula is:

\[
\text{(Daily Balance/Number of Days in Billing Cycle)} \times \left(\frac{\text{Interest Rate}}{100}\right)
\]

This table provides an example of an average daily balance calculation. In this example, there are five days in the billing period, and a student enrolls in a class and makes a partial payment two days later.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Student Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>No activity</td>
<td>$0</td>
</tr>
<tr>
<td>June 2</td>
<td>Enroll in class</td>
<td>$1,000</td>
</tr>
<tr>
<td>June 3</td>
<td>No activity</td>
<td>$1,000</td>
</tr>
<tr>
<td>June 4</td>
<td>$250 payment</td>
<td>$750</td>
</tr>
<tr>
<td>June 5</td>
<td>No activity</td>
<td>$750</td>
</tr>
</tbody>
</table>

In this example:

- The beginning balance for this customer is $0 and there is no account activity on the first, third, and fifth day.
- When the student enrolls in a class on June 2, there is a single charge of $1,000.
- The student makes a partial payment of $250 against the enrollment fee on June 4.
- The last column represents the daily balance. The average daily balance is $700.

If the interest rate is 10%, then the total late charge for this billing period is $70. This is calculated as follows:

\[
\left(\frac{0 + 1,000 + 1,000 + 750 + 750 = 3,500}{5 \text{ days}} \right) \times 10\% = 70
\]
**Related Topics**

- Setting Up Balance Forward Billing: Worked Example

## Recording and Presenting Late Charges: Critical Choices

During your late charges setup, you must decide how to record and present late charges to your customers.

You can record and present late charges as one of three documents:

- Adjustments
- Debit Memos
- Interest Invoices

You must complete the entire setup for late charges. In addition, you must complete specific steps for the document that you intend to use.

> **Note:** Because interest invoices and debit memos are considered to be regular transactions, tax may be calculated on these transaction amounts.

### Adjustments

If you record late charges as adjustments, then Receivables combines all interest charges relating to an overdue transaction, and creates a single late charge adjustment against that transaction.

> **Note:** You can’t record late charges as adjustments for bills receivable transactions. You can only record late charges for bills receivable as debit memos or interest invoices.

If you also assess penalty charges, then Receivables creates two adjustments.

If you select Credit Items in the **Charge Reductions** field of the applicable customer profile, then credit items belonging to the customer reduce the outstanding overdue amount during late charge calculations.

You must complete these steps to record late charges as adjustments:

1. Select Adjustment in the **Late Charge Type** field on the Credit Limits and Late Charges tab of the applicable customer profile.
2. Define a Late Charges receivables activity and enter an activity GL account.
3. If you assess penalties in addition to late charges, then define a separate Late Charges receivables activity for penalties and enter an activity GL account. Receivables creates penalties as a separate adjustment against the overdue transaction.
4. Assign these activities to Billing and Revenue system options:
   - Select the receivables activity for late charges in the **Interest Charge Activity** field in the Late Charges section.
   - Select the receivables activity for penalties in the **Penalty Charge Activity** field in the Late Charges section.

### Debit Memos

If you record late charges as debit memos, then Receivables creates one debit memo per overdue transaction.

If you also assess penalty charges, then Receivables includes a separate line for penalty charges on the debit memo.
If you select Credit Items in the **Charge Reductions** field of the applicable customer profile, then credit items belonging to the customer reduce the outstanding overdue amount during late charge calculations.

You must complete these steps to record late charges as debit memos:

1. Select Debit Memo in the **Late Charge Type** field on the Credit Limits and Late Charges tab of the applicable customer profile.
2. Define a transaction source for late charges with a type of Imported. Receivables creates a debit memo batch using the Invoice API.
3. Define a transaction type for late charges:
   - Select a class of Debit Memo.
   - Specify the receivable and revenue accounts for this transaction type. Receivables uses these accounts instead of AutoAccounting when generating late charges.
4. Assign the transaction source and transaction type to Billing and Revenue system options:
   - Select the debit memo transaction type in the **Debit Memo Charge Transaction Type** field in the Late Charges section.
   - Select the debit memo transaction source in the **Late Charge Transaction Source** field in the Late Charges section.
5. Select payment terms for the applicable customer profiles to indicate the debit memo due date.

**Interest Invoices**

If you record late charges as interest invoices, then Receivables creates a single interest invoice per customer site and currency. The interest invoice consolidates and itemizes charges for a period, and includes details about charges for each overdue transaction.

If you also assess penalty charges, then Receivables includes a separate line for penalty charges on the invoice.

If you select Credit Items in the **Charge Reductions** field of the applicable customer profile, then Receivables calculates negative charges on existing credit items belonging to the customer, and includes these negative charges as lines on the interest invoice.

You must complete these steps to record late charges as interest invoices:

1. Select Invoice in the **Late Charge Type** field on the Credit Limits and Late Charges tab of the applicable customer profile.
2. Define a transaction source for late charges with a type of Imported. Receivables creates an interest invoice batch using the Invoice API.
3. Define a transaction type for late charges:
   - Select a class of Invoice.
   - Specify the receivable and revenue accounts for this transaction type. Receivables uses these accounts instead of AutoAccounting when generating late charges.
4. Assign the transaction source and transaction type to Billing and Revenue system options:
   - Select the interest invoice transaction type in the **Interest Invoice Transaction Type** field in the Late Charges section.
   - Select the interest invoice transaction source in the **Late Charge Transaction Source** field in the Late Charges section.
5. If you use interest tiers and charge schedules to assess increasingly higher late charges the longer a payment is overdue, you can set the **Use multiple interest rates** option on the related profile class, or on an individual customer or customer account profile.
If you set this option, then if the effective dates for two charge schedules occur within a charge calculation period, both rates apply to late charge calculations during that period.

6. Select payment terms for the applicable customer profiles to indicate the interest invoice due date.

Processing Interest Invoice Late Charges by Legal Entity: Explained

You can generate separate late charges as interest invoices for each legal entity associated with an overdue transaction. These separate late charges interest invoices apply to each legal entity associated with the active ledger of the business unit of overdue transactions.

When you set up interest invoice late charges by legal entity, a run of the Create Late Charges process performs these operations:

- Generates a separate late charge interest invoice for each legal entity associated with the active ledger of the business unit of the overdue transaction.
- Replaces the balancing segment value of the receivable and revenue account code combinations of the late charge interest invoice, as defined in Receivables system options, with the balancing segment value assigned to the legal entity of the overdue transactions.

Setting Up for Interest Invoice Late Charges by Legal Entity

To set up for interest invoice late charges by legal entity, you must:

- Complete the setups for recording late charges as interest invoices.
- Create a lookup code to enable the replacement of the legal entity balancing segment value.

To create a lookup code for the replacement of the legal entity balancing segment value:

1. Navigate to the Manage Receivables Lookups page.
2. Search for the AR_FEATURES lookup type.
3. Select the AR_FEATURES lookup type and click the Plus (+) icon to create a new row for entering the lookup code.
4. In the Lookup Code field, enter AR_LATE_CHARGE_BSV_OPTION.
5. Check the Enabled box to activate the replacement of the legal entity balancing segment value.
6. In the Start Date field, enter the date that this lookup code becomes active.
7. Complete the other lookup code fields according to your business requirements.
8. Save your work.

When the AR_LATE_CHARGE_BSV_OPTION lookup code is activated, a run of the Create Late Charges process replaces the balancing segment value of the receivable and revenue accounts defined in the interest invoice transaction type assigned to the Interest Invoice Transaction Type field in the Late Charges section of Billing and Revenue Receivables System Options for all legal entities of overdue transactions that don’t have multiple balancing segment values.

If any legal entity has multiple balancing segment values assigned, then the Create Late Charges process doesn’t replace the balancing segment value of the receivable and revenue account code combinations but instead retains the default values.

Example of Generating Interest Invoice Late Charges by Legal Entity

The following example illustrates how a run of the Create Late Charges process generates interest invoices by legal entity and manages balancing segment values.
The Interest Invoice Transaction Type assigned to Receivables System Options for the business unit has the following receivable and revenue accounts (Company-Account-Activity-Cost Center-Intercompany-Project-Site-SubAccount, with the Company segment defined as the primary balancing segment):

- Receivable Account: 01-1410000-3-1010-00-000-C-0
- Revenue Account: 01-210000-3-1010-00-000-C-0

The business unit has three legal entities: Vision Operations, Vision Services, Vision Foods.

This table describes overdue customer transactions as of the date the late charges are calculated (all transactions belong to the same business unit):

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Transaction Date</th>
<th>Due Date</th>
<th>Legal Entity</th>
<th>BSV</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-102</td>
<td>3/19/2018</td>
<td>4/3/2018</td>
<td>Vision Services</td>
<td>02</td>
</tr>
<tr>
<td>I-103</td>
<td>4/22/2018</td>
<td>5/21/2018</td>
<td>Vision Services</td>
<td>02</td>
</tr>
</tbody>
</table>

This table describes the resulting interest invoices and balancing segment value assignments generated for each legal entity after a run of the Create Late Charges process:

<table>
<thead>
<tr>
<th>Late Charge Batch</th>
<th>Interest Invoice Number</th>
<th>Legal Entity</th>
<th>Overdue Transactions</th>
<th>Interest Invoice Receivable Account</th>
<th>Interest Invoice Revenue Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>2030 05-31-2018</td>
<td>2001</td>
<td>Vision Operations</td>
<td>I-101</td>
<td>01-1410000-3-1010-00-000-C-0</td>
<td>01-210000-3-1010-00-000-C-0</td>
</tr>
<tr>
<td>2030 05-31-2018</td>
<td>2002</td>
<td>Vision Services</td>
<td>I-102, I-103</td>
<td>02-1410000-3-1010-00-000-C-0</td>
<td>02-210000-3-1010-00-000-C-0</td>
</tr>
<tr>
<td>2030 05-31-2018</td>
<td>2003</td>
<td>Vision Foods</td>
<td>I-104</td>
<td>01-1410000-3-1010-00-000-C-0</td>
<td>01-210000-3-1010-00-000-C-0</td>
</tr>
</tbody>
</table>

- Interest Invoice 2001 has the balancing segment value assignment 01 with legal entity Vision Operations.
- Interest Invoice 2002 has the balancing segment value replaced as 02 with legal entity Vision Services.
- Interest Invoice 2003 has the balancing segment value retained as 01 with legal entity Vision Foods.

**Using a Minimum Customer Balance with Late Charges: Examples**

In situations where it is not cost effective to calculate and collect late charges for small amounts, you can set a minimum customer balance for late charges.
You set a minimum customer balance per currency on the Credit Limits and Late Charges tab of the Create Receivables Customer Profile Class page, or on the applicable customer or customer site profile. Receivables only assesses late charges when the minimum balance of the applicable customers is exceeded.

These examples illustrate the difference between calculating the minimum customer balance using the Overdue Transactions Only charge calculation method and the Average Daily Balance charge calculation method. In these examples, the minimum customer balance is $250.

These examples also illustrate how submitting the Create Late Charges program on different dates (May 20 or May 30) can potentially change the activity that is selected for late charge calculation.

This table includes a timeline of debits and credits to a customer account:

<table>
<thead>
<tr>
<th>Date</th>
<th>Charge Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 10</td>
<td>Debit</td>
<td>$200</td>
</tr>
<tr>
<td>April 12</td>
<td>Debit</td>
<td>$200</td>
</tr>
<tr>
<td>May 4</td>
<td>Debit</td>
<td>$100</td>
</tr>
<tr>
<td>May 6</td>
<td>Credit</td>
<td>$50</td>
</tr>
<tr>
<td>May 13</td>
<td>Credit</td>
<td>$25</td>
</tr>
<tr>
<td>May 18</td>
<td>Credit</td>
<td>$200</td>
</tr>
<tr>
<td>May 24</td>
<td>Credit</td>
<td>$50</td>
</tr>
<tr>
<td>May 27</td>
<td>Debit</td>
<td>$100</td>
</tr>
</tbody>
</table>

In these examples:

- The billing date is May 1 and the billing cycle is from the first day of the month to the last day of month inclusive.
- The due date is the 10th of the following month.
- The receipt grace period is three days.

**Create Late Charges on May 20: Overdue Transactions Only**

The Overdue Transactions Only calculation method compares the minimum customer balance to the sum of all customer debit and credit activities as of the date when you run the Create Late Charges program.

If you submit the Create Late Charges program on May 20, then the customer balance includes 3 overdue invoices (April 10, April 12, and May 4) for a total of $500. The balance also includes 3 payments (May 6, May 13, and May 18) for a total of $275.

The total customer balance is $225, which is below the minimum balance of $250. Therefore, late charges are not calculated for this customer.
Create Late Charges on May 20: Average Daily Balance

The Average Daily Balance calculation method starts with the ending balance of the last balance forward bill, and subtracts all credits (receipts and credit memos) up through the due date plus receipt grace days to determine if the customer balance is eligible for late charges.

To calculate late charges, Receivables starts with the ending balance of the last balance forward bill and includes only invoices that were on the last bill. In this case, Receivables includes invoices that were created before May 1 (April 10 and April 12) for a total of $400.

Receivables then subtracts all credits that were recorded before May 13 (the due date plus receipt grace days). Credits include the receipts from May 6 and May 13 for a total of $75.

In this case, the total customer balance is $325, which is higher than the minimum balance of $250. Therefore, late charges are calculated for this customer, using the applicable Average Daily Balance calculation method.

Create Late Charges on May 30: Overdue Transactions Only

If you submit the Create Late Charges program on May 30, then the customer balance includes 4 overdue invoices (April 10, April 12, May 4, and May 27) for a total of $600. The balance also includes 4 payments (May 6, May 13, May 18, and May 24) for a total of $325.

The total customer balance is $275, which is higher than the minimum balance of $250. On this day, late charges are calculated for this customer.

Create Late Charges on May 30: Average Daily Balance

In this example, submitting the Create Late Charges program on May 30, as opposed to May 20, doesn’t change the customer balance calculation.

To determine the customer balance, Receivables still starts with the ending balance of the last balance forward bill (May 1), and subtracts all credits (receipts and credit memos) up through the due date plus receipt grace days (May 13).

Setting Up a Late Charge Policy: Worked Example

This example demonstrates how to set up a late charge policy for the customer Business World. The example includes the setup of late charge documents, the Business World customer profile, and your user-defined settings.

This table summarizes key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which document will record late charges?</td>
<td>Adjustments</td>
</tr>
<tr>
<td>What period basis is used for late charge</td>
<td>Monthly</td>
</tr>
<tr>
<td>calculations?</td>
<td></td>
</tr>
<tr>
<td>Which currencies?</td>
<td>US dollar and British pound sterling</td>
</tr>
<tr>
<td>Are there exceptions to the general policy?</td>
<td>Yes, for the customer account site and customer transactions</td>
</tr>
</tbody>
</table>
Summary of the Tasks

The calculation of late charges is determined by your late charge policy. The late charge policy comprises the late charge document, Receivables system option settings, and customer profile settings.

1. Set up the late charge document.
2. Set Receivables system options for late charges.
3. Set up the Business World customer profile for late charges.
4. Update the customer site and customer transactions for late charges.

Setting Up the Late Charge Document

To record late charges as adjustments, define a Receivables activity for late charges:

1. Open the Create Receivables Activity page.
2. Complete the fields, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name that identifies this Receivables activity as a late charge adjustment.</td>
</tr>
<tr>
<td>Activity Type</td>
<td>Late Charges</td>
</tr>
<tr>
<td>Activity GL Account</td>
<td>General ledger account for late charges.</td>
</tr>
</tbody>
</table>

Setting Receivables System Options for Late Charges

Set Receivables system options for late charges:

1. Open the Create Receivables System Options page.
2. Complete the fields in the Late Charges section of the Billing and Revenue tab, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess late charges</td>
<td>Enable this option.</td>
</tr>
<tr>
<td>Interest Charge Activity</td>
<td>Name of the Late Charges Receivables activity that you previously defined.</td>
</tr>
</tbody>
</table>

Setting Up the Customer Profile

Set up the customer profile for Business World for late charges:

1. Open the Create Receivables Customer Profile Class page.
2. Complete the general required fields for the profile class.
3. Click the Credit Limits and Late Charges tab.
4. Complete the fields in the Late Charges section, as shown in this table:
5. In the Currency Settings section, click the Add icon.
6. Complete the fields, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>USD (US Dollar)</td>
</tr>
<tr>
<td>Minimum Invoice Balance Overdue Type Type</td>
<td>Percent</td>
</tr>
<tr>
<td>Minimum Invoice Balance Overdue Percent</td>
<td>15</td>
</tr>
<tr>
<td>Minimum Customer Balance Overdue Type Type</td>
<td>Percent</td>
</tr>
<tr>
<td>Minimum Customer Balance Overdue Percent</td>
<td>15</td>
</tr>
<tr>
<td>Interest Charge Type</td>
<td>Fixed Rate</td>
</tr>
<tr>
<td>Interest Charge Rate</td>
<td>9</td>
</tr>
</tbody>
</table>

7. Repeat steps 4 and 5 for British pound (GBP).
8. Assign this profile class to the Business World bill-to site.
Updating the Customer Site and Transactions

Update the Business World customer site and transactions for late charges:

1. Open the **Statement, Dunning, and Late Charges Site Profiles Used** profile option.
2. Set the profile option to No.

   By setting this profile option to No, the Create Late Charges program uses the late charge policy assigned to the bill-to site.

3. Open the Create Transaction Type page and create a transaction type that excludes invoices from late charges.
4. Complete the fields, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Late charges exemption</td>
</tr>
<tr>
<td>Transaction Class</td>
<td>Invoice</td>
</tr>
<tr>
<td>Transaction Status</td>
<td>Open</td>
</tr>
<tr>
<td>Exclude from late charges calculation</td>
<td>Enable this option.</td>
</tr>
</tbody>
</table>

5. Assign this transaction type to the applicable invoice transactions.

Generate Late Charges Report

Use the Generate Late Charges Report to review a run of the Generate Late Charges program. You can also print the report for an individual late charge batch.

The Generate Late Charges Report outlines the specific late charges that were calculated, whether you ran the process in Draft or Final mode. The report includes sections for each type of charge, such as overdue transactions, late payments, and penalties.

Review this report after a run of the Generate Late Charges program, or run the program in Draft mode to review the results before generating late charges.

Report Output

You can present late charges to the customer as an interest invoice, an adjustment, or a debit memo.

For interest invoice late charges, the report displays multiple rows for multiple overdue transactions or late payments, as well as a total that includes all charges. The Generate Late Charges program creates one interest invoice per customer site and currency.

For adjustment or debit memo late charges, the Generate Late Charges program creates only one adjustment or debit memo per overdue transaction or late payment. The report displays one page per adjustment or debit memo.

This table describes important column headings in the Generate Late Charges Report.
Using Receivables Credit to Cash

Chapter 4
Manage Accounts Receivable Balances

**Column Heading** | **Description**
--- | ---
Due Date | The transaction due date. Late charges apply to the open balance on the transaction after the due date.
Original Amount | The original transaction amount.
Overdue Amount | The balance of the transaction that is still outstanding.
Days Late | The number of days that the outstanding balance is past due.
Interest Days | The number of past-due days that interest applies to the outstanding balance.
Interest Rate | The rate used to calculate the late charges.
Interest Charge | The amount of interest charged on the outstanding balance.

This table describes important row headings in the Generate Late Charges Report.

**Row Heading** | **Description**
--- | ---
Adjustment Number | The number assigned to the adjustment, for late charges presented as an adjustment.
Charge Calculation Date | The date the late charges were calculated for this report.
Currency | The currency for the late charge calculation.
Total Interest Charge for Overdue Invoices | The total late charge calculated for overdue invoices.
Total Late Charge | The total of all late charges calculated for the customer for the report period.

**FAQs for Process Late Charges**

**Why didn’t late charges appear on transactions?**
You must ensure that you assign an interest charge to each currency that you do business in for the applicable customer profiles. If you don’t assign an interest charge to a currency, then Receivables doesn’t calculate late charges for past due items in that currency.

To ensure that late charges appear on transactions, enter values in the **Interest Charge Type** field, and either the **Interest Charge Rate**, **Interest Charge Amount**, or **Interest Charge Schedule** field for each currency in the Late Charges section of the customer profile.

If you also assess penalty charges, then complete the related fields for penalty charges.
Process Statements

Cross Site and Cross Customer Receipts on Statements: Examples

Customer statements accurately record and report on receipts that were applied across customers and customer sites. The statement process displays each cross-customer or cross-site receipt on the statement of the customer or customer site associated with the transaction to which the receipt was applied, as well as on the statement of the customer or customer site that owns the receipt. The Reference column on the statement includes the amount of each receipt, and the corresponding Transaction column displays the amount of each receipt applied to a specific transaction.

Receipts that have cross-site or cross-customer applications are reported on statements after the On-Account and Unapplied receipts. These entries display the amount applied to transactions of other sites in the Transaction Amount column and have no effect on the balance of the statement.

Scenario

In this example two sites, SF (San Francisco) and CA (California), pay each other’s invoices. Every receipt is recorded against the invoice to which it is applied. It is also reported on the statement of the site that owns the receipt as a cross-site entry, with the amount applied to the other site displayed as the transaction amount. If the receipt is not fully applied, the portion not applied is entered as an unapplied receipt.

This table illustrates the statement that the SF site receives:

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Transaction</th>
<th>Reference</th>
<th>Site</th>
<th>Transaction Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice 1</td>
<td>Invoice</td>
<td>NA</td>
<td>SF</td>
<td>200.00</td>
<td>NA</td>
</tr>
<tr>
<td>Invoice 1</td>
<td>Payment</td>
<td>check p1 200.00</td>
<td>CA</td>
<td>-150.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Invoice 5</td>
<td>Invoice</td>
<td>NA</td>
<td>SF</td>
<td>1200.00</td>
<td>NA</td>
</tr>
<tr>
<td>Invoice 5</td>
<td>Payment</td>
<td>check p5 700.00</td>
<td>SF</td>
<td>-600.00</td>
<td>NA</td>
</tr>
<tr>
<td>Invoice 5</td>
<td>Payment</td>
<td>check p6 600.00</td>
<td>CA</td>
<td>-600.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Unapplied</td>
<td>Payment</td>
<td>check p2 500.00</td>
<td>SF</td>
<td>-100.00</td>
<td>NA</td>
</tr>
<tr>
<td>Unapplied</td>
<td>Payment</td>
<td>check p5 700.00</td>
<td>SF</td>
<td>-100.00</td>
<td>-200.00</td>
</tr>
<tr>
<td>Cross Receipt</td>
<td>Payment</td>
<td>check p2 500.00</td>
<td>SF</td>
<td>400.00</td>
<td>NA</td>
</tr>
<tr>
<td>Cross Receipt</td>
<td>Payment</td>
<td>check p3 500.00</td>
<td>SF</td>
<td>500.00</td>
<td>NA</td>
</tr>
<tr>
<td>Cross Receipt</td>
<td>Payment</td>
<td>check p4 100.00</td>
<td>SF</td>
<td>100.00</td>
<td>NA</td>
</tr>
</tbody>
</table>
This table illustrates the statement that the CA site receives:

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Transaction</th>
<th>Reference</th>
<th>Site</th>
<th>Transaction Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice 2</td>
<td>Invoice</td>
<td>NA</td>
<td>CA</td>
<td>500.00</td>
<td>NA</td>
</tr>
<tr>
<td>Invoice 2</td>
<td>Payment</td>
<td>check p2 500.00</td>
<td>SF</td>
<td>-400.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Invoice 3</td>
<td>Invoice</td>
<td>NA</td>
<td>SF</td>
<td>600.00</td>
<td>NA</td>
</tr>
<tr>
<td>Invoice 3</td>
<td>Payment</td>
<td>check p3 500.00</td>
<td>CA</td>
<td>-500.00</td>
<td>NA</td>
</tr>
<tr>
<td>Invoice 3</td>
<td>Payment</td>
<td>check p4 100.00</td>
<td>SF</td>
<td>-100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Unapplied</td>
<td>Payment</td>
<td>check p1 200.00</td>
<td>CA</td>
<td>-50.00</td>
<td>-50.00</td>
</tr>
<tr>
<td>Cross Receipt</td>
<td>Payment</td>
<td>check p1 200.00</td>
<td>CA</td>
<td>150.00</td>
<td>NA</td>
</tr>
<tr>
<td>Cross Receipt</td>
<td>Payment</td>
<td>check p6 600.00</td>
<td>CA</td>
<td>600.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Create Customer Statements Execution Report

Use the Create Customer Statements Execution Report to review a run of the Create Customer Statements program. Review this report after you submit customer statements. You can also use this report to review draft statements before sending them to your customers.

Selected Report Parameters

Transaction Business Unit

The selected business unit to print customer statements for.

Generate Bill

- Print a draft statement for a customer: If you select this option, you must enter a customer name or customer account number.
- Print Statements: Print statements for specified customers or statement cycle
- Reprint Statements: Reprint a previous statement for specified customers or statement cycle.

Bucket

The name of the aging bucket to use for statements.

Cycle

The statement cycle for the statement submission.
Statement Date
The date on which to print statements.

As-of Date
The date from which to include data on statements.

Transaction Type
Print statements for this transaction type only.

Primary Salesperson
Print statements for this salesperson only.

Standard Messages
The names of the standard messages to print on statements. Use the numbered fields to indicate the order in which you want messages to appear.

Report Output
The report summarizes transactions and amounts due by customer bill-to site, with a final total for the customer account.

Selected Report Headings

Remit-to Address
The address for your customers to use to send payment for their open debit items.

Bill-to
The customer name and address for each statement. The country of the customer address is included if it is different from the home country specified in Receivables system options.

Note: If you do not have a statement address defined for a customer, the program prints a statement for each bill-to address that has activity during the statement cycle for the statement submission.

Statement Date
The date the statement is generated.

Account Number
The customer account number.

Column Headings

Transaction Number
The number of the transaction activity. For example, if the activity is a payment, the report prints the debit item number to which this payment applies. The report also identifies cross-site and cross-customer receipts.
Transaction Date
The date of the transaction activity.

Class
The name of each debit and credit activity:

- Invoice
- Adjustment
- Credit Memo
- Debit Memo
- Payment
- Late Charge

Note: Receivables does not print NSF or STOP payments that were reversed after your statement date.

Due Date
The date that payment is due on the open item.

Reference
Additional information about each transaction activity, including payment number, credit memo number, purchase order number, and adjustment name.

Bill-to Site
The bill-to site for the transaction.

Total Amount
The original amount of the transaction.

Amount Due
The remaining amount due on the transaction. Credit items appear with negative amount due values.

Current
Customer open item information based on the aging bucket you define as your first bucket.

1-30 Days Past Due
Customer open item information based on the aging bucket you define as your second bucket.

31-60 Days Past Due
Customer open item information based on the aging bucket you define as your third bucket.

61-90 Days Past Due
Customer open item information based on the aging bucket you define as your fourth bucket.

Over 90 Days Past Due
Customer open item information based on the aging bucket you define as your fifth bucket.
**Financial Charges**
The total amount of late charges for the customer site.

**Total Amount Due**
The total amount due for the customer site in the entered currency. If the customer has open items in multiple currencies, the report contains a separate page for each currency.

**Related Topics**
- Statement Cycles: Example
- How do on-account and unapplied receipts appear on statements

**FAQs for Process Statements**

**What's the difference between printing a statement and a draft statement?**
When you print a statement, you must provide both an As of Date and a Statement Date. If you set the Print Option parameter to Print Draft Statement, the process uses the As of Date parameter value. If you set the Print Option parameter to Print Statement, the program uses the Statement Date parameter value.

**What's the difference between a statement and a balance forward bill?**
A statement is an information document that provides a customer with a complete record of transaction, receipt, and adjustment activity over a specified time period. A balance forward bill is a single bill presented for payment that consolidates the open debit items of a customer over a specified time period.

**How many statements will a customer receive?**
If you defined a statement site for the customer, Receivables generates a single, consolidated statement of all customer activity for the specified period and sends the statement to this site. If you have not defined a statement site for a customer, Receivables generates statements for each customer bill-to site for the specified period that has these profile settings:
- Send statement option is enabled.
- Statement Cycle is provided.
- Minimum outstanding balance in the given currency is greater than the Minimum Statement Amount value.

**Close Receivables Accounting Period**

**Receivables Accounting Event Model: Explained**
An accounting event is a business event in Receivables that has an accounting impact. For example, creating or applying a receipt is an accounting event.
Not all business events have an accounting impact, but you can decide which events you want to monitor as accounting events. You can modify the accounting setup to create accounting for some events and not for others.

Subledger Accounting categorizes accounting events as event types. Event types are grouped into event classes that in turn are grouped into event entities. The overall grouping of these components is called an event model. The Receivables accounting event model is predefined for you, and includes each Receivables event class and its life cycle. This accounting event model forms the basis for creating subledger accounting.

As the foundation of the event model, Receivables contains predefined event entities. An event entity enables Subledger Accounting to handle the accounting for similar business events in a consistent manner. The event entities for Receivables are:

- Transactions
- Receipts
- Adjustments
- Bills Receivable

Each event entity is associated with one or more event classes. An event class represents a category of business events for a particular activity or document. Event classes group similar event types and enable the sharing of accounting definitions.

An event type represents a business operation that you can perform for an event class. An accounting event has both an event class and an event type that affect how the Create Receivables Accounting program determines the subledger accounting for it. Event types provide the lowest level of detail for storing accounting definitions.

### Transactions Event Entity

This table describes the predefined event classes and event types for the Transactions event entity.

<table>
<thead>
<tr>
<th>Event Class</th>
<th>Event Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chargeback</td>
<td>Chargeback Created</td>
</tr>
<tr>
<td>Credit Memo</td>
<td>Credit Memo Created</td>
</tr>
<tr>
<td></td>
<td>Credit Memo Updated</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Created</td>
</tr>
<tr>
<td></td>
<td>Debit Memo Updated</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Created</td>
</tr>
<tr>
<td></td>
<td>Invoice Updated</td>
</tr>
</tbody>
</table>

### Receipts Event Entity

This table describes the predefined event classes and event types for the Receipts event entity.

<table>
<thead>
<tr>
<th>Event Class</th>
<th>Event Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Receipt</td>
<td>Miscellaneous Receipt Created</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous Receipt Reverse</td>
</tr>
</tbody>
</table>
### Adjustments Event Entity
This table describes the predefined event classes and event types for the Adjustments event entity.

<table>
<thead>
<tr>
<th>Event Class</th>
<th>Event Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment</td>
<td>Adjustment Created</td>
</tr>
</tbody>
</table>

### Bills Receivable Event Entity
This table describes the predefined event classes and event types for the Bills Receivable event entity.

<table>
<thead>
<tr>
<th>Event Class</th>
<th>Event Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bills Receivable</td>
<td>Bills Receivable Created</td>
</tr>
<tr>
<td></td>
<td>Bills Receivable Updated</td>
</tr>
</tbody>
</table>

### Setting Up for Receivables to General Ledger Reconciliation: Points to Consider

Periodically you need to reconcile the transactions in your accounts receivable system, both before and after you post to the general ledger. The Receivables to General Ledger Reconciliation extract and report help to simplify this process and reduce the amount of manual reconciling activity required.

The automated activities in the reconciliation process function according to the way you set up your Financials environment. A review of some of these setups can help improve the overall reconciliation process.

There are these points to consider when setting up for Receivables to General Ledger reconciliation:

- Business Unit vs. Ledger Reconciliation
- Assigning the Financial Category
- Setting Profile Options
- User Security
Business Unit vs. Ledger Reconciliation

If you implicitly map primary balancing segment values to your business unit, you can reconcile based on business unit. This allows employees from different business units to balance their respective organization activity.

If you don’t implicitly map primary balancing segment values to business unit, you must reconcile based on ledger. In this case, you will need access to all business units associated with the ledger to perform a thorough reconciliation.

**Note:** Implicit mapping means that no specific setup is used to assign the business unit to a primary balancing segment. This is a business decision, and your setup in Receivables should be such that the default accounting assigned to activities for that business unit should be the primary balancing segment value that was decided.

Assigning the Financial Category

You must assign the financial category of Accounts Receivable to all of your receivables natural account values. This is a required setup step for Receivables to General Ledger reconciliation. You perform this task under the Manage Chart of Accounts Value Sets activity.

If the financial category of Accounts Receivable is not included in the chart of accounts setup, the Receivables to General Ledger Reconciliation report won’t select any data. When you run the extract program, if you try to select general ledger natural account values that don’t have this category assigned, the extract program displays an error indicating that the financial category was not assigned.

Once you assign the Accounts Receivable financial category, you can leave the Account parameter blank when you run the extract, in order to include all accounts that have the Accounts Receivable financial category in the ledger. You can alternatively enter specific natural account values to limit the report to reconciling only a subset of the receivables accounts in the ledger, but these values must have the Accounts Receivable financial category assigned.

If you set up accounts for unidentified, unapplied, and on-account receipts, and on-account credit memos, you must also assign the Accounts Receivable financial category to these accounts in order to include them in reconciliation. If you want to exclude these accounts during reconciliation, then you must exclude them from the Account parameter, and both the Include On-Account Items parameter and the Include Unapplied and Unidentified Receipts parameter.

**Caution:** You must assign unique general ledger accounts to unidentified, unapplied, and on-account receipts, and on-account credit memos, to exclude them from reconciliation. Don’t assign them the same receivables accounts as that used for transactions, as the accounting for transactions would also be excluded, causing reconciling differences.

Setting Profile Options

Review the setting of these profile options:

- Reconciliation Data Purge Frequency
- Zero Amount Journal Lines Displayed

Use the Reconciliation Data Purge Frequency profile option to indicate the number of days to keep reconciliation extract data in the tables. Enter a value for the number of days needed to not lose prior extracts that you may need for comparison purposes.

Every time you run the extract program, it refers to the value of the Reconciliation Data Purge Frequency profile option. If there are any reconciliation data extract requests in the table older than the number of days specified in the profile option, these requests are purged.
For example, if a reconciliation data extract is run on January 1, and the value of this profile option is set to 30 days, then the data from January 1 is not purged if you run another extract on January 29. However, the data is purged if you run another extract on February 1.

The Zero Amount Journal Lines Displayed profile option affects whether journal lines with zero amounts display in the Not Transferred to GL Detail report. If this profile option is set to Yes, the Summary report may equal zero and the detail report will list these zero amount journal lines. This doesn’t prevent Period Close and doesn’t cause reconciling issues as the net effect on the report is zero.

User Security

This section includes considerations for segment security and data access set.

Segment security applies to Detail reports only. If you don’t have segment security access, then summary and detail report totals may not match.

Typically General Ledger users are secured by a data access set, and Receivables users by business unit security. This means that for the Receivables to General Ledger Reconciliation report:

- General Ledger users can see general ledger data for the balancing segment values in their data access set, as well as the Receivables and Subledger Accounting data for all business units linked to the ledger.
- Receivables users can see the Receivables and Subledger Accounting data for business units in their security definition, as well as general ledger data for all balancing segment values in the ledger.

However, if security is configured such that the data role for the General Ledger or Receivables job roles also have FND grants to specific business units for General Ledger users or specific data access sets for Receivables users, then the reconciliation report will only include:

- For General Ledger users, the Receivables and Subledger Accounting data for those business units in the ledger to which the user has access.
- For Receivables users, general ledger data for those balancing segment values included in the data access set to which the user has access.

This doesn’t present a problem for the Receivables to General Ledger Reconciliation report if there is an implicit mapping between business units and balancing segment values. Users can simply filter the report for the balancing segment values that are mapped to the business units to which they have access, and the report should work properly.

However, if there is not an intentional and implicit mapping between balancing segment values and business units, then this can cause the Receivables to General Ledger Reconciliation report to display undesirable results:

- For General Ledger users, the report will include general ledger data for all balancing segment values in the data access set, while Receivables and Subledger Accounting data are limited to the business units to which a user is granted access.
- For Receivables users, the report either won’t include any general ledger data, or it will include general ledger data that is not properly mapped to the Receivables and Subledger Accounting data for the business unit.

You can resolve this issue by removing the FND grants from specific business units for the General Ledger job roles, and from specific data access sets for the Receivables job roles.

Related Topics

- Chart of Accounts: How Its Components Fit Together
Extract Reconciliation Data from Receivables to General Ledger

Run the Prepare Receivables to General Ledger Reconciliation program to select data for the Summary section of the Receivables to General Ledger Reconciliation Report. The extract must run successfully in order to see the most current Summary report, and before you can run the Receivables to General Ledger Reconciliation Report.

Use the following parameters of the Prepare Receivables to General Ledger Reconciliation program to control the Receivables transaction activity that you intend to include in the extract:

- Business Unit
- Include Intercompany Transactions
- Include On-Account Items
- Include Unapplied and Unidentified Receipts

Tip: To avoid unintended reconciling differences, you must ensure that you include or exclude the related accounting activity associated with the Receivables transaction activity included in a given extract. For example, if you intend to reconcile by a specific business unit but don't select the associated primary balancing segment values in the Account parameter, accounting data from other business units belonging to the same ledger will display as differences.

Prepare Receivables to General Ledger Reconciliation Parameters

Request Name

Enter a name that is descriptive of this extract. Consider using a name that indicates the accounting period, date, and time, especially if you are planning to create multiple extracts.

Note: Enter a unique request name each time you run the extract. If you reuse a request name, then the extract may contain no data.

Ledger

The ledgers available for selection are based on your security assignment. The default is the first ledger in alphabetic order.

Business Unit

Use this parameter if you need to reconcile by a specific organization.

Note: The business unit must be mapped to a balancing segment. If not, you must reconcile by ledger. If you have implicitly mapped your business unit to one or more primary balancing segment values, you will also need to select these values when you run the extract.

Accounting Period

You can select either an Open or Closed accounting period. The default is the latest period in the Closed Pending status, if it exists, for the selected ledger.

You can run the extract on an Open period to see point-in-time summary balances, in order to review possible reconciling activities you may encounter during period close processing. If you select an Open period for reconciliation, users can still enter activity against the period after the extract runs, creating potential discrepancies between the summary and detail.
information on the report. Best practice is to close the accounting period to be reconciled before you run the extract, and then select this Closed period in the Accounting Period parameter.

**Include Intercompany Transactions**

You can include or exclude Intercompany transactions, or you can reconcile by Intercompany activity only.

**Include On-Account Items**

You can include or exclude on-account items. On-account items include on-account receipts and on-account credit memos.

> Note: You may want to exclude on-account items if they typically post to non-receivable accounts. If you plan to exclude on-account items, you also need to exclude the related general ledger account in the Account parameter. Therefore, don’t post this activity to the same Receivables account as your invoices to avoid reconciling differences.

**Include Unapplied and Unidentified Receipts**

You can include or exclude unapplied receipts and unidentified receipts. Unapplied receipts are receipts that haven’t yet applied; unidentified receipts are receipts without customer information.

> Note: You may want to exclude unapplied and unidentified receipts if they typically post to non-receivable accounts. If you plan to exclude unapplied and unidentified receipts, you also need to exclude the related general ledger account in the Account parameter. Therefore, don’t post this activity to the same Receivables account as your transactions to avoid reconciling differences.

**Account**

You can select values from any of the segments of the accounting flexfield. The natural account segment values must have the financial category of Accounts Receivable assigned in your general ledger setup in order for the extract and report to work properly.

If you are excluding on-account items, or unapplied and unidentified receipts, from your reconciliation, you must also exclude their associated general ledger accounts, if those accounts have the financial category of Accounts Receivable assigned. If they don’t have the financial category assigned, by default these accounts are not included in your reconciliation.

If you are reconciling by business unit, select the range of balancing segment values implicitly mapped to your business unit.

If you are reconciling Intercompany activity, select the range of Intercompany accounts. These accounts must have the financial category of Accounts Receivable assigned.

If you are reconciling everything, you don’t need to select any values. The report automatically selects data for Receivables accounts that have the financial category of Accounts Receivable assigned.

**Receivables to General Ledger Reconciliation Report: Points to Consider**

Use the Receivables to General Ledger Reconciliation report to facilitate the reconciliation of receivables data to the general ledger.
The interactive reporting capability of the Receivables to General Ledger Reconciliation report provides both summarized and detailed reconciling data for review. The Summary report lets you see receivables and accounting beginning and ending balances, as well as summarized activity for the period and how this activity was accounted.

Drill down on any amount in the Summary report **Difference** column to display the Differences Detail report for that item. The Differences Detail reports display the details that make up balances from the Summary report, and indicate potential causes for differences between actual and reconciling amounts.

**Note:** For a more efficient reconciliation, don’t allow general ledger sources other than Receivables to post to Receivables accounts.

If you restrict the number of general ledger accounts that you include in a run of the Prepare Receivables to General Ledger Reconciliation program, this can affect the display of data in the detail reports and may be the cause of a difference between the accounted amount of a transaction and the reconciling amount.

For example, if Receivables transactions are recorded against balancing segment values 1, 2, 3 or natural accounts A, B, C, and the account range you used excluded some of these values, then these transactions would show up as differences on the report.

If you are downloading a large amount of data from the report to a spreadsheet and you plan to perform a number of data manipulations, use the CSV format. If you are downloading data for reference purposes only, use the Excel or PDF format.

There are these additional points to consider when using the Receivables to General Ledger Reconciliation report:

- Differences between Transactional and Accounted Amounts
- Differences between Summary and Detail Amounts
- Differences between the Reconciliation Report and the Aging Report
- Recommendations for Reconciling by Business Unit and by Intercompany Activity
- Recommendations for Reconciling Unapplied and Unidentified Receipts and On-Account Items
- Recommendations for Reconciling Bills Receivable

**Differences between Transactional and Accounted Amounts**

Ideally the Summary report should display no differences between receivables transactional amounts and accounted amounts. In addition, the beginning and ending receivables balances should agree with the Receivables Aging by Account report.

**Note:** It may happen that the Summary report will contain variance amounts. If the Summary report contains variance amounts, contact your system administrator.

Any differences that you find require further investigation and possible correction. Common reasons for differences between transactional amounts and accounted amounts include:

- Transactions that are not accounted.
- Transactions with subledger accounts that fall outside the account range of the report.
- Transaction amounts don’t agree with the subledger journal line amounts.
- Journals are posted to the subledger or general ledger that didn’t come from Receivables.
- Subledger journals were not transferred or posted to general ledger.

After finding and correcting discrepancies, you must re-run the Prepare Receivables to General Ledger Reconciliation program and review the Summary report.
Note: Some differences may be valid. For example, if you included unapplied and unidentified receipts in your extract, but you don’t post these receipts to a receivables account or an account with the financial category of Accounts Receivable assigned, then these receipts appear as a difference that is outside the account range of the report. In this case, you can re-run the extract and exclude these items.

Differences between Summary and Detail Amounts

The Non-Receivables Begin Balance amount is any portion of a general ledger account beginning balance that didn’t originate from Receivables transactions. You can drill down on this amount to see a list of general ledger journal lines that have an accounting date that falls within the current fiscal year but prior to the period of the reconciliation report; and that have an account combination that falls within the account range of the report.

The drill-down page doesn't include non-Receivables journal lines dated in previous fiscal years, which means that these journal lines won't match the Non-Receivables Begin Balance amount. The drill-down page is only intended to provide current fiscal year journals that might have posted erroneously to the receivables account.

The journal source of these journals is typically not Receivables. However, you may see manual subledger journal entries that were entered for the Receivables source directly into the subledger but not necessarily linked to a specific Receivables transaction. Most of these entries represent adjustment journal entries.

Manual subledger journals created during the current reconciling period display in the Summary report in the Other Accounting section, and become part of the Non-Receivables Begin Balance amount in subsequent periods. Manual general ledger journals that may affect receivables accounts are created directly in the general ledger and don’t display in the Other Accounting section on the Summary report, but display instead in the Non-Receivables Activity amount.

Summary amounts may not reflect totals on detail pages because:

- Data was modified after the data extract was run for a given accounting period. If transactions or accounting were created or modified between the time the extract was executed and the moment you drill down from a summary amount to its detail amounts, the summary amount won't reflect the detail page totals.
  To limit discrepancies between the summary and detail reports, set the Receivables accounting period status to Close Pending or Closed.
- Security rules in your setup may restrict you from seeing data from certain business units or segment values. Ensure that appropriate security is given to users for all business units and accounting flexfield segment values that each user is responsible for reconciling.

Differences between the Reconciliation Report and the Aging Report

You may find differences between the data displayed in the Receivables to General Ledger Reconciliation report and the Receivables Aging by Account report. This list provides the principle reasons why this occurs and recommendations for working with these differences:

- Intercompany Transactions: You can’t limit the display of intercompany transactions on the Receivables Aging by Account report. If the reconciliation extract either excludes intercompany transactions or displays intercompany transactions only, then the Receivables to General Ledger Reconciliation report and the Receivables Aging by Account report won’t display compatible data.
- Unaccounted Amounts: The Receivables Aging by Account report doesn’t display unaccounted activity. Unaccounted amounts display as differences in the Summary Reconciliation report. In this case, compare the Accounting End Balance with the Receivables Aging by Account report. You will need to subtract out any amount in Other Accounting, as this is not included in the Receivables Aging by Account report.
- Receipts at Risk: The Receivables Aging by Account Report has the option to display or ignore Receipts at Risk. The Receivables to General Ledger Reconciliation report doesn’t use this option, and always excludes receipts at
risk. For reconciliation purposes, be sure to exclude receipts at risk when running the Receivables Aging by Account report.

- Open Credits: The Receivables Aging by Account report has the option to Age, Summarize, or Exclude open credits. For reconciliation purposes, it is recommended that you Age or Summarize open credits.

⚠️ Caution: Do not use Advanced Collections Aging reports for reconciliation because they don’t include general ledger account information. This applies to these three reports:
- Aging by Common Currency Report
- Collections Aging 4-Bucket Report
- Collections Aging by Collector 7-Bucket Report

Recommendations for Reconciling by Business Unit and by Intercompany Activity

To reconcile by business unit, you need to have an implicit mapping of the business unit to one or more primary balancing segment values. When you run the Prepare Receivables to General Ledger Reconciliation program, you must specify both the business unit to reconcile and the balancing segment value or range of values assigned to that business unit. The **Business Unit** parameter selects the receivables activity and the balancing segment value selects the accounting data.

You have three options for reconciling Intercompany activity:

- Include Intercompany activity with other Receivables activity.
- Exclude Intercompany activity from reconciliation.
- Include only Intercompany activity.

If you want to include Intercompany activity with other Receivables activity, set the **Include Intercompany** parameter to Yes and include the Intercompany account in the range of account values to extract. By default, if no account range is selected, all accounts with the financial category of Accounts Receivable are included in the extract.

If you want to exclude Intercompany activity from reconciliation, set the **Include Intercompany** parameter to No, and also exclude the Intercompany range of accounts from the extract.

If you are reconciling only the Intercompany activity, set the **Include Intercompany** parameter to Intercompany Only, and select the account range for your Intercompany Receivables accounts.

Recommendations for Reconciling Unapplied and Unidentified Receipts and On-Account Items

If you want to exclude unapplied and unidentified receipts, and on-account items, from reconciliation, set the **Include Unapplied and Unidentified Receipts** parameter and the **Include On-Account Items** parameter to No, and exclude the respective ranges of accounts from the extract. To avoid reconciling differences, unapplied and unidentified receipts, and on-account items, should not post to the same general ledger accounts as that used for transactions. If they do, then the accounting for transactions would also be excluded.

If you never include unapplied and unidentified receipts, or on-account items, in your reconciliation, then don’t assign the financial category of Accounts Receivable to these accounts in your chart of accounts setup.

Recommendations for Reconciling Bills Receivable

Two rows on the Summary report display bills receivable activity for the accounting period:

- Bills Receivable: Bills receivable created (unsigned or drawee-issued), accepted (signed), and canceled during the accounting period.
• Bills Receivable Applications: All customer transactions applied to bills receivable created, accepted, and canceled during the accounting period.

The totals for Bills Receivable and Bills Receivable Application net to zero, because both sides of the creation of bills receivable and the application of transactions, or unapplication in the case of canceled bills, are recorded here. Creation and Acceptance require the assignment of transactions to the bill receivable, so each of these bills display the associated transaction applications. Cancellation reverses the bill receivable and its applications, so canceled bills display both sides of the activity, application and unapplication.

Status changes to Remitted, Unpaid, and Factored bills receivable have an accounting impact only because, as the bill goes through its lifecycle, only the account it posts to changes. These events display in the Summary report in the Other Accounting section. Like all other events related to reconciliation, the accounts used for these activities need to have the financial category of Accounts Receivable assigned to the natural account segment in the chart of accounts.

Other activities against bills receivable are included in existing sections of the Summary report and the related drill-down reports. On-account credit memos against a bill receivable display in the Invoices section, along with all other transaction activity. Receipts applied to bills receivable display with other receipts in the Applied Receipts section.

Related Topics
• Capturing Journal Transactions: Points to Consider
• Account Balances: How They Are Calculated

Reports for Close Receivables Accounting Period

Potential Reconciling Items Report: Explained
During the internal reconciliation process, you use the Receivables to General Ledger Reconciliation Report to confirm that transactional data and accounting data match. However, even if the data matches, the journals could still post to incorrect general ledger accounts, due to issues with your Receivables setup.

Use the Potential Reconciling Items Report to help you identify and correct these setup issues.

You typically run the Potential Reconciling Items Report:
• For new software installations, prior to running final accounting, in order to confirm the correct derivation of accounting.
• Whenever the accounting setup has been modified--such as the creation of new transaction types, receipt methods or receivables activities--prior to running final accounting.

The report suggests journal items that potentially posted to general ledger accounts with unexpected account types, thus creating reconciliation issues in general ledger. An unexpected account type refers to general ledger account types that are not normally associated with an item general ledger category. General ledger account types used by Receivables include assets, liabilities, income, and expense.

For example, a receivable item might be expected to post to an asset account. If the item posts to a non-asset account, then it will appear on the Potential Reconciling Items Report.

Typical items that the Potential Reconciling Items Report includes are:
• Adjustment journals with offset accounts that are asset accounts, rather than income or expense.
• Revenue journals for invoices and credit memos that post to account types other than income.
• Unearned revenue journals that post to an account type other than liability.
• Unbilled journals created for deferred billing that post to an account type other than asset.
• Late charge journals that post to an account type other than income.
• Cash, confirmation, or remittance journals that post to account types other than asset.
• Short term debt journals created by factoring receipts that post to account types other than liability.
• Nonrecoverable tax that posts to an account type other than expense.

Possible causes for discrepancy include:

• Incorrect accounting setup.
• Incorrect manual updating of general ledger account distributions.
• Setup created for activities that is inconsistent with the intended use of Receivables.

When a potential reconciling item is an error, correct both the individual transaction and the incorrect setup to prevent future occurrences of the same error.
Projected Gains and Losses Report: Explained
This topic contains summary information about the Projected Gains and Losses Report.

Overview
The Projected Gains and Losses Report lets you review open foreign (non-ledger) currency invoices, debit memos, and chargebacks revalued according to the revaluation rate that you specify.

Key Insights
The report compares the revalued amount of each debit item with the entered amount and prints the unrealized gain or loss.

Frequently Asked Questions
The following table lists frequently asked questions about the Projected Gains and Losses Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Financial Manager during period close processing.</td>
</tr>
</tbody>
</table>
FAQ | Answer
--- | ---
When do I use this report? | To review projected gain or loss for open foreign currency transactions revalued according to the revaluation rate that you specify.
What can I do with this report? | Schedule as needed.
What type of report is this? | Oracle Business Intelligence Publisher

Projected Gains and Losses Report

Use the Projected Gains and Losses Report to review open foreign (non-ledger) currency invoices, debit memos, and chargebacks revalued according to the revaluation rate that you specify. The report compares the revalued amount of each debit item with the entered amount and prints the unrealized gain or loss.

The report summarizes by customer and prints, for each transaction type, the total debit item foreign currency amount by currency and the unrealized gain or loss, with subtotals for each transaction type and customer.

The report includes a final summary section at the end by currency to review your unrealized gain and loss totals for each currency. The net revaluation gain or loss totals, calculated as the difference between the revaluation gain and revaluation loss, average out to the same for the customer/transaction type totals and the currency totals.

Use this report according to your customer account and open balance reviews and revaluations.

Selected Report Parameters

**Conversion Type**

Conversion rate type to use as the revaluation rate.

**Conversion Date**

Date that corresponds to the conversion rate to use as the revaluation rate. The rate date and the rate type together determine the revaluation rate used to revalue your debit items.

For example, if you are using the Spot rate for June 1, 2014, enter 01-Jun-14. If you are using Period Average as your rate type, enter a date that is within the Receivables accounting period for the Period Average rate you defined.

If you enter a rate type and rate date that do not exist for a currency, the report does not calculate unrealized gains or losses for that currency.

**From/To Accounting Date**

Debit item accounting date range.

**From/To Customer Name or Account Number**

Customer range. The report summarizes transactions by customer account.

**Report Output**

This table describes important column headings in the Projected Gains and Losses Report.
### Column Heading

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Type</td>
</tr>
<tr>
<td>The transaction type assigned to the transaction.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Currency</td>
</tr>
<tr>
<td>The transaction entered currency.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Entered Amount</td>
</tr>
<tr>
<td>The transaction amount in the entered currency.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Ledger Currency Amount</td>
</tr>
<tr>
<td>The transaction amount converted to the ledger currency.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Revaluation Rate</td>
</tr>
<tr>
<td>Rate that the report uses to revalue the balance of the transaction.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Revaluation Gain</td>
</tr>
<tr>
<td>Unrealized gain between the revalued amount and the entered amount.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Revaluation Loss</td>
</tr>
<tr>
<td>Unrealized loss between the revalued amount and the entered amount.</td>
</tr>
</tbody>
</table>

This table describes important row headings in the Projected Gains and Losses Report.

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row Heading</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Customer Account Number and Customer Name</td>
</tr>
<tr>
<td>Summary section for each customer account.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Total for Type [Transaction Type]</td>
</tr>
<tr>
<td>The total unrealized gain and unrealized loss for each transaction type per customer account.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Total for Customer [Customer Name]</td>
</tr>
<tr>
<td>The total unrealized gain and unrealized loss for each customer account.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Total for Report</td>
</tr>
<tr>
<td>The total unrealized gain and unrealized loss for all customer accounts in the report.</td>
</tr>
</tbody>
</table>

This table describes the currency summary headings in the Projected Gains and Losses Report.

<table>
<thead>
<tr>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Currency Summary Heading</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Currency</td>
</tr>
<tr>
<td>The identifier of each foreign currency.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Foreign Invoice Amount</td>
</tr>
<tr>
<td>The total transaction amount in each foreign currency.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Ledger Currency Invoice Amount</td>
</tr>
<tr>
<td>The total transaction amount in the ledger currency for each foreign currency.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Revaluation Rate</td>
</tr>
<tr>
<td>Rate that the report uses to revalue the transaction amount for each foreign currency.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Revaluation Gain</td>
</tr>
<tr>
<td>The total unrealized gain between the revalued amount and the entered amount for each currency.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Revaluation Loss</td>
</tr>
<tr>
<td>The total unrealized loss between the revalued amount and the entered amount for each currency.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Total for Report</td>
</tr>
<tr>
<td>The total unrealized gain and unrealized loss for all open items on this report.</td>
</tr>
</tbody>
</table>
Receivables Aging by General Ledger Account Report: Explained

This topic contains summary information about the Receivables Aging by General Ledger Account Report.

Overview

The Receivables Aging by General Ledger Account Report helps you review information about outstanding receivables balances.

<table>
<thead>
<tr>
<th>Customer Balance</th>
<th>Outstanding Amount</th>
<th>Current</th>
<th>1-30</th>
<th>31-60</th>
<th>61-120</th>
<th>121-180</th>
<th>180+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Vision Services</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,024.98</td>
</tr>
<tr>
<td>[1157]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA</td>
<td>7,024.98</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for Accounting Flexfield</td>
<td>551,136.98</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for All Customers</td>
<td>5,347,674,354.5 20,142.00</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tbody>
</table>

End of Report

Key Insights

You can use this report either during reconciliation or to age or summarize open receivables.

Frequently Asked Questions

The following table lists frequently asked questions about the Receivables Aging by General Ledger Account Report.

<table>
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<tr>
<th>FAQ</th>
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<tr>
<td>When do I use this report?</td>
<td>Review information about your customer outstanding receivables balances by general ledger account as of a specific accounting date.</td>
</tr>
<tr>
<td>What can I do with this report?</td>
<td>Schedule periodically.</td>
</tr>
<tr>
<td>What type of report is this?</td>
<td>Oracle Business Intelligence Publisher</td>
</tr>
</tbody>
</table>
Receivables Aging by General Ledger Account Report

Use the Receivables Aging by General Ledger Account Report to review information about outstanding receivables balances by general ledger account as of a specific accounting date and customer or customer site. You can use this report both for aging and for reconciliation to the general ledger.

The following notes refer to using the Receivables Aging by General Ledger Account Report for reconciliation:

- Select report parameter values consistent with the parameters of the Receivables to General Ledger Reconciliation extract and report for inclusion or exclusion of on-account credits, unidentified payments, and on-account and unapplied cash.
- Select the same balancing segment value as for the Receivables to General Ledger Reconciliation extract and report.

⚠️ Note: You can run the reconciliation report for other segments of the accounting flexfield, but this can cause different results between the two reports because only the Balancing Segment parameter is used by the aging report.

- If you are including credits in reconciliation, set the Show Open Credits parameter to Age to include credits in the total customer balance.
- When reconciling by general ledger account, set the Report Summary parameter to Customer Summary to display grand totals by accounting flexfield.

⚠️ Caution: Do not use Advanced Collections Aging reports for reconciliation, because they do not include general ledger account information. This applies to these three reports:

- Aging by Common Currency Report
- Collections Aging 4 Bucket Report
- Collections Aging by Collector 7 Bucket Report

Use the Receivables Aging by General Ledger Account Report:

- During reconciliation, to compare with the balances of the Receivables to General Ledger Reconciliation Report.
- To age or summarize open receivables.

Selected Report Parameters

**Balancing Segment**

Always select specific balancing segment values rather than running the report for all values.

**Transaction As-of Date**

Accounting date from which to include receivable open items.

**Report Summary**

- Customer Summary: Prints customer names with their total open balances.
- Invoice Summary: Prints information on all customer open receivables.
Report Format

The report format affects customer information, not transaction information:

- Brief: Prints customer name and customer account number with item information.
- Detailed: Prints customer city and state with contact name and telephone number.

Aging Bucket

Prints information from the bucket set you specify.

Show Open Credits

Select whether and how to include credit items in the report:

- Age: Receivables ages your credit items and includes the credit amounts in the appropriate aging bucket columns.
- Do Not Show: The report does not include credit items in your customer balances. In this case, the report does not display any of your unapplied, on-account or unidentified payments, or on-account credit memos.
- Summarize: Displays the sum of your credit items in the Customer Credit Memos, Customer Payments, and Customer Balance rows.

Note: When using the report for reconciliation, set the **Show Open Credits** parameter to Do Not Show, if you did not include these items in the Receivables to General Ledger Reconciliation extract and report.

Show Receipts at Risk

Receipts at risk are standard receipts that have not been cleared or factored receipts that have not been risk eliminated:

- Age: Include receipts at risk in this report. The report displays the receipts at risk with other open receipts in the appropriate bucket and includes them when determining the customer balance.
- Do Not Show: Receipts at risk are not included in this report.
- Summarize: Displays the sum of your receipts at risk in the Customer Credit Memos, Customer Payments, and Customer Balance rows.

Note: When using the report for reconciliation, always set the **Show Receipts at Risk** parameter to Do Not Show.

Report Output

The report can include both detail and summary information about customer current and past due invoices, debit memos, and chargebacks. If you set the **Report Format** parameter to Detailed, the report provides totals by customer site. If you set the **Report Format** parameter to Brief, the report provides totals by customer account number.

Report Headings

**Company**

The balancing segment of the receivables account associated with the transaction included in this group.

**Accounting Flexfield**

The general ledger account concatenated segments and concatenated description.
Row Headings

**Company Total**
The total outstanding amount for the balancing segment value of the accounting flexfield. This heading only appears when the **Report Summary** parameter is set to Invoice Summary.

- If you set the **Show Open Credits** parameter to Do Not Show or Summarize, the report does not include credit item amounts in your company total.
- If you set the **Show Open Credits** parameter to Age, the report includes credit item amounts in your company total.

**Customer Balance**
The total balance for each customer when you set the **Show Open Credits** parameter to Summarize. This balance includes all debit and credit items for each customer.

**Customer Credit Memos**
The total amount of credit memos for each customer if you set the **Show Open Credits** parameter to Summarize. This total is included in the Customer Balance row for each customer.

**Total Debits**
If you set the **Show Open Credits** parameter to Age, this total includes both debit items and credit items.

**Customer Payments**
If you set the **Show Open Credits** parameter to Summarize, this displays the total amount of payments for each customer within this site. Payments include both unapplied and on-account cash. This total is included in the Customer Balance row for each customer.

**Customer Balance**
The total balance for each customer.

- If you set the **Show Open Credits** parameter to Do Not Show or Age, the report does not include on-account payments, unapplied payments, and on-account credits in your customer balances.
- If you set the **Show Open Credits** parameter to Summarize, these credit items are included in your customer balances.

**Site Balance**
If you set the **Show Open Credits** parameter to Summarize, this displays the total balance for each site. This balance includes all debit and credit items for each customer.

**Site Credit Memos**
If you set the **Show Open Credits** parameter to Summarize, this displays the total amount of credit memos for each customer site. This total is included in the Site Balance row for each customer.

**Total Customer Balance**
The total customer balance for all customers in the report.

**Total for All Customers**
The totals for all customers in the report.
Total Payments and Credit Memos
The total of credit items for all customers in the report.

Total for Accounting Flexfield
The total for each unique account code combination of the accounting flexfield.

Total for Report
This total only appears when the Report Summary parameter is set to Invoice Summary.

If you set the Show Open Credits parameter to Summarize, this total does not include credits.

Receivables Open Items Revaluation Report: Explained
This topic contains summary information about the Receivables Open Items Revaluation Report.

Overview
The Receivables Open Items Revaluation Report is used to revalue your open items, including invoices, credit memos, and debit memos.
Key Insights

Revalue open items based on the revaluation rate that you specify, which is either an end-of-period rate or a daily rate. The report is divided into sections for each unique combination of balancing segment and receivables account.

Frequently Asked Questions

The following table lists frequently asked questions about the Receivables Open Items Revaluation Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Financial Manager during period close processing.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>When you need to revalue your customer open transactions for determining the amount needed to manually adjust your general ledger balance to reflect the difference between the original and revalued balance.</td>
</tr>
<tr>
<td>What can I do with this report?</td>
<td>Schedule as needed.</td>
</tr>
<tr>
<td>What type of report is this?</td>
<td>Oracle Business Intelligence Publisher</td>
</tr>
</tbody>
</table>

Receivables Open Items Revaluation Report

Use the Receivables Open Items Revaluation Report to revalue your open items, including invoices, credit memos, and debit memos. The report takes into account changes in the value of your receivables due to changes in foreign currency rates. You revalue open items based on the revaluation rate that you specify, which is either an end-of-period rate or a daily rate.

The Receivables Open Items Revaluation Report provides you with three amounts:

- **Open Original Amount**: The value of your open items before revaluation, which you can reconcile with your general ledger balances. The report also provides a complete list of all open items and explains the balance of your receivables account.

- **Revaluation Open Amount**: The value for each revalued open item with the revaluation rate. This itemized total is required in some countries.

- **Open Revalued Amount**: The higher of the two item values both before and after the revaluation. The report adds up these values and calculates the difference. This total is required in some countries, where the lower market value of open items needs to be determined.

The report is divided into sections for each unique combination of balancing segment and receivable account. Within each section, the report lists open items for each customer.

The Receivables Open Items Revaluation Report determines the amount needed to manually adjust your general ledger balance to reflect the difference between the original and revalued balance. This revaluation difference is calculated and summarized for each accounting flexfield. You should reverse this adjustment at the beginning of the next period to synchronize Receivables and General Ledger balances.

You can run the Receivables Open Items Revaluation Report for a revaluation period, up to a particular due date, and for a range of balance segment values. Check that you have entered rate information for each currency that you use. Use the **Include Up To Due Date** parameter to split your assets into short-term, mid-term, or long-term receivables.
Report Parameters

Revaluation Period

The accounting period that you want to revalue. All open transactions with transaction dates up to the last date of this period are selected.

Include up to Due Date

Enter a date if you want to differentiate short-term, mid-term, and long-term receivables. Otherwise, leave this field blank. The date is the maximum due date included in this report.

Rate Type

Select the rate type to use to revalue open transactions:

- Period. Rate at the end of the revaluation period.
- Daily. If you select Daily, then enter values for the Conversion Rate Type and Conversion Date parameters.

Conversion Rate Type

If you select Daily as your rate type, select a conversion rate type.

Conversion Date

If you select Daily as your rate type, select the conversion date.

Transferred to GL Only

- Yes: Include only transactions transferred to general ledger. Only receipts transferred to general ledger affect open balances.
- No: Include both posted transactions and transactions and receipts not yet posted to affect open balances.

Cleared Only

- Yes: Only cleared receipts affect open balances.
- No: Both cleared receipts and receipts not yet cleared affect open balances.

Balancing Segment

Define the filtering conditions for the balancing segment values to include or exclude.

Report Output

This table describes the report headings in the Receivables Open Items Revaluation Report.

<table>
<thead>
<tr>
<th>Report Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revaluation Date</td>
<td>The date of the revaluation.</td>
</tr>
<tr>
<td>Balancing Segment</td>
<td>Each value of the balancing segment for the selected balancing segment range.</td>
</tr>
</tbody>
</table>
### Report Heading

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Flexfield</td>
</tr>
</tbody>
</table>

This table describes the column headings in the Receivables Open Items Revaluation Report.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Number</td>
<td>The number of the transaction.</td>
</tr>
<tr>
<td>Transaction Type:</td>
<td>The transaction type assigned to the transaction.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>The date the transaction was created.</td>
</tr>
<tr>
<td>Due Date</td>
<td>The date payment is due on the transaction.</td>
</tr>
<tr>
<td>Currency</td>
<td>The transaction entered currency.</td>
</tr>
<tr>
<td>Open Original Amount</td>
<td>The transaction amount in the entered currency. The report prints an asterisk if the open amount differs from the original amount. The open amount may differ if receipts were applied or adjustments made to the transaction.</td>
</tr>
<tr>
<td>Conversion Rate</td>
<td>The conversion rate used for foreign currency transactions. This value is 1 for ledger currency transactions.</td>
</tr>
<tr>
<td>Open Ledger Currency Amount</td>
<td>The ledger currency balance of the transaction, valued at the conversion rate used when the transaction was approved.</td>
</tr>
<tr>
<td>Revaluation Rate</td>
<td>The rate that the report uses to revalue the balance of the transaction.</td>
</tr>
<tr>
<td>Revaluation Open Amount</td>
<td>The transaction balance, revalued using the revaluation rate.</td>
</tr>
<tr>
<td>Open Revalued Amount</td>
<td>The difference between the Revaluation Open Amount and the Open Ledger Currency Amount. During reconciliation, debit the receivables account if the difference is positive, credit the receivables account if the difference is negative. In other words, Open Revalued Amount = Revaluation Open Amount - Open Ledger Currency Amount (with sign).</td>
</tr>
</tbody>
</table>

This table describes row headings in the Receivables Open Items Revaluation Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name</td>
<td>The name of the customer with items charged to the accounting flexfield of the receivables account.</td>
</tr>
<tr>
<td>Customer Account Number</td>
<td>The account number of the customer with items charged to the accounting flexfield of the receivables account.</td>
</tr>
<tr>
<td>Total</td>
<td>The transaction totals.</td>
</tr>
</tbody>
</table>
This table describes the summary headings in the Receivables Open Items Revaluation Report.

<table>
<thead>
<tr>
<th>Summary Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Flexfield</td>
<td>The accounting flexfield that totals are calculated for.</td>
</tr>
<tr>
<td>Open Ledger Currency Amount</td>
<td>The total for each accounting flexfield, balancing segment, and the entire report.</td>
</tr>
<tr>
<td>Revalued Amount</td>
<td>The total for each accounting flexfield, balancing segment, and the entire report.</td>
</tr>
<tr>
<td>Difference</td>
<td>The total for the difference between the Open Ledger Currency Amount and the Revaluation Open Amount for each accounting flexfield, balancing segment, and the entire report.</td>
</tr>
<tr>
<td>Open Revalued Amount</td>
<td>The total for each accounting flexfield, balancing segment, and the entire report.</td>
</tr>
<tr>
<td>Difference</td>
<td>The total for the difference between the Open Ledger Currency Amount and the Open Revalued Amount for each accounting flexfield and the entire report.</td>
</tr>
<tr>
<td>Total</td>
<td>The total for the report.</td>
</tr>
</tbody>
</table>
Receivables to General Ledger Reconciliation Report: Explained
This topic contains summary information about the Receivables to General Ledger Reconciliation Report.

Overview
The Receivables to General Ledger Reconciliation Report is the primary tool for the reconciliation of receivables data to the general ledger.

Receivables to General Ledger Reconciliation
This topic contains summary information about the Receivables to General Ledger Reconciliation Report.

Overview
The Receivables to General Ledger Reconciliation Report is the primary tool for the reconciliation of receivables data to the general ledger.

Key Insights
The report provides both summarized and detailed reconciling data for review and analysis.

Frequently Asked Questions
The following table lists frequently asked questions about the Receivables to General Ledger Reconciliation Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables to Ledger Reconciliation</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Financial Manager during period close processing.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>When you are reconciling your receivables to your general ledger balances.</td>
</tr>
</tbody>
</table>
FAQ | Answer
--- | ---
What can I do with this report? | Review report after running the Prepare Receivables to General Ledger Reconciliation scheduled process.
What type of report is this? | Oracle Transactional Business Intelligence

Related Subject Areas
This report uses these subject areas:

- Receivables - Adjustments Real Time
- Receivables - Bill Receivable Real Time
- Receivables - Credit Memo Applications Real Time
- Receivables - Receipt Details Real Time
- Receivables - Standard Receipt Application Details Real Time
- Receivables - Transactions Real Time
- Subledger Accounting - Journals Real Time
- Subledger Accounting - Receivables Summary Reconciliation Real Time
- General Ledger - Journals Real Time
- General Ledger - Transactional Balances Real Time

FAQs for Close Receivables Accounting Period

How are accounts reconciled to general ledger?
The Receivables to General Ledger Reconciliation report only reconciles accounts receivable for accrual basis accounting, and only reconciles accounting in the primary ledgers.
The Receivables to General Ledger Reconciliation report reconciles the transaction types that impact the accounts receivable in general ledger. These include:

- Invoice
- Debit memo
- Credit memo
- On-account credit memo
- Chargeback
- Adjustment
- Applied receipt
- On-account receipt
- Unapplied receipt
- Unidentified receipt
- Bills receivable
- Bills receivable application
Note: On-account credit memo refund amounts and on-account credit memo gain or loss amounts are included in the invoices section of the Reconciliation report, because they affect the open balance of the receivable amount of the credit memo. In all cases the intent is to close the credit memo, so both the original credit memo and the activity against it are displayed.

The report also reconciles manual journal entries created in the Receivables subledger.

If your business unit is implicitly mapped to the primary balancing segment value in the chart of accounts, you can run the report to reconcile by either business unit or ledger. If there is no implicit mapping, then you must reconcile by ledger.

Note: This mapping is not defined anywhere in Receivables or General Ledger.

What happens to accounting periods during reconciliation?

When you drill down in the Receivables to General Ledger Reconciliation report, you see real-time details that make up balances from the summary report. In order to guarantee that the summary balance for each type of activity agrees with the drill-down detail, you must ensure that you limit access to an accounting period when you run the Prepare Receivables to General Ledger Reconciliation program. Otherwise additional activity might be added to that period after the extract has run.

Set the accounting period status to Closed or Close Pending. You typically set the accounting period to Close Pending during the review process, and then reopen the period if adjusting entries need to be added. You must ensure that the subsequent accounting period is open, in order that business operations continue during the reconciliation process.

There is one important difference between a Closed and Close Pending status. If the period status is set to Closed, Receivables checks for incomplete invoices and orphan accounting lines. These validation checks are not performed under a Close Pending status.

Either status will prevent additional entries in the closed period.

Note: You can't reopen a Closed or Close Pending Receivables accounting period once the general ledger accounting period has been closed. This guarantees that the subledger is properly synchronized to the general ledger.

What's a variance amount?

A variance amount is a line in the Receivables to General Ledger Reconciliation report that displays the total amount of variance between transactional and accounted amounts.

Variance amounts are due to some type of data corruption. There are two types of variance amounts: receivables variance and accounting variance. A receivables variance is the result of data corruption in the Receivables tables. An accounting variance is the result of data corruption either in subledger accounting or the general ledger. Variance amounts don't display in any other section of the summary or detail reports.

The Receivables to General Ledger Reconciliation Accounting variance report captures information related to these two causes of data corruption:

- Accounting entries in general ledger sourced from subledger accounting that are present in the general ledger tables, but not available in the subledger accounting tables.
- Accounting entries transferred from the subledger to general ledger that are present in the subledger accounting tables, but are not available in the general ledger tables.
Why can't I close an accounting period?
One or more exceptions are preventing you from closing the accounting period.

Set the period status to Close Pending and run the Subledger Period Close Exceptions report. This report provides detailed information about your accounts, including any exceptions that may prevent you from closing an accounting period. After you clear the exceptions, you can close the accounting period.

What's the difference between a closed and close pending accounting period?
To set an accounting period to the Closed status, you must first clear any unposted items. Once an accounting period is closed, journal entry, transaction entry, and posting are not allowed unless you reopen the accounting period.

The Close Pending status differs from the Closed status in two ways:
- This status doesn't validate for unposted items.
- You can still create journal entries for activity that existed in the accounting period prior to setting it to Close Pending.

Reports for Customer Account Balances
Bad Debt Provision Report: Explained

This topic contains summary information about the Bad Debt Provision Report.

Overview

The Bad Debt Provision Report provides information about your bad debt exposure.

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Customer Account Number</th>
<th>Transaction Type</th>
<th>Transaction Date</th>
<th>Transaction Due Date</th>
<th>Transaction Currency</th>
<th>Ledger Currency Original Amount</th>
<th>Ledger Currency Balance Due</th>
<th>Ledger Currency Bad Debt Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>I0033238</td>
<td>Invoice</td>
<td>Inv-Hdine-East</td>
<td>6/15/06</td>
<td>7/1/06</td>
<td>USD</td>
<td>44,634.99</td>
<td>44,634.99</td>
<td>8,034.30</td>
</tr>
<tr>
<td>I0033572</td>
<td>Invoice</td>
<td>Inv-Hdine-East</td>
<td>7/19/06</td>
<td>7/1/06</td>
<td>USD</td>
<td>19,570.75</td>
<td>19,570.75</td>
<td>3,522.74</td>
</tr>
<tr>
<td>10105</td>
<td>Invoice</td>
<td></td>
<td>12/1/12</td>
<td>12/31/12</td>
<td>USD</td>
<td>12,672.60</td>
<td>12,672.60</td>
<td>2,281.07</td>
</tr>
<tr>
<td>10105</td>
<td>Invoice</td>
<td></td>
<td>12/1/12</td>
<td>1/1/13</td>
<td>USD</td>
<td>12,672.60</td>
<td>12,672.60</td>
<td>2,281.07</td>
</tr>
<tr>
<td>11797</td>
<td>Deposit</td>
<td></td>
<td>7/28/04</td>
<td>8/27/04</td>
<td>USD</td>
<td>8,000.00</td>
<td>8,000.00</td>
<td>1,440.00</td>
</tr>
<tr>
<td>1223</td>
<td>Invoice</td>
<td></td>
<td>12/1/12</td>
<td>12/1/12</td>
<td>USD</td>
<td>25,345.20</td>
<td>25,345.20</td>
<td>4,562.14</td>
</tr>
<tr>
<td>1224</td>
<td>Invoice</td>
<td></td>
<td>12/1/12</td>
<td>12/1/12</td>
<td>CNY</td>
<td>145.16</td>
<td>145.16</td>
<td>26.13</td>
</tr>
<tr>
<td>1226</td>
<td>Invoice</td>
<td></td>
<td>12/1/12</td>
<td>12/1/12</td>
<td>USD</td>
<td>25,345.20</td>
<td>25,345.20</td>
<td>4,562.14</td>
</tr>
<tr>
<td>1242</td>
<td>Invoice</td>
<td></td>
<td>12/1/12</td>
<td>12/1/12</td>
<td>CNY</td>
<td>145.16</td>
<td>145.16</td>
<td>26.13</td>
</tr>
<tr>
<td>1243</td>
<td>Invoice</td>
<td></td>
<td>12/1/12</td>
<td>12/1/12</td>
<td>USD</td>
<td>25,345.20</td>
<td>25,345.20</td>
<td>4,562.14</td>
</tr>
<tr>
<td>1245</td>
<td>Invoice</td>
<td></td>
<td>12/1/12</td>
<td>12/1/12</td>
<td>CNY</td>
<td>145.16</td>
<td>145.16</td>
<td>26.13</td>
</tr>
<tr>
<td>142629</td>
<td>Payment</td>
<td></td>
<td>1/3/06</td>
<td>1/3/06</td>
<td>USD</td>
<td>-33,247.42</td>
<td>-17.36</td>
<td>-3.12</td>
</tr>
<tr>
<td>142555</td>
<td>Payment</td>
<td></td>
<td>16/06</td>
<td>16/06</td>
<td>USD</td>
<td>-10,000.00</td>
<td>-10,000.00</td>
<td>-1,800.00</td>
</tr>
</tbody>
</table>

Total for Customer Business World: 169,345.06, 34,083.01

Key Insights

The report uses the percent collectible value that you specify in the Collectible field of the Credit and Collections section of the customer account profile to calculate the bad debt provision.

Frequently Asked Questions

The following table lists frequently asked questions about the Bad Debt Provision Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Accounting</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Financial Manager during period close processing.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>When you need customer overdue transaction collectibility information to create the provision for bad debt accounting journals.</td>
</tr>
<tr>
<td>What can I do with this report?</td>
<td>Schedule periodically.</td>
</tr>
</tbody>
</table>
### FAQ

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What type of report is this?</td>
<td>Oracle Business Intelligence Publisher</td>
</tr>
</tbody>
</table>

---

**Bad Debt Provision Report**

Use the Bad Debt Provision Report to review your bad debt exposure. The report prints for each customer all open debit items, unapplied receipts, and on-account credits, and the provision for bad debt based on the percent collectible.

The Bad Debt Provision Report uses the percent collectible value that you specify in the **Collectible** field of the Credit and Collections section of the customer account profile to calculate the bad debt provision. The report does not include customers with profiles that do not have a value assigned to this field.

Submit this report according to your customer account review requirements.

**Report Output**

The report by default sorts information by customer account status, but you can sort the information within each account status by customer name or customer account number.

This table describes column headings in the output of the Bad Debt Provision Report.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class and Transaction Type</td>
<td>In the context of this report, any activity against an open item, including payments.</td>
</tr>
<tr>
<td>Ledger Currency Bad Debt Provision</td>
<td>The bad debt provision based on the ledger currency balance due and the percent that is uncollectible.</td>
</tr>
</tbody>
</table>

This table describes row headings in the output of the Bad Debt Provision Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total for Customer [Name]</td>
<td>The total balance due and provision for each customer in the ledger currency.</td>
</tr>
<tr>
<td>Total for Report</td>
<td>The total balance due and provision for all customers in the report in the ledger currency.</td>
</tr>
</tbody>
</table>
Customer Account Status Report: Explained

This topic contains summary information about the Customer Account Status Report.

Overview

The Customer Account Status Report displays detailed information about each of your customer accounts.

<table>
<thead>
<tr>
<th>Account Status</th>
<th>Low Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Number</td>
<td>Class</td>
</tr>
<tr>
<td>Collector</td>
<td>Wyatt Clarke</td>
</tr>
<tr>
<td>Customer Name</td>
<td>Computer Service and Consulting</td>
</tr>
<tr>
<td>Customer Account Number</td>
<td>1142</td>
</tr>
<tr>
<td>Customer Site</td>
<td>Burlington (OPS)</td>
</tr>
<tr>
<td>512222</td>
<td>Invoice</td>
</tr>
<tr>
<td>512401</td>
<td>Invoice</td>
</tr>
<tr>
<td>512402</td>
<td>Invoice</td>
</tr>
<tr>
<td>512480</td>
<td>Invoice</td>
</tr>
<tr>
<td>512509</td>
<td>Invoice</td>
</tr>
<tr>
<td>512570</td>
<td>Invoice</td>
</tr>
<tr>
<td>512577</td>
<td>Invoice</td>
</tr>
<tr>
<td>512575</td>
<td>Invoice</td>
</tr>
<tr>
<td>512813</td>
<td>Invoice</td>
</tr>
<tr>
<td>512823</td>
<td>Invoice</td>
</tr>
<tr>
<td>512942</td>
<td>Invoice</td>
</tr>
<tr>
<td>INV007_01</td>
<td>Invoice</td>
</tr>
<tr>
<td>INV007_02</td>
<td>Invoice</td>
</tr>
<tr>
<td>INV007_03</td>
<td>Invoice</td>
</tr>
<tr>
<td>INV007_04</td>
<td>Invoice</td>
</tr>
<tr>
<td>INV007_05</td>
<td>Invoice</td>
</tr>
</tbody>
</table>

Key Insights

The report displays for each customer all open debit items, credit items, and total balance due in the ledger currency.

Frequently Asked Questions

The following table lists frequently asked questions about the Customer Account Status Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Financial Specialist or Financial Manager when analyzing customer accounts.</td>
</tr>
<tr>
<td>FAQ</td>
<td>Answer</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>When you want to analyze the detail that makes up the customer account balances by specific account statuses or collectors.</td>
</tr>
<tr>
<td>What can I do with this report?</td>
<td>Schedule as needed.</td>
</tr>
<tr>
<td>What type of report is this?</td>
<td>Oracle Business Intelligence Publisher</td>
</tr>
</tbody>
</table>

Customer Account Status Report

Use the Customer Account Status Report to review your customer accounts. The report displays for each customer all open debit items, credit items, and total balance due in the ledger currency.

Run this report according to your customer account review process.

Selected Report Parameters

**Order By**

Arrange the information in the report by Collector, Customer Name or Customer Account Number.

**From/To Account Status**

Limit the report to customer accounts within a range of account statuses. The range you specify includes all statuses in alphabetic order.

Report Output

This table describes important column headings in the Customer Account Status Report.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Number</td>
<td>Either the transaction number or the receipt number for customer payments.</td>
</tr>
<tr>
<td>Class</td>
<td>Indicates a debit item, credit item, bill receivable or payment.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>Either the transaction date for an invoice, debit memo, credit memo or on-account credit, or the receipt date for customer payments.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>The transaction type for each transaction in the report. If this is a payment, the report displays Payment.</td>
</tr>
<tr>
<td>Transaction Due Date</td>
<td>The date payment is due for the transaction. If the transaction is an installment invoice, the report displays a separate row for each due date.</td>
</tr>
<tr>
<td>Original Amount in Ledger Currency</td>
<td>The original amount of the transaction in the ledger currency. The report displays credit items as negative numbers.</td>
</tr>
</tbody>
</table>
Column Heading | Description
--- | ---
Balance Due in Ledger Currency | The remaining amount due for each transaction converted to the ledger currency. The report displays credit balances as negative numbers.

This table describes important row headings in the Customer Account Status Report.

Row Heading | Description
--- | ---
Total for Account Status | The total balance due for each account status in the ledger currency.
Total for Collector (collector name) and Customer Site (site number) | The total balance due for each customer site in the ledger currency.
Total for Report | The total balance due for the entire report in the ledger currency.

Customer Balance Revaluation Report: Explained

This topic contains summary information about the Customer Balance Revaluation Report.

Overview

The Customer Balance Revaluation Report identifies customers with credit (negative) balances.

![Customer Balance Revaluation Report](image)

Key Insights

The report provides the balance of a customer and the open items that make up the balance, and lists customers by positive and negative balance.
Frequently Asked Questions
The following table lists frequently asked questions about the Customer Balance Revaluation Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Financial Manager during period close processing.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>When you need to create accounting journals for revaluated customer accounts and identify customers with negative balances.</td>
</tr>
<tr>
<td>What can I do with this report?</td>
<td>Schedule as needed.</td>
</tr>
<tr>
<td>What type of report is this?</td>
<td>Oracle Business Intelligence Publisher</td>
</tr>
</tbody>
</table>

Customer Balance Revaluation Report

Use the Customer Balance Revaluation Report to identify customers with credit (negative) balances. The enterprises in certain countries are required to enter a manual journal entry to adjust the general ledger balance for these customers.

The report provides you with two results:

- Independent from the accounting entries for your receivables account, this report gives you the balance of your customer and the open items that make up the balance. It takes into account on-account receipts.
- The report lists the customers with a negative balance only, customers with a positive balance only, or both positive and negative balances, depending on the setting of the Customer Balance parameter. This information is needed for countries that require a separate entry on the balance sheet for customers with a negative balance.

Use the results of this report to determine the amount you need to manually adjust your general ledger balance to reflect the difference between the original balance and the revaluated balance. You would then reverse this entry at the beginning of the following period to resynchronize your receivables with general ledger accounts.

Note: Make sure you have entered an End-of-Period (EOP) rate for each currency used. If any EOP is missing, the report notifies you that the results calculated may be incorrect.

Run this report in conjunction with both your customer account reviews and reconciliation activities.

Selected Report Parameters

**Revaluation Period**

The period that you want to revaluate.

**Include up to Due Date**
If you want to differentiate short-term, mid-term, and long-term receivables activities, enter a date in this parameter. Otherwise, leave the field blank.

**Customer Balance**

- Show positive Balance: List only customers with a positive balance.
- Show negative Balance: List only customers with a negative balance.
- Show positive and negative Balance: List the balance for all customers. This is the default.

**Report Output**

This table describes important column headings in the Customer Balance Revaluation Report.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Number</td>
<td>The number of the transaction.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>The name of the transaction type.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>The date of the transaction.</td>
</tr>
<tr>
<td>Due Date</td>
<td>The due date of the transaction.</td>
</tr>
<tr>
<td>Currency</td>
<td>The transaction currency.</td>
</tr>
<tr>
<td>Open Original Amount</td>
<td>The balance of the transaction in the entered currency.</td>
</tr>
<tr>
<td>Conversion Rate</td>
<td>The conversion rate for foreign currency transactions. This value is 1 for ledger currency transactions.</td>
</tr>
<tr>
<td>Open Ledger Currency Amount</td>
<td>The balance of the transaction in the ledger currency valuated at the conversion rate used when the transaction was approved.</td>
</tr>
<tr>
<td>EOP Rate</td>
<td>The End-of-Period rate, which the report uses to reevaluate the balance of the transaction.</td>
</tr>
<tr>
<td>EOP Open Ledger Currency Amount</td>
<td>The balance of the transaction in the ledger currency revaluated using the EOP rate.</td>
</tr>
<tr>
<td>Open Revaluated Amount</td>
<td>Receivables uses the lower of the Open Ledger Currency Amount and the EOP Open Ledger Currency Amount to determine the market value of the open item.</td>
</tr>
</tbody>
</table>

This table describes important row headings in the Customer Balance Revaluation Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name/Customer Account Number</td>
<td>The customer name, customer account number, and customer site with open items.</td>
</tr>
<tr>
<td>Row Heading</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Total</td>
<td>The total open ledger currency amount, EOP open ledger currency amount, and open revaluated amount for the customer.</td>
</tr>
<tr>
<td>Balance for [Customer Name]</td>
<td>The total open balance for the customer in the ledger currency.</td>
</tr>
<tr>
<td>Debit</td>
<td>The sum of the positive open items for the customer.</td>
</tr>
<tr>
<td>Credit</td>
<td>The sum of the negative open items for the customer.</td>
</tr>
</tbody>
</table>

💡 **Tip:** The Debit and Credit totals help you determine the amount of the adjustments to your general ledger balances.

**FAQs for Review Customer Account Balances**

**When is a receipt at risk?**

You can apply a receipt to an open debit item before cash is actually received from the bank. Receipts with a Standard remittance method are considered at risk if they have been confirmed, but not yet cleared. Receipts with a Factored remittance method are considered at risk if they haven't yet been risk-eliminated.

By default receipts at risk appear as part of the customer open balance. Enable the **Exclude receipts at risk** option to remove these receipt amounts from the open balance calculation.

**What is the total open receivables amount?**

The total open receivables amount is the amount per currency of the amount in the **Total Transaction Due Amount** column less the amount in the **Receipts Pending Application Amount** column. This amount provides the current receivables position of a customer account.

**What is the last transaction and last receipt?**

The contextual area of the Review Customer Account Details page displays information about the most recent transaction and the most recent receipt belonging to the selected customer account. If there were multiple transactions or receipts on the same date, the contextual area displays the transaction and receipt with the largest amount.

This display is by date and, if applicable, by amount only. The transaction and receipt displayed don’t necessarily reference the same business unit or share the same entered currency.
What's the difference between account activity and transaction activity?

Activity against a customer account refers to the transactions and payments that go into the details of the account.

Customer account activities include:

- Invoice
- Credit Memo
- Debit Memo
- Chargeback
- Payment (receipt)

Activity against an individual transaction or receipt refers to the specific debits, credits, reversals, and adjustments that constitute the history of one receivables item.
5 Manage Revenue for Receivables

Process Revenue for Receivables

Recognizing Revenue: Explained

Run the Recognize Revenue program to generate the revenue distribution records for invoices and credit memos that use invoicing and revenue scheduling rules. Revenue scheduling rules determine the number of periods and the percentage of total revenue to record in each accounting period. Invoicing rules determine when to recognize the receivable for invoices that span more than one accounting period.

The Recognize Revenue program selects all transactions that have invoicing and revenue scheduling rules and that haven’t yet been processed since the last submission of the program. This includes new transactions, unprocessed transactions, and partially processed transactions. The Recognize Revenue program creates the revenue distribution records for all accounting periods specified by the revenue scheduling rule on each transaction line.

Creating Revenue Distributions

The Recognize Revenue program creates distribution records for invoices and credit memos both created manually and imported using AutoInvoice. The Recognize Revenue program uses the accounting distributions defined by AutoAccounting to determine the accounts for the revenue distribution records. If a transaction contains a deferred revenue scheduling rule, then the Recognize Revenue program instead creates the distribution records for the specified unearned revenue account. Deferred revenue is later recognized according to the contingencies associated with the particular transaction.

The Recognize Revenue program also creates the receivable, tax, freight, and AutoInvoice clearing account assignments which correspond to the accounting date of each transaction included in the program submission.

Note: The Recognize Revenue program creates accounting distributions for all periods of status Open, Future, or Not Open. If any period has a status of Closed or Close Pending, then the Recognize Revenue program creates the distributions in the next Open, Future, or Not Open period.

If you later decide that the revenue distributions need to be reclassified, you can update the individual revenue distribution on the transaction. Receivables automatically creates the necessary reverse accounting entries.

Each run of the Recognize Revenue program generates a Revenue Recognition Execution report. Use this report to review the details of revenue recognition on your transactions, as well as any records that failed processing.

Reviewing Unprocessed or Partially Processed Transactions

The Revenue Recognition Execution report contains a section called Unprocessed or Partially Processed Transactions, for transactions that failed processing for revenue recognition.

A transaction can fail revenue recognition processing either partially or completely:

- Partially Processed Transactions: If some but not all of the transaction lines are successfully processed, then the transaction appears as Partially Processed. For example, if processing succeeded for lines 1 and 2 of an invoice that has 3 invoice lines, the report displays one record for line number 3 with the accompanying line details.
• Unprocessed Transactions: If all of the transaction lines weren't processed, then the transaction appears as Unprocessed. For example, if processing failed for all 3 lines of an invoice, the report displays three record entries, one for each line, with the accompanying line details.

The main reason for failure to process revenue on a transaction or transaction line is data corruption on the transaction. Two examples of data corruption are:

• Incorrect accounting period on the transaction.
• Missing data needed to process revenue recognition on the transaction.

Reviewing Transactions with Invalid Accounts

The Revenue Recognition Execution report contains a section called Transactions with Invalid Accounts, for transactions that were successfully processed for revenue recognition but contained invalid revenue accounts.

Note: The Transactions with Invalid Accounts section only appears on the execution report when the Recognize Revenue program is submitted in Summary mode.

This section lists all successfully processed transaction lines that have invalid revenue accounts.

An invalid revenue account doesn’t prevent the processing of transactions and transaction lines for revenue recognition. If a transaction contained transaction lines that failed processing for revenue recognition, then the failed transaction lines appear instead in the Unprocessed or Partially Processed Transactions section. In this case, the same transaction number may appear on both sections of the report, if there were both transaction lines that failed processing and transaction lines that were processed successfully but with invalid revenue accounts.

Related Topics

• Revenue Scheduling Rules: How They Are Used

Deferred and Non-Deferred Revenue Scheduling Rules: Examples

Revenue scheduling rules determine the number of accounting periods and percentage of total revenue to record in each accounting period for a transaction. When you use deferred revenue scheduling rules, the Recognize Revenue program creates a single distribution per line that posts to an unearned revenue account. You later earn the revenue either when a contingency expires or by manually scheduling the revenue.

You can use deferred revenue scheduling rules only for invoices that are assigned the In Advance invoicing rule. If you use a deferred revenue scheduling rule with a single accounting period, Receivables recognizes the revenue in the period that you specify.

If you use a deferred revenue scheduling rule with multiple accounting periods, Receivables creates the revenue recognition schedule based on the rule, and the start date is determined by the accounting start date that you provide. If the accounting start date occurs in a closed accounting period, Receivables posts that portion of revenue into the subsequent open accounting period.

If you use a non-deferred revenue scheduling rule with multiple accounting periods, Receivables uses the schedule created by the Recognize Revenue program. If an accounting period is closed, Receivables posts that portion of revenue into the subsequent open accounting period.

The following examples illustrate revenue recognition with deferred and non-deferred revenue scheduling rules.
Revenue Recognition with a Deferred Revenue Scheduling Rule

This table illustrates revenue recognition on a $300 invoice with a 3-month deferred revenue scheduling rule and an original start date of February 2. In this example, all accounting periods are open.

<table>
<thead>
<tr>
<th>Accounting Date</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$0</td>
</tr>
<tr>
<td>March 2</td>
<td>$0</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
</tbody>
</table>

The February 2 row shows what the original revenue recognition schedule is if the revenue scheduling rule is not deferred. However, because the rule is deferred, Receivables creates a single distribution line that posts to an unearned revenue account when you run the Recognize Revenue program.

You can then earn the revenue on this invoice, but you enter March 2 as the accounting start date. Receivables honors the original schedule, illustrated by the February 2 row, but ignores the original start date from the transaction and uses the March 2 accounting date that you entered. This shifts the schedule by one month, as illustrated by the March 2 row.

Revenue Recognition with a Non-Deferred Revenue Scheduling Rule

This table illustrates revenue recognition on a $300 invoice with a 3-month non-deferred revenue scheduling rule. In this example, February is at first open, but is later closed before you can finish adjusting the invoice revenue.

<table>
<thead>
<tr>
<th>Accounting Date</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$0</td>
</tr>
<tr>
<td>March 2</td>
<td>$0</td>
<td>$200</td>
<td>$100</td>
<td>$0</td>
</tr>
</tbody>
</table>

The February 2 row shows the original revenue recognition schedule that Receivables creates when you first run the Recognize Revenue program. At this stage, February is open.

You then discover that the schedule was incorrect, so you unearn and then correctly re-earn the invoice revenue. When you re-earn revenue on invoices with non-deferred revenue scheduling rules, Receivables uses the original schedule, as illustrated by the February 2 row.

But because February is now closed, Receivables posts the February allocation to March, as illustrated by the March 2 row.

FAQs for Process Revenue for Receivables

How does my revenue policy affect revenue recognition?

If you set up a revenue policy, Receivables assigns revenue contingencies to any transaction or transaction line that violates the policy, and defers revenue on these transactions or transaction lines.
There are three policy areas that can cause the assignment of revenue contingencies:

- **Creditworthy customer**: If a customer is considered not creditworthy, Receivables assigns a payment-based revenue contingency to the transaction and only recognizes revenue to the extent of payments received.
- **Refund policy**: If the transaction is associated with a contract that offers a refund period that exceeds the refund policy, Receivables assigns a time-based revenue contingency to the transaction and only recognizes revenue after the refund policy period expires.
- **Payment terms**: If the transaction has payment terms that exceed the payment terms policy, Receivables assigns a payment-based revenue contingency to the transaction and only recognizes revenue to the extent of payments received.

**Why do transactions require manual scheduling?**

If a transaction has a deferred revenue scheduling rule, then all revenue is assigned to the unearned revenue account. You recognize revenue manually for these transactions at the appropriate time, according to the revenue policy of your enterprise.

For transactions assigned time-based revenue contingencies, you can recognize revenue manually if the contingency is met in advance of the specified time period, for example, a customer provides early acceptance of the terms of a post-billing customer acceptance clause.

It may also happen that Receivables can’t automatically record certain contingencies, such as the completion of a particular service. In these cases you need to manually schedule revenue recognition.

<< Note: >> Once you manually adjust revenue, Receivables discontinues the automatic monitoring of contingencies on the related transactions.

**When do I expire a revenue contingency?**

You can expire a revenue contingency at any time, according to the circumstances surrounding the contingency and the related transaction.

For example, you may need to expire one contingency on a transaction line and assign a new contingency to the same transaction line. In other cases, a contingency may be assigned in error to a transaction.

You can expire a time-based contingency if the terms of the contingency are met in advance of the specified time period, such as a change in time-period for a funding clause or acceptance clause.

---

**Process Revenue Adjustments for Receivables**

**Revenue Recognition Settings: Explained**

You must ensure that you enable certain settings in order to recognize revenue properly on your transactions.

These settings influence revenue recognition on your transactions:

- Salesperson System Options
- Revenue Adjustment Reason Lookup Type
- AutoAccounting based on Standard Line
Salesperson System Options
You must enable the **Require salesperson** Receivables system option for revenue accounting. Revenue accounting requires that you assign sales credits to all transactions that can be adjusted for either revenue or sales credits. If you don’t normally track sales credits, and you want to use revenue accounting for revenue adjustments only, use the default salesperson value of No Sales Credit.

Optionally enter a value in the **Sales Credit Percent Limit** field on Receivables system options to limit the percentage of revenue plus non-revenue sales credit that a salesperson can have on any transaction line. If you don’t enter a value for this system option, then no sales credit limit validation is performed during revenue accounting.

Revenue Adjustment Reason Lookup Type
Use the **Revenue Adjustment Reason** lookup type to define reasons specific to your enterprise for making revenue adjustments.

AutoAccounting based on Standard Line
If AutoAccounting is set to derive accounting segments based on standard line, the transaction line must be either an inventory item or a standard memo line. Otherwise, AutoAccounting can’t derive a valid account code combination for revenue recognition.

Modifying Invoices with Deferred Revenue: Explained
You can modify invoice lines that have deferred revenue or revenue contingencies.
You can make these modifications:

- Adjust revenue
- Adjust invoices
- Modify distributions and sales credits
- Credit invoices
- Reverse receipts

Each activity has a different effect on active revenue contingencies.

> **Note:** You can’t set an invoice with active revenue contingencies to Incomplete.

Adjusting Revenue
When you move revenue on an invoice line from an unearned to an earned revenue account, or vice versa, this action removes the invoice line revenue contingencies. The invoice is no longer subject to automatic revenue recognition.

This does not apply to adjustments to sales credits, because you can only adjust sales credits on revenue that has already been scheduled.

Adjusting Invoices
You can manually adjust an invoice with revenue contingencies. However, if the GL Account Source for the specified adjustment activity is Revenue on Invoice, then Receivables removes the contingency from the invoice after making the
adjustment. This is because AutoAccounting derives the anticipated revenue accounting distribution accounts and amounts, thereby overriding the event-based revenue management process.

If you want Receivables to continue monitoring an invoice for automatic revenue recognition, then always use a credit memo to adjust an invoice with contingencies.

Modifying Distributions and Sales Credits

You can manually change the accounting distributions and sales credits on an invoice with contingencies.

Receivables removes the contingencies from the invoice for these types of changes:

- For distributions, you change an existing accounting distribution to a revenue or any other account.
- For sales credits, you rerun AutoAccounting when you modify sales credits.

Crediting Invoices

If you issue a credit memo against an invoice that had revenue automatically deferred upon import, then the impact of the credit memo on the invoice differs depending on the original reason for the revenue deferral. This applies only if you set the Invoice Accounting Used for Credit Memos profile option to Yes.

For example, you apply a credit memo against an invoice that had revenue deferred due to one or more contingencies, but some of the revenue was partially recognized. A portion of the invoice revenue, therefore, is still in an unearned revenue account. Different procedures apply depending on whether the contingencies are payment-based or time-based:

- Payment-based contingencies: If revenue on this invoice was deferred due to unmet payment-based contingencies, then Receivables always debits the unearned revenue account for the full amount of the credit memo, according to the initially assigned revenue scheduling rules.

  ▶ Caution: This is a departure from standard functionality. When you credit an invoice that is not under evaluation for event-based revenue management, Receivables prorates the amount of the credit memo between the earned and unearned revenue invoice amounts.

  If the amount of the credit memo exceeds the amount of the unearned revenue on the invoice, and the credit memo transaction type allows overapplication, then Receivables records the excess amount as a debit to the unearned revenue account. You can optionally clear the negative unearned revenue on this invoice.

- Time-based contingencies: If revenue on this invoice was deferred due to unexpired time-based contingencies, then Receivables always prorates the credit memo amount between the earned and unearned revenue amounts on the invoice. If a multi-period revenue scheduling rule exists on an invoice, then Receivables further prorates the credit memo amount across future periods.

If you apply a credit memo against an invoice with revenue that was already manually adjusted, then Receivables follows standard credit memo functionality. Receivables prorates the credit memo amount between the earned and unearned revenue amounts on the invoice, even if the invoice was initially analyzed for collectibility and acceptance. In this case, you must confirm that the earned and unearned revenue on the invoice is stated appropriately for each period. If necessary, use the Manage Revenue Adjustments pages to make any further adjustments.

Reversing Receipts

If you apply a receipt to an invoice with revenue contingencies, and you later reverse the receipt, the impact of the receipt reversal differs depending on the original reason for the revenue deferral.
Different procedures apply depending on whether the contingencies are payment-based or time-based:

- **Payment-based contingencies:** If you apply a receipt to an invoice with a payment-based contingency, Receivables initiates revenue recognition for the applied amount. If you later reverse the receipt, Receivables automatically unearns the previously earned revenue.

- **Time-based contingencies:** If you apply a receipt against an invoice line with an unexpired time-based contingency, Receivables leaves the receipt amount as unearned revenue, but marks the amount as pending revenue recognition when the contingency expires. If you later reverse the receipt, then Receivables reflects the receipt reversal by simply removing the pending status from the receipt amount.

If revenue on an invoice was deferred due to unexpired time-based contingencies only, then the reversal of a receipt does not impact the amount and timing of revenue recognition. For example, if all lines of an invoice are associated with a nonstandard refund policy (90 days), Receivables recognizes revenue only upon the expiration of the 90-day period. Applying and later reversing a receipt against this invoice has no impact on the timing and amount of revenue recognition.

---

### Adjusting a Percentage of Revenue: Explained

If you transfer sales credits for all salespersons to a new salesperson using the **Entire Revenue Amount** option, this action transfers 100% of sales credits from all salespersons on the specified lines to the new salesperson.

If you transfer sales credits for all salespersons to a new salesperson using the **Schedule Percentage of Total Amount of Selected Lines** option, this action transfers only the specified percentage, prorated across the original salespersons based on their current sales credits.

#### Example of Transferring Sales Credits

Three salespersons are assigned to a transaction line with a revenue split of 20:30:50. If you transfer all adjustable revenue to a new salesperson, the new salesperson receives 100% (20 + 30 + 50).

If you transfer only 5%, the new salesperson receives 5% of the line total and the transferred amount is prorated among the three salespersons.

This table illustrates the transfer of sales credits:

<table>
<thead>
<tr>
<th>Salesperson</th>
<th>Revenue Split</th>
<th>Transfer Percentage</th>
<th>Prorated Transfer Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salesperson 1</td>
<td>20</td>
<td>5%</td>
<td>.05 * 20 = 1</td>
</tr>
<tr>
<td>Salesperson 2</td>
<td>30</td>
<td>5%</td>
<td>.05 * 30 = 1.5</td>
</tr>
<tr>
<td>Salesperson 3</td>
<td>50</td>
<td>5%</td>
<td>.05 * 50 = 2.5</td>
</tr>
</tbody>
</table>

---

### Sales Credits and AutoAccounting: Explained

In order to transfer sales credits, you must set up AutoAccounting to derive at least one segment of the revenue account from salesperson. If no revenue account segment is derived from salesperson, the transfer of revenue sales credits does not have an accounting impact. If there are no sales credits on the transaction, then you cannot add non-revenue sales credits.
If you update sales credits on the Edit Transaction page, do not rerun AutoAccounting if all of these factors apply:

- AutoAccounting is based on salesperson.
- **Update of Existing Sales Credits Allowed** profile option is set to Yes.
- You previously adjusted revenue on the transaction using the Manage Revenue Adjustments pages.

⚠️ **Note:** To safely update sales credits on transactions that have had revenue adjustments, you should always use the Manage Revenue Adjustments pages.

### Related Topics

- How do I manage sales credits?

## Processing Multiple Contingencies: How It Works

If multiple contingencies exist on multiple invoice lines, then revenue recognition can occur at different times for different lines on the invoice. If multiple contingencies exist on a single invoice line, then revenue recognition for that line occurs only after the latest contingency expires.

### Settings That Affect Invoices with Multiple Contingencies

A single invoice or invoice line can contain both payment-based contingencies and time-based contingencies:

- Payment-based contingencies: Receivables recognizes revenue on the invoice line or portion of the invoice line when payment is received.
- Time-based contingencies: Receivables recognizes revenue only when the contingency expires.

If no unexpired contingencies remain on the invoice line, Receivables initiates revenue recognition according to the initially assigned revenue scheduling rule. If other unexpired contingencies remain on the invoice line, Receivables doesn't initiate revenue recognition for the invoice line.

### How Multiple Contingencies Are Calculated

Multiple contingencies are calculated differently for each of these circumstances:

- Two time-based contingencies on the same invoice.
- Two time-based contingencies on the same invoice line.
- Payment-based and time-based contingencies on the same invoice.

### Two time-based contingencies on the same invoice

You enter a customer invoice with 6 lines. Lines 2 and 3 are associated with a fiscal funding clause (60 days) and Line 5 is associated with a cancellation provision (90 days). Revenue for Lines 1, 4, and 6 are fully recognized, either immediately or according to the existing revenue scheduling rules.

After 60 days, the fiscal funding clause on Lines 2 and 3 expires. Receivables initiates revenue recognition in full for Lines 2 and 3.

After another 30 days, the cancellation provision on Line 5 expires. Receivables initiates revenue recognition in full for Line 5.
Two time-based contingencies on the same invoice line

You enter or import an invoice for a creditworthy customer, and one of the invoice lines is associated with both a nonstandard refund policy (50 days) and an acceptance clause (120 days).

Receivables doesn’t recognize revenue on this invoice line until the acceptance clause expires after 120 days. If, for example, you obtain written acceptance from the customer after 80 days, you can record early acceptance to allow revenue recognition.

Note: The accounting date when you enter early acceptance becomes the revenue recognition date for this invoice line.

Payment-based and time-based contingencies on the same invoice

You import a customer invoice with 2 lines. Line 1 is $150 and Line 2 is $1,000. Line 2 is associated with an acceptance clause (60 days) and a cancellation provision (150 days). In addition, the customer has been granted extended payment terms on this invoice. Due to the existing contingencies, Receivables can’t recognize revenue for either line on this invoice.

After 45 days, you apply a $500 receipt against the invoice. Because it is a partial payment, Receivables prorates this payment across the two invoice lines, based on the weighted average formula:

- Receivables recognizes revenue for Line 1 in the amount of $65.21.
- Receivables can’t recognize revenue for Line 2 because of the acceptance clause and cancellation provision. Receivables instead assigns $434.79 for Line 2 as an amount that is pending revenue recognition.

After 60 days, the acceptance clause on Line 2 expires. However, Receivables can’t recognize the $434.79 that is still pending because of the cancellation provision.

After 75 days, you apply a $650 receipt against the invoice:

- Receivables recognizes the remaining $84.79 in revenue for Line 1.
- Receivables still can’t recognize revenue for Line 2 because of the acceptance clause and cancellation provision. Receivables assigns another $565.21 for Line 2 as an amount that is pending revenue recognition. The total amount for Line 2 that is pending revenue recognition is now $1,000.

After 150 days, the acceptance clause on Line 2 expires, and Receivables recognizes the entire $1,000 in revenue for Line 2.

Related Topics

- Revenue Contingencies: Explained

Revenue Recognition and Receipt Application: Examples

These examples illustrate the impact of receipt applications on transactions with deferred revenue or revenue contingencies.

Payment in Full

You import invoice 2002 for $600, and Receivables defers all revenue because the customer is not creditworthy. You later apply a payment of $600 against this invoice.

Since payment in full was received and applied against the invoice, Receivables recognizes the revenue by debiting $600 from the unearned revenue account and crediting $600 to an earned revenue account, according to the initially assigned revenue scheduling rule.
Note: Revenue that is recognized based on receipt application can never exceed the original amount due on the invoice line, less any applicable credit memos. If there is an overpayment, Receivables doesn’t recognize the overpayment as revenue, even if the transaction allows overapplication.

Partial Receipt Application
You import a $350 invoice with three invoice lines. Receivables defers all revenue because the customer wasn’t creditworthy.

You then apply a receipt for $100 against this invoice. Because the customer is not creditworthy, Receivables can recognize revenue only to the extent of the applied receipt. Because this is a partial receipt, Receivables must calculate how much revenue to attribute to each invoice line.

When applying a partial receipt, Receivables uses a weighted average formula to calculate the revenue amounts to recognize for each line. Receivables calculates the revenue for each line as follows:

- **Line 1 = $50**
  
  \[
  \left(\frac{\$50}{\$350}\right) \times \$100 = \$14.28571
  \]

  Receivables rounds this amount down to $14.28.

- **Line 2 = $100**
  
  \[
  \left(\left(\left(\frac{\$100}{\$350}\right) + \frac{\$50}{\$350}\right)\right) \times \$100 - \$14.28 = \$28.5771
  \]

  Receivables rounds this amount down to $28.57.

- **Line 3 = $200**
  
  \[
  \left(\left(\left(\frac{\$200}{\$350}\right) + \frac{\$100}{\$350}\right) + \frac{\$50}{\$350}\right) \times \$100 - \left(\$14.28 + \$28.57\right) = \$57.15
  \]

  Receivables rounds the last amount up to account for the rounding of the previous lines.

Any future receipts applied against this invoice are calculated for revenue for each line in the same way.

Partial Receipt Application with Multiple Contingencies
You apply a payment for $400 against invoice 3003. This invoice has 5 lines: Line 1 is $200, Line 2 is $450, Line 3 is $100, Line 4 is $700, and Line 5 is $550.

Receivables reviews the original invoice 3003, and determines that revenue was deferred because:

- Invoice 3003 was assigned extended payment terms.
- Line 3 is associated with a non-standard refund policy contingency.
- Line 5 is associated with a cancellation provision contingency.

Since the $400 receipt is a partial payment, Receivables prorates this payment across the invoice lines, based on the weighted average formula. However, for simplicity, assume that Receivables applies $80 to each invoice line:

- Receivables recognizes revenue for Lines 1, 2, and 4 in the amount of $80 each.
- Receivables can’t recognize revenue for Lines 3 and 5 due to the unexpired time-based contingencies. Receivables therefore marks the $80 payments for Lines 3 and 5 as amounts that are pending revenue recognition at a later date.

When the contingencies later expire, Receivables recognizes revenue for Lines 3 and 5 in the amount of $80 each. Any future receipts applied against this invoice are analyzed in the same way.
Ineligible Transactions
You apply a payment for $200 against invoice 1001. After reviewing the original invoice 1001, Receivables determines that this transaction was never eligible for automatic revenue recognition. This could be for one of several reasons:

- The invoice wasn't created manually or imported using AutoInvoice.
- A deferred revenue scheduling rule is assigned to the invoice.
- Event-based revenue management was never activated for the invoice. Either there is no default revenue policy, or contingencies didn't exist on the invoice during import.

In this case, Receivables doesn’t proceed with further analysis of this receipt. Applying a payment to invoice 1001 won’t trigger revenue recognition.

Accounting for Credit Memos Against Invoices with Revenue Contingencies: Examples
These examples illustrate the accounting for partial credit memos against an invoice with revenue contingencies. The details of the invoice setup are:

- An invoice is imported for $750.
- The invoice has 3 lines:
  - Line 1 is $200
  - Line 2 is $450
  - Line 3 is $100
- The invoice has 2 revenue contingencies:
  - Line 1 is associated with a nonstandard 90-day refund policy.
  - Line 3 is associated with a 120-day cancellation provision.
- Invoice Accounting Used for Credit Memos profile option = Yes.
- Customer has extended payment terms.

First Transaction
This table shows the initial accounting entry:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
<td>750.00</td>
<td>None</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>None</td>
<td>750.00</td>
</tr>
</tbody>
</table>

Second Transaction
You apply a $300 receipt against the invoice, 45 days after the invoice date.
Based on the weighted average formula, Receivables applies:

- $80 to Line 1.
- $180 to Line 2.
- $40 to Line 3.

The result of these applications is as follows:

- Receivables can't recognize revenue for Line 1 or Line 3 due to the related contingencies. Receivables records payments to Line 1 and Line 3 as amounts that are pending revenue recognition at a later date.
- Receivables can only recognize revenue for Line 2.

This table describes the accounting entry:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>300.00</td>
<td>None</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>None</td>
<td>300.00</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>180.00</td>
<td>None</td>
</tr>
<tr>
<td>Earned Revenue</td>
<td>None</td>
<td>180.00</td>
</tr>
</tbody>
</table>

The total amount due on this invoice is now $450. The unearned revenue amount on this invoice is $570.

**Third Transaction**

You apply a credit memo for $200 against this invoice.

Because this invoice has a combination of payment-based and time-based contingencies, the balance of the credit memo is not prorated between the unearned revenue and revenue accounts. Instead, Receivables credits the receivables account and debits the unearned revenue account for the full amount of the credit memo.

This table describes the accounting entry:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unearned Revenue</td>
<td>200.00</td>
<td>None</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>None</td>
<td>200.00</td>
</tr>
</tbody>
</table>

The total amount due on this invoice is now $250. The unearned revenue amount on this invoice is $370.

**Fourth Transaction**

After 90 days pass, the refund policy expires. Receivables initiates revenue recognition for the amount of the receipt that you previously applied to Line 1.

This table describes the accounting entry:
The total amount due on this invoice is still $250. However, the unearned revenue amount on this invoice is $290.

**Fifth Transaction**

You apply a credit memo for $150 against this invoice.

Because the invoice still has a combination of payment-based and time-based contingencies against it, Receivables credits the receivables account and debits the unearned revenue account for the full amount of the credit memo.

This table describes the accounting entry:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unearned Revenue</td>
<td>150.00</td>
<td>None</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>None</td>
<td>150.00</td>
</tr>
</tbody>
</table>

The total amount due on this invoice is now $100. The unearned revenue amount on this invoice is $140.

**Sixth Transaction**

After 120 days pass, the cancellation policy expires. Receivables initiates revenue recognition for the amount of the receipt that you previously applied to Line 3.

This table describes the accounting entry:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unearned Revenue</td>
<td>40.00</td>
<td>None</td>
</tr>
<tr>
<td>Earned Revenue</td>
<td>None</td>
<td>40.00</td>
</tr>
</tbody>
</table>

The total amount due on this invoice is still $100. The unearned revenue amount on this invoice is $100.

**Seventh Transaction**

You apply a $100 receipt against the invoice.

Based on the weighted average formula, Receivables applies:

- $27 to Line 1.
- $60 to Line 2.
- $13 to Line 3.
At this point, all time-based contingencies have expired.

This table describes the accounting entry:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>100.00</td>
<td>None</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>None</td>
<td>100.00</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>100.00</td>
<td>None</td>
</tr>
<tr>
<td>Earned Revenue</td>
<td>None</td>
<td>100.00</td>
</tr>
</tbody>
</table>

The invoice is now fully paid and no unearned revenue remains.

FAQs for Process Revenue Adjustments for Receivables

**What's the difference between scheduled revenue and unscheduled revenue?**
Revenue is scheduled when Receivables creates, for a transaction line, the revenue distribution records for all accounting periods as specified by the revenue scheduling rule assigned to each line. Scheduled revenue doesn’t mean that the revenue amounts are already earned. It means only that Receivables has created the distribution records for these amounts.

Revenue that is unscheduled is deferred to an unearned revenue account. Revenue remains unscheduled either until you manually schedule the revenue or an event triggers the automatic recognition of previously deferred revenue, for example, the customer makes a payment.

**What happens if I change the accounting date?**
If you change the accounting date, this becomes the new start date for revenue recognition, in place of the revenue start date on the transaction line.

You can change the accounting date provided either of these factors is true:
- There is no revenue scheduling rule on the transaction line.
- If there is a revenue scheduling rule, it is for a single period only.

If a revenue scheduling rule with more than one period exists, Receivables uses the original start date and revenue recognition schedule on the transaction.

**What's the difference between revenue and nonrevenue sales credits?**
Revenue sales credits refer to the percentage of revenue generated from the sale recorded on a transaction or transaction line that is allotted to each salesperson.

Non-revenue sales credits refer to additional revenue above the transaction or transaction line amount allotted to a salesperson that is unrelated to the sale itself, for example, a sales bonus.

**Can I update sales credits on the transaction?**
Yes, you can update sales credits on the transaction or transaction line before posting to the general ledger.
The primary salesperson is assigned when you first enter the transaction. You only need to enter or update sales credit information on the transaction in these cases:

- Assign sales credits to more than one salesperson.
- Distribute credit across transaction lines.

After you post to general ledger, you must use the Manage Revenue Adjustments pages to update sales credits.

**Note:** For rule-based transactions, you can't use the Create and Edit Transaction pages to update sales credits or modify salespersons after running revenue recognition, even if the transaction is incomplete. You must use the Manage Revenue Adjustments pages.
Manage Bills Receivable

Create and Process Bills Receivable

Applying Transactions to Bills Receivable: Explained

You can apply any class of transaction to a bill receivable. You can also apply a bill receivable that has the status Unpaid to a new bill receivable.

By default, you can only apply transactions that belong to the drawee and its related customers. If the Receivables system option Allow payment of unrelated transactions is enabled, then you can apply transactions of unrelated customers to the bill.

You can apply full or partial transaction amounts to a bill. To apply a partial amount, update the Applied Amount field with the amount that you want. The unapplied portion of a transaction remains an open item.

If you designated an amount for the bill receivable, you must apply transactions to equal the designated amount. You can’t complete a bill receivable with a designated amount until the total transaction application amounts equal this amount.

Note: Transactions applied to a bill receivable follow the natural application rule, even though the individual transactions assigned to the bill may allow for overapplication.

You can only apply transactions that have the same currency as the bill receivable, and all transactions applied to the bill must share the same conversion rate. The bill inherits the conversion rate from the transactions assigned to it when you complete the bill. If you want to apply transactions with a different currency, you must remove all transactions currently applied to the bill and change the currency of the bill.

Related Topics

• Preparing Transactions for Bills Receivable Batches: Critical Choices

Batching Transactions for Bills Receivable: Points to Consider

Use the Create Bills Receivable Batch program to create bills receivable from customer transactions. Use the program parameters to specify the desired options for the batch and to limit the selection of transactions to batch for bills receivable.

Transactions eligible for inclusion in a bills receivable batch require these settings:

• Paying customer defined as drawee.
• Bills receivable creation receipt method.
• All transactions must have the same currency and conversion rate.

In addition to preparing eligible transactions, there are these points to consider when you run the Create Bills Receivable Batch program to create bills receivable from transactions:

• Using Transaction Sources for Bills Receivable
• Entering Bills Receivable Dates
• Managing Bills Receivable Creation Receipt Methods

Using Transaction Sources for Bills Receivable
Transaction sources for bills receivable require these settings:

• Source type of Manual.
• Automatic batch numbering option enabled.
• Value entered in the Last Number field.
• Transaction source is both valid and active on the issue date of the bills receivable created by the program.

If you are using a bills receivable creation receipt method that has the Inherit Transaction Number option enabled, automatic numbering of bills receivable occurs in this way:

• If the program creates a bill receivable from one transaction only, the bill receivable number inherits the transaction number, unless the transaction number is already used by another transaction with the same transaction source as the bill receivable.
• If the transaction number of a bill receivable created from one transaction only is already used by another transaction with the same transaction source as the bill receivable, or if the program creates a bill receivable from more than one transaction, the program uses the automatic transaction numbering settings on the transaction source.

Entering Bills Receivable Dates
Review the guidelines related to entering and using these bills receivable dates: accounting date, issue date, and maturity date.

This table describes the guidelines to follow for entering dates in bills receivable batches.

<table>
<thead>
<tr>
<th>Date</th>
<th>Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Date</td>
<td>Enter an accounting date that belongs to an open or future period. Bills receivable that don’t require customer acceptance can inherit the accounting date of the batch. For bills receivable that require customer acceptance, the accounting date is derived from the acceptance accounting date that you enter when the customer accepts the bill.</td>
</tr>
<tr>
<td>Issue Date</td>
<td>The issue date is the date that the bill receivable is created. You must enter an issue date that is:</td>
</tr>
<tr>
<td>Maturity Date</td>
<td>The maturity date is the date when full payment is due on the bill receivable. The maturity date can’t be earlier than the issue date. If you don’t enter a date in this parameter, Receivables derives the maturity date from the bills receivable creation receipt method.</td>
</tr>
</tbody>
</table>

Managing Bills Receivable Creation Receipt Methods
The bills receivable creation receipt method assigns important values to bills receivable, and determines how transactions are grouped into bills receivable.

This table describes the guidelines to follow for working with bills receivable creation receipt methods in bills receivable batches.
Because transaction types are set-enabled, the **Transaction Type** parameter of the Create Bills Receivable Batch program only makes available for selection the bills receivable transaction types:

- Belonging to the reference set of the business unit selected for the program run.
- Assigned to the bills receivable creation receipt method of the program run, if one is selected.

If you want to use transactions belonging to more business units, then set up and assign to transactions the necessary number of bills receivable creation receipt methods and bills receivable transaction types to include all reference sets with all the applicable business units.

The value of the **Number of Bills Receivable Rule** field determines how to group transactions into bills receivable:

- If the rule is **One per Customer** or **One per Customer Due Date**, then at least one customer must contain an active drawee site defined as **Primary**. These rules cannot group transactions from different customer sites with no site defined as **Primary**.
- If the rule is **One per Invoice**, **One per Payment Schedule**, **One per Site** or **One per Site Due Date**, then a primary drawee site is not required, but the customer bill-to site must also be a drawee site. These rules cannot group transactions if there is no bill-to site defined as a drawee site.

The numbering of bills receivable in a batch depends on the settings of the bills receivable creation receipt method and the bills receivable transaction source.

If only one transaction is assigned to the bill receivable created by the batch, then the batch process uses the transaction number as the bill receivable number provided both of these conditions apply:

- **Bills receivable inherit transaction numbers** option is enabled on the bills receivable creation receipt method assigned to the transaction.
- Transaction number is not already used by another transaction with the same transaction source as the bill receivable.

If the **Bills receivable inherit transaction numbers** option is not enabled, or if the bill contains more than one transaction, then the batch process numbers bills receivable according to the transaction source assigned to the batch.

Ordinarily, a bills receivable transaction source has the **Automatic transaction numbering** option enabled. If you are using document sequences and the **Copy document number to transaction number** option is enabled, then Receivables uses the document sequence number assigned to the bill as the bill receivable number.

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### Related Topics

- Preparing Transactions for Bills Receivable Batches: Critical Choices
- Setting Up a Bills Receivable Creation Receipt Method: Procedure
- Managing Transaction Numbering: Points to Consider
- Setting Up a Bills Receivable Creation Receipt Method: Procedure
Completing a Bill Receivable: Explained

Use the **Complete** button to complete bills receivable transactions.

To complete a bill receivable, you must:

- Enter all required information for the bill.
- Apply transactions to the bill. Transactions must have the same currency as the bill, and all transactions must have the same conversion rate.
- Apply transactions to equal the designated amount of the bill, if applicable.

If the bill receivable requires drawee acceptance, completing the bill changes its status to Pending Acceptance. While a bill receivable has the status of Pending Acceptance, you can't perform any other activity on the transactions belonging to the bill, such as applying receipts, credit memos, or adjustments. When you receive written acceptance from the customer, you can accept the bill receivable.

If the bill receivable doesn't require drawee acceptance, completing the bill changes its status to Pending Remittance and these actions are performed:

- Record the first accounting for the bill.
- Reduce the amount due on the applied transactions.
- Assign the bill receivable to the outstanding balance of the customer drawee.

If you are using document sequencing, Receivables ignores the **Document Number Generation Level** Receivables system option and generates the document number when you complete the bill receivable. If the **Copy Document Number to Transaction Number** option on the bills receivable transaction source is enabled, then the document number and bill receivable number are the same.

Accepting a Bill Receivable: Explained

When you complete a bill receivable that requires drawee acceptance, the bill is assigned the status Pending Acceptance with no accounting date specified. A bill receivable requires drawee acceptance if the **Signed** option is enabled.

After the customer drawee accepts the bill receivable, use the **Accept** action to record the acceptance. In the Accept window:

- Enter in the **Date** field the date that the customer drawee accepted the bill receivable. This date must be after the bill receivable issue date.
  
  The date that you enter becomes the date that the transactions are applied to the bill.

  - If necessary, in the **Accounting Date** field, update the accounting date.

  This accounting date becomes both the accounting date for the bill receivable and the acceptance accounting date for the transactions applied to the bill. Receivables calculates the acceptance accounting date according to the open accounting period rules for the applied transactions.

After you accept the bill:

- Receivables records the first accounting for the bill.
- The applications reduce the amounts due on the related transactions.
• The bill receivable appears in the outstanding balance of the customer drawee.
• The bill is updated with the status Pending Remittance.

Related Topics
• What’s the difference between a signed and unsigned bill receivable

FAQs for Create and Process Bills Receivable

What’s a bill receivable?
A bill receivable is a separate transaction in Receivables. A bill receivable is a document that a customer formally agrees to pay at some future date (the maturity date).

The bill receivable document effectively replaces, for the related amount, the open debit items that are applied to the bill. Bills receivable are often remitted for collection and used to secure short term funding.

What’s a drawee?
A drawee is a customer who accepts funding in the form of a bill receivable with the intention of repaying the party that issues the bill when it matures.

When do I number a bill receivable?
If the bills receivable transaction source doesn’t specify automatic transaction numbering or copying of the document sequence number to the bill number, or if you are not using document sequencing, then you must enter a number for the bill receivable. Otherwise, the bill receivable is numbered when you save.

If you are using manual document sequencing, then you must enter a unique document number.

What happens if I assign an amount to the bill receivable?
This becomes the maximum amount for the bill. The total amount of the transactions applied to the bill must equal the designated maximum amount in order to complete the bill.

If you don’t enter a maximum amount, the amount of the bill is calculated as the sum of the applied transaction amounts when you complete the bill.

Why doesn’t the bill receivable have an accounting date?
Because the bill is a signed bill that requires drawee acceptance. Once the bill receivable is accepted, Receivables assigns an acceptance accounting date to the bill.

Can I continue to add and remove transactions to and from the bill receivable?
Yes, up until the bill is completed or, for bills that require acceptance, until the bill is accepted.

Why can’t I create bills receivable from transactions?
Because you have to assign transactions both a bills receivable creation receipt method and a paying customer defined as a drawee. Only transactions with these assignments are eligible for bills receivable batches.
Can I incomplete and delete a bill receivable?
Yes, but you can only incomplete a bill receivable under certain conditions.
All of these conditions must be true:

- The bill receivable is a signed bill with the status Pending Acceptance, or an unsigned or drawee-issued bill with the status Pending Remittance.
- The bill has never been posted to general ledger.
- There are no payments against the bill.

After you incomplete the bill you can delete it.

You can also incomplete a bill receivable to update details of the bill and complete the bill again.

Remit Bills Receivable

Bills Receivable Remittance: Overview
Remit bills receivable to your remittance bank or other financial institution to initiate the collection process from your customers. Before remitting to a bank, you must create, review, and approve the bills receivable in a remittance batch.

You can create these types of bills receivable remittances:

- Standard remittances: You remit bills receivable to your bank, and the bank manages the collection process. On the bill receivable maturity date, the bank collects payment in full from your customers and transfers the funds directly to your bank account, less any fees or other charges. With standard remittances, you bear the financial risk of customer default.
- Factored remittances: You remit bills receivable as collateral in return for cash advances or loans from your bank. Receivables creates a receipt for the bill receivable upon remittance. If the bill receivable is factored with recourse, you bear the financial risk of customer default, and Receivables records a short term debt for the default risk. If the bill receivable is factored without recourse, the bank assumes the risk of customer default, and Receivables closes the bill upon creation of the remittance.

When you create a bills receivable remittance, the receipt class determines the remittance processes, and the bills receivable remittance receipt method assigned to the receipt class determines the accounting for the bills receivable. Receivables selects qualifying bills receivable for remittance and groups them according to the remittance bank that is assigned to each bill. You can specify additional selection criteria to limit the bills receivable that are selected for remittance.

Creating a Bills Receivable Remittance Batch: Explained
Create a bills receivable remittance batch from eligible bills receivable transactions. During batch creation, Receivables uses the currency and remittance bank information to select bills receivable. You can specify additional selection criteria to limit the bills that are selected for remittance using the Select and Add: Bills Receivable window.

All bills receivable with the status Pending Remittance are eligible for selection. You can also include bills receivable with the status Unpaid if the Include Unpaid Status option is enabled.
Based on the remittance bank information, Receivables selects the following bills receivable for inclusion in the batch:

- Bills receivable with the same remittance bank account as the remittance batch.
- Bills receivable with no remittance bank account.
- Bills receivable with a different bank account from that of the remittance batch, if the Ignore Override option is not enabled.

**Note:** You can change the batch remittance bank information after the remittance batch is created. However, you will receive a warning if the remittance bank of any bill receivable in the batch is different from the new remittance bank of the batch, unless the Override bank option is enabled on that remittance bank account.

After you have entered information for the batch and your selection criteria, use the Save button to generate the bills receivable remittance batch. Receivables validates the status, currency, and remittance bank information of the bills receivable included in the batch. Receivables then selects bills receivable in maturity date order, starting with the earliest maturity date.

Once a bill receivable is selected for a remittance batch, you can’t apply customer payments or other activities to the bill, or select the bill for another remittance batch.

After creating the remittance batch, use the Mange Bills Receivable Remittance Batches page to review, update, and approve the batch.

**Related Topics**

- Setting Up a Bills Receivable Remittance Receipt Method: Explained
- Setting Up a Remittance Bank Account for Bills Receivable: Explained

### Creating and Clearing Receipts for Bills Receivable Remittances: Explained

During the course of the bills receivable remittance process, Receivables both creates and clears receipts for bills receivable.

#### Creating Receipts for Bills Receivable Remittances

Receivables creates a receipt for each bill receivable that is remitted to the bank. The bills receivable remittance receipt method for the remittance batch determines when a receipt is created. You create a receipt to record the accounting event of the expected funds transfer.

The receipt creation process differs for standard and factored remittances:

- **Standard remittances:** Run the Close Matured Bills Receivable program to create receipts and apply them to bills receivable, either at the maturity date plus the number of collection days or at the remittance date plus the number of collection days, whichever is later. Receivables updates the status of the bill receivable to Closed when the receipt is applied to the bill receivable.
- **Factored remittances:** Receivables creates a receipt when a remittance is approved. For bills receivable that are factored with recourse, the receipt is applied to short term debt and the status of the bill is updated to Remitted. For bills receivable factored without recourse, the receipt is applied to the bill receivable upon remittance and the status of the bill is updated to Closed.
Clearing Receipts for Bills Receivable Remittances

The clearing method of the bills receivable receipt class belonging to the bills receivable remittance receipt method determines when Receivables clears receipts and recognizes cash in the remittance process. You define the clearing method, number of clearing days and risk elimination days when you set up the bills receivable remittance receipt class and method.

Select one of these clearing methods:

- **Directly**: Receivables clears the receipt upon creation, and recognizes cash on the receipt date.
- **Automatic Clearing**: Run the Clear Receipts Automatically program to clear receipts on the receipt dates plus the number of clearing days. For standard remittances, the receipt date is either the maturity date plus the number of collection days or the remittance date plus the number of collection days, whichever is later. For factored remittances, the receipt date is simply the remittance date.
- **By Matching**: Use Cash Management to clear the receipt and reconcile cash to your bank statements.

**Related Topics**

- Clearing Receipts: Explained
- Remittance Methods and Clearance Methods

Using the Close Matured Bills Receivable Program: Explained

Use the Close Matured Bills Receivable program and report to create and apply receipts for standard remitted bills receivable, and to apply receipts and eliminate risk on bills receivable factored with recourse. The corresponding report lists the adjustments to each bill receivable and shows all receipts that were cleared by the program run.

**Program Tasks**

You can run the Close Matured Bills Receivable program to accomplish a number of different tasks in relation to bills receivable remittances.

These tasks are:

- Create the receipt on the maturity date for standard remittances.
- Create the receipt when the remittance is approved for factored remittances.
- Unapply the receipt from short term debt and apply it to the bill receivable at the maturity date plus risk elimination days for remittances factored with recourse.
- Update the bill receivable status to Matured Pending Risk Elimination at the maturity date plus risk elimination days, and update the bill status to Closed for eliminating risk on bills receivable factored with recourse.

For standard remitted bills receivable, Receivables both creates the receipt and applies it to the bill receivable. The apply date is the same as the receipt date. Receivables normally performs these operations on the bill maturity date. If the bill was remitted with insufficient time for the bank to collect the funds from the drawee by the maturity date, then Receivables performs these operations on the remittance date plus the number of remittance bank collection days.

You can clear receipts for standard remitted bills receivable manually, or use the Clear Receipts Automatically program to clear receipts that have a clearance method of Automatic Clearing.

For bills receivable factored with recourse, Receivables applies receipts created at the time of remittance to bills receivable and eliminates the risk on each bill. The apply date is the bill receivable maturity date plus the number of risk elimination days.
Accounting Date Parameter

Enter the accounting date to use for the transactions generated by the program and report. You can enter any date in an open accounting period.

For standard remittances, Receivables uses the accounting date you enter unless the date is not in an open period, in which case it will use the accounting date on the bill receivable. If the accounting date on the bill is also not in an open period, then it uses the first day of the next available open period.

For factored remittances, Receivables uses the accounting date you enter unless the date is not in an open period, in which case it will use the accounting date entered for the remittance. If the accounting date entered for the remittance is also not in an open period, then it uses the first day of the next available open period.

FAQs for Remit Bills Receivable

When can I approve a bills receivable remittance batch?
Once you have reviewed the bills receivable remittance batch and are satisfied with its content. Approving the remittance batch initiates the accounting event for the specific type of bills receivable remittance. Depending on the remittance method, the status of the bills receivable is updated from Pending Remittance to either Standard Remitted or Factored Remitted.

What happens if the drawee makes a payment prior to remittance approval?
You can deselect the bill receivable from the remittance batch and apply the receipt directly to the bill receivable.

Can I reverse or unapply bills receivable receipts?
Yes, if the receipts were applied to the bills receivable and not to short term debt. You can reverse or unapply receipts that were created for payments received from customer drawees or receipts that were created from the remittance process.

For bills receivable factored with recourse, receipts are applied to short term debt before the bill maturity date plus risk elimination days. For receipts applied to short term debt, use the Recall action to recall the bill receivable and reverse these receipt applications.

When you reverse or unapply a receipt for a bill receivable, Receivables creates reversal journal entries for the receipt application with either of these results:

- If the receipt is reversed before the maturity date, the status of the bill receivable is updated to Pending Remittance.
- If the receipt is reversed after the maturity date, the status of the bill receivable is updated to Unpaid.

Update Bills Receivable

Bills Receivable Statuses: Explained

During the life cycle of a completed bill receivable, the status of the bill changes over time. Some of these changes are necessary and normal, while others depend on specific events particular to a given bill.

This table lists each bills receivable status and its meaning.
<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Acceptance</td>
<td>The bill was completed, but requires acceptance by the customer drawee.</td>
</tr>
<tr>
<td>Pending Remittance</td>
<td>The bill was completed, and, if necessary, accepted, and is ready for remittance.</td>
</tr>
<tr>
<td>Remitted</td>
<td>The bill was remitted to the bank for collection on the maturity date.</td>
</tr>
<tr>
<td>Factored</td>
<td>The bill was remitted to the bank for collection and an advance given for the bill amount.</td>
</tr>
<tr>
<td>Matured Pending Risk Elimination</td>
<td>A bill factored with recourse has reached the maturity date but is still open to risk of default.</td>
</tr>
<tr>
<td>Unpaid</td>
<td>Payment for the bill was not received on the maturity date.</td>
</tr>
<tr>
<td>Protested</td>
<td>The customer drawee protests a bill in the status Unpaid.</td>
</tr>
<tr>
<td>Canceled</td>
<td>The bill is canceled and the open debits returned to the original transactions.</td>
</tr>
<tr>
<td>Closed</td>
<td>A standard bill was paid, or a factored bill had its risk eliminated.</td>
</tr>
</tbody>
</table>

Bills Receivable Risk: Explained

Create factored bills receivable remittances to remit bills receivable as collateral in return for cash advances or loans from your bank.

For bills receivable factored with recourse, you bear the financial risk of customer default. When you create a bill receivable factored with recourse, Receivables records a short term debt for the default risk. The bills receivable remittance receipt method assigns the number of risk elimination days to the bill. The risk elimination days are the number of days after the bill receivable maturity date that you can clear short term debt on your factored bills receivable.

Receivables applies receipts created at the time of remittance to bills receivable and eliminates the risk on each bill. The apply date is the bill receivable maturity date plus the number of risk elimination days.

You can use the Close Matured Bills Receivable program to apply receipts and eliminate risk on bills receivable factored with recourse. The program performs these tasks:

- Unapplies the receipt from short term debt.
- Applies the receipt to the factored bill receivable at the maturity date plus risk elimination days. The apply date is the bill receivable maturity date plus the number of risk elimination days.
- Eliminates the risk on the factored bill receivable.

You can also use the **Eliminate Risk** action to manually eliminate risk on a bill receivable. You can do this, for example, if payment is received from the customer during the risk elimination period.

If a customer is at risk of not paying the bill receivable after risk has been eliminated, you can use the **Reestablish Risk** action to reestablish risk on the bill. When you reestablish risk on a Closed bill receivable that was factored with recourse, Receivables unapplies the receipt that was created when the bill was factored and applies the receipt to short term debt. The status of the bill is updated to Matured Pending Risk Elimination.
Unpaid Bills Receivable: Explained

On the bill receivable maturity date, the drawee is expected to pay the bill. If payment is not received, you should mark the bill as Unpaid.

You can mark a bill receivable as Unpaid under the following statuses and with the related conditions:

- Pending Remittance, and the bill receivable has not been selected for remittance, placed on hold, or reserved by another bill receivable pending acceptance.
- Standard Remitted, and the bill receivable has matured.
- Matured Pending Risk Elimination.
- Closed, and the bill receivable has been matured as well as paid by one receipt.
- Protested.

When you mark a bill receivable as Unpaid, the status of the bill is updated to Unpaid and the open balance is recorded as a debit to Unpaid Bills Receivable.

Receivables performs these additional actions depending upon the previous status of the bill:

- If the bill is Matured Pending Risk Elimination, Receivables reverses the receipt created when the bill was factored with recourse.
- If the bill is Remitted or Factored with Recourse and then Closed as Unpaid, Receivables reverses the receipt created as a result of the remittance.

You can later remove a bill receivable from the Unpaid status by using the Restate action. When you restate a bill receivable, Receivables reclassifies the bill from Unpaid to Pending Remittance.

Recalling a Bill Receivable: Explained

If necessary, you can recall a remitted or factored bill receivable from the remittance batch. You may need to recall a bill from remittance if, for example, there was an error in the remittance process or you received payment for the bill from the customer.

Select the bill receivable that you want and use the Recall action to enter the necessary information. The recall date and accounting date that you enter must be on or after the remittance date.

When you submit the recall:

- If the bill receivable is recalled before the maturity date, the status of the bill receivable is updated to Pending Remittance.
- If the bill receivable is recalled after the maturity date, the status of the bill receivable is updated to Unpaid.

If you are recalling a bill because payment was received, then after the recall you can apply the receipt directly to the bill receivable.
Accounting Entries for Bills Receivable Activity: Examples

These examples illustrate the journal entries that Receivables creates for each bills receivable activity.

**Bills Receivable**

When you complete a bill receivable, or accept a bill receivable if it requires acceptance, Receivables creates this journal entry on the bill receivable:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bills Receivable</td>
<td>Receivables</td>
</tr>
</tbody>
</table>

If you cancel a bill receivable that is not Pending Acceptance, Receivables creates this journal entry on the bill receivable:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
</table>
| Receivable | • Bills Receivable (if the bill has the status Pending Remittance)  
 • Unpaid Bills Receivable (if the bill has the status Unpaid) |

**Remitted Bills Receivable**

When you remit a bill receivable with a standard remittance method, Receivables creates this journal entry on the bill receivable:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
</table>
| Remitted Bills Receivable | • Bills Receivable (if the bill had the status Pending Remittance before it was remitted)  
 • Unpaid Bills Receivable (if the bill had the status Unpaid before it was remitted) |

On maturity (or maturity plus the number of collection days, if the bill is remitted on or after maturity), Receivables creates this journal entry on the receipt created:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
</table>
| • Remittance (if the clearance method used is By Automatic Clearing or By Matching)  
 • Cash (if the clearance method used is Direct) | Remitted Bills Receivable |
Factored Bills Receivable with Recourse

When you factor a bill receivable with recourse, Receivables creates this journal entry on the bill receivable:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factored Bills Receivable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bills Receivable (if the bill had the status Pending Remittance before it was remitted)</td>
</tr>
<tr>
<td></td>
<td>• Unpaid Bills Receivable (if the bill had the status Unpaid before it was remitted)</td>
</tr>
</tbody>
</table>

Receivables creates this journal entry on the receipt created when factoring with recourse:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term Debt</td>
<td>Factored Bills Receivable</td>
</tr>
<tr>
<td>Remittance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Remittance (if the clearance method used is <strong>By Automatic Clearing</strong> or <strong>By Matching</strong>)</td>
</tr>
<tr>
<td></td>
<td>• Cash (if the clearance method used is <strong>Direct</strong>)</td>
</tr>
<tr>
<td>Short Term Debt</td>
<td></td>
</tr>
</tbody>
</table>

When you eliminate the risk on a bill receivable factored with recourse, Receivables creates this journal entry on the receipt created:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factored Bills Receivable</td>
<td></td>
</tr>
<tr>
<td>Short Term Debt</td>
<td></td>
</tr>
</tbody>
</table>

When you reestablish risk on a bill receivable factored with recourse, Receivables creates this journal entry on the receipt created:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factored Bills Receivable</td>
<td></td>
</tr>
<tr>
<td>Short Term Debt</td>
<td></td>
</tr>
</tbody>
</table>

Factored Bills Receivable without Recourse

When you factor a bill receivable without recourse, Receivables creates this journal entry on the receipt created:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remittance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Remittance (if the clearance method used is <strong>By Automatic Clearing</strong> or <strong>By Matching</strong>)</td>
</tr>
<tr>
<td></td>
<td>• Cash (if the clearance method used is <strong>Direct</strong>)</td>
</tr>
<tr>
<td>Bills Receivable</td>
<td></td>
</tr>
<tr>
<td>Unpaid Bills Receivable</td>
<td></td>
</tr>
</tbody>
</table>

---

**Note:**

- **By Automatic Clearing** and **By Matching** refer to the methods used for automatic clearing of payments.
- **Direct** refers to the direct clearing method.
Unpaid Bills Receivable

When you mark as unpaid a bill receivable with the status Pending Remittance, Receivables creates this journal entry on the bill receivable:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unpaid Bills Receivable</td>
<td>Bills Receivable</td>
</tr>
</tbody>
</table>

When you mark as unpaid a bill receivable with the status Standard Remitted, Receivables creates this journal entry on the bill receivable:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unpaid Bills Receivable</td>
<td>Remitted Bills Receivable</td>
</tr>
</tbody>
</table>

When you mark as unpaid a bill receivable with the status Closed that was previously standard remitted:

- Receivables creates this journal entry on the bill receivable:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unpaid Bills Receivable</td>
<td>Remitted Bills Receivable</td>
</tr>
</tbody>
</table>

- The accounting entries are reversed on the receipt that was applied to the bill receivable:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remitted Bills Receivable</td>
<td>o Cash (if the receipt was cleared)</td>
</tr>
<tr>
<td>o Remittance (if the receipt wasn’t cleared)</td>
<td></td>
</tr>
</tbody>
</table>

When you mark as unpaid a bill receivable with the status Matured Pending Risk Elimination or Closed that was previously factored with recourse:

- Receivables creates this journal entry on the bill receivable:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unpaid Bills Receivable</td>
<td>Factored Bills Receivable</td>
</tr>
</tbody>
</table>

- Receivables creates this journal entry on the receipt created when the bill was factored with recourse:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Short Term Debt (if the bill was Matured Pending Risk Elimination)</td>
<td>Bills Receivable Funds Recovery</td>
</tr>
</tbody>
</table>
• Receivables creates this journal entry on the negative miscellaneous receipt created when the bill receivable factored with recourse is marked as unpaid:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bills Receivable Funds Recovery</td>
<td>Cash (if the original receipt was cleared)</td>
</tr>
<tr>
<td></td>
<td>Remittance (if the original receipt wasn't cleared)</td>
</tr>
</tbody>
</table>

When you mark as unpaid a bill receivable with the status Matured Pending Risk Elimination or Closed that was previously factored without recourse:

• Receivables creates this journal entry on the bill receivable:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unpaid Bills Receivable</td>
<td>Bills Receivable (if the bill had the status Pending Remittance before it was remitted)</td>
</tr>
<tr>
<td></td>
<td>Unpaid Bills Receivable (if the bill had the status Unpaid before it was remitted)</td>
</tr>
</tbody>
</table>

• Receivables creates this journal entry on the receipt created when the bill was factored without recourse:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bills Receivable (if the bill had the status Pending Remittance before it was remitted)</td>
<td>Cash (if the receipt was cleared)</td>
</tr>
<tr>
<td>Unpaid Bills Receivable (if the bill had the status Unpaid before it was remitted)</td>
<td>Remittance (if the receipt wasn’t cleared)</td>
</tr>
</tbody>
</table>

When you restate a bill receivable that was previously marked as unpaid, Receivables creates this journal entry on the bill receivable:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bills Receivable</td>
<td>Unpaid Bills Receivable</td>
</tr>
</tbody>
</table>
Recalled Bills Receivable

When you recall a bill receivable that was previously standard remitted or factored:

- Receivables creates this journal entry on the bill receivable:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bills Receivable (if the bill had the status Pending Remittance before it was remitted)</td>
<td>Remitted Bills Receivable (if the bill was standard remitted)</td>
</tr>
<tr>
<td>Unpaid Bills Receivable (if the bill had the status Unpaid before it was remitted)</td>
<td>Factored Bills Receivable (if the bill was factored with recourse)</td>
</tr>
</tbody>
</table>

- Receivables creates this journal entry on the receipt created when the bill was factored:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term Debt (if the bill was factored with recourse)</td>
<td>Remittance (if the clearance method used is <em>By Automatic Clearing</em> or <em>By Matching</em>)</td>
</tr>
<tr>
<td>Bills Receivable (if the bill was factored without recourse and had the status Pending Remittance before it was remitted)</td>
<td>Cash (if the clearance method used is <em>Direct</em>)</td>
</tr>
<tr>
<td>Unpaid Bills Receivable (if the bill was factored without recourse and had the status Unpaid before it was remitted)</td>
<td></td>
</tr>
</tbody>
</table>

Transaction and Receipt Applications

When you apply a receipt to a bill receivable, Receivables creates this journal entry on the receipt:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash (if the receipt was cleared)</td>
<td>Bills Receivable (if the bill has the status Pending Remittance)</td>
</tr>
<tr>
<td>Remittance (if the receipt wasn’t cleared)</td>
<td>Unpaid Bills Receivable (if the bill has the status Unpaid or Protested)</td>
</tr>
</tbody>
</table>

When you apply an on-account credit memo to a bill receivable, Receivables creates this journal entry on the credit memo:

<table>
<thead>
<tr>
<th>Debit Account</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivable</td>
<td>Bills Receivable (if the bill has the status Pending Remittance)</td>
</tr>
<tr>
<td></td>
<td>Unpaid Bills Receivable (if the bill has the status Unpaid or Protested)</td>
</tr>
</tbody>
</table>

Create intercompany accounting entries whenever a transaction, receipt, or credit memo is applied to a bill receivable with a different company segment.
FAQs for Update Bills Receivable

When do I cancel a bill receivable?
When you want to return the debt to the transactions that were originally applied to the bill. You typically cancel a bill receivable if it was created in error or if you prefer to apply payments to transactions that were applied to the bill.

Use the Mark as Canceled action to cancel a bill. You can cancel a bill that is Pending Acceptance, Pending Remittance, or Unpaid:

- If the bill is Pending Acceptance, canceling the bill releases the applied transactions and has no accounting impact.
- If the bill is Pending Remittance or Unpaid, Receivables unassigns the applied transactions and creates reverse accounting entries.

What's the difference between holding and protesting a bill receivable?
Place a bill receivable on hold when you want to exclude the bill from remittance while you investigate information about the bill or about the transactions applied to the bill. You can only place bills on hold with the status Pending Remittance or Unpaid. You can later release the bill receivable from hold and make it available again for remittance.

Mark a bill receivable as under protest if the drawee protests a bill receivable with the status Unpaid, for example, because of a disagreement as to the maturity date or of payments submitted. There is no accounting impact on a bill under protest. Once the protest is resolved, you can either mark the bill as Unpaid again or, if applicable, apply a customer receipt to the protested bill.

Reports for Manage Bills Receivable
Automatic Bills Receivable Transactions Batch Report: Explained

This topic contains summary information about the Automatic Bills Receivable Transactions Batch Report.

Overview

The Automatic Bills Receivable Transactions Batch Report lists the contents of a bills receivable batch.

### Key Insights

The report lists the bills receivable created in a batch, or the bills receivable that will be created in a batch submitted in Draft.

### Frequently Asked Questions

The following table lists frequently asked questions about the Automatic Bills Receivable Transactions Batch Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Financial Specialist responsible for bills receivable.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>When you need to review a list of the bills receivable created in a batch, or the bills receivable that will be created in a batch if the Create Bills Receivable Batch program is submitted in Draft.</td>
</tr>
</tbody>
</table>
FAQ | Answer
---|---
What can I do with this report? | Set the **Batch Mode** parameter of the Create Bills Receivable Batch program to Draft.
What type of report is this? | Oracle Business Intelligence Publisher

**Automatic Bills Receivable Transactions Batch Report**

Use the Automatic Bills Receivable Transactions Batch Report to review the contents of a bills receivable batch. A bills receivable batch contains bills receivable created from customer drawee transactions.

You can run the report in Detail mode or Summary mode. The report lists the bills receivable created in a batch, or the bills receivable that will be created in a batch submitted in Draft. The report is also generated in Detail mode when you run the Create Bills Receivable Batch program.

**Selected Report Parameters**

**Business Unit**
The selected business unit for the report.

**Batch Name**
The name of the bills receivable batch.

**Report Version**

- **Detail**: Listing of the bills receivable in a batch and information about the transactions assigned to each bill receivable.
- **Summary**: Listing of the bills receivable in a batch.

**Report Output**

This table describes the report headings in the output of the Automatic Bills Receivable Transactions Batch Report.

<table>
<thead>
<tr>
<th>Report Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawee Name</td>
<td>The name of the customer drawee.</td>
</tr>
<tr>
<td>Drawee Number</td>
<td>The account number of the customer drawee.</td>
</tr>
<tr>
<td>Drawee Site</td>
<td>The site reported on belonging to the customer drawee account.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>The bills receivable creation receipt method used to generate bills receivable from transactions.</td>
</tr>
<tr>
<td>Grouping Rule</td>
<td>The bills receivable creation receipt method rule used to group transactions into bills receivable.</td>
</tr>
<tr>
<td>Report Heading</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Maximum</td>
<td>The maximum amount, specified in the bills receivable creation receipt method, that a bill receivable can have.</td>
</tr>
<tr>
<td>Minimum</td>
<td>The minimum amount, specified in the bills receivable creation receipt method, that a bill receivable can have.</td>
</tr>
<tr>
<td>Lead Days</td>
<td>The number of days before the transaction due date, specified in the bills receivable creation receipt method, that a transaction was eligible to be applied to a bill receivable.</td>
</tr>
<tr>
<td>Currency</td>
<td>The ledger currency.</td>
</tr>
</tbody>
</table>

This table describes the column headings in the output of the Automatic Bills Receivable Transactions Batch Report.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bills Receivable Number</td>
<td>The bill receivable number.</td>
</tr>
<tr>
<td>Amount</td>
<td>The amount assigned to the bill.</td>
</tr>
<tr>
<td>Maturity Date</td>
<td>The date payment is due on the bill receivable.</td>
</tr>
<tr>
<td>Drawee Bank Name</td>
<td>The name of the customer drawee bank.</td>
</tr>
<tr>
<td>Contact Name</td>
<td>The contact person at the customer drawee bank.</td>
</tr>
<tr>
<td>Special Instructions</td>
<td>Any special instructions for processing the bill.</td>
</tr>
<tr>
<td>Bills Receivable Transaction Type</td>
<td>The bills receivable transaction type assigned to bills receivable created from transactions by the bills receivable creation receipt method.</td>
</tr>
<tr>
<td>Issue Date</td>
<td>The date the bill receivable is created.</td>
</tr>
<tr>
<td>Accounting Date</td>
<td>The bill receivable accounting date.</td>
</tr>
<tr>
<td>Document Number</td>
<td>The document sequence number assigned to the bill, if applicable.</td>
</tr>
<tr>
<td>Transaction Number</td>
<td>The number of the transaction applied to the bill.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>The transaction type of the transaction applied to the bill.</td>
</tr>
<tr>
<td>Applied Amount</td>
<td>The amount of the transaction that was applied to the bill.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>The creation date of the transaction applied to the bill.</td>
</tr>
<tr>
<td>Transaction Due Date</td>
<td>The due date of the transaction applied to the bill.</td>
</tr>
</tbody>
</table>
### Column Heading | Description
--- | ---
Balance Due: | The open balance of the transaction applied to the bill.
Conversion Rate | The conversion rate used for the entered currency of the transaction applied to the bill, if not the ledger currency.

This table describes the row headings in the output of the Automatic Bills Receivable Transactions Batch Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Count of Invoices</td>
<td>The total number of transactions applied to a single bill receivable.</td>
</tr>
<tr>
<td>Drawee</td>
<td>The name of the customer drawee for the applicable transactions.</td>
</tr>
<tr>
<td>Total</td>
<td>The total amount of the bill receivable amount in the entered currency.</td>
</tr>
<tr>
<td>Batch Total in Ledger Currency</td>
<td>The total amount of all bills receivable in the ledger currency for the customer drawee.</td>
</tr>
<tr>
<td>Total Count of Bills Receivable</td>
<td>The total number of bills receivable created in the batch.</td>
</tr>
<tr>
<td>Batch Total</td>
<td>The total bills receivable amount in the ledger currency for all customer drawees in the batch.</td>
</tr>
</tbody>
</table>

**Related Topics**

- Preparing Transactions for Bills Receivable Batches: Critical Choices
Bills Receivable Remittance Batch Management Report: Explained

This topic contains summary information about the Bills Receivable Remittance Batch Management Report.

Overview

The Bills Receivable Remittance Batch Management Report provides detailed information about a bills receivable remittance batch.

Key Insights

Review both remittance batch information and information about each bill receivable in the batch.

Frequently Asked Questions

The following table lists frequently asked questions about the Bills Receivable Remittance Batch Management Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Scheduled Processes - Create Bills Receivable Remittance Batch</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>Financial Specialist responsible for bills receivable.</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>To review a run of the Create Bills Receivable Remittance Batch program.</td>
</tr>
<tr>
<td>What can I do with this report?</td>
<td>According to your bills receivable remittance schedule.</td>
</tr>
<tr>
<td>What type of report is this?</td>
<td>Oracle Business Intelligence Publisher</td>
</tr>
</tbody>
</table>
Bills Receivable Remittance Batch Management Report

Use the Bills Receivable Remittance Batch Management Report to review a run of the Create Bills Receivable Remittance Batch program. You can run the program either as a scheduled process or from the Create or Edit Bills Receivable Remittance Batch pages.

You can also use the Manage Bills Receivable Remittance Batches page to search for and review remittance batches.

Review this report each time you generate a bills receivable remittance batch.

Selected Report Parameters

**Business Unit**
The selected business unit for the report.

**Remittance Batch Date**
The creation date of the remittance batch.

**Remittance Batch Accounting Date**
The accounting date of the remittance batch.

**Approve**
Indicate whether to approve the remittance batch when it is generated. Approving the remittance batch initiates the accounting event for the bills receivable remittance.

**Currency**
The currency for the remittance batch. The program selects bills receivable eligible for remittance with this currency.

**Remittance Method**
- Standard: Remit bills receivable to the remittance bank.
- Factoring: Remit bills receivable as collateral in return for cash advances or loans from the remittance bank. When the remittance batch is approved, create the receipt for the bill receivable.

**With Recourse**
If you set the Remittance Method parameter to Factoring:
- Yes: You bear the financial risk of customer default.
- No: The bill receivable is closed and the remittance bank assumes the risk of customer default.

**Receipt Class and Method**
The bills receivable remittance receipt class and receipt method to use to create the remittance batch.

**Remittance Bank Branch and Bank Account**
The remittance bank and account for this remittance batch. The program selects both eligible bills receivable with this remittance bank account, and eligible bills receivable with no remittance bank account assigned.

**Include Unpaid Status**

Bills receivable with the status Pending Remittance that match the other criteria for this remittance batch are eligible for selection. If you select Yes, then bills receivable with the status Unpaid are also eligible for selection.

**Minimum Remittance Total**

Only create a remittance batch if the total amount of eligible bills receivable equals or exceeds this amount.

**Maximum Remittance Total**

Only create a remittance batch if the total amount of eligible bills receivable equals or is less than this amount.

**Report Output**

The report contains two sections:

- Bills Receivable Remittance Batch: Information about the remittance batch.
- Remitted Bills Receivable: Information about each bill receivable in the remittance batch.

**Bills Receivable Remittance Batch**

**Batch Name**

The name or number of the remittance batch.

**Batch Date**

The remittance batch date.

**Batch Status**

- Completed Approval
- Completed Cancellation
- Completed Creation
- Completed Deletion
- Processed
- Started Approval
- Started Cancellation
- Started Creation
- Started Deletion
- Waiting Post Batch

**Remittance Bank Account Name**

The remittance bank account name.
Remittance Method
Standard or Factoring.

Factored With Recourse
• Yes: Bills receivable factored with recourse.
• No: Bills receivable other than factored with recourse.

Payment Method
The remittance receipt method used to create the remittance batch.

Accounting Date
The remittance accounting date.

Currency
The remittance currency.

Batch Amount
The total remittance amount in the remittance currency.

Remitted Bills Receivable

Drawee Name
The customer drawee name.

Drawee Account Number
The customer drawee account number.

Drawee Bank
The customer drawee bank.

Bills Receivable Number
The number of the bill receivable.

Maturity Date
The date payment is due on the bill receivable.

Amount
The bill receivable amount.

Row Headings

Totals for Customer [Customer Name]
The total bills receivable remittance amount for each customer.

Number of Bills Receivable Remitted for Customer [Customer Name]
The total number of bills receivable remitted for each customer.
Totals for Currency
The total bills receivable remittance batch amount in the remittance currency.

Number of Bills Receivable Remitted
The total number of bills receivable remitted in the remittance batch.

Print Bills Receivable Program and Report
Use the Print Bills Receivable program to print a batch of bills receivable. You can print bills belonging to a bills receivable batch or a bills receivable remittance batch.
The Print Bills Receivable Report prints details of each bill receivable included in the program run.
Use this report according to your bills receivable transaction processing requirements.

Selected Report Parameters

Bill Receivable Template Name
The print template to use to print bills receivable.

Batch Name
The bills receivable batch from which to print bills receivable.

Remittance Batch
The bills receivable remittance batch from which to print bills receivable.

Report Output
This table describes important column headings in the Print Bills Receivable Program and Report.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawee Account Number</td>
<td>The account number of the customer drawee.</td>
</tr>
<tr>
<td>Original Transaction Amount</td>
<td>The original amount of the transaction.</td>
</tr>
<tr>
<td>Bills Receivable Applied Amount</td>
<td>The amount of the transaction that was applied to bills receivable.</td>
</tr>
</tbody>
</table>

This table describes important row headings in the Print Bills Receivable Program and Report.

<table>
<thead>
<tr>
<th>Row Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Original Transaction Amount</td>
<td>The total of the original amounts of all transactions in the report.</td>
</tr>
<tr>
<td>Total Bills Receivable Amount Due</td>
<td>The total open transaction amount that was applied to bills receivable.</td>
</tr>
<tr>
<td>Row Heading</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>

---
7 Manage Credit Management

Credit Management: Overview

Credit Management provides a comprehensive system for developing and implementing policies and procedures to help you manage credit-related data and make intelligent credit decisions about your customers.

Credit Management is part of the Credit-to-Cash solution for capturing orders, billing customers, processing payments and adjustments, and managing all related accounting. The Credit Management solution includes the following processes:

- Credit profiles and policies
- Credit reviews
- Credit review management
- Credit management tools

Credit Profiles and Policies

Create a credit profile for each of your customers and customer accounts. The credit profile contains key information for establishing the creditworthiness of each of your customers, including credit classifications, credit limits, and credit review cycles.

You can set up a credit-only profile at the customer, or party, level for enterprises with an extended hierarchy of businesses. You can also create specific profiles for individual customer accounts.

Credit Reviews

A credit review begins when a credit-related event takes place.

There are three events that initiate credit reviews:

- A customer fails a credit authorization request.
- A customer is included in a scheduled run of the Periodic Credit Review process.
- A credit analyst initiates a credit review for a new customer or for an occasional review of an existing customer.

All credit reviews begin with the creation of a credit case folder. The case folder is the central document that a credit analyst uses to review and make decisions about a particular customer credit review.

Credit Review Management

Use the Credit Reviews work area to review and manage credit case folders. Credit analysts can search case folders, view high-level information about their case folders, and take actions such as create a new case folder, reassign a case folder to another analyst, and close case folders.
The credit analyst uses the case folder to:

- Review a customer credit score.
- Where necessary, update the data point values that affect a credit score.
- Provide recommendations for customer credit.

The credit manager can perform the functions of the credit analyst, as well as oversee the case folders of all his or her credit analysts, and approve or reject credit decisions.

Credit Management Tools

Credit Management provides tools for developing an analysis of customer creditworthiness and making informed credit decisions.

The Credit Management tools include:

- Scoring models: Design scoring models to calculate a credit score based on credit data specific to a customer or customer account.
- Data points: Enter and maintain detailed information about customer financial and accounting history to develop a picture of customer creditworthiness.
- Case folder templates: Create case folder templates for different types of credit reviews, and automatically assign a specific template to a case folder during the initial credit review and case folder creation process.

Opening a Credit Case Folder: Explained

A credit case folder is a record that contains the set of data used to conduct a credit review of a customer or customer account, or of a customer account with an individual credit request source transaction.

A credit case folder contains the following data and tools:

- Customer or customer account information, including the case folder currency and the current credit limit.
- Credit classification and review type for this case folder.
- If the Review Type is Credit Checking Failure, information about the failure, including the requested amount, the customer's available credit, and information about the source transaction that initiated the credit authorization request.
- Credit case folder template assigned to the case folder, used to define the type of scoring and data points available.
- Data points needed for the credit analysis.
- If applicable, a scoring model to calculate the credit score.
- Actions and Recommendations for the credit review.

The review types are:

- Ad Hoc Review: initiated by manually creating a credit case folder.
- Credit Checking Failure: initiated by a credit checking failure.
- Periodic Review: initiated by a periodic review of the credit of a customer or customer account.
Note: In cases where one customer account calls the credit checking service more than once with different requests, and each of these requests results in a credit checking failure, then a separate credit case folder is created for each credit checking failure, identified by the customer account and the source transaction that initiated the credit authorization request. If such a credit request is approved, a credit authorization is created for the customer account using the attributes of the source transaction.

The case folder creation process involves these steps:

- The active case folder template is selected for the combination of credit classification and review type. If the customer or customer account credit profile doesn’t have a credit classification defined, then the default case folder template is used.
- The case folder template is used to display in the case folder the required and optional data point values to use for the credit review.
- If the case folder template contains a scoring model, the case folder displays the data point values needed for the credit score calculation, and the scoring model attempts to calculate the credit score.
- If the credit score calculation is successful, the score is displayed in the Credit Score field. The available hyperlink opens the Scoring Details page for review of the scoring calculation.
  - If the credit score calculation is not successful, due to missing data point values, you must enter or populate the necessary values to calculate the score.
- The user who creates a new credit case folder is designated as the credit analyst for the case folder. The case folder created by credit checking failure or periodic review is assigned the credit analyst for the applicable customer or customer account, if defined in the credit profile.

The new case folder is assigned an initial status and is displayed first in the Credit Reviews work area.

Deriving the Credit Limit in a Party Hierarchy: Explained

When a credit check is initiated, the credit checking process ordinarily looks for a credit limit value in the customer account profile and, if no value is found, in the customer profile. Once a credit limit value is found, credit checking proceeds to verify the customer’s credit for the given credit authorization request.

You can also define a party-level hierarchy for a customer. If you use a party-level hierarchy, then the credit checking process uses the credit definitions in the party hierarchy to determine the customer credit limit.

The party-level hierarchy is set up using the Manage Hierarchies setup task. To use a particular type of hierarchy in Credit Management, you specify the hierarchy type using the Hierarchy Type for Credit Management profile option. The default value for this profile option is None, meaning no customer hierarchy is used by Credit Management unless you assign one. If you want to use a party-level hierarchy, set the Hierarchy Type for Credit Management profile option value to the correct hierarchy type as defined in the Manage Hierarchies setup task.

If a party-level hierarchy is defined for a customer, then the credit checking process first derives a credit limit from the parent party in the hierarchy, and then considers the available credit for each child party in the hierarchy to find the actual credit limit.
For example, consider the following party-level hierarchy for Vision Corporation:

![Diagram of party hierarchy]

The party profile credit limit defines the total credit amount that all children have available. In this example, Vision Corporation has a credit limit of $50 million. The actual credit limit for a given party is derived by considering both the defined credit limits and the children that don’t have a credit limit defined.

Vision USA has a credit limit of $20 million available to its three accounts. Account 1 has a specified credit limit of $5 million, so Account 2 and Account 3 together can use up to $15 million.

Vision Middle East has a credit limit of $3 million available to its two accounts. Account 7 and Account 8 together can make use of this $3 million.

Vision Canada and Vision Mexico don’t have credit limits defined, so effectively these parties can make use of the undefined $27 million in credit.

If, for example, Vision Canada Account 4 submits an order for $2.5 million and Vision Mexico Account 6 submits an order for $3.5 million, then after these orders are authorized, the remaining credit available to Vision Canada and Vision Mexico is $21 million.
Data Points: Explained

A data point is a single piece of credit information that pertains to a customer. Examples of data points include the number or amount of past due invoices; bank account average balance; percentage of invoices paid promptly; and the customer’s credit ratings with external agencies.

The data points assigned to a case folder form the basis for making determinations about a customer's creditworthiness. A collection of specific data points is also used by a scoring model to calculate the customer’s credit score.

Data Point Categories

Credit Management provides a set of predefined data points in several categories.

These categories are:

- Aging: Data related to customer open balances.
- Bank References: Information about customer bank accounts.
- Billing and Payments: Customer transaction and payment history.
- Business Information and Credit: Data related to customer credit history, both within your own enterprise and with external credit agencies and monitoring services.
- Collateral: Information about customer collateral, as it relates to establishing or requesting credit.
- Financial Data: Data related to the health of a customer business, such as profits, losses, and cash flow.
- Guarantors: Information about third parties willing to guarantee customer credit.
- References: Information about third parties that provide references for the customer.
- Trade References: Information from third parties in the same trade that provide statements of creditworthiness for the customer.
- Venture Funding: Information about investment funding for the customer.
- Additional: Additional data points available for user-defined categories and values.

Scorable and Non-Scorable Data Points

Use scorable data points to provide numeric financial data about a customer and to create a scoring model. Use non-scorable data points for additional reference information.

For a scoring model, a scorable data point requires you to enter possible value ranges for the given item of data and to assign a numeric score to each value range to reflect the possible credit risk.

For example, the data point that identifies the count of customer past due invoices may have ranges from 0-10 (low credit risk), 10-50 (moderate credit risk), and 50-100 (high credit risk).

A non-scorable data point provides additional reference information for a credit review, independent of the score calculation. This additional information can be a factor in making a credit decision.

For example, if a customer has a business location in a high-risk country, this can potentially reduce its credit rating.

Related Topics

- Maintaining the Summary Tables for Data Points: Explained
• Importing Credit Data: Explained

### Updating Data Points in a Case Folder: Explained

The credit case folder displays in the Data Points section the data points available by default for the credit review. These default data points are supplied by the credit case folder template.

Data points are grouped by data point category in alphabetic order. Within a category, the required data points are listed first, followed by the optional data points.

Receivables populates the Data Points section with all system-derived data point values. You can't update these values. A warning icon appears next to each required data point that doesn't have a value populated.

You can save a case folder without completing all of the required data point values, but you can't approve a case folder until all required values are entered and, if a scoring model is used, the credit score is calculated.

### Entering Data Point Values

During a credit review, you can add optional data points to the case folder and remove default data points that were set as optional in the case folder template. If you are using a scoring model, then any values you enter in optional data points that are scorable are included in the credit score calculation.

Enter in the Value fields the remaining data that you need for your credit determination. You can either enter a value directly or import third-party data for the specific customer or customer account.

The values for data points in the categories Aging, Billing and Payments, and Business Information and Credit that relate to customers and customer accounts are system-derived. You can't enter values for these data points in a case folder. If a value is missing for one or more of these data points, you must refresh the summary tables that maintain this data, and then refresh the case folder, to populate the required fields.

### Updating a Scoring Model

If you are using a scoring model and the credit score was not calculated, use the Scoring Details page to complete the data point values. In the Credit Score field, click the Pending calculation hyperlink to navigate to the Scoring Details page.

You can enter and import missing values, or refresh system-derived values. You must ensure that you enter values within the ranges defined for each data point in the scoring model.

When you have completed your updates to all data point values, use the Calculate button to calculate the credit score and remain on the page. Use the Save buttons to calculate the credit score and return to the case folder. If necessary, continue to update data points until the credit score is calculated.

### Related Topics

• Importing Credit Data: Explained

• Maintaining the Summary Tables for Data Points: Explained
Entering Recommendations: Explained

After reviewing all of the available credit information and calculating the credit score, complete the credit review process by recommending how to proceed with the credit status of this customer or customer account.

Use the Recommendations section to enter this information. Use the Plus (+) icon to open one or more rows for entering your recommendations:

- The **Type** column indicates the actions available to you.
- The **Current Value** column displays current profile settings for the customer or customer account.
- The **New Value** column lets you enter and update specific recommendations.

The following table lists the recommendation you can make for each type:

<table>
<thead>
<tr>
<th>Type</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>No change</td>
<td>Maintain the current record for the customer or customer account. If the credit review is due to a credit checking failure, the credit authorization request is denied.</td>
</tr>
<tr>
<td>Approve Source Transaction Credit Request</td>
<td>For the Credit Checking Failure request type only. If you enter Yes, a credit authorization is created for the customer account using the attributes passed through the credit checking service, regardless of whether sufficient credit is available.</td>
</tr>
<tr>
<td>Decline Source Transaction Credit Request</td>
<td>For the Credit Checking Failure request type only. If you enter Yes, credit authorization is declined for the customer or customer account.</td>
</tr>
<tr>
<td>Place customer on credit hold</td>
<td>The customer or customer account is placed on credit hold and any credit authorization request is denied.</td>
</tr>
<tr>
<td>Release customer from credit hold</td>
<td>The customer or customer account is released from credit hold and can initiate new credit authorization requests.</td>
</tr>
<tr>
<td>Set credit classification</td>
<td>Change the credit classification for the customer or customer account.</td>
</tr>
<tr>
<td>Set credit limit</td>
<td>Increase or decrease the credit limit for the customer or customer account.</td>
</tr>
<tr>
<td>Set order amount limit</td>
<td>Increase or decrease the order amount limit for the customer or customer account.</td>
</tr>
<tr>
<td>Set credit review cycle</td>
<td>Change the credit review cycle for the customer or customer account.</td>
</tr>
<tr>
<td>Set next review date</td>
<td>Enter a specific date for the next credit review for the customer or customer account.</td>
</tr>
</tbody>
</table>

These updates apply to the recommendation types:

- **No change:** You can't enter any other type.
- **Source transaction credit request types:** These two types are mutually exclusive.
- **Credit hold types:** These two types are mutually exclusive.
• Credit profile types: The customer or customer account credit profile is updated with the new values you enter here.

If you are updating the credit limit, you must respect the customer hierarchy, if one exists:

• If you increase the credit limit, ensure that you don’t increase a child credit limit to cause the sum of the children to exceed the parent credit limit.
• If you decrease the credit limit, ensure that you don’t reduce the parent credit limit below the sum of the credit limits of the children.

Approving a Credit Case Folder: Explained

After completing your credit review and entering recommendations for a given credit case folder, you can approve the case folder.

Depending on your business practices, a credit analyst with the authority to approve a case folder can either provide final approval, or approve and assign the case folder to another designated approver. Until a credit case folder has the status Approved or Closed, you and other designated approvers can continue to work on the case folder.

★ Note: You don’t need to set up approval limits and hierarchies of approvers in advance in order to assign case folders to other analysts for review and approval.

To approve a credit case folder:

1. Navigate to the Credit Reviews work area.
2. Open the credit case folder.
3. In the Data Points section, complete the editing of data points and the entry of data point values according to the setup of the credit case folder template.
4. If you are using a scoring model, use the Scoring Details page as necessary to complete data point values and calculate the credit score.
5. In the Recommendations section, complete the rows needed to indicate how to proceed with the credit status of the customer account for this credit review.
6. From the Actions menu, select Approve.
7. In the Approve window:
   o Select the Approve case folder radio button to approve the case folder.
   o Select the Approve and specify the next approver radio button to indicate your approval and to assign the case folder to the next approver.
   o Enter any comments in the Comment field.
8. Save your work.

If you select the Approve case folder radio button, the case folder status is set to Approved and the recommendations assigned to the case folder initiated. The case folder status is updated to Closed after all recommendations are successfully implemented.

If you select the Approve and specify the next approver radio button and designate another approver, the case folder status is set to Pending Approval and the case folder is assigned to this approver (credit analyst or credit manager). The next approver can either approve the case folder, reject the case folder, or approve and assign the case folder to another approver.
Periodic Credit Reviews: Explained

Use the Periodic Credit Review process to perform a credit review of applicable customers and customer accounts. You create the periodic credit review definition for your customers and customer accounts in the credit profile. The important values in the credit profile are:

- **Credit Review Cycle** field: Defines how often customers with this profile are subject to a periodic credit review: Quarterly, Semiannually, Annually. In general, customers with a higher degree of credit risk would be subject to more frequent reviews.
- **Next Review Date** field: Contains the date of the next credit review for customers with this profile. This date is calculated automatically if the Last Review Date and Credit Review Cycle fields contain values.

A run of the Periodic Credit Review process includes all customers with a Next Review Date value on or before the current date and the applicable Credit Review Cycle value defined.

**Note:** The process only includes customer and customer accounts that have both Next Review Date and Credit Review Cycle defined. If either value is missing, the customer is not included in the process run.

After the process run, the current date is populated in the Last Review Date field, and the Next Review Date field is populated according to the Credit Review Cycle value. For example, after a credit review on January 1, 2017, quarterly reviews are assigned a next review date of April 1, 2017; semiannual reviews, July 1, 2017; and annual reviews January 1, 2018. You can change the default Next Review Date and Last Review Date values at any time, according to your credit policy and business requirements.

### Process Parameter

Use the **Order Output By** parameter to order the report data by customer, customer account, or next review date.

The program only provides this parameter, and includes all eligible customers and customer accounts in the review. You can’t run the Periodic Credit Review process for a subset of customers or customer accounts eligible for credit review.

### Periodic Credit Review Report

Use the Periodic Credit Review Report to review a run of the Periodic Credit Review process.

The process creates a new case folder for each applicable customer or customer account and assigns the case folder to a credit analyst. The process also records the customers that already have active case folders.

The report provides separate sections for customers that had new case folders created and customers that already have currently active case folders.

This table describes the column headings in the report output:

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer</td>
<td>The name of the customer.</td>
</tr>
<tr>
<td>Customer Account</td>
<td>The name of the customer account.</td>
</tr>
<tr>
<td>Column Heading</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Credit Classification</td>
<td>The credit classification for the customer or customer account.</td>
</tr>
<tr>
<td>Credit Review Cycle</td>
<td>The credit review cycle for the customer or customer account.</td>
</tr>
<tr>
<td>Next Review Date</td>
<td>The date of the next credit review.</td>
</tr>
<tr>
<td>Case Folder Created</td>
<td>The credit case folder number.</td>
</tr>
<tr>
<td>Credit Analyst Assigned</td>
<td>The name of the credit analyst assigned to the case folder.</td>
</tr>
</tbody>
</table>

**FAQs for Manage Credit Management**

**When does a customer exceed the credit limit?**

After the credit limit is derived for the applicable customer or customer account, the credit limit amount is compared to the sum total of all activity belonging to the customer parent entity and any child entities, if applicable.

The available credit for the customer or customer account is calculated as:

\[
\text{Total Defined Credit Limit} - \text{Open Credit Authorizations} - \text{Open Receivables Balance} = \text{Available Credit}
\]

If after conversion to the credit currency the sum total is equal to or greater than the defined credit limit, then the customer has exceeded the credit limit and a credit review is initiated.

**How can I review a credit checking failure?**

In the **Review Type** field, click the value Credit Checking Failure to display the Credit Checking Request Information window.

The Credit Checking Request Information window provides details of the failed credit check:

- The **Transaction** field value is a combination of the type of the source transaction and the source transaction number.
- The **Customer** and **Customer Account** fields display the customer and customer account requesting the credit authorization.
- The **Contact** field displays the customer account contact on the source transaction.
- The **Requested Amount** field value displays in the requested authorization amount currency.
- The **Available Credit** field value displays in the customer or customer account credit limit currency.
- The **Preauthorization Request** field indicates whether a case folder is created from a preauthorization failure.

If the value in this field is Yes, then the application that called the credit checking service requested that a case folder be created if the preauthorization request failed.
How can I use additional data points?

Use the Additional data point category to define your own data points for use in the calculation of a credit score.

The Additional data point category provides fifteen data points with these data entry types: Data Point 1 - Data Point 6: alphanumeric data points; Data Point 7 - Data Point 12: numeric data points; Data Point 13 - Data Point 15: date data points.

Additional data points follow the same rules for weight, range, and score values as all other data points.

What happens when the summary tables are updated?

After you confirm a run of the Process Receivables Transactions for Customer Account Summaries process to successfully update and refresh the AR_TRX_BALANCES_SUMMARY and AR_TRX_SUMMARY tables, you can refresh your case folders. Open any applicable case folder and select Refresh Data from the Actions menu. If the case folder uses a scoring model, then the credit score and available credit are recalculated.

What are points earned and weighted points earned?

A point earned is the score assigned to a data point value, determined by the scores assigned to the data point ranges in the scoring model.

For example, if Data Point A is set up with a score of 5 for the range of values 1 > 50, and a score of 10 for the range of values 50 > 100, then if the value of Data Point A in the case folder is 32, the point earned is 5.

A weighted point earned is (point earned x the weight assigned to the data point). So if the point earned for Data Point A is 5, and the weight given to Data Point A in the scoring model is 50, then the weighted point earned is 250 or 2.5, expressed as a percentage.

The calculation of a credit score is the sum of the weighted points earned expressed as a percentage.

What happens when I close a credit case folder?

After you complete all recommendations in a case folder, the case folder status is automatically updated from Approved to Closed. You can also close a case folder using the Close action.

A Closed case folder generates a public Credit Case Folder Closure business event. This business event contains the following information:

- Key attributes of the case folder, including case folder number, status, credit analyst, creation date, and last update date.
- Key attribute values that the application calling the credit checking service passed using the latest credit checking service call, including customer, customer account, requested authorization amount, and source transaction information.
- If Approve Source Transaction Credit Request is one of the recommendations, the key attributes of the new credit authorization record, including credit authorization number, authorization expiration date, and authorization amount.
• If the case folder was approved, a list of all approved recommendations, including new values in the credit profile for credit limit and credit classification.

What's the difference between closing, withdrawing and rejecting a case folder?

You close a case folder if you determine, according to your business practices, that the credit review is no longer needed. For example, the customer may no longer need the pending orders or is no longer in business. You can’t reopen closed case folders. If necessary, you must manually create a new case folder.

You can withdraw a case folder that is pending approval with designated approvers.

You usually withdraw a case folder when you need to add or update information pertinent to the case folder approval process. After entering your updates, you can submit the case folder again for approval.

You reject a case folder if you don’t agree with the case folder recommendations.

Only a user with the appropriate permissions can reject a case folder, often a credit manager. A rejected case folder is returned to the credit analyst for further review. After the appropriate review and investigation, the credit analyst can submit the case folder again for approval.
8 Manage Cash Management and Banking

Manage Banks, Bank Branches, and Bank Accounts

Bank, Branch, and Account Components: How They Work Together

Banks, branches, and accounts fit together on the premise of the Bank Account model.

The model enables you to define and keep track of all bank accounts in one place and explicitly grant account access to:

- multiple business units
- functions
- users

This eliminates the redundant duplicate bank account setup in different business units when these business units share the same bank account.

Banks

Creating a bank is the first step in the bank account creation. You can:

- Search for existing banks to view and update
- Create a new bank from an existing party

Consider the following:

- The option to create from an existing party is implicitly implemented by the matching option.
- The option is available only after the existing party has been found with the same bank.
- If you select the matching option, the page repopulates the information from the matched party.

Branches

Once you have created your bank, the next step is creating a branch or branches associated to the bank. The matching option is also available when creating branches. To create a new branch without using the matching option, manually enter the required information. You can also define other branch-related attributes in the same page.

If you don't use the matching option when an existing party is found, a branch with the same party name is created.

Accounts

The four areas associated with defining an account are:

- General information
- Control of the account
- Security and access to the account
- Business unit assignment
Once the bank and branch are created, proceed to the bank account setup by doing the following:

- Select the bank branch you want to associate to your bank account.
- Assign the owner of the bank account.

**Note:** To create a bank account for Payables or Receivables, add the Business Unit Access first for the business units to use the bank account.

Consider the following:

- The Oracle Fusion Account Payables or Receivables accounts are identified by the business unit.
- The Oracle Fusion Payroll accounts are identified by the legal entity.
- The program, Inactivates Banks and Bank Branches allows you to inactivate all banks and bank branches that have no active internal and external bank accounts.

**Related Topics**

- Creating Accounts: Points to Consider
- Reconciliation Matching Rules: Explained

### Uploading Addresses for Existing Banks and Bank Branches: Worked Example

This example shows how to upload new addresses for existing banks or bank branches by using the Manage File Import Activities page from Trading Community Model.

The following table summarizes key decisions for this scenario:

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What setup data are you uploading?</td>
<td>Addresses for existing bank and branches</td>
</tr>
<tr>
<td>Is the data an update or new setup data?</td>
<td>Update to existing bank or branch data</td>
</tr>
</tbody>
</table>

### Uploading an Address

1. On the Setup and Maintenance work area, navigate to the Manage Banks or the Manage Bank Branches page.
2. Select **Query By Example** from the **View** menu to sort and select the banks or bank branches to which you want to upload the addresses.
3. From the **View** menu, hover over **Columns** and select **BankPartyNumber** for Manage Banks or **BranchPartyNumber** for Manage Bank Branches. If the **BankPartyNumber** or the **BranchPartyNumber** column isn’t visible, select **Manage Columns** from the menu and move the **BankPartyNumber** or the **BankPartyNumber** to the **Visible Columns** list on the Manage Columns dialog box.
4. Click the **Export to Excel** button to export the selected bank party number or branch party number to a CSV or Excel file.
5. Add the bank party number or branch party number to your CSV or Excel file containing all the address information to be uploaded, such as Address 1, city, state, and country.

6. Save the spreadsheet as a CSV file.
   The following table represents a sample spreadsheet:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>BankPartyNumber or BranchPartyNumber</td>
<td>Address 1</td>
<td>City</td>
<td>State</td>
<td>Country</td>
</tr>
<tr>
<td>50170</td>
<td>1 Main St.</td>
<td>San Francisco</td>
<td>CA</td>
<td>US</td>
</tr>
<tr>
<td>50172</td>
<td>2 Main St.</td>
<td>San Francisco</td>
<td>CA</td>
<td>US</td>
</tr>
</tbody>
</table>

7. On the Setup and Maintenance work area, navigate to the Manage File Import Activities page, and click Create.

8. On the Create Import Activity: Enter Import Options page, complete the following fields, and click Next.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Enter a unique name</td>
</tr>
<tr>
<td>Object</td>
<td>Account</td>
</tr>
<tr>
<td>File Type</td>
<td>Text File</td>
</tr>
<tr>
<td>Upload From</td>
<td>Select the appropriate option</td>
</tr>
<tr>
<td>Data Type</td>
<td>Accept the default value or leave the data type as Comma Separated if that's the separator used in the CSV file</td>
</tr>
<tr>
<td>Header row included</td>
<td>Checked</td>
</tr>
</tbody>
</table>

9. On the Create Import Activity: Map Fields page, complete the following fields, and click Next.
   - For the BankPartyNumber or the BranchPartyNumber attribute, select OrganizationProfile as the target object, and select PartyNumber as the target attribute.
   - For every Address attribute, select Address as the target object, and select the corresponding values (Address1, City, State, Country) as the target attribute.

   The following table depicts a sample attribute mapping to upload new addresses:

<table>
<thead>
<tr>
<th>Column Header</th>
<th>Example Value</th>
<th>Object</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>BankPartyNumber or BranchPartyNumber</td>
<td>50170</td>
<td>OrganizationProfile</td>
<td>PartyNumber</td>
</tr>
<tr>
<td>Address1</td>
<td>1 Main St.</td>
<td>Address</td>
<td>Address1</td>
</tr>
<tr>
<td>City</td>
<td>San Francisco</td>
<td>Address</td>
<td>City</td>
</tr>
</tbody>
</table>
10. On the Create Schedule page, click Next to execute the address upload immediately. You can also define a specific schedule.

11. On the Create Import Activity: Review and Activate page, verify the import activities options. Click Activate to upload.

12. Verify that the Scheduled Process status is Completed in the Manage File Import Activities page.

13. On the Setup and Maintenance work area, navigate to the Manage Banks or Manage Bank Branches pages. Verify that the bank or bank branch addresses are correctly imported.

**Related Topics**
- Cash Management Rapid Implementation: Overview
- Creating Accounts: Points to Consider

**Manage Bank Statements**

**Processing Electronic Bank Statements: Explained**

The electronic bank statement process transfers bank statements and imports them into Oracle Fusion Cash Management. The following statement file formats are supported:

- BAI2
- SWIFT MT940
- EDIFACT FINSTA
- ISO20022 CAMT052 V1 - camt.052.001.01
- ISO20022 CAMT053 V1 - camt.053.001.01
- ISO20022 CAMT053 V2 - camt.053.001.02
- ISO20022 CAMT053 V3 - camt.053.001.03

The electronic bank statement process consists of the following three phases:

1. **Retrieve phase**: Retrieves the electronic bank statement file or stream from external sources and stores it in the database. The external sources can be a file stored on a remote computer or a file stored on the local computer.

2. **Load phase**: Processes the retrieved electronic bank statement and populates the bank statement interface tables, also known as the staging area.

3. **Import phase**: Processes the loaded bank statement data from the staging area against functional validations before populating the data into the bank statements tables. The parsing rules are executed during this phase.

If the process fails with import errors, correct the reported errors. Rerun just the import phase from the Processing Warnings and Errors table of the Bank Statements and Reconciliation Overview page. However, if there are any errors during the load phase, purge the error data and resubmit the program.
The following prerequisites for Oracle Fusion Cash Management and Oracle Fusion Payments are required to process electronic bank statements.

**Cash Management**

Set up the following entities in Cash Management:

- **Bank Account**
- **Balance Codes**: The ISO 20022 balance codes for the opening and closing booked and available balances are provided and additional codes can be defined using the Balance Code lookup (CE_INTERNAL_BALANCE_CODES).
- **Transaction Codes**
- **Parsing Rules**: Parsing Rules setup is optional but relevant to Bank Statement Reconciliation.

**Payments**

Set up the following entities in Payments:

- **Code Map Group**: Uses code map groups for mapping the balance codes and transaction codes that are reported on the external data file to the ones that are defined internally in the application. Each code map group is assigned to a format. Two code map groups mapping the BAI and EDIFACT opening and closing booked balance codes to the internal balance codes are provided. You can create transaction code mapping (CE_TRX_CODE) to determine the flow indicator for configurable BAI2 transaction codes. SWIFT940 doesn’t require a balance code mapping because it is position-based but you can create a code map group to map the transaction codes to the internally-defined transaction codes. The delivered code map groups provide only basic mappings. You can either modify or create code map groups according to your requirements.
- **Format**: Cash Management delivers a single format for each of the bank statement formats supported. You can add additional formats.

You can load and import bank statements in Oracle Fusion Cash Management by any of the following methods:

- Automatic Bank Statement File Import
- Manual Bank Statement File Import through Oracle Web Center

**Automatic Bank Statement File Import**

Use the payment transmission configuration feature to automate the bank statement file import process. The process uses the payments transmission feature to connect to bank and download the bank statement file for subsequent processing and loading into the application.

Perform the following steps to set up automatic bank statement file import:

1. **Set up Payment System**: Represents the financial institute or bank in Oracle Fusion Payments. For customers who access Oracle Fusion Applications through Oracle Public Cloud and other implementations, navigate to the Manage Payments System page from Setup and Maintenance to create a payment system.
2. **Set up Transmission Configuration**: Contains the connectivity details for the financial institute or bank. This connectivity information is provided by the bank. The following protocols are supported for connecting and retrieving a file from bank server:
   - Secure File Transfer Retrieval Protocol for Static File Names (SFTP_GET): The bank provides the SFTP server details including SFTP server host/ip, port, credential details. Before using this protocol, you must log a service request with Oracle Support and provide the SFTP connectivity details. The SFTP_GET protocol currently supports only basic user name and password based authentication.
Http(s) GET Request: The bank provides the SSL enabled destination URL for connecting and retrieving the statement files. This URL can have authentication enabled. The HTTPS_GET protocol supports https connection but doesn’t support the exchange of any dynamic tokens.

3. Schedule Process Electronic Bank Statement Request: The process performs the following tasks:
   o Connects to the bank and retrieves the bank’s statement file
   o Processes and loads the bank statement file into the application

Manual Bank Statement File Import through Oracle Web Center
Use the document repository of Oracle Web Center Content Management to manually load and import bank statement files. The Web Center document repository is also available for customers who access Oracle Fusion Applications through other implementations. The account, fin/cashManagement/import, is created on the Web Center for the users of Oracle Fusion Cash Management.

Use the document repository of Oracle Web Center Content Management to manually load and import bank statement files. The Web Center document repository is also available for customers who access Oracle Fusion Applications through other implementations. The account, fin/cashManagement/import, is created on the Web Center for the users of Oracle Fusion Cash Management.

Example
The following example describes how to manually load and import an electronic bank statement.

1. Obtain a bank statement file: bai2.txt, from the bank.
2. Compress the file into a .zip file called bai2.zip
3. Using the File Import and Export functionality, transfer the .zip file to the Web Center document repository and place it in the account: fin/cashManagement/import.

Note: For detailed information on the import and export process, see the hyperlink at the end of this topic for: Files for Import and Export: Explained.

4. Run the Load and Import Bank Statement process. This process has the following parameters:
   o Format: Select the bank statement file format. For example, BAI2 format.
   o Data File: Select the .zip file from the WebCenter document repository. For example, bai2.zip from fin$/cashManagement$/import$ account.
   o Intraday: Select this parameter if you’re importing an intraday statement. Intraday statement type can either be Cumulative or Incremental.
   o Submit Autoreconciliation: Use this parameter to submit the Autoreconciliation process immediately after the Load and Import Bank Statement process completes successfully. This option isn’t available if Intraday is selected.

5. Check for any processing errors from the Bank Statements and Reconciliation Overview page. If the file is successfully imported, you can review it from the Manage Bank Statements page.

Bank Statement Validation
Prior Day Bank Statements:
1. The Statement ID should be unique in a bank account within a calendar year.
2. Multiple statements are allowed within the date range.

Intraday Bank Statements:
1. The Statement ID should be unique in a bank account within a calendar year.
2. Only one statement is allowed per day.

Intraday Bank Statements: Cumulative

- The application deletes the existing intraday bank statement and imports the cumulative statement.

Intraday Bank Statements: Incremental

- The application checks if there is a manual intraday statement within the same date range. If yes, the incremental statement is not imported and the process is completed with a status of :Import Error.
- The application checks if there is an imported intraday statement within the same date range. If found, the statement lines from the incremental intraday bank statement is appended to the existing intraday bank statement. If not found, a new intraday statement is created.

Related Topics

- Parse Rule Sets: Overview
- Setting Up Formats: Explained
- Files for Import and Export: Explained
- Mapping Configurable BAI2 Transaction Codes: Worked Example

Bank Statement Processing and Troubleshooting: Overview

The results of the Bank Statement Processing program are displayed in the Bank Statements and Reconciliation work area if a problem is encountered.

The **Processing Errors and Warnings** region displays the following statuses:

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load Error</td>
<td>This status is assigned at the file level. A file fails with load errors for the following two reasons: An error in fetching the data or an error parsing the data and populating the interface tables. Such errors typically arise when the data is not compliant with its standard.</td>
</tr>
<tr>
<td>Import Error</td>
<td>This status is assigned at both statement level and file level. An import error at statement level indicates that the data was populated in the interface and loaded successfully but some functional validations have failed. Example: Duplicate bank statement or a transaction code not set up. An import error at file level implies that there exists at least one statement in that file that failed with an import error.</td>
</tr>
<tr>
<td>Import Warning</td>
<td>This status is assigned at the statement level. Statements with Import Warning imply that this statement has been imported without any errors, but the program encountered some functional validation failures which are harmless enough not to stop the import.</td>
</tr>
</tbody>
</table>

Depending on the status of the file or the statement and the associated issue you can use the Retry icon to restart the program from where it failed in its last run. The following table explains the different retry options available:
Status | Fields on the Retry Dialog | Action on Program Resubmission
--- | --- | ---
Load Error | If the file failed during the fetch phase (no hyperlink on File ID), all the parameters that were specified during program submission are available in the dialog. The parameters can then be updated and program resubmitted again. | The program starts all over again from the fetch phase.

Load Error | If the file failed during the load phase (hyperlink on the File ID). Since the file is already fetched, the parameters associated with fetching the file are not shown; rather only the Format parameter is shown. In case a wrong value for Format is specified in the earlier run, it can be corrected here and the program resubmitted again. | The program starts from the load phase. The program attempts to load the already fetched data file using the format specified.

Import Error | Import error at file level; no fields are available on retry dialog. | The program starts the import phase for all the statements that filed with import errors under that file.

Import Error | Import error at statement level. If a statement fails with Duplicate Bank Account error then the dialog shows the bank account field. The correct bank account can be selected and program resubmitted again. | The program starts the import phase for that particular statement, using the updated bank account. The program starts the import phase for that particular statement.

Import Error | Import error at statement level, for all other import errors, no fields are available on retry dialog. | The program starts the import phase for that particular statement.

The following list of common issues and solutions can be used to troubleshoot the Bank Statement Processing program:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The program has been run and successfully completes but does not appear on the Manage Bank Statements page.</td>
<td>Check the Bank Statements and Reconciliation work area to verify if any processing errors have been reported for your bank statement.</td>
</tr>
<tr>
<td>The program has reported a load error for your file and you realize that the wrong file was processed and want to correct the error.</td>
<td>If the file was fetched (a hyperlink appears on the File ID field), you must purge the file to load the correct one. If the file was not fetched (no hyperlink on the File ID field), you can restart the program using the Retry option.</td>
</tr>
<tr>
<td>The program has reported a load error for your file and the file was fetched. You have figured out the problem in the data file and want to retry the program. Can you process the edited file?</td>
<td>No. If you reprocess a data file that has been fetched in the application, then you have to resubmit the program Once a file is fetched, subsequent retry on that file does not recall the data file from its original source.</td>
</tr>
<tr>
<td>You have processed a data file where some statements imported successfully, but some failed. The failures were</td>
<td>You can process the same file without any problem. The program has the capability to detect duplicate bank statements and it marks those statements as Import Error.</td>
</tr>
<tr>
<td>Issue</td>
<td>Solution</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>because of an error from the bank. They have sent the corrected file, but the file contains the other statements data that was successfully imported. What is the impact if the file is processed again?</td>
<td></td>
</tr>
<tr>
<td>A transaction or balance code A in the data file appears as B after the import. Why?</td>
<td>Verify if there is a code mapping defined for A that maps it to B.</td>
</tr>
<tr>
<td>A new code map group has been defined but it does not seem to be working.</td>
<td>Make sure the new code map group is assigned to the Format in Oracle Fusion Payments.</td>
</tr>
<tr>
<td>The program reports an import error if a transaction code is not defined, but does not report or give a warning if a balance code is missing for balances. What happens to the balance codes?</td>
<td>Such balances are imported by the program and they appear in the bank statements user interface. However, the balance description is empty because they are not defined in the application.</td>
</tr>
<tr>
<td>After import, some balance records have an empty balance description.</td>
<td>Verify if the balance codes for the balance records are defined in the balance code lookup.</td>
</tr>
<tr>
<td>The program indicates that a transaction code is not defined. Should a code map or a transaction code be defined?</td>
<td>If an existing internal code serves the same purpose as the new code, you can create a code map associating the new code with the existing code. If you use the existing transaction code, then you must define the transaction code.</td>
</tr>
</tbody>
</table>

**Related Topics**

- Parse Rule Sets: Overview
- Setting Up Formats: Explained
- Setting Up a Payment System: Explained
- Transmission Configuration: Explained

**Import Cash Management Bank Statements: How Data Is Processed**

Use the Create Bank Statements in Spreadsheet template to create and import bank statements for any non-standard format into Oracle Fusion Cash Management.

To access the template, complete the following steps:

1. Navigate to the File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click File-Based Data Imports.
3. Click Import Bank Statements.
4. In the File Links section, click the link to the Excel template.
Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Do not change the order of the columns in the template.
- You can hide or skip the columns you do not use, but do not delete them.

**Settings That Affect the Import Cash Management Bank Statements**

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Do not change the order of the columns in the template. Changing the order of the columns will cause the load process to fail.
- You can hide or skip the columns you do not use, but do not delete them. Deleting columns will cause the load process to fail.
- Each interface table represents a separate Excel sheet.
- The first row in each sheet contains column headers that represent the interface table columns. The columns are in the order that the control file expects them to be in the data file.
- Each column header contains (should this be tool tip) bubble text about the expected data type and, in some cases, instruction text.
- You must enter data that conforms to what the control file can accept and process for the associated database column.
- The format for date fields must be entered as MM/DD/YYYY.
- Amount columns must not contain a thousand separators and must use a period (.) as the decimal separator.
- Columns that must be whole numbers have data validation to allow only whole numbers.
- Enter positive amounts and use the Debit or Credit indicator column to distinguish debit and credit amounts.
- Columns have been formatted, where applicable, to match the expected data type to eliminate data entry errors.
- For columns that require internal ID values, refer to the bubble text for additional guidance about finding these values.
- For the Balance Code field, the valid values are from the lookup codes defined in lookup type CE_INTERNAL_BALANCE_CODES You can access the lookup types from the Manage Cash Management Lookups page. Enter the Balance Code in the spreadsheet.

The following are the Balance Codes delivered by Cash Management:

<table>
<thead>
<tr>
<th>Balance Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAV</td>
<td>Closing available</td>
</tr>
<tr>
<td>CLBD</td>
<td>Closing booked</td>
</tr>
<tr>
<td>OPAV</td>
<td>Opening available</td>
</tr>
</tbody>
</table>
For the Transaction Type field, the valid values are from the lookup codes defined in lookup type CE_TRX_TYPE. You can access the lookup types from the Manage Cash Management Lookups page. Enter the transaction type meaning in the spreadsheet.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Transaction Type Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH</td>
<td>Automated clearing house</td>
</tr>
<tr>
<td>BKA</td>
<td>Bank adjustment</td>
</tr>
<tr>
<td>BKF</td>
<td>Fee</td>
</tr>
<tr>
<td>CHK</td>
<td>Check</td>
</tr>
<tr>
<td>EFT</td>
<td>Electronic funds transfer</td>
</tr>
<tr>
<td>INT</td>
<td>Interest</td>
</tr>
<tr>
<td>LBX</td>
<td>Lockbox</td>
</tr>
<tr>
<td>MSC</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>ZBA</td>
<td>Zero balance</td>
</tr>
</tbody>
</table>

For Transaction Code, enter valid codes defined in Manage Bank Statement Transaction Codes task. The following are examples of transaction codes:

<table>
<thead>
<tr>
<th>Transaction Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Check-Payroll</td>
</tr>
<tr>
<td>115</td>
<td>Lockbox Deposit</td>
</tr>
<tr>
<td>475</td>
<td>Check paid</td>
</tr>
<tr>
<td>698</td>
<td>Miscellaneous Fee</td>
</tr>
</tbody>
</table>

How Import Cash Management Bank Statements is Processed

Once the bank statement information has been prepared, complete these steps in order:
<table>
<thead>
<tr>
<th>Task</th>
<th>Action</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generate the CSV file.</td>
<td>Click the Generate CSV File button.</td>
<td>A .zip file is created containing 6 CSV files. This creates a .zip file containing six CSV files.</td>
</tr>
<tr>
<td>Load and import the data.</td>
<td>Run the program: Load Interface File for Import.</td>
<td>In the Process Details screen, for the Import Process, select Import Bank Statements in Spreadsheet. For the Data File, select the name of the .ZIP file that was transferred into the (fin$/ cashManagement$/ import$) repository in the UCM. The data from the .ZIP file will be loaded to the following interface tables: CE_STATEMENT_HEADERS_INT CE_STATEMENT_LINES_INT CE_STMT_BALANCES_INT CE_STMT_BAL_AVALBTY_INT CE_STMT_LINES_AVALBTY_INT CE_STMT_LINES_CHARGES_INT After the load is successfully completed, the Import process imports the data from the interface tables into the corresponding bank statement tables. You are able to review the imported statements from the Manage Bank Statements page, the entry type is spreadsheet, then proceed with either manual or autoreconciliation.</td>
</tr>
<tr>
<td>Review import errors.</td>
<td>Review ESS Job Log files, fix the errors in the spreadsheet and restart the process again.</td>
<td>If there are errors during import after a successful load, the entire import fails and no records will be imported into bank statement tables from the interface tables. You can review the import errors from the ESS job log files. You must purge the current load from the Bank Statement and Reconciliation dashboard, fix the errors in the spreadsheet, and restart the process again.</td>
</tr>
</tbody>
</table>

**FAQs for Manage Bank Statements**

**How can I use social networking to address any reconciliation discrepancies?**

Use the Social link on the Edit Bank Statement page to invite others to a conversation to address the discrepancies.

For example, you are a cash manager reviewing the unreconciled items on a bank statement. The conversion rate the bank is using is different than what you expect. You need to confirm the conversion rate with the accounts payable manager.

From the Edit Bank Statement page:

1. Click **Social** to open Oracle Social Network. Click the **Share** button, or click **Join** if collaboration has already been initiated.
2. Create a new related conversation.
3. Invite the accounts payable manager to join the conversation.

The accounts payable manager confirms that the conversion rate used by the bank is different than what it should be.

Based on this information, you can manually reconcile the statement line with the payment. The conversation serves as a record for the transaction.

Depending on your job role and permissions, you can access social networking features for the following Oracle Fusion Cash Management activities:

- Bank statement
- External cash transaction

Related Topics
- What does social networking have to do with my job

Manage External Transactions

External Cash Transactions: Overview

External cash transactions are transactions related to cash activity that has not been recorded within the applications. The four sources of external transactions are:

- Manual Entry
- Import
- Balancing Transactions: Transactions created during reconciliation to record amount differences between the statement line and system transaction that may be due to bank fees, conversion rates, or other charges.

Note

For the 1-1 reconciliation matching type of payments and receipts, the reconciliation differences amount can be automatically split into the exchange gain or loss and bank charges accounts defined at business unit access level for the bank account.

For all the other reconciliation matching type scenarios (1-M, M-1, M-M), and transaction sources, such as payroll, external transactions or journals, the reconciliation differences account defined at bank account setup is used.

- Bank Statement: The bank statement transaction creation program allows you to configure rules to create transactions from unreconciled statement lines to record items such as bank charges, interest, or other miscellaneous items.
- Bank Account Transfer
- Ad Hoc Payment
- Reversal Reconciliation
Import Cash Management External Transactions: How Data is Processed

Use the Cash Management External Transactions import process to create transactions from external applications and for high volume entries.

To access the template, complete the following steps:

1. Navigate to the File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click File-Based Data Imports.
3. Click the Cash Management External Transactions Import.
4. In the File Links section, click the link to the Excel template.

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Do not change the order of the columns in the template.
- You can hide or skip the columns you do not use, but do not delete them.

Settings That Affect Cash Management External Transactions

The External Transactions Import Template contains two instructions tab and one tab that represent the table where the data is loaded:

<table>
<thead>
<tr>
<th>Spreadsheet Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions and CSV Generation</td>
<td>Contains instruction information about preparing and loading data, the format of the template, submitting the Import External Transactions process, and correcting import errors.</td>
</tr>
<tr>
<td>CE.getExternalTRANSACTIONS</td>
<td>Enter information about the external transaction that you are adding, such as bank account, amount, date, transaction type, reference, business unit, cash account, and offset account.</td>
</tr>
</tbody>
</table>

Recommended best practices for preparing data:

- Manually enter the external transactions directly into this template.
- Alternatively, extract data from external application into a temporary spreadsheet that contains the same columns and structure as this template. Then cut and paste the data from the temporary spreadsheet into the template.

How Cash Management External Transactions is Processed

Once the external data has been prepared, proceed with the following steps:

1. Click the Generate CSV File button to generate a ZIP file containing the CSV file.
3. Submit the ESS job Load Interface File for Import process.
4. In the Process Details screen, for the Import Process, select Import External Transactions and for Data File, select the name of the ZIP file that was transferred to the fin$/cashManagement$/import$ repository in the UCM.
5. The data from the ZIP file will be loaded to the interface table CE_EXTERNAL_TRANSACTIONS.
After the ESS Job Load Interface File for Import is completed successfully, the Import External Transactions ESS job will be automatically invoked.

If there are errors during import, the errors can be corrected and re-uploaded using the Correct Import Errors spreadsheet.

1. From the Bank Statement and Reconciliation page, click on Correct Import Errors.
2. This opens the Manage External Transactions spreadsheet.
3. The worksheet will be pre-populated with rows that failed import. Review and correct the errors in the spreadsheet. Once the errors are corrected, click the Upload and Import button.
4. Click the Download button to see if there are any rows returned. If the spreadsheet is empty, then all rows are successfully imported.

Manage Reconciliation

Automatic Reconciliation: Explained

Automatic Reconciliation uses the reconciliation rule set assigned to the bank account to reconcile bank statement lines and system transactions. Use autoreconciliation to process a large volume of bank statements or to automate the reconciliation process.

Set up the following before performing automatic bank statement reconciliation:

<table>
<thead>
<tr>
<th>Setup Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banks, Branches, and Accounts</td>
<td>Define banks, branches and accounts to keep track of all bank accounts one place.</td>
</tr>
<tr>
<td>Parse Rule Sets</td>
<td>Use to parse inbound addenda and other fields into more granular constituent fields. A parse rule set is associated with a bank account and used as reference data for the parsing batch job or scheduled process.</td>
</tr>
<tr>
<td>Transaction Codes</td>
<td>Expand or modify existing delivered transaction codes or create transaction codes as required. Transaction codes must match your bank’s transaction code.</td>
</tr>
<tr>
<td>Transaction Type Mapping</td>
<td>Based on the payment method, identify the transaction types for Payables and Receivables and provide a description.</td>
</tr>
<tr>
<td>Bank Statement Reconciliation Matching Rules</td>
<td>Use Reconciliation matching rules to determine how to match bank statement lines to system transactions.</td>
</tr>
<tr>
<td>Bank Statement Reconciliation Tolerance Rules</td>
<td>Use tolerance rules to specify date, amount and percentage tolerances that prevent or warn when reconciliation is a breach of a defined tolerance.</td>
</tr>
<tr>
<td>Bank Statement Automatic Reconciliation Matching Rule Set</td>
<td>Consists of one or more matching rules and tolerance rules. They must be prioritized or sequenced in the order in which they must be executed. Manage Bank Statement Reconciliation Rule Sets page</td>
</tr>
<tr>
<td>Transaction Creation Rules</td>
<td>Use to identify unreconciled or external bank statement lines, and create an account for a transaction. For example, bank fees and interest.</td>
</tr>
</tbody>
</table>
To start the autoreconciliation process you must:

- Create a matching rule set and assign it to the bank account you want to use for autoreconciliation.
- Submit the Autoreconciliation process in the Bank Statements and Reconciliation page.
- Review the unreconciled and reconciled lines. You can either perform manual reconciliation or resubmit the autoreconciliation process from the Bank Statements and Reconciliation work area.
- Review reconciliation exceptions from the Review Exception page.
- Use the Mark Reviewed feature to prevent the accidental reversal of the reconciliation of a reconciled bank statement.

**Related Topics**

- Tolerance Rules: Overview
- Bank Statement Transaction Creation Rules: Overview
- Reconciliation Rules Sets: Overview
- Reconciliation Matching Rules: Explained

**Reconciliation Exceptions: Overview**

A reconciliation exception occurs when the autoreconciliation program cannot find an application transaction to match with a particular bank statement line.

Exceptions are classified as the following:

- **Ambiguous**: This exception occurs when either there is more than one application transactions that could match to the line or the transaction could match to more than one statement line.
- **Date**: This exception occurs when a system transaction meets all the matching criteria except the date of the transaction is out of the tolerance range.
- **Amount**: This exception occurs when a system transaction meets all the matching criteria except the amount of the transaction is outside the tolerance range.

**Automatic Reconciliation Exceptions**

For each one to one automatic reconciliation rule, exceptions are looked for in the following order:

1. Ambiguous
2. Date
3. Amount

If an exception type is found for a given bank statement line the program stops looking for other types of exceptions using the same rule.
The exceptions are presented to you in the context of the bank statement line so the appropriate matching system transaction can be selected and reconciled.

If an application transaction is an exception to more than one bank statement line it can only be selected to reconcile with one of the statement lines.

**Related Topics**
- Reconciliation Rules Sets: Overview
- Tolerance Rules: Overview
- Reconciliation Matching Rules: Explained

### Manually Reconciling a Bank Statement: Explained

Manual bank statement reconciliation involves selecting bank statement lines and system transactions to be reconciled together. During reconciliation if a system transaction has not been cleared the reconciliation process clears the transaction first, and then reconciles it. Oracle Fusion Cash Management supports manual reconciliation for all matching scenarios; one to one, one to many, many to one, and many to many. You are allowed to reconcile across bank statements from the same bank account.

Banks sometimes make mistakes by depositing or withdrawing incorrect amounts to bank accounts. These bank errors show up on bank statements, along with the corrections and adjustments to those errors. Banks resolve errors using two methods: reversal and adjustment.

#### Reconciling Corrections and Adjustments to Bank Errors

Correcting bank errors using the reversal and adjustment method are described in the following example:

A check was generated for $100.00, but the bank recorded this payment as $10.00 by mistake. On your bank statement, you see an entry of a $10.00 payment.

Using the reversal method, the bank reverses the whole error transaction amount so that the error entry and the reversal entry net out to zero. Then, the bank makes another transaction entry for the correct transaction amount. In this example, a reversal entry of a $10.00 receipt is created to offset the original error entry. An additional correction entry is created as a $100.00 payment. With the reversal method, the error and reversal statement lines as well as the added correction entry line should all be reconciled to the check transaction.

Using the adjustment method, the bank simply creates an additional transaction entry to make up for the difference between the original transaction amount and the error entry. In this example, the bank generates an additional adjustment entry of a $90.00 payment. The adjusted amount of $90.00 is the difference between the original error amount of the $10.00 payment and the correct amount of the $100.00 payment. With the adjustment method, the error line and adjustment line should be reconciled to the check transaction.

**Related Topics**
- Tolerance Rules: Overview

### Cash Positioning and Forecasting
Preparing a Cash Position

**Watch:** This video tutorial shows you how to prepare and review a cash position. The content of this video is also covered in text topics.

Creating a Cash Forecast Using Smart View

**Watch:** This video tutorial shows you how to create and view a cash forecast for bank accounts. The content of this video is also covered in text topics.

Cash Positioning and Forecasting: Explained

The Oracle Cash Management Cash Positioning and Forecasting provide solutions to accurately report cash balances and position. This enables managers to make cash flows decisions such as investing and borrowing in a timely manner. It also effectively reports cash forecast information from different sources to help manage the cash requirements of the organization.

You have the flexibility to create detailed cash position and forecast reports by using SMART View and financial reports to meet reporting requirements. Use the setups in Oracle Functional Setup Manager to specify the requirements.

Sources and Scheduled Processes

You have visibility to a variety of sources available in the Essbase, such as invoices, receipts, and payment. Scheduled processes are designed to streamline the extraction and import of cash flow data from multiple applications such as:

- Oracle Accounts Payable (AP)
- Oracle Accounts Receivables (AR)
- Oracle Payroll
- Oracle Cash Management External Cash Transactions
- Cash Management Bank Statements

The following ESS programs are used to create your cash position:

- **Cash Position Data Extraction:** This program streamlines the extraction of data from all relevant sources. The Extraction Duration defined in the Specify Cash Positioning and Forecasting Options is used to get historical data. Submitting the program locks the following setup pages for Cash Positioning and Forecasting:
  - Specify Cash Positioning and Forecasting Options
  - Manage Cash Positioning and Forecasting Transaction Grouping

  All future system transactions will be stored in the cube.

- **Cash Position Data Transfer:** This program automatically runs after a successful extraction takes place. It maintains the Essbase cubes, keeping the data in sync with the transaction data from different applications. The following results in successful extraction:
  - It maintains the Essbase cubes, keeping the data in sync with the transaction data from different applications.
Converts amounts in all four currencies stored in the cubes:

- Transaction
- Ledger
- Bank Account
- Reporting

- Cash Position Data Deletion: Use this program to delete the cube prior to making changes to configure the dimensions or reporting options. The following occurs:
  - Deletes data from the interface tables.
  - Deletes the Cash Positioning cubes.
  - Unlocks the Specify Cash Positioning and Forecasting Options and the Manage Cash Positioning and Forecasting Transaction Grouping setup pages for Cash Positioning and Forecast:

Troubleshooting Conversion Rates

Warning Status:

1. Review the failed transactions reported in the ValidationErrors.txt log file.
2. Enter or correct the conversion rates for the failed transactions.
3. Resubmit the Cash Position Extraction Job process.
4. Review the status for the Cash Position Data Extraction and the Cash Position Data Transfer processes.
5. Review log files for any further warnings or errors.

Bank Statements

- If conversion rate is not defined for a specific bank statement date or booking date, the application searches going back up to 1 year to find the closest conversion rate to use.
- For converting the bank account amount to the ledger amount, the application uses the Accounting Conversion Rate Type (GL_CUR_EXCHANGE_RATE_TYPE) defined in the bank account setup for the corresponding bank account.
- For converting the bank account amount to the reporting amount, the application uses the default conversion type defined at Currency Rates Manager.

System Transactions

- If the conversion rate is not defined for a specific transaction date, the application searches going back, up to 1 year to find the closest conversion rate.
- For converting the transaction amount to the bank account amount the applications uses the Bank Conversion Rate Type (BANK_EXCHANGE_RATE_TYPE) from the bank account that corresponds to the transaction used.
- For converting the transaction amount to the ledger amount, the application uses the conversion rate defined for the transaction.
- For converting the transaction amount to the reporting amount, the application uses the default conversion type defined in the Currency Rates Manager.

Note: If the rate cannot be found, the default conversion type defined in the Currency Rates Manager is used.

Cash Positioning and Forecasting Solution Components

The following is used to create your cash position and forecast:

- Essbase cube: This component stores the actual transaction data sources such as AP payments, AR receipts, and Payroll payments. This multidimensional database application stores the actual application data; bank statements and transactions. The following dimensions are delivered by Cash Management: Bank, Legal Entity, Currency,
Currency Type, Transaction Type, Source of the Transaction (Bank Statements, AP Invoices, AP Overdue Invoices, AP Payments, AR Invoices, AR Overdue Invoices, AR Receipts, Payroll, and External Transactions), Reconciliation Status of the transaction, Time, and Flow indicator for the bank statement line.

- SMART View and Excel: Is used to view the generated cash positioning and forecasting reports. You can drill down to view the transaction details by selecting the data cell from SMART View. The drill through is available from specified individual data cells. Cash Management delivers predefined drill through reports, but you have the ability to create your own.

**Note:** To run Cash Position reports successfully, install a Smart View plugin later than the 11.1.2.5.500 version on the certified browsers Internet Explorer or Firefox.

- Interface tables: Are created to allow the extraction of data from the various sources before transferring them to the Essbase cube.
- ADF User Interface: The Bank Statement page enable view both intraday and prior-day bank statements.
- ESS Job: The program is created to support loading of data from different sources to the Essbase cube. Sources such as the bank statement and transactions from AP payments, AR receipts, and Payroll payments. The existing Bank statement loader and import program supports loading and importing prior and intraday bank statements.

**Setups in Functional Setup Manager**

**Specify Cash Positioning and Forecasting Options**

You define the extraction duration of the transaction data in Essbase. You can also define reporting options such as:

- the currency for cash balances.
- the balance code to use from the bank statement in cash balances.

**Manage Cash Positioning and Forecasting Transaction Grouping Setup**

You create transaction grouping (transaction cube dimensions). You can create configurable dimensions to the transaction cube, in addition to the core dimensions delivered by Cash Management.

- The configurable dimensions are available in Smart View for you to build configurable reports.
- Dimensions available out of the box include Bank, Legal Entity, Currency, Currency Type, Transaction Type, Source of the Transaction (Bank Statements, AP Invoices, Payroll, AP Payments, AR Invoices, AR Receipts, External Transactions), Reconciliation Status of the transaction, Time, and Flow indicator for the bank statement line.
- Design your configurable cube dimensions to meet the different reporting requirements for your organization.

**Related Topics**

- Setting Up Cash Positioning and Forecasting: Explained

**Cash Positioning: Explained**

Cash positioning is the planning tool to view your daily cash position. Project your cash needs and evaluate your company liquidity position. The daily cash positions are based on actual cash flows from data sources such as bank statements and external transactions.

You can generate a daily cash position based on the following dimensions:

- Currency Type: Reporting, Accounting, Transaction currency, and Ledger currency
• Currency
• Flow Indicator
• Reconciliation Status
• Bank Name and Bank Account Name
• Legal Entity
• Region and Legal Entity
• Application
• Source
• Type: Balance and Transaction
• Time

**ESSBASE and SMART View**
The Essbase cube is used for generating the cash position such as the following:

- Bank statements
- Transaction data from external transactions

You can view or manipulate the data from the Essbase cube in Excel using SMART View. The cash positions generated in SMART View enable you to analyze the data easily and quickly. You can expand on the inflow and outflow summarized amounts and drill down to view the details of the source transaction.

> **Note:** To run Cash Position reports successfully, install a Smart View plugin later than the 11.1.2.5.500 version on the certified browsers Internet Explorer or Firefox.

**Balance Types**
Banks can report different types of balances on the bank statements. You have the option to select which type of balances you want to use in SMART View as the opening balance in the cash position. Examples of the Balance Types are:

- Opening ledger balance
- Opening available balance
- Opening 1 day and 2-day float
- Closing ledger balance
- Closing available balance
- Closing 1 day and 2-day float

**Related Topics**
- Setting Up Cash Positioning and Forecasting: Explained

**Import Cash Management Cash Position Data: How It Is Processed**
Use the Cash Management Cash Position Data Import process to upload the cash positioning data from external systems into the Essbase Cash Position Cube.

The data imported into Cash Management are:

- Bank Statement Headers
You can download the spreadsheet template to prepare your cash position data. The template contains an instruction sheet to help guide you through the process. To access the template, complete the following steps:

1. Navigate to the File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click File-Based Data Imports.
3. Click Cash Management Cash Position Data Import.
4. In the File Links section, click the link to the Excel template.

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Do not change the order of the columns in the template.
- You can hide or skip the columns you do not use, but do not delete them.

**Settings That Affect the Cash Position Data Import Process**

The following table displays the name of the tabs and descriptions for the Cash Position Data Import template:

<table>
<thead>
<tr>
<th>Spreadsheet Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions and CSV Generation</td>
<td>Contains instruction information about preparing and loading data, the format of the template, submitting the Cash Position Data Transfer process, and correcting import errors.</td>
</tr>
<tr>
<td>Bank Statement Headers</td>
<td>Enter information about the bank statement headers that you are adding, such as the source statement header ID, the source system, bank account name, and the legal entity name.</td>
</tr>
<tr>
<td>Bank Statement Lines</td>
<td>Enter information about the bank statement lines, such as the booking date, the transaction type, and amounts.</td>
</tr>
<tr>
<td>System Transactions</td>
<td>Enter information about the system transactions, such as AP payments, AR receipts, and external transactions.</td>
</tr>
</tbody>
</table>

**Note:** If a valid value cannot be provided for dimensional columns such as the bank name, bank account name, legal entity name, currency, and transaction type, provide the following default values namely: NO_BANK_VALUE, NO_BANK_ACCOUNT_VALUE, NO_LEGAL_ENTITY_VALUE, NO_CURR_VALUE, NO_TRANSACTION_TYPE_VALUE respectively.

**How Cash Position Data Import Is Processed**

After you finish preparing the data in the spreadsheet:

1. Click the Generate CSV File button, on Instructions and CSV Generation tab, to generate a ZIP file containing 3 CSV files.
3. Submit the ESS job Load Interface File for Import process.
4. In the Process Details screen, for the Import Process, select Cash Position Data Transfer and for Data File, select the name of the ZIP file that was transferred to the fin$/cashManagement$/import$ repository in the UCM. The data
from the ZIP file will be loaded to the interface tables CE_CP_STMT_HEADERS_INT, CE_CP_STMT_LINES_INT and CE_CP_SYS_TRX_INT.

5. The data from the ZIP file will be loaded to the interface tables CE_CP_STMT_HEADERS_INT, CE_CP_STMT_LINES_INT and CE_CP_SYS_TRX_INT.

After the ESS Job Load Interface File for Import is completed successfully, the Cash Position Data Transfer ESS job will be automatically invoked. This process imports the data from the interface tables into the Cash Position Transaction Cube.

If there are errors during bank statements import, the errors can be corrected and re-uploaded to the cube using the Correct Bank Statement Import Errors spreadsheet:

1. From the Cash Balances Dashboard page, go to task pane, and click on Correct Bank Statement Import Errors. This opens the Cash Position Bank Statements spreadsheet.
2. The worksheet is pre-populated with rows that failed import
3. Review and correct the errors in the spreadsheet.
4. Once the errors are corrected, click the Upload and Import button.
5. Click the Download button to see if there are any rows returned. If the spreadsheet is empty, then all rows have successfully been imported.

If there are errors during system transactions import, the errors can be corrected and re-loaded to the cube using the Correct Transaction Import Errors spreadsheet:

1. From the Cash Balances Dashboard page, go to the task pane, and click on Correct Transaction Import Errors. This opens the Cash Position Transactions spreadsheet.
2. The worksheet is pre-populated with rows that failed import.
3. Review and correct the errors in the spreadsheet.
4. Once the errors have been corrected, click the Upload and Import button.
5. Click the Download button to see if there are any rows returned. If the spreadsheet is empty, then all rows have been successfully imported.

Cash Forecasting: Points to Consider

Prior to cash forecasting, cash positioning is usually performed on a daily basis by every cash management or treasury department. The goal of the cash position is to estimate with an acceptable degree of confidence the projected closing bank account balances. In doing so, cash forecasting decisions such as investing and borrowing, can be made in a timely manner.

Considerations

Consider the following when determining your investing or borrowing situations:

- Cash Forecasting: Is the estimation of the cash position based on the following sources: Payables (Payables Invoices, Payables Payments), Receivables (Receivables Invoices, Receivables Receipts), Payroll (Payroll payments), and External transactions.

- The Cash Forecast reports are now displaying Payables and Receivables invoices that are due and overdue, including unpaid or partially paid invoices. It ensures the right level of liquidity is represented and you are including all aspects of your cash outflows.

- The overdue invoice amounts are displayed in the current date columns. By drilling down to the transaction, you can find the detail information such as invoice date and due date.

- Prior Day Bank Statement: Statement or statements sent by the bank indicating previous day banking activity, cash transactions such as deposits or withdrawals, and account balances.

Related Topics

- Setting Up Cash Positioning and Forecasting: Explained
The Cash Management Dashboard: Overview

Oracle Fusion Cash Management provides a dashboard for you to easily review and drill down to activity in the application. The following is an overview of the five available infolets on the dashboard:

1. **Cash Balance**: Displays the overall cash balance of the company across all its bank accounts.
2. **Unreconciled**: Compares the total month-to-date unreconciled statement line amount against the system transaction amount.
3. **At Risk**: Presents the overall deficit amount for the bank accounts with balances less than their target balances, and the number of bank accounts less than the target. You can click the Expanded View to view the balance and deficit for each bank account.
4. **5 Day Forecast**: Displays a bar graph representing the forecast of the overall cash balances for the next 5 days.
5. **Missing Statements**: Indicates the number of bank accounts with missing bank statements.

Making an Ad Hoc Payment: Explained

The Manage Ad Hoc Payments page is used to transfer ad hoc funds from an internal bank account to an external payee bank account. Ad hoc payments may require an approval process prior to processing the payment. Processing the payment goes through formatting validation prior to transmission.

The following table lists the elements for making an ad hoc payment and the possible statues that may result with actions to take to correct issues.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Number</td>
<td>Yes, the payment reference is generated by the application.</td>
<td>The unique payment reference number.</td>
</tr>
<tr>
<td>Payment Number</td>
<td>Yes</td>
<td>The bank account initiating the payment.</td>
</tr>
<tr>
<td>Payee</td>
<td>Yes</td>
<td>Name of the payee.</td>
</tr>
<tr>
<td>Payee Account</td>
<td>Yes</td>
<td>The payee bank account receiving the payment.</td>
</tr>
<tr>
<td>Payment Date</td>
<td>Yes</td>
<td>Date of payment, application date defaults.</td>
</tr>
<tr>
<td>Amount</td>
<td>Yes</td>
<td>Amount to pay.</td>
</tr>
<tr>
<td>Currency</td>
<td>Yes</td>
<td>Payment currency.</td>
</tr>
<tr>
<td>Status</td>
<td>Yes, if Approvals are enabled.</td>
<td>Status of the payment. Valid values are:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pending Approval</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Rejected</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Validated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Invalid</td>
</tr>
</tbody>
</table>
The Payment Status can be either nonactionable or actionable. The following table lists the possible statuses:

<table>
<thead>
<tr>
<th>Nonactionable Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formatted</td>
<td>The payment has been formatted but transmission is not needed.</td>
</tr>
<tr>
<td>Transmitted</td>
<td>The payment has been formatted and transmitted.</td>
</tr>
<tr>
<td>Terminated</td>
<td>The payment has been terminated by the user.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actionable Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending action to address document validation errors</td>
<td>Correction or missing data needed.</td>
</tr>
<tr>
<td>Pending action to address payment validation errors</td>
<td>Correction or missing data needed.</td>
</tr>
<tr>
<td>Failed validation and pending action</td>
<td>Correction or missing data needed.</td>
</tr>
<tr>
<td>Formatted and ready for transmission</td>
<td>Passed validation and ready to be transmitted.</td>
</tr>
<tr>
<td>Failed formatting and pending action</td>
<td>Correction or missing data needed.</td>
</tr>
<tr>
<td>Transmission failed</td>
<td>Correction or missing data needed.</td>
</tr>
</tbody>
</table>

**Note:** Cash Management calls the Resolve Document Validation Errors in Oracle Fusion Payment page to let you resolve issues encountered during the payment process request.

**Related Topics**

- Resolving Payment File Validation Errors: Critical Choices
- Resolving Payment File Transmission Failures: Critical Choices
Transferring Funds Between Bank Accounts: Explained

Use the Manage Bank Account Transfers page to manage fund transfers between two internal bank accounts. The following list provides the elements for:

- Payment status
- Bank account information
- Payment status details

Manage Bank Account Transfers Table:

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Number</td>
<td>Unique bank account transfer reference that is system generated.</td>
</tr>
<tr>
<td>From Account</td>
<td>The bank account that initiates the transfer.</td>
</tr>
<tr>
<td>To Account</td>
<td>The bank account receiving the transfer.</td>
</tr>
<tr>
<td>Transfer Date</td>
<td>Date of transfer.</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount to transfer.</td>
</tr>
<tr>
<td>Currency</td>
<td>Currency of the amount transferred.</td>
</tr>
<tr>
<td>Status</td>
<td>Status of the bank account transfer. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>• Pending Approval</td>
</tr>
<tr>
<td></td>
<td>• Approved</td>
</tr>
<tr>
<td></td>
<td>• Rejected</td>
</tr>
<tr>
<td></td>
<td>• Validated</td>
</tr>
<tr>
<td></td>
<td>• Invalid</td>
</tr>
<tr>
<td></td>
<td>• Settlement in Process</td>
</tr>
<tr>
<td></td>
<td>• Failed</td>
</tr>
<tr>
<td></td>
<td>• Completed</td>
</tr>
<tr>
<td></td>
<td>• Voided</td>
</tr>
</tbody>
</table>

Payment Status

The status is a combination of the Payment Process Request and payment file. The payment status can be either nonactionable or actionable. The Action icon is only enabled if the payment status is actionable.

The following tables list the possible statuses:

<table>
<thead>
<tr>
<th>Nonactionable Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formatted</td>
<td>The payment has been formatted but transmission is not needed.</td>
</tr>
</tbody>
</table>
Nonactionable Status | Description
---|---
Transmitted | The payment has been formatted and transmitted.
Terminated | The payment has been terminated by the user.

Actionable Status | Description
---|---
Pending action to address document validation errors | Correction or missing data needed.
Pending action to address payment validation errors | Correction or missing data needed.
Failed validation and pending action | Correction or missing data needed.
Formatted and ready for transmission | Passed validation and ready to be transmitted.
Failed formatting and pending action | Correction or missing data needed.
Transmission failed | Correction or missing data needed.

Cash Management calls the Resolve Document Validation Errors in Oracle Fusion Payment to let you resolve issues encountered during the payment process request.

**Related Topics**
- Resolving Payment File Transmission Failures: Critical Choices
- Resolving Payment File Validation Errors: Critical Choices
- Approval Management: Overview

**FAQs for Cash Positioning and Forecasting**

**Why can't I see the bank accounts for some transactions in the Cash Balances work area?**
Cash balances, cash position and cash forecast reports retrieve data from the cash position cube. You must create the cash position cube by running the Cash Position Data Extraction program from the **Scheduled Processes** work area. You can see the bank accounts that affect your cash position after you run the program.

**Why are system transactions available but the bank accounts are not displayed on the Cash Balances work area or the Cash Position page?**
To accurately predict a cash position, the application requires an official prior day closing balance. Create or import a prior day bank statement with a reported closing balance to see the bank accounts in the Cash Balances work area or the Cash Position page.
How can I change the reporting currency for the Cash Management infolets, Cash Balances work area, and 5 Day Forecast after creating the cash position cube?

If you haven't yet submitted the Cash Position Data Extraction process, you can change the reporting currency in the Specify Cash Positioning and Forecasting Options page.

To change the reporting currency after creating the cash position cube:

1. Submit the Cash Position Data Deletion process.
2. Change the reporting currency on the Specify Cash Positioning and Forecasting Options page. This field is editable after you delete the data in the cash position cube.
3. Click Save.
4. Submit the Cash Position Data Extraction process to extract data to the cube. The Cash Position Data Transfer process runs automatically when you submit the process.

Why does the Cash Position Data Extraction program show error messages for missing conversion rates in the log file?

The cash position cube stores cash position amounts in four currencies:

- Transaction
- Ledger
- Bank account
- Reporting

If the currencies are different, the Cash Position Data Extraction program tries to convert transactions into a compatible currency. If one of the currency rates is missing, the conversion fails and the transaction isn't transferred to the cube resulting in an error message. To avoid conversion failures, add the missing currency conversion rates and rerun the extraction program to transfer the transactions.

When does the accounting for ad hoc payments take place?

Accounting for ad hoc payments occurs when the Create Accounting process is submitted from Cash Management to Oracle Fusion Subledger Accounting.

External transactions created for ad hoc payments have journal entries created by the process. Only one external transaction is created for the From Bank Account.

Any gain or loss calculation due to different currencies is handled by Subledger Accounting.

Related Topics

- Submitting the Create Accounting Process: Explained
- Transactions Types: Explained

When does the accounting for bank transfers take place?

Accounting for bank transfers occurs when the Create Accounting process is submitted from Cash Management to Oracle Fusion Subledger Accounting.

The bank account transfer creates two external transactions.

1. An outflow (payables) external transaction is created for the From Bank Account.
2. An inflow (receivables) external transaction is created for the To Bank Account.

Bank account transfers can occur between an intercompany and intracompany.
External transactions created for bank account transfers have journal entries created by the Create Accounting process. Any gain or loss calculation due to different currencies is handled by Oracle Fusion Subledger Accounting.

**Related Topics**
- Submitting the Create Accounting Process: Explained
- Transactions Types: Explained

## Reports for Manage Cash Management and Banking

### Oracle Fusion Cash Management Predefined Reports

Oracle Fusion Cash Management provides predefined reports that are used in the following areas:

- Bank Statements
- Cash Transit
- Reconciling to the General Ledger

#### Scheduled Processes Work Area

You can schedule and run reports from the **Scheduled Processes** work area in the **Tools** section of the Navigator.

#### Reports and Analytics Work Area

In some cases, reports are also:

- Accessed from the **Reports and Analytics** work area in the **Tools** section of the Navigator or from other work areas.
- Opened using links that launch the Oracle Business Intelligence Catalog.

The following tables list the predefined reports by type:

### Bank Statement Reports:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Parameters (*Required)</th>
</tr>
</thead>
</table>
| Bank Statement Report          | Displays the bank statements that are used to analyze balances and transaction details. | • *Bank Account
|                                |                                                                              | • *From Statement End Date
|                                |                                                                              | • *To Statement End Date                  |
| Bank Statement Analysis Report | Displays bank statements used to analyze balances and transaction details.   | NA                                         |

### Cash Transit Report

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Parameters (*Required)</th>
</tr>
</thead>
</table>
| Cash in Transit Report          | Lists all transactions for a specific bank account, that have been remitted to the bank but have not been cleared. The report | • *Bank Account
|                                |                                                                              | • Transaction Source
|                                |                                                                              | • As-of Date                                |
Report Name | Description | Parameters (*Required)
--- | --- | ---
Cash to General Ledger Report | Excludes all voided transactions and all reversed transactions with a reversal date on or prior to the As of Date. |  

Cash to General Ledger Reconciliation Report

Report Name | Description | Parameters (*Required)
--- | --- | ---
Cash to General Ledger Reconciliation Report | Displays bank statement transactions and general ledger accounting entries that have not been reconciled and can cause discrepancies. The report is used to reconcile bank balances to general ledger cash balances. | *Bank Account
*Accounting Period

To run predefined reports, navigate to the Scheduled Processes work area and follow these steps:

1. Click the Schedule New Process button.
2. Search the Process Name.
3. Enter the parameters.
4. Enter the applicable process options and schedule.
5. Click Submit.

Related Topics

- Reports and Analytics Work Area and Panel Tab: Explained
- Data Structure for Analytics: Explained
- Creating and Editing Reports: Explained
- Setting Up the Reports and Analytics Panel Tab: Procedure
- Analytics and Reports: Overview
Cash Management Bank Statement Report: Explained

This topic includes details about the Cash Management Bank Statement Report.

Overview

The Cash Management Bank Statement Report displays bank account balances and transaction information for specific bank statements. The following figure is an example of the report:

Key Insights

The Cash Management Bank Statement Report is used for reviewing activity of a specific bank account.

Report Parameters

The following table describes required process parameters:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account</td>
<td>The specific bank account used to receive payments and disburse funds.</td>
</tr>
<tr>
<td>From Statement End Date</td>
<td>Starting date range of the activities for the account.</td>
</tr>
<tr>
<td>To Statement End Date</td>
<td>Ending date range of the activities for the account.</td>
</tr>
</tbody>
</table>
Frequently Asked Questions
The following table lists frequently asked questions about the Cash Management Bank Statement Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Schedule and run this report from the Scheduled Processes work area on the Navigator menu.</td>
</tr>
<tr>
<td>Who uses this report?</td>
<td>• Cash Manager</td>
</tr>
<tr>
<td></td>
<td>• Financial Manager</td>
</tr>
<tr>
<td></td>
<td>• Financial Specialist</td>
</tr>
<tr>
<td>When do I use this report?</td>
<td>Use this report to review the bank statement of a specific bank account over a selected period.</td>
</tr>
<tr>
<td>What can I do with this report?</td>
<td>You can use this report to review bank statements and their reconciliation status.</td>
</tr>
<tr>
<td>What type of report is this?</td>
<td>Oracle Business Intelligence Publisher</td>
</tr>
</tbody>
</table>

Cash in Transit Report: Explained
This topic includes details about the Cash in Transit Report.

Overview
The Cash in Transit Report lists, for a specific bank account, all transactions that have been remitted to the bank but haven't been cleared. The Cash in Transit report excludes the following:

- All voided transactions
- All reversed transactions with a reversal date on or prior to the As of Date
The following figure is an example of the cash in transit report:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Payment Date</th>
<th>Maturity Date</th>
<th>Payment Method</th>
<th>Payment Number</th>
<th>Currency</th>
<th>Amount</th>
<th>Bank Account Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Network Devices</td>
<td>9/2/2008</td>
<td>Check</td>
<td>USD</td>
<td>154</td>
<td>USD</td>
<td>2,441.83</td>
<td>2,441.83</td>
</tr>
<tr>
<td>Advanced Network Devices</td>
<td>9/2/2008</td>
<td>Check</td>
<td>USD</td>
<td>159</td>
<td>USD</td>
<td>2,504.54</td>
<td>2,504.54</td>
</tr>
<tr>
<td>Advanced Network Devices</td>
<td>9/2/2008</td>
<td>Check</td>
<td>USD</td>
<td>155</td>
<td>USD</td>
<td>1,116.27</td>
<td>1,116.27</td>
</tr>
<tr>
<td>Advanced Network Devices</td>
<td>9/2/2008</td>
<td>Check</td>
<td>GBP</td>
<td>125</td>
<td>GBP</td>
<td>125.00</td>
<td>125.00</td>
</tr>
<tr>
<td>Advanced Network Devices</td>
<td>9/2/2008</td>
<td>Check</td>
<td>GBP</td>
<td>120</td>
<td>GBP</td>
<td>120.00</td>
<td>120.00</td>
</tr>
<tr>
<td>Advanced Network Devices</td>
<td>9/2/2008</td>
<td>Check</td>
<td>GBP</td>
<td>115</td>
<td>GBP</td>
<td>115.00</td>
<td>115.00</td>
</tr>
<tr>
<td>Advanced Network Devices</td>
<td>9/2/2008</td>
<td>Check</td>
<td>GBP</td>
<td>110</td>
<td>GBP</td>
<td>110.00</td>
<td>110.00</td>
</tr>
<tr>
<td>Advanced Network Devices</td>
<td>9/2/2008</td>
<td>Check</td>
<td>GBP</td>
<td>105</td>
<td>GBP</td>
<td>105.00</td>
<td>105.00</td>
</tr>
<tr>
<td>Advanced Network Devices</td>
<td>9/2/2008</td>
<td>Check</td>
<td>GBP</td>
<td>100</td>
<td>GBP</td>
<td>100.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Key Insights**

The Cash in Transit Report lists the transactions that are created but haven’t been cleared as of a specific date.

**Report Parameters**

The following table describes required process parameters:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account</td>
<td>The specific bank account used to receive payments and disburse funds.</td>
</tr>
<tr>
<td>Transaction Source</td>
<td>The origin of the transaction, such as payables or receivables.</td>
</tr>
<tr>
<td>As of Date</td>
<td>The date when the transaction status is checked.</td>
</tr>
</tbody>
</table>

**Frequently Asked Questions**

The following table lists frequently asked questions about the Cash in Transit Report.
<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Schedule and run this report from the Scheduled Processes work area on the Navigator menu.</td>
</tr>
</tbody>
</table>
| Who uses this report?    | • Cash Manager  
                           • Financial Manager  
                           • Financial Specialist |
| When do I use this report? | Use this report to review the transactions of a specific bank account that have been remitted but haven’t been cleared. |
| What can I do with this report? | Identify transactions that haven’t been cleared as of a specific date. |
| What type of report is this? | Oracle Business Intelligence |
Cash to General Ledger Reconciliation Report: Explained

This topic provides information about the Cash to General Ledger Reconciliation Report.

Overview

The Cash to General Ledger Reconciliation Report compares the GL cash account balance against the bank account balance. It displays the unreconciled GL cash account journal entries and unreconciled bank statement lines that help identify the discrepancies between the balances. This is done based on the specified range of periods.

### Key Insights

The Cash to General Ledger Reconciliation Report lists the subledger transactions that are accounted in GL but they are not reconciled in Cash Management.

Consider assigning a unique GL cash account for each bank account and using it to record all cash transactions to facilitate this book to bank reconciliation.

### Report Parameters

The following table describes required process parameters:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account</td>
<td>The specific bank account used to receive payments and disburse funds.</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>From Accounting Period</td>
<td>The first fiscal period a company uses to report financial results, such as a calendar month or fiscal period. A portion of time in which the accounting calendar may be divided. Accounting periods make up an accounting calendar.</td>
</tr>
<tr>
<td>To Accounting Period</td>
<td>The ending fiscal period a company uses to report financial results, such as a calendar month or fiscal period. A portion of time in which the accounting calendar may be divided. Accounting periods make up an accounting calendar.</td>
</tr>
</tbody>
</table>

**Frequently Asked Questions**

The following table lists frequently asked questions about the Cash to General Ledger Reconciliation Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find these reports?</td>
<td>Schedule and run this report from the Scheduled Processes work area on the Navigator menu.</td>
</tr>
</tbody>
</table>
| Who uses these reports?          | • Cash Manager  
• Financial Manager  
• Financial Specialist |
| When do I use these reports?     | Use this report to:  
• Review and identify the discrepancies in the bank account balances in Cash Management and the GL cash account balance. |
| What can I do with this report?  | Reconcile bank balances to the general ledger cash account balances.                                                                     |
| What type of reports are these?  | Oracle Business Intelligence Publisher                                                                                                  |

**Cash Management Subject Areas, Folders, and Attributes: Explained**

To create real-time analyses for Cash Management, you must be familiar with subject areas, folders, and attributes.

**Subject Areas**

To create an analysis, you begin by selecting a subject area from which you select columns of information to include in the analysis. For example, to create an analysis of bank statement balance information, you begin by selecting a Cash Management - Bank Statement Balances Real Time subject area. Subject areas are based around a business object or fact. In this example, the subject area is based on the column in the bank statement balance tables.

The following are the four cash management-specific subject areas:

1. Cash Management - Bank Statement Balances Real Time  
2. Cash Management - Bank Statement Line Charges Real Time  
3. Cash Management - Bank Statements Real Time  
4. Cash Management - External Cash Transactions Real Time
Folders
Each subject area has one fact folder and a number of dimension folders. Fact folders contain measurable attributes, which are numeric values like balance code and credit, debit indicator. Fact folders are usually at the end of the list of folders, and are named after the subject area. Dimension folders contain attribute and hierarchical columns like entry type and legal sequence number.

Some folders appear in more than one subject area, such as Time. These are referred to as common folders or common dimensions.

Each folder within a subject area may have a different level of granularity. For example, Bank Statement Balance Detail has various attributes, and Bank Statement Detail has subfolders and attributes in the subfolders.

Attributes
Each dimension folder contains attributes or columns. For example, the folder Bank Statement Balance Detail contains the following attributes:

- Balance Code
- Balance Code Description
- Credit Debit Indicator
- Float Days
- Funds Date

Related Topics
- Data Structure for Analytics: Explained

Bank Account Validation
Bank Account Validation by Country: Andorra to Guadeloupe

This outlines the country specific bank account validation rules performed in Oracle Fusion Cash Management.

The following countries have country specific validations:

- Andorra
- Australia
- Austria
- Belgium
- Bosnia and Herzegovina
- Brazil
- Bulgaria
- Canada
- Columbia
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- French Guiana
- Germany
- Gibraltar
- Greece
- Guadeloupe

When entering bank accounts, different countries can have certain rules governing the format and content of the following related fields:

1. Bank Code
2. Branch Number
3. Account Number
4. Check Digit
5. IBAN

Use the Disable Country Specific Bank Validations profile option to disable the country-specific validations pertaining to the bank code, branch number, account number, check digit, and IBAN. You can set this profile option at the site or user level. The profile is predefined with a default value of No at the site level. If the profile is set to Yes, these validations are not
performed. The checks for unique banks, branches, accounts, and the mandatory requirement of bank account number are not affected by this profile.

**Andorra**

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
</tbody>
</table>
| IBAN        | • Optional, if entered, the following rules apply.  
|             |   • The module-97 rule is used to calculate the validity of the IBAN.  
|             |   • Length should be 24 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.  
|             |   • The first 2 characters are letters.  
|             |   • The third and fourth characters are numbers. |

**Australia**

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, the length should be either 2 or 3 numeric characters.</td>
</tr>
</tbody>
</table>
| Branch Number | • Mandatory                          
|             |   • The combined length of the Branch Number and Bank Code should be 6 numeric characters. Hence, the valid length values (3,4,6) depend upon the Bank Code (3,2,0).  
|             |   • This field is labeled as Bank State Branch.  |
| Account Number | • Mandatory                        
|             |   • Length should be between 5 to 10 characters.  
|             |   • If the account currency is Australian Dollar, account number should be numeric. For foreign currencies, alphanumeric values are allowed |
| Check Digit | • Optional                                 |
| IBAN        | • Optional, if entered, the following rules apply.  
|             |   • The module-97 rule is used to calculate the validity of the IBAN.  
|             |   • Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.  
|             |   • The first 2 characters are letters. |
Oracle Financials Cloud
Using Receivables Credit to Cash

Chapter 8
Manage Cash Management and Banking

Field | Rule
------|------

- The third and fourth characters are numbers.

### Austria

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>Length should be of 5 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>Length should be of 5 numeric characters.</td>
</tr>
<tr>
<td>Account Number</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td>Length should be between 4 to 11 numeric characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td>If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>Length should be 20 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

### Belgium

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td>Length should be of 12 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>It should be in the format 999-999999999-99.</td>
</tr>
<tr>
<td></td>
<td>A check algorithm is applied on the Account Number.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
Check Algorithm for **Account Number**

1. The entered check digit $CD_1$, is the last two digits of the Account Number
2. The calculated check digit $CD_2$, is derived by concatenating the first two sections of the Account Number and calculating the remainder on dividing this by 97. If the remainder is equal to 0, then the calculated check digit is taken to be 97.
3. If the entered check digit ($CD_1$) and calculated check digit ($CD_2$) are equal, then the Account Number is valid, else the check has failed.
4. Additionally, if the entered check digit (that is, the last section) is '00', then the Account Number is invalid because the calculated check digit can never be 00 as per the 3rd point.

Example using account number 123-4567890-78

- The entered check digit ($CD_1$) is '78'. The concatenation of the first two sections gives '1234567890'
- Divide the result by '97'. $1234567890 / 97 = 12727504$
- Derive the remainder. $1234567890 - (12727504 * 97) = 2$ Therefore $CD_2 = 2$
- Here $CD_1 <> CD_2$, therefore the Account Number is not valid.

In this case, a valid Account Number would be '123456789-02'.

**Bosnia and Herzegovina**

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td>If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered.</strong> This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>Length should be 20 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
</tbody>
</table>
Brazil
Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 3 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• If the length is less than 3, then it is converted to a 3 digit number by prefixing it with as many leading zeroes as is necessary.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 5 numeric characters.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>Company Code</td>
<td>• Optional,</td>
</tr>
<tr>
<td></td>
<td>• This is entered in the Account Creation form.</td>
</tr>
<tr>
<td></td>
<td>• If entered, length should be a maximum of 15 numeric characters</td>
</tr>
<tr>
<td>Secondary Account Reference</td>
<td>• This field is labeled as Company Code.</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Optional, if entered, the following rules apply.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

Bulgaria
Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

**Canada**

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• This field is labeled as <strong>Routing Transit Number</strong>.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Optional, if entered, the following rules apply.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
Columbia

For Colombia, there are no validations for Bank Code, Branch Number, Account Number, or Check Digit fields as illustrated in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>Optional</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tax Payer ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional</td>
</tr>
<tr>
<td>Length should be a maximum of 15 numeric characters 14 digits for Tax Payer ID plus the last digit for check digit.</td>
</tr>
<tr>
<td>It is unique within the country.</td>
</tr>
<tr>
<td>Cross Validations of Tax Payer ID in Customers, Suppliers, and Companies. If the Tax Payer ID is used by a Customer, Supplier, or a Company, then the Customer name, Supplier name, or the Company name should match with the Bank name.</td>
</tr>
<tr>
<td>A check digit is applied on the Tax Payer ID.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IBAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional, if entered, the following rules apply.</td>
</tr>
<tr>
<td>The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td>Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td>The first 2 characters are letters.</td>
</tr>
<tr>
<td>The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

Check Algorithm for Tax Payer ID

The first 15 digits are multiplied by the associated factor, as illustrated in the following table.

<table>
<thead>
<tr>
<th>Digit</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>71</td>
</tr>
<tr>
<td>2nd</td>
<td>67</td>
</tr>
<tr>
<td>3rd</td>
<td>59</td>
</tr>
<tr>
<td>4th</td>
<td>53</td>
</tr>
<tr>
<td>5th</td>
<td>47</td>
</tr>
<tr>
<td>6th</td>
<td>43</td>
</tr>
<tr>
<td>7th</td>
<td>41</td>
</tr>
</tbody>
</table>
1. These 15 products are added and the sum is divided by 11.
2. If the remainder is 1 or 0, then the Check Digit should be 1 or 0 respectively.
3. If the remainder is not 1 or 0, then the remainder is subtracted by 11 and that should be the Check Digit.

Croatia
Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>
  * If the IBAN is not entered, a warning message is displayed: IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.
  * The module-97 rule is used to calculate the validity of the IBAN.
  * Length should be 21 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.
  * The first 2 characters are letters.
  * The third and fourth characters are numbers.
Cyprus
Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length should be 28 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

Czech Republic
Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length should be 24 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
## Denmark

### Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>Length should be a maximum of 10 numeric characters</td>
</tr>
<tr>
<td>Check Digit</td>
<td>Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td>If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>Length should be 18 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

## Estonia

### Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
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</tr>
<tr>
<td>Branch Number</td>
<td>Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td>If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>Length should be 20 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
## Finland Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, it should be 6 numeric characters.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be between 8 to 14 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• A check algorithm is applied on the Account Number.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, it should be 1 numeric digit.</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length should be 18 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If 1st digit of Account Number is:</th>
<th>Check Value Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>1</td>
</tr>
</tbody>
</table>
Method 1

The check is formed in the following two parts:

- The first part of the check is formed from the first 6 digits of the Account Number. To illustrate, if the account number is 123456789, then the first part of check would be created as 123456.
- The second part of check is formed as an eight digit value, comprising the 8th to 15th digits of the Account Number. If the length is less than 8, then it is converted to an 8 digit number by prefixing it with as many leading zeroes as is necessary. Using the same example, the second part of check would be created as 00000089. check is then formed by concatenating the two parts. So, in our example the check is formed as 12345600000089.

Method 2

The check is formed in the following three parts:

- The first part of the check is formed from the first 6 digits of the Account Number. To illustrate, if the account number is 123456789, then the first part of check would be created as 123456.
- The second part of check is formed as the 8th digit of the Account Number. Using the same example, the second part of check would be created as 8.
- The third part of check is formed as a seven digit value, comprising the 9th to 15th digits of the Account Number. If the length is less than 7, then it is converted to a 7 digit number by prefixing it with as many leading zeroes as is necessary. Using the same example, the second part of check would be created as 0000009. The check is then formed by concatenating the three parts. So, in our example the check is formed as 12345680000009.

A computed sum is then calculated based on the value of the check. Different calculations are performed depending on the first two digits of the formed check value.

If the first two digits of the check are ‘88’, then:

- The Finnish government provides the following factor table. The 8th to 13th digits of the check number are multiplied by the associated factor. The computed sum is then calculated by summing the totals.

<table>
<thead>
<tr>
<th>Digit</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th</td>
<td>1</td>
</tr>
<tr>
<td>9th</td>
<td>3</td>
</tr>
<tr>
<td>10th</td>
<td>7</td>
</tr>
<tr>
<td>11th</td>
<td>1</td>
</tr>
<tr>
<td>12th</td>
<td>3</td>
</tr>
<tr>
<td>13th</td>
<td>7</td>
</tr>
</tbody>
</table>

Example using check number 88345600000089: Multiply the given digits with the given factor.

<table>
<thead>
<tr>
<th>Digit</th>
<th>Value</th>
<th>Factor</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th Digit</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
### Digit | Value | Factor | Result  
--- | --- | --- | ---  
9th Digit | 0 | 3 | 0  
10th Digit | 0 | 7 | 0  
11th Digit | 0 | 7 | 0  
12th Digit | 0 | 3 | 0  
13th Digit | 8 | 7 | 56  
**Total** | **N/A** | **N/A** | **56**

So the computed sum for this example is 56.

The test fails unless either of the following applies:

- The 14th digit of the check should equal the value of 10 minus the last digit of the computed sum. For the check value is ‘88345600000089’, the last digit of the computed sum is 6. So 10 - 6 = 4. So, the 14th digit of the check should equal 4. The test fails here as the 14th digit is 9.
- Both the 14th digit of the check and the last digit of the computed sum are 0. Using the same example, the test fails here as both values are not 0.

If the first two digits of the check are NOT ‘88’, then the computed sum is calculated for each of the first 13 digits by adding the even numbered digits to the following calculated sum for each odd numbered digit:

- Multiply the digit by 2.
- Divide the result by 10.
- From the result add the integer to the remainder.

**Example using account number 123456800000089:**

| Digit | Value | Multiply (a) | Divide (b) | Integer | Remainder | Result |  
|---|---|---|---|---|---|---  
1st | 1 | 2 | 0.2 | 0 | 2 | 2  
2nd | 2 | N/A | N/A | N/A | N/A | 2  
3rd | 3 | 6 | 0.6 | 0 | 6 | 6  
4th | 4 | N/A | N/A | N/A | N/A | 4  
5th | 5 | 10 | 1 | 1 | 0 | 1  
6th | 6 | N/A | N/A | N/A | N/A | 6  
7th | 0 | 16 | 1.6 | 1 | 6 | 0  

---
 Digit | Value | Multiply (a) | Divide (b) | Integer | Remainder | Result
--- | --- | --- | --- | --- | --- | ---
8th | 0 | N/A | N/A | N/A | N/A | 0
9th | 0 | 0 | 0 | 0 | 0 | 0
10th | 0 | N/A | N/A | N/A | N/A | 0
11th | 0 | 0 | 0 | 0 | 0 | 0
12th | 0 | N/A | N/A | N/A | N/A | 0
13th | 8 | 16 | 1.6 | 1 | 6 | 7
Total | N/A | N/A | N/A | N/A | N/A | 28

The computed sum is then converted using the following process, before being used to see if the Account Number is valid:

1. Computed sum is added to 9.
2. The result is divided by 10.
3. The integer result is multiplied by 10.
4. The result is subtracted by the original computed sum.

So the computed sum ‘282 is converted to ‘2’ as:

1. \(28 + 9 = 37\)
2. \(37/10 = 3.7\). Integer result therefore = 3
3. \(3 \times 10 = 30\)
4. \(30 - 28 = 2\)

This number is then compared to the 14th digit of the Account Number. If it matches, then the test is passed, else it is failed.

In our example, the test fails as the 14th digit of the account number is 9. If the 14th digit had been 2, then the test would have been passed.

**France**

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Code</strong></td>
<td>• Mandatory&lt;br&gt;• Length should be a maximum of 5 numeric characters.&lt;br&gt;• If the length is less than 5, then it is converted to a 5 digit number by prefixing it with as many leading zeroes as is necessary.</td>
</tr>
<tr>
<td><strong>Branch Number</strong></td>
<td>• Mandatory&lt;br&gt;• Length should be a maximum of 5 numeric characters.</td>
</tr>
</tbody>
</table>
Field | Rule
-----|-----
• If the length is less than 5, then it is converted to a 5 digit number by prefixing it with as many leading zeroes as is necessary.

Account Number | • Mandatory
• Length should be a maximum of 11 numeric characters
• Special characters and spaces are not allowed

Check Digit | • Optional
• If entered, length should be a maximum of 2 numeric characters.
• A check algorithm is applied on the check digit.

Account Type | • This field is labeled as *Deposit Type*.

IBAN | • Mandatory
• If the IBAN is not entered, a warning message is displayed: **IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.**
• The module-97 rule is used to calculate the validity of the IBAN.
• Length should be 27 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.
• The first 2 characters are letters.
• The third and fourth characters are numbers.

**Check Algorithm for Check Digit**

A check digit is calculated (CD1) from the Account Number, Bank Code, and Branch Number in the following manner. This is then used as the basis for the check digit validity test.

**CDI**

For the check algorithm, the digits of the Account Number entered as characters A to Z. are converted to numeric values, the French government provides the following conversion table:

<table>
<thead>
<tr>
<th>Value</th>
<th>Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, J</td>
<td>1</td>
</tr>
<tr>
<td>B, K, S</td>
<td>2</td>
</tr>
<tr>
<td>C, L, T</td>
<td>3</td>
</tr>
<tr>
<td>D, M, U</td>
<td>4</td>
</tr>
<tr>
<td>E, N, V</td>
<td>5</td>
</tr>
<tr>
<td>F, O, W</td>
<td>6</td>
</tr>
<tr>
<td>G, P, X</td>
<td>7</td>
</tr>
<tr>
<td>H, Q, Y</td>
<td>8</td>
</tr>
</tbody>
</table>
Example using account number A1234567890:

The letter A is converted by applying the table to 1, so the account number becomes 11234567890.

A value for CD1 is formed by joining together the bank fields in the following way:

- The Bank Code is concatenated with Branch Number concatenated to the converted Account Number. To illustrate with the Bank Code as 12345, the Branch Number as 67890 and the converted Account Number as 11234567890. Then CD1 is created as 123456789011234567890.
- To this concatenated value, 00 is added as a suffix and the resulting value is divided by 97. The remainder obtained as result of this division is then subtracted from 97. The result of this subtraction is the calculated check digit.
- In our example, suffixing 00 gives 12345678901123456789000. Dividing by 97 and deriving the remainder. Mod (12345678901123456789000, 97) = 86 Subtract from 97. 97 - 86 = 11
- If the user entered Check Digit is equal to this calculated value, then the validation is successful.

In the given example, as the user entered check digit is not 11, the check is not valid.

**French Guiana**

**Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>Mandatory&lt;br&gt;<strong>If the IBAN is not entered, a warning message is displayed:</strong> <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;The module-97 rule is used to calculate the validity of the IBAN.&lt;br&gt;Length should be 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.&lt;br&gt;The first 2 characters are letters.&lt;br&gt;The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be 8 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be 8 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• If the Bank Code and Branch Number are entered, then both values must match.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 10 numeric characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If a value is entered for the check digit, then it must be a single digit and must match the last digit of the Account Number.</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

**Gibraltar**

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length should be 23 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
### Greece

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be of 3 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be of 4 numeric characters.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be between 8 to 16 alphanumeric characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If a value is entered, then it must be one numeric character.</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length should be 27 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

### Guadeloupe

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length should be 34 characters. Leading and trailing spaces are ignored. There should be no spaces in the middle.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
</tbody>
</table>
Field | Rule
---|---
| • The third and fourth characters are numbers.

Bank Account Validation by Country: Hungary to Norway

This outlines the country-specific bank account validation rules performed in Oracle Fusion Cash Management.

The following countries have country-specific validations:

- Hungary
- Iceland
- Ireland
- Israel
- Italy
- Japan
- Kuwait
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Martinique
- Mauritius
- Mayotte
- Mexico
- Monaco
- Montenegro
- Netherlands
- New Zealand
- Norway

When entering bank accounts, different countries can have certain rules governing the format and content of the following related fields:

1. Bank Code
2. Branch Number
3. Account Number
4. Check Digit
5. IBAN
Use the **Disable Country Specific Bank Validations** profile option to disable the country-specific validations pertaining to the bank code, branch number, account number, check digit, and IBAN. You can set this profile option at the site or user level. The profile is predefined with a default value of **No** at the site level. If the profile is set to **Yes**, these validations are not performed. The checks for unique banks, branches, accounts, and the mandatory requirement of bank account number are not affected by this profile.

**Hungary**

**Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length should be 28 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

**Iceland**

**Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be of 4 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• If the length is less than 4, then it is converted to a 4 digit number by prefixing it with as many leading zeroes as is necessary.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be of 4 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• If the Bank Code and Branch Number are entered, then both values must match.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 18 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• If the length is less than 18, then it is converted to an 18 digit number by prefixing it with as many leading zeroes as is necessary.</td>
</tr>
</tbody>
</table>
Check Algorithm for Account Number

1. Check algorithm is performed against the Account Number (from digit 9 to 16). Each of these digits is multiplied with the factors as given in the following table:

<table>
<thead>
<tr>
<th>Digit</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>3</td>
</tr>
<tr>
<td>10th</td>
<td>2</td>
</tr>
<tr>
<td>11th</td>
<td>7</td>
</tr>
<tr>
<td>12th</td>
<td>6</td>
</tr>
<tr>
<td>13th</td>
<td>5</td>
</tr>
<tr>
<td>14th</td>
<td>4</td>
</tr>
<tr>
<td>15th</td>
<td>3</td>
</tr>
<tr>
<td>16th</td>
<td>2</td>
</tr>
</tbody>
</table>

These products are added and the sum is divided by 11. The remainder obtained as a result of this division is subtracted from 11 to obtain the calculated check digit. If remainder is 0, then calculated check digit is taken as 0.

This calculated check digit should match the entered check digit (seventeenth digit of the Account Number), else the Account Number is not valid.

Ireland
Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be of 6 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be of 6 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• If the Bank Code and Branch Number are entered, then both values must match.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be 8 numeric characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

**Israel**

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If entered, the length should be a maximum 2 numeric characters</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be 3 numeric characters.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be 9 numeric characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Optional, if entered, the following rules apply.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
Italy

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 5 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 5 numeric characters.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 12 alphanumeric characters.</td>
</tr>
<tr>
<td></td>
<td>• If the length is less than 12, then it is converted to a 12 digit number by prefixing it with as many leading zeroes as is necessary.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, length should be a single alphabetic character and a check algorithm is applied on the Check Digit.</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length should be 27 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

Check Algorithm for Check Digit

The check digit is used to validate against the Bank Code, Branch Number, and Account Number. These are concatenated to obtain a 22 character string.

Each character is assigned a value depending upon whether the character is in an odd position or an even position in the string as given in the following table:

<table>
<thead>
<tr>
<th>Even Position Values</th>
<th>Odd Position Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/0 = 0</td>
<td>A/0 = 1</td>
</tr>
<tr>
<td>B/1 = 1</td>
<td>B/1 = 0</td>
</tr>
<tr>
<td>C/2 = 2</td>
<td>C/2 = 5</td>
</tr>
<tr>
<td>D/3 = 3</td>
<td>D/3 = 7</td>
</tr>
<tr>
<td>E/4 = 4</td>
<td>E/4 = 9</td>
</tr>
<tr>
<td>Even Position Values</td>
<td>Odd Position Values</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>F/5 = 5</td>
<td>F/5 = 13</td>
</tr>
<tr>
<td>G/6 = 6</td>
<td>G/6 = 15</td>
</tr>
<tr>
<td>H/7 = 7</td>
<td>H/7 = 17</td>
</tr>
<tr>
<td>I/8 = 8</td>
<td>I/8 = 19</td>
</tr>
<tr>
<td>J/9 = 9</td>
<td>J/9 = 21</td>
</tr>
<tr>
<td>K = 10</td>
<td>K = 2</td>
</tr>
<tr>
<td>L = 11</td>
<td>L = 4</td>
</tr>
<tr>
<td>M = 12</td>
<td>M = 18</td>
</tr>
<tr>
<td>N = 13</td>
<td>N = 20</td>
</tr>
<tr>
<td>O = 14</td>
<td>O = 11</td>
</tr>
<tr>
<td>P = 15</td>
<td>P = 3</td>
</tr>
<tr>
<td>Q = 16</td>
<td>Q = 6</td>
</tr>
<tr>
<td>R = 17</td>
<td>R = 8</td>
</tr>
<tr>
<td>S = 18</td>
<td>S = 12</td>
</tr>
<tr>
<td>T = 19</td>
<td>T = 14</td>
</tr>
<tr>
<td>U = 20</td>
<td>U = 16</td>
</tr>
<tr>
<td>V = 21</td>
<td>V = 10</td>
</tr>
<tr>
<td>W = 22</td>
<td>W = 22</td>
</tr>
<tr>
<td>X = 23</td>
<td>X = 25</td>
</tr>
<tr>
<td>Y = 24</td>
<td>Y = 24</td>
</tr>
<tr>
<td>Z = 25</td>
<td>Z = 23</td>
</tr>
</tbody>
</table>

The first character is an odd position. The values assigned are added up and the sum is divided 26.
The remainder obtained as a result of this division is converted into an alphabet as given in the following table:

**Transformation Algorithm**

<table>
<thead>
<tr>
<th>Calculation</th>
<th>Calculation</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 = A</td>
<td>9 = J</td>
<td>18 = S</td>
</tr>
<tr>
<td>1 = B</td>
<td>10 = K</td>
<td>19 = T</td>
</tr>
<tr>
<td>2 = C</td>
<td>11 = L</td>
<td>20 = U</td>
</tr>
<tr>
<td>3 = D</td>
<td>12 = M</td>
<td>21 = V</td>
</tr>
<tr>
<td>4 = E</td>
<td>13 = N</td>
<td>22 = W</td>
</tr>
<tr>
<td>5 = F</td>
<td>14 = O</td>
<td>23 = X</td>
</tr>
<tr>
<td>6 = G</td>
<td>15 = P</td>
<td>24 = Y</td>
</tr>
<tr>
<td>7 = H</td>
<td>16 = Q</td>
<td>25 = Z</td>
</tr>
<tr>
<td>8 = I</td>
<td>17 = R</td>
<td>N/A</td>
</tr>
</tbody>
</table>

This value should be the same as the user entered check digit or else the Check Digit validation fails.

**Japan**

**Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be 4 numeric characters</td>
</tr>
<tr>
<td>Alternate Bank Name</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be 3 numeric characters.</td>
</tr>
<tr>
<td>Alternate Branch Name</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Account Type</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Field</td>
<td>Rule</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Bank Code</td>
<td>• Optional&lt;br&gt;• If entered, the length should be a maximum of 4 characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory&lt;br&gt;• Length should be a maximum of 21 characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory&lt;br&gt;• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The module-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length should be 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
</tbody>
</table>

**IBAN**

- • Mandatory
- • If the IBAN is not entered, a warning message is displayed: **IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.**
- • The module-97 rule is used to calculate the validity of the IBAN
- • Length should be 21 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.
- • The first 2 characters are letters.
- • The third and fourth characters are numbers.

**Liechtenstein**

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
</tbody>
</table>

**IBAN**

- • Mandatory
- • If the IBAN is not entered, a warning message is displayed: **IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.**
- • The module-97 rule is used to calculate the validity of the IBAN
- • Length should be 21 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.
- • The first 2 characters are letters.
- • The third and fourth characters are numbers.

**Lithuania**

Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered.</strong> This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length should be 20 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

**Luxembourg Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be 3 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be 3 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• If the Bank Code and Branch Number are entered, then both values must match.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be 13 alphanumeric characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be 2 numeric characters</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered.</strong> This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length should be 20 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
Malta

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length should be 31 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

Martinique

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length should be 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
### Mauritius

**Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
</tbody>
</table>

**IBAN**

- Mandatory
- If the IBAN is not entered, a warning message is displayed: **IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.**
- The module-97 rule is used to calculate the validity of the IBAN
- Length should be 30 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.
- The first 2 characters are letters.
- The third and fourth characters are numbers.

### Mayotte

**Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
</tbody>
</table>

**IBAN**

- Mandatory
- If the IBAN is not entered, a warning message is displayed: **IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.**
- The module-97 rule is used to calculate the validity of the IBAN
- Length should be 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.
- The first 2 characters are letters.
### Mexico

**Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>Optional</td>
</tr>
<tr>
<td>Secondary Account Reference</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>If entered:</td>
</tr>
<tr>
<td></td>
<td>◦ Should be of 18 digits</td>
</tr>
<tr>
<td></td>
<td>◦ Should be numeric</td>
</tr>
</tbody>
</table>

### Monaco

**Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>Optional</td>
</tr>
</tbody>
</table>
| IBAN                   | Mandatory
|                         | If the IBAN is not entered, a warning message is displayed: **IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.**
|                         | The module-97 rule is used to calculate the validity of the IBAN
|                         | Length should be 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.
|                         | The first 2 characters are letters.
|                         | The third and fourth characters are numbers.                         |
Montenegro

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
</tbody>
</table>
|                | • If the IBAN is not entered, a warning message is displayed: **IBAN has not been entered.**  
|                | **This bank account is defined in a country that requires IBAN for payment processing.**  
|                | • The module-97 rule is used to calculate the validity of the IBAN  
|                | • Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.  
|                | • The first 2 characters are letters.  
|                | • The third and fourth characters are numbers. |

Netherlands

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
</tbody>
</table>
|                | • Two types of account numbers are validated:  
|                | • If the bank account number is numeric and consists of one of the following then bank account will be considered as Post or Giro Account.  
|                |   • length is 7 digits or less, or  
|                |   • prefixed with 000, or  
|                |   • prefixed with P or G  
<p>|                | • There is no check digit validation for Post or Giro accounts. |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For other account numbers, the length should be between 9 and 10 numeric characters. A check algorithm is applied on the Account Number.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td>If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>Length should be 18 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

**Check Algorithm for Non-Post or Giro Account Number**

1. If the length is less than 10, then it is converted to a 10 digit number by prefixing it with as many leading zeroes as is necessary.
2. The Netherlands government provides the following factor table for each of the 10 digits:

<table>
<thead>
<tr>
<th>Digit</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>10</td>
</tr>
<tr>
<td>2nd</td>
<td>9</td>
</tr>
<tr>
<td>3rd</td>
<td>8</td>
</tr>
<tr>
<td>4th</td>
<td>7</td>
</tr>
<tr>
<td>5th</td>
<td>6</td>
</tr>
<tr>
<td>6th</td>
<td>5</td>
</tr>
<tr>
<td>7th</td>
<td>4</td>
</tr>
<tr>
<td>8th</td>
<td>3</td>
</tr>
<tr>
<td>9th</td>
<td>2</td>
</tr>
<tr>
<td>10th</td>
<td>1</td>
</tr>
</tbody>
</table>

These are multiplied and the sum of the products is calculated. If the result so obtained is perfectly divisible by 11 (that is, no remainder on division by 11), then the test is successful, otherwise the account number entered is not valid.
New Zealand
Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Mandatory&lt;br&gt;• Length should be 2 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Mandatory&lt;br&gt;• Length should be 4 numeric characters.&lt;br&gt;• This field is labeled Bank State Branch.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>Description</td>
<td>• This field is labeled Reference.</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Optional, if entered, the following rules apply.&lt;br&gt;• The module-97 rule is used to calculate the validity of the IBAN.&lt;br&gt;• Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

Norway
Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory&lt;br&gt;• Length should be of 11 numeric characters.&lt;br&gt;• A check algorithm is applied on the Account Number, if the 5th and 6th digits of the account number are not 00.</td>
</tr>
</tbody>
</table>

For example, for Account Number, 1234001234, the check algorithm will not be applied but for Account Number 02056439653, the check algorithm will be applied as outlined in the Check Algorithm for Account Number, following this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
</tbody>
</table>
Check Algorithm for Account Number

1. The check digit is set as the last (that is, the 11th digit) of the Account Number. For example, if the account number is 02056439653, then the check digit is set to 3.

2. The Norwegian government provides the following factor table:

<table>
<thead>
<tr>
<th>Digit</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>5</td>
</tr>
<tr>
<td>2nd</td>
<td>4</td>
</tr>
<tr>
<td>3rd</td>
<td>3</td>
</tr>
<tr>
<td>4th</td>
<td>2</td>
</tr>
<tr>
<td>5th</td>
<td>7</td>
</tr>
<tr>
<td>6th</td>
<td>6</td>
</tr>
<tr>
<td>7th</td>
<td>5</td>
</tr>
<tr>
<td>8th</td>
<td>4</td>
</tr>
<tr>
<td>9th</td>
<td>3</td>
</tr>
<tr>
<td>10th</td>
<td>2</td>
</tr>
</tbody>
</table>

The first ten digits of the account number are multiplied by the associated factor. The computed sum is then calculated by summing the totals.

3. Example using account number 02056439653:

Multiply each digit with the given factor. The following table illustrates the factors that determine validation:

<table>
<thead>
<tr>
<th>Digit</th>
<th>Value</th>
<th>Factor</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>0</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Digit</td>
<td>Value</td>
<td>Factor</td>
<td>Result</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>2nd</td>
<td>2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>3rd</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>4th</td>
<td>5</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>5th</td>
<td>6</td>
<td>7</td>
<td>42</td>
</tr>
<tr>
<td>6th</td>
<td>4</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td>7th</td>
<td>3</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>8th</td>
<td>9</td>
<td>4</td>
<td>36</td>
</tr>
<tr>
<td>9th</td>
<td>6</td>
<td>3</td>
<td>18</td>
</tr>
<tr>
<td>10th</td>
<td>5</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>N/A</strong></td>
<td><strong>N/A</strong></td>
<td><strong>163</strong></td>
</tr>
</tbody>
</table>

So the computed sum for this example is 163.

4. The computed sum is then added to the check digit. In the example, $163 + 3 = 166$.

5. Divide the result by 11. $166 / 11 = 15$.

6. Derive the remainder. $166 - (11 \times 15) = 1$.

7. If the remainder is ‘0’, then the validation is successful, else the check fails.

8. In the given example, the check fails the Account Number as the remainder is 1. If the 11th digit of the Account Number was 2 (that is, the check digit would be 2), then the remainder would be $165 - (11 \times 15) = 0$ and the check on the Account Number would be successful.
Bank Account Validation by Country: Poland to the United States

This outlines the country specific bank account validation rules performed in Oracle Fusion Cash Management.

The following countries have country specific validations:

- Poland
- Portugal
- Reunion
- Romania
- Saint Barthelemy
- Saint Martin
- Saint Pierre and Miquelon
- Saudi Arabia
- Serbia
- Serbia and Montenegro
- Singapore
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- The Former Yugoslav Republic of Macedonia
- Tunisia
- Turkey
- United Arab Emirates
- United Kingdom
- United States

When entering bank accounts, different countries can have certain rules governing the format and content of the following related fields:

1. Bank Code
2. Branch Number
3. Account Number
4. Check Digit
5. IBAN
Use the **Disable Country Specific Bank Validations** profile option to disable the country-specific validations pertaining to the bank code, branch number, account number, check digit, and IBAN. You can set this profile option at the site or user level. The profile is predefined with a default value of **No** at the site level. If the profile is set to **Yes**, these validations are not performed. The checks for unique banks, branches, accounts, and the mandatory requirement of bank account number are not affected by this profile.

**Poland**

**Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, the length should be of 8 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, the length should be of 8 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• If the Bank Code and Branch Number are entered, then both values must match</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 16 alphanumeric characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length should be 28 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

**Portugal**

**Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be of 4 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be of 4 numeric characters.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 11 numeric characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• Length should be of 2 numeric characters.</td>
</tr>
</tbody>
</table>
Field | Rule
--- | ---
| • If entered, a check algorithm is applied on the Check Digit. |  

**IBAN**

- Mandatory
- If the IBAN is not entered, a warning message is displayed: **IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.**
- The module-97 rule is used to calculate the validity of the IBAN
- Length should be 25 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.
- The first 2 characters are letters.
- The third and fourth characters are numbers.

**Check Algorithm for Check Digit**

- A check digit is formed (CD1) from the Bank Code, Branch Number, and Account Number by concatenating the three numbers.
- For example, using Bank Code 1234, Branch Number 5678, and Account Number 12345678901. Then CD1 is set as 1234567812345678901.
- The Portuguese government provides the following factor table:

<table>
<thead>
<tr>
<th>Digit</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>73</td>
</tr>
<tr>
<td>2nd</td>
<td>17</td>
</tr>
<tr>
<td>3rd</td>
<td>89</td>
</tr>
<tr>
<td>4th</td>
<td>38</td>
</tr>
<tr>
<td>5th</td>
<td>62</td>
</tr>
<tr>
<td>6th</td>
<td>45</td>
</tr>
<tr>
<td>7th</td>
<td>53</td>
</tr>
<tr>
<td>8th</td>
<td>15</td>
</tr>
<tr>
<td>9th</td>
<td>50</td>
</tr>
<tr>
<td>10th</td>
<td>5</td>
</tr>
<tr>
<td>11th</td>
<td>49</td>
</tr>
<tr>
<td>12th</td>
<td>34</td>
</tr>
<tr>
<td>13th</td>
<td>81</td>
</tr>
</tbody>
</table>
The nineteen digits of the created check digit (CD1) are multiplied by the associated factor. The multiple sum is then calculated by summing the totals.

Example using the value for CD1:

<table>
<thead>
<tr>
<th>Digit</th>
<th>Value</th>
<th>Factor</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>73</td>
<td>73</td>
</tr>
<tr>
<td>2nd</td>
<td>2</td>
<td>17</td>
<td>34</td>
</tr>
<tr>
<td>3rd</td>
<td>3</td>
<td>89</td>
<td>267</td>
</tr>
<tr>
<td>4th</td>
<td>4</td>
<td>38</td>
<td>152</td>
</tr>
<tr>
<td>5th</td>
<td>5</td>
<td>62</td>
<td>310</td>
</tr>
<tr>
<td>6th</td>
<td>6</td>
<td>45</td>
<td>270</td>
</tr>
<tr>
<td>7th</td>
<td>7</td>
<td>53</td>
<td>371</td>
</tr>
<tr>
<td>8th</td>
<td>8</td>
<td>15</td>
<td>120</td>
</tr>
<tr>
<td>9th</td>
<td>1</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>10th</td>
<td>2</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>11th</td>
<td>3</td>
<td>49</td>
<td>147</td>
</tr>
<tr>
<td>12th</td>
<td>4</td>
<td>34</td>
<td>136</td>
</tr>
<tr>
<td>13th</td>
<td>5</td>
<td>81</td>
<td>405</td>
</tr>
</tbody>
</table>
### Reunion

#### Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
</tbody>
</table>

- If the IBAN is not entered, a warning message is displayed:  **IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.**
- The module-97 rule is used to calculate the validity of the IBAN
- Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.
- The first 2 characters are letters.
- The third and fourth characters are numbers.
### Romania

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>Length should be 24 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

### Saint Barthelemy

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
Saint Martin (French Section)
Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

Saint Pierre and Miquelon
Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
Saudi Arabia

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional&lt;br&gt;• If entered, then the length should be a maximum of 4 characters</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory&lt;br&gt;• Length should be a maximum of 25 characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory&lt;br&gt;• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The module-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

Serbia

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Optional, if entered, the following rules apply.&lt;br&gt;• The module-97 rule is used to calculate the validity of the IBAN.&lt;br&gt;• Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
**Serbia and Montenegro**

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory&lt;br&gt;• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The module-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

**Singapore**

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Mandatory&lt;br&gt;• Length should be 4 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Mandatory&lt;br&gt;• Length should be 3 numeric characters.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Optional, if entered, the rules following apply.&lt;br&gt;• The module-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
Slovakia
Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length cannot be more than 24 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

Slovenia
Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length cannot be more than 19 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
Spain

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Mandatory&lt;br&gt;• Length should be a maximum of 4 numeric characters.&lt;br&gt;• If the bank code is less than 4 digits, then it is converted to a 4 digit number by prefixing it with as many leading zeroes as is necessary.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Mandatory&lt;br&gt;• Length should be a maximum of 4 numeric characters.&lt;br&gt;• If the bank code is less than 4 digits, then it is converted to a 4 digit number by prefixing it with as many leading zeroes as is necessary.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory&lt;br&gt;• Length should be 10 numeric characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional&lt;br&gt;• If entered, length should be a maximum of 2 numeric characters.&lt;br&gt;• A check algorithm is applied on the Check Digit.</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory&lt;br&gt;• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The module-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length should be 24 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

Check Algorithm for Check Digit

Two check digits are calculated, CD1 from the Bank Code and Branch Number and CD2 from Account Number in the following manner; these are then used as the basis for the check digit validity test:

**CD1**

1. For the Bank Code, the Spanish government provides the following factor table:

<table>
<thead>
<tr>
<th>Digit</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>4</td>
</tr>
<tr>
<td>2nd</td>
<td>8</td>
</tr>
<tr>
<td>3rd</td>
<td>5</td>
</tr>
<tr>
<td>4th</td>
<td>10</td>
</tr>
</tbody>
</table>
The four digits of the Bank Code are multiplied by the associated factor. The computed sum is then calculated by summing the totals.

Example using Bank Code '1234':

Multiply each digit with the given factor.

<table>
<thead>
<tr>
<th>Digit Value</th>
<th>Factor Result</th>
<th>Digit Value</th>
<th>Factor Result</th>
<th>Digit Value</th>
<th>Factor Result</th>
<th>Digit Value</th>
<th>Factor Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>2</td>
<td>8</td>
<td>3</td>
<td>5</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>2nd</td>
<td>2</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>3</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td>4</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>N/A</strong></td>
<td><strong>N/A</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>75</strong></td>
</tr>
</tbody>
</table>

So the computed sum for this example is 75.

2. For the Branch Number, the Spanish government provides the following factor table:

<table>
<thead>
<tr>
<th>Digit</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>9</td>
</tr>
<tr>
<td>2nd</td>
<td>7</td>
</tr>
<tr>
<td>3rd</td>
<td>3</td>
</tr>
<tr>
<td>4th</td>
<td>6</td>
</tr>
</tbody>
</table>

The four digits of the Branch Number are multiplied by the associated factor. The computed sum is then calculated by summing the totals.

Example using Branch Number '5678':

Multiply each digit with the given factor.

<table>
<thead>
<tr>
<th>Digit</th>
<th>Value</th>
<th>Factor</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>5</td>
<td>9</td>
<td>45</td>
</tr>
<tr>
<td>2nd</td>
<td>6</td>
<td>7</td>
<td>42</td>
</tr>
<tr>
<td>3rd</td>
<td>7</td>
<td>3</td>
<td>21</td>
</tr>
<tr>
<td>Digit</td>
<td>Value</td>
<td>Factor</td>
<td>Result</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>4th</td>
<td>8</td>
<td>6</td>
<td>48</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>N/A</strong></td>
<td><strong>N/A</strong></td>
<td><strong>156</strong></td>
</tr>
</tbody>
</table>

So the computed sum for this example is 156.

3. The computed sums from both the Bank Code and Branch Number calculations are then summed up. According to the example, it is $75 + 156 = 231$.

4. Divide the result by 11.

$231 / 11 = 21$

5. Derive the remainder

$231 - (11 \times 21) = 0$.

6. CD1 is then derived by subtracting the remainder from 11. If difference is 11, then CD1 is 0 and if difference is 10, then CD1 is $11 - 0 = 11$. So for this example, **CD1 = 11 = 0**.

**CD2**

1. For the Account Number, the Spanish government provides the following factor table:

<table>
<thead>
<tr>
<th>Digit</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
</tr>
<tr>
<td>2nd</td>
<td>2</td>
</tr>
<tr>
<td>3rd</td>
<td>4</td>
</tr>
<tr>
<td>4th</td>
<td>8</td>
</tr>
<tr>
<td>5th</td>
<td>5</td>
</tr>
<tr>
<td>6th</td>
<td>10</td>
</tr>
<tr>
<td>7th</td>
<td>9</td>
</tr>
<tr>
<td>8th</td>
<td>7</td>
</tr>
<tr>
<td>9th</td>
<td>3</td>
</tr>
<tr>
<td>10th</td>
<td>6</td>
</tr>
</tbody>
</table>

The ten digits of the bank number are multiplied by the associated factor. The computed sum is then calculated by summing the totals.
Example using account number '1234567890':

Multiply each digit with the given factor.

<table>
<thead>
<tr>
<th>Digit</th>
<th>Value</th>
<th>Factor</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2nd</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>3rd</td>
<td>3</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>4th</td>
<td>4</td>
<td>8</td>
<td>32</td>
</tr>
<tr>
<td>5th</td>
<td>5</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>6th</td>
<td>6</td>
<td>10</td>
<td>60</td>
</tr>
<tr>
<td>7th</td>
<td>7</td>
<td>9</td>
<td>63</td>
</tr>
<tr>
<td>8th</td>
<td>8</td>
<td>7</td>
<td>56</td>
</tr>
<tr>
<td>9th</td>
<td>9</td>
<td>3</td>
<td>27</td>
</tr>
<tr>
<td>10th</td>
<td>0</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>N/A</strong></td>
<td><strong>N/A</strong></td>
<td><strong>280</strong></td>
</tr>
</tbody>
</table>

So the computed sum for this example is 280.

2. Divide the result by 11

\[
280 / 11 = 25
\]

3. Derive the remainder.

\[
280 - (11 \times 25) = 5
\]

4. CD2 is then derived by subtracting the remainder from 11. \(11 - 5 = 6\). So for this example **CD2 = 6**.

Check Digit Validity Test

The value in the user entered check digit field is compared to the calculated CD1 and CD2 using the following checks, if both of the checks are true, then the validation is unsuccessful.

<table>
<thead>
<tr>
<th>Check</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CD1 is compared to the first digit of the entered check digit field.</td>
</tr>
<tr>
<td>2</td>
<td>CD2 is compared to the second digit of the entered check digit field.</td>
</tr>
</tbody>
</table>
Example of the test using the previously calculated CD1 and CD2:

Where CD1 = 0 and CD2 = 6 and suppose the user entered Check Digit Value is '05'. As CD2 does not match, the check digit is invalid.

**Sweden**

**Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be between 4 to 5 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be between 4 to 5 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• If the Bank Code and Branch Number are entered, then both values must match.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 16 numeric characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• Length should be a single numeric character.</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length should be 24 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

**Switzerland**

**Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be between 3 to 5 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be between 3 to 9 numeric characters.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
</tbody>
</table>
The Former Yugoslav Republic of Macedonia

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed: IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length should be 21 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

Tunisia

Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Optional, if entered, the following rules apply.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

**Turkey**
Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed, <strong>IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length should be 26 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

**United Arab Emirates**
Validation Rules
The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, the length should be a maximum of 4 characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 21 characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN is not entered, a warning message is displayed.</td>
</tr>
<tr>
<td></td>
<td>• The module-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length should be 23 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 digits is AE, followed by 21 alphanumeric digits (format: AE + 21 digits).</td>
</tr>
</tbody>
</table>

**United Kingdom**

Validation Rules

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be 6 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• It is unique within the country.</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 6 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• If the length is less than 6, then it is converted to a 6 digit number by prefixing it with as many leading zeroes as is necessary.</td>
</tr>
<tr>
<td></td>
<td>• This field is labeled as <strong>Sort Code</strong>.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be between 7 to 8 characters.</td>
</tr>
<tr>
<td></td>
<td>• If the length is 7 characters, it is converted to 8 characters, by adding a zero as the lead or first character.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>Secondary Account Reference</td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, length should be a maximum of 18 characters.</td>
</tr>
<tr>
<td></td>
<td>• This field is labeled as <strong>Building Society Roll Number</strong>.</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
</tbody>
</table>
Field | Rule
--- | ---
• If the IBAN is not entered, a warning message is displayed. **IBAN has not been entered. This bank account is defined in a country that requires IBAN for payment processing.**
• The module-97 rule is used to calculate the validity of the IBAN.
• Length should be 22 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.
• The first 2 characters are letters.
• The third and fourth characters are numbers.

**United States**

**Validation Rules**

The fields are checked for validity by adopting the following rules:

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Code</td>
<td>• Optional.</td>
</tr>
</tbody>
</table>
| Branch Number | • This field is labeled as **Routing Transit Number.**  
• Length should be a maximum of 9 numeric characters.  
• If the length is less than 9, then it is converted to a 9 digit number by prefixing it with as many leading zeroes as is necessary.  
• Note that on padding the number to 9 digits, the first 8 digits cannot be all zeroes.  
• For example, 001 and 000007 are invalid Routing Transit Numbers because on padding to 9 digits, they become - 000000001, 000000007, and thus having 8 leading zeroes.  
• A check algorithm is applied on the Routing Transit Number. |
| Account Number | • Mandatory |
| Check Digit | • Optional |
| IBAN | • Optional, if entered, the following rules apply.  
• The module-97 rule is used to calculate the validity of the IBAN.  
• Length cannot be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle are not removed.  
• The first 2 characters are letters.  
• The third and fourth characters are numbers. |

**Check Algorithm for Routing Transit Number**

1. The ninth digit of the Number field is used to represent the Check Digit.
2. A calculated Check Digit is computed from the remaining 8 digits using Modulus 10 algorithm.
3. Multiply each digit in the Routing Transit Number by a weighting factor. The weighting factors for each digit areas given in the following table:

<table>
<thead>
<tr>
<th>Digit</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factor</td>
<td>3</td>
<td>7</td>
<td>1</td>
<td>3</td>
<td>7</td>
<td>1</td>
<td>3</td>
<td>7</td>
</tr>
</tbody>
</table>
• The digits of the Routing Transit Number are multiplied by the associated factor. The computed sum is then calculated by summing the totals.

• Subtract the sum from the next highest multiple of 10. The result is the calculated Check Digit. This should be the same as the 9th digit of the Branch Number or Routing Transit Number; otherwise the Branch Number or Routing Transit Number is invalid.

For Example:

<table>
<thead>
<tr>
<th>Routing Number</th>
<th>0</th>
<th>7</th>
<th>6</th>
<th>4</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiply by</td>
<td>3</td>
<td>7</td>
<td>1</td>
<td>3</td>
<td>7</td>
<td>1</td>
<td>3</td>
<td>7</td>
<td>N/A</td>
</tr>
<tr>
<td>Sum</td>
<td>0</td>
<td>49</td>
<td>6</td>
<td>12</td>
<td>0</td>
<td>1</td>
<td>6</td>
<td>35</td>
<td></td>
</tr>
</tbody>
</table>

So the Check Digit = 1 (110 minus 109).

In this example, the Routing Transit Number 076401251 passes validation.
Manage Advanced Collections

FAQs for Manage Customer Data

How can I enter an activity?

Creating an activity allows collections agents to create a task or tasks to follow up on a delinquent customer. From the Activity tab, select the Create icon to enter the details of your follow-up task. Enter a required Subject and Due Date. The task will be assigned to the customer you are working on. Assign the task to yourself or to the appropriate collections agent. Only collections agents can be assigned to tasks.

Optionally, add any detail information that is needed. You can categorize and prioritize the task. You can optionally attach a document. The tasks appear in the Activity tab and can be filtered.

How can I enter a note?

Notes are viewable by others and created in the contextual area. Previously created notes are listed and available for review. Notes can be entered at the account level or the transaction level. For account level notes you must select the account in the Hierarchy to create the note. For transaction level notes you must select the appropriate transaction. Select the Create icon to enter a new note or the Edit icon to modify or add to an existing note. Entering notes provides the collector an additional option to capture information about the customer. E-mails can be cut and pasted into notes. You are not able to see transaction notes mixed in with account level notes. For transaction level notes you must select the transaction before you can see a note associated to that transaction.

How can changing the customer information impact the collections process?

Making changes in the Profile tab impacts the collections process. Business level changes impact the display of delinquent customers on the Collections Dashboard. To change the Business Level under the Profile tab, you must have Customer selected in the Customer hierarchy. Dunning is impacted by indicating if letters are sent and how they are sent, using the preferred method feature. Changing the collector impacts the individual working the delinquent customer. From the Contact tab, adding or modifying the customer contact name or address impacts who and where the correspondence is sent.

Process Collections Payments
Processing Payments: Overview

Oracle Fusion Advanced Collections provides key functionality for collectors to process customer payments. Customer payments can be processed with credit cards or bank electronic funds transfers through integration with Oracle Fusion Payments. Payments provide real-time authorization and validation.

Note: Credit card services are currently not available in Oracle Financials Cloud implementations.

Processing payments in Advanced Collections provides an easy approach to record and apply payment types to a customer’s transaction. Advanced Collections supports the following when taking customer payments:

- You can only process payments one transaction at a time.
- You process one of the two types of payment; credit cards or electronic fund transfers (also known as ACH) from the customer’s bank account.

Collectors can:

- Use the list of values selection for previously defined credit cards or bank accounts tied to the selected customer.
- Create new credit cards or accounts to be added as needed.
- Has the option to enter a note that others can refer to for additional information on this payment.

The credit card and account information can be encrypted appropriately to secure and protect confidential customer information. This masking is configured in Oracle Fusion Payment set ups.

Features include the following:

- Payment currency can be different than the original currency.
- Entry of payment is done in the original currency with the ability to convert to and view the equivalent value in the selected currency.
- The currency of the selected transaction is the default value.
- Payment can be taken on both delinquent and current open receivables.
- Over payment of a transaction is not permitted.
- Collections defaults the total amount remaining in the amount paid field for the selected transaction.
- The payment amount field can be updated to allow for partial payment.
- Collectors cannot enter negative numbers or zero.
- Approving or denying credit card or electronic fund transfer payments is per Oracle Fusion Payment standards.

Applying Credit Card Payments: Example

This example illustrates how to make two credit card payments for a single customer. Make the first payment with an existing credit card and the second payment by creating a new credit card for the payment.

Note: Credit card services are currently not available in Oracle Financials Cloud implementations.
Scenario

In this scenario you want to make credit card payments on two past due transactions. Use an existing credit card for the first transaction and create a new credit card to use for the second transaction.

Credit Card Payments

You are a collector for InfusionAmerica Inc. and have Acme Corporation on the phone, reviewing two past due transactions. The customer wants to pay both transactions by credit card. They want to apply one payment to the existing credit card listed and pay the second with a new credit card.

Analysis

Apply payment using the credit card on record and creating a new credit card to pay for the second transaction.

Payment Details

You searched on the customer account to retrieve the outstanding transactions. Only one payment can be made at a time. You select the first transaction to be paid. The total amount defaults into the field, but if the customer is making a partial payment, you can change the default amount to the partial amount. Pay the first transaction using an existing credit card. When the existing credit card is selected, the information defaults into the various fields. Additional fields allow you to add detailed information that may be required by your company. The final step is to click the Submit button to process a single payment or Submit and Save to continue making another payment. A confirmation message appears to indicate the payment has been accepted. The second payment is made with a new credit card. This requires you to create a new credit card. Based on the details, the following payments are created.

Apply a payment using an existing credit card.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>The total amount defaults into the field but you can enter a different amount if it is a partial payment.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>You have a list of values to select from, in this example you select Credit Card</td>
</tr>
<tr>
<td>Site</td>
<td>Select the appropriate bill-to site.</td>
</tr>
<tr>
<td>Credit Card</td>
<td>If more than one credit card is on file they are listed in the list of values. You select the correct credit card and verify the number, name on card and expiration date.</td>
</tr>
<tr>
<td>Statement Billing Address</td>
<td>You verify the billing address information.</td>
</tr>
<tr>
<td>Security Code</td>
<td>This is the three to four digits on the back of the credit card, not a required field but may be required by your company.</td>
</tr>
<tr>
<td>Purchase Order Number</td>
<td>This is an optional field but may be required by your company.</td>
</tr>
<tr>
<td>Purchase Order Line Number</td>
<td>This is an optional field but may be required by your company.</td>
</tr>
<tr>
<td>Voice Authorization Date</td>
<td>This is an optional field but may be required by your company.</td>
</tr>
<tr>
<td>Voice Authorization Code</td>
<td>This is an optional field but may be required by your company.</td>
</tr>
<tr>
<td>Field</td>
<td>Action</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Additional Information</td>
<td>A free form text to add pertinent information.</td>
</tr>
</tbody>
</table>

Click **Submit** to process the payment.

Apply a payment using a new credit card.

<table>
<thead>
<tr>
<th>Field or Hyper Link</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>The total amount defaults into the field but you can enter a different amount if it is a partial payment.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>You have a list of values to select from, in this example you select Credit Card</td>
</tr>
<tr>
<td>Create Credit Card hyper link</td>
<td>You click the hyper link to create the new credit card to be used to make the second payment.</td>
</tr>
<tr>
<td>Number</td>
<td>The required credit card number.</td>
</tr>
<tr>
<td>Card Brand</td>
<td>You select the name of the type of credit card to be created.</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>Enter the date the credit card expires.</td>
</tr>
<tr>
<td>Name on Card</td>
<td>Enter the name of the cardholder.</td>
</tr>
<tr>
<td>Financial Institution</td>
<td>Enter the name of the issuing financial institution for the credit card.</td>
</tr>
<tr>
<td>Company Card check box</td>
<td>Check this box if this is a company issued card.</td>
</tr>
<tr>
<td>Purpose</td>
<td>This is an optional field but may be required by your company.</td>
</tr>
<tr>
<td>Description</td>
<td>This is an optional field but may be required by your company.</td>
</tr>
<tr>
<td>From Date</td>
<td>The creation date defaults and activates the use of the credit card.</td>
</tr>
<tr>
<td>To Date</td>
<td>Enter a specific end date, if it is appropriate.</td>
</tr>
<tr>
<td>Statement Billing Address</td>
<td>Select an address if available.</td>
</tr>
<tr>
<td>Create Billing Address hyper link</td>
<td>Select to enter the billing address information for the credit card.</td>
</tr>
<tr>
<td>Context Value</td>
<td>Check this box if a descriptive flexfield has been configured.</td>
</tr>
</tbody>
</table>

Create Billing Address
<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>Select from the list of values if other than the default value.</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>Enter the billing address for the credit card.</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>Enter a second billing address if applicable.</td>
</tr>
<tr>
<td>Address Line 3</td>
<td>Enter a third billing address if applicable.</td>
</tr>
<tr>
<td>Site Name</td>
<td>Enter a site name if applicable.</td>
</tr>
<tr>
<td>City</td>
<td>Enter the city of the billing address.</td>
</tr>
<tr>
<td>State</td>
<td>Enter the state of the billing address.</td>
</tr>
<tr>
<td>Postal Code</td>
<td>Enter the seven digit numeric code for the billing address.</td>
</tr>
<tr>
<td>Sales Tax Geocode</td>
<td>Enter a tax code if applicable.</td>
</tr>
<tr>
<td>Mail Stop</td>
<td>Enter a mail stop if applicable.</td>
</tr>
</tbody>
</table>

**Save and Close** your information. Apply your payment just as you did with the first payment. The credit card you created appears in the list of choices.

### Applying Electronic Fund Transfer Payments: Example

This example illustrates how to make electronic fund transfer payments from a customer with an existing bank account and also from a new bank account.

#### Scenario

You want to make two payments on past due transactions using an existing bank account and creating a new bank account to pay for the second transaction.

#### Create Electronic Fund Transfer Payments

You are a collector for InfusionAmerica Inc. and have Acme Corporation on the phone reviewing two past due transactions. The customer wants to pay both transaction using electronic fund transfers. They want to pay the first transaction out of an existing bank account and pay the second transaction out of a new bank account that you must create.

#### Analysis

Apply a payment using the bank account on record and create a new bank account to pay the second transaction.
Payment Details

You searched on the customer account to retrieve the outstanding transactions. Only one payment can be made at a time. You select the first transaction the customer wants to pay. The total amount defaults into the field, but if the customer is making a partial payment, you can change the default amount to the partial amount. You can have several payment methods available to use, in this example ACH is used. The bank account information defaults into the various fields and you verify the information with the customer. The final step is to **Submit** the payment and pay the second transaction. You must create a new bank account to pay the second transaction. Based on the details the following payments are created.

<table>
<thead>
<tr>
<th>Field or Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>The total amount defaults into the field but you can enter a different amount if it is a partial payment.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>You have a list of values to select from, in this example you select ACH</td>
</tr>
<tr>
<td>Bank Account</td>
<td>More than one bank account can appear in the list. Select the correct account and verify the information with the customer.</td>
</tr>
<tr>
<td>Additional Information</td>
<td>A free form text to add pertinent information.</td>
</tr>
<tr>
<td>Submit</td>
<td>Click the <strong>Submit</strong> button to process the payment.</td>
</tr>
</tbody>
</table>

Create a Bank Account

<table>
<thead>
<tr>
<th>Field or Hyperlink</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>The total amount defaults into the field but you can enter a different amount if it is a partial payment.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>You have a list of values to select from, in this example you select ACH</td>
</tr>
<tr>
<td>Site</td>
<td>Select the appropriate bill-to site.</td>
</tr>
<tr>
<td>Create Bank Account</td>
<td>You click the hyper link to create the new bank account to be used to make the second payment.</td>
</tr>
<tr>
<td>Country</td>
<td>Enter the country where the bank is located.</td>
</tr>
<tr>
<td>Account Number</td>
<td>Enter the account number.</td>
</tr>
<tr>
<td>Bank Name</td>
<td>Enter the name of the bank.</td>
</tr>
<tr>
<td>Branch</td>
<td>Enter the name of the bank branch.</td>
</tr>
<tr>
<td>Allows international payments check box</td>
<td>Check this box to accept international payments</td>
</tr>
<tr>
<td>From Date</td>
<td>The date defaults based on the date of creating the bank account.</td>
</tr>
</tbody>
</table>
The Additional Information region allows you to optionally enter detailed information for the bank account. The fields are as follows:

- Account Name
- Alternate Account Name
- Conversion Rate Agreement Type
- Conversion Rate
- Conversion Rate Agreement Number
- Check Digits
- Secondary Account Reference
- Agency Location Code
- Account Type
- Description

Account Owner Region

<table>
<thead>
<tr>
<th>Field or Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Owner</td>
<td>Enter the name of the account owner and indicate if they are the primary owner.</td>
</tr>
<tr>
<td>Date From</td>
<td>The date defaults on the day the bank account is created.</td>
</tr>
<tr>
<td>Save and Close</td>
<td>Click the Save and Close button to use this bank account to make payments.</td>
</tr>
</tbody>
</table>

The bank account is available for use; repeat the steps in the first example to apply the second payment.

Process Collections Disputes

Processing Disputes: Overview

Processing a collections dispute allows the collector to record and request a dispute based on various sections of the customer’s transaction.
The dispute process allows the collector to do the following:

- Select a transaction, along with the appropriate section and enter a reason for the dispute.
- Submit the dispute for processing.
- Forward to the appropriate levels of approval in the BPM Worklist Credit Memo Request Approval process.

If the dispute is approved, the appropriate credit memo is created automatically. You can only submit one dispute at a time.

- For example, if you are disputing tax and shipping on the same transaction; the tax would be one dispute and shipping a different dispute.

Disputing a transaction, allows the collector to select one of the following sections:

<table>
<thead>
<tr>
<th>Section</th>
<th>Amount to Dispute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line subtotal</td>
<td>Full amount</td>
</tr>
<tr>
<td>Percent</td>
<td>Must be greater than zero and less than or equal to 100</td>
</tr>
<tr>
<td>Shipping</td>
<td>Full amount</td>
</tr>
<tr>
<td>Specific lines</td>
<td>Modify the quantities in whole numbers, partial amounts or quantities are not allowed</td>
</tr>
<tr>
<td>Tax</td>
<td>Full amount</td>
</tr>
<tr>
<td>Total</td>
<td>Full amount</td>
</tr>
</tbody>
</table>

Points to Consider
Consider the following:

- Entering a dispute reason and amount are required to process the dispute.
- The dispute amount defaults based on transaction section selected and depending on the selection, amounts or quantities can be updated.
- Amounts and quantities cannot be greater than the current amount or quantity.
- Once the dispute is submitted it goes through an approval process. Designated users in Oracle Fusion Receivables approve or deny the dispute. If the dispute is approved, a credit memo is created.

Related Topics
- When do I enter a credit memo manually?
- Adjusting Transactions: How It Works

Creating a Dispute

Watch: This video tutorial shows you how to create a dispute on a customer transaction. The content of this video is also covered in text topics.
Creating a Dispute: Procedure

Use Disputes feature to create a dispute in Collections.

Perform the following steps to create a dispute in Collections.

1. Click the Collections icon from the landing page. Click the Customer icon.
2. Search for the customer account: Computer Service and Rentals. Change the default from Customer to Account and enter the number 1006.
3. Click the Transaction tab to display the delinquent or past due transaction for this customer account.
4. Select the first transaction in the table. Note the dispute button is now enabled.
5. Review the Details, Activity, and Lines tab.
6. Dispute the transaction.
7. Enter the section of the transaction to be disputed.
8. Enter a dispute reason.
9. Point out the attachment feature.
10. Submit the dispute. A confirmation message with the dispute number is displayed.
11. Highlight the transaction row, navigate to the Dispute Amount column.
12. Explain the dispute process and results.

Making an Adjustment

Watch: This video tutorial shows you how to make an adjustment to a customer transaction. The content of this video is also covered in text topics.

Making an Adjustment: Procedure

In Collections, use the Adjustment feature to make an adjustment to a customer transaction.

In this example, note the approval limits of an adjustment: The approval of an adjustment is based on the approval limit given to the submitter. Usually an amount range is set up for the user by currency, for example a new user may have adjustment amounts that range from -$10 to -$50 in US dollars. If the adjustment is within the submitters limit, it is automatically approved. If the adjustment exceeds the limit, the adjustment goes through an approval process and is approved or rejected by someone with the appropriate approval limit.

1. Click the Collections icon from the landing page. Click the Customer icon.
2. Search for the customer account: Computer Service and Rentals. Change the default from Customer to Account and enter the number 1006.
3. Click the Transaction tab to display the delinquent or past due transaction for this customer account. The Transactions table displays the list of past due or delinquent transactions.
4. Select a transaction in the table. The Adjust button is enabled when you select a transaction.
5. Click Create icon to create an adjustment.
6. Enter the adjustment details. Select the receivables activity, enter the adjustment type, and amount.
7. Enter an adjustment reason and add additional comments. Submit the Adjustment.
8. Select the Adjustments row and review the adjustment information. Discuss the Adjustment Status.
9. Complete the adjustment by clicking Done.
10. Review the details section. The Details tab displays the transaction information. The Activity tab displays any action applied to the transaction. In this case, the adjustment is now listed. The Lines section displays the details of the transaction.

FAQs for Process Collections Disputes

How does the dispute apply to the customer outstanding balance?
The dispute must be put through an approval process in Oracle Fusion Receivables and if approved, a credit memo is created. Once the credit memo is created it is available to be applied to the customer’s transaction that was disputed before updating their outstanding balance.

What's the difference between freight and shipping?
Freight is the industry standard term for the compensation paid for any goods, cargo, or lading transported for pay by water, land, or air. Freight distribution lines pertain to shipping plus other charges levied for moving goods and services. Shipping is the base transportation cost charged to the customer for transporting goods.

Manage Customer Correspondence

Dunning: Overview

Dunning is the business practice of informing delinquent customers about their overdue payments, usually through correspondence by print, fax or Email. The dunning process is made up of the following:

<table>
<thead>
<tr>
<th>Dunning Feature</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dunning Address</td>
<td>The customer address where the dunning notice is sent. It can be an Email, fax or physical location. The notice can be sent at the customer, account, or site level.</td>
</tr>
<tr>
<td>Dunning Notice</td>
<td>The correspondence sent to a delinquent customer informing them one or more payments are overdue.</td>
</tr>
<tr>
<td>Dunning Template</td>
<td>A form letter escalating the need to pay.</td>
</tr>
<tr>
<td>Dunning Contact</td>
<td>The name of the person or persons contacted in the dunning process. A default name can be preconfigured, but is only used when no contact can be identified.</td>
</tr>
<tr>
<td>Dunning Method</td>
<td>The correspondence method of print, fax or Email used to send dunning notices.</td>
</tr>
<tr>
<td>Business Intelligence Publisher</td>
<td>The technology used to create and generate reports and dunning correspondence.</td>
</tr>
</tbody>
</table>
Once dunning is set up the collector has the ability to use these features:

- Use preconfigured dunning letters
- Support creation and use of custom dunning letters to meet unique requirements of deploying organizations
- Support the feature; Exclude From Dunning, so that specific customers do not receive dunning notices
- Assign follow-up dunning call activities to collections agents
- Resend a previously sent dunning letter to the customer to speed the collections process
- Record and display dunning correspondence activity for collections agents working with customers
- Send letters by print, fax, and Email for improved customer service and operational efficiency

FAQs for Manage Customer Correspondence

Why did my Dunning Process end in Error?
Verify the following:

1. The Business Intelligence Publisher (BIP) server is set up properly.
2. The customer information in the Profile tab is accurate and up to date.
3. The Validate Dunning Setup Report is run and checked for the report details.

Manage Collections Work

Advanced Collections Work Area: Overview

The Advanced Collections work area allows the collector to view and process the assigned work.

The Collections work area displays the open tasks and delinquent customer information for the collector assigned to a given customer. The collector can search on a customer and drill down to each infotile to review the customer information, open promises, strategy tasks, and activities from the each detailed table.

The collectors perform their tasks from the following infotiles:

- Delinquent Customers
- Promises
- Strategy Tasks
- Activities

The collector can review their customers and assigned work in the following infotiles. Select any infotile to review the delinquent customers and tasks information from the detailed table.

- The Delinquent Customers table lists all the delinquent customers assigned to the collector or collector group. The level displayed for each customer is based on the customer’s collections level which can be uniquely assigned when setting up the customer. For example, one customer could be set at the customer level and another on the site level. A default customer setting is assigned on the Manage Collections Preferences page.
A collector can select delinquent customer information hyperlinks based on:
  - customer name
  - work status
  - aging bucket

This allows the collector to view and edit information. The collector navigates from the dashboard to the Transaction tab to create or view disputes, adjustments, promises, and process payments.

- The Promises table details the information on both broken and open promises. The table displays individual promises made by customers assigned to you. You can also review the status, promise date, and promised amount from the table.
- The Strategy Tasks table enables you to review the number of open manual and assigned tasks. You can view the list of the individual items and due dates.
- The Activities table lists all the activities assigned to the collector which need immediate attention. Tasks displayed are only for the collector viewing the page. The collector can edit existing activities and create new ones. This table is independent of the Delinquent Customers table.

**Requesting a Bankruptcy: Explained**

Requesting to place a customer into bankruptcy must meet the following two conditions:

1. Enable the preference, Request Bankruptcy to Yes in the Manage Collections Preferences in the Functional Setup Manager for Advanced Collections. This setting activates the Bankruptcy tab in the Profile tab.
2. The bankruptcy must be applied at the customer level, which includes all transactions at the customer, account, and site levels.

After meeting the conditions to request a bankruptcy, proceeds to the customer Profile tab and selects the Request Bankruptcy from the Actions menu.

**Processing a Bankruptcy Request**

The following table provides the actions a collector can take:

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Request Status</th>
<th>Bankruptcy Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bankruptcy Request</td>
<td>RequestPending</td>
<td>RequestPending</td>
</tr>
<tr>
<td>Bankruptcy Request</td>
<td>RequestApproved</td>
<td>RequestApproved</td>
</tr>
<tr>
<td>Bankruptcy Request</td>
<td>RequestRejected</td>
<td>RequestRejected</td>
</tr>
<tr>
<td>Bankruptcy Withdraw</td>
<td>WithdrawPending</td>
<td>RequestApproved</td>
</tr>
</tbody>
</table>

**Note:** The withdraw request can only be enabled when the bankruptcy status is Approved, at this step the bankruptcy status is not changed.
You initialize the request for bankruptcy on behalf of the customer. Detailed information such as claims, attorneys involved, filing location, and any other legal information can be recorded based on the user defined descriptive flexfield. A submitted bankruptcy request is sent to the appropriate person for approval. The bankruptcy is either approved or rejected.

Once the bankruptcy is approved, the status changes to approved and the following occurs with all the customer transactions:

- Collection activities are suspended
- Delinquent transactions no longer appear on the Collections Dashboard
- The customer has a status of Bankrupt

You can withdraw a bankruptcy after a bankruptcy request has been submitted. If bankruptcy is not approved, you cannot withdraw the bankruptcy. The collector must contact the person approving the request to reject it.

### FAQs for Manage Collections Work

**Why did the Collections Dashboard fail to display delinquent customers?**

Check the following if you do not see delinquent customers on the Collections Dashboard:

1. Verify you have been hired as an employee and setup as a collector.
2. Confirm you are assigned to the customers as a collector in the Profile tab that you are expecting to appear on the Collections Dashboard.
3. Update the dashboard by submitting the process Update Collections Summary Data.

### Using the Managers Dashboard

**Using the Collections Manager Dashboard: Explained**

The Collections Manager Dashboard enables insight into advanced metrics, known as Key Performance Indicators. This provides you the ability to understand the financial health of your customers and effectiveness of your collections organization. Using this information you can strategically allocate collections resources more effectively.

Metrics
Oracle Fusion Advanced Collections embeds technology to combine advanced metrics with dimension-based reporting functionality. Once you run the Initialize and Load Metrics program, the metrics are created.

As transactions are added and receipts are applied, you must run the Incremental Metrics Load program. This routine maintenance program updates all the data and dimensions.

Multidimensional analysis is possible with the Manager Dashboard and SMART View, an Excel-based ad hoc reporting tool. You can instantly view statistics using different dimensions on the same data, and drill up, down, and through on any hierarchy level.

The Key Performance Indicators can be aggregated across a number of dimensions and hierarchies such as:

- Business Unit
- Customer, Account, and Site
- Collector
- Profile Class
- Country, State, Province, City, or ZIP Code
- Salesperson
- Aging Bucket

Collectors

Use the Manage Resources page for the following:

- Assign collectors to new or different customers
- Reassign collectors to all or selected customers
- Assign backup collectors to cover for absent collectors

Delinquent Customers Work Status: Explained

Use the Update Work Status feature in the Collections Dashboard to allow your collectors or collectors group to view their delinquent customers work and update their work items status. The collectors can select a customer from the Collections Dashboard and use the Update Work Status option to update the customer work item status. The collector selects the customers based on the various collections criteria to update the work status.

Collections Dashboard Work statuses

Following are the different work statuses available on the Collections Dashboard:

<table>
<thead>
<tr>
<th>Work Status</th>
<th>Description</th>
<th>Work Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Indicates the delinquent customer is available for collections and can contact the identified delinquent customer. These customers may be newly delinquent, or the time (days) has elapsed for a customer with a work status of follow-up or ignore.</td>
<td>By default, the current system date is displayed.</td>
</tr>
</tbody>
</table>
### Work Status

<table>
<thead>
<tr>
<th>Work Status</th>
<th>Description</th>
<th>Work Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow-up</td>
<td>Indicates the collector wants to follow up with the customer at a future date.</td>
<td>By default, the current system date is displayed based on the settings preference (Maximum Number of Days work can be rescheduled). The work status date must be equal to or greater than the current system calendar date and not exceed the Maximum Number of Days value. If required, you can update this value. The Update Collections Dashboard Summary process changes the Follow-up status back to Open if not cured or if the follow up date has passed.</td>
</tr>
<tr>
<td>Ignore</td>
<td>Indicates the collector wants to ignore a customer until a future date.</td>
<td>By default, the current system date is displayed based on the settings preference (Maximum Number of Days work can be rescheduled). The status date must be equal to or greater than current system date and not exceed the Maximum Number of Days value. The Update Collections Dashboard Summary process changes the Ignore status back to Open status if not cured or if the work status date has passed.</td>
</tr>
</tbody>
</table>
| Hold        | Indicates that the collector doesn't want the Update Collections Dashboard Summary process to change the work status. | By default, the current system date is displayed. The collector won't be able to update the date. To release the Hold status:  
- Run the Update Collections Dashboard Summary process with the Delinquency Method set to Hold after the work status date has passed. To remove the customer from the Collections Dashboard:  
1. Ensure the customer has fully paid all the delinquent items.  
2. Run the Delinquency Identification concurrent process using the Collections Scoring.  
3. Run the Update Collections Dashboard Summary process with the Delinquency Method set to Delete. |

### Related Topics

- Understanding Scoring Formulas: Explained
Managing Collectors: Worked Example

This example shows you how to:

- Reassign all customers from one collector to another
- Assign a select few customers to another collector
- Assign a backup collector to an existing one

The Collections Manager Dashboard Collectors tab allows you to reassign collectors and assign backup collectors.

As a Collections Manager, you have analyzed the performance of Collector A and Collector B. You have discovered that Collector A has a better success rate of collecting payments from their delinquent customers than Collector B. You want to:

- Reassign all of Collector B customers to Collector A
- Assign Collector B to a limited number of customers
- Assign Collector B to backup Collector A to cover for them when they are out sick or on vacation

Reassign Collector to All Customers

1. From the Collectors table select Collector B.
2. From the Actions menu click Reassign.
3. This brings up the Reassign window. Search for Collector A click the OK button.
4. Click the Save button.

Collector A now has all of the customers originally assigned to Collector B

Reassign Collector to Selected Customers

1. From the Collectors table select Collector B.
2. From the list of Customers in Customers table, multi select 2 customers.
3. From the Actions menu click Reassign.
4. The Reassign window appears. Search for Collector A click the OK button.
5. Click the Save button.

Collector A now has the two customers you reassigned from Collector B

Assign a Backup Collector

1. From the Collectors region select the primary collector, Collector A.
2. Navigate to the Backup Collectors region.
3. Click the Add Row icon.
4. Enter Collector B in the Backup Collector field.
5. Optionally enter a Start and End date.
6. Select Yes to Enable the Backup Collector.
7. Click the Save button.

Once this backup collector signs into the application they have the ability to access any customer currently assigned to the primary collector.
Manage Promise to Pay

Promise to Pay: Explained

Use the promise to pay feature when a delinquent customer is unable to make a payment immediately or plans to send payment later. Promise to pay tracks commitments to pay by a certain day to resolve the delinquent account.

Promise to Pay Features

Promise to pay is used:

- to record a payment commitment and schedule a promise to pay date.
- to apply to one or more delinquent transactions.
- when reviewing the outstanding customer account transactions with a customer.

The Promise to Pay section has the following three tables:

1. Selected Transactions; identifies transactions for promise to pay.
2. Transaction Details; provides the status, state, amount promised, and promise date.
3. Mass Promise; displays the multiple transactions the customer has committed to pay in full.

Managing Promise to Pay

Managing delinquent customer accounts include the following:

- You can cancel a promise made in error if it is prior to the promise due date.
- Oracle Fusion Advanced Collections tracks the expected payment automatically.
- The promise information is updated by scheduling the IEX: Promise Reconciliation concurrent program daily. Schedule this program after cash has been applied to open transactions. This verifies reconciled payments against open promises and updates the promise state and status in the Collector’s Work Area.
- Mass promise to pay amounts must be the full amount. You cannot enter partial payments for mass promise to pay transactions.

Promise to Pay Status and State

The status indicates the specific condition of the promise or promises. The following table provides the possible statuses:

<table>
<thead>
<tr>
<th>Status</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broken</td>
<td>Promise date was not met.</td>
</tr>
<tr>
<td>Canceled</td>
<td>Promise entered in error or no longer valid.</td>
</tr>
<tr>
<td>Closed</td>
<td>Payment was made on or before the promise date.</td>
</tr>
<tr>
<td>Collectible</td>
<td>Open promise that has been created or not yet reached the commitment date.</td>
</tr>
</tbody>
</table>
Oracle Financials Cloud
Using Receivables Credit to Cash

Chapter 9
Manage Advanced Collections

### Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulfilled</td>
<td>Promise date and amount were met.</td>
</tr>
</tbody>
</table>

The state signifies the overall standing of the promise or promises.

<table>
<thead>
<tr>
<th>State</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promise</td>
<td>Open commitment detailing the amount to be paid and date promised.</td>
</tr>
<tr>
<td>Broken</td>
<td>Commitment date was not met to make payment.</td>
</tr>
</tbody>
</table>

### Creating Promise to Pay: Worked Example

These examples illustrate how to create promise to pay.

Create a promise to pay for a single transaction for a partial amount of the balance and a mass promise to pay for all transaction that are 60 days past due.

#### Promise to Pay Details for a Single Transaction

1. Search on the customer account to retrieve the outstanding transactions.
2. From the Transaction tab, select the single transaction that is 30 days past due.
3. Click the Promise button.
4. Refer to the following table to complete the fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promise Amount</td>
<td>Enter a partial or full amount of the transaction.</td>
<td>◦ Partial amounts can only be entered for individual transactions.</td>
</tr>
<tr>
<td>Promise Date</td>
<td>Enter the agreed upon date for payment to be made.</td>
<td>◦ You can only enter a date in the future. ◦ This date may be limited based on the Preferences setup.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>Optionally choose the preferred customer payment method.</td>
<td>◦ Only credit cards and automatic fund transfers can be accepted for immediate payment.</td>
</tr>
</tbody>
</table>

5. Click Submit to process your promise to pay

#### Promise to Pay Details for Multiple Transactions

1. Search on the customer account to retrieve the outstanding transactions.
2. From the Transaction tab, select multiple transactions that are 60 days past due.
3. Click the promise button
4. Refer to the following table to complete the fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promise Amount</td>
<td>The full amount of the transaction defaults.</td>
<td>Mass promise transactions must be the full amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td>You cannot enter partial amounts for mass promise to pay transactions.</td>
</tr>
<tr>
<td>Promise Date</td>
<td>Enter the agreed upon date for payment to be made.</td>
<td>You can only enter a date in the future.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This date may be limited based on the Preferences setup.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>Optionally choose the preferred customer payment method.</td>
<td>Only credit cards and automatic fund transfers can be accepted for immediate payment.</td>
</tr>
</tbody>
</table>

5. Click Submit to process your promise to pay

FAQs for Manage Promise to Pay

When does the customer account get updated with the promise to pay information?
The promise to pay information updates:

- Occur when submitted and is immediately recorded on the customer account. It can be configured to have a confirmation letter sent automatically once it is submitted
- Assign the status of either Fulfilled or Broken based on the promise date when the Promise Reconciliation program is run

Manage Strategy

Understanding Task Details: Explained

Strategies consist of sequentially grouped tasks to aid in the collections process.

Tasks are:

- activities performed by collections agents and can be configured to be manual or automatic.
- assigned to a collector or assigned based on the group of customers delegated to them for collection.

Collectors view their tasks and task detail in the Strategy tab.

When creating a task you can do the following:

- Specify a before or after task wait time to initiate the next task. For example, you want to allow five days after sending a polite reminder to a customer before scheduling a follow up phone call task. Set the task to execute as: How long will the strategy wait until it executes this task and set the wait for period as 5 days.
- Add wait time after a task executes.
• Specify if a task is optional. If not completed by the collector, an optional task closes automatically at the end of the
time period specified, and frees up the strategy to initiate the next task.
• Escalate a task from the collector to a manager if not completed on time. Only manual tasks can be escalated.

Task Status and Details
When you run the Strategy Management program, the status for each task updates. The following are task statues and
details:

• **To Be Created**: Task not yet created
• **Open**: Work in progress
• **Skip**: Task was skipped
• **Time-out**: Assigned collector didn’t assign task before optional wait time expired
• **In Error**: Problem occurred sending out correspondence
• **Closed**: Task no longer needs to be performed because related delinquency has been paid in full
• **Canceled**: Strategy switched and task no longer needs to be performed
• **Complete**: Task has been completed by collector

FAQs for Manage Strategy

**What’s a Collections method set?**
A Collections method set is used to identify the following default values for insuring no errors occur when processing
strategies:

• Processing data at the Common Set or by Business Unit
• Collections Method
• Default Collector
• Default Strategy
• Strategy Grace Period Days

**How can I assign a strategy to a customer?**
Strategies are assigned automatically when the Strategy Management program is executed. However you can manually
change a customers strategy in the sub tab **Strategy** associated to the **Profile** tab. In addition, you can add, remove, and
reassign tasks associated to the strategy.

**How do scoring engines and strategies work together?**
Scoring formulas contain data points used to score customer collectability. Based on the customers score generated by the
scoring formula, a strategy is associated to it.

For example, a scoring formula is configured to check for overdue transactions. Transactions 60 days overdue receive a
score of 40. Therefore, any transaction scoring 40 is assigned a strategy with the first task directing the collector to contact
the customer by phone.
Using Collections Metrics

Using the Collections Effectiveness Index Metrics: Explained

This percentage expresses the effectiveness of collection efforts over time. The closer to 100% the more effective the collection efforts. The measure is the quality of collecting receivables, not of time. Collection Effectiveness Index accurately measures collection effectiveness, amounts that are collectible and are actually collected. This metric is used to evaluate individuals, subgroups, and overall groups.

The following applies across all metrics:

- Metrics Common Currency: Is a single currency that the metric uses for reporting and is defined when configuring the Collections Preferences.
- Inception Date: Is the date the customer balance begins the calculation. No balance is calculated prior to the inception date. This date is set in Collections Preferences. When calculating metrics the first time, any unpaid open transaction that is prior to the inception falls on this date.
  
  For example: If a customer has open transactions in calendar year 2012 totaling 100,000 USD and the inception date is January 1, 2013. Then the beginning balance for the customer on January 1, 2013 is 100,000 USD.
  
- Activity Date: This date drives what bucket of time the document is grouped into our metrics. Each document has a corresponding activity date, documents include:
  
  - invoices
  - receipt application
  - credit memos
  - adjustments
  - unapplied receipts

  The activity date is typically the accounting date of the document. Balances and metrics can be calculated from the current time going backward to the inception date based on the activity dates of the corresponding documents.

The metric formula calculations are provided in the subsequent section:

**Collection Effectiveness Index**

The Collection Effectiveness Index (CEI) accurately measures collection effectiveness, amounts that are collectible, and the ones actually collected. This metric is used to evaluate individuals, subgroups, and overall groups.

\[
\frac{(Beginning\ Balance + Credit\ Sales\ minus\ Ending\ Balance)}{N} \div \frac{(Beginning\ Balance + Credit\ Sales\ minus\ Current\ Receivables)}{N} \times 100.
\]

- Where N = number of days in the period.
- Current Receivables: Is the current amount of receivables transactions not in dispute or past due.

**Percent Current and Percent Over 90 Days Delinquent**

Percent Current = Current Receivables / Ending balance * 100.

Percent Over 90 Days Delinquent = Receivables greater than 90 days Overdue / Ending balance * 100.
Over 90 Days Delinquent
The total amount that is past 90 days due.

Beginning Balance and Ending Balance
Beginning Balance = Total outstanding open receivables at the beginning of the period.
Ending Balance = Total outstanding open receivables at the end of the period.

Credit Sales
Revenues generated by an entity that it allowed to the customers on credit, less all sales returns and sales allowances.

Related Topics
- Setting Up Collections Preferences: Points to Consider

Understanding Days Sales Outstanding Metrics: How It's Calculated
Advanced Collections provides formulated metrics for Days Sales Outstanding (DSO).
This example illustrates 5 of the metrics pertaining to Days Sales Outstanding and provides formulas with sample calculations.

Scenario
As a Collections Manager you want to understand the Days Sales Outstanding metrics and use the analytics to make decisions. The date of the calculation is October 1, 2011. The receivables data used for each of the calculations are displayed in the following table.

<table>
<thead>
<tr>
<th>Date of Invoice</th>
<th>Aging Bucket</th>
<th>Dollars in Bucket</th>
<th>Credit Sales in Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/28/11</td>
<td>Current</td>
<td>3,000 USD</td>
<td>5,000 USD</td>
</tr>
<tr>
<td>8/28/11</td>
<td>1-30 days past due</td>
<td>3,000 USD</td>
<td>6,000 USD</td>
</tr>
<tr>
<td>7/28/11</td>
<td>31-60 days past due</td>
<td>2,000 USD</td>
<td>5,000 USD</td>
</tr>
<tr>
<td>Total Open Receivables</td>
<td>NA</td>
<td>8,000 USD</td>
<td>16,000 USD</td>
</tr>
</tbody>
</table>

Calculating Various Days Sales Outstanding (DSO)
For each of the Days Sales Outstanding (DSO) metrics, the calculations are explained and the formula is provided in the following:

DSO
This example expresses the (aggregate) average time, in days, that receivables are outstanding. It helps determine if a change in receivables is due to a change in sales, selling terms, or other factors.

An analyst might compare the days’ sales outstanding with the company’s credit terms as an indication of how efficiently the company manages its receivables.
DSO = Ending Balance * N / Credit Sales

N = Number of days in the period.

With the preceding data, the 3rd Quarter DSO = ($8,000 / $16,000) x 91 = 45.5 days DSO

**True DSO**

This uses an average balance over the period rather than Ending Balance snapshot to calculate DSO.

Number of days from invoice date to reporting date x (invoice amount/net credit sales for the month in which the sale occurred) = True DSO per invoice

The sum of True DSO for all open invoices = True DSO per total accounts receivable. True DSO = (Beginning Balance + Ending Balance / 2) * N / Credit Sales

- September Invoice = ($3,000 / $5,000) x 2 = 1.2 days
- August Invoice = ($3,000 / $6,000) x 33 = 16.5 days
- July Invoice = ($2,000 / $5,000) x 64 = 25.6 days

Sum of True DSO for all open invoices = True DSO per total accounts receivable

1.2 + 16.5 + 25.6 = 43.3 True DSO

**Best Possible DSO**

This example expresses the best possible level of receivables. Best Possible DSO looks only at the current receivables to calculate the best length of time you can turn over those receivables.

Best Possible DSO = Current Receivables * N / Credit Sales

Calculation based on the data:

($3,000 / $16,000) x 91 = 17 days Best Possible DSO.

**Sales Weighted DSO**

This example expresses the (aggregate) average time, in days, that receivables are outstanding weighted by the age of the receivables.

Sales Weighted DSO = ((Current Age Category / Credit Sales of Current Period) + (1 to 30 Day Age Category / Credit Sales of Prior Period) + (31 to 60 Day Age Category / Credit Sales of 2nd Prior Period) + (61 to 90 Day Age Category / Credit Sales of 3rd Prior Period) + (91 to 120 Day Age Category / Credit Sales of 4th Prior Period) ) x 30

($(3,000 / $5,000) + ($3000 / $5,000) + ($2,000 / $6,000)) x 30 = (0.6 + 0.5 + 0.4) x 30 = 45 days Sales Weighted DSO.

**Average Days Delinquent**

This example expresses, in days, the average time from the invoice due date to the paid date, or the average days invoices are past due.

Average Days Delinquent = Standard DSO - Best Possible DSO.

45.5 DSO - 17 BPDSO = 28.5 average days delinquent
Calculating Weighted Average Metrics: Explained

Advanced Collections delivers formulated metrics for Weighted Average Metrics. The following provides the calculations for those metrics:

**Weighted Average Terms**

Weighted Average Terms calculates the average number of days allowed for a customer before payment is due that is weighted according to the item amount. The calculation is based on the due date of the installment and the terms offered. Only closed and fully paid transactions are included in the calculation.

Customer payment terms impose limits on the allowable days and a customer can buy with multiple payment terms. Some invoices can be due immediately others are offered terms such as:

- NET 30
- 30 / 60 / 90

These terms imply the credit health of the customer. Generally, more favorable terms are offered to credit worthy customers and less favorable to customers at risk.

**Formula:**

\[
\frac{\text{Sum (Original Amount Due } \times \text{Terms)}}{\text{Sum (Original Amount Due)}}.
\]

**Weighted Average Days Late**

The average days late weighted by invoice amount. This only applies to closed invoices with at least one late payment. Days late are the number of days between the due date and the accounting date of the item activity that closed the item.

For example: The Weighted Average Days Late calculation informs you that the customer pays on average, 5 days late. However, that number is more meaningful when you know that the customer had an average of 25 days to make payments.

**Formula:**

\[
\frac{\text{Sum (Amount Due Remaining } \times \text{Days Late)}}{\text{Sum (Original Amount Due)}}.
\]

**Weighted Average Days Paid**

Weighted Average Days Paid is the number of days a customer takes to make payments. The average is weighted by the payment amount, on the assumption that a larger payment is more significant than a smaller payment.

For example: The weighted average terms are 25, plus the Weighted Average Days Late is 5. This means that the customer pays an average of 30 days from the invoice date. The 25 days that were allowed plus the 5 extra days taken.

**Formula:**

\[
\frac{(\text{Sum (Date Paid } - \text{Invoice Date) } \times \text{Amount Paid)}}{\text{Total Payments}}.
\]

The following table provides an example:

<table>
<thead>
<tr>
<th>Invoice or Receipt Number</th>
<th>Amount</th>
<th>Due or General Ledger Date</th>
<th>Days Late</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice 1</td>
<td>1000 USD</td>
<td>7/01/2012</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
Understanding Promise Metrics: Examples

Promise metrics allow you to measure customer promises in nominal and currency terms. Oracle Advanced Collections delivers the following formulated metrics for Promises:

- Broken Promise Amount
- Broken Promise Count
- Broken Promise Percent
- Broken Promise Amount Percent
- Promise Amount
- Promise Count

This example illustrates the results of the delivered metrics.

**Scenario**

You are discussing the outstanding transactions with a customer. They indicated they are willing to provide payment to 10 of their transactions on an agreed upon date. You create 10 promises totaling 1,000 USD for the promised date. The customer fails to make 700 USD payment on the promised due date for 5 of the transactions. The following table illustrates the metric results for the customer:

<table>
<thead>
<tr>
<th>Promise Metric</th>
<th>Resulting Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promise Count</td>
<td>10</td>
</tr>
<tr>
<td>Promise Amount</td>
<td>1000 USD</td>
</tr>
<tr>
<td>Broken Promise Count</td>
<td>5</td>
</tr>
<tr>
<td>Broken Promise Percent</td>
<td>50%</td>
</tr>
</tbody>
</table>
Promise Metric | Resulting Value
--- | ---
Broken Promise Amount | 700 USD

FAQs for Using Collection Metrics

**What's a metric?**
Oracle Fusion Advanced Collections metrics enable you to measure and view the performance of the collections organization at various levels. It uses industry standard formulas to calculate these metrics. Use metrics to score customers and assess the ability to collect their delinquent transactions.

Metrics allow organizations to:
- understand the health of their outstanding receivables.
- increase the efficiency of their collections organization.
- expose potential problem areas to apply more collections resources.
- alter collections strategies based on results.

Manage Case Folder

Creating and Editing a Case Folder: Explained

The Oracle Fusion Advanced Collections case folder enables you to group related transactions. These transactions typically have a common attribute, such as: a bill-to customer, which is used by a collector to take action during the collections cycle.

The following is required to create a case folder:
- Case Folder Status can only be Open or Closed.
- Transactions must be of the class Invoice, Debit Memo, or Chargeback.
- Transactions must be of same currency.
- Transactions must belong to same Bill-to Customer. You can have different Sold-to Customers.
- Transactions must not belong to another case.

Creating a Case Folder

Create the case folder for a specific customer from the Transactions tab.

Review the list of transactions you want to group in the case folder. Highlight the transactions you want include in the case folder.

The Actions menu to Create Case Folder is only enabled if:
- The currency is the same for all transactions.
• The transaction or group of transactions has the class of debit memo, invoice, and chargeback.

        Note: You cannot include credit memos, adjustments, or receipts.

Click the Create Case Folder button. The case folder status is Open and the case number is assigned automatically.

You have the option to perform one of the following:

• Payment button: Enter the full amount or you can do partial payments on transactions in the case folder.
• Promise button: Create the promise for all the transactions in the case folder. Promises cannot be made to the individual transaction. The promise is for the full amount, partial amounts are not allowed.
• Notes table: Add reference information pertaining to the case folder.

        Note: Notes are associated to the case folder and not to the individual transaction.

After completing your actions, click the Save and Close button.

Editing a Case Folder

You can make the following edits to a case folder:

• Add Transactions: Select one or more transactions from the transaction list to add to the case folder.
• Remove Transactions: Select the case folder containing the transactions and remove one or more transactions.

        Note: Transactions in the case folder having a collectible or open promise are canceled for the entire group when adding or removing one or more transactions. The recommendation is to enter a new promise for the case folder.

• Create a Promise: Click the Promise button. Enter one or more transactions numbers to create the promise or promises. Enter the date of the promise.
• Update a Promise: Click the Promise button, update the promise date.
• Pay Case: Click the Pay button. Select the transaction or transactions to be paid. Select the payment method and amount to be paid. You can make partial payments on the transactions.

        Note: At this time Cloud customers can only make EFT (Electronic Fund Transfers) as the method of payment. Credit card payments are not available to Cloud customers.

FAQs for Manage Case Folder

What's a case folder?

The Oracle Fusion Advanced Collections case folder is used to logically group related transactions. These transactions have some common attribute that is used to process as a group through the collections cycle. You have the ability to apply payment, create promises, and provide additional information about the case folder.
Creating and editing a case folder has restrictions such as:

- transaction types added to a case folder.
- adding or removing one or more transactions to a case folder.

Reports for Manage Advanced Collections

Oracle Fusion Advanced Collections Predefined Reports

Oracle Fusion Advanced Collections provides predefined reports that are used in various stages throughout the collections process. The reports cover the following areas:

- Aging
- Dunning
- Promises

Scheduled Processes Work Area

Reports can be scheduled and run from the Scheduled Processes work area found in Tools on the Navigator.

Reports and Analytics Work Area

In some cases, reports are also:

- Accessed from the Reports and Analytics work area found in Tools on the Navigator or from other work areas.
- Opened using links that launch the Oracle Business Intelligence Catalog.

The following tables are the predefined reports by type:

Aging Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Parameters (*Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging By Common Currency</td>
<td>Translates open transaction into a common currency based on the seven bucket aging method.</td>
<td>• *Currency Conversion Type &lt;br&gt; • *Targeted Currency &lt;br&gt; • Business Unit &lt;br&gt; • From Customer Name &lt;br&gt; • To Customer Name &lt;br&gt; • As-of Account Date &lt;br&gt; • *Aging Bucket Method &lt;br&gt; • Show Open Credits</td>
</tr>
<tr>
<td>Collections Aging 4 Bucket Report</td>
<td>Displays customer’s open transaction information based on the four bucket aging method.</td>
<td>• *Business Unit &lt;br&gt; • From Customer Account &lt;br&gt; • To Customer Account &lt;br&gt; • From Customer Name &lt;br&gt; • To Customer Name &lt;br&gt; • *Order By &lt;br&gt; • *Report Summary &lt;br&gt; • *Aging Bucket Method &lt;br&gt; • *Report Format</td>
</tr>
<tr>
<td>Report Name</td>
<td>Description</td>
<td>Parameters (*Required)</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Collections Aging by Collector 7 Bucket Report | Displays customer's open transaction information by collector using the seven bucket aging method. | • *Business Unit  
• *Business Level  
• *Show Errors Only  
• *From Customer Name  
• To Customer Name  
• *Order By  
• *Report Summary  
• *Aging Bucket Method  
• *Report Format  
• Show Open Credits  
• As-of Accounting  
• Date  
• From Balance Due  
• To Balance Due  
• *Show Receipts At Risk  
• *From Collector Name  
• To Collector Name |

### Dunning Report

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Parameters (*Required)</th>
</tr>
</thead>
</table>
| Validate Customer Dunning Setup Report   | Displays customer dunning setup issues and provides solution.                 | • *Business Unit  
• *Business Level  
• *Show Errors Only  
• *From Customer Name  
• To Customer Name  
• *From Customer Account  
• To Customer Account |

### Promises Report

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Parameters (*Required)</th>
</tr>
</thead>
</table>
| Promise Reconciliation Report           | Displays promise information by collector and is based on payments received and the promise status. | • Business Unit  
• *From Date  
• *To Date  
• *Currency  
• State  
• Status  
• *Report Format  
• Collector Name |
To run predefine reports, navigate to the Scheduled Processes work area and follow these steps:

1. Click the Schedule New Process button.
2. Search on the Process Name.
3. Enter the parameters.
4. Enter the applicable process options and schedule.
5. Click Submit.

Related Topics

- Analytics and Reports: Overview
- Data Structure for Analytics: Explained
- Creating and Editing Reports: Explained

Collections Aging Reports: Explained

This topic includes details about the collections aging reports.

Overview

The collections aging reports lists the customer open transactions information using either the four bucket, seven bucket aging methods, or by running aging by collector. You can use these reports as a basis for creating collection strategies and tasks.

The following aging reports include:

- Collections Aging 4 Bucket Report: Displays customer’s open transaction information based on the four bucket aging method.
- Collections Aging by Collector 7 Bucket Report: Displays customer’s open transaction information by collector using the seven bucket aging method.
- Aging by Common Currency Report: Converts all open transaction to one common currency for all Business Units or a specific Business Unit.

Key Insights

These aging reports are used to view customer open transactions based on the aging buckets you have defined.

Report Parameters

The following tables describe required process parameters for each aging type report:
Collections Aging 4 Bucket Report:

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Outstanding Amount (USD)</th>
<th>Current Current (USD)</th>
<th>1-30 days past (USD)</th>
<th>31-60 days past (USD)</th>
<th>61+ days past (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A T &amp; T SOLUTIONS INC</td>
<td>998,385,603,701.11</td>
<td>96,884.53</td>
<td>0.00</td>
<td>0.00</td>
<td>998,385,603,701.11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td>Imaging Innovations, Inc.</td>
<td>998,385,603,701.11</td>
<td>0.90</td>
<td>0.60</td>
<td>0.06</td>
<td>998,385,603,701.11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td>UNITED PARCEL SERVICE, INC</td>
<td>673,823.45</td>
<td>0.90</td>
<td>0.60</td>
<td>0.06</td>
<td>673,823.45</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Collections Aging by Collector 7 Bucket Report:

<table>
<thead>
<tr>
<th>Customer</th>
<th>Outstanding Amount (USD)</th>
<th>1-30 (USD)</th>
<th>31-60 (USD)</th>
<th>61-120 (USD)</th>
<th>121-150 (USD)</th>
<th>150+ (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business World (2013)</td>
<td>249,462.22</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>249,462.22</td>
</tr>
<tr>
<td>Total For Jamie Jones</td>
<td>249,462.22</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td>Total For Company</td>
<td>249,462.22</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td>Total For Report</td>
<td>249,462.22</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

End of Report
Aging Bucket Method

Either Staged or Aged, based on your company setup.

As-of Accounting Date

Period start date for the report.

Order By

Select by Customer or Transaction Type.

Report Format

Select the format such as HTML, PDF, or Excel,

Report Summary

Yes to display in summary, No to display in detail.

<table>
<thead>
<tr>
<th>Parameter Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging Bucket Method</td>
<td>Either Staged or Aged, based on your company setup.</td>
</tr>
<tr>
<td>As-of Accounting Date</td>
<td>Period start date for the report.</td>
</tr>
<tr>
<td>Order By</td>
<td>Select by Customer or Transaction Type.</td>
</tr>
<tr>
<td>Report Format</td>
<td>Select the format such as HTML, PDF, or Excel,</td>
</tr>
<tr>
<td>Report Summary</td>
<td>Yes to display in summary, No to display in detail.</td>
</tr>
</tbody>
</table>

### Aging by Common Currency Report:

<table>
<thead>
<tr>
<th>Targeted Currency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The currency you want displayed in the report. The default is USD.</td>
<td></td>
</tr>
</tbody>
</table>

### Frequently Asked Questions

The following table lists frequently asked questions about the aging reports.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find these reports?</td>
<td>Schedule and run these reports from the Scheduled Processes work area on the Navigator menu.</td>
</tr>
</tbody>
</table>

Who uses these reports?

- Financial Manager
- Financial Specialist
FAQ

<table>
<thead>
<tr>
<th>When do I use these reports?</th>
<th>Use these reports to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Review aging typically on a daily or weekly basis.</td>
</tr>
<tr>
<td></td>
<td>• Understand the aging and risk exposure of outstanding receivables.</td>
</tr>
</tbody>
</table>

| What can I do with these reports? | Use these reports to formulate strategies with task or tasks to collect on outstanding delinquent customers. |

| What type of reports are these? | Oracle Business Intelligence Publisher |

**Related Topics**

- Aging Method: Explained
- Collections Strategies: Explained
- Processing Strategies: Explained

## Validate Customer Dunning Setup Report: Explained

This topic includes details about the Validate Customer Dunning Setup Report.

### Overview

The Validate Customer Dunning Setup Report displays customer dunning setup issues and provides solutions. For example, the report can display missing customer e-mail, fax, or contact name.

The following figure is an example of the report.
Key Insights
The Validate Customer Dunning Setup Report is used to verify and identify gaps for setting up dunning configurations for customers. This report only shows those customers who have open transactions.

Report Parameters
The following table describes selected process parameters:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Select the appropriate business unit.</td>
</tr>
<tr>
<td>From Collector Name</td>
<td>Starting range of collectors.</td>
</tr>
<tr>
<td>To Collector Name</td>
<td>Ending range of collectors.</td>
</tr>
<tr>
<td>From Customer Account</td>
<td>Starting range of customer accounts.</td>
</tr>
<tr>
<td>To Customer Account</td>
<td>Ending range of customer accounts.</td>
</tr>
<tr>
<td>From Customer Name</td>
<td>Starting range of customer names.</td>
</tr>
<tr>
<td>To Customer Name</td>
<td>Ending range of customer names.</td>
</tr>
</tbody>
</table>

Frequently Asked Questions
The following table lists frequently asked questions about the Validate Customer Dunning Setup Report.

<table>
<thead>
<tr>
<th>FAQ</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Schedule and run this report from the Scheduled Processes work area on the Navigator menu.</td>
</tr>
</tbody>
</table>
| Who uses this report?      | • Financial Manager  
                              | • Financial Specialist                                                  |
| When do I use this report? | Use this report when configuring your dunning setups for customers, accounts, or by collector. |
| What can I do with this report? | Use this report to validate and identify gaps in the dunning setup for customer, accounts, or by collector. |
| What type of report is this? | Oracle Business Intelligence Publisher                                   |

Related Topics
- Collections Confirmation Notices: Explained
Collections Promise Reconciliation Report: Explained

This topic includes details about the Collections Promise Reconciliation Report.

**Overview**

The Collections Promise Reconciliation Report displays promise information by collector based on business unit and date range.

The following figure is an example of the report:

```
<table>
<thead>
<tr>
<th>Collector</th>
<th>Number of Promises</th>
<th>PTP Amount</th>
<th>Number of Payments made</th>
<th>Payments Received</th>
<th>Number of Broken Promises</th>
<th>Amount of Broken Promises</th>
<th>Number of Promises</th>
<th>Amount of Promises</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie Jones</td>
<td>2</td>
<td>178,500.00</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>2</td>
<td>178,500.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>2</td>
<td>178,500.00</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>2</td>
<td>178,500.00</td>
</tr>
</tbody>
</table>
```

**Key Insights**

The Promise Reconciliation Report is used for reconciling promises to pay with broken promises.

**Report Parameters**

The following table describes selected process parameters:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Select the appropriate business unit.</td>
</tr>
<tr>
<td>Collector Name</td>
<td>Specify by collector if appropriate.</td>
</tr>
<tr>
<td>Currency</td>
<td>Select the appropriate currency.</td>
</tr>
<tr>
<td>Date From</td>
<td>Starting date range.</td>
</tr>
<tr>
<td>Date To</td>
<td>Ending date range</td>
</tr>
<tr>
<td>Report Format</td>
<td>Select format such as HTML, PDF, or Excel.</td>
</tr>
</tbody>
</table>

**Frequently Asked Questions**

The following table lists frequently asked questions about the Promise Reconciliation Report:
### FAQ

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I find this report?</td>
<td>Schedule and run this report from the Scheduled Processes work area on the Navigator menu.</td>
</tr>
</tbody>
</table>
| Who uses this report?                       | • Financial Manager  
• Financial Specialist |  |
| When do I use this report?                  | Use this report to review and keep track of customer promise to pay commitments. |
| What can I do with this report?             | Track the payment progress of customers who have made promises to pay on their accounts. |
| What type of report is this?                | Oracle Business Intelligence Publisher                                 |

**Related Topics**

- Collections Confirmation Notices: Explained
Chapter 10

Manage Bill Management

Bill Management: Overview

Oracle Bill Management Cloud is an electronic bill presentment solution that allows organizations to reduce the cost of billing and collections, while improving the overall customer service. Bill Management is an enterprise management solution for both business-to-business and business-to-consumer relationships. The solution provides self-service customer led bill management process through an easy-to-use mobile enabled user experience with real-time account review, dispute processing, and online payments that are instantly reflected on the customer account. The resulting business process efficiency improvements increase customer satisfaction and deliver cost reductions by streamlining the overall accounts receivable operations.

Bill Management allows the users to:

1. Register and unregister users
2. View and analyze open and closed transactions
3. Download the transactions
4. Manage payment processing options
5. Monitor disputes

Managing Bill Management Registrations and Paying outstanding bills are very important key features of Bill Management. Using Registrations the users can register as external user and Collections or Receivables managers can map the internal users to your organization. You can also unregister yourself from the application, an email notification is sent to the unregistered users that unregistered users are no longer be able to access to Bill Management.

Related Topics
- Setting Up Bill Management Configuration: Explained

Register External Users: Explained

Use the Manage Bill Management Registrations page to register and unregister both external and internal users. External users are enabled to review the outstanding transactions, make payments, and print transactions. Internal users are already registered to the application either by the Collections and Receivables managers. The personnel is also responsible to register various account level information so that internal users can review the invoices directly both at an account and customer level. The process of registering internal users is done through the Manage Customers page. Once the users are registered to the application at various account levels, and email confirmation notification is sent to the registered users. You can register multiple users for the same account, or a single user for multiple customer accounts. Using the Manage Registrations page to unregister the various users whose payments are completely processed and there are no outstanding dues related to the specific invoices.

External Users Registrations:

1. Navigate to the Setup and Maintenance work area.
2. Search for the Manage Bill Management Registration task.
3. Search for the customers and accounts to register.
4. Select the customers and click Register to register the user as an external user.
5. Click Save to save your changes.
Once the users are registered, you can make payments either at a single account or multiple account levels. You can make the payments using single currency option at multiple account levels. Internal users are not allowed to make payments for the multiple accounts.

Manage Accounts Overview Process: Explained

Account Overview feature in Bill Management is a key accounts bills related functionality available for both the internal and external users who are registered for the application. Both the internal and external users can review the customer account balances, manage outstanding transactions, manage disputes processing, and credit memos. Use the infotiles data to view the open and closed transactions for bill payments. The infotiles provides an easy process for the users to view the respective account related information and make the payments process with a more reliable functionality.

Use the following infotiles to view the various outstanding transactions both at an account level and registered customer level:

- Total: Displays the total number of open and closed transactions that are pending for the payments.
- Invoices: Displays the open transactions invoices. The external users can access multiple accounts and process multiple transactions payments with a selected single currency.

**Note:** External users cannot process the payments for multiple types of currencies with multiple accounts.

After making payment external users can view the transactions history such as

- Credit Memos: Displays the total number of open receivables credit transactions listed as either the due balance or count.
- Dispute: Displays the total amount disputed against a transaction. You can also view if a invoice is disputed and also the number of disputes exist for a transaction.

You can also use the Export Excel option to export your transactions and review the outstanding invoices. Use the Transactions History to view the transactions information such as the invoice number, invoice type, original due amount, total outstanding amount, payment term, due date, and closed date and you review the transactions and prioritize your payments accordingly.

Making Payments: Explained

Use the Payments feature in Bill Management to make online payments for your outstanding transactions. External users can select the respective invoices and directly pay the bills. The various payment options available are payments using credit card and user bank account information. The credit card information for the users is inherited from the Payments Tokenization process in Payables. You can manage to create credit card information such as by providing your card number, type of card, card validity, and security code which is displayed at the back of your card. Payments feature enables you to view the total outstanding amount against a transaction. After you pay the bills the total payment amount is updated accordingly to reflect the outstanding balance amount if any for that particular transaction. Bank account feature allows you to pay your invoices using the user bank account details. Once you update your bank information, you can make payments for multiple transactions at various levels. In addition, you can also view the next payment date for that selected invoice when you use the bank account details for any payments.
**Note:** The next payment date option is not available for the credit card payments. This option is set up using the Manage Bill Management System Options feature, you can add your number of future payments days. Internal users do not have the privileges to make payments and only external users are allowed to process the payments.

*Related Topics*
- Enabling Credit Card Tokenization: Explained

## FAQs for Bill Management

### How can I register for Bill Management?

The existing customer contacts identified at a customer account level can register to Bill Management. If the customer contact doesn’t exist then those contacts are not listed in the Bill Management registration process. In such case, either Receivables or Collections Manager need to identify them as contact at a customer account level through Manage Customers process in either Advanced Collections or Receivables application. Each contact or email at a customer account level goes through a separate registration process and the same contact needs to be registered for different customer accounts.

### What happens if user access to Bill Management is revoked?

An email notification is sent to the unregistered users that either the customer account is removed or access to customer account is revoked. If an access to a specific customer account is revoked then that user will no longer be able to see any customer account associated transactions in the application.

**Note:** If a user does not have access to any customer account then the access to the application is revoked.

### What happens if multiple users for a customer account are registered?

You can register multiple users for the same account, or a single user for multiple customer accounts. The multiple users can view the information across all the registered accounts and review the transactions associated with multiple customer accounts based on the provided access privileges.
Glossary

**funds capture payment profile**
A key setup entity that holds rules for funds capture processing.

**Oracle BI Publisher**
An Oracle application that performs the following formatting tasks for Oracle Fusion Payments: 1) formats extracted data into a message, such as a settlement batch or payment file, that can be understood by the payment system, 2) supports remittance advice formatting and delivery.

**payment system**
An external organization that provides financial settlement services. The payment system can be the bank at which the deploying company has its bank accounts or it can be a third-party processor that connects companies and financial networks.

**routing rule**
A rule that determines which payment system account and which funds capture process profile are used to process funds capture transactions.

**settlement**
A funds capture transaction that moves money from the account of the cardholder or the bank account owner into the account of the payee.

**settlement batch**
A group of transactions, typically settlements and credits, that are sent to the payment system together in a file. Settlement batches are generally used with a processor-model payment system.

**source product**
The product that owns a transaction and submits the request for disbursement or funds capture to Oracle Fusion Payments.

**XML**
Abbreviation for Extensible Markup Language.