Oracle Financials Cloud

Implementing Receivables Credit to Cash

20A
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Preface

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

Using Oracle 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 the Oracle Help Center to find guides and videos.

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

You can also read about it instead.

Additional Resources

- Community: Use Oracle Cloud Customer Connect to get information from experts at Oracle, the partner community, and other users.
- 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>
</thead>
<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>
</tbody>
</table>
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.

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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.

Comments and Suggestions

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 Define Common Accounts Receivable Configuration

Overview of Oracle Receivables

Oracle Receivables provides integrated functionality to perform day-to-day accounts receivable operations. Receivables functionality is managed from these Overview work areas: Billing, Receivables Balances, Revenue Management, and Credit Management.

All work areas provide access to general ledger account activities, including creating accounting, creating manual journal entries, and reviewing journal entries.

Billing Work Area

Use the Billing work area to perform tasks related to customer billing activities. Monitor and review incomplete transactions, and approve and research pending adjustments. Use AutoInvoice to import transactions from other systems and generate invoices and credit memos automatically according to your requirements. You can review and correct AutoInvoice import errors and resubmit AutoInvoice. Create new invoices, debit memos, credit memos, and on-account credit memos. Perform related activities to manage your transactions: update, duplicate, credit, adjust, dispute, and preview a transaction. You can also create a new customer record and manage existing customers from the Billing work area.

Receivables Balances Work Area

Use the Receivables Balances work area to perform tasks related to customer payment activities and the management of accounts receivable balances. Review actionable items, including open receipts and receipt batches, unapplied and on-account receipts and credit memos, receipt remittance batches, and funds transfer errors. Create receipts manually, import receipts using lockbox or spreadsheet, or create automatic receipts. Perform related activities to manage your receipts: apply, unapply, reverse, delete; create invoice adjustments or chargebacks during receipt application; and remit, clear, or risk eliminate factored receipts. You can manage receipt remittances: create, modify, and approve receipt remittance batches. You can also perform tasks related to managing accounts receivables balances, including reconciling receivables to the general ledger and managing receivables accounting period statuses.

Revenue Management Work Area

Use the Revenue Management work area to perform tasks related to revenue recognition and revenue adjustments. Run the Recognize Revenue program to generate revenue distribution records for invoices and credit memos that use invoicing and revenue scheduling rules. Perform revenue adjustments on one or more transactions, including scheduling and unscheduling revenue; reviewing, adding, and expiring revenue contingencies; and transferring sales credits. You can also manage revenue policies, revenue contingencies, and rules that assign revenue contingencies to transactions automatically.
Credit Management Work Area

Use the Credit Management work area to create credit profiles for your customers. The credit profile contains key information for establishing the creditworthiness of each of your customers, including credit classifications, credit limits, and credit review cycles. Review and evaluate specific credit authorization requests; run periodic reviews of the creditworthiness of your existing customers; review customer credit scores, and provide recommendations for customer credit. Build scoring models that calculate a credit score based on credit data specific to a customer; maintain detailed information about customer financial and accounting history; and create templates for different types of credit reviews that are automatically assigned to specific credit scenarios.

Customer Information

From either the Billing or Receivables Balances work area, you have access to manage both customer information and customer account activities, in summary and in detail. You can review customer account information by a single business unit, bill-to site, or across all business units and bill-to sites. For each customer account, you can review transactions and receipts, dispute and adjust transactions, and drill down to current or historical customer account activity.

Simple Configuration to Operate Receivables

You can create an operational Receivables environment with seven configurations. The remaining configurations are either optional or have predefined values.

If applicable, your Receivables configuration must include a plan to migrate your customer information from your legacy system.

Receivables Configuration Tasks

There are seven configuration tasks necessary to create an operational Receivables environment. Before you perform these tasks, you must ensure that you have completed all of the required implementation tasks for Oracle Financials.

Perform these seven tasks in the order indicated:

1. Set Receivables System Options
   Set Receivables system options to define your Receivables environment. During Receivables setup, you specify your accounts, customer and invoice parameters, and how the AutoInvoice and Automatic Receipts programs operate.

2. Define Receivables Activities
   Define receivables activities to create default accounting for all activities other than transactions and receipts, including, for example, miscellaneous cash, discounts, late charges, adjustments, and write-offs.

3. Define AutoAccounting Rules
   Defining AutoAccounting is a required configuration task for processing customer billing.
Define AutoAccounting to specify how you want Receivables to determine the default general ledger accounts for transactions. Receivables creates default accounts for revenue, receivable, freight, tax, unearned revenue, unbilled receivables, late charges, and AutoInvoice clearing (suspense) accounts using your AutoAccounting setup.

4. Define Receipt Classes and Methods

Defining receipt classes and receipt methods is a required configuration task for processing customer payments.

Receipt classes determine the required processing steps for receipts to which you assign receipt methods with this class. These steps include confirmation, remittance, and clearance. Receipt methods specify accounting for receipt entries and applications, determine customer remittance bank account information, and configure automatic receipt processing and fund transfer error handling.

5. Define Remit-to Addresses

Define remit-to addresses to let your customers know where to send payment for open receivables. Receivables uses the addresses to provide default remit-to information when you enter transactions.

You must provide a remit-to address to complete a transaction.

If you use AutoInvoice, but you haven't defined a remit-to address for a particular customer site, AutoInvoice rejects all transactions for which it couldn't determine a remit-to address.

6. Define Approval Limits

Define approval limits to determine whether a Receivables user can approve adjustments or credit memo requests. You define approval limits by document type, amount, and currency.

7. Define Statement Cycles

Define statement cycles to control when you create customer statements. You assign statement cycles to customer profiles.

Related Topics
- How can I use remit-to addresses
- AutoAccounting Account Types and Segment Values
- Guidelines for Receivables System Option Settings

Predefined Receivables Data in Subledger Accounting

Oracle Receivables provides predefined data for Oracle Subledger Accounting that you can use to integrate the two applications.

When you run Create Receivables Accounting, the program accepts the default accounting information from AutoAccounting without change and uses the predefined data to create accounting in the subledger. Subledger Accounting transfers the final accounting to General Ledger.

Note: You can optionally define your own subledger accounting rules to overwrite the default accounts from the accounting events.

Receivables predefines one application in Subledger Accounting named Receivables. Most of the data that Receivables predefines for Subledger Accounting is associated with the Receivables application.
This table shows the attribute values that Receivables predefines for the Receivables application:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Name</td>
<td>Receivables</td>
</tr>
<tr>
<td>Drill-down Procedure</td>
<td>AR_DRILLDOWN_PUB_PKG.DRILLDOWN</td>
</tr>
<tr>
<td>Use Security</td>
<td>Yes</td>
</tr>
<tr>
<td>Policy Function</td>
<td>XLA_SECURITY_POLICY_PKG.MO_POLICY</td>
</tr>
<tr>
<td>Journal Source</td>
<td>Receivables</td>
</tr>
<tr>
<td>Third Party Control Account Type</td>
<td>Customer</td>
</tr>
<tr>
<td>Subject to Validation</td>
<td>No</td>
</tr>
<tr>
<td>Calculate Reporting Currency Amounts</td>
<td>Yes</td>
</tr>
</tbody>
</table>

This table lists the setup information that Receivables predefines for the event entities:

<table>
<thead>
<tr>
<th>Application</th>
<th>Entity Name</th>
<th>Description</th>
<th>Gapless Event Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables</td>
<td>Adjustments</td>
<td>Adjustments</td>
<td>No</td>
</tr>
<tr>
<td>Receivables</td>
<td>Receipts</td>
<td>Receipts</td>
<td>No</td>
</tr>
<tr>
<td>Receivables</td>
<td>Transactions</td>
<td>Transactions</td>
<td>No</td>
</tr>
</tbody>
</table>

Receivables predefines process categories for the Receivables application. These process categories are:

- Adjustments
- Miscellaneous Receipts
- Standard Receipts
- Third Party Merge
- Transactions

Additional considerations for Receivables predefined data for subledger accounting include:

- Event Classes and Event Class Options
Event Classes and Event Class Options

Receivables predefines event classes for each event entity that belongs to the Receivables application.

This table lists the event classes that Receivables predefines for the Receivables application:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Event Class Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustments</td>
<td>Adjustment</td>
</tr>
<tr>
<td>Receipts</td>
<td>Miscellaneous Receipt</td>
</tr>
<tr>
<td>Receipts</td>
<td>Receipt</td>
</tr>
<tr>
<td>Transactions</td>
<td>Chargeback</td>
</tr>
<tr>
<td>Transactions</td>
<td>Credit Memo</td>
</tr>
<tr>
<td>Transactions</td>
<td>Debit Memo</td>
</tr>
<tr>
<td>Transactions</td>
<td>Invoice</td>
</tr>
</tbody>
</table>

Accounting event class options define attributes of an event class. Receivables defines the accounting event class options for each predefined event class.

This table lists the accounting event class options that Receivables predefines for the Receivables application:

<table>
<thead>
<tr>
<th>Event Class</th>
<th>Process Category</th>
<th>Default Journal Category</th>
<th>Transaction View</th>
<th>Balance Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment</td>
<td>Adjustments</td>
<td>Adjustment</td>
<td>AR_ADJ_INF_V</td>
<td>Actual</td>
</tr>
<tr>
<td>Miscellaneous Receipt</td>
<td>Miscellaneous Receipts</td>
<td>Misc Receipts</td>
<td>AR_CR_INF_V</td>
<td>Actual</td>
</tr>
<tr>
<td>Receipt</td>
<td>Standard Receipts</td>
<td>Receipts</td>
<td>AR_CR_INF_V</td>
<td>Actual</td>
</tr>
</tbody>
</table>
Define Common Accounts Receivable Configuration

Sources, Source Assignments, and Accounting Attribute Assignments
Receivables predefines sources, source assignments, and accounting attribute assignments for Subledger Accounting.

You can't make changes to predefined sources, source assignments, or accounting attribute assignments. However, you can define your own sources.

If you choose to define your own journal line rules or accounting methods, you can override the default accounting attribute assignments.

Journal Line Rules
Receivables predefines journal line rules for each predefined event class. Receivables specifies conditions for the use of each journal line rule.

This table lists the journal line rules that Receivables predefines for the Receivables application:

<table>
<thead>
<tr>
<th>Event Class</th>
<th>Name</th>
<th>Balance Type</th>
<th>Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment</td>
<td>Adjustment</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Adjustment</td>
<td>Adjustment Charge</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Adjustment</td>
<td>Adjustment Default Receivable</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Adjustment</td>
<td>Adjustment Deferred Tax</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Adjustment</td>
<td>Adjustment Charge Nonrecoverable Tax</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Adjustment</td>
<td>Adjustment Nonrecoverable Tax</td>
<td>Actual</td>
<td>Credit</td>
</tr>
</tbody>
</table>
### Event Class | Name | Balance Type | Side
--- | --- | --- | ---
Adjustment | Adjustment Tax | Actual | Credit
Adjustment | Adjustment Transaction Creation Date | Actual | N/A
Adjustment | Adjustment Transaction Created By | Actual | N/A
Adjustment | Adjustment Transaction Last Updated Date | Actual | N/A
Adjustment | Adjustment Transaction Last Updated By | Actual | N/A
Chargeback | Chargeback Default Receivable | Actual | Debit
Chargeback | Chargeback Revenue | Actual | Credit
Credit Memo | Credit Memo Default Deferred Tax Application | Actual | Credit
Credit Memo | Credit Memo Default Application | Actual | Credit
Credit Memo | Credit Memo Default Tax Application | Actual | Credit
Credit Memo | Credit Memo Refund Application | Actual | Credit
Credit Memo | Credit Memo Charges | Actual | Credit
Credit Memo | Credit Memo Default Receivable | Actual | Debit
Credit Memo | Credit Memo Default Revenue | Actual | Credit
Credit Memo | Credit Memo Default Tax | Actual | Credit
Credit Memo | Credit Memo Rounding | Actual | Credit
### Define Common Accounts Receivable Configuration

<table>
<thead>
<tr>
<th>Event Class</th>
<th>Name</th>
<th>Balance Type</th>
<th>Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Memo</td>
<td>Credit Memo Unbilled Receivable</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Credit Memo</td>
<td>Credit Memo Deferred Revenue</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Credit Memo</td>
<td>Credit Memo Product Type</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Credit Memo</td>
<td>Credit Memo Transaction Creation Date</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Credit Memo</td>
<td>Credit Memo Transaction Created By</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Credit Memo</td>
<td>Credit Memo Transaction Last Updated Date</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Credit Memo</td>
<td>Credit Memo Transaction Last Updated By</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Charges</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Default Receivable</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Freight</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Revenue</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Rounding</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Tax</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Unbilled Receivable</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Deferred Revenue</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Product Type</td>
<td>Actual</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## Define Common Accounts Receivable Configuration

<table>
<thead>
<tr>
<th>Event Class</th>
<th>Name</th>
<th>Balance Type</th>
<th>Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Transaction Creation Date</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Transaction Created By</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Transaction Last Updated Date</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memo Transaction Last Updated By</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Charges</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Default Receivable</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Freight</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Revenue</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Rounding</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Tax</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Unbilled Receivable</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Deferred Revenue</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Product Type</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Transaction Creation Date</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Transaction Created By</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Transaction Last Updated Date</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoice Transaction Last Updated By</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Event Class</td>
<td>Name</td>
<td>Balance Type</td>
<td>Side</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------------</td>
<td>--------------</td>
<td>------</td>
</tr>
<tr>
<td>Miscellaneous Receipt</td>
<td>Miscellaneous Receipt Bank Charges</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Miscellaneous Receipt</td>
<td>Miscellaneous Receipt Cleared Cash</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Miscellaneous Receipt</td>
<td>Miscellaneous Receipt Confirmed Cash</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Miscellaneous Receipt</td>
<td>Miscellaneous Receipt Short Term Debt</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Miscellaneous Receipt</td>
<td>Miscellaneous Receipt Factored Cash</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Miscellaneous Receipt</td>
<td>Miscellaneous Receipt Miscellaneous Cash</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Miscellaneous Receipt</td>
<td>Miscellaneous Receipt Remitted Cash</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Miscellaneous Receipt</td>
<td>Miscellaneous Receipt Tax</td>
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<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt On Account Application</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Application to Freight</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Application to Revenue</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Application to Rounding</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Application to Suspense Revenue</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Application to Tax</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Application to Unbilled Revenue</td>
<td>Actual</td>
<td>Credit</td>
</tr>
</tbody>
</table>
## Define Common Accounts Receivable Configuration

<table>
<thead>
<tr>
<th>Event Class</th>
<th>Name</th>
<th>Balance Type</th>
<th>Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt</td>
<td>Receipt Application to Earned Revenue</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Bank Charges</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Cleared Cash</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Credit Card Chargeback Application</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Chargeback Application</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Confirmed Cash</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Currency Rounding</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Short Term Debt</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Default Application</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Deferred Tax</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Earned Discount</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Earned Discount on Freight</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Earned Discount Nonrecoverable Tax</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Earned Discount on Revenue</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Earned Discount on Tax</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Exchange Gain</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Exchange Gain Loss</td>
<td>Actual</td>
<td>Gain/Loss</td>
</tr>
<tr>
<td>Event Class</td>
<td>Name</td>
<td>Balance Type</td>
<td>Side</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------</td>
<td>--------------</td>
<td>--------</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Exchange Loss</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Factored Cash</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Payment Netting Application</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Prepayment Application</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Refund Application</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Remitted Cash</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Tax</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Unapplied Cash</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Unapplied Cash</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Unapplied for Gain Loss lines</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Unearned Discount</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Unearned Discount on Freight</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Unearned Discount on Nonrecoverable Tax</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Unearned Discount on Revenue</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Unearned Discount on Tax</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Unidentified Cash</td>
<td>Actual</td>
<td>Credit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Write-Off Application</td>
<td>Actual</td>
<td>Credit</td>
</tr>
</tbody>
</table>
## Define Common Accounts Receivable Configuration

<table>
<thead>
<tr>
<th>Event Class</th>
<th>Name</th>
<th>Balance Type</th>
<th>Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt</td>
<td>Receipt Reversed Unapplied for Unidentified Receipt</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Reversed Unidentified Balance Line</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Unapplied for Unidentified Receipt</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Unidentified Balance Line</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Unapplied Reversed Cash</td>
<td>Actual</td>
<td>Debit</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Bill To Site Receivable Account</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Bill To Site Clearing Account</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Bill To Site Freight Account</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Bill To Site Revenue Account</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Bill To Site Tax Account</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Bill To Site Unbilled Receivable</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Bill To Site Unearned Account</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Creation Date</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Created By</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Last Updated Date</td>
<td>Actual</td>
<td>N/A</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt Last Updated By</td>
<td>Actual</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Account Rules

Receivables predefines account rules. When Subledger Accounting uses the predefined account rules that Receivables provides, it accepts the default accounting that Receivables generates using AutoAccounting without change.

You can optionally define your own account rules for an Accounting Flexfield or for a segment. In this case, Subledger Accounting overrides the default accounts that Receivables generates, or individual segment values in the default accounts, when it creates the draft or final subledger accounting.

The account rules that Receivables predefines for the Receivables application are as follows:

- Credit Memo Distribution GL Account
- Collection Bank Charges Account
- Collection Bank Account Cash Account
- Collection Bank Factoring Charges Account
- Distribution GL Account
- Remit Bank Unapplied Account
- System Gain GL Account
- System Loss GL Account
- Transaction Distribution GL Account
- Transaction Distribution GL Account with reference

Journal Entry Rule Sets

Receivables predefines journal entry rule sets that group the predefined journal line rules and account rules within each of the predefined event types. Receivables assigns each predefined journal entry rule set to all event types within an event class.

This table lists the journal entry rule sets that Receivables predefines for the Receivables application:

<table>
<thead>
<tr>
<th>Event Class</th>
<th>Journal Entry Rule Set Name</th>
<th>Journal Line Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment</td>
<td>Adjustments - Default Accrual</td>
<td>Adjustment, Adjustment Charge, Adjustment Charge Nonrecoverable Tax, Adjustment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Default Receivable, Adjustment Deferred Tax, Adjustment Nonrecoverable Tax, Adjustment Tax</td>
</tr>
<tr>
<td>Chargeback</td>
<td>Chargebacks - Default Accrual</td>
<td>Chargeback Default Receivable, Chargeback Revenue</td>
</tr>
<tr>
<td>Credit Memo</td>
<td>Credit Memos - Default Accrual</td>
<td>Credit Memo Charges, Credit Memo Default Application, Credit Memo Default</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deferred Tax Application, Credit Memo</td>
</tr>
</tbody>
</table>
## Define Common Accounts Receivable Configuration

<table>
<thead>
<tr>
<th>Event Class</th>
<th>Journal Entry Rule Set Name</th>
<th>Journal Line Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Default Receivable, Credit Memo Default Revenue, Credit Memo Default Tax, Credit Memo Default Tax Application, Credit Memo Deferred Revenue, Credit Memo Refund Application, Credit Memo Rounding, Credit Memo Unbilled Receivable</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>Debit Memos - Default Accrual</td>
<td>Debit Memo Charges, Debit Memo Default Receivable, Debit Memo Deferred Revenue, Debit Memo Freight, Debit Memo Revenue, Debit Memo Rounding, Debit Memo Tax, Debit Memo Unbilled Receivable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Invoice Charges, Invoice Default Receivable, Invoice Deferred Revenue, Invoice Freight, Invoice Revenue, Invoice Rounding, Invoice Tax, Invoice Unbilled Receivable</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoices - Default Accrual</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Receipt</td>
<td>Miscellaneous Receipts</td>
<td>Miscellaneous Receipt Bank Charges, Miscellaneous Receipt Cleared Cash, Miscellaneous Receipt Confirmed Cash, Miscellaneous Receipt Factored Cash, Miscellaneous Receipt Miscellaneous Cash, Miscellaneous Receipt Remitted Cash, Miscellaneous Receipt Short Term Debt, Miscellaneous Receipt Tax</td>
</tr>
</tbody>
</table>
| Receipt              | Receipt - Basis Journal Entry Rule Set | Receipt Application to Earned Revenue, Receipt Application to Freight, Receipt Application to Revenue, Receipt Application to Rounding, Receipt Application to Suspense Revenue, Receipt Application to Tax, Receipt Application to Tax Application to Tax, Receipt Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax Application to Tax 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## Define Common Accounts Receivable Configuration

### Event Class Assignments

<table>
<thead>
<tr>
<th>Event Class</th>
<th>Journal Entry Rule Set Name</th>
<th>Journal Line Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment</td>
<td>All</td>
<td>Yes</td>
</tr>
<tr>
<td>Chargeback</td>
<td>All</td>
<td>Yes</td>
</tr>
<tr>
<td>Credit Memo</td>
<td>All</td>
<td>Yes</td>
</tr>
<tr>
<td>Debit Memo</td>
<td>All</td>
<td>Yes</td>
</tr>
<tr>
<td>Invoice</td>
<td>All</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Accounting Method

Receivables provides the predefined **Receivables Default Accrual** accounting method.

Subledger Accounting provides the predefined Standard Accrual subledger accounting method that groups the predefined accounting methods for subledger applications. You can optionally create your own subledger accounting method.

Receivables assigns the predefined **Receivables Default Accrual** accounting method to the predefined Standard Accrual subledger accounting method. You can assign this subledger accounting method to your ledgers.

This table lists the assignments for the **Receivables Default Accrual** accounting method that Receivables predefines for the **Receivables** application:
You can copy the predefined **Receivables Default Accrual** accounting method and update the accounting method with new attributes, according to your business requirements.

The following steps provide general guidelines for copying and updating the predefined **Receivables Default Accrual** accounting method:

- Create a mapping set for the new attribute values.
- Create an accounting rule based on the mapping set.
- Duplicate the predefined journal entry rule set you want and assign the new accounting rule.
- Duplicate the predefined accounting method assigned to your ledger.
- In the new accounting method, assign an end date to the applicable predefined journal entry rule set assignment and assign the new journal entry rule set.
- Activate the new accounting method. This sets the journal entry rule sets to Active.
- Assign the new accounting method to your ledger.

### Notes Mapping for Receivables

The Notes common component portlet is available on all Receivables transaction pages. You can create, view, update, and delete notes on transactions throughout the entire transaction cycle: incomplete, complete, posted.

There are two types of Notes: Internal and Private. Internal notes are available to all users. Private notes are available to authors only.

There are three configuration tasks to perform to use the Notes portlet on Receivables transactions.

### Notes Mapping Configuration Tasks

There are three configuration tasks for Notes mapping to Receivables.

Perform these tasks in the order indicated:

1. **Manage Receivables Note Type**
   
   Define the lookups you need for the Note Type.

2. **Manage Receivables Note Type Mapping**
   
   Use the CRM component to map the Note Type to the Receivables Transaction object (AR_TRANSACTIONS).

This table displays the predefined note type mapping for Receivables:
### Define Common Accounts Receivable Configuration

<table>
<thead>
<tr>
<th>OBJECT_CODE</th>
<th>MAPPING_TYPE_CODE</th>
<th>MAPPED_LOOKUP_CODE</th>
<th>Meaning</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR_TRANSACTION</td>
<td>ZMM_NOTE_TYPE</td>
<td>MAINTAIN (default)</td>
<td>Maintain</td>
<td>Maintain Receivables transactions</td>
</tr>
<tr>
<td>AR_TRANSACTION</td>
<td>ZMM_NOTE_TYPE</td>
<td>AR_APPROVAL</td>
<td>Receivables Credit Memo Request Approval</td>
<td>Receivables credit memo request approval note type</td>
</tr>
</tbody>
</table>

#### 3. Manage Receivables Note Descriptive Flexfields

You can optionally define descriptive flexfields for Notes. You can use Notes descriptive flexfields on Receivables transactions to capture additional information for your business requirements.

---

## Create a Salesperson

Create salespersons for your transactions and sales credit assignments.

Receivables provides the default salesperson No Sales Credit. If the Receivables system option **Require salesperson** is enabled and no salesperson is defined, then No Sales Credit is populated by default on all transactions. If AutoAccounting depends on salesperson, then you must assign revenue, freight, and receivable general ledger reference accounts to No Sales Credit. These accounts are required when creating a debit memo reversal or when entering transactions with No Sales Credit.

To create a salesperson, complete these tasks:

- Create a User as a Salesperson
- Assign Resources to the User
- Define Receivables Salesperson Reference Accounts

### Create a User as a Salesperson

You can create a new user or update an existing user as a salesperson.

To create a new user as a salesperson:

1. Navigate to the Create User page.
2. Enter personal details for the user.
3. In the Employment Information section, select **Employee** in the **Person Type** field.
4. In the Resource Information section, select **Salesperson** in the **Resource Role** field.
5. Complete the rest of the page according to your requirements, and save.

### Assign Resources to the User

Assign a salesperson role and reference set to the user you just created.

To assign resources to the salesperson user:

1. Navigate to the Manage Resources page.
Define Receivables Salesperson Reference Accounts

Assign the necessary general ledger reference accounts to the user. If AutoAccounting depends on salesperson, Receivables uses the general ledger reference accounts that you enter for the salesperson in combination with the AutoAccounting rules that you define to determine the default revenue, freight, and receivable accounts for your transactions.

To assign general ledger reference accounts to the salesperson user:

1. Navigate to the Manage Salesperson Account References page.
2. Search for and select the salesperson user.
3. Enter or update the business unit.
4. Enter the revenue, freight, and receivable accounts to assign to this user, and save.

Related Topics
• Sales Credits and AutoAccounting

FAQs for Define Common Accounts Receivable Configuration

Why can't I create transactions or generate accounting?

You must open an accounting period before you can perform basic Receivables activities. This is also true of new installations: manually open an accounting period once your installation is complete.

Ledger and Legal Entity Document Sequencing

Ledger and Legal Entity Document Sequencing in Receivables

You can set up your primary ledger to use document sequencing in Receivables at the ledger level or legal entity level. If you enable document sequencing at the legal entity level, then if you have more than one legal entity assigned to the same ledger, you can assign separate document sequences to Receivables transactions, adjustments, and receipts belonging to each legal entity.

Legal entity level document sequencing helps you conform to local and governmental authority requirements, while still being able to organize multiple legal entities under the same primary ledger.
Review these guidelines for document sequencing in Receivables:

- Document Sequencing in Receivables
- Receivables Document Categories
- Chronological Document Sequencing
- Chronological Document Sequencing and Manual Transactions
- Chronological Document Sequencing and AutoInvoice

**Document Sequencing in Receivables**

To use document sequencing in Receivables, in the Sequencing section of the Specify Options page of your primary ledger, perform one or both of these tasks:

1. Set the **Sequencing By** option to Ledger or Legal Entity.
2. Optionally enable the **Enforce Document Sequencing** option for Receivables.

If you perform step 1 and step 2, then document sequencing is always used in the ledger or all legal entities assigned to the ledger. You must assign a document sequence to every document category generated by Receivables events.

If you perform step 1 but not step 2, then you can optionally assign document sequences to the Receivables document categories that meet your business requirements. For example, you can use sequential numbering for automatic receipt processing only and not for transactions.

**Receivables Document Categories**

If the primary ledger is enabled for document sequencing at the legal entity level (**Sequencing By** option set to Legal Entity), then Receivables creates a document category for each of these Receivables events in all legal entities assigned to the ledger:

- Invoice transaction type
- Credit memo transaction type
- Debit memo transaction type
- Bills receivable transaction type
- Standard receipt
- Adjustment

To assign a document sequence to a document category:

1. Navigate to the Manage Document Sequence Categories page.
2. Search for the document categories that you want.
   
   You can use the **Category Code** field to limit your search by entering, for example, Invoice or Receipt.
3. Review the search results to find the document category that you want
4. If necessary, update the category name according to your requirements.
5. Save your changes.
7. Search for the document sequence name that you want, or create a new document sequence.
8. In the Search Results section, update or complete the document sequence setup according to your requirements.
9. In the Assignments section, select the document category to assign to this document sequence.
10. Save your changes.
For each Receivables event, the document sequence number is generated when the following related action takes place:

- Transactions: At the time of either saving or completing the transaction, depending on the setting of the Receivables system option Document Number Generation Level for the applicable business units.
- Adjustments: When the adjustment is submitted.
- Receipts: When the receipt is submitted.
- Bills Receivable: When the bill receivable is completed.

These rules apply to Receivables document sequencing:

- Document sequence date is the accounting date (not, for example, the transaction date or receipt date).
  
  **Note:** If a bill receivable requires drawee acceptance, then Receivables uses the transaction date instead of the accounting date to assign the document number. This is because a bills receivable document number is generated when the bill is completed, not accepted.

- You can't change the legal entity on any transaction that has a document sequence number.
- By default, you can't delete any transaction or receipt that has a document sequence number. If the Receivables system option Allow payment deletion is enabled, then you can delete receipts and bills receivable transactions only for the applicable business units.

**Chronological Document Sequencing**

Document sequencing uses the accounting date as the document sequence date. To help ensure reliable document sequencing for your transactions, you can enforce the sequencing of document numbers in chronological order.

**Note:** Chronological document sequencing applies to invoice, credit memo and debit memo transactions only, either entered manually or imported using AutoInvoice. It doesn't apply to receipts, adjustments, or bills receivable.

To enable chronological document sequencing on Receivables transactions, in the Sequencing section of the Specify Options page of your primary ledger perform these three tasks:

1. Set the Sequencing By option to Ledger or Legal Entity.
2. Enable the Enforce Document Sequencing option for Receivables.
3. Enable the Enforce Chronological Order on Document Date option.

You must perform all three steps for chronological document sequencing. Enabling the Enforce Chronological Order on Document Date option enforces the correlation between the document sequence accounting date and the transaction accounting date. This prevents Receivables from creating a transaction with an accounting date that is earlier than the accounting date of the last sequenced document within the same document sequence.

For example, you create an invoice with an accounting date of 01-Jan-2014. This invoice is assigned the document number 100. The next invoice you create is assigned the document number 101 provided the accounting date of the invoice is 01-Jan-2014 or later. If the accounting date is earlier than 01-Jan-2014, then Receivables doesn’t create the transaction.

**Chronological Document Sequencing and Manual Transactions**

If you are using document sequencing and the primary ledger option Enforce Chronological Order on Document Date is enabled, then you can enforce chronological document sequencing on transactions created manually in your transaction type setup.

To enforce chronological document sequencing on transactions created manually:

1. Navigate to the Create or Edit Transaction Type page.
2. Enable the No future dates with chronological document sequencing option.
3. Complete the transaction type setup according to your requirements.
4. Assign this transaction type to the applicable transactions.

When you use this transaction type with transactions you create manually, then Receivables won't create the transaction if both the transaction and accounting dates are in the future.

Chronological Document Sequencing and AutoInvoice

If you are using document sequencing and the primary ledger option Enforce Chronological Order on Document Date is enabled, then for AutoInvoice you must set the Receivables system option Accounting Dates Out of Order. Setting this option determines how AutoInvoice processes transactions when the accounting date is out of order within the document sequence.

In the Receivables System Options page: Billing and Revenue tab: AutoInvoice section, set the Accounting Dates Out of Order field to Reject or Adjust:

- Reject: If the transaction accounting date is out of order within the document sequence, reject the transaction and transfer it to the error table.
- Adjust: If the transaction accounting date is out of order within the document sequence, adjust the accounting date to conform to the document sequence accounting date.

Related Topics

- What legal entity is assigned to a transaction
- Accounting Date Derivation during AutoInvoice Import
- Document Sequences
- Document Sequence Categories

How AutoInvoice Processes Transactions with Document Sequencing

If the primary ledger is enabled for document sequencing, AutoInvoice validates and assigns document numbers to transactions according to the requirements of the ledger settings.

Note: If an imported transaction line already has a document number, then AutoInvoice accepts this document number without further validation.

Settings That Affect AutoInvoice Processing with Document Sequencing

If the primary ledger option Enforce Chronological Order on Document Date is enabled, then you must set the Receivables system option Accounting Dates Out of Order. Setting this option determines how AutoInvoice processes transactions when the accounting date is out of order within the document sequence.

Before you run the Import AutoInvoice program, you must also create and assign document sequences to the document categories of the transaction types that you plan to assign to imported transactions.

How Transactions with Document Sequencing Are Processed

For the most complete example, if the primary ledger is set for document sequencing at the legal entity level, AutoInvoice processes transactions in this way:

1. Validate and group transaction lines into transactions.
2. Derive the legal entity for each transaction and assign the legal entity to the transaction.
3. If the transaction doesn't have an accounting date, then derive the accounting date.

4. If the primary ledger option **Enforce Chronological Order on Document Date** is not enabled:
   a. Retrieve the document sequence for the document category of each transaction type assigned to transactions.
   b. Assign the document number to the transaction according to the combination of legal entity, transaction type, document sequence, and accounting date.

5. If the primary ledger option **Enforce Chronological Order on Document Date** is enabled:
   a. Order transactions by legal entity and then by transaction type.
   b. Retrieve the document sequence for the document category of each transaction type assigned to transactions.
   c. Order transactions by document sequence and then by accounting date in ascending chronological order.
   d. Compare the document sequence accounting date to the accounting date of the transaction.
   e. If the transaction accounting date is equal to or later than the document sequence accounting date, assign the document number to the transaction according to the combination of legal entity, transaction type, document sequence, and accounting date.
   f. If the transaction accounting date is earlier than the document sequence accounting date, retrieve the value of the Receivables system option **Accounting Dates Out of Order**.
   g. If the **Accounting Dates Out of Order** option is set to:
      - **Reject**: Reject the transaction and transfer the transaction to the error table.
      - **Adjust**: Update the transaction accounting date with the document sequence accounting date.
        
        **Note**: If the document sequence accounting date is in a closed period, then adjust this date to the first open accounting period.
   h. Assign the document number to the transaction according to the combination of legal entity, transaction type, document sequence, and accounting date.

**Related Topics**
- How AutoInvoice Processes Data During Import
- AutoInvoice Validations on Imported Data

**FAQs for Ledger and Legal Entity Document Sequencing**

**Can I share document sequences across ledgers or business units?**

If document sequencing is enabled for a ledger, it is not recommended to share the same document sequence across ledgers or business units.

Document sequencing uses the accounting date as the document sequence date. Because ledgers can have different accounting periods open, each ledger could derive a different accounting date for the same document sequence.

Because a document category is created for each transaction type you create, it is recommended to create and maintain a separate set of transaction types in each business unit.
Receivables Activities

Receivables Activity Types

Receivables activity types provide default accounting information for all activities in Receivables other than transactions and receipts.

Using Receivables Activity Types

Adjustment

You use activities of this type when creating adjustments. You must create at least one activity of this type.

There are also three related activities that are reserved for internal use only:

- Chargeback Adjustment
- Adjustment Reversal
- Chargeback Reversal

You must define general ledger accounts for the Chargeback Adjustment activity before creating chargebacks.

When you reverse a receipt, if an adjustment or chargeback exists, Receivables automatically generates off-setting adjustments using the Adjustment Reversal and Chargeback Reversal activities.

Bank Error

You use activities of this type when entering miscellaneous receipts. You can use this type of activity to help reconcile bank statements using Cash Management.

Bills Receivable Funds Recovery

You use activities of this type when you need to unapply a receipt from a bill receivable. Because you can’t reverse the receipt in Cash Management, you use this activity to create a negative miscellaneous receipt and apply it to Bills Receivable Funds Recovery.

Credit Card Chargeback

You use activities of this type when recording credit card chargebacks. You must define a general ledger clearing account for the Credit Card Chargeback activity that Receivables provides before recording credit card chargebacks.

Receivables credits the clearing account when you apply a credit card chargeback, and then debits the account after generating the negative miscellaneous receipt. If you later determine the chargeback is invalid, then Receivables debits the clearing account when you unapply the credit card chargeback, and then credits the account after reversing the negative miscellaneous receipt. Only one Credit Card Chargeback activity within a business unit can be active at a time.

Credit Card Refund

You use activities of this type when processing refunds to customer credit card accounts. This activity includes information about the general ledger clearing account to use to clear credit card refunds. You must create at least one activity of this type to process credit card refunds.
Note: Credit card services are currently not available in Oracle Cloud implementations.

Earned Discount
You use activities of this type to adjust a transaction if payment is received within the discount period, as determined by the payment terms on the transaction.

Late Charges
You use activities of this type to define a late charge policy. You must define a Late Charges activity if you record late charges as adjustments against overdue transactions. If you assess penalties in addition to late charges, then define a separate Late Charges activity for penalties.

Miscellaneous Cash
You use activities of this type when entering miscellaneous receipts. The Miscellaneous Cash activity uses a distribution set to automatically distribute miscellaneous cash across various accounts. You must create at least one activity of this type.

If the Tax Rate Code Source for this activity is Activity, then you must define asset and liability tax rate codes to account for tax on miscellaneous receipts and miscellaneous payments.

Payment Netting
You use activities of this type when applying a receipt against other open receipts. You must define a general ledger clearing account to use when offsetting one receipt against another receipt. Only one Payment Netting activity within a business unit can be active at a time.

Prepayments
You use activities of this type when creating prepayment receipts. You must define a general ledger account for prepayment receipts that use the Prepayments activity. Only one Prepayments activity within a business unit can be active at a time.

Receipt Write-off
You use activities of this type when writing off receipts. You must define the general ledger account to credit when you write off an unapplied amount or an underpayment on a receipt.

Refund
You use activities of this type to process automated non-credit card refunds. You must define the general ledger clearing account to use to clear refunds. You must create at least one activity of this type. Only one Refund activity within a business unit can be active at a time.

Short Term Debt
You use activities of this type to record advances made to creditors by the bank when bills receivable are factored with recourse. You select a short-term debt receivables activity when you create or update remittance banks to use with bills receivable remittance receipt methods.

Unearned Discount
You use activities of this type to adjust a transaction if payment is received after the discount period, as determined by the payment terms on the transaction.

**GL Account Source**

When you define a Receivables activity, you use the **GL Account Source** to indicate how Receivables derives the accounts for the expense or revenue generated by the activity.

**GL Account Source Options**

**Activity GL Account**

Allocate the expense or revenue to the general ledger account that you specify for the Receivables activity. If the activity type is Bank Error, Late Charges, Prepayments, or Receipt Write-off, you can only select this option.

**Distribution Set**

Allocate the expense or revenue to the distribution set that you specify. This value is only used with Miscellaneous Cash activities.

**Revenue on Invoice**

Allocate the expense or revenue net of any tax to the revenue accounts specified on the invoice. If **Tax Rate Code Source** is set to None, allocate the gross amount to these accounts. You can only choose this option if the activity type is Adjustment, Earned Discount, or Unearned Discount.

If the revenue on the invoice is unearned, then AutoAccounting derives the anticipated revenue accounting distribution accounts and amounts. Receivables then uses this information to allocate the adjustment or discount amount to these derived revenue accounts.

**Tax Rate Code on Invoice**

Allocate the net portion using the expense/revenue accounts specified by the tax rate code on the invoice. If **Tax Rate Code Source** is set to None, allocate the gross amount to these accounts. You can only choose this option if the activity type is Adjustment, Earned Discount, or Unearned Discount.

> **Note:** In the event of an adjustment to an invoice with zero amount revenue distributions, the adjustment activity **GL Account Source** must not be set to Revenue on Invoice or Tax Rate Code on Invoice.

**Related Topics**

- How Adjustments to Transactions Are Calculated

**Tax Rate Code Source**

When you define a receivables activity, you use the **Tax Rate Code Source** to indicate how Receivables derives the tax rate code for an activity.
Tax Rate Code Source Options

None
Allocates the entire tax amount according to the GL Account Source you specified. You use this option if you don’t want to account for tax separately.

Activity
Allocate the tax amount to the asset or liability tax accounts specified by the activity.

Invoice
Distribute the tax amount to the tax accounts specified by the tax rate code on the invoice. You can’t choose this option if the activity type is Miscellaneous Cash or Late Charges.

Note: In the event of a tax adjustment to an invoice with zero amount tax distributions, the adjustment activity Tax Rate Code Source must not be set to Invoice.

If the Tax Rate Code Source is Activity or Invoice, you must indicate whether tax for this activity is recoverable or nonrecoverable.

Related Topics
• Accounting for Tax on Receivables Transactions

AutoCash Rule Sets

Examples of Using Each AutoCash Rule
You create an AutoCash rule set from a combination of the six AutoCash rules. You enter the rules in the order in which you want to use them to apply a receipt to an open debit item.

The AutoCash rules are:
• Match Payment with Invoice
• Clear the Account
• Clear Past Due Invoices
• Clear Past Due Invoices Grouped by Payment Terms
• Apply to the Oldest Invoice First
• Combo Rule

When you apply a receipt, Receivables uses the first rule in the AutoCash rule set. If the first rule in the set doesn’t find a match, Receivables uses the next rule in the sequence, and so on until it can apply the receipt.

These examples illustrate how each rule applies receipts to transactions and updates customer balances.
Match Payment with Invoice

The Match Payment with Invoice rule applies a receipt to a single invoice, debit memo, or chargeback only if the receipt amount exactly matches the amount of the debit item. If more than one debit item has an open amount that matches the receipt amount, Receivables applies the receipt to the item with the earliest due date. If more than one debit item has the same amount and due date, Receivables applies the receipt to the item with the lowest payment schedule ID number (internal identifier).

Receivables uses the values specified for the AutoCash rule set open balance calculation and the number of discount grace days assigned to the customer profile to determine the remaining amount due on the debit item. The rule ignores the value of the Apply partial receipts option.

For example, consider the following scenario:

<table>
<thead>
<tr>
<th>Item/Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discounts</td>
<td>Earned Only</td>
</tr>
<tr>
<td>Late Charges</td>
<td>No</td>
</tr>
<tr>
<td>Receipt</td>
<td>$1800</td>
</tr>
<tr>
<td>Receipt Date</td>
<td>14-JAN-03</td>
</tr>
<tr>
<td>Discount Grace Days</td>
<td>5</td>
</tr>
</tbody>
</table>

The invoice details are:

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Amount</th>
<th>Discount</th>
<th>Payment Terms</th>
<th>Invoice Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
<td>$2000</td>
<td>$20</td>
<td>10% 10/Net 30</td>
<td>01-JAN-03</td>
<td>30-JAN-03</td>
</tr>
</tbody>
</table>

The payment terms assigned to this invoice include a 10% discount if the invoice is paid within 10 days, and the open balance calculation on the AutoCash rule set allows for earned discounts. Even though the invoice is paid after the 10 day period, Receivables adds the 5 discount grace days, making this invoice eligible for a 10% discount.

The remaining amount due on the invoice on January 14 is $1800. Since the remaining amount due matches the receipt amount, the receipt is applied. If there had been no discount grace days, Receivables couldn’t apply the receipt because the remaining amount of the invoice would be $2000.

Clear the Account

The Clear the Account rule applies a receipt only if the receipt amount exactly matches the customer open balance. Receivables includes all open debit and credit items when calculating the customer open balance. Open credit items include credit memos, on-account credits, and on-account and unapplied cash. The rule ignores the value of the Apply partial receipts option.
The Clear the Account rule uses the following equation to calculate the open balance for each debit item:

\[
\text{Open Balance} = \text{Original Balance} + \text{Late Charges} - \text{Discount}
\]

Receivables then adds the balance for each debit item to determine the total account balance. The rule uses this equation for each invoice, chargeback, debit memo, credit memo, and application of an unapplied or on-account receipt to a debit item.

Receivables uses the values specified for the AutoCash rule set open balance calculation and the number of discount grace days assigned to the customer profile to determine the customer open balance.

For example, consider the following scenario:

<table>
<thead>
<tr>
<th>Item/Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Charges</td>
<td>Yes</td>
</tr>
<tr>
<td>Items in Dispute</td>
<td>Yes</td>
</tr>
<tr>
<td>Receipt</td>
<td>$590</td>
</tr>
</tbody>
</table>

This table shows the customer activity:

<table>
<thead>
<tr>
<th>Past Due Debits/Credits</th>
<th>Invoice Amount</th>
<th>Late Charges</th>
<th>In Dispute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice 45</td>
<td>$500</td>
<td>$40</td>
<td>Yes</td>
</tr>
<tr>
<td>Invoice 46</td>
<td>$300</td>
<td>$0</td>
<td>N/A</td>
</tr>
<tr>
<td>Credit Memo 100</td>
<td>$50</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Unapplied Cash</td>
<td>$200</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Since the Late charges and Items in dispute options are enabled, the open balance for this customer is $590. Because the receipt amount matches the customer open balance, the receipt can be applied.

If the receipt amount didn't exactly match the customer account balance, Receivables would use the next rule in the set to attempt to apply the receipt.

**Clear Past Due Invoices**

The Clear Past Due Invoices rule applies a receipt only if the receipt amount exactly matches the customer past due account balance. Receivables includes all open past due debit and credit items when calculating the past due account balance. The rule ignores the value of the Apply partial receipts option.

The Clear Past Due Invoices rule only applies the receipt to items that are currently past due. A debit item is considered past due if the invoice due date is earlier than or equal to the date of the receipt that is currently being applied.
Receivables uses the receipt date for unapplied and on-account cash, and the credit memo date for credit memos and on-account credits, to determine whether to include these amounts as part of the customer past due account balance.

For example, if you apply a receipt with a receipt date of 10-JAN-03, all unapplied and on-account cash, and all credit memos and on-account credits, that have a transaction date (receipt date or credit memo date) equal to or earlier than 10-JAN-03 are included when calculating the customer past due account balance.

Receivables uses the values specified for the AutoCash rule set open balance calculation and the number of discount grace days assigned to the customer profile to determine the customer past due account balance. The settings of the Late charges and Items in dispute options may prevent a past due debit item from being closed, even if the receipt amount matches the customer past due account balance.

For example, consider the following scenario:

<table>
<thead>
<tr>
<th>Item/Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Charges</td>
<td>No</td>
</tr>
<tr>
<td>Items in Dispute</td>
<td>No</td>
</tr>
<tr>
<td>Receipt</td>
<td>$420</td>
</tr>
</tbody>
</table>

This table shows the customer activity:

<table>
<thead>
<tr>
<th>Past Due Debits/Credits</th>
<th>Invoice Amount</th>
<th>Late Charges</th>
<th>In Dispute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice 209</td>
<td>$300</td>
<td>$0</td>
<td>N/A</td>
</tr>
<tr>
<td>Invoice 89</td>
<td>$250</td>
<td>$0</td>
<td>Yes</td>
</tr>
<tr>
<td>Invoice 7</td>
<td>$120</td>
<td>$30</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Since the Late charges and Items in dispute options are not enabled, Receivables doesn't include Invoice 89 ($250) or late charges for Invoice 7 ($30) in the calculation of the customer past due account balance. Therefore, the past due account balance for this customer is $420. Because the receipt amount matches the customer past due account balance, the receipt is applied. However, Invoice 7 and Invoice 89 are still open, past due debit items.

### Clear Past Due Invoices Grouped by Payment Terms

The Clear Past Due Invoices Grouped by Payment Terms rule applies a receipt only if the receipt amount exactly matches the sum of the customer credit memos and past due invoices. This rule is similar to the Clear Past Due Invoices rule, but it first groups past due invoices by payment terms and uses the oldest transaction due date within the group as the group due date.
A debit item is considered past due if the invoice due date is earlier than the date of the receipt that is currently being applied. For credit memos, Receivables uses the credit memo date to determine whether to include these amounts in the customer account balance.

For example, if you apply a receipt with a receipt date of 10-JAN-03, credit memos that have a transaction date equal to or earlier than 10-JAN-03 are included. Credit memos don't have payment terms, so they are included in each group.

Receivables uses the values specified for the AutoCash rule set open balance calculation and the number of discount grace days assigned to the customer profile to determine the sum of the customer credit memos and past due invoices. The settings of the **Late charges** and **Items in dispute** options may prevent a past due debit item from being closed, even if the receipt amount matches the sum of the customer credit memos and past due invoices.

For example, consider a $900 receipt applied on 25-JUN. This table shows the related customer activity:

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Payment Terms</th>
<th>Due Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>25-MAY</td>
<td>$500</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>25-JUN</td>
<td>$200</td>
</tr>
<tr>
<td>3</td>
<td>A</td>
<td>25-JUN</td>
<td>$200</td>
</tr>
<tr>
<td>4</td>
<td>B</td>
<td>20-JUN</td>
<td>$900</td>
</tr>
<tr>
<td>5</td>
<td>C</td>
<td>25-MAY</td>
<td>$905</td>
</tr>
</tbody>
</table>

Receivables groups these transactions as follows:

- Group 1: Transactions 1,2,3 Amount: $900 Group Due Date: 25-MAY
- Group 2: Transaction 4 Amount: $900 Group Due Date: 20-JUN
- Group 3: Transaction 5 Amount: $905 Group Due Date: 25-MAY

Since both Groups 1 and 2 match the receipt amount, Receivables selects the group with the oldest due date (Group 1) and applies the receipt to the transactions in this group.

**Apply to the Oldest Invoice First**

The **Apply to the Oldest Invoice First** rule applies receipts to customer debit and credit items, starting with the item with the oldest due date. Receivables uses the values specified for the AutoCash rule set open balance calculation to determine the oldest outstanding item for the customer.

For example, consider the following scenario:

<table>
<thead>
<tr>
<th>Item/Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply Partial Receipts</td>
<td>Yes</td>
</tr>
<tr>
<td>Item/Option</td>
<td>Value</td>
</tr>
<tr>
<td>--------------</td>
<td>-------</td>
</tr>
<tr>
<td>Late Charges</td>
<td>No</td>
</tr>
<tr>
<td>Receipt</td>
<td>$200</td>
</tr>
</tbody>
</table>

This table shows the customer activity:

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Amount</th>
<th>Late Charges</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>801</td>
<td>$0</td>
<td>$35</td>
<td>01-DEC-02</td>
</tr>
<tr>
<td>707</td>
<td>$450</td>
<td>$0</td>
<td>01-JAN-03</td>
</tr>
</tbody>
</table>

If you compare only the due dates for the two invoices, invoice 801 is the oldest invoice. However, Receivables also checks the open balance calculation and automatic matching rule options for the AutoCash rule set. Since the Late charges option is not enabled, Receivables ignores invoice 801 (because the remaining amount only consists of late charges) and applies the $200 receipt to invoice 707.

If the Apply partial receipts option were not enabled, Receivables couldn't apply this receipt and would look at the next rule in the sequence.

**Combo Rule**

The Combo Rule applies a receipt to two invoices, debit memos, or chargebacks only if the receipt amount exactly matches the amount of the two debit items. If more than one combination of two debit items has a total open amount that matches the receipt amount, Receivables applies the receipt to the combination of items with the earliest due date. If more than one combination of two debit items has the same amount and due date, Receivables applies the receipt to the combination of items with the lowest payment schedule ID number (internal identifier).

Receivables uses the values specified for the AutoCash rule set open balance calculation and the number of discount grace days assigned to the customer profile to determine the remaining amount due on the debit items. The rule ignores the value of the Apply partial receipts option.

For example, a lockbox contains these five open invoices:

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>$50.00</td>
</tr>
<tr>
<td>201</td>
<td>$200.00</td>
</tr>
<tr>
<td>301</td>
<td>$175.00</td>
</tr>
<tr>
<td>401</td>
<td>$372.00</td>
</tr>
</tbody>
</table>
The lockbox contains a receipt for $572. Using the Combo Rule as the first AutoCash rule, the receipt is applied to invoices 201 and 401.

**Related Topics**

- Guidelines for Applying Receipts and On-Account Credit Memos

### Example of Using an AutoCash Rule Set

This example demonstrates how to create and use an AutoCash rule set. You create an AutoCash rule set to manage the payments received from Global Freight Carriers. You have an earned discount arrangement with this company but with no payment or discount grace days, and you don’t add late charges for payments received beyond the due date.

### Create the AutoCash Rule Set

Create the AutoCash Rule set using these values:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Balance Calculation: Discounts</td>
<td>Earned Only</td>
</tr>
<tr>
<td>Open Balance Calculation: Late Charges</td>
<td>No</td>
</tr>
<tr>
<td>Open Balance Calculation: Items in Dispute</td>
<td>No</td>
</tr>
<tr>
<td>Automatic Matching Rules: Apply Partial Receipts</td>
<td>Yes</td>
</tr>
<tr>
<td>Automatic Matching Rules: Remaining Remittance Amount</td>
<td>On Account</td>
</tr>
<tr>
<td>AutoCash Rule 1</td>
<td>1. Match Payment with Invoice</td>
</tr>
<tr>
<td>AutoCash Rule 2</td>
<td>2. Clear The Account</td>
</tr>
<tr>
<td>AutoCash Rule 3</td>
<td>3. Apply To The Oldest Invoice First</td>
</tr>
</tbody>
</table>
Process a Payment Using the AutoCash Rule Set

Global Freight Carriers has the following outstanding invoices, none of which are in dispute:

<table>
<thead>
<tr>
<th>Number</th>
<th>Amount Remaining</th>
<th>Due Date</th>
<th>Discount Date</th>
<th>Discount Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>$200</td>
<td>11-DEC-02</td>
<td>01-DEC-02</td>
<td>$20</td>
</tr>
<tr>
<td>124</td>
<td>$300</td>
<td>08-DEC-02</td>
<td>30-NOV-02</td>
<td>$30</td>
</tr>
<tr>
<td>125</td>
<td>$150</td>
<td>13-DEC-02</td>
<td>28-NOV-02</td>
<td>$15</td>
</tr>
</tbody>
</table>

A payment was entered for Global Freight Carriers for $600 with a deposit date of 10-DEC-02.

Using the AutoCash rule set that you created, Receivables processes the payment in this way:

1. AutoCash rule 1, Match Payment with Invoice, fails because none of the customer open items have a remaining amount due that is equal to the amount of the receipt ($600).
2. Receivables looks at AutoCash rule 2.
3. AutoCash rule 2, Clear the Account, fails because the customer calculated account balance ($650) is not the same as the amount of the receipt.
4. Receivables looks at AutoCash rule 3.
5. Receivables uses AutoCash rule 3, Apply to the Oldest Invoice First.
   a. Receivables first applies the receipt to the oldest invoice, Invoice 124 for $300, and performs these calculations:
      • Since the discount date of 30-NOV-02 has passed and the Discount field is set to Earned Only, the $30 discount is no longer available. The amount due remaining for this invoice is now equal to either $0 or the amount of any late charges previously assessed for this item.
      • Because the Late Charges option is set to No, late charges are not included in the customer open balance calculation. The remaining receipt amount is now $300.00.
   b. Receivables now applies $200 to the next oldest invoice, Invoice 123, and performs these calculations:
      • As with Invoice 124, the discount date for Invoice 123 has passed and the $20 discount is no longer available. The amount due remaining for this invoice is now equal to either $0 or the amount of any late charges previously assessed for this item.
      • Because the Late Charges option is set to No, late charges are not included in the customer open balance calculation. The remaining receipt amount is now $100.
   c. Receivables applies the remaining $100 to Invoice 125 ($150) as a partial receipt because the Apply partial receipts option is set to Yes.

   Note: If the Apply partial receipts option were set to No, Receivables couldn’t apply the remaining amount to Invoice 125. Instead, it would be placed on account, because the Remaining Remittance Amount option is set to On Account.
• As with the other invoices, the discount date for Invoice 125 has passed and the $15 discount is no longer available.
• If there are no late charges for this invoice, the amount due remaining is reduced from $150 to $50, and remains open.

FAQs for AutoCash Rule Sets

How is an AutoCash rule set selected and used?
During payment processing, Receivables uses the Match Receipts By rules to attempt to match receipts to open transactions, and either apply receipts automatically or present recommendations for receipt application. If transactions can't be matched or transaction information is not available, Receivables uses the AutoCash rule set, defined for the customer profile either at the customer site or customer level, to apply the receipt.

If the customer doesn't have an AutoCash rule set assigned to a profile, Receivables uses the AutoCash rule set assigned to system options and the number of discount grace days defined in the customer site or customer profile to apply the receipt.

If none of the rules in the AutoCash rule set apply, Receivables places the remaining amount either unapplied or on-account, depending on the setting of the Remaining Remittance Amount option on the AutoCash rule set.

How can I use partial receipts?
Use the AutoCash rule set Apply partial receipts option with the Apply to the Oldest Invoice First rule. If you enable this option, you can apply a receipt to a transaction that is less than the amount required to close the debit item.

If the AutoCash rule set doesn't use partial receipts but does include late charges in the open balance calculation, then Receivables can interpret a receipt application against a transaction amount plus late charges as a partial receipt.

For example, you intend to close a $100 transaction by applying a $100 receipt, but the transaction has since accumulated a $10 late charge. If the Apply partial receipts option is not enabled, Receivables can't apply the $100 receipt to what is now a $110 open debit item.

Approval Limits

Approval Limits Document Types
You can define approval limits for your users for specific transaction activities and amount ranges per currency. The document types identify the transaction activities that a user can approve.

Document Types

Adjustment
Define Adjustment approval limits by currency and amount. Receivables uses approval limits that have a document type of Adjustment when you create or approve an adjustment.

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

Define Receipt Write-off approval limits by currency and amount. Receivables uses approval limits with this document type whenever you attempt to write off either an unapplied receipt amount or an underpayment on a receipt.

You can’t write off a receipt amount that is outside your approval limit range. In addition, the approval limits for write-offs are separate from, but can’t exceed, the Receivables system options write-off amounts.

Credit Memo Refund

Define Credit Memo Refund approval limits by currency and amount. Receivables uses approval limits with this document type whenever you attempt to refund an on-account credit memo.

Related Topics

- How Adjustments to Transactions Are Calculated
- Guidelines for Applying Receipts and On-Account Credit Memos
- Write-offs and Receipts

FAQs for Approval Limits

How can I manage the users that have approval limits?

You can only assign approval limits to valid users that are defined in your organization. The combination of user, document type, and currency identify a specific approval limit record. You can, for example, define multiple approval limit ranges for the same user and document type in each currency defined in your system.

Be sure to update approval limits when personnel changes occur.

Credit Memo Workflow

Configure Manual Review of Credit Memo Requests

You can configure manual review and approval of credit memo requests against Receivables transactions using Oracle Business Rules. You can also capture additional information about the credit request and its related workflow notifications.

The manual credit memo request approval flow sends email or online notifications to each designated approver. Each approver can review the details of the credit request, as well as enter and update information related to credit memo approval.

Configure the Manual Workflow Notification Process

Configure these tasks in sequence to enable the manual credit memo request approval flow:

- FinArTrxnsCreditMemosAutomaticManual: By default this task is set to Automatic, for automatic creation of the credit memo (business rule 1=1). You can set this task to Manual to initiate the manual review and approval of the credit request.
  This task by itself doesn't enable the workflow notifications.
• FinArTrxnsCreditMemosCreationPostProcess: After you enable the manual review of credit requests, use this task to enable the workflow notifications for manual reviews.

You can configure multiple reviewers for this workflow using the task configuration assignee rules.

To configure the manual workflow notification process:

1. Navigate to the BPM Worklist.
2. From the user drop-down list, select Administration.
3. Click the Task Configuration tab.
4. In the Tasks to be Configured: Search field, enter *Credit and click the Go icon.

This displays the human tasks (HT) available for Credit Memos.

5. Select FinArTrxnsCreditMemosAutomaticManual and configure the task for manual credit request reviews using the output value HtOutcmeCreateManualCreditMemo.
6. Select FinArTrxnsCreditMemosCreationPostProcess and configure the workflow process for manual credit request reviews.
7. Set up the routing rules for your workflow notifications.
8. Set up the BIP template for the notification window according to your requirements.

You can copy the standard template and modify its content using the BIP editing tools.

You can use additional attributes in Assignee rule conditions to configure the workflow routing rules. These attributes include:

• Salesperson Name
• Salesperson Email ID
• Sum of all Adjustments Amounts
• Sum of all Receipts Amounts
• Credit Memo Reason Code Descriptive Flexfield Attribute 1-15
• Invoice Line Description
• Collector Descriptive Flexfield Attribute 1-15
• Line Level Credit
• Invoice Line Type
• Invoice or Line Adjustments
• Receipts Applied
• Receivables System Options Descriptive Flexfield Attribute 1-15
• Item Number
• Line Amount Requested
• Transaction Information Descriptive Flexfield Attribute 1-15
• Revenue Scheduling Rule Start Date
• Revenue Scheduling Rule End Date
• Revenue Scheduling Rule Number of Periods
• Revenue Scheduling Rule Rule Type
• Revenue Scheduling Rule Name
• Tax Credit Amount Requested
Enable Privileges for Review Credit Memo Request

Use these three privileges to maintain user access to the Review Credit Memo Request page:

- IEX REVIEW CREDIT REQUEST_PRIV (Review Credit Request): This privilege lets an approver:
  - Access the Review Credit Request page.
  - Use the View Transaction Activities button to access the original transaction activities.
  - Enter comments in the Internal Comments field.

- IEX UPDATE DISPUTE TYPE_PRIV (Update Dispute Type on Credit Request): This privilege lets an approver update the value in the Dispute Type field.

- IEX UPDATE REBILL DETAILS_PRIV (Update Rebill Details on Credit Request): This privilege lets an approver update the values in the Rebill Number and Rebill Group fields.

The privilege Review Credit Request is included by default with the duty roles Billing Management Duty and Collections Management Basic.

You can add the privileges Update Dispute Type on Credit Request and Update Rebill Details on Credit Request to the required duty roles according to your business practices for specific users.

Related Topics
- More Setup for Workflow Email Notifications
- Overview of Financials Configurable Workflow Notifications
- How You Use Oracle BI Publisher Enterprise to Modify Templates for Use with Formats

How You Define Approval Groups for the Credit Memo Workflow

There are two predefined rule sets for the credit memo workflow: Collection agent rule set and Non-collection agent rule set.

These two predefined rule sets refer to two approval groups that are not predefined. The approval groups are:

- Collection_Manager_Approval_Group
- Billing_Manager_Approval_Group

You must define the two predefined approval groups and assign users to the groups using these steps:

1. Create one approval group called Collection_Manager_Approval_Group and one approval group called Billing_Manager_Approval_Group.
2. Assign the users that you want to each approval group.

Note: You must assign the user with the Billing Manager role to the Billing_Manager_Approval_Group.

Related Topics
- What is the credit memo request approval process

Statements
How You Implement Customer Statements

Print statements to provide your customers with a complete record of their invoice, debit memo, chargeback, receipt, on-account credit, credit memo, and adjustment activity for a specified period.

To set up for statements, complete these tasks:

- Set Receivables System Options for Statements
- Define Remit-to Addresses
- Define Statement Cycles
- Define Customer Site Profiles

Set Receivables System Options for Statements

Set the necessary Receivables system options for statement processing.

To set Receivables system options for statements:

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. Enable the **Print remit-to address** option to print your remit-to addresses on your customer statements.
5. Enable the **Print home country** option to print your home country on transactions and statements that refer to addresses in that country.
6. In the **Default Country** field, select a country to use as your home country. This is the default country value for your remit-to addresses. The home country is also used in tax calculations and for taxpayer ID and tax registration number validation.
7. Complete or update the rest of Receivables system options according to your requirements, and save.

Define Remit-to Addresses

Define remit-to addresses to provide default remit-to information on statements and transactions.

To define a remit-to address:

1. Navigate to the Create Remit-to Address page.
2. In the **Remit-to Address Set** field, select a reference data set.
3. The **Country** field displays the default country defined in Receivables system options. If necessary, select another country.
4. Enter the address details and save.
5. In the Receipt from Criteria section, click the **Create** icon to open the Create Receipt from Criteria window. Use this window to assign the remit-to address you just created to customer bill-to sites in specified locations.
6. In the **Country** field, select a country to assign customer bill-to sites this remit-to address.
7. If necessary, use the **State** field and **Postal Code** fields to further limit the remit-to address assignment, and save.

Define Statement Cycles

Define statement cycles to determine when to send statements to your customers.

To define a statement cycle:

1. Navigate to the Manage Statement Cycles page.
2. In the Search Results section, click the Add icon.
3. In the Name field, enter a name for this statement cycle.
4. In the Interval field, select the interval that determines how often to generate statements: weekly, monthly, quarterly.
5. In the Cycle Dates section, click the Add icon.
6. In the Business Unit field, select the business unit that will use this statement cycle.
7. In the Statement Date field, enter the first date on which to print statements for the statement cycle.
8. Repeat steps 5 to 7 until you have the appropriate number of rows for the statement cycle interval for each applicable business unit.

For example, enter four rows for a quarterly interval or twelve rows for a monthly interval to cover the period of one year.
9. Enable the Skip option on a row if you want to skip an interval in the statement cycle.

For example, after creating a statement cycle with a monthly interval and twelve monthly statement dates, you decide to send statements bi-monthly instead of monthly. You can enable the Skip option on every other row to reduce the number of statements to six per year.
10. Complete the remaining fields according to your requirements, and save.

Define Customer Site Profiles
After you define remit-to addresses and statement cycles, you must enable the appropriate profile settings on each customer bill-to site to which you plan to send statements. If you are not using one statement site for the customer, you can, depending on your requirements, assign a different statement cycle to the bill-to sites belonging to the same customer account. In this way each bill-to site can have its own statement for its site transactions.

To define customer site profiles for statements:
1. Navigate to the Edit Site page of the applicable customer site.
2. Navigate to the Statement and Dunning section.
3. Enable the Send statement option.
4. In the Statement Cycle field, select the statement cycle to use for this site.
5. Click the Late Charges tab.
6. Navigate to the Currency Settings section.
7. Click the Add icon.
8. In the Currency field, select the currency used by this site.
9. In the Minimum Statement Amount field, enter a minimum amount to generate statement. Receivables generates statements for the site whenever the minimum outstanding balance in the given currency is greater than this amount.
10. Complete the remaining fields according to your requirements, and save.

Related Topics
- How You Use Customer Profile Classes
- How can I use remit-to addresses

How to Use Statement Cycles
Use statement cycles to determine when to send statements to your customers. You assign statement cycles to customer and site level profiles.
If you print statements for a specific customer, then:

- If you defined a statement site for the customer, Receivables uses the statement cycle defined in the customer account profile as the default statement cycle to use for printing.
- If you didn't define a statement site, Receivables uses the statement cycle defined in the customer site profile for each applicable bill-to site included in the print run.

If you don't select a customer, then Receivables prints statements for all customers that have a statement cycle that matches the statement cycle you enter for the print run.

When you create a statement cycle, you define the interval to use for the cycle (weekly, monthly, quarterly) and the dates on which to print statements for the cycle. You can also indicate if Receivables should skip certain statement dates.

Receivables includes all activity from the last time you printed a statement for this customer to the current statement date, even if the customer statement cycle is set up to skip printing on one or more statement dates. Receivables also includes open debit items from prior periods in the statement.

**Scenario**

Consider the following criteria:

- System Date: 03-SEP-11
- Statement Date: 01-SEP-11
- Previous Statement Date: 01-JUN-11 (skipped)
- Statement Cycle: Quarterly

The activity included in this statement spans the date the statement was last printed on 01-MAR-11 to the current statement date of 01-SEP-11. The previous statement dated 01-JUN-11 had been skipped, so the activity for that period now shows on the current statement.

This figure illustrates the activity included in this statement:

![Activity Included in this Statement](image)

<table>
<thead>
<tr>
<th>Invoice Creation Date</th>
<th>Included in Statement?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Date: 28-FEB-11</td>
<td>No, unless it is either still open or was closed between 01-MAR-11 and 31-AUG-11.</td>
</tr>
</tbody>
</table>
### Invoice Creation Date

<table>
<thead>
<tr>
<th>Invoice Creation Date</th>
<th>Included in Statement?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Date: 30-AUG-11</td>
<td>Yes, because the invoice date is between the date the statement was last printed and the statement date.</td>
</tr>
<tr>
<td>Invoice Date: 02-SEP-11</td>
<td>No, because the invoice date is later than the statement date.</td>
</tr>
</tbody>
</table>

### FAQs for Statements

#### How can I create a statement site?
You can designate one of the sites belonging to a customer account as a statement site. If you create a statement site, Receivables generates a single, consolidated statement for all the customer bill-to sites, rather than a statement for each site. You can only define one active statement site per customer account.

To create a statement site:

- Assign the site the Statements business purpose.
- Set the **Statement, Dunning, and Late Charges Site Profiles Used** profile option to Yes.

#### How do on-account and unapplied receipts appear on statements?
All receipts, including on-account and unapplied receipts, appear on the statement of the corresponding bill-to site. If there are any on-account or unapplied receipts without a bill-to site assignment, and if you don't have a statement site defined for the customer, then these receipts are not included on any of the bill-to site statements for the customer.

If you create a statement site for the customer, then Receivables summarizes on-account and unapplied receipts as credits and prints them on a separate page of the consolidated statement, before a summarized listing of subtotals for each of the customer bill-to sites.

### FAQs for Standard Messages

#### Can I write messages in different languages?
Yes, you can write a message in any language that suits the needs of your enterprise. For any language, the text of a standard message can't exceed 255 characters. Receivables doesn't perform any other validation on messages.

#### How can I add a message to a document?
You can print standard messages on customer statements, and on late charges documents presented as debit memos or interest invoices.
For statements, active standard messages appear as list of value choices in the Create Customer Statements program. The message you select appears last on the customer statement.

For late charge documents, active standard messages appear on the choice list of the **Message Text** field in the Late Charges tabbed section of the applicable customer or site profile. The message you select appears in the Notes section of the late charges document for this customer.

**FAQs for Distribution Sets**

**What are distribution sets?**

Use distribution sets to account for miscellaneous, or non-invoice related, receipts. Distribution sets are groups of general ledger code combinations that you define to determine the credit accounts for positive miscellaneous receipt amounts and the debit accounts for negative receipt amounts.
Define Common Accounts Receivable Configuration
2 Manage Receivables System Options

Guidelines for Receivables System Option Settings

Certain Receivables system option settings have critical implications for the way Receivables functions for a given business unit. You may need to do some advance planning before deciding how to set certain Receivables system options.

Considerations for Receivables system option settings include:

- Salespersons
- Header Level Rounding
- Allow Change to Printed Transactions
- Discounts

Salespersons

If you intend to use revenue accounting, you must enable the Require salesperson Receivables system option. Revenue accounting requires that you assign sales credits to all transactions that can be adjusted for either revenue or sales credits.

If you enable the Require salesperson Receivables system option, use the Sales Credit Percent Limit field 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 in the Sales Credit Percent Limit field, then no sales credit limit validation is performed during revenue accounting.

Header Level Rounding

Depending on the legal requirements of your home country, you may need to round amounts at the transaction header level for the receivable account, and then account for and post the difference in a separate account between this rounded amount and the sum of the rounded line amounts for the respective revenue accounts. To do this, enable the Use header level rounding option and define a Header Rounding Account.

The rounding difference between the header level and line level rounding is assigned to the Header Rounding Account.

If you enable the Use header level rounding option, then Receivables displays a rounding distribution line for all transactions, regardless of currency. If the transaction is in the ledger currency, then the amount of this line is zero.

If you don't enable the Use header level rounding option, Receivables rounds amounts at the line level and posts any rounding difference to the receivable account.

Caution: Once you enable Header Level Rounding and save the Receivables system options record, you can't disable the feature for the applicable business unit.
Allow Change to Printed Transactions
To allow updates to transactions that have been printed, enable the Allow change to printed transactions option. This option also determines whether you can update a customer address when printed, posted, or applied transactions are assigned to that address.

Note: You can't update a transaction if it has activity against it, regardless of how you set this option. Examples of activity include payments, credit memos, adjustments, accounting, and assigning the transaction to a balance forward bill.

Discounts
To allow Receivables to accept unearned discounts, enable the Allow unearned discounts option. Unearned discounts are discounts a customer takes after the discount period passes. The Receivables system options record is the only place that determines whether you can accept unearned discounts for the given business unit.

To allow discounts to be taken for partial payments against open debit items, enable the Discount on partial payment option. A partial payment is a payment that is less than the remaining amount due. If this option is enabled, you can still decide to disallow discounts on partial payments at the transaction level when defining payment terms.

If you never allow discounts on partial payments, then do not enable the Discount on partial payment option.

Related Topics
- Implementation Settings for Revenue Recognition
- How Discounts Are Calculated

Example of Header Level Rounding
This example illustrates how header level rounding processes currency conversions and accounts for rounding differences.

Scenario
ABC Company uses euros as the ledger currency, and it receives an invoice with three line items in Norwegian krone. For this example, the conversion rate between the krone and the euro is 6.55957.

Transaction Details
The Use header level rounding Receivables system option is enabled for the applicable business unit and a Header Rounding Account is defined.

This table shows the calculations performed to convert each line amount on the invoice:
### Analysis

Because the **Use header level rounding** Receivables system option is enabled, Receivables must calculate the rounding difference between the currency conversion of the total invoice amount at the header level assigned to the receivable account and the sum of the currency conversions at the line level assigned to each revenue account. This difference is placed in the designated header rounding account.

### Conversion Results

Receivables first converts each line item separately from krone to euros, and then adds them together, for a total of 7.93 EUR. Receivables then separately adds the line amounts in the invoice currency (krone) and then converts to the ledger currency, for a total of 7.92 EUR.

The rounding difference of .01 is assigned to the header rounding account as defined in Receivables system options.

### Tax Invoice Printing Options

The **Tax Invoice Printing Options** Receivables system option identifies the method Receivables uses to print tax amounts on transactions. The value you enter here becomes the default value for customer profile classes.

**Tax Invoice Printing Options**

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

**Itemize and Sum**

Itemizes tax information for each invoice line. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of the tax charged for each tax rate code. At the end of the invoice, Receivables prints the invoice subtotal, tax, shipping, and invoice total.

**Itemize Taxes**

Itemizes tax information for each invoice line.

**Itemize With Recap**

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

**Recap**

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

**Sum Taxes**

Does not itemize tax information for each line. At the end of the invoice, the Tax Summary by Tax Name section includes a summary of the tax charged for each tax rate code. At the end of the invoice, Receivables prints the invoice subtotal, tax, shipping, and invoice total.

**Summarize By Tax Name**

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

**Total Tax Only**

 Displays only the total tax amount at the end of the document.

**Related Topics**

- Examples of Tax Handling on Receivables Transactions
- How do I print transactions

**AutoInvoice Tuning Segments**

Use the AutoInvoice: Tuning Segments section of the Billing and Revenue tab of the Create and Edit Receivables System Options pages to designate Accounting and System Items flexfield segments as tuning segments. Tuning segments help increase performance of AutoInvoice. The tuning segment is the segment most frequently accessed by AutoInvoice.
Accounting Flexfield Tuning Segment

If you want to increase the performance of AutoInvoice and indexes already exist for the GL_CODE_COMBINATIONS table, use the value that you specified for your index as the Accounting Flexfield tuning segment. If you defined a concatenated index, use the first column of your concatenated index.

If no indexes exist for the GL_CODE_COMBINATIONS table, enter the segment with the most distinct values for your Accounting Flexfield tuning segment.

System Items Flexfield Tuning Segment

If you want to increase the performance of AutoInvoice and indexes already exist for the MTL_SYSTEM_ITEMS table, use the value that you specified for your index as your System Items Flexfield tuning segment. If you defined a concatenated index, use the first column of your concatenated index.

If no indexes exist for the MTL_SYSTEM_ITEMS table, enter the segment with the most distinct values for your System Items Flexfield tuning segment.

AutoInvoice Log File Message Levels

In the Log File Message Level field of the AutoInvoice section of the Billing and Revenue tab of the Create or Edit System Options page, enter a value from 0 to 5 to indicate the amount of detail that you want to display in the AutoInvoice log file.

For day-to-day business needs and to improve performance, set the level to 0. If you consistently experience errors while running AutoInvoice, you can set the output to a higher level to review more detailed information in the log about the errors.

Log File Message Level Definitions

Message Level 0 provides the following entries in the log file:

- Product Version
- Program Name
- AutoInvoice Start Time
- AutoInvoice Concurrent Request Arguments
- Error and Warning Messages
- AutoInvoice End Time
- AutoInvoice Logical Steps

Message Level 1 provides all of the entries for Message Level 0 plus:

- Time-Stamped function labels

Message Level 2 provides all of the entries for Message Levels 0 and 1 plus:

- Sizes of allocated arrays
- Dynamic SQL statements
Message Level 3 provides all of the entries for Message Levels 0, 1, and 2 plus:
- Method IV SQL array values

Message Level 4 provides all of the entries for Message Levels 0, 1, 2, and 3 plus:
- Values of all variables that are used to call FND or Tax routines

Message Level 5 provides all of the entries for Message Levels 0, 1, 2, 3, and 4 plus:
- Details of all bad lines and rejected lines. This provides all messages needed for C debugging of AutoInvoice.

FAQs for Manage Receivables System Options

What's the days per posting cycle?

The Days per Posting Cycle setting lets you process the transactions you are posting in smaller groups to ensure that you don't run out of rollback space during posting.

For example, if your accounting period is 30 days and you set this value to 30, the posting program uses only one cycle. If your accounting period is 30 days and you set this value to 17, the posting program uses two cycles. Best practice is to set this field to a value that is less than the number of days in your accounting period.

What happens if I allow transaction deletion?

Enable the Allow transaction deletion Receivables system option if you want to let users delete Receivables transactions after the transactions have been saved. If you don't enable this option, all Receivables users are prevented from deleting transactions.

If an installation is legally required to number transactions sequentially with no missing transaction numbers, then best practice is to not enable this option.

If you enable the Allow transaction deletion option, you can still control which users can delete transactions using function security.

How can I determine the memory allocation?

Enter in the Maximum Memory in Bytes field the value that represents the amount of memory to allocate to AutoInvoice for validation. The default is 65535 bytes. For best results, enter a value that is the maximum number of records that you import, rounded to an even number, multiplied by 1024. For example, if you use AutoInvoice to import no more than 100 records at a time, enter a value of 102400.

During AutoInvoice processing, if you receive a message that indicates the application failed to allocate memory, then enter a lower number. If you receive a message that the memory is not large enough, then enter a higher number.
When do I use days to AutoApply a receipt?

Enter in the **Days to AutoApply a Receipt** field the age in days of receipts that AutoApply considers for application against customer transactions. Use this field if your customers often pay for transactions before they are created.

AutoApply looks for and attempts to apply open receipts to transactions created within the number of days that you specify. For example, if you enter 10, then AutoApply considers all receipts created within the past 10 days for application to transactions. Receipts created longer than 10 days ago are not considered.

If you don't enter a value in this field, AutoApply only attempts to match receipts once.

What are the exception rule activities?

The active application exception rule set determines the action to perform on overpayment and underpayment amounts after receipt application. You can define the default receivables activity to use to process these payments when the action is either a billing adjustment or a write-off.

The **Exception Rule Adjustment Activity** field in the Cash Processing tab of Receivables System Options provides the default receivables activity to use for adjustments on overpayments or underpayments. The **Exception Rule Write-off Activity** field provides the default receivables activity to use for write-offs of overpayments or underpayments.

When are receipts required for a bill-to site?

Enable the **Require billing location for receipts** Receivables system option to require that a bill-to site be associated with a receipt. If enabled, Receivables doesn't create receipts that don't have a bill-to site.

Use this option for customers without statement sites. If you don't enable this option, and you have receipts for customers without statement sites and without a bill-to site associated with the receipt, the unapplied amount of the receipt won't appear on any of the statements for this customer.

What's the difference between the realized gains and losses accounts and the cross currency rounding account?

The realized gains and realized losses accounts are used to account for the conversion rate gain or loss in the ledger currency resulting from a cross-currency receipt application. For example, if the conversion rate for a foreign currency invoice is 1.7 and the conversion rate of the payment for this invoice is 2.0, Receivables posts the difference as a gain to the realized gains account.

The cross-currency rounding account is used to record rounding error amounts created during a cross-currency receipt application. You must define a rounding error account if you create cross-currency receipts.

E-Mail Delivery
Examples of Using the Transaction and Statement Delivery E-Mail Subject Lines

Use the E-Mail Subject fields in the Transaction Delivery using E-Mail and Statement Delivery Using E-Mail sections of the Billing and Revenue tabbed region of Receivables system options to create an e-mail subject line for the transactions and statements you deliver to customers using e-mail.

Receivables inserts a period after the business unit, transaction number, and statement date, and inserts a space between each of the field values.

The following examples illustrate how the subject line appears depending on the settings you use.

Example 1
The resulting e-mail subject line for the settings in this table is: "Your invoice is now ready for review. Vision Operations. INV1234."

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail Subject</td>
<td>Your invoice is now ready for review.</td>
</tr>
<tr>
<td>Include Business Unit in E-Mail Subject</td>
<td>Last</td>
</tr>
<tr>
<td>Include Transaction Number in E-Mail Subject</td>
<td>Last</td>
</tr>
</tbody>
</table>

Example 2
The resulting e-mail subject line for the settings in this table is: "Vision Operations. Your statement is now ready for review. 01-01-2017."

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail Subject</td>
<td>Your statement is now ready for review.</td>
</tr>
<tr>
<td>Include Business Unit in E-Mail Subject</td>
<td>First</td>
</tr>
<tr>
<td>Include Statement Date in E-Mail Subject</td>
<td>Last</td>
</tr>
</tbody>
</table>

Example 3
The resulting e-mail subject line for the settings in this table is: "Your invoice is now ready for review. INV1234."
### How Transaction and Statement Delivery Using E-Mail Works

Print and send Receivables transactions and statements to designated customers using e-mail.

When you run the Print Receivables Transactions process or the Create Customer Statements process, the respective process sends transactions or statements as either a PDF or Zipped PDF file to the designated e-mail addresses of the customer accounts and sites that are set up for e-mail delivery.

### Settings That Affect Delivery Using E-Mail

These settings affect print delivery using e-mail:

- **Print Option**: Set the **Print Option** to Print or Do Not Print at the customer site or customer account level, depending upon whether you want to print for specific customer sites or all sites belonging to a customer account.

  For transactions, if there is no Print Option value enabled at the site or account level, then Receivables uses the required Print Option setting on the transaction type. If necessary, you can exclude or include individual transactions in a print run by changing the Print Option setting on transactions.

  **Note**: If the transaction type doesn't have the Open Receivable option enabled (that is, it is a Void transaction), then the e-mail delivery process ignores the Print Option settings at the customer site and account level and uses the setting assigned to the transaction type. You can still override this setting on the transaction.

- **Preferred Delivery Method**: Set the **Preferred Delivery Method** field to E-Mail at the customer site or customer account level, depending upon whether you want to deliver using e-mail for specific customer sites or all sites belonging to a customer account.

- **Customer contacts**: Assign at least one customer contact at the account or site level both an e-mail address and the Bill-to purpose or Statement purpose. These rules apply to customer contacts:
  - The contact must be active when the Print Receivables Transactions or Create Customer Statements process is run.
  - If a customer account or site doesn't have any contact with both an e-mail address and a Bill-to purpose or Statement purpose, then transactions or statements are not delivered for this customer account or site.
  - For transactions, if a customer account or site does have a contact with both an e-mail address and a Bill-to purpose, but the same contact e-mail address is also assigned the Collections or Dunning purpose, then this contact is excluded from e-mail delivery.
• For statements, if the customer has a statement site, then a consolidated statement is created and delivered for all billing sites belonging to the customer account.

• E-Mail Receivables system options: Use the Transaction and Statement Delivery using E-Mail sections of the Billing and Revenue tabbed region of the Receivables System Option pages to set up the details of transaction and statement delivery using e-mail for the applicable business units. Enter these values in the corresponding fields:

  o **From Name**: Name of your enterprise.
  o **From E-Mail**: E-mail address of your enterprise.
  o **Reply-to E-Mail**: E-mail address of your enterprise that your customers can send an e-mail to.
  o **E-Mail Subject**: Text of the e-mail subject line.
  o **Include Business Unit in E-Mail Subject**: Option to include the name of your business unit in the subject line.
  o **Include Transaction Number in E-Mail Subject**: Option to include the transaction number in the subject line.
  o **Include Statement Date in E-Mail Subject**: Option to include the statement date in the subject line.
  o **E-Mail Body**: Text of the e-mail message. Include appropriate formatting.

  **Note**: These are all conditionally required fields. If you plan to enable printing and e-mail delivery of transactions or statements, then you must enter values in these fields to ensure successful delivery.

How Transactions and Statements are Delivered Using E-Mail

Once your setup is complete, use the Print Receivables Transactions process to print customer transactions, and the Create Customer Statements process to print customer statements. Use the **Output File Type** parameter to specify the output to use for the print run. For print delivery using e-mail, you must select either PDF or Zipped PDFs. If you select Zipped PDFs, the file includes an index file of the print run, to identify the first and last page of each printed transaction.

When you create a transaction, Receivables looks in your setup for the **Print Option** setting to assign to the transaction in this order:

• Customer site profile
• Customer account profile
• Transaction type

During print processing, the e-mail delivery process verifies for each transaction or statement:

• For transactions, the **Print Option** is set to Print.

  You can update the **Print Option** setting on individual transactions before printing.

• **Preferred Delivery Method** field is set to E-Mail for the customer account or site.

• At least one active customer contact has both an e-mail address and Bill-to purpose or Statement purpose. The e-mail delivery process looks for an e-mail address to send transactions or statements to in this order:

  o For transactions, e-mail address of the bill-to customer contact on the transaction.
  o E-mail addresses of the contacts of the customer site that are assigned a Bill-to purpose or Statement purpose, but not assigned the Collections or Dunning purpose.
  o E-mail addresses of the contacts of the customer account that are assigned a Bill-to purpose or Statement purpose, but not assigned the Collections or Dunning purpose.
All fields are completed in the Transaction Delivery or Statement Delivery using E-Mail section of the Billing and Revenue tabbed region of Receivables System Options.

The name of the output PDF file for transactions delivered using e-mail uses the format:

<INV_NUMBER>_<INSTALLMENT_NUMBER>.PDF

FAQs for E-Mail Delivery

Why can't I print transactions or statements using e-mail delivery?
Your e-mail delivery setup is incomplete.

This is most likely due to one of two settings:

- In Receivables system options, you must enter an active e-mail address in either the **From E-Mail** field or the **Reply-to E-Mail** field of the Transaction or Statement Delivery Using E-Mail section of the Billing and Revenue tabbed region for the applicable business unit.
- At least one customer contact must have both a Bill-to purpose or Statement purpose assignment and an active e-mail address.
- For transactions:
  - If the transaction doesn't have a bill-to customer contact, or if that contact doesn't have an e-mail address, then the e-mail delivery process looks for all active customer contacts at the account or site level that have both a Bill-to purpose and an e-mail address.
  - If any exist, then the transaction is delivered to all of these contacts, with the exception of contact e-mail addresses also assigned the Collections or Dunning purpose.
  - If none exist, then the transaction is not printed.

OAGIS 10.1 and UBL 2.1 XML

Overview of OAGIS 10.1 XML Transaction Delivery for Receivables

Use the Open Applications Group Integration Specification (OAGIS) 10.1 XML format to deliver Receivables transactions to your customers as XML documents.

XML transaction delivery makes use of the Collaboration Messaging Framework (CMK) to send transactions to customers and receive confirmation messages from customers.

Receivables OAGIS 10.1 XML provides these capabilities:

- Deliver invoices, credit memos, debit memos, and chargebacks to customers (trading partners) in OAGIS 10.1 XML format using Collaboration Messaging Framework.
- Deliver XML transactions to your trading partners with or without service providers.
- Receive acknowledgment of transaction delivery from customers by means of a Confirmation Business Object Document (CBOD). The CBOD also uses the OAGIS 10.1 XML format.
• Include user-defined attributes, in addition to the standard mapped attributes, in the XML document. Receivables supports the inclusion of UserArea extension attributes at the invoice header, invoice line, and invoice tax line level of OAGIS 10.1 XML transactions.
• Include transaction header level attachments in the OAGIS 10.1 XML delivery.
• Review the XML transaction delivery using Collaboration Messaging Framework.

Use the Feature Opt-in page in Functional Setup Manager (FSM) to enable Receivables Invoice Delivery in Open Applications Group Integration Specification (OAGIS) 10.1 XML Format. You also use the same Feature Opt-in to enable Universal Business Language (UBL) 2.1 XML transaction delivery.

You then need to complete the related setups in Receivables and Collaboration Messaging Framework (CMK) to deliver OAGIS 10.1 or UBL 2.1 XML transactions to customers.

Complete these setups using the related Receivables and Collaboration Messaging Framework setup tasks. If you are using service providers to deliver XML documents, you can also use the Customer Import FBDI template to import both the CMK setup required for XML transaction delivery and the related Receivables customer account profile information.

Note: If you are using the existing Receivables XML Invoicing feature through the Service Oriented Architecture (SOA) business-to-business (B2B) gateway, you should only change over to OAGIS 10.1 XML transaction delivery when your customers are ready to receive transactions in OAGIS 10.1 XML format. When you do change over, you must redo your service provider and trading partner setups in Collaboration Messaging Framework.

UBL 2.1 XML Transaction Delivery for Receivables

Use the Universal Business Language (UBL) 2.1 XML format to deliver Receivables transactions to your customers as XML documents.

The UBL 2.1 format is now required for business-to-government electronic invoicing in certain countries.

As with OAGIS 10.1, the UBL 2.1 XML transaction delivery makes use of the Collaboration Messaging Framework (CMK) to send transactions to customers and receive confirmation messages from customers.

How You Configure the Universal Business Language (UBL) 2.1 XML Format

To use UBL 2.1 XML transaction delivery, you must enable the Receivables Invoice Delivery in Open Applications Group Integration Specification (OAGIS) 10.1 XML Format feature in the Feature Opt-in page in Functional Setup Manager. The Universal Business Language (UBL) 2.1 format feature is then enabled by default.

You must complete all of the required setups for OAGIS 10.1 XML transaction delivery, but with the following modifications and restrictions to use UBL 2.1 XML:

• In the Manage Collaboration Messaging Service Providers task, the supported delivery method types in CMK for UBL 2.1 XML are B2B Adapter and Email.
• In the Manage Collaboration Messaging Service Providers task, the outbound collaboration message definition in CMK for UBL 2.1 XML is UBL_2.1_INVOICE_OUT.
• You can add additional attributes to the UBL 2.1 XML transaction using the User-Defined Attributes of the Receivables XML feature.

You map additional attributes to the UBL 2.1 XML transaction by modifying the delivered UBL 2.1 XSLT using the Manage Collaboration Message Definitions task, available from the Collaboration Messaging Framework work area.
Note: If you want to deliver UBL 2.1 XML transactions using any delivery method other than those supported by CMK, or if you need to add certificates and signatures to the UBL 2.1 transaction, you must use a third party service provider.

How You Set Up Receivables for OAGIS 10.1 XML Transaction Delivery

Set up Receivables for OAGIS 10.1 XML transaction delivery, as part of the implementation to enable sending transactions to customers in OAGIS 10.1 XML format.

Along with completing the setups in Receivables, you must also complete the related setups in Collaboration Messaging Framework. Once you complete the setups in both products, you can make use of XML transaction delivery.

To set up Receivables for OAGIS 10.1 XML transaction delivery, complete these tasks:

- Set up XML invoicing on customer account profiles.
- Set up an attachment category for XML transactions (optional).

Note: You must first use the Feature Opt-in page in Functional Setup Manager to enable Receivables Invoice Delivery in Open Applications Group Integration Specification (OAGIS) 10.1 XML Format before completing these setups. Enabling OAGIS 10.1 XML transaction delivery also enables the Universal Business Language (UBL) 2.1 XML transaction delivery.

Set Up XML Invoicing on Customer Account Profiles

Set up the Receivables customer account profiles of customers that you intend to define as trading partners for XML transaction delivery. The settings that you use apply to all sites belonging to the customer account.

To set up a customer account for XML transaction delivery:

1. Navigate to the Billing work area.
2. Select the Manage Customers task.
3. In the Manage Customers page, search for the customer that you want to enable for XML transaction delivery.
4. In the Edit Account page, click the Profile History tab.
5. In the Invoicing section, set the Preferred Delivery Method to XML.
6. Select the Enable for XML Invoicing check boxes for the applicable transactions for this customer: Invoice, Debit Memo, Chargeback, Credit Memo. Receivables selects all eligible transactions whenever you run the Generate and Transfer XML Transactions process for this customer account.
7. Save your work.
8. Repeat steps 3 to 7 for each applicable customer account.

Set Up an Attachment Category for XML Transactions

You can optionally define an attachment category for including transaction header attachments in the XML transaction.

During a run of the Generate and Transfer XML Transactions process, attachments to the transaction associated with the XML attachment category you define are embedded in the OAGIS 10.1 XML.

To set up an attachment category for XML transactions:

1. Navigate to the Setup and Maintenance work area.
2. Select the Manage Attachment Categories task.
3. In the Manage Attachment Categories page, click the Plus (+) icon to create a new attachment category.

   - **Note:** You can also use an existing attachment category.

4. Complete the fields for the XML transaction attachment category. For example:
   - **Category Name:** XML_INVOICE
   - **User Name:** XML invoice
   - **Description:** Attachments embedded in the XML invoice header

5. In the Attachment Entities section, click the Plus (+) icon.
6. In the **Entity Name** field, enter RA_CUSTOMER_TRX_ALL to associate attachments with the transaction header.
7. Save your work.
8. Select the Manage Receivables Profile Options task.

   Now associate the attachment category with the Bill Presentment profile option for printing attachments (AR_BPA_PRINT_ATTACH_CATEGORY).
9. In the Manage Receivables Profile Options page, search for the AR_BPA_PRINT.Attach_CATEGORY profile option.
10. In the **Profile Values** section, click the Plus (+) icon.
11. In the **Profile Level** field, enter Site.
12. In the **Profile Value** field, enter the name of the attachment category that you defined in step 4.
13. Save your work.

   This site profile value allows attachments belonging to the AR_BPA_PRINT_ATTACH_CATEGORY category on the transaction header to be embedded in the XML transaction.
14. In the Attachments window of Create Transaction pages, use the attachment category that you created and associated with the AR_BPA_PRINT_ATTACH_CATEGORY profile option to add an attachment intended for inclusion in an XML transaction.

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### How You Set Up Collaboration Messaging for OAGIS 10.1 XML Transaction Delivery

Set up the Collaboration Messaging Framework for OAGIS 10.1 XML transaction delivery, as part of the implementation to enable sending Receivables transactions to customers in XML format.

Along with completing the setups in Collaboration Messaging, you must also complete the related setups in Receivables. Once you complete the setups in both products, you can make use of OAGIS 10.1 XML transaction delivery.

The Collaboration Messaging setup involves enabling Collaboration Messaging for Order to Cash documents, and creating service providers and trading partners and associating them with trading partner customer accounts.

To set up Collaboration Messaging for XML transaction delivery, complete these tasks:

- Enable collaboration messaging for Receivables.
- Set up service providers.
- Set up B2B trading partners.
- Associate service providers and trading partners with customer accounts.
Note: You must first use the Feature Opt-in page in Functional Setup Manager to enable Receivables Invoice Delivery in Open Applications Group Integration Specification (OAGIS) 10.1 XML Format before completing these setups.

**Enable Collaboration Messaging for Receivables**

Configure your outbound message processing and enable the Order to Cash business process.

To enable collaboration messaging for Receivables:

1. Navigate to the Setup and Maintenance work area.
2. Select the Manage Collaboration Messaging Configuration task.
3. In the General Setup tabbed region of the Manage Collaboration Messaging Configuration page, enter your company identifier in the **Global Sender ID** field.
   
   This identifier is used by your service providers and trading partners to identify you as the sender of XML transactions.
4. If you are planning to send attachments with XML transactions, in the **Maximum Attachment Size** field enter in megabytes the maximum size of an attachment that can be embedded in an XML transaction.
   
   If the size of an attachment in the transaction header exceeds this limit, the attachment is not embedded in the XML transaction delivery.
5. Click the Business Process Setup tab.
6. In the Collaboration Business Process table, check the **Enable** box for the Order to Cash business process.
7. Save your work.

**Set Up Service Providers**

Use the Manage Collaboration Messaging Service Providers task to create service providers. Service providers are the intermediaries that exchange messages between Oracle Applications Cloud and trading partners (customers).

For each service provider, define the delivery method, outbound collaboration message, and inbound collaboration message for OAGIS 10.1 XML transaction delivery.

Note: If you plan to send XML transactions directly to trading partners without a service provider, skip this task and complete the tasks to set up B2B trading partners and to associate service providers and trading partners with customer accounts.

To set up a service provider:

1. Navigate to the Setup and Maintenance work area.
2. Select the Manage Collaboration Messaging Service Providers task.
3. In the Manage Collaboration Messaging Service Providers page, click the **Plus (+)** icon to open the Create Collaboration Messaging Service Provider window.
4. In the **Name** field, enter the name that you want to use for the service provider.
5. In the **Provider ID** field, enter the identifier for the service provider.
6. In the **ID Type** field, select Generic.
7. In the **Description** field, you can enter a description that identifies this service provider for XML transaction delivery.
8. Click the **Save and Close** button.
9. In the Edit Collaboration Messaging Service Provider page, click the Delivery Methods tab.
10. Click the **Plus (+)** icon to open a delivery method row.
11. In the **Name** field, enter the name of the XML message delivery method, according to your agreement with the service provider.
12. In the **Delivery Method Type** field:
   - Select Web Service for OAGIS 10.1 XML.
   - Select B2B Adapter or Email for UBL 2.1 XML.


14. Complete the remaining fields for the delivery method according to your business requirements.

15. Click the Outbound Collaboration Messages tab.

16. Click the **Plus (+)** icon to open an outbound collaboration messages row.

17. In the **Name** field, enter a name to identify this outbound collaboration message, for example, AR_Invoice.

18. In the **Collaboration Message** field, select:
   - OAGIS_10.1_PROCESS_INVOICE_COLLAB_MSG_OUT for outbound OAGIS XML transaction delivery.
   - UBL_2.1_INVOICE_OUT for outbound UBL 2.1 XML transaction delivery.

19. In the **Status** field, select Active.

20. In the **Delivery Method Name** field, enter the XML message delivery method you defined in the Delivery Methods tab.

21. If your service provider has agreed to send an acknowledgment in OAGIS 10.1 CBOD format for XML transactions received, click the Inbound Collaboration Messages tab to define the inbound collaboration message.

22. Click the **Plus (+)** icon to open an inbound collaboration messages row.

23. In the **Name** field, enter a name to identify the inbound collaboration message, for example, AR_CBOD.

24. In the **Collaboration Message** field, select OAGIS_10.1_CONFIRM_BOD_COLLAB_MSG_IN.

25. In the **Status** field, select Active.

26. Click the Outbound Collaboration Messages tab again.

27. In the **Status** field, select Inactive.

   This lets you edit the fields in the outbound collaboration message.

28. In the **Confirmation Message Name** field enter the name of the CBOD message that you just defined.
   - This associates the inbound CBOD message with the outbound transaction message to receive acknowledgment of the XML transaction.

29. In the **Status** field, select Active.

30. Save your work.

### Set Up B2B Trading Partners

Trading partners are the customers that you designate to receive Receivables transactions in XML format. Each trading partner is required to have a trading partner identifier, known to you and to your service provider. This identifier is included in the XML message and is used by the service provider to identify the trading partner receiving the XML document.

You must also set up the Receivables customer account profile for each customer that you intend to define as a trading partner for XML transaction delivery.

After you create the trading partner, you must associate the outbound collaboration message and inbound CBOD collaboration message that you defined for the service provider with the trading partner.

To set up a trading partner:

1. Navigate to the Collaboration Messaging work area.
2. Select the Manage B2B Trading Partners task.
3. In the Manage B2B Trading Partners page, click the Plus (+) icon to open the Create Trading Partner window.

4. In the Service Provider field, select the service provider to use for this trading partner for XML delivery.
   If you plan to send XML transactions to the trading partner directly without using a service provider, select None.

5. In the Trading Partner ID field, enter the identifier for the trading partner.

6. In the Partner ID Type field, select the category of the trading partner identifier.
   Valid values are: D-U-N-S, Generic (if you use the customer account number to identify the trading partner),
   GLN, MISC, PHONE, TAXID, Name (if you use the customer account name to identify the trading partner).

7. Click the Save and Close button.

8. In the Collaboration Documents for Service Provider section of the Edit Trading Partner page, enter in the Documents column the outbound collaboration message and inbound CBOD collaboration message for this service provider.

9. Save your work.

Associate Service Providers and Trading Partners with Customer Accounts

After setting up your service providers and trading partners, associate both the service provider and trading partner to the related customer account.

If you plan to send XML transactions to the trading partner directly without using a service provider, you must still associate the service provider value None with the related customer account.

To associate a service provider and trading partner to a customer account:

1. Navigate to the Collaboration Messaging work area.
2. Select the Manage Customer Account Collaboration Configuration task.
3. In the Manage Customer Account Collaboration Configuration page, search for the customer account you want.
4. Select the customer account and click the Edit Collaboration Configuration button.
5. In the Associated Service Providers section of the Edit Customer Account Collaboration Configuration page, click the Plus (+) icon to open a service provider row.
6. Enter the service provider and the related trading partner ID. This associates the service provider and trading partner with the customer account.
7. In the Collaboration Documents for Service Provider section, click the Plus (+) icon to open a collaboration documents row.
8. In the Document field, enter the outbound collaboration message associated with the service provider.
   You don't need to enter the inbound CBOD collaboration message, because it is already associated with the service provider.
9. In the Associated Status field, select Enabled.
10. Save your work.

Related Topics
    • Oracle SCM Cloud Configuring and Managing B2B Messaging

Import Setup Data for OAGIS 10.1 XML Transaction Delivery Using the Customer Import FBDI

Use the Customer Import FBDI (File-Based Data Import) to complete certain setups for OAGIS 10.1 XML transaction delivery.
You can use the RA_CUSTOMER_PROFILES_INT_ALL worksheet of the Customer Import Template to complete these setups in Collaboration Messaging Framework and in Receivables:

- Collaboration Messaging: Customer account collaboration configuration.
- Receivables: Customer account profiles. You can either update an existing customer account profile or create a new customer account profile.

The data in this worksheet is imported into the RA_CUSTOMER_PROFILES_INT_ALL interface table for transfer to Receivables.

**Note:** You can only use the Customer Import FBDI to import setup data for OAGIS 10.1 XML transaction delivery if you are using a service provider to send XML documents.

Before you can import setup data using the Customer Import Template, you must complete these tasks:

- Use the Feature Opt-in page in Functional Setup Manager to enable the Receivables Invoice Delivery in Open Applications Group Integration Specification (OAGIS) 10.1 XML Format feature.
- Use the Manage Collaboration Messaging Service Providers task to create service providers for XML transaction delivery.

To import setup data for XML transaction delivery:

1. Download the Customer Import Template.
2. Click the RA_CUSTOMER_PROFILES_INT_ALL tab.

   The RA_CUSTOMER_PROFILES_INT_ALL worksheet displays the columns for Receivables customer account profiles. The Collaboration Messaging columns are hidden by default.
3. Display the Collaboration Messaging columns:
   a. Highlight the XML Invoicing for Credit Memo column and the next column.
   b. Right-click to display the Collaboration Messaging columns.
4. Complete the Collaboration Messaging columns:
   a. **Enable Collaboration Messaging Configuration:** Select Y to import Collaboration Messaging setup data for the customer account.
   b. **Service Provider Name:** Enter the name of the service provider that you defined using the Manage Collaboration Messaging Service Providers task.
   c. **Trading Partner ID:** Enter the code that identifies the customer account as a trading partner to receive XML transactions.
   d. **Trading Partner ID Type:** Select the category of the trading partner identifier.
      
      Valid values are: D-U-N-S, Generic (if you use the customer account number to identify the trading partner), GLN, MISC, PHONE, TAXID, Name (if you use the customer account name to identify the trading partner).
   e. **Receivables Outbound XML Transaction Document:** Select Y to indicate that the trading partner is enabled to receive Receivables transactions in XML format.
   f. **Receivables Inbound Confirmation Document:** Select Y to indicate that the trading partner is enabled to send back a confirmation BOD after receiving an XML transaction.
5. Complete the Receivables customer account profile columns according to your requirements.
6. Submit the Data Import Batch to import the Receivables and Collaboration Messaging setup data into the corresponding tables.
B2B XML

B2B XML Invoicing in Receivables

Send Receivables transactions electronically in XML format to designated customers using the Oracle B2B outbound service. Oracle B2B is a SOA Suite component that manages the interactions between your enterprise and your customers.

A customer designated for receiving transactions in XML format is called a trading partner. You set up your customer trading partners in Oracle B2B to send XML transactions using one of these transmission methods:

- Directly to the customer.
- Using Oracle Supplier Network.
- Using a third-party service.

In Receivables, you must set up the related customer accounts for B2B XML using the Invoicing section of the account profile. The settings that you use apply to all sites belonging to the customer account.

To set up a customer account for B2B XML invoicing:

1. In the Invoicing section of the Account Profile tab, select XML in the **Preferred Delivery Method** field.
2. In the **B2B Trading Partner Code** field, enter the connecting identifier of the trading partner.
   If applicable, you can assign the same trading partner code to multiple customer accounts.
   
   **Caution:** This is a required value for XML delivery. If you don’t enter the connecting identifier, then you can’t send transactions in XML format to this customer account.

3. Using the **Enable for XML Invoicing** check boxes, select the transactions that you want to send to this trading partner in XML format. Receivables selects all eligible transactions whenever you run the XML Invoicing Program for this customer account.

After you set up your customer accounts for B2B XML invoicing, you can use the XML invoice template to enhance the information included in the invoice output by mapping Receivables attributes to attributes in the User Area section of the template.

Once your setup is complete, use the XML Invoicing Program to send customer transactions in XML format. If any transactions fail during the transmission process, use the Manage Transactions page to review failed transactions and pursue corrective actions. You can then resend these transactions using the XML Invoicing Program.

XML Transactions in Receivables

Use the XML Invoicing Program to send Receivables transactions to your customer trading partners.

These restrictions apply to the transactions you send:

- Transactions belong to customer accounts set up for XML invoicing.
- Transactions are complete.
- Transactions have a status of Print Pending.
Transactions (invoice, credit memo, debit memo, chargeback) are enabled for XML invoicing in the related customer account profiles.

Transactions have the printing option on the transaction type set to Print.

New Transactions
Select New Transactions Only in the **Transactions Included** field to send new transactions in XML format to your customers. You can process all eligible transactions for all business units and customers, or you can use the available parameters to limit the transactions processed according to your needs.

Failed Transactions
Transactions can fail to transmit correctly at one of three stages in the transmission process. These three stages are:

- Receivables process
- SOA process
- B2B process

This table describes the potential errors that can occur at each stage of the B2B XML transmission process:

<table>
<thead>
<tr>
<th>Process</th>
<th>Error Condition</th>
<th>Error Notification</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables</td>
<td>Customer Account is missing the B2B trading partner code.</td>
<td>Transaction marked as Failed with corresponding error reason.</td>
<td>Add the B2B trading partner code to the appropriate account.</td>
</tr>
<tr>
<td>SOA</td>
<td>Receivables system or server is down.</td>
<td>Transaction is not marked because it was not processed. System error notification only on the EM console.</td>
<td>System administrator restarts and reinitiates SOA for the transaction.</td>
</tr>
<tr>
<td>SOA</td>
<td>Transformation errors.</td>
<td>Transaction marked as Failed with corresponding error reason.</td>
<td>System administrator fixes the transformation errors.</td>
</tr>
</tbody>
</table>
Set Up Oracle B2B to Send Receivables XML Transactions

Oracle B2B Server is an Oracle SOA Suite component that manages interactions between deploying companies and trading partners. Oracle Receivables supports an outbound Oracle B2B flow using Oracle B2B Server to send transactions to customer trading partners in XML format.

The setup of the Oracle B2B flow for Receivables makes use of these existing elements:

- XML Schema document guideline
- OAG-7.2.1-PROCESS_INVOICE_002-OAG_DEF document definition
- Host trading partner MyCompany

To set up Oracle B2B to send Receivables transactions in XML:

- Configure the host and remote trading partners
- Configure agreements between the host and remote trading partners

Configure Trading Partners

Configure your enterprise as the host trading partner, and all of your customers that receive XML documents as remote trading partners.

To configure trading partners:

2. Navigate to the Administration page.
3. Click the Document tab.
5. Click the Types tab.
6. Add a new Internal Identifier with the name B2B Trading Partner Code.
   This name matches the field name on the customer account profile.
7. Navigate to the Partners page.
8. In the Partner section, select the default host partner MyCompany.
9. If necessary, update the default host partner name to reflect your enterprise.
10. Click the Documents tab.
11. Verify that the OAG-7.2.1-PROCESS_INVOICE_002-OAG_DEF document definition is assigned to the host trading partner.
12. Ensure that the Sender option is enabled.
13. In the Partner section, click the Add icon.
14. Enter the name of a remote trading partner.
15. Select the Internal Identifier Type B2B Trading Partner Code that you previously created and enter the Value for the identifier.
   This is the value that you will enter in the B2B Trading Partner Code field on the customer account profile of this remote trading partner.
16. Click the Documents tab.
17. Click the Add icon to associate the OAG-7.2.1-PROCESS_INVOICE_002-OAG_DEF document definition with the remote trading partner.
18. Enable the Receiver option.
19. Click the Channel tab.
20. Define a channel for the remote trading partner.
   The channel determines how the XML transaction is delivered to the remote trading partner from B2B: directly; using the Oracle Supplier Network (OSN), or using a third party service.
   If you are communicating using Oracle Supplier Network (OSN), select the Generic Identifier and enter the IP Address for OSN.
21. Repeat steps 13 to 20 for each remote trading partner.

Configure Agreements
A trading partner agreement defines the terms that enable two trading partners, the sender and the receiver, to exchange business documents. The agreement identifies the trading partners, trading partner identifiers, document definitions and channels.

An agreement consists of two trading partners, the host trading partner and one remote trading partner, and represents one type of business transaction between these partners. For example, if the host trading partner MyCompany and the remote trading partner ABC Solutions regularly exchange both purchase orders and invoices, then two separate agreements are needed for each document definition.

To configure agreements between the host and remote trading partners:

2. Navigate to the Partners page.
3. In the Agreement section, click the Add icon to open a new agreement for the host trading partner MyCompany.
4. Enter the agreement ID and Name.
5. Enter the agreement parameters.
6. Select the Document Definition OAG-7.2.1-PROCESS_INVOICE_002-OAG_DEF for this agreement.
7. Select the remote trading partner to include in this agreement.
8. Select the channel for the remote trading partner.
9. Add identifiers for the remote trading partner.
10. Click Save to save the agreement.
11. Click Validate to validate the agreement.
12. Click Deploy to deploy the agreement.
   Deployment is the process of activating an agreement from the design-time repository to the run-time repository.
13. Repeat steps 3 to 12 for each agreement between the host trading partner and this remote trading partner.

FAQs for B2B XML

Why can't I configure B2B XML on the profile class?
You configure and maintain B2B XML invoicing parameters in the related customer account profile. Customer sites share the settings of the related customer account.

Detailed Receivables Distributions
Overview of Detailed Receivables Distributions

Detailed Receivables Distributions is an optional accounting feature that lets you post transactions, adjustments, and receipts to multiple balancing segment values or funds. The Detailed Receivables Distributions feature is also known as Multifund Accounting.

In a default accounting model, multiple revenue, freight, and tax lines of a transaction are consolidated and accounted as a single distribution line. When Detailed Receivables Distributions is enabled for a business unit and ledger, then the accounting process creates detailed distributions for each transaction line according to the balancing segment values of the account code combinations.

You can use Detailed Receivables Distributions to monitor and track the receipts and usage for each of your balancing segment values. This lets you manage, for example, the disbursement of funds supporting a particular public sector project, such as a general operating fund, endowment fund, and gift fund. Or you can monitor and extract financial information in your organization by division, department, and product, without the need for creating separate invoices for each of these sectors.

The use of Detailed Receivables Distributions is for the setup of a new business unit and primary ledger only. Detailed distributions apply to these activities only: standard and miscellaneous receipts, invoices, credit memos, debit memos, and adjustments.

These tables provide an example of the creation of detailed distributions for an invoice. In this example, Invoice 101 makes use of funding from two different fund sources.

Invoice 101 has two invoice lines, one in the amount of $1000 and one in the amount of $500:

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Memo Line</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 year support</td>
<td>1</td>
<td>1000</td>
<td>1000</td>
</tr>
<tr>
<td>2</td>
<td>1 year additional consultations</td>
<td>2</td>
<td>250</td>
<td>500</td>
</tr>
</tbody>
</table>

The accounting for these invoice lines with detailed distributions splits the Receivable and Revenue across the two funds (the additional $190 is for Tax and Freight):

<table>
<thead>
<tr>
<th>Line</th>
<th>Event</th>
<th>Account</th>
<th>Class</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Invoice Created</td>
<td>02-000-1200-0000-0</td>
<td>Receivable</td>
<td>1120.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Invoice Created</td>
<td>03-000-1200-0000-0</td>
<td>Receivable</td>
<td>570.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Invoice Created</td>
<td>02-000-4100-0000-C</td>
<td>Revenue</td>
<td>1000.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Invoice Created</td>
<td>03-000-4100-0000-C</td>
<td>Revenue</td>
<td>500.00</td>
<td></td>
</tr>
</tbody>
</table>
Guidelines for Enabling Detailed Receivables Distributions

You enable Detailed Receivables Distributions as part of your Receivables System Options setup for a business unit. The deployment of Detailed Receivables Distributions is for the setup of a new business unit and primary ledger only. The use of Detailed Receivables Distributions involves preliminary planning and an understanding of the ramifications related to its use. Before you enable this feature, review all of the guidelines indicated in this topic.

Note: For implementation purposes, the predefined data for the Detailed Receivables Distribution feature is referred to as Multifund Accounting.

Enable Detailed Receivables Distributions

To enable Detailed Receivables Distributions, follow these steps:

1. Navigate to Setup and Maintenance.
2. Search for the task Manage Receivables System Options.
3. Open the Create or Edit System Options page for the business unit created for Detailed Receivables Distributions.
4. If not already displayed, navigate to the Accounting section of the Billing and Revenue tabbed region.
5. Enable the Enable multifund accounting option.
6. Save your work.

Caution: Once you enable the Enable multifund accounting option for Detailed Receivables Distributions and save the System Options record, you can't disable this feature for this business unit.

To complete your setup for Detailed Receivables Distributions, you must also create an accounting method in Subledger Accounting for the primary ledger assigned to this business unit.

Requirements for Business Units and Primary Ledger

Even though you enable the setting for this feature as part of the Receivables System Options setup for a business unit, the setting actually applies to the primary ledger and all of the Receivables business units associated with this ledger.

These requirements apply to enabling Detailed Receivables Distributions for a business unit:

- When you enable the Detailed Receivables Distributions feature for a business unit, this feature is also automatically enabled on all business units associated with the same primary ledger.
- If any business unit associated with this primary ledger doesn't require Detailed Receivables Distributions, then you must disassociate the business unit from this ledger before enabling the feature.
- You can only enable Detailed Receivables Distributions on business units that don't have any transactions. Because of this, the use of this feature is only for the implementation of a new business unit and ledger.

Requirements for Migrating Legacy Transactions

These requirements apply to migrating legacy transactions to a business unit enabled for Detailed Receivables Distributions:

- You must enable Detailed Receivables Distributions for a business unit before migrating transactions from your legacy system to this business unit.
- You can use either an FBDI template or Receivables REST API resources to migrate your transactions.
- Migrate your legacy transactions as open balances for each transaction line.
• After migrating your legacy transactions, post all transactions to General Ledger.

To ensure the posting of all migrated transactions to a single journal, in the Edit Accounting Options page for the applicable ledger, set the General Ledger Journal option **Entry Summarization** to Summarize by General Ledger Date.

This setting lets you manually reverse the journal so that it won’t contradict open balance migrations from General Ledger. This also prevents unwanted entries for Revenue, Freight, and Taxes in the current period.

#### Subledger Accounting Setup for Detailed Receivables Distributions

After you enable a business unit for Detailed Receivables Distributions using the **Enable multifund accounting** option in Receivables System Options, you must create a related accounting method and journal entry rule set assignments in Subledger Accounting for the primary ledger assigned to the business unit.

- **Note:** For implementation purposes, the predefined data for the Detailed Receivables Distribution feature is referred to as Multifund Accounting.

To prepare the primary ledger for Detailed Receivables Distributions:

- Create an accounting method for Multifund Accounting.
- Assign the predefined journal entry rule sets for the multifund accounting balancing method to the accounting method.
- Associate the accounting method for Multifund Accounting with the primary ledger.

To set up Subledger Accounting for Detailed Receivables Distributions:

1. Navigate to the Manage Accounting Methods task from the Receivables configuration.
2. Search for the Accounting Method **Standard Accrual**.
3. In the Edit Accounting Method page for Standard Accrual, select **Duplicate** from the Actions menu.
4. In the Create Accounting Method window, create an accounting method for Multifund Accounting. Enter for example:
   a. In the **Name** field, enter Multifund Accounting Method.
   b. In the **Short Name** field, enter MULTI_FIND_ACCOUNTING_METHD.
   c. In the **Description** field, enter "Accounting method to support Multifund Accounting."
   d. In the **Chart of Accounts** field, select the chart of accounts.
   e. Click the **Save and Close** button.
5. In the Journal Entry Rule Set Assignments section of the Edit Accounting Method page for Multifund Accounting, delete the existing rule sets copied from the **Duplicate** action.
6. Enter the predefined Multifund Accounting rule sets:
   o Invoices - Multifund Accounting Balancing Method
   o Credit Memos - Multifund Accounting Balancing Method
   o Debit Memos - Multifund Accounting Balancing Method
   o Adjustments - Multifund Accounting Balancing Method
   o Receipts - Multifund Accounting Balancing Method
   o Miscellaneous Receipts - Multifund Accounting Balancing Method
7. Activate the Multifund Accounting accounting method.
8. Save your work.
9. Navigate to the Specify Ledger Options task.
10. Select the primary ledger associated with the business unit enabled for Multifund Accounting.
11. In the **Accounting Method** field of the Subledger Accounting section of the Specify Ledger Options page, select the accounting method that you defined for Multifund Accounting.
12. Complete the remaining fields according to your business requirements
13. Save your work.
3 Define Customer Billing Configuration

AutoInvoice

AutoInvoice Data Preparation

To ensure that the AutoInvoice process works properly, you need to prepare your Receivables environment for any new data that you want to import. If your original system uses any setup data which is not yet defined in Receivables, you must define this data before using AutoInvoice.

Data Checklist

Ensure that you have set up and updated the appropriate records in Receivables and related applications.

Add or update this setup data:

- Add or import customers, if your original system contains data for customers that are not yet defined in Receivables.
- Add units of measure, if your original system uses units of measure not yet defined.
- Add or update in General Ledger this data:
  - Currencies, if your original system uses currencies not yet defined.
  - Accounting flexfield segment values, if your original system uses values not yet defined.
- Add or update in Tax this tax data:
  - Tax rates assigned to tax rate codes that are not yet defined.
  - Tax rates associated with products shipped to specific locations.
  - Full or partial customer and item tax exemptions.
- Add or update these Receivables lookup codes:
  - Free on Board (FOB) lookup codes, if your original system uses FOB point codes not yet defined.
  - Freight carrier lookup codes.
- Add or update this Receivables data:
  - AutoAccounting (this is a required setup to use AutoInvoice)
  - Payment terms
  - Transaction types
  - Transaction sources
  - Salespersons
  - Revenue scheduling rules
AutoInvoice Setup

Review and update Receivables data specific to AutoInvoice.

Review and update this data:

- **AutoInvoice Grouping Rules:** Define additional grouping rules or update the default grouping rule provided by Receivables. AutoInvoice uses grouping rules to determine how to create transactions.

  AutoInvoice uses the following hierarchy when determining the grouping rule to use:
  
  - Transaction source
  - Customer site
  - Customer profile
  - System options

- **AutoInvoice Line Ordering Rules:** Define line ordering rules for AutoInvoice to determine how to order transaction lines. AutoInvoice randomly orders lines on your transactions if you don’t define line ordering rules.

- **AutoInvoice Transaction Source Automatic Receipt Handling:** If you want AutoInvoice to automatically evaluate imported credits for receipt handling, enable the **Receipt Handling for Credits** option on the AutoInvoice transaction source.

- **Receivables System Options:** Set Receivables system options for AutoInvoice in the Billing and Revenue tab:
  
  - Customers section: **Grouping Rule** field: Assign an AutoInvoice grouping rule to use as part of the default hierarchy for selecting a grouping rule during transaction processing.
  - AutoInvoice section: **Purge interface tables** option: Enable this option to purge data automatically after running AutoInvoice.
  - AutoInvoice section: **Maximum Memory in Bytes** field: Enter a value that represents the amount of memory to allocate to AutoInvoice for validation.
  - AutoInvoice section: **Log File Message Level** field: Enter a level from 0 to 5 to indicate the amount of detail that you want to display in the AutoInvoice log file.
  - AutoInvoice section: **Accounting Dates Out of Order** field: Select **Reject** or **Adjust** to determine how AutoInvoice processes transactions when the accounting date is out of order within the document sequence.

  **Note:** You only use this setting when the primary ledger is enabled for document sequencing.

- **Profile Options:** Set these profile options for AutoInvoice:
  
  - **ID Flexfield Code:** Specify the ID of the flexfield code used by AutoInvoice.
  - **Maximum Lines per AutoInvoice Worker:** Specify the maximum number of lines per AutoInvoice worker.
  - **Source Code:** Specify the source code used by AutoInvoice.
  - **Use Parallel Hint:** Enable parallel hints in AutoInvoice.
  - **AutoInvoice Gather Statistics Allowed:** If you set this profile option to Yes, then when you submit AutoInvoice, the program first analyzes the interface tables (RA_INTERFACE_LINES_ALL, RA_INTERFACE_DISTRIBUTIONS_ALL, and RA_INTERFACE_SALESCREDITS_ALL) and gathers statistics to determine how best to execute the transaction import.
If the number of records to be imported and the number of worker processes are approximately the same as the previous submission of AutoInvoice, then you can set this profile option to No and skip this analysis.

**Transaction Flexfield**

Receivables uses the transaction flexfield to uniquely identify each transaction and transaction line you import using AutoInvoice. Transaction flexfields are also used to reference and link transaction lines.

You must define both a line-level and a header-level transaction flexfield. All segments in the line-level transaction flexfield that refer to header information must also exist in the header-level transaction flexfield. For example, if you define a line-level transaction flexfield with four segments, and only the last two segments refer to line-level information, define the header-level transaction flexfield using the first two segments.

If you don’t create Reference and Link-to transaction flexfields, then Receivables uses the line-level transaction flexfield structure to link and reference different lines. You don’t have to define separate Reference and Link-to transaction flexfields in this case.

However, if you want to create your own form to enter interface data to display the Reference and Link-to transaction flexfields, then you must define these transaction flexfields. These flexfields must have the same flexfield structures as the line-level transaction flexfield.

**Related Topics**

- Ledger and Legal Entity Document Sequencing in Receivables

**Example of an AutoInvoice Grouping Rule**

This example illustrates how to use grouping rules to group transaction lines into transactions during AutoInvoice import.

**Scenario**

Define an AutoInvoice grouping rule that specifies that to appear on the same invoice, items must match on all mandatory attributes, such as currency (CURRENCY_CODE) and customer bill-to address (ORIG_SYSTEM_BILL_ADDRESS_ID), and must also match on the optional attribute of sales order type (SALES_ORDER_SOURCE).

**Transaction Details**

During AutoInvoice import, assume that all mandatory attributes match other than currency and customer bill-to address.
This figure illustrates how three imported invoices are created according to the AutoInvoice grouping rule defined in this example:

### Analysis
Items A and B share the same currency and sales order type, so they appear on the same invoice (Invoice 1). Item C has the same currency as A and B, but it has a different sales order type, so it appears on its own invoice (Invoice 2). Items D and E share the same currency and sales order type, so they appear on the same invoice (Invoice 3).

### Result
Because of the optional attribute of sales order type, AutoInvoice created three invoices. If the grouping rule had designated only mandatory attributes, then AutoInvoice would have created only two invoices.

### AutoInvoice Grouping Rule Attributes
AutoInvoice grouping rules contain transaction attributes that must be identical for all items on the same transaction. For example, transaction number (TRX_NUMBER) is a mandatory attribute of all grouping rules. If you have two records in the interface tables with different transaction numbers, AutoInvoice creates separate transactions for each record.

The AutoInvoice grouping rule provides both mandatory and optional transaction attributes for imported transactions. You can’t delete a mandatory attribute from any grouping rule, but you can add optional attributes to the mandatory attributes to create a new grouping rule.
Mandatory Transaction Attributes

The AutoInvoice grouping rule provides the following mandatory transaction attributes from the RA_INTERFACE_LINES_ALL table. All of these transaction attributes apply to all transactions created using AutoInvoice grouping rules:

- BILL_PLAN_NAME
- BILL_PLAN_PERIOD
- COMMENTS
- CONS_BILLING_NUMBER
- CONVERSION_DATE
- CONVERSION_RATE
- CONVERSION_TYPE
- CREDIT_METHOD_FOR_ACCT_RULE
- CREDIT_METHOD_FOR_INSTALLMENTS
- CURRENCY_CODE
- CUSTOMER_BANK_ACCOUNT_ID
- CUST_TRX_TYPE_ID
- DOCUMENT_NUMBER
- DOCUMENT_NUMBER_SEQUENCE_ID
- GL_DATE
- HEADER_ATTRIBUTE1-15
- HEADER_ATTRIBUTE_CATEGORY
- HEADER_GDF_ATTRIBUTE1-30
- INITIAL_CUSTOMER_TRX_ID
- INTERNAL_NOTES
- INVOICING_RULE_ID
- ORIG_SYSTEM_BILL_ADDRESS_ID
- ORIG_SYSTEM_BILL_CONTACT_ID
- ORIG_SYSTEM_BILL_CUSTOMER_ID
- ORIG_SYSTEM_SHIP_CONTACT_ID
- ORIG_SYSTEM_SHIP_CUSTOMER_ID
- ORIG_SYSTEM_SOLD_CUSTOMER_ID
- ORIG_SYSTEM_BATCH_NAME
- PAYMENT_SERVER_ORDER_ID
- PAYMENT_SET_ID
- PREVIOUS_CUSTOMER_TRX_ID
- PRIMARY_SALESREP_ID
- PRINTING_OPTION
- PURCHASE_ORDER
- PURCHASE_ORDER_DATE
- PURCHASE_ORDER_REVISION

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Optional Transaction Attributes

The AutoInvoice grouping rule provides the following optional transaction attributes from the RA_INTERFACE_LINES_ALL table. You can assign one or more of these attributes to transaction classes within a grouping rule:

- ACCOUNTING_RULE_DURATION
- ACCOUNTING_RULE_ID
- ATTRIBUTE1-15
- ATTRIBUTE_CATEGORY
- INTERFACE_LINE_ATTRIBUTE1-15
- INTERFACE_LINE_CONTEXT
- INVENTORY_ITEM_ID
- REFERENCE_LINE_ID
- RULE_START_DATE
- SALES_ORDER
- SALES_ORDER_DATE
- SALES_ORDER_LINE
- SALES_ORDER_REVISION
- SALES_ORDER_SOURCE
- TAX_CODE
- TAX_RATE

AutoInvoice Line Ordering Rule Transaction Attributes

AutoInvoice uses line ordering rules to determine how to order and number each line of a transaction, after AutoInvoice has grouped transactions into invoices, debit memos, and credit memos. You can specify an AutoInvoice line ordering rule for each AutoInvoice grouping rule that you create.

Transaction Attributes

AutoInvoice provides the following transaction attributes from the RA_INTERFACE_LINES_ALL table for use with line ordering rules:

- ACCOUNTING_RULE_DURATION
- ACCOUNTING_RULE_ID
• ACCOUNTING_RULE_NAME
• AMOUNT
• ATTRIBUTE_CATEGORY
• ATTRIBUTE1-15
• FOB_POINT
• INTERFACE_LINE_ATTRIBUTE1-15
• INTERFACE_LINE_CONTEXT
• ORIG_SYSTEM_SHIP_ADDRESS_ID
• QUANTITY
• QUANTITY_ORDERED
• REASON_CODE
• REASON_CODE_MEANING
• REFERENCE_LINE_ATTRIBUTE1-15
• REFERENCE_LINE_CONTEXT
• REFERENCE_LINE_ID
• SALES_ORDER
• SALES_ORDER_DATE
• SALES_ORDER_LINE
• SALES_ORDER_SOURCE
• SHIP_DATE_ACTUAL
• SHIP_VIA
• TAX_CODE
• UNIT_SELLING_PRICE
• UNIT_STANDARD_PRICE
• UOM_CODE
• UOM_NAME
• WAYBILL_NUMBER

FAQs for AutoInvoice

Why did AutoInvoice reject transactions?
During AutoInvoice processing, if you have transaction lines that fail validation, the import process looks at the value of the Invalid Line field in the transaction source to determine what to do about the transaction.

If the value is Reject Invoice, then AutoInvoice rejects all of the transaction lines that make up one invoice according to the grouping rule, if any one of the transaction lines are invalid. For example, if a grouping rule specifies that three transaction lines should be created as one invoice and one of the transaction lines has an error, AutoInvoice rejects all three transaction lines and does not create an invoice.

However, if the value is Create Invoice, AutoInvoice rejects the one invalid transaction line and creates an invoice from the two remaining valid transaction lines.
Why did AutoInvoice create transactions with duplicate transaction numbers?
During AutoInvoice processing, the import process validates that transaction and document numbers are unique after grouping has completed. In certain cases, AutoInvoice will create multiple invoices in the same group with the same transaction or document number. Once grouping is completed, AutoInvoice checks for duplicate transaction and document numbers and reports any lines that fail validation.
For example, two lines are imported with the same transaction number, but they have different currencies. These lines are split into two separate invoices during grouping due to the different currencies. Once grouping has completed, both of the invoices will fail validation due to identical transaction numbers.

What happens if AutoInvoice processes a transaction class that is not defined for a grouping rule?
If AutoInvoice uses grouping rules and it is processing a transaction class that is not defined for a grouping rule, then AutoInvoice only uses the mandatory transaction attributes to group transactions.

When does a grouping rule need a line ordering rule?
Assign an AutoInvoice line ordering rule to an AutoInvoice grouping rule when you want to organize the transaction lines belonging to a transaction created by the grouping rule in a specific order. Use the Order By Type to specify whether to order the values belonging to a transaction attribute from least to greatest (Ascending) or greatest to least (Descending).
For example, if you are importing transactions from Distributed Order Orchestration, you can define a line ordering rule with the attribute SALES_ORDER_LINE to list the items on the invoice in the same order as they appear on the sales order.
Or, you can define a line ordering rule with the attribute AMOUNT and an Order By Type of Descending to ensure that the highest invoice line amounts are listed first on the transactions created by the grouping rule.

Payment Terms

Guidelines for Defining Payment Terms
Use payment terms to identify due dates and discount dates on your customer transactions.
After you create payment terms, you can optionally assign them both to customer account and site profiles and to transaction types. The payment terms you assign are then assigned by default to transactions you create manually using the related customer account or site, or transaction type.
Considerations for payment terms include:

- Payment Terms and Customer Profiles
- Payment Terms and Discounts
- Split Payment Terms with Installments
- Prepayment Payment Terms
Payment Terms and Customer Profiles

The setup of payment terms on customer account and site profiles influences the use and availability of payment terms on transactions you create manually.

When you create a transaction manually, Receivables looks for payment terms to assign to the transaction in this order:

1. Payment terms assigned to the site profile of the bill-to customer.
2. Payment terms assigned to the account profile of the bill-to customer.
3. Payment terms assigned to the transaction type.

You must enable the Override terms option on the customer account or site profile in order to change the payment terms assigned to the transaction. Enabling the Override terms option provides more flexibility in assigning payment terms to manual transactions.

If you do not enable the Override terms option on customer account and site profiles, then:

- You cannot change the payment terms assigned by default.
- If you select a bill-to customer, and no payment terms were assigned either to the account or site profiles of this customer or to the transaction type, then no payment terms are available for use on the transaction.

You can alternatively either select another bill-to customer or select payment terms before selecting a customer.

- If you select payment terms and then select a bill-to customer, and no payment terms were assigned to the account or site profiles of this customer, then you cannot change the payment terms originally assigned.

**Tip:** If you intend to leave the Override terms option disabled on customer account and site profiles, then make sure that you assign payment terms to the transaction types that you intend to use for manual transactions.

Payment Terms and Discounts

Define standard payment terms for your customers to specify the due date and discount date for their open items. Payment terms can include a discount percent for early payment, and you can assign multiple discounts to each line of your payment terms.

For example, the payment terms named 2% 10, Net 30 indicates that a customer is allowed a two percent discount if payment is received within 10 days. After 10 days, the entire balance is due within 30 days of the transaction date with no applicable discount.

Enable the Allow discount on partial payments option to let your customers take discounts for partial payments on items associated with payment terms. A partial payment is a payment that is less than the remaining amount due. If you do this, you must also ensure that the Discount on partial payment Receivables system option is enabled.

Use the Discount Basis field to determine what amount to use to calculate discounts for the payment terms. If the payment terms use installments, you can assign discount percentages to each installment.

Use the Discount Basis Date field to select the date to use to calculate discounts. The choices are:

- Receipt Date: Date the receipt is created.
- Receipt Application Date: Date the receipt is applied to the transaction.
- Deposit Date: Date the receipt is deposited into the remittance bank.

The discount is applied if the transaction is paid within the payment terms discount date. The formula is: Transaction Date + Discount Due By Period >= Discount Basis Date (Receipt Date/Receipt Application Date/Deposit Date).
Split Payment Terms with Installments
Create split payment terms for invoice installments that have different due dates. The payment terms determine the amount of each installment.

Use the Installment Option field to determine how to allocate the freight and tax charged to transactions. You can either distribute tax and freight charges across all installments, or allocate all freight and tax charges to the first installment.

Define the payment schedule for the split payment terms. The payment schedule determines when each installment is due, how much in each installment is due, and how much discount to offer in each installment.

Prepayment Payment Terms
You can optionally define prepayment payment terms by enabling the Prepayment option. You assign prepayment payment terms to transactions to indicate which transactions require prepayment for goods and services.

Prepayment payment terms do not require the capture of funds in advance of invoicing or the delivery of prepaid goods or services. You must establish specific business practices at your enterprise if you want to capture these funds in advance.

Split Payment Terms and Amounts Due
Split payment terms derive different amounts due in each installment of the payment schedule, depending on the setting of the Installment Option field.

If the base amount is different from the relative amount, and you set the Installment Option field to Allocate tax and freight, Receivables prorates the base amount across the relative amounts of the payment schedule based upon the ratio you define. Receivables uses the following equation to determine the original amount due for each installment:

\[
\text{Amount Due} = \frac{\text{Relative Amount}}{\text{Base Amount}} \times \text{Invoice Amount}
\]

If you set the Installment Option field to Include tax and freight in first installment, the base amount and the relative amounts that you specify for the payment schedule only indicate how the original line amounts of the invoices to which you assign these payment terms are distributed across different installments.

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

\[
\text{Amount Due} = \left( \frac{\text{Relative Amount}}{\text{Base Amount}} \times \text{Base Line Amount} \right) + \text{Base Freight Amount} + \text{Base Tax Amount}
\]

Payment Terms Discount Basis
The payment terms Discount Basis field determines on what basis Receivables calculates the discount amount.

Discount Basis
Invoice Amount
Calculates the discount amount based on the sum of the tax, freight, and line amounts of transactions.
Lines Only
Calculates the discount amount based on only the line amounts of transactions.

Lines, Freight Items and Tax
Calculates the discount amount based on the amount of line items and their freight and tax amounts, but excludes freight and charges at the transaction header level.

Lines and Tax, not Freight Items and Tax
Calculates the discount amount based on the line items and their tax amounts, but excludes freight items and their tax lines.

How Discounts Are Calculated
Receivables uses different formulas to calculate discounts, depending on your setup, the payment terms on the transaction, and the type of payment received.

Receivables provides formulas for these discount events:

- Maximum Discount
- Earned Discounts and Partial Payments Allowed
- Unearned Discounts with Partial Payment Discounts Allowed
- Earned Discounts with Partial Payment Discounts Not Allowed
- Unearned Discounts and Partial Payments Not Allowed
- Discount on Lines Only

Maximum Discount
Receivables uses the following formula to determine the maximum discount amount:

\[ \text{Maximum Discount} = (\text{Amount Due Original}) \times (\text{Highest Discount Percent} - \text{Discount Taken}) \]

Earned Discounts and Partial Payments Allowed
If the receipt amount is greater than the remaining amount due, less the discount, Receivables uses the following formula to determine the earned discount:

\[ \text{Earned Discount} = \text{Amount Due Remaining} \times \text{Discount Percent} \]

If the receipt amount is either the equal to or less than the remaining amount due, less the discount, Receivables uses the following formula to determine the earned discount:

\[ \text{Earned Discount} = \frac{(\text{Receipt Amount} \times \text{Discount Percent})}{(1 - \text{Discount Percent})} \]

Unearned Discounts with Partial Payment Discounts Allowed
Receivables uses the following formula to determine unearned discounts if partial payments are allowed:

\[ \text{Unearned Discount} = \text{Maximum Discount} - \text{Earned Discount} \]
Earned Discounts with Partial Payment Discounts Not Allowed

If the **Allow discount on partial payments** option on the payment terms is not enabled, Receivables only takes earned discounts if the receipt amount closes the installment.

Receivables uses the following formula to determine earned discounts, if partial payment discounts are not allowed and the receipt amount closes the installment:

\[
\text{Earned Discount} = \text{Amount Due Original} \times \text{Discount Percent}
\]

Unearned Discounts and Partial Payments Not Allowed

If the **Allow discount on partial payments** option on the payment terms is not enabled, Receivables only takes unearned discounts if the receipt amount closes the installment.

Receivables uses the following formula to determine unearned discounts, if partial payments are not allowed and the receipt amount closes the installment:

\[
\text{Unearned Discount} = (\text{Amount Due Original}) \times (\text{Maximum Discount Percent} - \text{Earned Discount})
\]

Discount on Lines Only

If the **Discount Basis** field on the payment terms is set to Lines Only, Receivables does not take discounts on receipt amounts applied to tax, freight, or late charges. Receivables uses the following formula to determine the discount amount:

\[
\text{Line Percent} = \text{Discount Percent} \times (\text{Sum of Lines} + \text{Sum of Line Adjustments} - \text{Sum of Line Credits}) / (\text{Amount Due Original} + \text{Sum of Adjustments} - \text{Sum of Credits})
\]

Once you determine the discount line percent, use this as the discount percent in all of these formulas.

Example of Deriving Discount Amounts

This example illustrates how Receivables derives discount information based on the date of the receipt.

When you enter receipts manually, Receivables determines whether discounts are allowed based on the payment terms, discount grace days, Receivables system options, transaction date, and the payment terms discount basis date (receipt date, receipt application date, or receipt deposit date). If discounts are allowed, Receivables determines the amount of both earned and unearned discounts, as determined by the details of your setup.

**Scenario**

Assume that you are using the following information:

- Unearned Discounts = Yes
- Payment Terms: 10/10, 5/15, Net 30
- Discount Basis Date: Receipt Date
- Discount Grace Days = 0
- Calculate Discount on Lines Only = No
- Allow Discount on Partial Payments = Yes

This table shows the discount details:
Assume these invoice details:

- Invoice #101
- Invoice Date: 02-DEC-10
- Due Date: 01-JAN-11
- Amount: $1100

The following table displays the default discount amounts based on different receipt application dates. You can also see the amount of earned and unearned discounts that your customers can take.

<table>
<thead>
<tr>
<th>Receipt Date</th>
<th>Receipt Amount</th>
<th>Default Discount Amount</th>
<th>Message Line</th>
<th>Earned Discount Allowed</th>
<th>Unearned Discount Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 02-DEC-10 to 12-DEC-10</td>
<td>$990</td>
<td>$110</td>
<td>Discount Earned = 110</td>
<td>$110</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total = 110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>After 17-DEC-10</td>
<td>$990</td>
<td>0</td>
<td>Discount Earned = 0</td>
<td>None</td>
<td>$110</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total = 110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From 02-DEC-10 to 12-DEC-10</td>
<td>$1000</td>
<td>$110</td>
<td>Discount Earned = 110</td>
<td>$110</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>$10</td>
<td></td>
<td>Total = 110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From 13-DEC-10 to 17-DEC-10</td>
<td>$1000</td>
<td>$52.63</td>
<td>Discount Earned = 52.63</td>
<td>$52.63</td>
<td>$57.37</td>
</tr>
<tr>
<td></td>
<td>$50</td>
<td></td>
<td>Total = 110</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FAQs for Payment Terms

What's the difference between balance forward payment terms and other payment terms?

Balance forward billing payment terms pass the balance forward billing cycle to the Create Balance Forward Bill program. The billing cycle determines when customer balance forward bills are generated. Because balance forward bills can't be split across installments, all settings related to installments on balance forward billing payment terms are disabled. You can't change existing payment terms back and forth for use as both non-balance forward billing and balance forward billing payment terms.

AutoAccounting

AutoAccounting Account Types and Segment Values

Define AutoAccounting to specify how to determine the default general ledger accounts for transactions that you enter manually or import using AutoInvoice. You must define AutoAccounting before you can enter transactions in Receivables. When you enter or update transactions, you can override the default general ledger accounts that AutoAccounting creates.

Account Types

Define an AutoAccounting record for each type of account. You can then assign either a table name or constant value to each segment of the account.

AutoInvoice Clearing

The clearing account for imported transactions. Receivables uses the clearing account to hold any difference between the specified revenue amount and the selling price times the quantity for imported invoice lines. Receivables only uses the clearing account if you have enabled this option on the transaction source used for imported transactions.

Bills Receivable

---

<table>
<thead>
<tr>
<th>Receipt Date</th>
<th>Receipt Amount</th>
<th>Default Discount Amount</th>
<th>Message Line</th>
<th>Earned Discount Allowed</th>
<th>Unearned Discount Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 17-DEC-10</td>
<td>$1000</td>
<td>0</td>
<td>Discount Earned = 0</td>
<td>None</td>
<td>$110</td>
</tr>
</tbody>
</table>

Since there is no default discount, the receipt is fully applied. There is a remaining balance of $100 on the invoice. To take the unearned discount, you must update the amount.
The bills receivable account for your transactions. Receivables uses this account when you apply transactions to bills receivable.

**Factored Bills Receivable**

The factored bills receivable account for your bills receivable transactions.

**Freight**

The freight account for transactions.

**Receivable**

The receivable account for transactions.

**Remitted Bills Receivable**

The remitted bills receivable account for your bills receivable transactions.

**Revenue**

The revenue and late charges account for transactions.

**Tax**

The tax account for transactions.

**Unbilled Receivable**

The unbilled receivable account for transactions. Receivables uses this account when the transaction uses the In Arrears invoicing rule. If the revenue scheduling rule on the transaction recognizes revenue before the invoicing rule bills it, Receivables uses this account.

**Unearned Revenue**

The unearned revenue account for transactions. Receivables uses this account when a transaction uses the In Advance invoicing rule. If the revenue scheduling rule on the transaction recognizes revenue after the invoicing rule bills it, Receivables uses this account.

**Unpaid Bills Receivable**

The unpaid bills receivable account for your bills receivable transactions.

**Table Names**

Enter either the table name or constant value that you want Receivables to use to retrieve information for each accounting flexfield segment of a given account.

Enter a constant value instead of a table name if you want AutoAccounting to always use the same value for a given segment. You must ensure that you enter information that is valid for this segment. For example, if you defined your Company segment as a two-character segment with valid values ranging from 00 to 10, you must enter a two-character value within this range.

**Bill-to Site**
Use the bill-to site of the transaction to determine this segment of revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue accounts.

**Drawee Site**

Use the drawee site table to determine this segment of your bills receivable, factored bills receivable, remitted bills receivable, and unpaid bills receivable account.

**Remittance Banks**

Use the remittance banks table to determine this segment of your factored bills receivable and remitted bills receivable account.

**Salesperson**

Use the salesperson table to determine this segment of revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue accounts.

If you select this option for AutoInvoice clearing, tax, or unearned revenue accounts, Receivables uses the revenue account associated with the salesperson on the transaction. If you select this option for the unbilled receivable account, Receivables uses the receivable account associated with the salesperson on the transaction.

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.

**Standard Lines**

Use the memo line or inventory item on the transaction to determine this segment of revenue, AutoInvoice clearing, freight, tax, unbilled receivable, and unearned revenue accounts.

If you select this option for AutoInvoice clearing, freight, tax, unbilled receivable or unearned revenue accounts, Receivables uses the revenue account associated to the memo line item or inventory item.

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.

**Tax**

Use the tax account assigned to the tax rate codes on the transaction.

**Transaction Types**

Use the transaction types table to determine this segment of revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue accounts.

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.
Guidelines for Creating an AutoAccounting Structure

To implement AutoAccounting, you first define your AutoAccounting structure and then define information for each salesperson, transaction type, product, and tax rate code in order for AutoAccounting to properly create your default accounts.

You must define your AutoAccounting structure before you can enter invoices and credit memos, and you can only define one structure for each account type. During transaction creation, if AutoAccounting can't determine all of the accounting flexfield segments, it derives what it can and displays an incomplete accounting flexfield. You must provide any missing accounting flexfield information before you can complete a transaction.

Review these guidelines for each account type when creating your AutoAccounting structure:

- AutoInvoice Clearing Account
- Freight Account
- Receivable Account
- Revenue Account
- Tax Account
- Unbilled Receivable Account
- Unearned Revenue Account
- Available Information for Each Account

This table indicates the information that you can use to create each type of account. (Rec) and (Rev) indicate whether the account information is taken from the corresponding Receivables or Revenue accounting flexfield.

<table>
<thead>
<tr>
<th>Information Source / AutoAccounting Type</th>
<th>Constant</th>
<th>Customer Bill-to Site</th>
<th>Salesperson</th>
<th>Transaction Type</th>
<th>Standard Item</th>
<th>Tax Rate Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>AutoInvoice Clearing</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (Rev)</td>
<td>Yes</td>
<td>Yes (Rev)</td>
<td>No</td>
</tr>
<tr>
<td>Freight</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (Rev)</td>
<td>No</td>
</tr>
<tr>
<td>Receivable</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Revenue</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Tax</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (Rev)</td>
<td>Yes</td>
<td>Yes (Rev)</td>
<td>Yes</td>
</tr>
<tr>
<td>Unbilled Receivable</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (Rec)</td>
<td>Yes</td>
<td>Yes (Rev)</td>
<td>No</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (Rev)</td>
<td>Yes</td>
<td>Yes (Rev)</td>
<td>No</td>
</tr>
</tbody>
</table>
Oracle Financials Cloud
Implementing Receivables Credit to Cash

Chapter 3
Define Customer Billing Configuration

<table>
<thead>
<tr>
<th>Information Source / AutoAccounting Type</th>
<th>Constant</th>
<th>Customer Bill-to Site</th>
<th>Salesperson</th>
<th>Transaction Type</th>
<th>Standard Item</th>
<th>Tax Rate Code</th>
</tr>
</thead>
</table>

Notes on the table:

- If AutoAccounting for the AutoInvoice Clearing, Tax, Unbilled Receivable, or Unearned Revenue account is based on Standard Item, Receivables uses the segment from the standard item Revenue accounting flexfield.
- If AutoAccounting for the AutoInvoice Clearing, Tax, or Unearned Revenue account is based on Salesperson, Receivables uses the segment from the salesperson Revenue accounting flexfield.
- If AutoAccounting for Unbilled Receivable is based on Salesperson, Receivables uses the segment from the salesperson Receivable accounting flexfield.
- If the AutoInvoice Clearing, Revenue, Tax, Unbilled Receivable, or Unearned Revenue account is based on Salesperson, and there are multiple salespersons on the transaction, then Receivables creates separate distributions for each salesperson.

AutoInvoice Clearing Account

During AutoInvoice processing, Receivables uses the AutoInvoice clearing account to store any differences between the specified revenue amount and the \((\text{price} \times \text{quantity})\) for imported invoice lines.

Receivables only uses the AutoInvoice clearing account if you enabled the Create clearing option on the transaction source assigned to imported transactions. However, you must define a clearing account whether or not you enable this option.

You can use constant value, customer bill-to site, salesperson, transaction type, and standard item for your AutoInvoice clearing account. If you select salesperson or standard item, Receivables uses the specified Revenue accounting flexfield.

Freight Account

The freight account controls the account in general ledger to which you post freight amounts. You can use constant value, customer bill-to site, salesperson, transaction type, and standard item to specify your freight account.

If you choose standard item, Receivables uses the specified Revenue accounting flexfield. In addition, you can't import transactions with header-level freight through AutoInvoice.

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.

Receivable Account

The receivable account controls the account in your general ledger to which you post receivable amounts. You can use transaction type, customer bill-to site, salesperson, and constant value to specify your receivable account.

Revenue Account

The revenue account controls the account in your general ledger to which you post your revenue amounts. You can use transaction type, customer bill-to site, standard item, salesperson, and constant value to specify your revenue account.
Tax Account
The tax account controls the account in your general ledger to which you post tax amounts. You can use tax rate codes, customer bill-to site, salesperson, transaction type, standard item, and constant value to specify your tax account.

If you select salesperson or standard item, Receivables uses the specified Revenue accounting flexfield.

Unbilled Receivable Account
Receivables uses the unbilled receivable account for transactions that have invoicing and revenue scheduling rules. Whenever the revenue scheduling rule recognizes revenue on the transaction before the invoicing rule bills for the transaction, Receivables posts this amount to the unbilled receivable account.

You can select constant value, customer bill-to site, salesperson, transaction type, and standard item for your unbilled receivable account.

If you select standard item, Receivables uses the specified Revenue accounting flexfield. If you select salesperson, Receivables uses the salesperson Receivable accounting flexfield.

Unearned Revenue Account
Receivables uses the unearned revenue account for transactions that have invoicing and revenue scheduling rules. Whenever the revenue scheduling rule recognizes revenue on the transaction after the invoicing rule bills for the transaction, Receivables posts this amount to the unearned revenue account.

You can select constant value, customer bill-to site, salesperson, transaction type, and standard item for your unearned revenue account.

If you select salesperson or standard item, Receivables uses the specified Revenue accounting flexfield.

Example of Deriving Accounting Flexfield Segments in AutoAccounting
This example illustrates how to derive default accounting flexfield segments in AutoAccounting.

Receivables uses AutoAccounting to derive the default accounting on transactions, and uses the predefined setup in Subledger Accounting so that the Create Receivables Accounting program accepts the default accounts that AutoAccounting derives without change. However, if you modify the Subledger Accounting setup, you can instead select a constant value for all accounting flexfield segments.

These two scenarios illustrate how Receivables uses the AutoAccounting structure you define to determine your accounting flexfield defaults.

Flexfield with Four Definitions
You want to define a four segment revenue flexfield: 00-0000-000-0000 (Company-Cost Center-Account-Product). You can define AutoAccounting to derive defaults for each segment:

- Company, the first segment, is the constant 01.
- Cost Center, the second segment, derives from the salesperson (John Doe).
- Account, the third segment, derives from the transaction type (Standard Invoice).
- Product, the fourth segment, derives from the standard line (20 Megabyte Hard Disk).
Salesperson John Doe enters a one line Standard Type invoice for a 20 Megabyte Hard Drive.

This figure illustrates how AutoAccounting derives the revenue flexfield based on a separate definition for each segment:

**Flexfield with Two Definitions**

You redefine the structure so that AutoAccounting only uses information from the transaction type (Standard Invoice) for segments 1 and 2, and standard line (consulting services) for segments 3 and 4.

This figure illustrates how AutoAccounting derives the revenue flexfield based on the same definitions for segments 1 and 2 and segments 3 and 4:
FAQs for AutoAccounting

When does AutoAccounting create subledger accounting?
AutoAccounting derives the default accounting for each transaction accounting event in Receivables according to your setup. AutoAccounting assigns valid accounting flexfields to invoices and credit memos, and automatically generates valid accounting flexfields for all related accounts: freight, receivable, revenue, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue.

When you submit the Create Receivables Accounting program, this creates the subledger accounting entries. Subledger Accounting transfers the final accounting to General Ledger.

You can optionally define your own accounting rules in Subledger Accounting to create accounting that meets your business requirements. If you change the Subledger Accounting setup to create your own accounting, then Subledger Accounting overwrites the default accounts, or individual segments of accounts, that AutoAccounting originally derived during transaction entry.

Transaction Types

Options for Posted and Non-Posted Activities using Transaction Types

Use the **Open Receivable** and **Post to GL** options on the transaction type to manage posted and non-posted activities on transactions.

If the **Open Receivable** option is enabled, Receivables updates your customer balances each time you create a complete debit memo, credit memo, chargeback, or on-account credit with this transaction type. Receivables also includes these transactions in the standard aging and collection processes.

If the **Post to GL** option is enabled, Receivables posts transactions with this transaction type to general ledger. If this option is not enabled, then no accounting is generated for transactions with this transaction type.

Considerations for defining transaction types include:

- Void Transaction Type
- Updates to Customer Accounts and Aging
- Updates to Accounting Only

**Void Transaction Type**

You can void a debit memo, credit memo, on-account credit, or invoice by defining a Void transaction type. When you define a Void transaction type, set the **Open Receivable** and **Post to GL** options to No. Then, as long as there is no activity against the transaction, and it has not been posted to general ledger, you can make the transaction invalid by changing the transaction type to Void.

This activity is not included on the Review Customer Account Details page since the activity does not modify the customer balance.
Updates to Customer Accounts and Aging

If you set the **Open Receivable** option to Yes and **Post to GL** option to No, Receivables updates customer accounts with the transaction activity of transactions assigned this transaction type. There is no effect on accounting.

Use transaction types with these settings during your initial implementation, where the transaction amount is included in the general ledger beginning balance for the receivable account, but activity still needs to be aged and payment collected against it. All related activities against the transaction, such as credit memos, payments, and adjustments, are accounted as affecting the customer balance. You can review these activities on the Review Customer Account Details page.

Updates to Accounting Only

If you set the **Open Receivable** option to No and **Post to GL** option to Yes, Receivables updates accounting without any impact on the customer balance.

Use transaction types with these settings when you want to adjust accounting activity, such as when you rebill a customer in order to reclassify the general ledger account. A credit memo and invoice with the **Open Receivable** option set to No are created where the credit memo reverses the general ledger account of the original invoice, and the invoice creates accounting with the new general ledger account. This activity is transparent to the customer because the original invoice is used for the cash application when payment is received.

This activity is not included on the Review Customer Account Details page since the activity does not modify the customer balance.

**Related Topics**

- When do I credit and rebill a transaction

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Natural Application and Overapplication

The transaction type that you assign to a transaction defines the type of application that is permitted against the transaction balance. This definition is managed by the **Natural Application Only** and **Allow Overapplication** options on the transaction type.

Natural application only lets you apply a payment or credit to a transaction that brings the transaction balance close to or equal to zero. For example, if an invoice has a balance due of $400, you can make applications against this transaction up to $400 only. With natural application, you can only bring the balance to zero.

Overapplication lets you apply more than the balance due on a transaction. For example, if you apply a $500 receipt to a $400 invoice, this overapplies the invoice by $100 and reverses the balance sign from positive to negative.

Use of Natural Application and Overapplication

Whether or not a transaction allows overapplication determines the actions that you can take on that transaction.

If a transaction that allows natural application only is paid in full, then in order to credit the transaction you must first unapply the receipt from the transaction before creating the credit.

If you want to use AutoInvoice to import credit memos against paid invoices and evaluate these credits for automatic receipt handling, then the transaction type of the paid invoices must allow natural application only. However, if the **Receipt Handling for Credits** option is not enabled on the transaction source of the transaction, AutoInvoice leaves the related credit memo in the interface tables until you unapply the receipt from the invoice.
Guidelines for Transaction Type Reference Accounts

Define the accounting for transaction types of class Invoice, Chargeback, Credit Memo, and Debit Memo. Receivables uses this information along with your AutoAccounting definition to determine the accounts to use for transactions with the applicable transaction type.

Revenue
Enter a revenue account, unless the transaction type doesn't allow freight.
If the Invoice Accounting Used for Credit Memos profile option is set to No, then a revenue account is not required for Credit Memo transaction types.

Freight
Enter a freight account, unless the transaction type doesn't allow freight.

Receivable
Enter a receivable account for all transaction types.
If the Post To GL option on the transaction type is enabled, Receivables creates a receivable transaction record using this account in order to transfer accounting to general ledger and create a journal entry.
For Chargeback transaction types, enter the Receivable Chargeback account. The offset to the receivable account on the original debit transaction is generated by the chargeback adjustment.
If the Invoice Accounting Used for Credit Memos profile option is set to No, then a receivable account is not required for Credit Memo transaction types.

AutoInvoice Clearing
If this is an Invoice or Debit Memo transaction type, enter an AutoInvoice clearing account. Receivables uses this account to hold any difference between the revenue amount specified for the revenue account and the selling price times the quantity for imported invoice lines.
Receivables only uses the AutoInvoice clearing account for imported transactions that have a transaction source with the Create clearing option enabled. If the Create clearing option is not enabled, then AutoInvoice requires that the revenue amount on the invoice be equal to the selling price times the quantity, or the invoice is rejected.

Tax
If this is an Invoice, Credit Memo, or Debit Memo transaction type, enter a tax account.

Unbilled Receivable
If this is an Invoice or Credit Memo transaction type, enter an unbilled receivable account. This account is for transactions that use the In Arrears invoicing rule.

Unearned Revenue
If this is an Invoice or Credit Memo transaction type, enter an unearned revenue account. This account is for transactions that use the In Advance invoicing rule.

Related Topics
- How AutoInvoice Processes Credited Amounts
FAQs for Transaction Types

How can I arrange the creation of transaction types?
Create transaction types for each transaction class, and create them in a way that can account for dependencies between transaction types.

Create your transaction types in the following order:
- Credit memo transaction types
- Invoice transaction types
- Debit memo transaction types
- Chargeback transaction types

If applicable, create the transaction types that you want to add to your transaction sources before creating transaction sources.

If you are using late charges, create a transaction type with a class of Debit Memo to present late charges as debit memos, and a transaction type with a class of Invoice to present late charges as interest invoices. Specify the receivable and revenue accounts for these transaction types. Receivables uses these accounts instead of AutoAccounting when generating late charges.

How can I use transaction types to review and update customer balances?
Use the Open Receivable option on the transaction type to implement an approval cycle for any temporary or preliminary transactions.

For example, if you have particularly sensitive debit memos, credit memos, on-account credits, chargebacks, or invoices that you want to review after creation, you can define a transaction type called Preliminary with Open Receivable set to No and assign it to the applicable transactions. This transaction type does not update your customer balances.

Once you review and approve these transactions, you can define a transaction type called Final with Open Receivable set to Yes and assign it to the same transactions. This will now update your customer balances on these transactions.

Transaction Sources

Guidelines for Transaction Numbering
Use the various options on the transaction source assigned to a transaction to manage your transaction numbering requirements.

Refer to these guidelines when defining transaction numbering for transactions assigned to specific transaction sources:
- Document Sequences
- Automatic Transaction Numbering
- Copy Document Numbers to Transaction Numbers
- Allow Duplicate Transaction Numbers
**Document Sequences**
If necessary, define document sequences to assign unique numbers to each transaction, in addition to the transaction number assigned automatically.
Ensure that the necessary setups for document sequences are completed, according to your requirements.

**Automatic Transaction Numbering**
To automatically number new transactions you create using a transaction source, enable the **Automatic transaction numbering** option and enter a number in the **Last Number** field.
For example, to start numbering transactions with 1000, enter a last number of 999. Receivables automatically updates the **Last Number** fields on transaction sources, so you can review the transaction source later to see the last transaction number that was generated.

**Note:** The last transaction number on the transaction source is an approximation only, due to caching.

You can use automatic transaction numbering with both Imported and Manual transaction sources.

**Copy Document Numbers to Transaction Numbers**
If you are using document sequences and you want to use the same number as both the document number and the transaction number for transactions assigned to a transaction source, enable the **Copy document number to transaction number** option.
If you are using Gapless document sequences, you should enable this option if you require gapless transaction numbering. This ensures that transaction numbers are generated sequentially and that there are no missing numbers.

**Allow Duplicate Transaction Numbers**
Enable the **Allow duplicate transaction numbers** option to allow duplicate transaction numbers within a transaction source.
This option is for manual transaction numbering only.

**Credit Memo Transaction Source**
Assign a credit memo transaction source to an invoice transaction source, if you want to number credit memos differently from the invoices that they credit.

**Related Topics**
- **Document Sequences**

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**AutoInvoice and Sales Credit Information**
During AutoInvoice processing, whether you must provide sales credit information on imported transaction lines depends on the settings of the **Allow sales credits** option on the transaction source and the **Require salesperson** Receivables system option.
These are the requirements for passing sales credit information on imported transaction lines:

- If the **Require salesperson** system option and the **Allow sales credits** option on the transaction source are both enabled, you must provide sales credit information.
• If the **Require salesperson** system option is not enabled and the **Allow sales credits** option on the transaction source is enabled, you can provide sales credit information, but it is not required.

• If the **Require salesperson** system option is enabled and the **Allow sales credits** option on the transaction source is not enabled, you must provide sales credit information.

• If neither the **Require salesperson** system option nor the **Allow sales credits** option on the transaction source are enabled, you cannot provide sales credit information. AutoInvoice ignores any values that you pass.

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**How AutoInvoice Validates Imported Transactions**

Use the AutoInvoice Options and Import Information sections of an Imported transaction source to define how AutoInvoice validates imported transaction lines.

You don't have to pass values for all of the fields that are referenced in the transaction source. If you don't want AutoInvoice to pass certain data, then where available you can set the related option to **None**.

**Note:** Even if you set a transaction source data option to **None** in order to avoid importing this information into the interface tables, AutoInvoice can still validate and reject transaction lines with invalid data.

---

**Settings That Affect the Validation of Imported Transactions**

These settings affect the validation of imported transactions:

• **Invalid Line** field: Indicate how AutoInvoice handles imported transactions with invalid lines by selecting either Reject Invoice or Create Invoice.
  
  ◦ If you select Reject Invoice, AutoInvoice doesn't import this transaction or any of its lines into the interface tables.
  ◦ If you select Create Invoice, AutoInvoice creates a transaction with valid lines only. For example, you import an invoice with three invoice lines and one of the lines is invalid. AutoInvoice creates the invoice with the two valid lines only and rejects the invalid line. You can use the Edit Transaction page to add the rejected line.

• **Accounting Date in a Closed Period** field: Indicate how AutoInvoice handles imported transactions that have lines in the interface lines table that are in a closed accounting period.
  
  ◦ Select Adjust to have AutoInvoice automatically adjust the accounting dates to the first accounting date of the next open or future enterable period.
  ◦ Select Reject to reject these transaction lines.

• In the Import Information sections, where applicable select Number, Value, Segment, or ID for each option to indicate how AutoInvoice validates information:
  
  ◦ Select Number to import a record into the interface tables using its assigned number.
  ◦ Select Value to import a record into the interface tables using its actual name.
  
  **Note:** Use Value if you intend to use the transaction source to import data from a non-Oracle system.
  
  ◦ Select Segment to use the flexfield segment.
  ◦ Select ID to use the internal identifier of the record.
• Select Amount or Percent to indicate how AutoInvoice validates Sales Credits and Revenue Account Allocations on transaction lines.

How Imported Transactions Are Validated
AutoInvoice validates imported transactions based on the settings of the assigned Imported transaction source. Transactions that fail validation appear in the Import AutoInvoice Validation report.

AutoInvoice ensures that certain column values agree with each other. These values can be within an interface table or multiple interface tables. For example, if the transaction source indicates that a revenue scheduling rule can’t be used, AutoInvoice ignores any values passed for invoicing rule, revenue scheduling rule, and revenue scheduling rule duration.

AutoInvoice performs these validations on transaction lines with revenue scheduling rules:
• Requires that these transactions also include an invoicing rule, if you import transactions that use revenue scheduling rules.
• Rejects lines, if the revenue scheduling rule has overlapping periods.
• Rejects lines, if the designated accounting periods don’t exist for the duration of the revenue scheduling rule.

How You Implement CPQ Cloud and Receivables Processing
Set up CPQ Cloud and Receivables to enable the integrated quote-to-cash cloud service. This integrated service lets you manage the entire process of quote, pricing, order entry, credit checking and invoicing.

To set up the CPQ Cloud/Receivables integration service, perform one or more of these tasks:
• Set up CPQ Cloud and CPQ Cloud data.
• Set up Receivables transaction sources.
• Set Up for multiple CPQ Cloud Instances.

Set Up CPQ Cloud
Perform the necessary setups in CPQ Cloud using the CPQ Administration pages.

Create a data table definition for each of the integration services used by the CPQ Cloud/Receivables quote-to-cash cloud service:
• Credit Check Service: Service that verifies customer creditworthiness.
• Receivables Invoice Service: Service that transfers order lines from CPQ Cloud to the AutoInvoice interface tables in Receivables.

Each data table definition includes these attributes:
• Endpoint URL: The URL to use to contact the service.
• User Name: The valid user name recognized by the service.
• Password: The accompanying password for the valid user.

Set Up the CPQ Cloud Transaction Source
Receivables provides an Imported transaction source under the Common reference set to use to configure the CPQ Cloud/Receivables integrated service.
Use this transaction source to:

- Manage the transfer of transaction information from CPQ Cloud to the AutoInvoice interface tables.
- Manage the Call Back service to send Receivables transaction information to CPQ Cloud after the transactions are created.

To set up the transaction source for CPQ Cloud:

1. Navigate to the Edit Transaction Source page.
2. Open the CPQ Cloud transaction source.
3. If applicable, enter the legal entity.
4. If applicable, update the From Date and To Date fields.
5. In the Oracle CPQ Cloud Integration section, check the Enabled option.
6. Click the Define button to open the Define Endpoint Policy window.
7. In the URL field, enter the URL to use to contact the Call Back service.
8. In the Security Policy field, enter oracle/wss_username_token_over_ssl_client_policy.
9. In the User Name field, enter the user name to use for the Call Back service.
10. In the Password field, enter the accompanying password for the valid user.
11. Click the Save and Close button to exit the Define Endpoint Policy window.
12. Save and close the Edit Transaction Source page.

Set Up for Multiple CPQ Cloud Instances

If you plan to have more than one CPQ Cloud instance sending data to Receivables, you must represent each CPQ instance as a business unit and define a transaction source for each instance.

To set up for multiple CPQ Cloud instances:

1. Define one reference set for each CPQ Cloud instance.
2. Associate this reference set to the business unit for the reference object transaction source.
3. Create a transaction source for each reference set:
   a. Open the Create Transaction Source page.
   b. In the Transaction Source Set field, select the applicable reference set for the business unit.
   c. If applicable, enter the legal entity.
   d. In the Name and Description fields, enter a name and description for this transaction source.
   e. In the Type field, select Imported.
   f. If applicable, update the From Date and To Date fields.
   g. Complete the remaining fields in the transaction source with the same settings as the predefined transaction source.
   h. In the Oracle CPQ Cloud Integration section, check the Enabled option and complete the endpoint policy.
   i. Save and close the Create Transaction Source page.
FAQs for Transaction Sources

What do I create before creating transaction sources?
You may want to create certain records before creating your transaction sources.
You can optionally create these objects for Manual or Imported transaction sources:

- **Transaction types**: Define the transaction types that you want to appear by default on transactions assigned to your transaction sources. You select the transaction type you want for a transaction source in the **Standard Transaction Type** field.

- **Credit memo transaction source**: Define one or more transaction sources for credit memos before you define a transaction source for invoices. You then select a credit memo transaction source to accompany the invoice transaction source in the **Credit Transaction Source** field.

You can use credit memo transaction sources in these ways:
- Number the credit memos created against invoices differently from the invoices they are crediting.
- Create a manual credit memo transaction source for credit memo request approvals, when the approved credit memo amount is greater than the open balance on the invoice. For these transaction sources, set the **Receipt Handling for Credits** option to **On Account**.

You can optionally create these objects for Imported transaction sources:

- **Invoice transaction flexfield**: Define the reference information that you want to capture in the invoice transaction flexfield and display on imported transactions, such as a purchase order number.

- **AutoInvoice grouping rule**: Define the grouping rule to appear by default on imported transaction lines.

- **AutoInvoice clearing account**: Define an AutoInvoice clearing account, if you intend to enable the **Create clearing** option. AutoInvoice puts any difference between the revenue amount and the selling price times the quantity for a transaction into this account.

How can I manage credit memos with transaction sources?
Special conditions may apply to the creation of transaction sources for credit memos.
Review these considerations for transaction sources assigned to credit memos:

- Define **Manual transaction sources** for credit memos created by the credit memo request approval process.

- Define **credit memo transaction sources** to assign to invoice transaction sources using the **Credit Transaction Source** field. Use credit memo transaction sources on invoice transaction sources under these conditions:
  - Number the credit memos created against invoices differently from the invoices they are crediting.
  - Create a manual credit memo transaction source for credit memo request approvals, when the approved credit memo amount is greater than the open balance on the invoice. For these transaction sources, set the **Receipt Handling for Credits** option to **On Account**.

- Enable the **Copy transaction information flexfield to credit memo** option on Manual transaction sources used for credit memos, to copy the invoice transaction flexfield reference information to the credit memo that is crediting the invoice.

- Select the transaction type to assign to the invoice using the **Standard Transaction Type** field, if the credit memo transaction source requires invoice transaction types that use natural application only.
What happens if I don’t enter an AutoInvoice grouping rule?

Assign the AutoInvoice grouping rule to Imported transaction sources that AutoInvoice uses to group imported transaction lines.

If you don’t assign a grouping rule to an Imported transaction source, AutoInvoice uses the following hierarchy to determine which rule to use:

1. Grouping rule assigned to the transaction source of the transaction line.
2. Grouping rule assigned to the bill-to customer site profile of the transaction line.
3. Grouping rule assigned to the bill-to customer profile of the transaction line.
4. Grouping rule assigned to Receivables system options.

What happens if I don’t create a clearing account?

If you don’t use an AutoInvoice clearing account and enable the Create clearing option on the transaction source, AutoInvoice requires that the revenue amount be equal to the selling price times the quantity for all of the transactions it processes. AutoInvoice rejects any transaction line that does not meet this requirement.

Memo Lines

Revenue Accounts and Memo Lines

You can optionally associate a revenue account with a memo line.

If AutoAccounting depends on memo line, Receivables uses the revenue account segment values defined for the memo line, in combination with the rest of your AutoAccounting structure, to determine the default revenue, freight, AutoInvoice clearing, tax, unbilled receivable, unearned revenue, and receivable accounts for invoices that include the memo line.

When you create a debit memo or on-account credit memo with memo lines, Receivables uses the revenue account from the original receivable item as the credit account. However, when you create debit memo reversals or chargebacks, Receivables uses instead the revenue flexfield from the original receivable item as the credit account.

Related Topics
- Debit Memo Reversals

FAQs for Memo Lines

When do I use memo lines?

Use memo lines on your transactions when the item is not an inventory item. For example, you can define a memo line called Consulting Services to identify charges for consulting activities. You can assign memo lines to debit memos, on-account credits, debit memo reversals, chargebacks, and invoices.

How can I use tax memo lines?

You can use tax memo lines on transactions only if your tax definition lets you enter manual tax lines on transactions. After you enter a tax memo line on a transaction, you can specify the amount of tax to assign to the transaction line.
Balance Forward Billing

Balance Forward Billing on Customer Accounts and Sites

You can enable and maintain balance forward billing details at the customer account level and customer site level. The rules governing the interaction between the customer account and customer sites determine what sites are included in balance forward bills.

Rules for Account and Site Balance Forward Billing

These rules apply to balance forward billing at the account level and site level:

• Account level customer profile values become the default values for the related customer sites when you create site profiles.
• If balance forward billing is enabled at the account level, you still need to enable balance forward billing on the related site profiles if you want to include these sites in the account-level balance forward bill.

In the Balance Forward Billing section of site profiles:

◦ Set the Enable option.
◦ In the Bill Level field, select Account.
◦ In the Bill Type field, select the bill type defined at the account level.

• You can define separate balance forward billing details for a particular site. In the Balance Forward Billing section of site profiles:

◦ Set the Enable option.
◦ In the Bill Level field, select Site.
◦ In the Bill Type field, select the bill type to use for this site.

Once you create a site profile and define separate balance forward billing details, the site profile no longer references the account profile.

• Balance forward billing definitions at the site level take precedence over balance forward billing definitions at the account level.

Related Topics

• Overview of Balance Forward Billing

Example of Setting Up Balance Forward Billing

This example demonstrates how to set up balance forward billing for the customer Business World. The example includes the setup of a balance forward billing cycle, balance forward billing payment terms, and the Business World customer profile.

This table summarizes key decisions for this scenario.
Decisions to Consider

<table>
<thead>
<tr>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What billing cycle is used?</td>
</tr>
<tr>
<td>What day of the month is used on the payment terms?</td>
</tr>
<tr>
<td>How are balance forward bills consolidated?</td>
</tr>
<tr>
<td>Can the customer exclude transactions from the balance forward bill?</td>
</tr>
</tbody>
</table>

Summary of the Tasks

To generate balance forward bills for a customer:

1. Define a balance forward billing cycle.
2. Define balance forward billing payment terms.
3. Set up the customer profile class for balance forward billing.
4. Assign the profile class to the Business World customer account.

Define a Balance Forward Billing Cycle

Define the balance forward billing cycle to use for this customer:

1. Open the Balance Forward Billing Cycle window.
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 balance forward billing cycle for this customer.</td>
</tr>
<tr>
<td>Frequency</td>
<td>Monthly</td>
</tr>
<tr>
<td>Repeat Every</td>
<td>1</td>
</tr>
<tr>
<td>Day of Month</td>
<td>Last Day of Month</td>
</tr>
</tbody>
</table>

Define Balance Forward Billing Payment Terms

Define the balance forward billing payment terms to use for this customer:

1. Open the Create Payment Terms page.
2. Complete the fields, as shown in this table:
Set Up the Customer Profile Class for Balance Forward Billing

Set up the customer profile for Business World for balance forward billing:

1. Open the Create Receivables Customer Profile Class page.
2. Complete the general required fields for the profile class.
3. Complete the fields on the Profile Class tab, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward Billing Enable</td>
<td>Enable this option.</td>
</tr>
<tr>
<td>Bill Level</td>
<td>Account</td>
</tr>
<tr>
<td>Bill Type</td>
<td>Detail</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>The balance forward billing payment terms you defined in the previous step.</td>
</tr>
<tr>
<td>Override terms</td>
<td>Enable this option.</td>
</tr>
</tbody>
</table>

**Note:** The Override terms option makes available to transactions both non-balance forward billing payment terms and the one balance forward billing payment terms you defined in the previous step. This lets you exclude individual transactions from balance forward billing by assigning the transaction non-balance forward payment terms.

Assign the Profile Class to the Business World Customer Account

Assign the profile class to the Business World account:

1. Open the Edit Account page for Business World.
2. Click the Profile tab.
3. Open the Insert Account Profile page and update the Business World customer account with the profile you defined in the previous step.
4. Make sure that balance forward billing is enabled at the site profile level for all sites belonging to the customer account that you want to include in balance forward billing.
Related Topics

- How can I change a customer’s billing cycle
- How Transactions for Balance Forward Billing Are Selected

Balance Forward Billing Email Delivery

Email Delivery of Balance Forward Bills
Deliver balance forward bills by email as PDF attachments to your customer account or site level contacts.
You can email balance forward bills directly to your customers, in addition to the existing capability of printing bills.

Setups for Email Delivery of Balance Forward Bills
You must opt in to enable this feature, and then complete the related setups in Receivables.

Setups for email delivery of balance forward bills include:

- Receivables System Options: Transaction Delivery Using E-Mail
- Customer account and site profiles
- Customer account and site contacts

Updates to Balance Forward Bill Processes
Once you enable and set up Email Delivery of Balance Forward Bills, the following scheduled processes are available for generating balance forward bills:

- Create Balance Forward Bills: Generate balance forward bills as PDFs and send them by email.
- Deliver Balance Forward Bills: Deliver previously delivered balance forward bills using the designated delivery method (Paper or Email).
- Print Summary Balance Forward Bills and Print Detailed Balance Forward Bills: Continue to deliver previously delivered balance forward bills using the delivery method Paper.

The Create Balance Forward Bills process contains the additional parameter Draft Email ID. When you create balance forward bills in Draft mode (Print Option parameter = Print draft balance forward bills), you can use this parameter to send the draft bill to the email address of your choice for testing and review.

The Draft Email ID parameter is a free text field, but the email address you enter must conform to the standard format for email addresses (abc@xyz.pqr). When you run the Create Balance Forward Bills process with an email address in this parameter, this email address receives a PDF of all balance forward bills generated by the process run for customers enabled for email delivery only.

The Create Balance Forward Bills process doesn’t generate an error under any of the following conditions:

- Email address you entered doesn’t exist.
- Email address you entered exists, but it isn’t the one you intended.
- Email recipient inbox is full.

Deliver Balance Forward Bills Process
The Email Delivery of Balance Forward Bills feature enables the Deliver Balance Forward Bills process to deliver previous balance forward bills (Paper or Email) for the applicable customers.
Use the Deliver Balance Forward Bills process to deliver previously created balance forward bills to customers. Enter in the Process ID parameter the process ID of a previous run of balance forward bills. The process delivers the bills by email as a PDF attachment for all customer account and site profiles enabled for email delivery.

How To Set Up for Email Delivery of Balance Forward Bills

If you use Balance Forward Billing, you can enable the delivery of balance forward bills by email as PDF attachments to your customer account or site level contacts.

You must opt in to enable the Email Delivery of Balance Forward Bills feature. After you opt in, you must complete the following setups to deliver balance forward bills by email:

- Set up the Transaction Delivery Using E-Mail section in the Billing and Revenue tab of Receivables System Options.
- Set up the applicable customer account and site profiles for balance forward billing and email delivery.
- Set up contacts for each customer account and site that receives balance forward bills by email.

Receivables System Options

You must complete the fields in the Transaction Delivery Using E-Mail section of Receivables System Options for the applicable business unit.

If you are already using this section for email delivery of transactions, you can either use the same values for balance forward bills or update individual fields according to your requirements. For example, you may need to edit the E-Mail Subject and E-Mail Body fields to accommodate both transactions and balance forward bills.

To set up Receivables System options for email delivery of balance forward bills:

1. In the Create or Edit System Options page for the business unit you want, navigate to the Transaction Delivery Using E-Mail section of the Billing and Revenue tab.
2. Complete all fields in this section for email delivery of balance forward bills. These fields are conditionally required. You must enter values in these fields to ensure successful delivery of balance forward bills by email.
3. Save your work.

Customer Account and Site Profiles

You must set up balance forward billing in the applicable customer account and site profiles, and set a preferred delivery method of E-Mail.

**Note:** You can't use XML delivery with the Email Delivery of Balance Forward Bills feature. This feature considers a preferred delivery method of XML as Paper.

To set up a customer account or site for email delivery of balance forward bills:

1. Navigate to the Edit Account or Edit Site page for the customer account or site you want.
2. Click the Profile History tab.
3. Update or Insert a profile for the customer account or site.
4. In the Balance Forward Billing section of the Profile tab, complete these fields:
   - **Enable:** Enable this option to activate balance forward billing.
   - **Bill Level:** Select the level at which to generate balance forward bills: Account or Site.
     For customer site profiles, select the bill level Account to include transactions belonging to the site in the account-level balance forward bill. Select the bill level Site to deliver a separate balance forward bill for transactions belonging to the site.
Note: You must set up an active customer profile at both the customer account and site levels for balance forward billing to process successfully, no matter which Bill Level setting you use.

- **Bill Type**: Select the format to use for balance forward bills.

5. **In the Terms section, select in the Payment Terms field the balance forward billing payment terms to use for this account or site.**

6. **In the Invoicing section, select E-Mail in the Preferred Delivery Method field:**
   - If the Bill Level setting in the profile is Account, the Create Balance Forward Bills process references the Preferred Delivery Method setting in the customer account profile.
   - If the Bill Level setting in the profile is Site, the Create Balance Forward Bills process references the Preferred Delivery Method setting in the customer site profile.

7. **Complete the profile according to your requirements and save.**

**Customer Account and Site Contacts**

You must set up at least one customer contact for each account or site that receives balance forward bills by email.

To receive balance forward bills by email, a customer contact must have all of these settings:

- Role Type assignment of Contact.
- Active email address.
- Responsibility type assignment of any responsibility other than Collections or Dunning.

**Note:** If you designate a customer contact as Primary, balance forward bills are still sent by email to all contacts assigned to the applicable customer account or site.

To set up a contact for a customer account or site for email delivery of balance forward bills:

1. Navigate to the Edit Account or Edit Site page for the customer account or site you want.
2. Click the Communication tab.
3. Click the **Edit Contacts** button.
4. Click the applicable Plus (+) icon (Create Contact or Add Contact) either to create a new person record for a contact or to add an existing person record as a contact.
5. Enter the name of the contact and related job information, according to your requirements.
6. In the **Role Type** field, select Contact.
7. Optionally click the Set Primary Contact icon for this contact.
8. In the Contact Points section, click the Plus (+) icon to open a Create Contact Point window.
9. In the **Contact Point Type** field, select E-Mail.
10. In the **Email** field, enter the email address for the contact.
11. In the **From Date** and **To Date** fields, enter the dates that this contact point is active for this contact.
12. Optionally click the Set Primary icon for this contact point.
13. In the Responsibilities section, click the Plus (+) icon to create a responsibility row.
14. In the **Responsibility Type** field, select a responsibility for this contact.
15. Optionally click the Plus (+) icon again to create additional responsibilities for the contact.
   - For email delivery of balance forward bills, you can assign any responsibilities to a contact except Collections or Dunning.
16. To set a primary responsibility for the contact, select a responsibility and click the Set Primary Responsibility icon.
17. Save your work.

**Related Topics**

- How Transaction and Statement Delivery Using E-Mail Works
FAQs for Balance Forward Billing

What's a balance forward billing cycle?
The balance forward billing cycle determines the dates in the year to generate balance forward bills, and the transactions that are included in balance forward bills. You assign balance forward billing cycles to payment terms.

When you run the Create Balance Forward Bill program, you must select a billing cycle. You can also select specific customers, customer sites, and payment terms. A run of the Create Balance Forward Bill program includes all transactions not included on a previous balance forward bill that are assigned the payment terms with the selected billing cycle, or a subset of these payment terms as determined by the other program parameters.

FAQs for Salesperson Reference Accounts

What are salesperson reference accounts?
Assign general ledger accounts to your salespersons. When AutoAccounting depends on salesperson, Receivables uses the account references that you define here to derive the accounts to use on transactions that are assigned a particular salesperson.

FAQs for Remit-to Addresses

How can I use remit-to addresses?
The remit-to address lets your customers know where to send payment for their open debit items. After you create a remit-to address, you can assign it to the bill-to addresses of the customers and customer sites that you designate by country and, if applicable, by region and postal code range.

If the Print remit-to address Receivables system option is enabled, the remit-to address is printed on the related customer dunning letters and statements.

How does AutoInvoice validate remit-to addresses?
During the import process, AutoInvoice rejects all invoices for which it cannot determine a remit-to address. In order for AutoInvoice to import an invoice, you must either define a remit-to address for the geographical location of each applicable bill-to site or define a remit-to address to use as default for one or more locations.
How can I define a default remit-to address?

Create or select a remit-to address, then open the Receipts from Criteria dialog box. Select the country that you want to assign to this remit-to address.

If you only select a country, then all customer bill-to sites in this country are assigned this remit-to address.

If you want to assign this remit-to address to specific locations within the country, you can optionally select a state or region within the country, and a range of postal codes.

Why did the country appear?

When you create a remit-to address, a country appears by default if one was defined in Receivables system options. You can change the default to the applicable country of the remit-to address.

Why do I verify the address?

If you have Trading Community Data Quality installed, you can expose a Verify Address button on the Create and Edit Remit-to Address pages for applicable countries.

After you enter a remit-to address, use the Verify Address button to confirm that the address is in the Trading Community Model registry. If it is not, Receivables either presents alternative addresses or lets you optionally add the address you entered to the registry.
4 Define Customer Payments

Create a Shared Service Model in Receivables

Use service provider relationships to create a shared service model in Receivables to centralize the processing of customer payments.

In the shared service model, you define one servicing business unit for customer payments. You then create a service provider relationship between this servicing business unit and one or more client billing business units.

Note: All business units must belong to the same ledger.

Once you define this relationship, the servicing business unit can receive and process payments for all of its client billing business units. The shared service model for centralized customer payment processing supports all receipt creation methods in Receivables:

- Manual receipts.
- Receipts uploaded using a spreadsheet.
- Lockbox receipts.
- Automatic receipts.

Receivables provides additional functionality for cross-business unit receipt processing, to facilitate the processing of customer payments:

- Allow a billing business unit outside the service provider relationship to have payments for its transactions processed by any other business unit in the same ledger.
- Allow an individual receipt to be applied to transactions of any business unit in the same ledger.

Perform these procedures to manage shared services in Receivables:

- Define Customer Payments Service Providers
- Define Receivables System Options for Cross-Business Unit Receipt Processing
- Enable a Receipt for Cross-Business Unit Processing

Define Customer Payments Service Providers

Perform the steps in this procedure to define a servicing business unit and client billing business units.

1. Create a servicing business unit and client business units.
2. Assign the appropriate business functions to each business unit:
   a. Open the Assign Business Functions page for the servicing business unit.
   b. Assign business functions to the servicing business unit. At a minimum, you must assign the servicing business unit the Customer Payments business function.
   c. Save your work.
   d. Open the Assign Business Functions page for the first client business unit.
   e. Assign business functions to the client business unit. At a minimum, you must assign the client business unit the Billing and Revenue Management business function.
Define Customer Payments

3. Assign the servicing business unit to each client business unit:
   a. From the Manage Service Provider Relationships task, open the Manage Service Providers page for the first client business unit.
   b. In the Customer Payments Service Providers section, click the Add icon.
   c. In the Search and Select window, select the servicing business unit.
   d. Save your work.
   e. Repeat steps 1 to 4 for each client business unit.

Define Receivables System Options for Cross-Business Unit Receipt Processing

Perform the steps in this procedure to allow a billing business unit outside the service provider relationship to have payments for its transactions processed by any other business unit in the same ledger.

1. From the Manage Receivables System Options task, open the Edit System Options page for the business unit that you want.
2. Navigate to the Billing and Revenue tabbed region.
3. Enable the **Allow any business unit to process receipts** option.
4. Save your work.

This business unit can now have payments for its transactions processed by any other business unit in the same ledger.

Enable a Receipt for Cross-Business Unit Processing

Perform the steps in this procedure to apply an individual receipt to one or more transactions belonging to any business unit in the same ledger.

1. Use the Create Receipt page to create a new receipt or the Edit Receipt page to open an unapplied receipt.
2. In the Application tabbed section, click the **Add Open Receivables** button.
3. In the Add Open Receivables window, enable the **Include transactions from all business units** option.
4. Search for and select the transactions that you want to apply to the receipt. You can select transactions from any business unit in the same ledger.
5. Click the **Add** button and then the **Done** button.
6. If necessary, update the figure in the **Applied Amount** field for each applicable transaction.
7. Click the **Save** button to apply the receipt to the selected transactions.

Application Rule Sets

Rules of the Application Rule Set

When you apply a receipt or credit memo to a transaction, the application rule set determines how Receivables reduces the open balance of the line, tax, freight, and late charge amounts on a transaction.
Receivables uses the application rule set assigned to the transaction type to process payment applications. If no application rule set is assigned to the transaction type, then the application rule set assigned to Receivables system options is used.

You can arrange the order of the line types and application rules in an application rule set according to your needs. Each line type must appear in an application rule set, and appear only once. The Overapplication rule is always last in the sequence.

**Line First - Tax After Rule**

The Line First - Tax After rule first applies the payment to open line amounts, and then applies the remaining amount to the associated tax.

If the payment is greater than the sum of the open line and tax amounts, Receivables attempts to close each remaining open item by applying the remaining amount in the following order, stopping when the payment has been fully applied:

1. Freight
2. Late charges

After the payment is fully applied, if there is still a remaining receipt amount this amount is managed by the Overapplication rule.

**Line and Tax Prorate**

The Line and Tax Prorate rule applies a proportionate amount of the payment to open line and tax amounts for each line.

If the payment is greater than the sum of the open line and tax amounts, Receivables attempts to close each remaining open item by applying the remaining amount in the following order, stopping when the payment has been fully applied:

1. Freight
2. Late charges

After the payment is fully applied, if there is still a remaining receipt amount this amount is managed by the Overapplication rule.

**Prorate All**

The Prorate All rule applies a proportionate amount of the payment to each open amount associated with a debit item (that is, any line, tax, freight, and late charge amounts for this item).

Receivables uses the following formula to determine the applied amount:

\[
\text{Applied Amount} = \frac{\text{open application line type amount}}{\text{sum of application line types in rule details}} \times \text{Receipt Amount}
\]

After the payment is fully applied, if there is still a remaining receipt amount this amount is managed by the Overapplication rule.

**Overapplication Rule**

The Overapplication rule is always the last rule in an application rule set. This rule manages any remaining receipt amount after the open balance of all transaction lines has been reduced to zero.

If the transaction type for the debit item allows overapplication, Receivables applies the remaining amount to transaction lines, making the balance due negative. If the transaction type for the debit item does not allow overapplication, you can either place the remaining amount on-account or leave it unapplied.

**Note:** Lockbox uses the AutoCash rule set rather than the application rule set to determine how to apply a remaining amount.
Examples of Using Application Rules

These examples show how each application rule in an application rule set applies a payment to a transaction. Invoice 123 contains these details:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>$1000</td>
</tr>
<tr>
<td>Tax</td>
<td>$140</td>
</tr>
<tr>
<td>Freight</td>
<td>$200</td>
</tr>
<tr>
<td>Total</td>
<td>$1340</td>
</tr>
</tbody>
</table>

Your customer remits a partial payment of $1040 for this invoice. This table shows how Receivables applies the payment using each of the three application rules:

<table>
<thead>
<tr>
<th>Application Rule</th>
<th>Total Amount Applied</th>
<th>Line Amount Applied</th>
<th>Tax Amount Applied</th>
<th>Freight Amount Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line First - Tax After</td>
<td>1040</td>
<td>1000</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Line and Tax Prorate</td>
<td>1040</td>
<td>912.28</td>
<td>127.72</td>
<td>0</td>
</tr>
<tr>
<td>Prorate All</td>
<td>1040</td>
<td>776.12</td>
<td>108.66</td>
<td>155.22</td>
</tr>
</tbody>
</table>

This table shows the calculations used by each application rule:

<table>
<thead>
<tr>
<th>Application Rule</th>
<th>Calculations</th>
</tr>
</thead>
</table>
| Line First - Tax After | 1. Apply payment to open line amount.  
                          2. Apply any remaining amount to tax. |
| Line and Tax Prorate   | 1. \((1040/1140) \times 1000 = 912.28\) (Receipt Amount / Total Line and Tax) \times Line Amount = Line Amount Applied |
Line First - Tax After
The Line First - Tax After rule first applies the payment to the line amount, reducing the balance due to zero. Receivables then applies the remaining amount ($40) to the tax charges, reducing the open tax amount to $100. Since the payment is not enough to close these items, the freight balance is not affected.

This table compares each line type before and after you apply an amount using the Line First - Tax After rule:

<table>
<thead>
<tr>
<th>Transaction Amount</th>
<th>Remaining Amount</th>
<th>Line Items</th>
<th>Line Items Remaining</th>
<th>Tax</th>
<th>Tax Remaining</th>
<th>Freight</th>
<th>Freight Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1340</td>
<td>$300</td>
<td>$1000</td>
<td>$0</td>
<td>$140</td>
<td>$100</td>
<td>$200</td>
<td>$200</td>
</tr>
</tbody>
</table>

Line and Tax Prorate
The Line and Tax Prorate rule applies a proportionate amount to the open line and tax charges. Since the amount applied is not enough to close these items, the freight balance is not affected.

This table compares each line type before and after you apply an amount using the Line and Tax Prorate rule:

<table>
<thead>
<tr>
<th>Transaction Amount</th>
<th>Remaining Amount</th>
<th>Line Items</th>
<th>Line Items Remaining</th>
<th>Tax</th>
<th>Tax Remaining</th>
<th>Freight</th>
<th>Freight Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1340</td>
<td>$300</td>
<td>$1000</td>
<td>$87.72</td>
<td>$140</td>
<td>$12.28</td>
<td>$200</td>
<td>$200</td>
</tr>
</tbody>
</table>

This table shows the calculations used to arrive at the proportionate amounts:

<table>
<thead>
<tr>
<th>Item</th>
<th>Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Items</td>
<td>1000 - 912.28 = 87.72</td>
</tr>
<tr>
<td></td>
<td>Amount Line Items - Line Amount Applied = Open Line Amount</td>
</tr>
<tr>
<td>Tax</td>
<td>140 - 127.72 = 12.28</td>
</tr>
</tbody>
</table>
Prorate All

The Prorate All rule applies a proportionate amount of the receipt to the line, tax, and freight for this transaction. This table compares each line type before and after you apply an amount using the Prorate All rule:

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Remaining</th>
<th>Line Items</th>
<th>Line Items Remaining</th>
<th>Tax</th>
<th>Tax Remaining</th>
<th>Freight</th>
<th>Freight Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1340</td>
<td>$300</td>
<td>$1000</td>
<td>$223.88</td>
<td>$140</td>
<td>$31.34</td>
<td>$200</td>
<td>$44.78</td>
</tr>
</tbody>
</table>

This table shows the calculations used to arrive at the proportionate amounts:

<table>
<thead>
<tr>
<th>Item</th>
<th>Calculations</th>
</tr>
</thead>
</table>
| Line Items | 1000 - 776.12 = 223.88  
Amount Line Items - Line Amount Applied = Open Line Amount |
| Tax        | 140 - 108.66 = 31.34  
Tax Original - Tax Amount Applied = Open Tax Amount |
| Freight    | 200 - 155.22 = 44.78  
Freight Original - Freight Amount Applied = Open Freight Amount |

Example of Using Application Rules with Transactions with Mixed Sign Balances

This example shows how the Prorate All application rule is used to apply a payment to a transaction that has mixed sign balances. In a transaction with mixed sign balances, the charges that make up the transaction have a combination of positive and negative signs.

When you apply a payment to a transaction that has mixed sign balances, Receivables applies the payment only to those amounts that have the same sign as the payment. For example, if the payment is for a positive amount (that is, it is not a credit memo), Receivables only reduces the charges that have a positive balance. Any negative balances are not affected.
As with transactions having a same sign balance, Receivables applies any remaining amounts according to the Overapplication rule assigned to the application rule set.

**Prorate All with Mixed Sign Balances**

Invoice 101 contains these details:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>&lt;$100&gt;</td>
</tr>
<tr>
<td>Tax</td>
<td>$100</td>
</tr>
<tr>
<td>Freight</td>
<td>$30</td>
</tr>
<tr>
<td>Late Charges</td>
<td>$10</td>
</tr>
</tbody>
</table>

Assume that you are using the Prorate All application rule. Your customer remits a receipt of $100. Receivables prorates the positive receipt amount among the positive tax, freight, and late charges amounts. The line amount of <$100> is not affected.

This table shows the new balance of Invoice 101 after the receipt application:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>&lt;$100&gt;</td>
</tr>
<tr>
<td>Tax</td>
<td>$28.56</td>
</tr>
<tr>
<td>Freight</td>
<td>$8.58</td>
</tr>
<tr>
<td>Late Charges</td>
<td>$2.86</td>
</tr>
</tbody>
</table>

This table compares each line type for this invoice before and after you apply the payment using the Prorate All rule:

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Line Items Remaining</th>
<th>Tax</th>
<th>Tax Remaining</th>
<th>Freight</th>
<th>Freight Remaining</th>
<th>Late Charges</th>
<th>Late Charges Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;$100&gt;</td>
<td>&lt;$100&gt;</td>
<td>$100</td>
<td>$28.56</td>
<td>$30</td>
<td>$8.58</td>
<td>$10.00</td>
<td>$2.86</td>
</tr>
</tbody>
</table>

This table shows the amount applied to each line type:
This table shows the calculations used by the Prorate All application rule:

<table>
<thead>
<tr>
<th>Item</th>
<th>Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax</td>
<td>$100 - (21.42 + 7.14) = 71.44</td>
</tr>
<tr>
<td>Freight</td>
<td>$(30 \times 100) / 140 = 21.42</td>
</tr>
<tr>
<td>Late Charges</td>
<td>$3(10.00 \times 100) / 140 = 7.14</td>
</tr>
</tbody>
</table>

FAQs for Application Rule Sets

What's the tax treatment?
The **Tax Treatment** option on the application rule set determines how to reduce the tax amount in relation to the line amount when a payment is applied.

The tax treatment options are:
- Prorate: Proportionately reduce the net amount of the line and associated tax amounts.
- Before: First reduce the open tax amount, then apply any remaining amount to the line.
- After: Reduce the open line amount, then apply any remaining amount to the associated tax.

How can I use the rounding correction?
You assign a rounding correction to one of the line types (Line, Freight, or Charges) belonging to an application rule set. When an amount is prorated across more than one line type, the application rule set uses the line type you indicate to account for the rounding adjustment. The line amount of the designated line type is adjusted accordingly to account for any rounding corrections within the application rule set.

Receipt Classes and Methods

Remittance Methods and Clearance Methods
Define a remittance method and clearance method for each receipt class. These settings determine the remittance and clearing behavior for receipts with a given receipt class.
Remittance Methods

Use the remittance method to determine the accounts to use for receipts that you create using the receipt method assigned to this receipt class.

**Standard**

Use the remittance account for automatic receipts assigned to a receipt method with this receipt class.

**Factoring**

Use the factoring account for automatic receipts assigned to a receipt method with this receipt class.

**Standard and Factoring**

Receivables selects receipts assigned to this receipt class for remittance regardless of the batch remittance method. In this case, you can specify either of these remittance methods when creating your remittance batches.

**No Remittance**

For Manual receipts only. Remittance is not required for manual receipts assigned to this receipt class.

Clearance Methods

Use the clearance method to require receipts created using a receipt method assigned to this receipt class to be reconciled before posting them to the general ledger cash account.

**Directly**

This method is for receipts that you don't expect to be remitted to the bank and subsequently cleared. It is assumed that these receipts are cleared at the time of receipt entry and require no further processing.

**By Automatic Clearing**

Use this method to clear receipts using the Clear Receipts Automatically program.

**Note:** You can also clear receipts using this method in Cash Management.

**By Matching**

Use this method to clear receipts manually in Cash Management.

Related Topics

- Considerations for Remitting Receipts
- Automatic Clearing of Receipts
Guidelines for Defining Automatic Receipt Methods

Define the attributes of an automatic receipt method to determine how automatic receipts are processed against selected transactions.

Review these guidelines when defining the attributes of automatic receipt methods:

- Receipts Inherit Transaction Numbers
- Number of Receipts Rule
- Receipt Maturity Date Rule
- Automatic Print Template
- Lead Days
- Customer Payment Method

Receipts Inherit Transaction Numbers

If you are using One per Invoice as the **Number of Receipts Rule**, you can enable the Receipts inherit transaction numbers option to ensure that the automatic receipt number is always the same as the transaction number to which it is applied. Enabling this option helps track automatic receipts.

**Note:** Do not enable this option if you are using document sequencing with automatic receipts.

Number of Receipts Rule

The **Number of Receipts Rule** determines the way in which the automatic receipt process creates and applies receipts against transactions.

Select one of these rules:

- One per Customer: Create one receipt for each customer.
- One per Customer Due Date: Create one receipt for each customer and due date. This option creates several payments for a customer if the invoices of the customer have several due dates.
- One per Invoice: Create one receipt for each invoice.
- One per Site: Create one receipt for each customer site.
- One per Site Due Date: Create one receipt for each customer site and due date.

**Note:** The **Number of Receipts Rule** assumes an additional grouping by payment instrument. For example, if you use the One per Customer rule, and two invoices belonging to the same customer are to be paid from different bank accounts, the automatic receipt process creates two receipts, one for each bank account number.

Receipt Maturity Date Rule

Use the **Receipt Maturity Date Rule** to pay invoices that have different due dates with a single receipt.

Select **Earliest** to use the earliest due date of all of the invoices that the receipt covers as the receipt maturity date.
Select **Latest** to use the latest due date of all of the invoices that the receipt covers as the receipt maturity date.

When you remit a receipt, Receivables uses the maturity date to determine when to transfer funds from the customer bank account to your remittance bank account.
Automatic Print Template
Enter the automatic print template to use for transmissions using this receipt method.
Receivables provides one standard receipt print template to format the output of payment selection and creation programs when you create the receipt document. To use a different receipt print template, you must copy and modify this standard receipt print template.

Lead Days
The number of lead days is the number of days before the invoice due date that an invoice can be selected for application by the automatic receipt process using this receipt method.
This option is useful, for example, when customer approval is required. You can set the value to the number of days normally required to receive customer approval.

Customer Payment Method
Select the funds capture payment method that the customer will use to remit payment for automatic receipts using this receipt method.
Oracle Payments provides predefined funds capture payment methods, but you can define your own.

Related Topics
• How Automatic Receipts Are Processed

Fund Transfer Error Handling on Automatic Receipts
Define fund transfer error handling on automatic receipt methods to manage error correction during automatic receipt processing.
You define fund transfer error handling to automatically correct errors encountered either during credit card authorization or payment capture, or during bank account transfer.
You set up error handling in the Fund Transfer Error Handling section of the Automatic Processing tab of the Create or Edit Receipt Class and Methods page, for the applicable automatic receipt methods.

ื่อนNote: Credit card services are currently not available in Oracle Cloud implementations.(79,718,920,932)

Mapping Third-Party Error Codes
To define fund transfer error handling for a given automatic receipt method, you map the error codes from a third-party credit card provider or financial institution to the corrective actions in Receivables for each category of transaction.
When an error occurs during payment processing of automatic receipts with the specified receipt method, Receivables applies the corrective action that corresponds to the given third-party error code.
Map each error code to a corresponding action for each category of transaction. This table indicates the corrective actions available for each category:

<table>
<thead>
<tr>
<th>Category</th>
<th>Available Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice, Debit Memo, Credit Memo</td>
<td>Clear Payment Information, Retry</td>
</tr>
</tbody>
</table>
Mapping Error Codes: Example
You map a credit card provider error code of GW-0062 to the Invoice category and the Retry action.

When credit card authorization fails and the credit card provider returns the error code of GW-0062 for multiple transactions, then Receivables automatically deletes this error code on these failed transactions. These transactions then become available for inclusion in the next automatic receipt batch.

Remittance Bank Accounts on Receipt Methods
Define remittance bank account information for each receipt method assigned to a receipt class. Remittance bank account information includes the general ledger accounts to use when you enter or apply receipts.

Remittance Bank Accounts and Receipt Currencies
If you remit receipts in one currency only, you can enter more than one remittance bank account for a receipt method, but you must mark one account as the primary bank account for the receipt method.

If you remit receipts in more than one currency for a receipt method, then you must enter at least one remittance bank account per currency and mark one account per currency as primary.

During receipt entry and processing, Receivables uses the primary bank account as the default remittance bank account for the receipt. You can accept this value or enter any other bank account defined for the receipt method that is in the same currency as the receipt.

Factored Receipts
If the receipt class of the receipt method allows factoring, you can specify the number of Risk Elimination Days for factored receipts for a given bank account.

When you factor receipts, Receivables creates a short term debt to account for risk in case of customer default. When you clear or risk eliminate these receipts, the debt is cleared after the receipt maturity date plus the number of risk elimination days that you enter.

Related Topics
- Considerations When You Create Accounts
FAQs for Receipt Classes and Methods

What creation method should a receipt class have?
Use an Automatic creation method to use the automatic receipt process to create a batch of receipts from selected transactions. For automatic receipts, Payments is responsible for the funds capture process. Use a Manual creation method for receipts either entered manually or imported using lockbox.

What's the relationship between the receipt class and receipt methods?
The receipt methods assigned to a receipt class account for receipt entries and applications. They also determine the customer remittance bank information.

The receipt class determines the processing steps that are required for receipts. These steps include automatic or manual creation, the remittance method, the bank clearance method, and whether receipts require confirmation by the customer.

What legal entity is assigned to a receipt?
Legal entities are linked to remittance and internal bank accounts. The receipt method determines which remittance bank account, and therefore which legal entity, is assigned to a receipt.

All receipts inherit the legal entity from the bank account, and all refunds inherit the legal entity of the original receipt.

You can perform receipt applications across legal entities, if the receipt and the transactions to which it is applied are in the same business unit. Receipt applications and receipt clearing across legal entities is recorded in the subledger as intercompany accounting.

Lockbox

Lockbox Interface Table AR_PAYMENTS_INTERFACE_ALL
During the Import step of lockbox processing, Receivables stores receipt data from your bank file in the AR_PAYMENTS_INTERFACE_ALL table. Each column in the AR_PAYMENTS_INTERFACE_ALL table contains information needed to run lockbox successfully.

TRANSMISSION_RECORD_ID
Receivables assigns a value to this column during the import process.

Source
R_PAYMENTS_INTERFACE_S.NEXTVAL

Validation
The import file must leave this column blank.
Destination
None.

**CREATION_DATE**
Receivables assigns a value to this column during the import process.

Source
Current system date.

Validation
The import file must leave this column blank.

Destination
None.

**CREATED_BY**
Receivables assigns a value to this column during the import process.

Source
FND_GLOBAL.WHO_USER_NAME

Validation
The import file must leave this column blank.

Destination
AR_BATCHES.CREATED_BY, AR_INTERIM_CASH_RECEIPTS.CREATED_BY, or AR_INTERIM_CASH_RECEIPT_LINES.CREATED_BY.

**LAST_UPDATE_LOGIN**
Receivables assigns a value to this column during the import process.

Source
Unknown.

Validation
The import file must leave this column blank.

Destination
None.
LAST_UPDATED_BY
Receivables assigns a value to this column during the import process.

Source
FND_GLOBAL.WHO_USER_NAME

Validation
The import file must leave this column blank.

Destination
None.

LAST_UPDATE_DATE
Receivables assigns a value to this column during the import process.

Source
Current system date.

Validation
The import file must leave this column blank.

Destination
None.

RECORD_TYPE
Enter the record type. For example, if this is a batch header record, and your bank uses the value 3 to identify batch headers, enter 3 in this column.

Source
AR_TRANS_RECORD_FORMATS.RECORD_IDENTIFIER

Validation
Find out from the bank what character they use to identify each record type. Keep in mind that not all banks use all of the record types. Assign values to identify the following types of records: TRANSMISSION HEADER, TRANSMISSION TRAILER, LOCKBOX HEADERS, LOCKBOX TRAILERS, BATCH HEADERS, BATCH TRAILERS, PAYMENT RECORDS, PAYMENT OVERFLOW RECORDS, and SERVICE HEADER.

Destination
None.
STATUS
Enter the value AR_PLB_NEW_RECORD_INF for all records inserted into this table. The control files that Receivables provides populate this column.

Source
FND_MESSAGES.MESSAGE_NAME

Validation
The import file must leave this column blank.

Destination
None.

TRANSMISSION_REQUEST_ID
Receivables assigns a value to this column during the import process.

Source
FND_JOB.REQUEST_ID

Validation
The import file must leave this column blank.

Destination
None.

TRANSMISSION_ID
Receivables assigns a value to this column during the import process.

Source
AR_TRANSMISSIONS.TRANSMISSION_ID

Validation
The import file must leave this column blank.

Destination
None.

DESTINATION_ACCOUNT
Enter the account number of the sending bank.
Source
Lockbox data file or lockbox transmission format.

Validation
None.

Destination
AR_TRANSMISSIONS.DESTINATION

**ORIGINATION**
Enter the transit routing number of the sending bank.

Source
Lockbox data file or lockbox transmission format.

Validation
If this value is included in a transmission header or trailer, you must have the same value here.

Destination
AR_TRANSMISSIONS.ORIGIN

**DEPOSIT_DATE**
Enter the date on which the transmission was deposited into your bank account. This date can be on any of the record types in the transmission.

Each unique deposit date determines a batch of transmission records. For example, if you enter two unique deposit dates for the transmission, lockbox divides the transmission into two batches of receipts.

Source
Lockbox data file or lockbox transmission format.

Validation
None.

Destination
AR_BATCHES.DEPOSIT_DATE

**GL_DATE**
Receivables assigns a value to this column during the import process.
Source
Derived from deposit date, import date, or entered date.

Validation
The import file must leave this column blank.

Destination
AR_BATCHES.GL_DATE, AR_INTERIM_CASH_RECEIPTS.GL_DATE, or AR_CASH_RECEIPT_HISTORY.GL_DATE.

DEPOSIT_TIME
Enter the time the deposit was made.

Source
Lockbox data file or lockbox transmission format.

Validation
None.

Destination
None.

TRANSMISSION_RECORD_COUNT
Enter the number of records in the import file. Include all of the types of records in the count: headers, trailers, receipts, and overflow records.

Source
Lockbox data file or lockbox transmission format.

Validation
If the transmission format includes the transmission header or trailer, lockbox counts all records in this transmission. The validated count includes all receipts and detail records transferred to the interim table.

Destination
AR_TRANSMISSIONS.COUNT

TRANSMISSION_AMOUNT
Enter the amount of the transmission.
Source
Lockbox data file or lockbox transmission format.

Validation
The sum of all of the receipt amounts within the transmission.

Destination
AR_TRANSMISSIONS.AMOUNT

TRANSFERRED_RECEIPT_COUNT
Receivables assigns a value to this column during the import process.

Source
Program counts the number of records transferred successfully.

Validation
The import file must leave this column blank.

Destination
AR_TRANSMISSIONS.VALIDATED_COUNT

TRANSFERRED_RECEIPT_AMOUNT
Receivables assigns a value to this column during the import process.

Source
Program totals the receipt amounts of records transferred successfully.

Validation
The import file must leave this column blank.

Destination
AR_TRANSMISSIONS.VALIDATED_AMOUNT

LOCKBOX_NUMBER
For lockbox header or trailer records, enter the lockbox name or number specified by the bank.
For batch header and trailer records, enter the lockbox number assigned to receipts in the batch.
For receipt records, enter the lockbox number assigned to receipts.
For overflow records, enter the number of the lockbox for the receipt.
Source
Provided by the bank or entered by the user.

Validation
This column is required on all lockbox headers and trailers. If the lockbox number is included in the lockbox transmission format, it must appear on every batch record. If the lockbox number is included in the lockbox transmission format and you don’t have batch records, it must be entered for each receipt and overflow record.

Destination
None.

LOCKBOX_BATCH_COUNT
Enter the number of batches in the lockbox.

Source
Lockbox data file or lockbox transmission format.

Validation
None.

Destination
None.

LOCKBOX_RECORD_COUNT
Enter the number of payment records in the lockbox.

Source
Lockbox data file or lockbox transmission format.

Validation
Do not include payment overflow records.

Destination
None.

LOCKBOX_AMOUNT
Enter the total value of the receipts in the lockbox.

Source
Lockbox data file or lockbox transmission format.
Validation
None.

Destination
None.

**BATCH_NAME**
For batch header and trailer records, enter the name or number that the bank uses to identify the batch.
For receipt records, enter the batch name for this receipt.
For overflow records, enter the batch for this overflow record.

**Source**
Lockbox data file or lockbox transmission format.

**Validation**
This column is required for each batch header and trailer record. If the batch name is included in your format, it must be entered for every receipt record. Each unique batch name determines a batch of transmission records. For example, if you enter two unique batch names for your transmission, lockbox divides your transmission into two batches of receipts. If the batch name is included in your format, you must enter this name for each overflow record.

**Destination**
AR_BATCHES.LOCKBOX_BATCH_NAME

**BATCH_AMOUNT**
Enter the total value of all receipts in this batch.

**Source**
Lockbox data file or lockbox transmission format.

**Validation**
None.

**Destination**
AR_BATCHES.CONTROL_AMOUNT

**BATCH_RECORD_COUNT**
Enter the number of receipt records in this batch.
**Source**
Lockbox data file or lockbox transmission format.

**Validation**
None.

**Destination**
AR_BATCHES.CONTROL_COUNT

**ITEM_NUMBER**
Enter a sequential number to indicate the location of each receipt or overflow record in the batch.

**Source**
Lockbox data file or lockbox transmission format.

**Validation**
This column is required, even if the lockbox transmission format doesn't have batch, lockbox, or transmission records. The item number must be unique within a batch, a lockbox (if batches are not provided), or within a transmission (if neither batches nor lockboxes are provided). All overflow records for a receipt must have the same item number as the receipt record. You must enter an item number for each overflow record to reference the receipt.

**Destination**
None.

**CURRENCY_CODE**
Enter the currency for each receipt.

**Source**
Lockbox data file or lockbox transmission format.

**Validation**
None.

**Destination**
AR_BATCHES.CURRENCY_CODE or AR_INTERIM_CASH_RECEIPTS.CURRENCY_CODE.

**EXCHANGE_RATE**
For receipts, enter the conversion rate to use for this currency.
Source
Lockbox data file or lockbox transmission format.

Validation
None.

Destination
AR_BATCHES.EXCHANGE_RATE or AR_INTERIM_CASH_RECEIPTS.EXCHANGE_RATE.

EXCHANGE_RATE_TYPE
Enter the conversion rate type to use for the receipt: Corporate, Spot, or User.

Source
Derived from the lockbox definition or lockbox transmission format.

Validation
None.

Destination
AR_BATCHES.EXCHANGE_RATE_TYPE or AR_INTERIM_CASH_RECEIPTS.EXCHANGE_RATE_TYPE.

REMITTANCE_AMOUNT
Enter the value of each receipt in the batch.

Source
Lockbox data file or lockbox transmission format.

Validation
A value is required for each receipt record.

Destination
AR_INTERIM_CASH_RECEIPTS.AMOUNT

TRANSIT_ROUTING_NUMBER
Enter the transit routing number from the receipt.

Source
Lockbox data file or lockbox transmission format.
Validation
This column is optional, but you must enter this number if you enter the account number. Receivables uses the transit routing number and account number together to identify the customer MICR number.

Destination
AP_BANK_BRANCHES.BANK_NAME, AP_BANK_BRANCHES.BANK_BRANCH_NAME, or AP_BANK_BRANCHES.BANK_NUM

ACCOUNT
Enter the bank account number from the receipt.

Source
Lockbox data file or lockbox transmission format.

Validation
This column is optional, but you must enter this number if you enter the transit routing number. Receivables uses the transit routing number and account number together to identify the customer MICR number.

Destination
AP_BANK_ACCOUNTS.BANK_ACCOUNT_NUM

CUSTOMER_BANK_ACCOUNT_ID
Receivables assigns a value to this column during the import process.

Source
AP_BANK_ACCOUNT_USES.EXTERNAL_BANK_ACCOUNT_ID

Validation
The import file must leave this column blank.

Destination
AR_INTERIM_CASH_RECEIPTS.CUSTOMER_BANK_ACCOUNT_ID

ANTICIPATED_CLEARING_DATE
Date a receipt is expected to clear.

Source
Lockbox data file or lockbox transmission format.
Validation
None.

Destination
AR_INTERIM_CASH_RECEIPTS.ANTICIPATED_CLEARING_DATE

CHECK_NUMBER
Enter the check number printed on the receipt.

Source
Lockbox data file or lockbox transmission format.

Validation
A value is required for each receipt record.

Destination
AR_INTERIM_CASH_RECEIPTS.RECEIPT_NUMBER or AR_CASH_RECEIPTS.RECEIPT_NUMBER.

SPECIAL_TYPE
Receivables assigns a value to this column during the import process.

Source
Program determines the type.

Validation
The import file must leave this column blank.

Destination
AR_INTERIM_CASH_RECEIPTS.SPECIAL_TYPE

AUTOAPPLY_FLAG
Indicates whether the AutoApply process is used during lockbox processing.

Source
Lockbox data file or lockbox transmission format.

Validation
None.
Destination
AR_INTERIM_CASH_RECEIPTS.AUTOAPPLY_FLAG

CUSTOMER_NUMBER
Enter the customer account number.

Source
Lockbox data file or lockbox transmission format.

Validation
This column is optional.

Destination
None.

OVERFLOW_INDICATOR
Receivables uses this column to indicate overflow records for the current receipt. You must enter a value for all overflow records.

Source
Lockbox data file or lockbox transmission format.

Validation
To identify the last overflow record, enter a value that is different from the overflow indicator in the transmission format. For example, in the BAI transmission format, 0 indicates an overflow record. You have three overflow records for a receipt, the first two records have 0 as the overflow indicator and the third record has 9. Since the third record is not 0, it is identified as the last overflow record.

Destination
None.

OVERFLOW_SEQUENCE
Enter a sequential number to indicate the order of overflow records.

Source
Lockbox data file or lockbox transmission format.

Validation
Within each receipt, the Overflow Sequence usually begins with 1.
Destination
None.

CUSTOMER_ID
Receivables assigns a value to this column during the import process.

Source
Program determines the ID.

Validation
The import file must leave this column blank.

Destination
AR_INTERIM_CASH_RECEIPTS.PAY_FROM_CUSTOMER or AR_CASH_RECEIPTS.PAY_FROM_CUSTOMER.

BILL_TO_LOCATION
Enter the customer bill-to site for this receipt and include the bill-to site in the transmission format.

Source
Lockbox data file or lockbox transmission format.

Validation
If the Require billing location for receipts Receivables system option is enabled, you must enter a value in this column. If the Require billing location for receipts Receivables system option is not enabled, you only have to enter a value in this column if the Require billing location option on the lockbox record is enabled.

Destination
None.

CUSTOMER_SITE_USE_ID
Receivables assigns a value to this column during the import process.

Source
Program determines the ID.

Validation
The import file must leave this column blank.

Destination
AR_INTERIM_CASH_RECEIPTS.SITE_USE_ID or AR_CASH_RECEIPTS.CUSTOMER_SITE_USE_ID.
RECEIPT_DATE
For receipt records, enter the date that is written on the check.

Source
Lockbox data file or lockbox transmission format.

Validation
If you are using MICR numbers to identify customers, this date must be equal to or earlier than the date of the lockbox submission. Otherwise, the receipts are processed as unidentified.

Destination
AR_INTERIM_CASH_RECEIPTS.RECEIPT_DATE, AR_INTERIM_CASH_RECEIPTS.EXCHANGE_DATE, AR_CASH_RECEIPTS.RECEIPT_DATE, or AR_CASH_RECEIPTS.EXCHANGE_DATE.

RECEIPT_METHOD
Enter the receipt method to associate with a receipt.

Source
Lockbox data file or lockbox transmission format.

Validation
Receipt methods contain information about the bank, bank account, and receipt distributions. The receipt method in this column must be the same as the receipt method assigned to the batch source for the lockbox.

Destination
None.

RECEIPT_METHOD_ID
Receivables assigns a value to this column during the import process.

Source
Program determines the ID.

Validation
The import file must leave this column blank.

Destination
AR_INTERIM_CASH_RECEIPTS.RECEIPT_METHOD_ID or AR_CASH_RECEIPTS.RECEIPT_METHOD_ID.
**INVOICE1-8**
For receipt records and overflow records, optionally enter the invoice numbers that a receipt is applied to.

**Source**
Lockbox data file or lockbox transmission format.

**Validation**
You don't have to start with INVOICE1, nor use all eight of the INVOICE columns on a record before you create a receipt record or an overflow record. You can find a list of valid values in AR_PAYMENT_SCHEDULES.TRX_NUMBER. You can supply invoice numbers without specifying the amount applied to each invoice.

**Destination**
None.

**MATCHING1_DATE - MATCHING8_DATE**
For matching dates.

**Destination**
None.

**RESOLVED_MATCHING_NUMBER1-8**
For resolved matching numbers.

**Source**
Program determines the numbers.

**Destination**
None.

**RESOLVED_MATCHING1_DATE - RESOLVED_MATCHING8_DATE**
For resolved matching dates.

**Source**
Program determines the dates.

**Destination**
None.
MATCH_RESOLVED_USING
For a match resolved.

Source
Program determines the value.

Validation
GD: No description or validation information is provided.

Destination
None.

RESOLVED_MATCHING1_INSTALLMENT - RESOLVED_MATCHING8_INSTALLMENT
For resolved matching installments.

Source
Program determines the value.

Destination
None.

INVOICE1_STATUS - INVOICE8_STATUS
Status of the invoices that a receipt is applied to.

Source
Program determines the value.

Validation
None.

Destination
None.

COMMENTS
For batch header and trailer records and for receipt records, enter any free-form comments.
Source
Lockbox transmission format.

Validation
For receipt records, Receivables stores these comments but doesn’t display them on the receipts.

Destination
AR_BATCHES.COMMENTS or AR_INTERIM_CASH_RECEIPTS.COMMENTS

ATTRIBUTECATEGORY
Enter the descriptive flexfield category information for this receipt.

Source
Lockbox data file or lockbox transmission format.

Validation
Descriptive flexfield category used to transfer additional information about a receipt.

Destination
AR_INTERIM_CASH_RECEIPTS.ATTRIBUTE1-15 or AR_CASH_RECEIPTS.ATTRIBUTE1-15.

ATTRIBUTE1-15
Enter the descriptive flexfield attributes of the category designated in the ATTRIBUTECATEGORY column.

Source
Lockbox data file or lockbox transmission format.

Validation
Use this column to transfer additional information about a receipt. For example, if the bank enters and transmits the customer name, use an attribute column to import this name.

Destination
AR_INTERIM_CASH_RECEIPTS.ATTRIBUTE1-15 or AR_CASH_RECEIPTS.ATTRIBUTE1-15.

INVOICE1_INSTALLMENT - INVOICE8_INSTALLMENT
For receipt records and overflow records, enter the installment numbers of invoices with multiple payment schedules that a receipt is applied to.
Source
Lockbox data file or lockbox transmission format.

Validation
If you don't specify the installment number for an invoice with multiple payment schedules, then Receivables applies the receipt amount to the oldest payment schedule first. The installment number must be on the same record as the associated invoice number.

Destination
None.

CUSTOMER_NAME_ALT
The alternate name of the customer.

Source
Lockbox data file.

Validation
None.

Destination
None.

CUSTOMER_BANK_NAME
The name of the customer bank. Used for receipt records.

Source
Lockbox data file.

Validation
None.

Destination
None.

CUSTOMER_BANK_BRANCH_NAME
The name of the customer bank branch. Used for receipt records.

Source
Lockbox data file.
Validation
None.

Destination
None.

REMITTANCE_BANK_NAME
The name of the bank that received the payment. Used for receipt records.

Source
Program determines the name.

Validation
None.

Destination
None.

BANK_TRX_CODE
The transaction code of the bank.

Source
Program determines the code.

Validation
None.

Destination
None.

AMOUNT_APPLIED1-8
Enter the amount of the receipt to apply to the invoice. If the receipt currency and the transaction currency are different, enter the amount of the receipt to apply in the transaction currency.

Source
Lockbox data file or derived from AMOUNT_APPLIED_FROM and EXCHANGE_RATE.

Validation
If you provide invoice numbers without specifying the amount applied to each invoice, Receivables applies the receipt to the invoices starting with the oldest receipt schedule first. The value of the AMOUNT_APPLIED column must be on the
same record as the invoice number to which it is applied. For example, you can’t have all of the invoice numbers on the receipt record and all of the amounts applied on the overflow record.

Destination
AR_INTERIM_CASH_RECEIPTS_ALL.AMOUNT_APPLIED (if a single application) or AR_INTERIM_CASH_RCPT_LINES_ALL.PAYMENT_AMOUNT (if multiple applications).

AMOUNT_APPLIED_FROM1-8
For receipt and overflow records, if the receipt currency and the transaction currency are different, enter the amount of the receipt to apply in the receipt currency.

Source
Lockbox data file or derived from AMOUNT_APPLIED_FROM and EXCHANGE_RATE.

Validation
None.

Destination
AR_INTERIM_CASH_RECEIPTS_ALL.AMOUNT (if a single application) or AR_INTERIM_CASH_RCPT_LINES_ALL.AMOUNT_APPLIED_FROM (if multiple applications).

INVOICE_CURRENCY_CODE1-8
For receipt and overflow records, if the receipt currency and the transaction currency are different, enter the currency of the transaction. This column is used for cross-currency receipt applications.

Source
Lockbox data file or derived from AR_PAYMENT_SCHEDULES_ALL.

Validation
This column is optional. If null, lockbox derives this value from AR_PAYMENT_SCHEDULES_ALL.

Destination
AR_INTERIM_CASH_RECEIPTS_ALL.INVOICE_CURRENCY_CODE (if a single application) or AR_INTERIM_CASH_RCPT_LINES_ALL.INVOICE_CURRENCY_CODE (if multiple applications).

TRANS_TO_RECEIPT_RATE1-8
For receipt and overflow records, if the receipt currency and the transaction currency are different, enter the conversion rate used to convert the receipt to the transaction currency.

Source
Lockbox data file or derived from AMOUNT_APPLIED_FROM and EXCHANGE_RATE.
Validation
This value is used for cross-currency receipt applications when the receipt and transaction currencies do not have a fixed conversion rate.

Destination
TRANS_TO_RECEIPT_RATE.

CUSTOMER_REFERENCE_1-8
For customer reference.

CUSTOMER_REASON1-8
For customer reason codes.

Receipt Application using the Match Receipts By Rule
During lockbox and manual receipt processing, Receivables uses the settings of the Match Receipts By rule to identify the document type to use to match receipts to transactions when customer information is not available.

Document Types for Receipt Matching
The following six document types are used to match receipts to transactions. During receipt processing, Receivables searches for one of these document types in this order:

• Transaction number
• Sales order number
• Purchase order number
• Balance forward billing number
• Shipping reference
• Contract number

Selection of the Match Receipts By Rule
When Receivables finds a document type with the same number as the current search to match the receipt with a transaction, the process checks the locations where Match Receipts By rules are enabled in this order:

• Customer bill-to site
• Customer
• Lockbox (for lockbox processing)
• System options

Receivables looks for a rule that matches the document type of the number in the current search, and stops when a value is found. For example, if Receivables finds a matching transaction number in the first search, it checks the
customer site for the Match Receipts By rule. If the rule is set to Transaction, Receivables matches the receipt with this transaction and applies the receipt.

If the Match Receipts By rule at the customer site is a document type other than Transaction, Receivables searches for a number that matches this document type.

If there are no values assigned at the customer site or customer level:

- For lockbox processing, Receivables uses either the Match Receipts By rule assigned to the lockbox or, if the Use match criteria to determine customer option is enabled, the entire document type hierarchy.
- For manual receipt processing, Receivables uses the Match Receipts By settings on the Receivables system options record assigned to the business unit.

If Receivables can't find a match after searching each document type, the process applies the receipt using the AutoCash rule set defined for the customer.

If the AutoCash rule set is unable to apply the receipt, Receivables assigns the receipt a status of Unapplied. You must then manually apply the receipt.

Examples of Matching Rules

Here are two examples of using matching rules.

Example 1: During lockbox processing, a receipt record indicates that a receipt should be applied to open debit item 12345. Receivables first searches for a transaction (invoice, debit memo, chargeback) with this number. Receivables finds an invoice with this number, so the process checks the value of the Match Receipts By parameter at the customer site. The Match Receipts By rule is null for this customer site, so Receivables checks the setting in the customer profile. Match Receipts By is set to Transaction in the customer profile, so Receivables matches and applies the receipt to the invoice.

Example 2: Using the same receipt record information as Example 1, assume that Receivables fails to find a transaction with the number 12345. The process then searches for a sales order with this number. Receivables can't find a sales order with this number, so it now searches for and finds a purchase order with number 12345. Receivables then checks the Match Receipts By rule at the customer site. The Match Receipts By rule is null for this customer site, so Receivables checks the setting in the customer profile. The rule is also null in the customer profile, so Receivables checks the rule for the lockbox. The Match Receipts By rule is set to Purchase Order Number for this lockbox, so the process matches the receipt with this purchase order and applies the receipt to the transaction.

Related Topics

- Examples of Using Each AutoCash Rule
- What are exception trends

FAQs for Lockbox

Why can't I find a receipt source in the lockbox?

Receipt sources are created and assigned to a particular business unit. Lockboxes are created and assigned to a particular lockbox set. The receipt sources available for use with a given lockbox are limited to the receipt sources created and assigned to the business units that belong to the lockbox set.

To define a receipt source for use with lockbox, use these settings:

- Set Receipt Source Type to Manual.
• Provide both a default **Receipt Method** and a default **Bank Account**.
• Set **Batch Numbering** to Automatic.

**How can I calculate the lockbox batch size?**

Use the **Batch Size** field to enter the number of receipts to assign to each receipt batch during lockbox processing. For example, if you have 991 receipts, and you set the batch size to 10, the lockbox process creates 99 batches with 10 receipts and one batch with one receipt.

If you do not want the lockbox process to separate your lockbox submission into multiple receipt batches, complete these steps:

• Enter a number that is larger than the number of receipts in the lockbox transmission for this lockbox.
• Enable the **Complete batches only** option when you submit your lockbox transmission.

**How can I use the accounting date source?**

The value in the lockbox **Accounting Date Source** field determines the accounting date to apply to the receipts in the lockbox.

The accounting date source values for lockbox processing are:

• **Constant Date**: Use the accounting date that you enter in the lockbox transmission. If you do not enter an accounting date, the lockbox process does not validate your data.
• **Deposit Date**: Use the deposit date that you enter in the lockbox transmission. This is the date that your remittance bank deposits your receipts. If you do not enter a deposit date, the lockbox process displays an error and prompts for a deposit date to submit the lockbox.
• **Import Date**: Use the date you import receipts.

**How does AutoApply manage invalid transaction numbers?**

If lockbox uses AutoApply, then the lockbox process attempts to match customers to receipts and receipts to transactions based on your setup.

If lockbox cannot fully apply a receipt due to invalid transaction numbers, then it manages the additional amounts according to the **Post Partial Amount as Unapplied** option. Receipts are applied to valid transactions, and the remaining receipt amounts are marked as Unapplied.

**Transmission Formats for Lockbox**

**How Lockbox File Transmissions Are Validated**

The first step in lockbox processing is validating the data imported from your bank file using the lockbox file transmission.

The lockbox process validates the data that you receive from the bank to ensure that:

• the entire file was received.
• there are no duplicate receipts within a batch.
• the customers and transactions are valid.

Lockbox also validates that all data is compatible with Receivables by ensuring that the columns in the AR_PAYMENTS_INTERFACE_ALL table reference the appropriate values and columns in Receivables.

Settings That Affect Lockbox Validation
Lockbox checks for duplicate receipts and transactions.

Duplicate receipts have the same receipt number, amount, currency, and customer account number. Lockbox doesn’t allow duplicate receipts within the same receipt source for the same customer. This is the same validation Receivables performs when you manually enter receipts.

Transaction numbers are only required to be unique within a receipt source. A customer can have duplicate transaction numbers as long as they belong to different receipt sources. However, lockbox can't automatically apply a payment to these transactions.

If a customer has more than one transaction in the lockbox transmission with the same number, then lockbox can't determine to which transaction to apply the payment. In this case, the receipt is either left as Unapplied (if the customer account number or MICR number is provided) or Unidentified (if the customer account number or MICR number is not provided).

You can manually apply the receipt according to the transaction recommendations that Receivables presents according to your implementation.

How a Lockbox Transmission Is Validated
When you import a bank file, lockbox completes the following validations:

• Transmission Level Validations
• Lockbox Level Validations
• Batch Level Validations
• Receipt Level Validations
• Overflow Level Validations
• Customer Validations
• Currency Validation

Transmission Level Validations
Lockbox validates the lockbox transmission to ensure that transmission information corresponds to the transmission format. The following attributes are validated:

• Transmission format contains receipt records.
• Either the lockbox number is part of the transmission format, or you specify the lockbox number when you submit the lockbox.
• Accounting date is in an open accounting period.
• Total transmission record count and amount that you supply must match the actual receipt count and amount that is determined by lockbox. If the transmission format includes the transmission header or trailer, lockbox counts all records in this transmission. The validated count includes all receipts and detail records transferred to the interim table.
• Origination number is valid, if it is provided.
Lockbox Level Validations
Lockbox validates the lockbox records to ensure that lockbox information corresponds to the transmission format. The following attributes are validated:

- If the transmission format includes the transmission header or trailer, ensure that the lockbox number is included and is valid.
- Lockbox batch count is correct, if it is provided.
- Lockbox amount is correct, if it is provided.
- Lockbox record count is correct, if it is provided.
- Origination number is valid, if it is provided.
- No duplicate lockbox numbers.

Batch Level Validations
Lockbox validates the batch records to ensure that batch information corresponds to the transmission format. The following attributes are validated:

- Batch name exists on batch records.
- Batch name is unique within the transmission.
- Batch amount is correct.
- Batch record count is correct.
- Lockbox number exists on batch records, if this number is part of the transmission format.

Receipt Level Validations
Lockbox validates the receipt records to ensure that receipt information corresponds to the transmission format. The following attributes are validated:

- Remittance amount is specified.
- Check number is specified.
- Item number is specified and is unique within a batch, a lockbox, or the transmission, depending on the transmission format.
- Lockbox number is specified (if this number is not part of the lockbox header or trailer of the transmission format) and batches are not imported.
- Batch name is specified, if either batch headers or trailers are part of the transmission format.
- Account number is specified, if transit routing number is part of the transmission format.
- Invoice1-8 are either valid or left blank.
- Installment1-8 are either valid installment numbers or are left blank.
- Invoice, debit memo, credit memo, on-account credit, or chargeback number derived from the matching number doesn't belong to a receipt.
- Transaction number is entered where an application amount is specified.
- Sum of all of the Amount Applied columns for a receipt doesn't exceed the remittance amount.
- Customer account number is valid.
- Customer account number and MICR number both reference the same customer, if both are provided.
- Receipt date is specified.
- Receipt method is valid.
Overflow Level Validations
Lockbox validates the overflow records to ensure that overflow information corresponds to the transmission format. The following attributes are validated:

- Batch name is specified, if either batch headers or trailers are part of the transmission format.
- Lockbox number is specified, if either the batch header or trailer is not specified and the transmission format includes the lockbox number.
- Item number is specified and matches a receipt record.
- Overflow indicator is specified, unless it is the last overflow record.
- Overflow sequence is specified.
- Invoice1-8 are either valid or are left blank.
- Installment1-8 are either valid installment numbers or are left blank.
- Transaction number derived is entered where an application amount is specified.

Note: For Receipt and Overflow validations of Invoice1-8: If you are using matching numbers and a receipt record indicates that multiple transactions are to be paid by this receipt, lockbox assumes that all of the transactions are the same document type, such as invoices, sales orders, or purchase orders. For example, if the first 2 transactions are invoices, lockbox successfully matches them with this receipt. However, if the next transaction is not an invoice, lockbox either imports the remaining receipt amount as Unidentified or rejects the entire receipt, depending on the lockbox definition. If lockbox imports the remaining receipt amount as Unapplied, then Receivables retains the invalid matching numbers.

Customer Validations
Lockbox can either validate customer data based on the following attributes or mark the receipt as Unidentified if no match is found:

- Customer account number is valid.
- MICR number is valid.
- Bill-to customer is from a matched invoice, if matching is enabled.

Currency Validation
Receivables lets you process receipts in multiple currencies. If you pass the currency, conversion type, and receipt date, lockbox attempts to determine the conversion rate. If lockbox is unable to determine the conversion rate, the receipt will fail validation.

Related Topics
- Lockbox Standard Receipt Import Process

Lockbox Transmission Formats
Lockbox receipt processing makes use of transmission formats, also called control files (.ctl), to specify how the data in a bank file is organized for import into the Receivables interface tables.

The control files are based on industry standards that are used by many banks for transferring lockbox receipts.
During Lockbox receipt processing:

- The Load Interface File for Import process identifies the control file to use based on the prefix of the bank file name. For example, because the file Arlockboximportbai2_mmddyyyy.dat begins with arlockboximportbai2, the process uses this transmission format.
- The Lockbox validation process uses the structure of the transmission format to ensure that data is transferred from the bank file to the tables correctly.

Transmission Formats

The following list describes predefined Receivables transmission formats. The BAI and EDI823 control files are fixed-length text-based data files.

If the BAI and EDI823 control files can't meet the specific requirements of a particular customer, Receivables also provides the FBDI comma-delimited control file (arlockboximportc.ctl) and corresponding spreadsheet.

**BAI (arlockboximportbai.ctl)**

Original format created by the Bank Administration Institute.

**BAI 2.0 (arlockboximportbai2.ctl)**

Updated format created by the Bank Administration Institute.

**BAI2 Extended (arlockboximportextbai2.ctl)**

Updated format that provides some extended field lengths.

**ORA_BAI2-EXTENDED_GENERIC (arlockboximportgenbai2.ctl)**

Updated format similar to the BAI2 Extended format with field lengths similar to database table field lengths holding comparable data.

**EDI823 (arlockboximportedi823.ctl)**

Format used in an Electronic Data Interchange (EDI) environment.

**Receivables Standard Receipt Import (FBDI) (arlockboximportc.ctl)**

Format similar to Cloud FBDI process control files. These files provide a comma-delimited data file with a corresponding macro-enabled spreadsheet template.

Lockbox Transmission Format Record Types

Enter the record types to include in a lockbox transmission format. Use the Identifier column to uniquely identify each record type.

Your bank file might not contain all of these record types. You should define your transmission format to only include the record types you actually use.

**Record Types**

**Batch Header**
A Batch Header marks the beginning of a specific batch. Batch Headers usually contain information such as batch number, deposit date, and lockbox number.

**Batch Trailer**

A Batch Trailer marks the end of a specific batch. Batch Trailers usually contain information such as batch number, lockbox number, batch record count, and batch amount.

**Lockbox Header**

A Lockbox Header marks the beginning of a specific lockbox. Lockbox Headers usually contain information such as destination account and origination number.

**Lockbox Trailer**

A Lockbox Trailer marks the end of a specific lockbox. Lockbox Trailers usually contain information such as lockbox number, deposit date, lockbox amount, and lockbox record count.

**Overflow Receipt**

An Overflow Payment usually contains invoice information for a specific payment, such as batch number; item number; sequence number; overflow indicator; invoice, debit memo, or chargeback number; and debit item amounts. Receivables combines the overflow and payment records to create a logical record to submit payment applications.

**Receipt**

A Receipt usually contains payment information such as MICR number, batch number, item number, check number, and remittance amount.

**Service Header**

Service Header records contain general information about the transmission.

**Transmission Header**

A Transmission Header marks the beginning of a specific data file. Transmission Headers usually contain information such as destination account, origination number, deposit date, and deposit time.

**Transmission Trailer**

A Transmission Trailer marks the end of a specific data file. Transmission Trailers usually contain information such as total record count.

**Lockbox Transmission Format Field Types**

Enter the lockbox transmission field types to use to identify the characteristics of each lockbox transmission record type.

You specify the size, order, and format of each transmission record. The lockbox transmission program only validates the fields that you define in your transmission format. The transmission format must be fully compatible with how you organize data in your lockbox file.
Field Types

Account
Your customer bank account. The bank account number and the transit routing number make up your customer MICR number.

Alternate Name
The alternate name for this customer.

Amount Applied 1 to 8
The amount applied to each invoice, debit memo, or chargeback. Each payment or overflow payment record can accommodate up to eight debit item numbers. For cross-currency applications, this is the amount to apply in the transaction currency.

Amount Applied From 1 to 8
Used for cross-currency receipt applications, this is the amount applied to each transaction in the receipt currency. Each payment or overflow payment record can accommodate up to eight debit item numbers.

Attribute 1 to 15
Use attributes to enter descriptive flexfield segments. Attributes can only be assigned to payment records.

Bank Transaction Code
A code defined for each account that is used by your bank to uniquely identify the kind of transaction in a bank statement (for example, debit, credit, void). This is also used by Cash Management to determine the receipt effective date.

Batch Amount
The total receipt batch amount for a specific bank batch.

Batch Name
The name of the batch for a specific bank batch.

Batch Record Count
The total number of payment records in a specific bank batch. The total number of all batch record counts equals the Lockbox Record Count. This doesn’t include overflow payments, headers, or trailers.

Billing Location
Your bank transmits the billing location of the payment. You must only specify the field name and the field positions that the billing location occupies in the transmitted data file.

Comment
Any comments you want to associate with this transmission.
Conversion Rate
The conversion rate associated with this payment, if you are using lockbox to import foreign currency receipts.

Conversion Type
The conversion type used to convert a foreign currency receipt to the ledger currency.

Currency
The currency of the payment. For cross-currency payments, you can also enter the Invoice Currency. If you don't enter a value in this field, lockbox derives the currency from the information that is provided in the Amount Applied 1 to 8 and Amount Applied From 1 to 8 fields.

Customer Bank Branch Name
The name of the customer bank branch.

Customer Bank Name
The name of the customer bank.

Customer Number
The identification number of the customer who submitted a payment.

Customer Reason 1 to 8
The customer reason why a payment shows a discrepancy.

Customer Reference 1 to 8
Customer comments about this payment.

Deposit Date
The date the bank receives and deposits the customer payment.

Deposit Time
The time the bank receives and deposits the customer payment.

Destination Account
Your business bank account. Your business may have more than one bank account.

Effective Date
The date on which the bank determines a customer balance to apply interest (used by Cash Management).

Invoice 1 to 8
The invoices, debit memos, and chargebacks to which you apply your payment. Each payment or overflow payment record can accommodate up to eight debit item numbers.
Invoice 1 to 8 Installment
The installment number for this invoice.

Invoice Currency 1 to 8
The currency of the transaction. This field is used for cross-currency receipt applications. This field is optional.

Item Number
A sequence number that your bank assigns to a specific payment. This number associates an invoice with a receipt.

Lockbox Amount
The total payment amount in a specific lockbox.

Lockbox Batch Count
The total number of bank batches in a specific lockbox.

Lockbox Number
The identification number for a specific lockbox.

Lockbox Record Count
The number of payment records in a specific lockbox. This doesn't include overflow payments, headers, or trailers.

Matching Date 1-8
The dates to use to match receipts with transactions, if you are using the Match on Corresponding Date option for this lockbox.

Origination
The bank origination number provided by your bank. This number uniquely identifies the bank branch that sends you lockbox information.

Overflow Indicator
Indicates whether there are any additional overflow records for this payment.

Overflow Sequence
A sequence number that your bank assigns to each overflow payment.

Receipt Method
The receipt method associated with this lockbox.

Payment Number
The identification number of a payment. For example, a check number.
Receipt Date
The date your customer made a payment.

Record Identifier
A number that identifies the kind of transmission record.

Remittance Amount
The amount of a payment.

Remittance Bank Branch Name
The name of the bank branch from which this payment originated.

Remittance Bank Name
The name of the bank from which this payment originated.

Status
The status of this payment.

Total Record Count
The total number of transmission records in a bank file. This includes headers, trailers, payments, and overflow records.

Trans to Receipt Rate 1 to 8
The conversion rate used to convert the receipt amount from the receipt currency to the transaction currency. This field is used for cross-currency receipt applications, when the receipt and transaction currencies don't have a fixed rate. If the currencies have a fixed rate, this field is optional (in this case, lockbox derives the rate to use).

Transit Routing Number
The number that uniquely identifies your customer bank. The transit routing number and the customer bank account number make up the customer MICR number.

Transmission Amount
The total amount of payments for a bank file.

FAQs for Transmission Formats for Lockbox

Can I reformat the transmission amount?
Yes, by using the Format Amount field setting. If you set this field to Yes, lockbox rounds the format amount to the same degree of precision and the same number of decimal places as your ledger currency.
For example, if your ledger currency is USD (precision = 2) and you set this option to Yes, a value of 50000 in the
bank data file is formatted as 500.00. If you set the option to No, then this value is not formatted and would appear as
50000.

What's an overflow record?
An overflow record stores additional receipt information that can't fit on the receipt record. This is typically additional
invoice numbers and the amount of the receipt to apply to each invoice.
Each overflow record must have a receipt record as a parent. If there are multiple overflow records for a receipt record,
each overflow record is assigned an overflow sequence.

AutoMatch Rule Sets

How AutoMatch Recommendations Are Calculated
During receipt processing, Receivables applies receipts to transactions based on the transaction information provided.
In cases where the transaction information provided doesn't exactly match the transaction numbers on record,
the AutoApply process attempts to find as close a match as possible and either apply the receipt to the transaction
automatically or present one or more transactions as recommendations for manual receipt application.
In like manner, during lockbox processing it may happen that a lockbox contains incomplete or inaccurate customer
information. The AutoApply process attempts to match a customer to a receipt and present one or more customers as
recommendations for the receipt.
The AutoMatch rule set provides information that is used by the AutoApply process to complete the process of applying
receipts to transactions. The settings in the AutoMatch rule set provide these recommendations:
- Customer recommendations: The matching process recommends customers for lockbox receipts that have
invalid customer information.
- Transaction recommendations: The matching process recommends one or more transactions for receipt
application for both lockbox and manual receipts.

Settings That Affect AutoMatch Recommendations
Recommendations are based on matching threshold levels defined in the AutoMatch rule set. These threshold settings
determine the percentage level necessary to consider a customer or transaction for receipt recommendation:
- Customer Recommendation Threshold: The qualifying percentage necessary to add customer information to
a receipt. If the calculated score for a customer account number is above this threshold, then the AutoApply
process adds this customer information to the receipt.
- Minimum Match Threshold: The qualifying percentage necessary to recommend a transaction for receipt
application. If the calculated score for one or more transactions is above this threshold, the AutoApply process
recommends the transactions for receipt application, in order of the highest percentage match.

Note: The minimum match threshold must be less than the customer recommendation threshold
and the combined weighted threshold.
- Combined Weighted Threshold: The qualifying percentage necessary for the AutoApply process to apply a
receipt to a transaction automatically. This percentage is the sum of the qualifying percentages defined for the
supplied customer information, transaction information, and actual transaction amount that is considered for receipt matching.

- Days of Closed Invoices Threshold: Determines which closed transactions to include in the AutoMatch process. All transactions that were closed on or before the number of days provided as the threshold value are considered for application or recommendation.

**How AutoMatch Recommendations Are Calculated**

The threshold qualifying percentages defined in the AutoMatch rule set are compared to the resulting scores of each customer account number or transaction number that is analyzed by the matching process.

The matching process derives a recommendation in this way:

1. If applicable, remove characters and spaces from the number as defined by the AutoMatch rule set string handling.
2. Apply the formula (Levenshtein algorithm) to the resulting string to obtain the score. This formula is:
   \[
   1 - \frac{\text{number of changes required to make the recommended string match the provided string}}{\text{length of the larger string}}
   \]
3. Compare the resulting score to the applicable threshold.

**AutoMatch Recommendation: Example**

The transaction number 10010 is provided by lockbox for a receipt application. This number doesn't exist, but Receivables finds the number AR10001. The recommendation for this number is calculated in this way:

1. The AutoMatch rule set string handling settings indicate that the first two characters are to be removed from a string under consideration.
   Receivables removes AR, leaving the number 10001.
2. It will take one transposition for 10001 to match 10010. Therefore, the score for this match is \((1 - 1/5) = 80\%\).
3. The 80\% score exceeds the Combined Weighted Threshold value of 70\%, so the receipt is automatically applied to transaction AR10001.

**Related Topics**

- When do I use days to AutoApply a receipt
- How Recommendations for Receipt Application Are Calculated

**AutoMatch Combined Weighted Thresholds**

When you define an AutoMatch rule set, use the weighted threshold fields to qualify the percentage necessary to allow for an automatic receipt application. This qualifying percentage considers the importance, or weight, that the AutoApply process should give to the three main components of a transaction: customer information, transaction information, and transaction amount.

**How You Use the Combined Weighted Thresholds**

Enter the weight, as a percentage, that the AutoApply process should give to the successful matching of customer, transaction, and amount information, when considering a transaction for automatic receipt application.

The total of the three percentages must equal 100. In most cases, you would not give equal weight to each component of a transaction. That is, you would not enter 33, 33, 34 as the three weighted values. In order for AutoApply to apply
a receipt to a transaction automatically, the weighted thresholds you enter should reflect your standard business practices.

Enter these weighted thresholds:

- **Customer Weight**: Enter the weight to give to matching the customer information on the transaction.
- **Transaction Weight**: Enter the weight to give to identifying the correct transaction, either by correct matching or by the Match Receipts By rule document reference.
- **Amount Weight**: Enter the weight to give to matching the open balance amount. Because the parts of a transaction amount can play a part in this decision, you can use the Amount Weight Exceptions section to provide additional granularity to the open balance amount considered.

The AutoApply process calculates the percentage score for each match between customer, transaction, and amount. It then derives a final score for each weighted threshold as a percentage of the weighted threshold values, and adds these results to obtain a final score. This final score is then compared against the combined weighted threshold value.

For example, you enter these weighted threshold values:

<table>
<thead>
<tr>
<th>Weight</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined Weighted Threshold</td>
<td>75%</td>
</tr>
<tr>
<td>Customer</td>
<td>20%</td>
</tr>
<tr>
<td>Transaction</td>
<td>70%</td>
</tr>
<tr>
<td>Amount</td>
<td>10%</td>
</tr>
</tbody>
</table>

During lockbox processing, a transaction is presented for receipt application with these details:

- Customer account number: 1001
- Transaction number: 10010
- Amount due remaining: 127
- Amount after discount: 120.65
- Tax remaining: 20
- Freight Remaining: 7
- Unearned Discount: 6.35

Lockbox presents a receipt for application with these details:

- Customer account number: 1005
- Reference number: 1001
- Reference amount: 120.65

AutoApply performs these calculations:

- Customer match: The match between account number 1001 and 1005 has a calculated score of 75% \([1 - 1/4] \times 100\). Since the customer weighted threshold value is 20%, this provides a final score of 15%. 

• Transaction match: The transaction match has a calculated score of 80% \([1 - 1/5]*100\). Since the transaction weighted threshold value is 70%, this provides a final score of 56%.
• Amount match: The transaction amount match is 100%. Since the amount weighted threshold value is 10%, this provides a final score of 10%.

The sum of the three final scores is 81%, which is greater than the Combined Weighted Threshold value of 75%. Therefore, AutoApply automatically applies the receipt to the transaction.

**Note:** If the score were below the Combined Weighted Threshold value but above the Minimum Match Threshold value, then AutoApply would generate recommendations for user review. If the score were below the Minimum Match Threshold value, then AutoApply would not generate recommendations.

### AutoMatch Amount Weight Exceptions

When you define an AutoMatch rule set, the values you enter in the **Amount Weight Exceptions** section qualify the meaning of the open balance amount that is considered by the **Amount Weight** threshold.

#### How You Use Amount Weight Exceptions

Enter threshold percentages to qualify the weight to give to different portions of the open balance amount on a transaction.

Enter these amount weight exception thresholds:

- **Net of Tax Weight**: Enter the weight to give to the total transaction amount net of tax but including freight.
- **Net of Tax and Freight Weight**: Enter the weight to give to the total transaction amount net of tax and freight.
- **Net of Freight Weight**: Enter the weight to give to the total transaction amount net of freight but including tax.
- **Unearned Discount Weight**: Enter the weight to give to transaction amounts that include an unearned discount.

If an exact match exists between the receipt amount and transaction amount, AutoApply uses the **Amount Weight** threshold value without reference to the amount weight exceptions.

If an exact match doesn’t exist between the receipt amount and transaction amount, AutoApply looks for the best match among all of the amount weight exceptions to derive a percentage score.

For example, you enter these amount weight exception threshold values:

<table>
<thead>
<tr>
<th>Weight</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net of Tax Weight</td>
<td>70%</td>
</tr>
<tr>
<td>Net of Tax and Freight Weight</td>
<td>70%</td>
</tr>
<tr>
<td>Net of Freight Weight</td>
<td>80%</td>
</tr>
<tr>
<td>Unearned Discount Weight</td>
<td>60%</td>
</tr>
</tbody>
</table>
During lockbox processing, a transaction is presented for receipt application with these details:

- Customer account number: 1001
- Amount due remaining: 127
- Amount after discount: 120.65
- Tax remaining: 20
- Freight Remaining: 7
- Unearned Discount: 6.35

Lockbox presents a receipt for application with these details:

- Customer account number: 1005
- Reference amount: 120

Because no exact match exists between the transaction amount and the receipt amount, AutoApply looks for the closest match among the amount weight exceptions to derive an amount weight. There is an exact match between the receipt amount and the transaction amount net of freight (127 - 7 = 120). AutoApply therefore uses the **Net of Freight Weight** threshold value of 80% as the calculated score for the Amount Weight threshold.

### How AutoMatch String Handling Works

The **String Handling** section of the Create and Edit AutoMatch Rule Set pages provides rules that assist in the search for transaction matches against the Match Receipt By document reference used by AutoApply.

The rules indicate what part of a string to remove in order to compare the resulting stripped number against the matching numbers provided during receipt processing. Matching recommendations for the string are processed according to the weighted threshold values of the AutoMatch rule set.

You can define rules for transaction strings and remittance strings.

### Settings That Affect String Handling

Use the string handling settings to indicate what part of a string to remove before string comparison. This is typically an alphanumeric prefix or suffix, or a string of zeros used to pad numbers to equal length.

Enter these settings:

- **String Location:** Indicate whether to remove characters and digits from the Front or Back of the string.
- **String Value:** Indicate the type of characters and digits to remove: Zero, Empty Spaces, or Any. Any includes zeros, spaces, and any character, digit, or special character.
- **Number of Characters:** Indicate the number of places to remove.

### How String Handling Is Used

If the string handling settings for a transaction number are:

- **String Location:** Front.
- **String Value:** Any.
- **Number of Characters:** 5.

Then the string ABC: 10044 is converted to 10044. The string handling process removed the first 5 characters from the string: the alphanumeric characters ABC, the colon (:), and the space.
If the string handling settings for a transaction number are:

- String Location: Back.
- String Value: Zero.
- Number of Characters: 3.

Then the string:

- ABC: 10044000 is converted to ABC: 10044.
- 985660000 is converted to 985660.
- 98566000000003 is not processed. This is because AutoApply looks for zeros at the end of the string but finds a number instead.

Application Exception Rule Sets

Application Exception Rule Conditions and Actions

Use the Exception Rules section of the Create Receivables Application Exception Rule Set page to indicate how to process each overpayment and underpayment condition.

Each exception rule consists of:

- A condition.
- The amount and percentage that applies to the condition.
- The action to take when the condition arises.

The Action field contains the Receivables activities that you have defined for Adjustment, Receipt Write-off, or Refund. The underpayment or overpayment amount is accounted for in the general ledger accounts belonging to the applicable Receivables activity.

The User Review Required option indicates whether the action is processed automatically or requires manual review and approval.

For example, the exception rule:

**Over Payment >= 100 Refund**

means that if a receipt application overpays a transaction by $100 or more, then the customer should receive a refund.

The exception rule:

**Under Payment < 5 Write-off**

means that if a receipt application results in an underpayment of less than $5, then the remaining amount can be written off.

You can use the Percent field with the Amount field to further refine the scope of a condition. If you use both fields, then both conditions must be met in order to apply the rule.

For example, the exception rule:

**Under Payment < 5 5% Write-off**
means that if a receipt application results in an underpayment that is both less than $5 and also less than 5% of the open balance, then the remaining amount can be written off. In this case, if a $10 open balance has a $4 underpayment, then this exception rule doesn't apply, because $4 is 40% of the open balance. If the $4 underpayment were for an open balance of $100, then the rule does apply, because $4 is 4% of the open balance.

Related Topics

- Approval Limits Document Types
- How Recommendations for Receipt Application Are Calculated

FAQs for Application Exception Rule Sets

When do I use an application exception rule set?

Use an application exception rule set to manage remaining amounts after lockbox processing. After lockbox processes and applies receipts, the AutoApply process uses the application exception rule set to determine how to manage over and under payments:

- If there is an overpayment, the application exception rule indicates whether to refund the amount to the customer, place the amount on account, write off the amount, or leave the amount unapplied.
- If there is an underpayment, the application exception rule indicates whether to allow write off of the remaining open balance amount on the transaction.

What’s the difference between the AutoMatch rule set and the application exception rule set?

During lockbox processing, the AutoMatch rule set provides recommendations for matching receipts to transactions based on the transaction information provided. The AutoApply process attempts to match receipts to transactions and either apply receipts automatically or present for manual processing transaction recommendations for receipt application.

If the AutoApply process can apply the receipt to all of the transaction references automatically, then it uses the details of the application exception rule set to refund overpayment to the customer, if there is one, or process underpayment according to the exception rules.

If AutoApply can't apply the receipt to all of the transaction references automatically, then the remaining transaction recommendations are presented, if available, for manual processing and the application exception rule set is not used.

Note: If a receipt doesn't have a transaction reference, the application exception rule set for overpayments is not used.

Customer Paying Relationships

Customer Hierarchies and Paying Relationships

The customer hierarchy describes the structure of an enterprise or portion of an enterprise. Enterprise structures are defined and maintained in the FND_HIER tables. There are three predefined hierarchies: Customer hierarchy, Trading Community party hierarchy, and Duns and Bradstreet hierarchy.
You assign a paying relationship to a hierarchy to indicate how the parties in the hierarchy are able to manage each other’s customer payments. There are two paying relationships:

- **Pay Any**: Any party within the relationship can pay for the accounts of any other party within the relationship.
- **Pay Below**: A parent-child relationship, whereby each party can pay for its own transactions and the transactions of all parties that are lower in the hierarchy (children, grandchildren, and so on).

This figure describes the customer hierarchy in Acme Corporation:

### Pay Any Paying Relationship

If this Acme Corporation hierarchy is assigned a Pay Any paying relationship, then:

- Acme Worldwide can pay for Acme USA, Acme Japan, and Acme West.
- Acme USA can pay for Acme Worldwide, Acme Japan, and Acme West.
• Acme Japan can pay for Acme Worldwide, Acme USA, and Acme West.
• Acme West can pay for Acme Worldwide, Acme USA, and Acme Japan.

Pay Below Paying Relationship
If this Acme Corporation hierarchy is assigned a Pay Below paying relationship, then:
• Acme Worldwide can pay for Acme USA, Acme Japan, Acme West, and its own transactions.
• Acme USA can pay for Acme West and its own transactions.
• Acme Japan can pay for its own transactions.

Related Topics
• How You Manage Hierarchies

FAQs for Customer Paying Relationships

What's the difference between an account relationship and a paying relationship?
An account relationship is a flat relationship between two customer accounts only. In an account relationship, either one account can pay for the transactions of another account (one-way) or both accounts can pay for the transactions of each other (reciprocal).

A paying relationship makes use of a hierarchical structure within an enterprise to allow all corresponding accounts and transactions that are associated with one party to be accessible to other parties in the structure. In a paying relationship either one account can pay for the transactions of accounts lower in the hierarchy (Pay Below) or all accounts anywhere in the hierarchy can pay for the transactions of any other party (Pay Any).

What happens if a customer hierarchy type is deactivated?
Then the active paying relationship assignments for this hierarchy are no longer valid. You must enter an end date for each related paying relationship assignment that is on or before the date the customer hierarchy type was deactivated.

FAQs for Receipt Sources

How does automatic batch numbering work?
The automatic receipt and remittance processes assign a number to an automatic receipt or remittance batch by adding +1 to the previous batch number. When you define the Automatic Receipts receipt source, enter a number in the Batch Number Starts After field as the starting point from which to increment the next automatic receipt batch number.

For example, to number automatic receipt batches starting with 1000, enter the number 999. The automatic receipt process adds +1 to each subsequent number as new batches are created.

Where are receipt sources used?
You only use receipt sources with receipt batches and remittance batches. This includes automatic receipt batches, lockbox receipts, and receipts created using a spreadsheet.
The Automatic Receipts receipt source is used automatically by the automatic receipt and remittance processes. You don't need to enter this receipt source.
5 Configure Payment System Connectivity

Options for Validations

Validations are rules that ensure that transactions are valid before they are printed or submitted electronically to payment systems. You use validations to ensure that disbursement transactions, such as invoices, payments, and payment files meet specific conditions before they can be paid. You can assign validations to payment methods and payment formats. A validation can be executed at the document payable, payment, or payment file level.

In payment processing, it's critical that payment files sent to payment systems and financial institutions are valid and correctly formatted. If this is not done, the payment process is slowed, which results in additional time and cost due to problem resolution. Oracle Fusion Payments helps you achieve straight-through processing by ensuring that payment-related details are valid. To assign validations, you can select from the following options:

- Assigning validations
- Creating user-defined validations
- Selecting from a predefined library of validations

The following table lists the objects you can validate and when validations are executed for the applicable setup.

<table>
<thead>
<tr>
<th>Object</th>
<th>Payment Method-Driven Validations are Enforced When...</th>
<th>Payment File Format-Driven Validations are Enforced When...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Payable</td>
<td>The invoice is saved in the source product.</td>
<td>The invoice installment is selected for payment.</td>
</tr>
<tr>
<td></td>
<td>The invoice installment is selected for payment.</td>
<td></td>
</tr>
<tr>
<td>Payment</td>
<td>The payment is created by building related documents payable together.</td>
<td>The payment is created by building related documents payable together.</td>
</tr>
<tr>
<td>Payment File</td>
<td>Not applicable.</td>
<td>The payment file is created.</td>
</tr>
</tbody>
</table>

Assigning Validations

You can assign user-defined validations to any:

- Payment method
- Payment file format

You can assign a validation to whichever object drives the requirement for validation. For example, if your bank format requires a limited number of characters in a specific field, you can assign that validation to the bank format. By doing this, you ensure that the validation is enforced only when applicable. However, if you want to enforce a general validation that isn't specific to the payment method or format, you can consider timing in your decision.
Payments always validates as early as possible for a given object and setup. Document payable validations that are associated with payment methods are enforced earlier in the process than those associated with formats. If you want validation failures handled by the same person who is entering the invoice, you can associate the validation with the payment method. This method is ideal for business processes where each person has full ownership of the items entered. However, if you want focused invoice entry with validation failures handled centrally by a specialist, you can associate the validation with the format. This method is ideal for some shared service centers.

Creating User-Defined Validations
A user-defined validation explicitly specifies the object to which the validation applies:

- Document payable
- Payment
- Payment file

User-defined validations are basic validations that correspond to simple operations. These validations can be used as components, or building blocks, to build more complex validations. They enable you to validate, for example, the following conditions:

- Length of a value. Example: Payment Detail must be fewer than 60 characters for your bank-specific payment file format.
- Whether a field is populated. Example: Remit to bank account is required when payment method is Electronic.
- Whether content of a field is allowed. Example: Currency must be USD when using your domestic payment file format.

Selecting From a Predefined Library of Validations
Payments provides a library of predefined validations. You can associate these predefined validations with any payment method or payment file format you create. Many of the payment formats provided by Oracle have predefined validations associated with them by default.

Predefined validations are groups of individual validations that are together for a specific purpose. Many of the predefined validations that you can associate with payment formats are country-specific. Predefined validations cannot be modified, although some have parameters you can set to define specific values.

How You Set Up Formats
Setting up formats is a mandatory task in Oracle Fusion Payments. A format is a disbursements or a funds capture data file to which an Oracle Business Intelligence Publisher (Oracle BI Publisher) template is applied. Oracle BI Publisher templates contain formatting attributes that format data files. Formatted outputs include printed checks, electronically transmitted payment files, settlement batches, and reports.

The purpose of setting up formats is to enable payment systems, financial institutions, or countries to understand your company's messages, given their specific formatting requirements for disbursements or funds capture transactions. Inbound messages come from a payment system or financial institution to your company. Outbound messages leave your company to your payment system or financial institution.

Setting up formats involves the following actions:
- Using Oracle BI Publisher templates
• Using data extracts
• Using the identity format
• Considering best practices
• Setting up formats
• Understanding associations between format entities
• Assigning validations to formats

**Note:** Before you can set up formats, you must set up the corresponding templates in Oracle BI Publisher. For more information on setting up templates, see Oracle Fusion Middleware Report Designer's Guide for Oracle Business Intelligence Publisher at http://docs.oracle.com/cd/E25054_01/bi.1111/e13881/toc.htm.

### Using Oracle BI Publisher Templates

Each Payments format corresponds to one Oracle BI Publisher template. BI Publisher templates specify exactly how formatted output is to be generated. BI Publisher templates can also be used to generate fixed-position, machine-readable files through BI Publisher’s eText functionality.

### Using Data Extracts

Each disbursement or funds capture format is also associated with a disbursement or funds capture Payments' data extract. Each data extract contains transactional data. Oracle BI Publisher templates use data extracts to format transactional data. Transactional data is extracted from Payments' or Oracle Fusion Receivables' transactional tables.

For a disbursements extract, data comes from:

- Payments
- Payment files
- Documents payable tables

For a funds capture extract, data comes from:

- Funds capture transactions
- Settlement batches
- Receivables transactions

For more information on Payments’ XML extracts, see How To Generate and View Fusion Payments XML Extract, Document ID 1428249.1, on My Oracle Support.

### Using the Identity Format

The Identity format outputs the XML extract provided by Payments. It’s intended for diagnostic purposes, but you can also use it to understand how extract fields are populated from transactional and setup entities. This is especially helpful if you intend to create complex configurations using other templates.

The Identity format is an Oracle BI Publisher template called IBY_IDENTITY. It’s part of the Funds Capture Authorization and Settlement report. If you want to use the Identity format for a disbursements report, you must download the RTF template and upload it as part of the intended disbursements report. Then, you can set up a modified format in Payments using the newly created format with a payment process profile or a funds capture process profile, and examine the XML output.
Considering Best Practices

Before setting up formats, find out what payment formats your processing bank supports. Consider using standards-based payment formats that can be used with multiple banks:

- EDIFACT formats, such as PAYMUL, MT100, and MT103
- NACHA formats, such as Generic, CCD, or PPD

Setting Up Formats

In the Setup and Maintenance work area, use the following to select a predefined format type on the Manage Formats page:

- Offering: Financials
- Functional Area: Payments
- Task: Manage Formats

The format type you select specifies:

- Type of message that is created
- Oracle BI Publisher template that is used to format the data file
- Data extract that is used

On the Create Format page, associate an Oracle BI Publisher template with the format type you selected.

Understanding Associations Between Format Entities

The following table describes the association between format types, templates, and data extracts.

<table>
<thead>
<tr>
<th>Format Types</th>
<th>Oracle BI Publisher Template</th>
<th>Data Extracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement Payment File Formats</td>
<td>Disbursement Payment File Formats</td>
<td>Disbursement Extract</td>
</tr>
<tr>
<td>Disbursement Positive Pay File Formats</td>
<td>Disbursement Positive Pay Formats</td>
<td>Disbursement Positive Pay Extract</td>
</tr>
<tr>
<td>Disbursement Separate Remittance Advice Formats</td>
<td>Disbursement Separate Remittance Advice Formats</td>
<td>Disbursement Extract</td>
</tr>
<tr>
<td>Disbursement Accompanying Letter Formats</td>
<td>Disbursement Accompanying Letter Formats</td>
<td>Disbursement Extract</td>
</tr>
<tr>
<td>Disbursement Payment Process Request Status Report Formats</td>
<td>Disbursement Payment Process Request Status Report</td>
<td>Disbursement Payment Process Request Extract</td>
</tr>
<tr>
<td>Disbursement Payment File Register Formats</td>
<td>Disbursement Payment File Register</td>
<td>Disbursement Extract</td>
</tr>
</tbody>
</table>
### Assigning Validations to Formats

After you create a format, you can optionally assign predefined or user-defined payment validations to it on the Edit Format page. Validations ensure that disbursements or funds capture transactions execute according to specified conditions.

### Transmission Protocols

Computers use transmission protocols to communicate with each other across a network. To transmit data, such as payment files from Oracle Fusion Payments to a payment system, the implementor defines protocols that the payment system can receive.

Payments offers industry-standard transmission protocols, such as FTP, HTTP, and HTTPS, predefined. They are composed of the following:

- A code entry point, which the payment system servlet uses to accomplish transmission
- A list of parameters, such as network address and port, for which the transmission configuration must supply values
- Transmission protocol entry points, which are independent of payment servlets and may be called from the Payments engine

While the transmission protocol defines which parameters are expected in the communication, the transmission configuration defines what value is supplied for each parameter. Transmission configurations and payment systems are associated on the funds capture process profile for funds capture or on the payment process profile for disbursements.

**Note:** This note applies only to on-premises customers, and never to Oracle Cloud customers. The preferred file-based transmission protocol is Secure File Transfer Protocol (SFTP). File Transfer Protocol (FTP) is unsecured and should only be used to meet legacy third-party requirements. FTP must be used over a secure link such as a virtual private network or a leased line with data link level encryption enabled.
Transmission Configurations

A transmission configuration is a group of specific transmission details. A transmission configuration defines a value for each parameter in a transmission protocol. The values in a transmission configuration are specific to one payment system or financial institution.

For example, suppose a transmission protocol requires parameter values for a Socket IP Address and a Socket Port Number. Your payment system that accepts that protocol will give you the values that it expects to receive for these parameters. You enter the applicable values in the Socket IP Address and Socket Port Number fields for the transmission configuration. The transmission configuration is then assigned to the payment system within the funds capture process profile for funds capture transactions or within the payment process profile for disbursement transactions.

In the Setup and Maintenance work area, use the following to transmit files to your payment system by setting up transmission configurations:

- Offering: Financials
- Functional Area: Payments
- Task: Manage Transmission Configurations

On the Manage Transmission Configurations page, click Create. The Create Transmission Configuration page appears.

How You Set Up Transmission Configurations

In Oracle Fusion Payments, setting up transmission configurations is mandatory if your company wants to transmit payments to a payment system or a bank. To enable your company to exchange information with your payment system or bank, a preexisting agreement must exist as to how information will be structured and how each side will send and receive it.

Setting up transmission configurations involves the following actions:

- Understanding protocols
- Understanding transmission configurations
- Understanding tunneling configurations
- Considering best practices
- Setting up transmission configurations

Understanding Protocols

A transmission protocol is a set of rules or procedures for transmitting data between electronic devices, such as computers. To transmit data, such as a payment file or a settlement batch from Payments to an external payment system, you must define the transmission protocols that the payment system can receive.

Payments offers industry-standard predefined transmission protocols, such as SFTP, HTTP, HTTPS, and AS2. These protocols include the following:

- A protocol implementation class, which implements the technical details of communication in a generic manner
A list of parameters, such as network address and port, for which the transmission configuration must supply values

The transmission protocol defines which parameters are expected in the communication between your company and its payment system or bank.

Understanding Transmission Configurations

A transmission configuration is a group of specific transmission details, which is associated with a specific transmission protocol. A transmission configuration defines a value for each parameter in a transmission protocol. The values in a transmission configuration are specific to one payment system or financial institution. For example, a transmission protocol may require parameters, as well as a Socket IP Address, and a Socket Port Number. Your payment system, which accepts that protocol, will give you the values that it expects to receive for those parameters. You enter those values in the Socket IP Address and Socket Port Number fields.

Understanding Tunneling Configurations

A tunneling configuration is a type of transmission configuration that helps transmit data through a transmission servlet that can securely connect to your payment system or bank without exposing internal data. The transmit servlet acts as a relay or bridge between the different segments of your network infrastructure, some of which are more suitable, such as a DMZ zone, from which to open connections to external systems.

Considering Best Practices

Before selecting a protocol for payment processing, do the following:

- Find out what your processing bank supports.
- Favor transmission protocols that are predefined in Payments.
- Use funds capture process profiles or payment process profiles for greater ease in configuring transmission and formatting.

Before selecting a transmission configuration for payment processing, note the following:

You may need two transmission configurations as follows if you use a protocol that is normally blocked by your network security rules:

- A tunneling configuration to exit the fire wall
- A transmission configuration for the payment system server

Your transmission configuration must point to the tunneling configuration.

**Caution:** It is always a configuration error for the tunneling configuration to point to any other tunneling configuration, including itself.

Setting Up Transmission Configurations

In the Setup and Maintenance work area, use the following to select a protocol, which is the method of transmission, and click **Create** on the Manage Transmission Configurations page.

- Offering: Financials
- Functional Area: Payments
- Task: Manage Transmission Configurations
On the Create Transmission Configuration page, enable electronic connectivity with your payment system or bank by specifying values for each parameter for the protocol you selected.

The transmission configuration is subsequently assigned to a payment system or bank in the funds capture process profile for funds capture transactions or in the payment process profile for disbursements.

How You Configure Pretty Good Privacy (PGP) Encryption and Digital Signature for Outbound and Inbound Messages

You can secure both outbound and inbound messages using payload security. Payload security is the securing of payment files and other files using payment file encryption and digital signature based on the open PGP standard. You can update existing transmission configurations to use encryption and digital signature for your existing connectivity with banks.

For outbound messages, Oracle Payments Cloud supports encryption and digital signature for:

- Payment files and positive pay files for disbursements
- Settlement batch files for funds capture

For inbound messages, the application supports decryption and verification of digitally signed encrypted files for:

- Funds capture acknowledgment files
- Bank statements

You can also secure payment data using secured transmission protocols, such as SFTP or HTTPS.

Note: Oracle Applications Cloud supports decryption of payment files that are encrypted using version BCPG 1.45 or lower of the OpenPGP standard.

Configuring encryption and digital signature for outbound and inbound messages includes the following actions:

- Generating keys
- Setting up outbound transmission configuration
- Setting up inbound transmission configuration
- Uploading the bank-provided public key file
- Downloading the system-generated public key file

Generating Keys

Encryption and digital signature verification requires a public key. Conversely, decryption and signing a digital signature requires a private key. The party who generates the public key and the private key, known as the key pair, retains the private key and shares the public key with the other party. You can generate or receive a public key subject to the agreement with your bank.

The following table provides typical generation details of the public and private key pair:
If you're generating the key pair, you can automatically generate them within Oracle Applications Cloud.

If you receive either the PGP Public Encryption Key or the PGP Public Signature Verification Key, you must import it into Oracle Applications Cloud using UCM.

### Setting Up Outbound Transmission Configuration

For outbound messages, such as payment files, positive pay files, and settlement batch files, you must:

- Encrypt your payment file using the bank-provided public encryption key.
- Optionally, sign the payment file digitally using the private signing key that you generate.

On the Create Transmission Configuration page, you can see the outbound parameters as described in the following table.

<table>
<thead>
<tr>
<th>Outbound Parameters</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGP Public Encryption Key</td>
<td>A key given to you by your bank that you use to encrypt your outbound payment file.</td>
</tr>
<tr>
<td></td>
<td>To upload the bank-provided public encryption key, use UCM by navigating to Tools &gt; File Import and Export.</td>
</tr>
<tr>
<td></td>
<td>Lastly, on the Create Transmission Configuration page for the PGP Public Encryption Key parameter, select the public encryption key file from the Value choice list.</td>
</tr>
<tr>
<td>PGP Private Signing Key</td>
<td>A key generated by you to digitally sign the outbound payment file.</td>
</tr>
<tr>
<td></td>
<td>To generate the private signing key, select the Create option from the Value choice list for the PGP Private Signing Key parameter. The application:</td>
</tr>
<tr>
<td></td>
<td>• Automatically generates the private signing key and links it to your transmission configuration.</td>
</tr>
<tr>
<td></td>
<td>• Generates a public encryption key file that you can download from UCM and share with your bank. The bank uses your public encryption key file to verify the digital signature of the payment files that you transmit to the bank.</td>
</tr>
</tbody>
</table>
Setting Up Inbound Transmission Configuration

For inbound payment messages, such as acknowledgments and bank statements, you must:

- Verify the digital signature using the bank-provided public signature verification key.
- Decrypt the file using the private decryption key that you generate.

On the Create Transmission Configuration page, you can see the inbound parameters as described in the following table.

<table>
<thead>
<tr>
<th>Inbound Parameters</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGP Public Signature Verification Key</td>
<td>A key given to you by your bank that you use to validate the digital signature of inbound acknowledgment files or bank statements.</td>
</tr>
<tr>
<td></td>
<td>To upload the bank-provided public signature verification key, use UCM by navigating to Tools &gt; File Import and Export.</td>
</tr>
<tr>
<td></td>
<td>After you upload the bank-provided public signature verification key using UCM, you can select the key file from the Value choice list for the PGP Public Signature Verification Key parameter on the Create Transmission Configuration page. After you select the public signature verification key file, it's automatically imported.</td>
</tr>
<tr>
<td>PGP Private Decryption Key</td>
<td>A key generated by you to decrypt the inbound encrypted file. To generate the private decryption key, select the Create option from the Value choice list for the PGP Private Decryption Key parameter. The application:</td>
</tr>
<tr>
<td></td>
<td>- Generates the private decryption key and links it to your transmission configuration.</td>
</tr>
<tr>
<td></td>
<td>- Generates a public signature verification key file that you can download from UCM and share with your bank. The bank uses your public signature verification key file to encrypt acknowledgments and bank statements.</td>
</tr>
</tbody>
</table>

Uploading the Bank-Provided Public Key File

To upload, or import, either the bank-provided PGP Public Encryption Key or the PGP Public Signature Verification Key into Oracle Applications Cloud, perform the following steps:

1. Rename the bank-provided key file by including _public.key as the suffix. Ensure that the key file name doesn't have any special characters other than the underscore.
3. Import the bank-provided key file into account fin/payments/import.
4. Navigate to the Create Transmission Configuration page.
5. From the Value choice list for the applicable parameter, select the uploaded key file.

**Tip:** The key name in the choice list is the same as the one you uploaded using UCM.

6. After you select the key and save the transmission configuration, the key is automatically imported into the Payments.
Downloading the System-Generated Public Key File

To download the system-generated public key file from Payments to share with your bank, perform the follow steps:

1. On the Create Transmission Configuration page, select the Create option for the applicable parameter.
2. Click the **Save and Close** button.
3. Navigate to: **Navigator > Tools > File Import and Export**.
4. From the Account choice list, select **fin/payments/import** and search for the system-generated public key file.
5. Download the system-generated public key file.

**Tip:** The file name is similar to the private key file that was generated and attached to the transmission configuration.

**Note:** SSH (Secure Socket Shell) key-generation for SFTP two-factor authentication is generated by Oracle Support based on a service request.

How You Test the Transmission Configuration

The transmission configuration setup is used to transmit outbound payment files, settlement batch files, and positive pay files to your payment system or financial institution. It’s also used to pull funds capture acknowledgment files. The setup captures various parameters, which may be different for different protocols. You can test your transmission configuration to confirm whether your setup of outbound and inbound transmission protocols is correct.

To confirm the accuracy of the setup, click the **Test** button on the Create or Edit Transmission Configuration page. The **Test** button is active only when the values associated with all the mandatory parameters are present. Typical transmission configuration parameters that are available to test include:

- Destination server URL
- Destination server IP address
- Destination server port number
- Remote file directory
- User credentials

Testing the transmission configuration setup includes reviewing return messages.

Reviewing Return Messages

The **Test** button action contacts the destination server with the specified parameters, which results in a return message. The return message is a combination of functional text and raw message text. This occurs so both functional and technical users can benefit from the message. For example, suppose the remote file directory is invalid. The return message is: Incorrect remote directory (IBY_Trans_Test_Remote_Dir_Fals).
The following table describes transmission configuration connection tests and test results with their associated return messages.

<table>
<thead>
<tr>
<th>Test</th>
<th>Test Result</th>
<th>Return Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whether the connection is correct.</td>
<td>• Connection is successful.</td>
<td>Success (raw message)</td>
</tr>
<tr>
<td></td>
<td>• Remote file directory is present.</td>
<td></td>
</tr>
<tr>
<td>Whether the remote file directory is valid.</td>
<td>• Connection is successful.</td>
<td>Incorrect remote directory (raw message)</td>
</tr>
<tr>
<td></td>
<td>• Remote file directory isn't present or incorrect.</td>
<td></td>
</tr>
<tr>
<td>Whether user credentials are correct.</td>
<td>• Connection is unsuccessful.</td>
<td>Incorrect user credentials (raw message)</td>
</tr>
<tr>
<td></td>
<td>• Destination IP address and port is correct.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Incorrect login credentials.</td>
<td></td>
</tr>
<tr>
<td>Whether IP address or port is correct.</td>
<td>• Connection is unsuccessful.</td>
<td>Incorrect destination server details (raw message)</td>
</tr>
<tr>
<td></td>
<td>• Incorrect IP address or port.</td>
<td></td>
</tr>
<tr>
<td>Whether two factor key file-based authentication is successful.</td>
<td>• Connection is unsuccessful.</td>
<td>Unsuccessful authentication (raw message)</td>
</tr>
<tr>
<td></td>
<td>• Unsuccessful key file-based authentication.</td>
<td></td>
</tr>
<tr>
<td>Whether the destination server is responsive.</td>
<td>Destination server is down.</td>
<td>Destination server is not responding (raw message)</td>
</tr>
<tr>
<td>Not applicable.</td>
<td>Any other failure.</td>
<td>(raw message)</td>
</tr>
</tbody>
</table>

How You Configure a Communication Channel to a Payment System

To transmit payment information to or receive payment information from a payment system, you must configure the channel used to communicate with the payment system. This topic discusses the following concepts:

- Proxy server
- Secure sockets layer (SSL) protocol
- Unsecured protocols

Proxy Server

Payments must communicate through a proxy server to its payment system. You can use the standard Java networking proxy system properties that are in the configuration files when Oracle Fusion Applications were initially set up.
Alternatively, you can specify proxy settings for a transmission protocol on the Create Transmission Configuration page by entering a value for the **Proxy Host** parameter.

### Secure Sockets Layer Protocol

When Payments communicates with a payment system, the information exchanged may be sensitive information, such as credit card numbers. If the communication isn't secure, it poses a security risk. The security risk increases when communication to the payment system is across a public network, such as the Internet.

To set up a payment system servlet with a secure sockets layer, enable HTTPS on the application server where the servlet resides. If funds capture process profiles aren't defined for the payment system, change the **Transmission Servlet Base URL** on the Edit Payment System page to start with HTTPS. If funds capture process profiles are defined, change the value for the **Destination URL** parameter on the Edit Transmission Configuration page to start with HTTPS.

For secure communication with the payment system, ensure that the most current certification authority (CA) certificates are in the Oracle Fusion secure sockets trust store file. If Payments rejects the payment system's secure sockets certificate, you may have to insert the certificates manually.

The following table lists security actions that are applicable to Cloud and on-premise.

<table>
<thead>
<tr>
<th>Action</th>
<th>Cloud</th>
<th>On-premise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up a payment system servlet with a secure sockets layer.</td>
<td>Not applicable.</td>
<td>Enable SSL on the servlet's application server.</td>
</tr>
<tr>
<td>Insert certification authority certificates.</td>
<td>File a service request with the help desk.</td>
<td>Enter a value in the <strong>Value</strong> field for the <strong>Wallet Location</strong> parameter on the Create or Edit Transmission Configuration page.</td>
</tr>
</tbody>
</table>

### Unsecured Protocols

The preferred file-based transmission protocol is Secure File Transfer Protocol (SFTP). File Transfer Protocol (FTP) is unsecured and should only be used to meet legacy third-party requirements. FTP must be used over a secure link such as a virtual private network or a leased line with data link level encryption enabled.

### How You Set Up a Payment System

In Oracle Fusion Payments, setting up a payment system is mandatory if your company wants to transmit electronic payments or funds capture transactions to a payment system or a bank. The payment system can be the bank where your company has its bank accounts or it can be a third-party processor or gateway that connects your company to a financial network. The purpose of setting up a payment system is to define the external organization that Payments uses to process your funds capture and disbursement transactions.

Payment systems aren't required for printed disbursement payments, such as checks, but may be required for related services, such as a positive pay report.
Setting up a payment system includes the following actions:

- Selecting a gateway or processor payment system
- Considering best practices
- Defining a payment system
- Specifying payment system settings
- Understanding payment system accounts

### Selecting a Gateway or Processor Payment System

Payments supports both gateway and processor payment systems. A gateway is a service provider that acts as an intermediary between a first party payee and a payment processor. A processor is a service provider that interacts directly with banks and card institutions to process financial transactions. Examples of payment processors include Visa, MasterCard, and American Express.

Your choice of integrating with a gateway or a processor payment system is generally determined by your:

- Type of business
- Number of transactions per day
- Your bank

The following table describes the differences between gateway and processor payment systems.

<table>
<thead>
<tr>
<th>Factors</th>
<th>Gateways</th>
<th>Processors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connectivity and Security</td>
<td>Provide easy connection, often using SSL-based internet connectivity.</td>
<td>Provide more rigorous security, connectivity, and testing requirements.</td>
</tr>
<tr>
<td>Additional Fees</td>
<td>Charge additional fees, including per-transaction fees, beyond what processors charge.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>Volume of Transactions</td>
<td>Favor lower-volume merchants or merchants who are willing to pay a per-transaction premium for easier setup and connectivity.</td>
<td>Often favor higher-volume merchants who are willing to exert more effort for processor connectivity.</td>
</tr>
<tr>
<td>Online or Offline</td>
<td>Takes all transactions online.</td>
<td>Allows authorizations in real-time and follow-up transactions, such as settlements and credits offline.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Offline transactions must be batched together and sent as a single request to the payment system.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- All transactions other than authorizations are, by default, performed offline.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Offline transactions are sent when the next settlement batch operation is attempted.</td>
</tr>
</tbody>
</table>

---

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Considering Best Practices

Before you set up a payment system, leverage your current banking or processing relationship. Determine whether your bank or processor can process transactions or has a partnership with a processor.

Defining a Payment System

In the Setup and Maintenance work area, use the following to define a payment system:

- Offering: Financials
- Functional Area: Payments
- Task: Manage Payment Systems

On the Manage Payment Systems page, click Create. The Create Payment System page appears.

When you set up a payment system on the Create Payment System page, specify the following:

- Types of payment instruments the payment system supports for funds capture transactions
- Data file formats and transmission protocols accepted by the payment system
- Settings required by the payment system
- Settings required by the tokenization provider if your company has enabled tokenization

Note: Setting up a payment system may be required, even for transmitting a payment file offline by downloading it to your local drive and then emailing it to your payment system or bank. The payment system and payment system account setup capture several attributes, which are passed in the payment file or settlement batch message. Without these attributes, a payment file is invalid and rejected by bank.

Specifying Payment System Settings

In the Settings Required by Payment System section, specify the settings that the payment system requires from each internal payer or payee. These settings can be used to identify the internal payer or payee as a client of the payment system or to provide other processing information. You can specify the type of data required for each setting and decide whether it's advisable to secure the setting's values by masking.

Tip: The payment system generally provides the values for the payment system settings, which you enter as part of the payment system account.

Understanding Payment System Accounts

You define your company's account with the payment system on the Edit Payment System Accounts page. The payment system account contains a value for each of the attributes required by the payment system. For example, the payment system may require a Submitter ID and Submitter Password to be included in any message sent to it.

You can configure a secure payment system account by entering a password. For secured settings, the values captured in the payment system account are masked.

Tip: You can set up multiple payment system accounts in Payments for a single payment system.
Payment System Accounts

A payment system account is an account identifier that’s composed of values for parameters. The payment system provides you with the values that it requires to identify each payment or settlement batch file. Stored in the payment system account are values for settings and your company’s identifiers. Your company can have multiple payment system accounts with a single payment system.

Payment system accounts are associated with the following setup objects:

- Internal payees
- Funds capture process profiles
- Payment process profiles

The following table lists setup objects and the action they perform relative to the payment system.

<table>
<thead>
<tr>
<th>Setup Object</th>
<th>Setup Object Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment system</td>
<td>• Tells Payments where to send the funds capture transactions.</td>
</tr>
<tr>
<td></td>
<td>• Tells Payments where to send the disbursements transaction.</td>
</tr>
<tr>
<td>Payment system account</td>
<td>Tells Payments how to identify itself to the payment system</td>
</tr>
<tr>
<td>Transmission configuration</td>
<td>Tells Payments how to transmit the transaction to the payment system</td>
</tr>
</tbody>
</table>

Internal Payees

You can set up routing rules that are assigned to an internal payee. Routing rules specify which payment system account a transaction is transmitted to, based on the values of various transaction attributes.

If you don't need granular routing rules to determine which payment system account is the right one for a transaction, or if you want a fallback value should none of the routing rules apply, you can set up one default payment system account on each internal payee for each payment method.

Funds Capture Process Profiles

The funds capture process profile tells Oracle Fusion Payments how to process a funds capture transaction and how to communicate with the payment system. A funds capture process profile is specific to one payment system and its payment system accounts.

For each payment system account that’s enabled on the funds capture process profile, you can select up to three transmission configurations, one each for authorization, settlement, and acknowledgment.

Payment Process Profiles

The payment process profile tells Payments how to process a disbursement transaction and how to communicate with the payment system to transmit a payment file or a positive pay file. When an electronic transmission is required, a
payment process profile is specific to one payment system and its payment system accounts. For each payment system account that’s enabled on the payment process profile, you select a transmission configuration.

Setting Up Payment System Connections for Multiple Business Units: Explained

When you implement credit card functionality in different countries, you can configure separate merchant account and secure acceptance profile combinations for each business unit in each country. A merchant account is a merchant identifier that you set up with CyberSource, the tokenization service provider. A secure acceptance profile represents connection settings that merchants use for their credit card transactions. You can set up payment system connections at both the payment system level and at the payment system account level. The payment system level captures parameters that are necessary to connect with CyberSource. You can also capture the same parameters at the payment system account level, as well as additional parameters, such as the business unit. With these connection options, you can configure separate payment system accounts for each merchant account in CyberSource.

For multiple business units, you first set up connection settings for each merchant account and secure acceptance profile combination in CyberSource for each business unit in a country. Then, you must enter corresponding connection settings in Oracle Payments at the payment system account level. In this scenario, the parameters configured at the payment system level act as the default connection setup. If, however, there is no payment system account for a business unit, the application uses the parameter values from the payment system level. Similarly, if you have only one merchant account, then you configure payment system connections at the payment system level.
This figure shows how the setup in CyberSource relates to the setup in the application.

### Setting Up Connections for Multiple Business Units

<table>
<thead>
<tr>
<th>Multiple Merchant Accounts and Secure Acceptance Profiles</th>
<th>In CyberSource</th>
<th>In Oracle Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>US_MID</td>
<td>US_MID_PROFILE1</td>
<td>CyberSource Payment System (Default Setup)</td>
</tr>
<tr>
<td>CA_MID</td>
<td>CA_MID_PROFILE1</td>
<td>CyberSource Payment System Account 1</td>
</tr>
<tr>
<td>MX_MID</td>
<td>MX_MID_PROFILE1</td>
<td>CyberSource Payment System Account 3</td>
</tr>
</tbody>
</table>

**Prerequisite**

Before you can set up payment system connections for multiple business units, you must enable tokenization on the Manage System Security Options page.
Setting Up Multiple Merchant Account and Secure Acceptance Profile Combinations

Before you can use credit card features in Oracle Public Cloud Applications, you must follow these steps in CyberSource:

1. Establish a merchant account with CyberSource.
2. Create an active CyberSource Secure Acceptance profile.

Setting Up Payment System Connections

If you have only one merchant account and secure acceptance profile combination, then you must set up connection information on the Create Payment System page.

The following table contains the connection settings that you enter in the Value fields in the Tokenization Payment System Settings section on the Create Payment System page and on the Create Transmission Configuration page.

<table>
<thead>
<tr>
<th>CyberSource</th>
<th>Payments Setting</th>
<th>Payments Page</th>
<th>Payments Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure Acceptance profile generates the Secure Acceptance Access Key</td>
<td>Secure Acceptance Access Key</td>
<td>Create Payment System page</td>
<td>Securely cut and paste the Secure Acceptance Access Key in the Value field.</td>
</tr>
<tr>
<td>Secure Acceptance profile generates the Secure Acceptance Signature Key</td>
<td>Secure Acceptance Signature Key</td>
<td>Create Payment System page</td>
<td>Securely cut and paste the Secure Acceptance Signature Key in the Value field.</td>
</tr>
<tr>
<td>CyberSource Secure Acceptance Web-Mobile Configuration Guide</td>
<td>Tokenization Servlet Base URL</td>
<td>Create Payment System page</td>
<td>Copy this constant value from the CyberSource Secure Acceptance Web-Mobile Configuration Guide and paste the Tokenization Servlet Base URL in the Value field.</td>
</tr>
<tr>
<td>Secure Acceptance profile automatically generates the Profile ID when the profile is saved.</td>
<td>Client Identifier, which is the same as the Profile ID.</td>
<td>Create Payment System page</td>
<td>Enter the Profile ID in the Value field.</td>
</tr>
</tbody>
</table>

Note: Tokenization Servlet Base URL is referred to as iFrame Create Payment Token Endpoint in CyberSource documentation.
### Configure Payment System Connectivity

#### Tokenization Payment URL

<table>
<thead>
<tr>
<th>CyberSource</th>
<th>Payments Setting</th>
<th>Payments Page</th>
<th>Payments Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
<td>Token Creation Module</td>
<td>Create Payment System page</td>
<td>Select CyberSource Secure Acceptance Web from the Value choice list.</td>
</tr>
<tr>
<td>CyberSource Secure Acceptance Web/Mobile Configuration Guide</td>
<td>Tokenization Payment URL</td>
<td>Create Payment System page</td>
<td>Copy this constant value from the CyberSource Secure Acceptance Web/Mobile Configuration Guide and paste the Tokenization Payment URL in the Value field.</td>
</tr>
</tbody>
</table>

**Note:**
- Tokenization Payment URL is referred to as iFrame Transaction Endpoint in CyberSource documentation.

<table>
<thead>
<tr>
<th>CyberSource</th>
<th>Payments Setting</th>
<th>Payments Page</th>
<th>Payments Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>CyberSource SOAP Tool Kits for Web Services Developer Guide</td>
<td>SOAP Transaction URL</td>
<td>Create Transmission Configuration page</td>
<td>Copy this value from the CyberSource SOAP Tool Kits for Web Services Developer Guide and paste the SOAP Transaction URL in the Value field.</td>
</tr>
</tbody>
</table>

### Setting up Merchant Connections

If you have multiple merchant account and secure acceptance profile combinations, then you set up connection information on the Edit Payment System Accounts page.

The following table contains connection settings that you enter in the **Value** fields in the Settings section on the Edit Payment System Accounts page.

<table>
<thead>
<tr>
<th>CyberSource</th>
<th>Payments Setting</th>
<th>Payments Page</th>
<th>Payments Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
<td>Commerce Indicator</td>
<td>Edit Payment System Accounts page</td>
<td>Enter internet in the Value field.</td>
</tr>
<tr>
<td>Transaction Security Key page generates the Transaction Security Key.</td>
<td>SOAP API Security Key</td>
<td>Edit Payment System Accounts page</td>
<td>Enter the Transaction Security Key in the Value field that you downloaded previously.</td>
</tr>
<tr>
<td>CyberSource</td>
<td>Payments Setting</td>
<td>Payments Page</td>
<td>Payments Field</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Secure Acceptance profile generates the Secure Acceptance Signature Key</td>
<td>Secure Acceptance Signature Key</td>
<td>Edit Payment System Accounts page</td>
<td>Securely cut and paste the Secure Acceptance Signature Key in the Value field.</td>
</tr>
<tr>
<td>Secure Acceptance profile automatically generates the Profile ID when the profile is saved.</td>
<td>Client Identifier, which is the same as the Profile ID.</td>
<td>Edit Payment System Accounts page</td>
<td>Enter the Profile ID in the Value field.</td>
</tr>
</tbody>
</table>

Related Topics

- How You Enable Credit Card Tokenization
Import and Export Tokenization Setup Data

Your tokenization setup data is comprised of values, or keys, that are set up on the Create Payment System and Payment System Accounts pages. On these pages in your test environment, you enter values for the Secure Acceptance Access Key and the Secure Acceptance Signature Key in the applicable Value fields. Values for the keys come from your CyberSource test account. Both keys are used to authenticate with the CyberSource data center. They are required to perform tokenization.

This figure shows the steps to complete to export tokenization setup data from your test environment, copy tokenization setup data from your production environment to your test environment, and after you complete credit card testing, import the same tokenization setup data that you exported.

Note: Credit card services are currently not available in Oracle Financials Cloud implementations.
To test credit cards and tokenization setup data in a production-like environment, complete these steps:

1. Export tokenization setup data from your test environment to your local drive and save it as a file.
2. Copy your production tokenization setup data to your test environment, which overwrites the test environment with production-like tokenization setup data.
3. Import the same tokenization setup data file you previously exported into the production-like environment to restore it to the original test environment.

**Exporting Tokenization Setup Data**

To export tokenization setup data from your test environment to your local drive, complete these steps:

1. Navigate to Tools > Scheduled Processes.
4. From the Credential File Type choice list, select Export Tokenization Setup.
5. Click **Submit**.
7. From the Account choice list, select `fin/payments/import`.
8. Click **Search**.
9. In the Search Results section, click your file and save it to your local drive.

### Copying Production Tokenization Setup Data to Test Environment

To copy your production tokenization setup data to your test environment, follow your standard practice. Your copy procedure overwrites your test environment with production tokenization setup data. Now you can test your credit cards in a production-like environment.

### Uploading Exported Tokenization Setup Data

Before you can import the tokenization setup data, you must upload the file you previously downloaded from your local drive to UCM. To upload the file, complete these steps:

1. Navigate to Tools > File Import and Export.
2. Click on the + icon in the Search Results section.
3. In the Upload File dialog box, click **Choose file** to browse to the file you want to upload.
4. From the Account choice list, select `fin/payments/import`.
5. Click **Save and Close**.

### Importing Tokenization Setup Data

To import tokenization setup data from your local drive to your production-like environment, complete these steps:

1. Navigate to **Tools > Scheduled Processes**.
2. On the Overview page, click **Schedule New Process**.
3. On the Schedule New Process page, search and select the **Import Security Credential Job**.
4. From the Credential File Type choice list, select **Import Tokenization Setup**.
5. From the UCM File Name choice list, select the file that you uploaded.
6. Click **Submit**.

### Import a Security Credential File

To secure your electronic transmissions, you can upload, import, and assign a security credential file to transmission configurations. A security credential file is a digital file that stores your security key, which the application uses to encrypt or authenticate data transmitted to remote third-party systems such as banks. Once your security credential file with its secret key is assigned to a specific transmission configuration, any future process that runs and references this transmission configuration will use the file with its key for transmission security. The application understands which credential files are used by which protocols and displays only the appropriate ones in the setup pages.

Payments supports a variety of security-related credential files, including wallet files, trust store files, and digital certificates.

Note: This procedure is applicable to Oracle Cloud implementations only.

Before you can import a security credential file with its key into Payments, you must first create a Payments master encryption key.
Creating a Wallet File and a Master Encryption Key Automatically
To create a wallet file and a master encryption key automatically, complete these steps:

1. In the Setup and Maintenance work area, go to the following:
   - Offering: Financials
   - Functional Area: Payments
   - Task: Manage System Security Options
2. On the Manage System Security Options page, click Apply Quick Defaults.
3. Select the Automatically create wallet file and master encryption key check box.
4. Click the Save and Close.

Uploading the Wallet Security Credential File
Before you can import the security credential file, you must first upload it to Payments.

Caution: Ensure the credential file is password-protected when you create it and that it is immediately deleted from Oracle Fusion Applications upon completion of the import process.

2. Click the Upload icon to open the Upload File dialog box.
3. Browse to the file you created and stored locally.
4. From the Account choice list, select fin/payments/import.
5. Click the Save and Close button.

Importing the Wallet Security Credential File
To import security-related credential files, such as wallets and private keys for use in advanced security features, you can use the Import Security Credential Job process.

2. Click the Schedule New Process button to open the Schedule New Process dialog box.
3. Search and select the case sensitive Import Security Credential Job to open the Process Details dialog box.
4. From the Credential File Type choice list, select the appropriate file type for your credential.
5. In the Security Credential Name field, enter a name for the credential file.
6. From the UCM (Universal Content Management) File Name choice list, select the file you previously uploaded.
7. Click the Submit button.
   A confirmation message indicates the process ran successfully.
8. Click the Close button.
9. Click the Refresh icon. The Import Security Credential Job appears in the Search Results section with a status of Succeeded.

Assigning the Wallet File to a Transmission Configuration
To assign the credential file to a transmission configuration, complete these steps:

1. In the Setup and Maintenance work area, go to the following:
   - Offering: Financials
   - Functional Area: Payments
Task: Manage Transmission Configurations

2. On the Manage Transmission Configurations page in the Search section, select your protocol from the Protocol choice list and click Search.
3. In the Search Results section, click the applicable configuration link to open the Edit Transmission Configuration page.
4. In the Value field for your protocol's applicable parameter, select the file you created, uploaded, and imported.

The name of the specific parameter used to import a security credential file depends upon the protocol.

You can now securely transmit electronic files using this transmission configuration.

FAQs for Configure Payment System Connectivity

What's a format type?

A type or categorization that indicates what a format is used for. Examples of format types include payment file, remittance advice, and bank statement. Each format that you create in Oracle Fusion Payments is associated with a format type so the application knows how the format is used. Format types are either disbursement formats that relate to payment files or funds capture formats that relate to settlements or reports.

The following table lists several examples of format types.

<table>
<thead>
<tr>
<th>Disbursement Format Types</th>
<th>Funds Capture Format Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement separate remittance advice</td>
<td>Funds capture authorization and settlement</td>
</tr>
<tr>
<td>Disbursement positive pay file</td>
<td>Funds capture accompanying letter</td>
</tr>
<tr>
<td>Disbursement payment process request status report</td>
<td>Funds capture payer notification</td>
</tr>
</tbody>
</table>

The format type you associate with a format specifies the following:

- Type of message that is created
- Data extract that is used by the template to format the transaction data

Related Topics

- How You Use Oracle BI Publisher Enterprise to Modify Templates for Use with Formats
Can I Set Up Payment System Connections for Multiple Business Units?

Yes. When you implement credit card functionality in different countries, you can configure separate merchant account and secure acceptance profile combinations in CyberSource for each business unit in each country. Then, you enter corresponding connection settings in Oracle Payments at the payment system account level. You can set up payment system connections at both the payment system level and at the payment system account level. The payment system level captures parameters that are necessary to connect with CyberSource. The payment system account level captures the same parameters as the payment system level, as well as additional parameters, such as the business unit. With these connection options, you can configure separate payment system accounts for each merchant account in CyberSource.

Related Topics

- How You Enable Credit Card Tokenization
6 Define Funds Capture

Funds Capture Process Profiles

A funds capture process profile is a key setup entity that contains all the rules necessary for processing funds capture transactions. It tells Oracle Fusion Payments how to communicate with a specific payment system, and includes the payment system accounts to be used for processing transactions. During processing, the funds capture process profile is derived from transaction routing rules, which are created during the setup of internal payees.

Note: Credit card services are currently not available in Oracle Cloud implementations.

A funds capture process profile contains rules that control each of the following steps of the funds capture process:

- Formatting messages
- Building settlements into a settlement batch
- Transmitting messages to the payment system

Formatting Messages

When the processing type is Bank Account, a Verification section is displayed on the Create Funds Capture Process Profile page. When the processing type is Credit Card, an Authorization section is displayed instead of the Verification section. In either case, you select the format in which your payment system expects to receive the online message. This outbound format instructs Oracle Fusion BI Publisher how the message should look. You also select the format in which you expect to receive an inbound response from the payment system.

The Settlement section on the Create Funds Capture Process Profile page enables you to select a settlement message format that your payment system accepts. The settlement is online for a gateway-type payment system and in a batch for a processor-type payment system. Online settlement transactions are typically transmitted in a group, although they’re processed as individual transactions. You also select the format in which you expect to receive an inbound response from the payment system.

You can select formats for contacting your payment system to retrieve an acknowledgment. You can also select other formats for receiving responses from the payment system that specifies whether a transaction succeeded or failed. Acknowledgments can be pushed by the payment system to your company, or your company can retrieve acknowledgments from the payment system.

In the Notification to Payer section on the Create Funds Capture Process Profile page, you select a notification format and delivery method to the payer. A payer notification is a message sent to each payer after the settlement or settlement batch is transmitted. The message notifies each payer of a funds capture transaction that charges their credit card or bank account.

Building Settlements into a Settlement Batch

In the Creation Rules tab on the Create Funds Capture Process Profile page, you select settlement grouping attributes. When a specific grouping attribute is enabled, Payments ensures that settlements within one settlement batch all share the same value. Settlements with disparate attribute values trigger the creation of as many settlement batches as there are unique value combinations. For example, if you select Business Unit as a grouping rule, then only settlements with the same business unit are grouped in a settlement batch.
You can also limit the size of the settlement batch by amount or number of settlements.

Transmitting Messages to the Payment System

A funds capture process profile is specific to one payment system and its payment system accounts. In the Accounts tab on the Create Funds Capture Process Profile page, you specify payment system accounts for use with the funds capture process profile. For each payment system account you enable, you select up to three transmission configurations, one each for authorizations or verifications, settlements, and acknowledgments. The payment system account identifies Payments to the payment system, and the transmission configurations tell Payments how to transmit transactions to the payment system.

Related Topics
- Payment System Accounts
- Transmission Configurations

Examples of Settlement Grouping Rules

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.

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>
</tbody>
</table>
Oracle Financials Cloud
Implementing Receivables Credit to Cash

Chapter 6
Define Funds Capture

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

### Routing Rules

Routing rules route a funds capture transaction to the correct payment system account. Based on attributes of the transaction, the routing rules determine which funds capture process profile to use. For example, Oracle Fusion
Payments compares attributes of a transaction, such as payment method, business unit, amount, and currency against the conditions in a routing rule. When all conditions are met, the specified payment system account and funds capture process profile are used for the transaction. The funds capture process profile is used to define how the transaction is processed.

You assign routing rules to internal payees during the setup of internal payees. Each payee can have prioritized routing rules. The routing rule with the highest priority is evaluated by Payments first. If the values in the requested funds capture transaction match the conditions in the routing rule, that transaction is routed to the applicable payment system account for processing.

In the Setup and Maintenance work area, use the following to create a routing rule:

- Offering: Financials
- Functional Area: Customer Payments
- Task: Manage Internal Payees

On the Manage Internal Payees page in the Payee field, enter a payee and click Search. Select an internal payee in the Search Results section and click Manage Routing Rules. The Manage Routing Rules page appears. In the Routing Rules section, from the Payment Method choice list, select a payment method and click Create. The Create Routing Rule page appears.

If the attributes in the requested funds capture transaction do not match the conditions in the routing rule, the routing rule is disregarded and Payments evaluates the next routing rule. If all routing rules are evaluated and none apply, Payments looks for a payment system account and funds capture process profile specific to the payment method type entered for the payee in the Default Routing section on the Set Rules page.

The payment system account and funds capture process profile that are used for an authorization are automatically used for additional actions, including settlement and any subsequent refunds.

How You Use Oracle BI Publisher Enterprise to Modify Templates for Use with Formats

Each format in Oracle Fusion Payments corresponds to one Business Intelligence Publisher Enterprise (BI Publisher Enterprise) template. Payments uses BI Publisher Enterprise templates to format funds capture and funds disbursement transactions according to the formatting requirements of financial institutions and payment systems. Each template contains prescribed formatting attributes, such as data location. Banks, payment systems, and countries have specific electronic formatting requirements for payment files and settlement batches.

You can use existing BI Publisher Enterprise templates or modify them with minimal effort by using a standard text editor, such as Microsoft Word. For example, when a payment system requires a change to its payment file format, you can quickly make the change by modifying the appropriate template.

Whether you modify an existing template or create a new one, determines whether you also create a new format and a new payment process profile. Each payment process profile is associated with a format. The following table lists two template scenarios and indicates the resulting action you take.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Scenario 1</th>
<th>Scenario 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a new template or modify an existing template.</td>
<td>Create a new template.</td>
<td>Modify an existing template.</td>
</tr>
<tr>
<td>Actions</td>
<td>Scenario 1</td>
<td>Scenario 2</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Name the template.</td>
<td>Rename the template.</td>
<td>Keep the same name.</td>
</tr>
<tr>
<td>Where to save the new or modified template.</td>
<td>Payments folder by the Custom folder or Payments folder by the Financials folder.</td>
<td>Payments folder by the Custom folder.</td>
</tr>
<tr>
<td>Create a new format.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Create a new payment process profile.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

To modify a template, you can:
- Download a copy of the applicable template.
- Upload a copy of the modified template.

### Download a Copy of the Applicable Template

To download a copy of a predefined template, perform the following steps:

1. Sign in to Oracle BI Publisher Enterprise.
2. On the Home tab, click the Catalog Folders link. The Catalog tab appears with a hierarchy of folders.
3. Expand the Financials folder.
4. Expand the Payments folder.
5. Locate the predefined template type that you want to modify and click the More link.
6. From the menu, select Customize. All the templates that are associated with the predefined template type that you want to modify are copied to a folder by the Custom folder.
7. You can now download the files from the Custom folder and modify them or you can continue with step 8.

**Note:** Do not modify predefined templates. When you apply a new patch or a new release, it overrides any changes you made to the predefined template. You can, however, copy a predefined template and then modify it.

8. On the Data Model tab, to copy a predefined template and save it to your local drive as a RTF file, click the Edit link of the applicable template. Then click the Save button.
9. Navigate to the location where you want to save the copy of the template and click the Save button.
10. Navigate to the saved RTF file and open it.

### Upload a Copy of the Modified Template

To upload a copy of a modified template, perform the following steps:

1. Using a text editor, modify the RTF file on your local drive.
2. Save as Other Formats, change the file name, click the Save button, and close the file.
3. To upload a copy of your modified template to Oracle BI Publisher Enterprise, navigate to the applicable tab, and click the Add New Layout link.
4. Click the Upload icon. The Upload Template File dialog box appears.
5. In the **Layout Name** field, enter a name for the template you modified.
6. In the **Template File** field, browse to the location of the modified template on your local drive and click the **Open** button.
7. From the **Type** choice list, select **RTF Template**.
8. From the **Locale** choice list, select the language for the modified template.
9. Click the **Upload** button. The modified template appears on the Data Model tab of the applicable tab.

   ![Note: The modified template is also copied to the Payments folder that is within the Custom folder.]

10. To open the modified template, click the **Edit** link.
11. To confirm that the modified template is saved, click the **Catalog** link. The Catalog tab appears with a hierarchy of folders.
12. Navigate as follows: **Custom folder > Financials folder > Payments folder**.
13. Select the Payments folder.
14. For the applicable template, click the **Edit** link. Your modified template appears.

### FAQs for Define Funds Capture

**What's a payment code?**

Oracle Fusion Payments enables you to specify payment codes that are required by financial institutions. Payment codes can provide details to banks or **payments systems** about transaction handling, bank charges, or payment reasons for regulatory reporting purposes.

Payment code types include:

- Bank instruction codes
- Delivery channel codes
- Payment reason codes

**What's a bank instruction code?**

Bank instruction codes are values that contain instructions that must be passed to a bank or financial institution at the payment file level. Up to two bank instructions can be entered on a **payment process profile**. When that payment process profile is used during the creation of a payment file, the bank instruction values are copied directly to it. The values are made available to the formatting process by the **extract**. If the payment format specifies the use of bank instructions, the values are passed to the bank in the header level of the payment file.

Oracle Fusion Payments provides many predefined bank instruction codes.

**What's a delivery channel code?**

Delivery channels are instructions that tell the bank how to make the payment to the payee. A default delivery channel value can be set on the supplier, supplier address, or supplier site. A value automatically populates from the lowest
of these levels to the invoice in Oracle Fusion Payables. On the invoice, it’s displayed with the installments and can be manually overridden there.

When an installment is paid, the delivery channel is copied from the document payable to the payment when payment documents have the same delivery channel. If you select delivery channel as a grouping rule on the profile, all documents that share the same delivery channel are grouped into a payment.

Oracle Fusion Payments provides many predefined delivery channel codes.

What's a payment reason code?

Payment reason codes are generally country-specific identifiers provided by a country's government or central bank. These codes provide the payment system or bank with additional details about the reason for the payment for regulatory reporting purposes. The purpose of entering payment reason codes required by a country’s payment system or central bank is to specify the reason for the payment.

Oracle Fusion Payments provides many predefined payment reason codes.

What's an online verification?

Before capturing funds from a payer’s bank account, you can send an online message to the payment system requesting that it contact the bank and verify that the payer’s bank account is valid. This process does not put a hold on any funds in the account, which is done with a credit card authorization.

You enable online verification in a funds capture process profile by selecting an outbound format and an inbound response format for verification.

Note: Online payer verification is an optional feature and is not offered by all payment systems.
7 Define Payments Security

System Security Options: Critical Choices

You can implement application security options on the Manage System Security Options page as part of a complete security policy that’s specific to your organization. Security options can be set for encryption and tokenization of credit cards and bank accounts, as well as for payment instrument masking. Security options are used for both funds capture and disbursement processes.

- **Note:** Credit card services are currently not available in Oracle Financials Cloud implementations.

- **Note:** Before you can import credit cards into Expenses, you must enable encryption or tokenization of credit cards in Payments.

To secure your sensitive data, consider the following security questions:

- Which security practices do you want to employ?
- Do you want to tokenize your credit card data?
- Do you want to encrypt your bank account data?
- Do you want to encrypt your credit card data?
- How frequently do you want to rotate the master encryption key and the subkeys?
- Do you want to mask credit card and bank account numbers, and if so, how?

In the Setup and Maintenance work area, use the following to set up application security options:

- Offering: Financials
- Functional Area: Payments
- Task: Manage System Security Options

**Best Security Practices**

The following actions are considered best security practices for payment processing:

- Comply with the Payment Card Industry Data Security Standard (PCI DSS). PCI DSS is the security standard that is required for processing most types of credit cards.
  - Comply with all requirements for accepting credit card payments.
  - Minimize the risk of exposing sensitive customer data.
- Create the master encryption key.
  - Rotate the master encryption key periodically.
Implementation Process of Master Encryption Key and Encryption

Before you can enable encryption for credit card or bank account data, you must automatically create a master encryption key. The master encryption key exists on the file system of Oracle Platform Security Services (OPSS). OPSS stores your master encryption key. The application uses your master encryption key to encrypt your sensitive data.

Automatic creation of the master encryption key ensures that it is created and stored in the proper location and with all necessary permissions.

Credit Card Tokenization

If you tokenize your credit card data, you are complying with PCI DSS requirements. PCI DSS requires companies to use payment applications that are PCI DSS compliant.

Tokenization is the process of replacing sensitive data, such as credit card data, with a unique number, or token, that isn't considered sensitive. The process uses a third-party payment system that stores the sensitive information and generates tokens to replace sensitive data in the applications and database fields. Unlike encryption, tokens can't be mathematically reversed to derive the actual credit card number.

You can set up your tokenization payment system by clicking Edit Tokenization Payment System on the Manage System Security Options page. Then, to activate tokenization for credit card data, click Tokenize in the Credit Card Data section.

Credit Card Data Encryption

You can encrypt your credit card data to assist with your compliance of cardholder data protection requirements with the following:

- Payment Card Industry (PCI) Data Security Standard
- Visa's PCI-based Cardholder Information Security Program (CISP)

Credit card numbers entered in Oracle Receivables and Oracle Collections are automatically encrypted. Encryption is based on the credit card encryption setting you specify on the Manage System Security Options page.

Note: If you bring card numbers into Payments through import, it's advisable to run the Encrypt Credit Card Data program immediately afterward.

Bank Account Data Encryption

You can encrypt your supplier and customer bank account numbers.

Bank account encryption doesn’t affect internal bank account numbers. Internal bank accounts are set up in Oracle Cash Management. They are used as disbursement bank accounts in Oracle Payables and as remit-to bank accounts in Receivables.

Supplier, customer, and employee bank account numbers entered in Oracle applications are automatically encrypted. Encryption is based on the bank account encryption setting you specify on the Manage System Security Options page.

Note: If you bring bank account numbers into Payments through import, it's advisable to run the Encrypt Bank Account Data program immediately afterward.
Master Encryption Key and Subkey Rotation

For payment instrument encryption, Payments uses a chain key approach. The chain key approach is used for data security where A encrypts B and B encrypts C. In Payments, the master encryption key encrypts the subkeys and the subkeys encrypt the payment instrument data. This approach allows easier rotation of the master encryption key.

The master encryption key is stored on OPSS. OPSS stores data in an encrypted format. The master encryption key can be rotated, or generated, which also encrypts subkeys, but doesn't result in encrypting the bank account numbers again.

If your installation has an existing master encryption key, you can automatically generate a new one by clicking Rotate.

| Note: To secure your payment instrument data, you're advised to annually rotate the master encryption key or rotate it according to your company's security policy. |

You can also select the frequency with which new subkeys are automatically generated, based on usage or on the maximum number of days. To specify a subkey rotation policy, click Edit Subkey Rotation Policy.

| Note: To secure your payment instrument data, you are advised to schedule regular rotation of the subkeys. |

The security architecture for credit card data and bank account data encryption is composed of the following components:

- OPSS
- Payments master encryption key
- Payments subkeys
- Sensitive data encryption and storage
The following figure illustrates the security architecture of the OPSS repository, the master encryption key, and the subkeys.

Credit Card and Bank Account Number Masking

Payments serves as a payment data repository for customer and supplier information. Payments stores all of the customer and supplier payment information and their payment instruments, such as credit cards and bank accounts. Payments provides data security by allowing you to mask bank account numbers.

On the Manage System Security Options page, you can mask credit card numbers and external bank account numbers. To do it, select the number of digits to mask and display. For example, a bank account number of XXXX8012 displays the last four digits and masks all the rest. These settings specify masking for payment instrument numbers in the user interfaces of multiple applications.

Enable Encryption of Sensitive Payment Information

Financial transactions contain sensitive information, which must be protected by a secure, encrypted mode. To protect your credit card and external bank account information, you can enable encryption. Encryption encodes sensitive data, so it can't be read or copied. To enable encryption, you must create a master encryption key. Oracle Platform Security Services is a repository that stores your master encryption key. The application uses your master encryption key to encrypt your sensitive data.

Note: Before you can import credit cards into Expenses, you must enable encryption or tokenization of credit cards in Payments. If you are using credit card data anywhere other than Expenses, you must enable tokenization in Payments.
To secure your credit card or bank account data, complete these steps:

1. In the Setup and Maintenance work area, go to the following:
   - Offering: Financials
   - Functional Area: Payments
   - Task: Manage System Security Options
2. On the Manage System Security Options page, click **Apply Quick Defaults**.
3. Select all the check boxes:
   - Automatically create wallet file and master encryption key
   - Encrypt credit card data
   - Encrypt bank account data
4. Click **Save and Close**.

### How You Enable Credit Card Tokenization

Credit card tokenization is the process of replacing sensitive data with a unique surrogate number, or token, that is not considered sensitive. The process employs services of a third-party token service provider that stores the sensitive information and generates tokens to replace sensitive data in the applications and in database fields.

- **Note:** Credit card services are currently not available in Oracle Financials Cloud implementations.

- **Note:** Before you can import credit cards into Expenses, you must enable encryption or tokenization of credit cards in Payments.

To enable credit card tokenization, you perform steps in the following setup pages:

- Manage System Security Options page
- Create Payment System page

### Manage System Security Options

To enable credit card tokenization on the Manage System Security Options page, click **Edit Tokenization Payment System**. Select CyberSource as the tokenization payment system. Now you can view CyberSource as the read-only tokenization payment system in the Tokenization section.

### Create Payment System

To enable credit card tokenization on the Create Payment System page, follow these steps:

1. In the Tokenization Payment System Settings subsection, select the **Credit card tokenization** check box.
2. In the Tokenization Payment System Settings section, enter values that relate to the following fields:
   - Name
   - Code
   - Data Type
- **Secured**: Specify **Yes** or **No**.
- **Value**

  **Note**: The tokenization settings are already predefined for the CyberSource payment system. You only need to enter the values.

---

### How Imported Legacy Credit Cards Are Processed

Use the Import Legacy Credit Cards process to import tokenized legacy credit cards data into Oracle Payments Cloud from legacy and external sources through a batch, flat file-based interface. You can download a spreadsheet template to enter your legacy credit cards data. The spreadsheet template conveniently provides field-level bubble help for assistance.

**Caution**: Before you can import legacy credit card numbers into Payments, you must ensure that they are tokenized to maintain strict compliance with the PCI (Payment Card Industry) rules protecting Oracle Applications Cloud from audit.
This figure illustrates the flow of importing legacy credit cards data into the application, as well as correcting errors.

To access the IbyLegacyCreditCardsImportTemplate.xlsx spreadsheet template, complete these steps:

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

Before you can import legacy credit cards data, you must complete these steps:

1. Enable tokenization in Payments.
2. Configure at least one payment system with tokenization enabled. The tokenization service provider is CyberSource.
3. Configure the ORA_IBY_DTK_RUN lookup that enables the Import Legacy Credit Cards program.
4. Tokenize the legacy credit cards data using a batch file upload process in CyberSource.

Follow these guidelines when preparing your data in the spreadsheet template:

- Enter the required information for each column. Refer to tool tips on each column header for the expected data type or for detailed instructions.
- Don’t change the order of the columns in the spreadsheet template.
  
  If you change the order of the columns, the upload process fails.
- You can hide or skip columns you don’t use, but don’t delete them.
  
  If you delete columns, the upload process fails.

Spreadsheet Tabs that Affect the Import Legacy Credit Cards Process

The following table contains the name of the spreadsheet tabs in the Legacy Credit Cards Import spreadsheet template and a brief description of their content.

<table>
<thead>
<tr>
<th>Spreadsheet Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions and CSV Generation</td>
<td>• Overview of the process</td>
</tr>
<tr>
<td></td>
<td>• CSV generation button</td>
</tr>
<tr>
<td></td>
<td>• Revision history</td>
</tr>
<tr>
<td>Tokenized Credit Card Details</td>
<td>Column headings for entering tokenized card details</td>
</tr>
</tbody>
</table>

How Import Legacy Credit Cards Data Is Processed

The following table describes the flow of data when you import tokenized legacy credit cards into Payments.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the guide titled File-Based Data Import for Oracle Financials Cloud, download the spreadsheet template named ibyLegacyCreditCardsImportTemplate.xlsm. It is located in the File-Based Data Imports chapter, Legacy Credit Cards Import section.</td>
<td>The file-based data import spreadsheet template is downloaded.</td>
</tr>
<tr>
<td>Sequence</td>
<td>Action</td>
<td>Result</td>
</tr>
<tr>
<td>----------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>2</td>
<td>1. Enter data in the spreadsheet template. 2. Refer to the bubble text on each column header either for detailed instructions on entering the data in that column, or for a description of the data and data type that the column requires. 3. Don't delete row number 5, which shows text in capital letters. 4. Each credit card is assigned to the customer at the customer account or customer account site use level.</td>
<td>The spreadsheet template is ready for CSV file generation.</td>
</tr>
<tr>
<td>3</td>
<td>1. Click <strong>Generate CSV File</strong>. 2. Save the CSV file with a unique name.</td>
<td>A CSV file is generated that is compressed into a ZIP file.</td>
</tr>
<tr>
<td>4</td>
<td>To upload the ZIP file to Oracle Universal Content Management: 1. Navigate: <strong>Tools &gt; File Import and Export</strong>. 2. On the File Import and Export page, click the <strong>plus</strong> (Upload) icon. The Upload File dialog box appears. 3. In the <strong>File</strong> field, browse for and select your ZIP file. 4. From the Account choice list, select <strong>fin/payments/import</strong>. 5. Click <strong>Save and Close</strong>.</td>
<td>The ZIP file is uploaded.</td>
</tr>
<tr>
<td>5</td>
<td>To submit the Import Legacy Credit Cards process: 1. Sign in to the central Oracle Enterprise Scheduler server. 2. Navigate: <strong>Tools &gt; Scheduled Processes</strong>. 3. Click <strong>Schedule New Process</strong>. The Schedule New Process dialog box appears. 4. From the Name choice list, search and select <strong>Tokenize Credit Card Data</strong>. 5. Click <strong>OK</strong>. The Process Details dialog box appears. 6. From the Credit Card Data Import File choice list, select your ZIP file. 7. Click <strong>Submit</strong>.</td>
<td>The Import Legacy Credit Cards process first validates the credit cards and associated data and then imports the data from the uploaded file into the following Payments tables:  - IBY_CREDITCARD  - IBY_PMT_INSTR_USES_ALL  After you submit the Import Legacy Credit Cards process, the following data appears in Payments:  - Credit card data  - Assignment data  The log output of the Import Legacy Credit Cards process reports the number of successful and rejected records.</td>
</tr>
</tbody>
</table>
## Define Payments Security

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
</table>
| 6        | To correct import errors:  
1. View the log output from the Import Legacy Credit Cards process.  
2. Identify the rejected records based on details provided in the log file.  
3. Create a new spreadsheet that contains only rejected records that you copy from the old spreadsheet template.  
4. For the Origin Site Purpose Source Reference column, enter a different unique value.  
5. Make necessary corrections to the data.  
6. Load the data using a new spreadsheet.  
7. Generate the CSV File, upload the ZIP file, and continue. | Failed records are visible in the log output from the Import Legacy Credit Cards process. A new spreadsheet that contains only corrected records is uploaded and processed again. |
| 7        | Import legacy credit cards data at one of the following levels if you have their associated identifiers:  
- Customer account  
- Customer account site | In the spreadsheet, if the Owner Level column is CUST_ACCOUNT then credit cards are assigned at the customer account level.  
In the spreadsheet, if the Owner Level column is CUST_ACCT_SITE_USE then credit cards are assigned at the customer account site level. |

### Related Topics
- How You Set Up a Payment System
- How You Configure a Communication Channel to a Payment System
- Import Legacy Customer Credit Card Data

### Removal of Personally Identifiable Information

The General Data Protection Regulation is a regulation in European Union (EU) law about data protection and privacy for all individuals within the EU and the European Economic Area. Your organization can comply with the GDPR regarding the collection and use of personal data of EU residents.

You can remove an individual's personal data:

- If requested by an individual
- If the individual is no longer employed with your organization

**Caution:** If you remove personally identifiable information, it can't be retrieved.

To run the removal process, you must have the duty role of Financial Application Administrator.
To remove an individual's personally identifiable information for any product in Oracle Financials applications, you submit the Remove Personally Identifiable Information in Financials process.

1. Navigate: **Navigator > Tools > Scheduled Processes**.
2. On the Scheduled Processes page, click **Schedule New Process**.
3. Search and select **Remove Personally Identifiable Information in Financials**.
4. From the Party choice list, select the person's name for whom you want to remove personally identifiable information.
5. Click **Submit**.

### Table and Column Details for Potential Removal of Personally Identifiable Information

This table lists applications and their corresponding tables and columns that store sensitive data, the data type that is stored in each column, whether you can redact the data from the column, and the reason for redaction.

<table>
<thead>
<tr>
<th>Sequence Number and Product</th>
<th>Table</th>
<th>Column</th>
<th>Data Type</th>
<th>Redact?</th>
<th>Reason for Redaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Oracle Payments</td>
<td>IBY_CREDITCARD</td>
<td>CC_NUMBER_HASH1</td>
<td>VARCHAR2(64 CHAR)</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>Oracle Payments</td>
<td>IBY_CREDITCARD</td>
<td>CC_NUMBER_HASH2</td>
<td>VARCHAR2(64 CHAR)</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>Oracle Payments</td>
<td>IBY_CREDITCARD</td>
<td>CCNUMBER</td>
<td>VARCHAR2(30 CHAR)</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Oracle Payments</td>
<td>IBY_CREDITCARD</td>
<td>CHNAME</td>
<td>VARCHAR2(80 CHAR)</td>
<td>No</td>
</tr>
<tr>
<td>5</td>
<td>Oracle Payments</td>
<td>IBY_CREDITCARD</td>
<td>EXPIRYDATE</td>
<td>DATE</td>
<td>No</td>
</tr>
<tr>
<td>6</td>
<td>Oracle Payments</td>
<td>IBY_CREDITCARD</td>
<td>MASKED_CC_NUMBER</td>
<td>VARCHAR2(30 CHAR)</td>
<td>No</td>
</tr>
<tr>
<td>7</td>
<td>Oracle Payments</td>
<td>IBY_EXT_BANK_ACCOUNTS</td>
<td>BANK_ACCOUNT_NAME</td>
<td>VARCHAR2(80 CHAR)</td>
<td>Yes</td>
</tr>
<tr>
<td>Sequence Number and Product</td>
<td>Table</td>
<td>Column</td>
<td>Data Type</td>
<td>Redact?</td>
<td>Reason for Redaction</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------</td>
<td>--------</td>
<td>-----------</td>
<td>---------</td>
<td>----------------------</td>
</tr>
<tr>
<td>8</td>
<td>IBY_EXT_BANK_ACCOUNTS</td>
<td>BANK_ACCOUNT_NAME_ALT</td>
<td>VARCHAR(320 CHAR)</td>
<td>Yes</td>
<td>Sensitive data.</td>
</tr>
<tr>
<td>9</td>
<td>IBY_EXT_BANK_ACCOUNTS</td>
<td>BANK_ACCOUNT_NUM</td>
<td>VARCHAR(100 CHAR)</td>
<td>Yes</td>
<td>Sensitive when bank account isn't encrypted or masked.</td>
</tr>
<tr>
<td>10</td>
<td>IBY_EXT_BANK_ACCOUNTS</td>
<td>BANK_ACCOUNT_NUM ELECTRONIC</td>
<td>VARCHAR(100 CHAR)</td>
<td>Yes</td>
<td>Sensitive when bank account isn't encrypted or masked.</td>
</tr>
<tr>
<td>11</td>
<td>IBY_EXT_BANK_ACCOUNTS</td>
<td>BANK_ACCOUNT_NUM_HASH1</td>
<td>VARCHAR(64 CHAR)</td>
<td>No</td>
<td>Unreadable data.</td>
</tr>
<tr>
<td>12</td>
<td>IBY_EXT_BANK_ACCOUNTS</td>
<td>BANK_ACCOUNT_NUM_HASH2</td>
<td>VARCHAR(64 CHAR)</td>
<td>No</td>
<td>Unreadable data.</td>
</tr>
<tr>
<td>13</td>
<td>IBY_EXT_BANK_ACCOUNTS</td>
<td>IBAN</td>
<td>VARCHAR(50 CHAR)</td>
<td>Yes</td>
<td>Sensitive when bank account isn't encrypted or masked.</td>
</tr>
<tr>
<td>14</td>
<td>IBY_EXT_BANK_ACCOUNTS</td>
<td>IBAN_HASH1</td>
<td>VARCHAR(64 CHAR)</td>
<td>No</td>
<td>Unreadable data.</td>
</tr>
<tr>
<td>15</td>
<td>IBY_EXT_BANK_ACCOUNTS</td>
<td>IBAN_HASH2</td>
<td>VARCHAR(64 CHAR)</td>
<td>No</td>
<td>Unreadable data.</td>
</tr>
<tr>
<td>16</td>
<td>IBY_EXT_BANK_ACCOUNTS</td>
<td>MASKED_BANK_ACCOUNT_NUM</td>
<td>VARCHAR(100 CHAR)</td>
<td>Yes</td>
<td>Denormalized value. Sensitive when bank account isn't encrypted or masked.</td>
</tr>
<tr>
<td>17</td>
<td>IBY_EXT_BANK_ACCOUNTS</td>
<td>MASKED_IBAN</td>
<td>VARCHAR(50 CHAR)</td>
<td>Yes</td>
<td>Denormalized value. Sensitive when bank account isn't encrypted or masked.</td>
</tr>
<tr>
<td>Sequence Number and Product</td>
<td>Table</td>
<td>Column</td>
<td>Data Type</td>
<td>Redact?</td>
<td>Reason for Redaction</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------</td>
<td>----------------------------</td>
<td>---------------------------</td>
<td>---------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>18</td>
<td>Oracle Payments</td>
<td>INSTRUMENT_SECURITY_CODE</td>
<td>VARCHAR2(10 CHAR)</td>
<td>No</td>
<td>No longer store card verification value.</td>
</tr>
<tr>
<td>19</td>
<td>Oracle Payments</td>
<td>DEBIT_ADVICE_EMAIL</td>
<td>VARCHAR2(255 CHAR)</td>
<td>Yes</td>
<td>Denormalized value. Sensitive data.</td>
</tr>
<tr>
<td>20</td>
<td>Oracle Payments</td>
<td>EXT_BANK_ACCOUNT_NAME</td>
<td>VARCHAR2(360 CHAR)</td>
<td>Yes</td>
<td>Nonsensitive when person data is redacted.</td>
</tr>
<tr>
<td>21</td>
<td>Oracle Payments</td>
<td>EXT_BANK_ACCOUNT_NUMBER</td>
<td>VARCHAR2(100 CHAR)</td>
<td>Yes</td>
<td>Denormalized value. Sensitive when bank account isn't encrypted or masked.</td>
</tr>
<tr>
<td>22</td>
<td>Oracle Payments</td>
<td>EXT_BANK_ACCOUNT_IBAN_NUMBER</td>
<td>VARCHAR2(50 CHAR)</td>
<td>Yes</td>
<td>Denormalized value. Sensitive when bank account isn't encrypted or masked.</td>
</tr>
<tr>
<td>23</td>
<td>Oracle Payments</td>
<td>PAYEE_NAME</td>
<td>VARCHAR2(360 CHAR)</td>
<td>Yes</td>
<td>Payee name is sensitive data.</td>
</tr>
<tr>
<td>24</td>
<td>Oracle Payments</td>
<td>PAYEE_ADDRESS1</td>
<td>VARCHAR2(240 CHAR)</td>
<td>Yes</td>
<td>Address data.</td>
</tr>
<tr>
<td>25</td>
<td>Oracle Payments</td>
<td>PAYEE_ADDRESS2</td>
<td>VARCHAR2(240 CHAR)</td>
<td>Yes</td>
<td>Address data.</td>
</tr>
<tr>
<td>26</td>
<td>Oracle Payments</td>
<td>PAYEE_ADDRESS3</td>
<td>VARCHAR2(240 CHAR)</td>
<td>Yes</td>
<td>Address data.</td>
</tr>
<tr>
<td>27</td>
<td>Oracle Payments</td>
<td>PAYEE_ADDRESS4</td>
<td>VARCHAR2(240 CHAR)</td>
<td>Yes</td>
<td>Address data.</td>
</tr>
<tr>
<td>Sequence Number and Product</td>
<td>Table</td>
<td>Column</td>
<td>Data Type</td>
<td>Redact?</td>
<td>Reason for Redaction</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------</td>
<td>----------------------</td>
<td>-------------------------------------</td>
<td>---------</td>
<td>----------------------</td>
</tr>
<tr>
<td>28</td>
<td>IBY_PAYMENTS_ALL</td>
<td>PAYEE_CITY</td>
<td>VARCHAR2(60 CHAR)</td>
<td>Yes</td>
<td>Address data.</td>
</tr>
<tr>
<td>29</td>
<td>IBY_PAYMENTS_ALL</td>
<td>PAYEE_POSTAL_CODE</td>
<td>VARCHAR2(60 CHAR)</td>
<td>Yes</td>
<td>Address data.</td>
</tr>
<tr>
<td>30</td>
<td>IBY_PAYMENTS_ALL</td>
<td>PAYEE_STATE</td>
<td>VARCHAR2(120 CHAR)</td>
<td>Yes</td>
<td>Address data.</td>
</tr>
<tr>
<td>31</td>
<td>IBY_PAYMENTS_ALL</td>
<td>PAYEE_PROVINCE</td>
<td>VARCHAR2(120 CHAR)</td>
<td>Yes</td>
<td>Address data.</td>
</tr>
<tr>
<td>32</td>
<td>IBY_PAYMENTS_ALL</td>
<td>PAYEE_COUNTY</td>
<td>VARCHAR2(120 CHAR)</td>
<td>Yes</td>
<td>Address data.</td>
</tr>
<tr>
<td>33</td>
<td>IBY_PAYMENTS_ALL</td>
<td>PAYEE_COUNTRY</td>
<td>VARCHAR2(60 CHAR)</td>
<td>Yes</td>
<td>Address data.</td>
</tr>
<tr>
<td>34</td>
<td>IBY_PAYMENTS_ALL</td>
<td>REMIT_ADVICE_EMAIL</td>
<td>VARCHAR2(255 CHAR)</td>
<td>Yes</td>
<td>Address data.</td>
</tr>
<tr>
<td>35</td>
<td>IBY_PAYMENTS_ALL</td>
<td>PAYEE_PARTY_NAME</td>
<td>VARCHAR2(360 CHAR)</td>
<td>Yes</td>
<td>Party name is sensitive data.</td>
</tr>
<tr>
<td>36</td>
<td>IBY_PAYMENTS_ALL</td>
<td>PAYEE_LE_REGISTRATION_NUM</td>
<td>VARCHAR2 (50 CHAR)</td>
<td>Yes</td>
<td>Denormalized value. Sensitive data.</td>
</tr>
<tr>
<td>37</td>
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<tr>
<td>Sequence Number and Product</td>
<td>Table</td>
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<td>Yes</td>
<td>Contact who receives the dunning.</td>
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Oracle Advanced Collections
Define Payments Security
Define Customer Account

Customer Account Relationships

Use customer account relationships to manage the sharing of billing and shipping services and payment activities between two accounts.

Account relationships let you identify customer accounts that can receive shipments or invoices for another account, as well as accounts that can pay for the open debit items of other accounts.

How You Use Customer Account Relationships

Use the Relationships tab of the Edit Account page to create and maintain account relationships for a particular customer account.

A customer account relationship is either a one-way relationship or a reciprocal relationship. By default an account relationship is one-way, meaning that the parent account can apply receipts to open debit items of the related account, but receipts in the related account can’t be applied to open debit items of the parent account. If you want to allow the two accounts to pay for each other’s open debit items, then enable the Reciprocal option for the relationship definition.

Enable the Bill To and Ship To options for relationships that involve billing and shipping services. In a one-way relationship, the parent account can process invoices and receive shipments for the related account. In a reciprocal relationship, either account can manage these services for the other account.

You can use the Allow payment of unrelated transactions Receivable system option to help manage customer account relationships. You must not enable this option if you want to restrict the sharing of receipt application and billing and shipping services to the account relationships that you define for each customer account.

If you do enable the Allow payment of unrelated transactions Receivables system option, then any customer account can pay for the open debit items of any other customer account. You can still use account relationships to manage billing and shipping services.

Related Topics

- What’s the difference between an account relationship and a paying relationship

Customer Account Information

Use the customer account record to maintain detailed information about each of your customer accounts.

Review these activities related to entering and updating customer account information:

- Payment Details
- Communication Information
- Account Relationships
- Account Profiles
Payment Details

Use the Payment Details section to maintain active receipt methods and payment instruments for use by each customer account. During transaction and receipt entry, Receivables assigns the primary receipt method and payment instruments as the default. You can override these defaults at the transaction or receipt level with another active receipt method or payment instrument belonging to the customer account.

- **Receipt Methods**: Assign automatic and manual receipt methods to each customer account. Start and end dates for each receipt method must not overlap.
  - Assign automatic receipt methods for use with automatic receipts. Automatic receipt methods determine the required processing steps for automatic receipts, including confirmation, remittance, and reconciliation.
  - Assign manual receipt methods to indicate which form of receipt to use to collect payment for transactions belonging to this account.

- **Payment Instruments**: Assign credit cards and bank accounts to each customer account. The payment instrument information that you create for a customer account is stored in Oracle Payments for use during funds capture processing.
  - Assign bank accounts for use with automatic receipts. The bank accounts you specify are used by the automatic receipt process to transfer funds from these accounts to your remittance bank accounts.
  - Define multiple customer bank accounts in different currencies and assign bank accounts to customer addresses. The primary bank account for a particular currency is used as the default account during automatic receipt processing. You can define multiple, non-primary accounts in the same currency, even if the date ranges overlap.

Communication Information

Use the Communication section to maintain customer contact persons for each customer account. Information that you can maintain for each contact includes:

- Name and job title.
- Contact points, such as phone and fax numbers, email and instant message addresses, and URLs.
- Job responsibilities.
- Addresses. You can either enter new addresses specific to the contact, or you can enter addresses of account sites belonging to the customer account.

You can create a new contact person or add an existing contact person for a customer account or account site. If you are adding an existing contact person, you must define a party relationship at the customer level for each party and assign the party the Contact role type.

Account Relationships

Use customer account relationships to manage the sharing of billing and shipping services and payment activities between two accounts.

Account Profiles

The account profile is the profile class record assigned to a customer account for a specified time period. You use the profile class record to organize your customer accounts into categories that reflect the needs of your enterprise. If you assign the same profile class to more than one customer account, you can modify individual profiles according to the needs of a given customer account.
Guidelines for Customer Addresses

Enter and maintain address information for your Receivables customer records.

When you create a customer, you must enter account and address information. This address becomes an account site record of the customer.

When you create additional customer accounts for the customer, you can either enter new address information to create a new account site, or you can use an existing account site. If you assign an existing account site to the new account, you can modify the address information itself, but you will receive a warning if this address is shared by other parties.

These guidelines apply to entering and updating customer addresses:

- Reference Data Set for Account Sites
- Update Sharing
- Account Address Details
- Address Business Purposes
- Reference Accounts

Reference Data Set for Account Sites

Before creating or importing customers, you must create a reference data set for use with customer account sites. You can share this reference data set across one or more business units, according to your requirements.

To access the new reference data set on customer account sites, provision the appropriate data role to the designated users in order to grant them access to the job role for the given business units and reference data sets.

Update Sharing

If you update an address due to incorrect or missing information, these updates are shared with all account sites that use this address.

Update sharing applies to address information only, and not to account address details or business purposes.

Account Address Details

Use the Account Address Details subsection to identify these values for the account site:

- Customer Category Code: Used to classify this customer according to the needs of your enterprise. You define these category codes using the Trading Community Model.
- Translated Customer Name: Used to enter the customer name in another language. The translated name replaces the customer name on external documents.

Address Business Purposes

Assign address business purposes to account sites to identify the functions performed by each particular customer account site. You can designate one account site as Primary for each address business purpose.
Common address business purposes include:

- **Bill-to**: Assign the bill-to business purpose to account sites designated to receive and process bills. You must create at least one bill-to site to process transactions for a customer.

- **Ship-to**: Assign the ship-to business purpose to account sites designated to receive goods purchased by the customer account.
  
  If you create a ship-to business purpose, you must indicate the related bill-to site that processes the bills for the shipped goods.

  Bill-to sites available for association with ship-to sites either belong to the same customer account or to related customer accounts.

- **Deliver-to**: Assign the deliver-to business purpose to sites that receive all or part of goods sent to a ship-to site.

- **Bills of lading**: Assign the bills of lading business purpose to sites that manage contracts for carriers that ship customer goods.

- **Dunning**: Assign the dunning business purpose to sites that receive dunning letters from you.

- **Late Charge**: Assign the late charge business purpose to the site that is assigned the late charge policy for this customer account.

  If the **Statement, Dunning, and Late Charges Site Profiles Used** profile option is set to Yes, then Receivables uses the late charge policy assigned to the late charge site to calculate late charges on transactions. If the profile option is set to No, then Receivables uses the late charge policy assigned to the bill-to site assigned to the transaction.

**Reference Accounts**

Assign distributions for revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and deferred revenue accounts to customer bill-to sites. If AutoAccounting depends on Bill-to Site, then Receivables uses the bill-to site of the transaction to determine the related segment for these distributions.

**Related Topics**

- Reference Data Sets

**How You Display Additional Customer Sites**

By default the Manage Customers page displays in the Sites section the account sites assigned to the selected customer account.

You can use the Advanced search to search for sites by site number. The search results display all sites across all customers and customer accounts that match the search value.

You can also enable the **Show related contact sites** option to display in the Sites section additional sites belonging to a customer account that don’t display by default.

Additional sites may belong to related parties that, through some action of the party, were used as account sites. For example, an employee placed an order on behalf of the customer account, but used his or her personal address as the shipping address. This created an account site for the customer account with the employee address as the account site address.

Additional sites may also be part of data migration, such as existing account sites from other systems that are linked to the customer account.
Manage Receivables Customer Profile Classes

How You Use Customer Profile Classes

Use profile classes to organize your customer accounts into categories that reflect the needs of your enterprise. The profile class record contains generic options that you can set in different ways to group your customers into broad categories, such as, for example, by industry, location, size, creditworthiness, business volume, or payment cycles.

For example, you might define three profile classes that reflect customer payment behavior: one for customers who pay promptly; one for late paying customers with high late charge rates; and a third for customers who for the most part pay on time, with discount incentives for early payment.

Profile Class Management

When you create a customer account, Receivables assigns the profile class DEFAULT. Use the Edit Account page to modify this profile class or assign another profile class to the customer account.

When you create a customer site, Receivables does not assign either the DEFAULT profile class or the profile class of the customer account. Instead you must use the Create Site Profile page to assign the first profile class to the site. Use the Edit Site page either to update the existing profile or to assign a new profile class to the site.

After you assign a profile class to a customer account or site, you can modify details of the profile class to meet specific requirements for that account or site. For example, a particular site may transact business in a separate currency, or the site may be subject to additional late charges or penalty charges. These updates apply only to that particular account or site and don't affect the profile class record itself.

Profile class updates and assignments are managed using effective date ranges. Each profile class that you assign or update supersedes the previous profile class for the given date range. In this way you can manage over time the changes that take place in customer behavior or customer requirements. The date of a given transaction or receipt determines which account or site profile applies to the activity. The profile history for an account or site provides details of when a given version of a profile class is active.

How You Update and Version Profile Classes

After you update an existing profile class, Receivables presents you with three options for how to save your updates. You can update the profile class record only, or you can update the profile class record along with updating in different ways the profiles that make use of this record.

The three options for updating profile class records are:

- Apply changes to new profiles only.
- Apply changes to unmodified profiles and version existing unmodified profiles
- Apply changes to all profiles and version all existing profiles.

This update process is managed by the Propagate Customer Profile Class Update program.
Apply changes to new profiles only
This option updates the profile class record only. It doesn't apply your updates to any account or site profile that uses this profile class.

The changes you make to this profile class will apply to new account or site profiles that are assigned this profile class.

Apply changes to unmodified profiles and version existing unmodified profiles
This option applies versioning to profiles that don't have modified settings. The update process for this option is:

- Updates the profile class record.
- Applies your updates to unmodified account and site profiles that use this profile class.
- Creates a new version of account and site profiles that use this profile class, using the system date as the effective start date.
- Assigns the previous version of account and site profiles that use this profile class an effective end date of the day before the system date. This previous version remains valid within its effective date range.

Use the Profile History tab of customer account and site records to view the versions of a profile.

Apply changes to all profiles and version all existing profiles
This option applies versioning to all profiles. The update process for this option is:

- Updates the profile class record.
- Applies your updates to all account and site profiles that use this profile class.
- Creates a new version of account and site profiles that use this profile class, using the system date as the effective start date.
- Assigns the previous version of account and site profiles that use this profile class an effective end date of the day before the system date. This previous version remains valid within its effective date range.

Use the Profile History tab of customer account and site records to view the versions of a profile.

How You Set Up a Customer Profile for Credit Checks
The Credit Check service in the quote-to-cash process evaluates credit authorization requests according to the credit settings in the customer or customer account profile.

Set up the Credit and Collections section of each customer or customer account profile with the settings that you want to use to determine credit authorizations.

The settings used for credit authorization are:

- **Credit Limit** field: Enter the total credit limit that the customer or customer account has available in the given currency.
- **Tolerance** field: Enter the percentage that a customer can exceed their credit limit.
- **Conversion Rate Type** field: Enter the conversion rate type to use to convert transaction amounts to the credit currency.
- **Include in credit check** option:
  - If you enable this option, then the application compares the available credit in the applicable currency to the requested amount.
If you don’t enable this option, then the customer or customer account is excluded from the credit check process.

- **Expiration Offset Days** field: Enter the number of days to use in the calculation of the expiration date of a credit authorization.

### How the Credit Authorization Expiration Date is Derived

Receivables derives the expiration date of a credit authorization depending on the available date information for the transaction and the value in the **Expiration Offset Days** field, if there is one.

The logic for deriving the credit authorization expiration date is as follows:

- If the **Expiration Offset Days** field contains a value, then:
  - If the fulfillment/shipment date is provided, then: Expiration Date = Fulfillment/Shipment date + Offset Days.
  - If fulfillment/shipment date is not provided, but the sales order date is provided, then: Expiration Date = Sales Order Date + Offset Days.
  - If neither the fulfillment/shipment date nor the sales order date is provided, then: Expiration Date = Credit Authorization Date + Offset Days.

- If the **Expiration Offset Days** field doesn't contain a value, then:
  - If the fulfillment/shipment date is provided, then: Expiration Date = Fulfillment/Shipment date + 5.
  - If fulfillment/shipment date is not provided, but the sales order date is provided, then: Expiration Date = Sales Order Date + 5.
  - If neither the fulfillment/shipment date nor the sales order date is provided, then: Expiration Date = Credit Authorization Date + 5.

### Related Topics

- Components of the Credit Profile

### FAQs for Manage Receivables Customer Profile Classes

**When are profile class defaults used?**

The customer profile class shares these default settings with other parts of Receivables: Match Receipts By; AutoMatch rule set; AutoCash rule set; Autoinvoice grouping rule; payment terms; and tax printing options. Each of these settings is used according to the hierarchy required by the transaction or receipt process.

For receipt processing:

- Receivables searches for a Match Receipt By value to use for receipt and transaction comparison in the order: customer site profile, customer account profile, lockbox (for lockbox processing), and Receivables system options.

- Receivables searches for an AutoMatch rule set to determine how receipts are applied automatically and transactions recommended for manual application in the order: customer site profile, customer account profile, lockbox (for lockbox processing), and Receivables system options.

- If Receivables can't match receipts to transactions, the application searches for an AutoCash rule set to use to apply receipts in the order: customer site profile, customer account profile, and Receivables system options.
For transaction processing:

- During AutoInvoice import, Receivables searches for an AutoInvoice grouping rule to use to group transaction lines into transactions in the order: transaction source, customer site profile, customer account profile, and Receivables system options.
- Receivables searches for the payment terms to use on a transaction in the order: customer site profile, customer account profile, and transaction type. If the payment terms come from the site profile or account profile, and the **Override terms** option is enabled, then you can update the default payment terms on the transaction.
- Receivables searches for the tax printing option to use to print tax on transactions in the order: customer site profile, customer account profile, and Receivables system options. If no value is found, then Receivables uses Total Tax Only as the default value to print transactions.

### Manage Customers

#### Customer and Party Structure

You create customers to properly record and account for sales transactions, as well as to identify other attributes of the selling relationship. Recording a sales transaction requires that a customer, stored as a party in the trading community model, has both a customer account and customer site with a bill-to business purpose.

To understand the role of a customer in the context of the trading community model, it is helpful to understand a few related concepts. The key concepts related to customers and customer activities are:

- **Party**
- **Customer**
- **Customer Account**
- **Site**
- **Relationship**
- **Contact**

#### Party

A party is an entity that can enter into a business relationship with another party, such as buying and selling goods or offering services. A party can be either an organization or a person. A party exists separately from any business relationship that it enters into with another party.

#### Customer

A customer is a party, either an organization or a person, with whom you have a selling relationship. This selling relationship can result, for example, from the purchase of products and services or from the negotiation of terms and conditions that provide the basis for future purchases.

#### Customer Account

A customer account represents the attributes of the business relationship that a party can enter into with another party. The customer account has information about the terms and conditions of doing business with the party.

For example, you can create a commercial account for purchases made by a company for internal use, and a reseller account for purchases made by the same company for sales of your products to end users.
You can create multiple customer accounts for a party to maintain information about different categories of business activities. For example, to track invoices for different types of purchases, you can maintain an account for purchasing office supplies and another account for purchasing furniture.

You can also maintain multiple customer accounts for a customer that transacts business with more than one line of business in your organization.

You can share information about a party, such as profile information, creditworthiness, addresses, and contacts, across the customer accounts of the party. In addition, you can also maintain separate profiles and contacts, along with contact addresses and contact points, for each customer account.

**Site**
A site is a point in space described by an address. A party site is the place where a party is physically located. A customer site is a party site that is used in the context of a customer account. A single customer account can have multiple sites.

A customer address is a site that is used for billing, shipping, or other purposes that are part of the selling relationship. An identifying address is the party site address that identifies the location of the party. Every party has only one identifying address, but a party can have multiple party sites.

**Relationship**
A party relationship is the role of the party in the context of another party. Examples include affiliate, subsidiary, partner, employee, or contact.

An account relationship between different customer accounts of a party allows for the sharing of billing, shipping, and payment information.

**Contact**
A contact is a person who communicates for or acts on behalf of a party or customer account. A contact can exist for a customer at the account or site level.

A person usually acts as a contact for an organization, but can also act as a contact for another person. For example, an administrative assistant is often the contact for an executive.

**Related Topics**
- Customer Hierarchies and Paying Relationships

**How You Use Party Relationships**

Use party relationships to model your customer records according to the way you conduct your business. Party relationships can help you better understand and make decisions about the customers that you do business with.

Define party relationships to use with your customer records. A party relationship record contains the name of the party that relates to the customer, the way in which the party relates to the customer (relationship role), and the period of time that this particular relationship exists. You can then add these parties as contacts belonging to the accounts or account sites of a given customer.

A party relationship represents the way two entities interact with each other, based on the role that each entity takes with respect to the other. For example, the employment relationship between a person and an organization is defined by the role of the person as the employee and the organization as the employer.
A relationship can be reciprocal. Each entity is either the subject or object, depending on the perspective, or direction. The party that you define relationships for is the subject, and the party that you relate to is the object. For example, if Joe is the employee of Oracle, then Joe is the subject and Oracle is the object. Oracle as the employer of Joe, which reverses the subject and object, still describes the same relationship.

How You Use Customer Tax Profiles

Use the tax profile to maintain optional tax information about your customers and customer sites. You create third-party tax profiles using Oracle Tax, and you can update these tax profiles for the applicable customer or customer site. Receivables doesn't populate a customer site record with the tax profile belonging to the customer record. You must define a separate tax profile for each customer site, according to the requirements of the site. Tax profile records defined at the customer site level take precedence over the tax profile record defined at the customer level.

For example, a customer level tax profile might not include tax exemptions. However, one of the related customer sites may be located in a developing country or region, where tax incentives for businesses include tax exemptions on specific products or services. In this case, you should define and maintain a separate tax profile for this customer site.

Related Topics
- Party Tax Profiles

How You Merge Customers

If you have Data Quality installed, the Trading Community Model manages the merging of duplicate and redundant customer records. You can manually merge two customer records from the Manage Customers page in this way:

1. Search for the customer or customers that you want.
2. Select a customer.
3. Select the Merge Record command from the Actions menu to open the Merge window.
4. In the Merge window, select the master and duplicate records, and complete the merge request.
5. Repeat steps 2 to 4 for each customer that you want.

Related Topics
- How you Consolidate Confirmed Duplicate Records

FAQs for Manage Customers

Does a new customer belong to a customer account?

No, creating a customer person or organization only establishes this party as having some kind of selling relationship with you. You also need to create at least one customer account and one customer account site with a bill-to purpose for the customer record in order to properly record and account for both sales transactions with the party and other attributes of the selling relationship with the party.

When you create a customer manually, the customer account is assigned the profile DEFAULT. When you import customers, there is no default profile assigned to the customer account. You must designate a customer account profile in the RA_CUSTOMER_PROFILES_INT_ALL table by specifying information for the CUST_ORIG_SYSTEM.
and CUST_ORIG_SYSTEM_REFERENCE attributes, and leaving blank the CUST_SITE_ORIG_SYSTEM and CUST_SITE_ORIG_SYS_REF attributes.

What happens if I enter customer information that already exists?
If you have Data Quality installed, the Trading Community Model manages the control of duplicate and redundant party information.

If you enter party information resembling or matching existing information, then depending on your setup you are prompted in different ways to manage this information.

This can include:
- Prevention of data entry.
- Inclusion with confirmation of data entry.
- Review and selection of matching or similar data.

How can I update other customer information?
Use the Edit Account pages to update information related to the customer accounts created for this customer.

Use the Edit Site pages to update information related to the customer sites created for each of the customer accounts. This includes address information and the tax profile for the related account site.

Manage Customer Data Uploads

How You Import Customer Data

Use the Customer Import process to upload customer data into Receivables and the Trading Community Model registry. Customer data includes, for example, Parties, Party Sites, Accounts, Account Sites, Site Uses, along with associated customer attributes, such as customer profiles, customer payment methods, and customer bank accounts.

You can download a customer import FBDI 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.

Note: You can also use the Upload Customers from Spreadsheet process to perform an upload of customer data only, without data for the Trading Community Model registry. Use the Upload Customers from Spreadsheet process to upload data for customers, customer contacts, customer bill-to site reference accounts, and customer bank accounts only.

To access the template, complete the following steps:
1. Navigate to the File-Based Data Import for Financials guide.
2. In the Table of Contents, click Customer Data Model.
3. Click Customer 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 Customer Data.
2. In the **Data File** field, enter the completed template.
3. The Load Interface File for Import process uploads the data for each customer included in the template.

**Settings That Affect the Customer Import Template**

The Customer Import FBDI template contains an instructions tab and nineteen tabs for each of the interface tables used to import customer information:

<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 Customer Import process, and correcting import errors.</td>
</tr>
<tr>
<td>Customer Import Interface Tables</td>
<td>Use the applicable tabs to enter customer data for each of the interface tables. These tables are:</td>
</tr>
<tr>
<td>HZ_IMP_PARTIES_T</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_PARTYSITES_T</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_PARTYSITEUSES_T</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_ACCOUNTS_T</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_ACCTSITES_T</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_ACCTSITEUSES_T</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_ACCOUNTRELS</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_ACCTCONTACTS_T</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_CONTACTPTS_T</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_CONTACTROLES</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_CONTACTS_T</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_LOCATIONS_T</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_RELSHIPS_T</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_ROLERESP</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_CLASSIFICS_T</td>
<td></td>
</tr>
<tr>
<td>HZ_IMP_PERSONLANG</td>
<td></td>
</tr>
<tr>
<td>RA_CUSTOMER_PROFILES_INT_ALL</td>
<td></td>
</tr>
<tr>
<td>RA_CUST_PAY_METHOD_INT_ALL</td>
<td></td>
</tr>
<tr>
<td>RA_CUSTOMER_BANKS_INT_ALL</td>
<td></td>
</tr>
</tbody>
</table>

**How Customer Data Is Processed**

The imported data is loaded into the corresponding Receivables and the Trading Community Model tables. You can monitor and preview data before finally processing data.

For Receivables customer data, each customer must have a unique combination of customer number, customer account number, and customer site number.
Guidelines for Uploading Customer Data Using a Spreadsheet

Use the Upload Customers from Spreadsheet process to upload customer data in bulk. The single upload process performs all the operations of generating a batch, transferring the customer data in the spreadsheet template to the interface tables, and importing the data from the interface tables into Oracle Applications.

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

Set Up Related Customer Information

Set up the business objects you need in advance of the customer data upload.

This can include:

- Account address sets: Set up the reference sets you need for your customer account sites.
- Customer profile classes: Set up one or more profile classes for your customer records.
- Reference accounts: Set up general ledger accounts that you intend to use as reference accounts for customers.
- Customer bank accounts: Set up banks and bank account information.
- Tax information: Set up tax registration numbers and tax rate codes using Oracle Tax.
- Descriptive flexfields.

Enter Data in the Spreadsheet Columns

Enter data in the designated columns in each of the four worksheets: Customers, Contacts, Reference Accounts, Customer Bank Accounts.

These rules apply to entering data in columns:

- Column labels with an asterisk (*) denote required columns.
- Use the Show Extensible Attributes and Hide Extensible Attributes buttons to show or hide additional columns.
- Don't move or delete existing columns, and don't insert new columns.
- Enter data in the correct format. In most cases, the columns will format the data that you enter according to the requirements of the upload.
- Each customer must have a unique combination of these values:
  - Customer number.
  - Customer account number.
  - Customer site number.
- Each customer contact must have a unique person number.

Examples of Validations in Customer Spreadsheet Upload Data

During upload processing, the Upload Customers from Spreadsheet process checks for unique values in certain columns of the Customers worksheet and Contacts worksheet. If the values are unique, then the record is created. If the values are not unique, then the record fails with an upload error.
The columns with this validation are:

- Customers worksheet:
  - Customer Number
  - Account Number
  - Site Number

- Contacts worksheet:
  - Person Number

The following sections provide examples of the validation process. The assumption in these examples is that all records have the same Source System value.

### Customers Worksheet: Customer Number Validation

The Customer Number validation looks for a unique combination of values across the Customer Number, Customer Source Reference, and Customer Name columns.

The records in the following table fail the uniqueness validation on the customer number, because, for the same customer name, there are two different customer numbers and customer source references.

<table>
<thead>
<tr>
<th>Customer Number</th>
<th>Customer Source Reference</th>
<th>Customer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCORP 256113</td>
<td>VCORP 256113</td>
<td>Vision Corporation</td>
</tr>
<tr>
<td>VCORP 256114</td>
<td>VCORP 256114</td>
<td>Vision Corporation</td>
</tr>
</tbody>
</table>

The records in the following table also fail the uniqueness validation on the customer number, because, for the same combination of customer number and customer source reference, there are two different customer names.

<table>
<thead>
<tr>
<th>Customer Number</th>
<th>Customer Source Reference</th>
<th>Customer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCORP 256113</td>
<td>VCORP 256113</td>
<td>Vision Corporation</td>
</tr>
<tr>
<td>VCORP 256113</td>
<td>VCORP 256113</td>
<td>Vision ABC Corporation</td>
</tr>
</tbody>
</table>

The records in the following table also fail the uniqueness validation on the customer number, because, for the same customer number, there are two different customer source references.

<table>
<thead>
<tr>
<th>Customer Number</th>
<th>Customer Source Reference</th>
<th>Customer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCORP 256113</td>
<td>VCORP 256113</td>
<td>Vision Corporation</td>
</tr>
</tbody>
</table>
In like manner, the Account Number validation looks for a unique combination of values across the Account Number, Account Source Reference, and Account Description columns. The Site Number validation looks for a unique combination of values across the Site Number, Site Source Reference, and Site Name columns.

**Contacts Worksheet: Person Number Validation**

The Person Number validation looks for a unique combination of values across the Person Number, Person Source Reference, and First Name and Last Name columns.

The records in the following table fail the uniqueness validation on the person number, because, for the same combination of person number and person source reference, there are two different first name and last name combinations.

<table>
<thead>
<tr>
<th>Person Number</th>
<th>Person Source Reference</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000228801</td>
<td>1000228801</td>
<td>Rodney</td>
<td>Jones</td>
</tr>
<tr>
<td>1000228801</td>
<td>1000228801</td>
<td>John</td>
<td>Jones</td>
</tr>
</tbody>
</table>

The records in the following table also fail the uniqueness validation on person number, because, for the same person number, there are two different person source references.

<table>
<thead>
<tr>
<th>Person Number</th>
<th>Person Source Reference</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000228801</td>
<td>1000228801</td>
<td>Rodney</td>
<td>Jones</td>
</tr>
<tr>
<td>1000228801</td>
<td>1000228802</td>
<td>Rodney</td>
<td>Jones</td>
</tr>
</tbody>
</table>

The records in the following table pass the uniqueness validation. The validation process allows a combination of two different person numbers and person source references with the same first name and last name combination. This is because two different people may have the same name.

<table>
<thead>
<tr>
<th>Person Number</th>
<th>Person Source Reference</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000228801</td>
<td>1000228801</td>
<td>Rodney</td>
<td>Jones</td>
</tr>
<tr>
<td>1000228802</td>
<td>1000228802</td>
<td>Rodney</td>
<td>Jones</td>
</tr>
</tbody>
</table>
Customer Listing Report

Use the Customer Listing Report to review your customer information. You can review existing customer information, as well as customer information entered manually, uploaded using the Upload Customers from Spreadsheet process, or imported using the Data Import process.

Because customer records can contain large amounts of information, you may find that you need to review customer information that is not present in the predefined report, or filter the displayed information differently. You can copy and modify the full dashboard or individual reports of the dashboard using features of Oracle Transactional Business Intelligence. This lets you replace or add columns to the report that are available from the Receivables Customer Real Time subject area.

The Customer Real Time subject area makes available many additional data attributes for display, including, for example, customer relationships, customer creditworthiness, preferred billing practices, calculation of late charges and penalty charges, and payment preferences.

Use this report when entering new customer information or updating existing customer information.

Selected Report Parameters

Enter a value in at least one of the required parameters to select customer data.

Use additional parameters to refine your customer selections. Additional parameters are available on each tab of the dashboard to accommodate narrowing the selected data based on the type of data, such as customer contacts, customer addresses, and payment information.

Last Update Date

Use this parameter to review uploaded data.

Enter the submission date of a customer upload:

- Enter a submission date in the first field and leave the second field blank to include all customer data from the submission date to the system date.
- Enter the same date in both fields to see the results of customer uploads for a given day.

Tip: If you run the report at the end of the day, and if there were multiple uploads in the course of the day, the report will include all of the customer data uploaded. For large volumes of data, you may need to use additional parameters, such as a range of customer names, to filter the data according to your needs.

Because customer records are subject to manual update at any time, it is recommended to run the report as soon as the submission of the customer upload has completed.

Customer Name

Enter a range of customers to display. The report retrieves and displays customer names in alphanumeric order.

To display one customer only, enter the same name in both fields. If you enter a customer name in the first field only, the report displays all customers in alphanumeric order beginning with the first name you enter.

Customer Registry ID
Enter the related party identifier for the customer that you want to display. Use this parameter, for example, to ensure that all accounts for a customer are selected, which in some cases may be more reliable than the customer name.

**Customer Class**

Display customers belonging to one classification only, for example, Commercial or Government.

**Report Output**

The predefined report displays customer information in a format similar to the customer upload spreadsheet template.

There are five tabs:

- **Customer General Information**: Customer name, customer class, customer profile class, related identifiers (customer registry ID, D-U-N-S, Taxpayer ID, customer account number, site number).
- **Customer Address Information**: Address of each customer site and all site-related information.
- **Customer Contact Information**: Contact names for each customer account, with full contact details.
- **Customer Reference Account Information**: General ledger reference accounts for each customer bill-to site: revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and deferred revenue.
  
  When AutoAccounting depends on Bill-to Site, Receivables uses the bill-to site of the transaction to determine the related segment values for the transaction distributions.
- **Customer Payment Information**: Bank account information for each customer account.

The predefined report displays all records for a customer account site, even if a record contains no information, such as contacts or payment information. This can help, for example, to identify data that may have been missing from a customer upload. If you do not need to display records with no values, you can modify the individual reports to display only the sites that have the information you need by using the standard functionality of Oracle Transactional Business Intelligence.

You can export information from the report in PDF, Excel, or CSV format for viewing offline.

**Related Topics**

- Receivables Subject Areas, Folders, and Attributes

**Import Legacy Customer Credit Card Data**

You can import legacy customer credit card data into Oracle Applications Cloud using a data import process.

>Note: Credit card services are currently not available in Oracle Financials Cloud implementations.

The data import process includes the following phases:

- Uploading customer credit card data to CyberSource
- Downloading tokens from CyberSource
- Importing customer addresses using a simplified spreadsheet
- Uploading tokens to Oracle Applications Cloud
Caution: Before you import legacy customer credit card data, you must maintain strict compliance with the Payment Card Industry Data Security Standard (PCI DSS) rules that protect Oracle Applications Cloud from audit. The PCI DSS requires all companies that process, store, or transmit customer credit card information to maintain a secure environment. No customer credit card data can interact with any part of the Oracle Applications Cloud deployment.

Prerequisites
Before you can import legacy customer credit card data, you must perform the following steps:

- Set up Oracle Payments Cloud as tokenization-enabled.
- Configure at least one payment system as tokenization-enabled.
- Tokenize legacy customer credit card data through your tokenization provider.

Uploading Customer Credit Card Data to CyberSource
Summary: Retrieve and complete the CyberSource spreadsheet with your legacy customer credit card data, and upload it to CyberSource.

To upload your customer credit card data to CyberSource to generate token numbers, perform the following steps:

2. Sign in to CyberSource with your Merchant ID, user name, and password.
3. Navigate to: Tools & Settings > Batch Transactions > Templates to download the spreadsheet from CyberSource. From the Template choice list, select New subscriptions (Created).
4. Save the spreadsheet to your local drive as a .csv file.
5. Prepare the CyberSource spreadsheet.
   a. Open the CyberSource spreadsheet in EditPlus and complete the following mandatory fields:
      - Batch ID: Identifier must be unique for every batch.
      - Statement billing address
      - Card holder name: first and last
      - Actual customer credit card number
      - Card brand code: For example, Visa has a card type value of 001.
      - Expiry card details: month and year
   a. Enter a reference note about the batch.
   b. Enter your email address to receive notifications about the status of your batch.
   c. Browse for and select the .csv file you just prepared and click Submit. You will receive a confirmation email when all validations are passed.

Downloading Tokens from CyberSource
To download your tokenized customer credit card data spreadsheet from CyberSource, perform the following steps:

1. In CyberSource, navigate to: Reports > Report Search to open the Report Search page.
   a. From the Report choice list, select the report you want to download that has your batch ID in the name, and select the frequency.
   b. Ensure that the daily report search date is the current date, and click Submit. The Report Search Results page appears.
c. Locate your report by the batch ID in the file name, `oraclepayments<BATCHID>.reply.aa.csv`, click the download link, and save the report spreadsheet to your local drive.

2. On your local drive, open the spreadsheet in EditPlus. A few additional fields appear in the spreadsheet.

   Tip: To view the full content of a cell with scientific notation, select the cell to see the full value in the field.

3. View the token numbers in Column C. An example of a token number is: `paySubscriptionCreateReply_subscriptionID=9903000066742619`.

   Tip: No column exists in the spreadsheet that associates token numbers with corresponding customer credit card numbers.

Importing Customer Statement Billing Addresses

Summary: Retrieve and complete the simplified customer import spreadsheet, generate the .csv consolidated .zip file, and upload it to Oracle Receivables Cloud.

To import your legacy customer credit card statement billing address to Receivables using a simplified customer import spreadsheet, perform the following steps:

1. To retrieve the simplified spreadsheet you, perform the following steps:
   a. Sign in to Oracle Applications Cloud as a Receivables manager.
   b. Navigate to the Setup and Maintenance work area.
   c. Search for and select the task titled Manage Customer Uploads.
   d. In the Search Results section, click the Download Customer Spreadsheet Template button to download the simplified spreadsheet.
   e. Save the spreadsheet to your local drive.

2. On your local drive, open the spreadsheet, select the Customers tab, and enter data in the required fields.

3. In Column AY, Purpose, you must enter CC_Billing as the customer credit card statement billing address. These addresses are ultimately associated with customer credit card token numbers that you subsequently import to Oracle Applications Cloud.

4. Select the Instructions tab and click the Generate CSV File button to create individual spreadsheets, along with a consolidated .zip file that contains one or more .csv files.

5. Navigate to: Receivables > Billing > Billing work area > Tasks icon > Upload Customers from Spreadsheet link to open the Manage Customer Uploads page.

6. Click the Upload Customers from Spreadsheet button to open the Upload Customers from Spreadsheet dialog box.

7. Enter a batch name.

8. Browse for the .zip file you generated in Step 4 and click Submit.

   a. You can track the progress of the upload by navigating to: Navigator > Customer Data Management > Data Import. The process may take awhile.

9. In the Search Results section on the Manage Customer Uploads page, verify that the simplified customer import spreadsheet has a Status of successful as indicated by a green check mark.

10. Verify that customer data was uploaded by querying customer data that was populated in the simplified customer import spreadsheet.

Uploading Tokens to Oracle Applications Cloud

Summary: Retrieve and prepare the tokenized spreadsheet, upload it to Oracle Applications Cloud, run the Tokenize Credit Card process, and verify the tokens were imported.
To upload your tokenized customer credit card data to Oracle Applications Cloud, perform the following steps:

1. Prepare the tokenized spreadsheet.
   a. On https://cloud.oracle.com/home, navigate to Oracle Financials Cloud Documentation and click the Books link for the latest release. By the category of Development, click the File-Based Data Import for Financials Cloud link.
   b. Open the File-Based Data Imports chapter and click the Legacy Credit Card Token Import link.
   c. Click the LegacyCreditCardTokenImportTemplate.xlsx link and download the spreadsheet to your local drive.
   d. From your local drive, open the spreadsheet file in EditPlus so you can view complete token numbers instead of scientific notation.
   e. Enter values for the following columns:
      i. Column A is Origin Source System: Enter the value for the source system that is in your customer import spreadsheet in Column A, Source System.
      ii. Column B is Token Number: Enter the token number created for the credit card that is in Column C of the tokenized spreadsheet you downloaded from CyberSource.
      iii. Column C is Origin Site Purpose Source Reference: Enter any unique reference number for this spreadsheet file.
      iv. Column D is Expiry Date: Enter the year and month that the credit card expires.
      v. Column E is Card Brand: For example, in capital letters, enter VISA, MASTERCARD, DISCOVER, AMEX, DINERS, JCB, ENROUTE, or CARTE.
      vi. Column F is Origin System Reference of Owner: Enter the value that is in your customer import spreadsheet in Column AX, Site Purpose Source Reference, if you want to assign tokens at the site level or enter the value that is in your customer import spreadsheet in Column J, Account Source Reference, if you want to assign tokens at the account level.
      vii. Column G is Description: Enter free text.
      viii. Column H is Purchase Card: Enter N for No or Y for Yes.
      ix. Column I is Purchase Card Subtype: Leave this field empty or enter values. Enter values like B (Business Card), C (Corporate Card), P (Purchase Card), or U (Unknown). Values must match standard lookup values with type of IBY_PURCHASECARD_SUBTYPE.
      x. Column J is Owner Level: Enter CUST_ACCT_SITE_USE if you want to assign token numbers at the site level or enter CUST_ACCT_USE if you want to assign token numbers at the account level.
      xi. Column K is Masked Credit Card Number: Enter a series of X's followed by the last four digits of the actual credit card. For example, if the credit card number is 16 digits, enter 12 X's followed by four digits with no spaces anywhere.
      xii. Column L is Card Holder Name: Enter the first and last name of the cardholder.
      xiii. Column M is Billing Address: Enter the billing address reference, which is the same as the Origin Site Purpose Source Reference column in this sheet.
   f. After you finish entering data, click the Generate CSV File button on the Instructions and CSV Generation tab of the spreadsheet.
   g. Save the .csv file to your local drive with a unique name.
2. Upload the tokenized spreadsheet.
   a. Sign in to Oracle Applications Cloud as an implementor.
   b. Navigate to: Navigator > Tools > File Import and Export to open the File Import and Export page.
   c. Click the Upload (+) icon in the Search Results section to open the Upload File dialog box.
   d. Browse to the .csv file that you saved locally and select the file.
From the Account choice list, select `fin/payments/import` and click `Save and Close`. You can see the saved .csv file in the Search Results section.

3. Run the **Tokenize Credit Card process**.
   a. Navigate to: **Navigator > Tools > Scheduled Processes**.
   b. Click the **Schedule New Process** button to open the **Schedule New Process** dialog box.
   c. From the Name choice list, search for and select the **Tokenize Credit Card process** and click **OK** to open the Process Details page.
   d. From the Credit Card Data Import File choice list, select the .csv file you uploaded and click **Submit**.
   e. In the Search Results section of the Scheduled Processes page, click the **Refresh** icon. The status of the submitted process appears, along with the output.
   f. Click the **Attachment** link to open the **Attachments** dialog box.
   g. Click the .txt link associated with your process to open the .txt file.

   You can view the unique, original system reference number that you entered in the tokenized spreadsheet. This indicates that the tokenized spreadsheet was uploaded.

4. Verify the importation of tokens.
   a. Sign in to Receivables as a Receivables manager.
   b. Navigate to: **Receivables > Accounts Receivable** to open the Accounts Receivable work area.
   c. Select the **Tasks** icon and click the **Manage Customers** link to open the Manage Customers page.
   d. In the **Organization Name** field, enter the organization that you're looking for and click **Search**.
   e. Scroll down the page to the Search Results section and select the customer.
   f. Locate and click the site number in the Sites table to open the Edit Site page.
   g. Click the Payment Details tab.
   h. In the Payment Instruments section, Credit Card tab, you can see the last four digits of the credit card number.

**Related Topics**
- How You Enable Credit Card Tokenization

**FAQs for Manage Customer Data Uploads**

**Why can't I upload the customer spreadsheet?**
You can only upload the .zip file that contains all of the .csv files. You can't select an individual .csv file or the completed .xlsm file template itself.

**Why are there errors in the customer upload batch?**
Either because of invalid data or duplicate records.
Invalid data includes missing information or information in an incorrect format. You can correct some information directly in the Correct Customer Data spreadsheet. If the invalid data is related to the customer profile class, payment method, reference account, or customer bank account, then you must import the correct data using a new spreadsheet upload.
To avoid duplicating existing records, ensure that each customer in the Customers worksheet has a unique combination of these values:

- Customer number
- Customer account number
- Customer site number

Ensure that each contact in the Contacts worksheet has a unique person number.

Manage Data Import

Data Import for Customers and Consumers

You can use the File-Based Import process to import data from a CSV or XML file. You use the Data Import dashboard to monitor the import job and view reports and statistics.

You can choose to pause a File-Import batch, and then use the Data Import work area to configure data quality services for the batch. You can pause import activities if the HZ_IMP_PAUSE_FILE_IMPORT profile option is set to Yes. If the profile option is set to Yes, all submitted import activities are sent for administrator review and appear in the Data Import Batches Overview page.

Before importing data into the registry, you must decide if you want to use the data quality services and if so, how you want to configure the following data quality services:

- Batch deduplication
- Registry deduplication
- Import to registry options

Batch Deduplication

Batch deduplication lets you identify and resolve duplicates within the batch that you are importing.

To define batch deduplication, you must:

- Select the match configuration rule you want to use to identify duplicates for each entity.
- Specify the action to perform on the duplicate records within the batch. These actions are performed when the data is imported into the registry.

Registry Deduplication

Registry deduplication, similar to the batch deduplication, identifies duplicates between the data in the batch and the data in the registry before the data is imported into the registry. Similar to batch deduplication, with registry deduplication you select the match configuration and specify the action for duplication records.

Import to Registry Options

You use the Import to Registry options for these definitions:

- Import Process mode: You can run the import process in preview mode, or load the data directly into the registry without previewing the data. In preview mode, you can review information, such as the number of duplicates, incorrect addresses in the batch data, the number of records that will be updated, and the number of records that will be created, before the data is actually imported. After reviewing the batch, you can decide to
either import the batch, or amend the match configuration rules and actions and then rerun the batch to review the data again.

- Cleanse Addresses: You can choose to validate the addresses in the interface tables before importing them into the registry. The addresses are validated using an integrated third-party service that verifies addresses and corrects them if they are incorrect.
- Geography Validation: You can configure geography validation for data import by setting the `HZ_IMP_DEFAULT_GEO_VALID_ADDRESS` profile option to Yes. This validates the addresses in an import batch against geography data before importing them into the registry. Geography validation uses the geography-based address validation settings for each country, and imports only valid addresses.
  
  > **Note:** Geography Name Referencing is run on all imported addresses regardless of this profile option setting.

- Error Handling Limit: You can define how many process errors can be generated by the import batch process before the process terminates automatically.

### Example of a Data Import Batch for Customers and Consumers

This example demonstrates how to create a data import batch, and how to define the import process data quality services you want to use on the data prior to completing the import.

> **Note:** Once an import is completed, the data is loaded into the registry.

To import customer and consumer data:

- Create a data import batch containing customer and consumer objects.
- Load the import data into the interface tables.
- Configure the data import process for deduplication.
- Run the batch in preview mode to check that all duplicate data is removed, then submit the batch.

### Create a data import batch

To create a data import batch for customers and consumers:

1. In the Billing work area, click Customers: Manage Data Import.
2. In the Manage Data Import Batches page, click the plus (+) icon.
3. In the Create Data Import Batch window, complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Name</td>
<td>Customer Import Batch</td>
</tr>
<tr>
<td>Source System</td>
<td>Comma separated values</td>
</tr>
<tr>
<td>Object</td>
<td>Customer and Consumer</td>
</tr>
<tr>
<td>Estimated Number of Records</td>
<td>300</td>
</tr>
</tbody>
</table>
4. Click **Save and Close**. The Manage Data Import Batches page displays the new batch with the batch ID.
5. After creating the import batch, load your data into the interface tables using the FBDI template.

### Load the Import Data
To load the import data into the interface tables:

1. Prepare the FBDI spreadsheet with your customer data.
2. In the Parties tab, enter the batch ID of the batch you created into the Batch Identifier column.
3. Generate the .zip file and upload your data using either of these methods:
   - Run the Load Interface File for Import process.
   - Use the ERP integration service.
4. Run the import batch according to the steps indicated in the following sections.

### Define the Data Import Process: Batch Deduplication
You want to check the batch for address, organization, and person duplicates; you also want to remove all of these duplicates from the batch.

1. Ensure that you have uploaded your customer data to the interface tables using the FBDI template.
2. In the Manage Data Import Batches page, select the row of the batch you want.
3. Select **Import** from the Actions menu.
4. In the Define Import: Batch Deduplication page, enable the **Check for duplicates within the batch before import** option.
5. Complete the fields in the **Select Match Configuration to Determine Duplicates Within the Import Batch** section, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addresses</td>
<td>Address Duplicate Identification</td>
</tr>
<tr>
<td>Organizations</td>
<td>Account Duplicate Identification</td>
</tr>
<tr>
<td>Persons</td>
<td>Contact Duplicate Identification</td>
</tr>
</tbody>
</table>

6. Complete the fields in the **Override Default Actions** section, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Action for Persons and Organizations</td>
<td>Remove all duplicates</td>
</tr>
<tr>
<td>Select Action for Addresses</td>
<td>Remove all duplicates</td>
</tr>
</tbody>
</table>
Define the Data Import Process: Registry Deduplication

You want to check for address, organization, and person duplicates between the import batch and the registry, and prevent the import of duplicate records.

1. In the Define Import: Registry Deduplication page, enable the **Check for duplicates between the import batch and the registry before import** option.
2. Complete the fields in the **Select Match Configuration to Determine Duplicates Between the Import Batch and Registry** section, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addresses</td>
<td>Address Duplicate Identification</td>
</tr>
<tr>
<td>Organizations</td>
<td>Account Duplicate Identification</td>
</tr>
<tr>
<td>Persons</td>
<td>Contact Duplicate Identification</td>
</tr>
</tbody>
</table>

3. Complete the fields in the **Override Default Actions** section, as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Action for Persons and Organizations</td>
<td>Do not import duplicate records</td>
</tr>
<tr>
<td>Select Action for Addresses</td>
<td>Do not import duplicate records</td>
</tr>
</tbody>
</table>

4. Click **Next**.

Define the Data Import Process: Import to Registry

You want to configure the data import process so that you can view the batch in preview mode, in order to review the data after preprocessing. You want to cleanse addresses before they are imported, and specify an error limit for the batch. You also want to validate all addresses in the import batch against geography data. This validates all incoming addresses as per the geography structure and validation level setup in the Manage Geographies task. The addresses that are reported as Error during validation are not imported.

1. In the Define Import: Import to Registry page, click the **Run the batch in preview mode** radio button.
2. Enable the **Cleanse addresses before import** option.
3. Enable the **Validate addresses against master reference geography** option.
4. In the **Error Limit** field, enter 200.
5. Click **Submit**.

### Data Import for Resources and Partners

You can use the File-Based Import process to import data from a CSV or XML file. You can use the Data Import dashboard to monitor the import job and view reports and statistics.

You can pause a File-Import batch, and then use the Data Import work area to configure data quality services for the batch. You can pause import activities if the `HZ_IMP_PAUSE_FILE_IMPORT` profile option is set to Yes. If the profile option is set to Yes, all submitted import activities are sent for administrator review and appear in the Data Import Batches Overview page.

When defining an import process, you decide whether to run the import process in preview mode, or load the data directly into the registry without previewing the data. You can also cleanse addresses prior to import, validate addresses in an import batch against geography data, and define an error limit for the batch.

#### Import Process Mode

Run the import batch in preview mode, or load the data directly into the registry. In preview mode, you can review information about the level of duplicates or incorrect addresses in the batch. Additionally, you can review the number of records that will be created or updated for each entity. You can then import the batch, or update the match configuration rules and resubmit the batch.

#### Import to Registry Options

You can use the import to registry options to:

- **Cleanse addresses**: You can choose to validate the addresses in the interface tables before importing them into the registry. The addresses are validated using an integrated third-party service that verifies addresses and corrects them if they are incorrect.
- **Define geography validation**: You can choose to validate the addresses in an import batch against geography data before importing them into the registry.
- **Configure error handling limit**: You can define how many process errors can be generated by the import batch process before the process terminates automatically.

#### Geography Validation

You can configure geography validation for data import by setting the `HZ_IMP_DEFAULT_GEO_VALID_ADDRESS` profile option to Yes. This validates the addresses in an import batch against geography data before importing them into the registry. Geography validation uses the geography-based address validation settings for each country. The addresses with validation errors are not imported.

**Note:** Geography Name Referencing is run on all imported addresses regardless of the profile option setting.

#### Error Handling Limit

You can define how many process errors can be generated by the import batch process before the process terminates automatically. Error reports are generated by the application for you to review.
Example of a Data Import Batch for Resources and Partners

This example demonstrates how to create a data import batch, and how to activate the data quality address cleansing service you want to use on the data prior to completing the import.

Note: Once an import is completed, the data is loaded into the registry.

To import resource and partner data:
- Create a data import batch containing resource and partner objects.
- Load the import data into the interface tables.
- Run the batch in preview mode to check the address cleansing results, then submit the batch.

Create a data import batch
To create a data import batch for resources and partners:

1. In the Billing work area, click Customers: Manage Data Import.
2. In the Manage Data Import Batches page, click the plus (+) icon.
3. In the Create Data Import Batch window, complete the fields as shown in this table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Name</td>
<td>Customer Import Batch</td>
</tr>
<tr>
<td>Source System</td>
<td>Comma separated values</td>
</tr>
<tr>
<td>Object</td>
<td>Customer and Consumer</td>
</tr>
<tr>
<td>Estimated Number of Records</td>
<td>300</td>
</tr>
<tr>
<td>Batch Description</td>
<td>Import of customer data</td>
</tr>
</tbody>
</table>

4. Click Save and Close. The Manage Data Import Batches page displays the new batch with the batch ID.
5. After creating the import batch, load your data into the interface tables using the FBDI template.

Load the Import Data
To load the import data into the interface tables:

1. Prepare the FBDI spreadsheet with your customer data.
2. In the Parties tab, enter the batch ID of the batch you created into the Batch Identifier column.
3. Generate the .zip file and upload your data using either of these methods:
   - Run the Load Interface File for Import process.
   - Use the ERP integration service.
4. Run the import batch according to the steps indicated in the following section.

Define the Data Import Process: Import to Registry

You can configure the following in the Import to Registry page:

- Select if you want run the batch in preview mode.
- Configure address cleansing.
- Define geography validation. This validates all incoming addresses as per the geography structure and validation level setup in the Manage Geographies task. The addresses that are reported as Error during validation are not imported.
- Specify an error limit.

You want to configure the data import process so that you can view the batch in preview mode, in order to review the data after preprocessing. You want to cleanse addresses before they are imported, and specify an error limit for the batch. You also want to validate all addresses in the import batch against geography data.

To configure registry import options:

1. Ensure that you have uploaded your customer data to the interface tables using the FBDI template.
2. In the Manage Data Import Batches page, select the row of the batch you want.
3. Select Import from the Actions menu.
4. Click Import to Registry in the navigation train.
5. In the Define Import: Import to Registry page, click the Run the batch in preview mode radio button.
6. Enable the Cleanse addresses before import option.
7. Enable the Validate addresses against master reference geography option.
8. In the Error Limit field, enter 200.
9. Click Submit.

Example of a What-If Analysis on a Data Import Batch

This example demonstrates how to perform a What-If analysis on a data import batch that has been processed and completed with the status Preimport Completed. The match configuration is redefined and the import process is resubmitted. The batch deduplication actions are then amended, and the batch import is completed.

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>Do you want to redefine batch deduplication match configuration?</td>
<td>Yes, a different match configuration is selected for the Organizations entity.</td>
</tr>
<tr>
<td>Do you want to redefine registry deduplication match configuration?</td>
<td>Yes, a different match configuration is selected for the Persons entity.</td>
</tr>
</tbody>
</table>
| What actions do you want to take on Persons, Organizations, and Addresses duplicates? | • Within registry deduplication, choose Do not import duplicate records for Persons and Organizations.  
  • Within registry deduplication, choose Import duplicate records for Addresses. |
Prerequisites

1. The data import batch has been created.
2. The data is uploaded into the interface tables.
3. The batch is imported and has completed with a status of Preimport Completed.

View the What-If Analysis

1. In the Billing work area, click Customers: Manage Data Import.
2. In the Manage Data Import Batches page, click the batch ID link of the Preimport batch you want.
3. In the Edit Data Import Batch page, review the summary and import process performance information. Click the Import Details button to open the Import Process Details page.
4. In the Import Process Details page, click the Batch Deduplication tab. Check that you are satisfied with the batch deduplication results.
5. In the Import Process Details page, click the Address Cleansing tab. Check that you are satisfied with the address cleansing results.
6. In the Import Process Details page, click the Registry Deduplication tab. Check that you are satisfied with the registry deduplication results.

Redefine the Match Configuration and Resubmit the Import Process

After your review, you decide that the results of the batch and registry deduplication are not as expected. The match configurations need to be redefined.

1. Click Cancel in the Import Process Details page, and in the Edit Data Import Batch page.
2. In the Manage Data Import Batches page, select the row of the batch.
3. Select Import from the Actions menu.
4. In the Define Import: Batch Deduplication page, choose a different match configuration for the Organizations entity. Click Registry Deduplication.
5. In the Define Import: Registry Deduplication page, choose a different match configuration for the Persons entity. Click Import to Registry.
6. In the Define Import: Import to Registry page, click Submit.

Change the Action for Duplicates within the What-If Analysis

You want to view the What-If analysis for the new match configurations that you selected for the batch.

1. In the Manage Data Import Batches page, click the batch ID link of the batch.
2. In the Edit Data Import Batch page, review the summary and import process performance information. Click the Import Details button to open the Import Process Details page. The new match configurations have produced satisfactory results, but you would like to change the actions that will be carried out on duplicates.
3. In the Import Process Details page, click the Registry Deduplication tab.
4. In the Select Action for Persons and Organizations section, select Do not import duplicate records from the Action field.
5. In the Select Action for Addresses section, select Import duplicate records from the Action field.
6. Click Complete Import.

Data Quality Services and Data Import

Data Quality Services ensure the quality of data being imported into the registry. You can configure a data import or file import process to activate these services before importing data into the database.
You can use the following data quality services:

- Batch Deduplication: Allows you to define deduplication within the data being loaded.
- Registry Deduplication: Allows you to define deduplication of the data being loaded against the records that already exist in the registry.
- Import to Registry options: Allows you to define the import process mode, data cleansing, and geography validation.

Data Quality Services for File-Based Import
You can define Registry deduplication options in the file-based import process. You can't define the other Data Quality Services, such as Batch Deduplication and Import to Registry options, for a file-based import activity during the file-based import process. However, an import activity can be paused and sent for administrator review after preprocessing and before importing the data. The administrator can review the import process and configure data quality services. Import activities are paused and sent for administrator review if the `HZ_IMP_PAUSE_FILE_IMPORT` profile option is set to Yes.

Data Quality Services for Data Import
You can configure data quality services for data import. For both registry and batch deduplication methods, you select a match configuration to identify duplicates and duplicate resolution action. You can specify:

- Run the import process in preview mode.
- Cleanse data before import.
- Perform geography validation of data before import.

You can configure geography validation for data import at the site level by setting the `HZ_IMP_DEFAULT_GEO_VALID_ADDRESS` profile option to Yes. The addresses are validated against the master reference geography data, according to the geography-based address validation settings for each country. The addresses with validation errors are not imported.

FAQs for Manage Data Import

Why can't I view the import process details?
The import process details are only available when you run the batch in preview mode, and submitted the batch for import.

Can I import a batch again?
Yes, you can reimport a batch to correct validation errors if the import process status is one of the following: Preimport Completed, Completed With Errors, Error, or Terminated When Error LimitReached.

Can I redefine the data import process for an already imported batch and reimport it?
Yes. If the data is still available in the interface tables and the batch status is Preimport Completed, Completed with Errors, Error, or Terminated when Error Limit Reached, you can redefine the data import process and reimport the batch.

Once a batch has been successfully imported, you can't reimport the batch, even if the data is present in the interface tables.
How can I view the errors that occurred during preimport processing?
In the Manage Data Import Batches page, click the batch ID of the batch you want. Then in the Edit Data Import Batch page, click the Report button to display the Error Report window.

What happens if I purge a data import batch?
You permanently remove all records in the batch from the import interface tables. You should purge batches after the batch has been imported successfully, and you have ensured that the data in the interface tables is no longer required.
Purging the interface tables improves import performance. To archive imported data, you should copy the data to a set of custom tables.

Why can't I purge a data import batch?
You can't purge data import batches with the status Processing. Purging a batch purges the batch data in the interface tables; this process can't be carried out while the batch is importing the data from the interface tables into the registry.
9 Define Bills Receivable

Enable System Options for Bills Receivable

Enable Receivables system options that help you manage the processing of bills receivable transactions and receipts. These system options relate to bills receivable:

- **Allow payment of unrelated transactions** option: Enable this option if you want to apply transactions of unrelated customers to a bill receivable. If you don’t enable this option, then you can only apply transactions that belong to the customer drawee and its related customers.

- **Enable bills receivable** option: You must enable this option to use bills receivable.

- **Bills Receivable Transaction Source**: You can optionally select a default bills receivable transaction source. The transaction source that you select appears by default on all bills receivable transactions. You must set up bills receivable transaction sources before you can set this option.

- **Allow factoring of bills receivable without recourse** option: Enable this option if you want to create factored bills receivable remittances without recourse. Enabling this option lets you disable the **Factored with recourse** option on the Bills Receivable Remittance Batch pages. If you don’t enable this option, then the **Factored with recourse** option is enabled and read only.

Related Topics

- What’s a drawee
- Bills Receivable Risk

Create a Bills Receivable Creation Receipt Method

Create bills receivable creation receipt methods to create bills receivable from transactions automatically using the Create Bills Receivable Batch process. The receipt method designates the transaction type, maturity date, bill number, and if necessary the minimum and maximum bill amounts, and determines how transactions are grouped into bills receivable.

After you create bills receivable creation receipt methods, you must assign both a bills receivable creation receipt method and a paying customer defined as drawee to transactions that you want to automatically batch for bills receivable.

To create a new bills receivable creation receipt method:

1. Navigate to the Create Receipt Class and Methods page.
2. Name the receipt class and, in the **Creation Method** field, select **Bills Receivable**.
3. Create a receipt method.
4. Navigate to the Bills Receivable tab.
5. If applicable, enable the **Bills receivable inherit transaction numbers** option to use the transaction number as the bill number.
This only applies if there is one transaction in the bill receivable. If the bill receivable contains more than one transaction, then Receivables assigns the bill number according to the settings in the bills receivable transaction source.

6. In the **Number of Bills Receivable Rule** field, select the rule to use to group transactions into bills receivable:

   - **One per Customer**: Group all transactions belonging to a single customer drawee into one bill receivable.
   - **One per Customer Due Date**: Group all transactions belonging to a single customer drawee that have the same payment schedule due date into one bill receivable.

     If a transaction uses the payment terms Immediate, then this transaction is included in the first available bill receivable that can accommodate the transaction amount, without regard to the due date. In this case the effective grouping rule is the same as **One per Customer**.

   - **One per Invoice**: Group all payment schedules for a single transaction into one bill receivable.
   - **One per Payment Schedule**: Create a separate bill receivable for each transaction payment schedule (no grouping).
   - **One per Site**: Group all transactions for a single customer drawee site into one bill receivable.
   - **One per Site Due Date**: Group all transactions for a single customer drawee site that have the same payment schedule due date into one bill receivable.

     If a transaction uses the payment terms Immediate, then this transaction is included in the first available bill receivable that can accommodate the transaction amount, without regard to the due date. In this case the effective grouping rule is the same as **One per Site**.

7. In the **Bills Receivable Maturity Date Rule** field, select **Earliest** or **Latest** to indicate whether to derive the maturity date for a bill receivable from the earliest or latest due date of all transactions applied to the bill.

8. Enter the bills receivable transaction type to use with this receipt method. All bills receivable created from transactions use the settings of this transaction type.

9. In the **Lead Days** field, enter the number of days before the transaction due date that a transaction can be applied to a bill receivable.

10. Use the **Minimum Amount** and **Maximum Amount** fields to enter minimum and maximum amounts for bills receivable created from transactions.

    - If you enter a minimum amount, then a bill receivable is not created for the applicable transactions unless their sum is greater than this amount.
    - If you enter a maximum amount, then the total amount of the bill receivable must match this amount exactly.

    After applying a transaction to a bill receivable, a partial transaction amount that exceeds the maximum amount of the bill can remain unapplied. For example, an invoice of $1000 applied to a bill receivable with a maximum amount of $900 leaves an open amount of $100 on the transaction.

**Related Topics**

- Guidelines for Batching Transactions for Bills Receivable

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### Prepare Transactions for Bills Receivable Batches

If you plan to generate bills receivable from transactions using the Create Bills Receivable Batch program, you must prepare transactions to make them eligible for inclusion in a bills receivable batch.

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To prepare transactions for bills receivable batches, review and, if necessary, complete tasks related to each of the following activities:

- Prepare Customers
- Assign Bills Receivable Creation Receipt Methods
- Review Eligible Transactions for a Bills Receivable Batch
- Set up the Customer Drawee Bank Account

Prepare Customers
Prepare customers for bills receivable transactions. You must define customers as drawees, and assign drawees to the applicable transactions.

Perform these two tasks:

1. Define customers as drawees.

   Define customer account sites as drawee sites for bills receivable. You must define a drawee site for each customer account for which you plan to create bills receivable.

   For each applicable account site of the customer account:

   a. Navigate to the Edit Site page: Site Details tab.
   b. Assign the business purpose Drawee.
   c. Enter the bills receivable reference accounts: bills receivable, unpaid bills receivable, remitted bills receivable, and factored bills receivable.

2. Assign drawees to transactions as paying customers.

   Assign a customer drawee to each applicable transaction as the paying customer. The drawee, as the party who is responsible for paying for the goods or services on the transaction, must be designated as the paying customer.

Assign Bills Receivable Creation Receipt Methods
Assign a bills receivable creation receipt method to each transaction that you want to apply to bills receivable. The bills receivable creation receipt method designates the transaction type, maturity date, bill receivable number, and minimum and maximum bill amounts for each bill receivable, and determines how transactions are grouped into bills receivable.

You can assign bills receivable creation receipt methods to transactions manually or automatically.

To assign bills receivable creation receipt methods automatically:

1. Open the Edit Account or Edit Site page for a customer drawee.
2. In the Payment Details tab, add one or more bills receivable creation receipt methods.
3. Set one of these receipt methods as Primary.

   Receivables automatically assigns the primary receipt method to transactions belonging to this customer drawee that you enter manually or import using AutoInvoice.

To assign a bills receivable creation receipt method manually:

1. Open the transaction in the Edit Transaction page.
2. Open the Payment tab and select the receipt method that you want in the Receipt Method field. The Receipt Method field choice list contains all receipt methods assigned to the customer drawee.
Note: If the bills receivable creation receipt method uses the Number of Bills Receivable Rule of either One Per Customer or One Per Customer Due Date, then you must also set Drawee as the primary business purpose for the applicable customer drawee sites in order to generate bills receivable automatically. This is because the customer drawee is the defining element of transactions.

Review Eligible Transactions for a Bills Receivable Batch

When you run the Create Bills Receivable Batch program, the program selects all eligible transactions from customer drawees belonging to the business unit and the parameter values that you enter for the program run.

This table describes rules that apply to selecting transactions for a bills receivable batch.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ineligible Transactions</td>
<td>You can't assign disputed transactions or other bills receivable to a bill receivable using the Create Bills Receivable Batch program.</td>
</tr>
<tr>
<td>Currency</td>
<td>If you enter a value in the Currency parameter, the program only selects transactions in this currency to create bills receivable. If you don't enter a value in the Currency parameter, the program creates bills receivable in different currencies, according to the currencies of the transactions selected. The program generates bills receivable from all eligible transactions with the same currency and conversion rate.</td>
</tr>
</tbody>
</table>
| Debit Memos and Credit Memos | If you are batching debit memos and credit memos with the payment terms Immediate, Receivables includes these debit memos and credit memos in the first available bill receivable, without regard to the due date grouping rule assigned to the bill.  

Note: The amounts of debit memos and credit memos must still respect the maximum amount of the bill receivable, if there is one. If the sum of debit memos and credit memos applied to a bill exceeds the designated maximum amount of the bill, then the program excludes one or more debit memos or credit memos in order to bring the bill to the proper amount. |

Set up the Customer Drawee Bank Account

The currency, conversion rate, paying customer bank account, and the settings assigned to the bills receivable creation receipt method determine how transactions are grouped into bills receivable.

The customer drawee bank account on eligible transactions acts as an additional rule for grouping transactions into bills receivable. The Create Bills Receivable Batch program creates individual bills receivable from transactions with the same customer drawee bank account.

Note: The customer drawee bank account must be in the same currency as the transactions applied to the bill receivable.
To automatically assign the customer drawee bank account to transactions that you enter manually or import using AutoInvoice:

1. In the Edit Site page: Site Details tab, for each applicable customer drawee site, assign the additional business purpose Bill-to.
2. In the Edit Site page: Payment Details tab: Bank Accounts section, enter the customer drawee bank account for the bill-to site.
3. Set this bank account as Primary.

Bills receivable created by the Create Bills Receivable Batch program inherit the bank account on the transaction if both of these conditions apply:

- The customer drawee site is also a bill-to site.
- The bills receivable creation receipt method does not use the Number of Bills Receivable Rule of either One Per Customer or One Per Customer Due Date.

If the Number of Bills Receivable Rule on the bills receivable creation receipt method is One Per Customer or One Per Customer Due Date, then bills receivable created by the Create Bills Receivable Batch program inherit the bank account on the transaction only if both of these conditions apply:

- The bank account is assigned to the customer drawee site marked as Primary.
- The primary drawee site is also a bill-to site.

If the bank account on eligible transactions is not assigned to the primary drawee site, then the program creates bills receivable without a customer drawee bank account.

Related Topics

- Why can’t I create bills receivable from transactions
- Guidelines for Batching Transactions for Bills Receivable

Create a Bills Receivable Remittance Receipt Method

Create bills receivable remittance receipt methods to use with bills receivable remittance batches. A bills receivable remittance batch processes all eligible bills receivable and prepares them for remittance to your bank.

These settings on the Create and Edit Receipt Class and Methods pages apply to bills receivable remittance receipt methods:

- **Creation Method** field: Select Bills Receivable Remittance.
- **Remittance Method** field: Select Standard for standard bills receivable and Factoring for factored bills receivable with or without recourse.
- **Debit Memos Inherit Receipt Numbers** option: Enable this option if you want debit memo reversals of receipts applied to a bill receivable that are remitted with this receipt method to inherit the receipt number.
- **Receipts inherit bills receivable number** option: Enable this option if you want receipts created for bills receivable remitted with this receipt method to inherit the bill numbers.
- Remittance Bank Accounts tab: Click this tab and create a remittance bank account to use with this receipt method.

The remittance bank contains both the bank account information to use for remittances and the accounting for remitted bills receivable and the subsequent receipt.
Related Topics

- Overview of Bills Receivable Remittances
- Create a Bills Receivable Remittance Batch
- Create and Clear Receipts for Bills Receivable Remittances

Create a Remittance Bank Account for Bills Receivable

Create a remittance bank account to use with bills receivable remittance receipt methods. The remittance bank account determines how bills receivable are grouped and remitted, and provides accounting information for both bills receivable transactions and receipts.

These settings on the Create and Edit Remittance Bank Account pages apply to bills receivable remittance bank accounts:

- **Primary** option: Enable this option if this is the primary bank account for this receipt method. If you are creating more than one remittance bank account in the same currency, then you must set one bank account as Primary.
- **Override bank** option: Enable this option if you want to be able to change the remittance bank information on a bills receivable remittance batch after it is created.
- **Clearing Days** field:
  - If this receipt method is for standard remitted bills receivable, enter the number of days it will take for the bank to clear the customer drawee receipt.
  - If this receipt method is for bills receivable factored with recourse, enter the number of days it will take for the bank to clear the cash advance (short-term debt) receipt.
- **Risk Elimination Days** field: If this receipt method is for bills receivable factored with recourse, enter the number of days after the maturity date to clear the short-term debt.
- **Remitted Bills Receivable** and **Factored Bills Receivable** fields: Enter the remitted bills receivable and factored bills receivable accounts used for bills receivable transactions.
- **Collection Days** field: If this receipt method is for standard remitted bills receivable, enter the minimum number of days that the remittance bank uses to collect on a bill remitted after the maturity date.
- **Short Term Debt** field: Enter the short-term debt account to use for factored bills receivable with this receipt method.

Note: The Factoring field is not used for bills receivable. Bills receivable receipts are not factored, but rather created as remitted.

Related Topics

- Create a Bills Receivable Remittance Batch
- Create and Clear Receipts for Bills Receivable Remittances

FAQs for Define Bills Receivable
How can I create a customer drawee?

By creating at least one customer site for the customer account with the business purpose Drawee. You must create a customer drawee site for each customer account for which you plan to use bills receivable.

If you plan to create bills receivable from customer transactions, then you must also assign the customer drawee as the paying customer for these transactions.

What's the difference between a signed and unsigned bill receivable?

A signed bill receivable requires acceptance by the customer drawee before you can complete the bill and make it available for remittance.

You can initiate an unsigned bill receivable without requiring acceptance by the customer drawee. The unsigned bill receivable itself becomes the document necessary to claim repayment.

To create an unsigned bill receivable transaction type, leave both the Signed and Issued by drawee options unchecked.

When is a bill receivable issued by the drawee?

When the customer drawee wants to create a bill receivable with a promise to repay a specific amount on a specific date. This is also called a promissory note. Promissory notes are usually guaranteed by the bank that issues the note.

How can I present late charges on bills receivable?

You can only present late charges on bills receivable as a debit memo or invoice. You can't present late charges as an adjustment, because you can't make adjustments to bills receivable transactions.

If you select Adjustment as the late charge type, then late charges are generated for all overdue transactions except bills receivable.
10 Define Revenue Management Configuration for Receivables

Guidelines for Defining Revenue Policies

Use the Manage Revenue Policies page to define revenue policies for each applicable business unit. Receivables uses the revenue policy definition to make automatic revenue recognition decisions for manually entered and imported transactions.

Receivables compares each transaction against the revenue policy, and assigns revenue contingencies to the transaction or transaction lines that deviate from the policy definitions.

Credit Classification

Use credit classifications to identify your high risk, noncreditworthy customers. You can assign up to three levels of risk. Receivables compares these risk levels to the credit classification assigned to the customer profile.

When you enter or import a transaction for a customer with a credit classification that matches one of the credit classifications in the revenue policy, Receivables:

- Assigns the Customer Creditworthiness contingency to the transaction.
- Defers revenue on the entire transaction.
- Recognizes revenue on the transaction only to the extent of payments received.

Refund Policy Threshold

Use the Refund Policy Threshold column to enter the standard refund period in days that you typically offer to your customers.

When you enter or import a transaction with a line that is associated with a contract, Receivables analyzes the contract details. If the contract offers a refund period that exceeds the refund policy, Receivables:

- Assigns the Refund contingency to the transaction line.
- Defers revenue on the transaction line.
- Recognizes revenue on the transaction line only after the refund period on the transaction line expires.

Payment Terms Threshold

Use the Payment Terms Threshold column to enter the maximum time period in days before payment terms become extended.

When you enter or import a transaction with payment terms or an installment schedule that exceeds the payment terms policy, Receivables:

- Assigns the Extended Payment Terms contingency to the transaction.
- Defers revenue on the entire transaction.
Recognizes revenue on the transaction only to the extent of payments received.

For example, you enter a payment terms threshold of 180 days on your revenue policy, and you later enter or import an invoice with payment terms that have four installments:

- Net 60
- Net 90
- Net 120
- Net 200

Receivables defers the entire revenue amount on the invoice because the last installment exceeds the 180-day threshold by 20 days.

**Related Topics**

- How You Recognize Revenue on Transactions
- Guidelines for Defining Payment Terms

**How Event-Based Revenue Management Works**

Receivables automates the timing of revenue recognition for both manually entered transactions and transactions imported using Autoinvoice. This automated revenue management process helps you to comply with the strict revenue recognition requirements mandated by US GAAP and International Accounting Standards.

The event-based revenue management process evaluates each transaction and decides whether to immediately recognize revenue, or temporarily defer revenue to an unearned revenue account based on the contingencies assigned to the transaction. Revenue is subsequently recognized according to the removal event assigned to each contingency.

*Note:* Even if you set up for automated revenue recognition, you can still manually adjust revenue on transactions. Once you manually adjust revenue, Receivables discontinues the automatic monitoring of contingencies.

**Settings That Affect Event-Based Revenue Management**

These settings affect event-based revenue management:

- **Require salesperson** Receivables system option: You must enable the *Require salesperson* system option to use revenue recognition.

- **AR_INTERFACE_CONTS_ALL table:** You can use the AR_INTERFACE_CONTS_ALL table to assign revenue contingency IDs to billing lines, before importing transactions using Autoinvoice.

  *Note:* When importing parent and child transaction lines, Autoinvoice automatically copies any contingencies from the parent line to the child lines.

- Revenue Contingencies: The revenue contingencies assigned to transactions, and their corresponding removal events, determine what revenue is deferred and for how long.

- Revenue Policy: Your revenue policy may trigger the assignment of contingencies to transactions.

- Revenue Contingency Assignment Rules: Your active revenue contingency assignment rules may trigger the assignment of contingencies to transactions.
• Revenue Scheduling Rules: If a revenue scheduling rule is assigned to the transaction, then revenue is recognized according to the revenue scheduling rule details and rule start date.

How Event-Based Revenue Management Is Calculated

The event-based revenue management process for deferring and later recognizing revenue on transactions follows these steps:

1. Receivables evaluates a transaction either entered manually or imported using AutoInvoice for revenue recognition.
2. If one or more contingencies exist, Receivables defers the corresponding revenue to an unearned revenue account and records the reason for the deferral.
3. Receivables monitors the contingencies until an event occurs that can remove the contingency and trigger revenue recognition.
4. When a removal event occurs, Receivables recognizes the appropriate amount of unearned revenue on the transaction.

The revenue is recognized either according to the revenue scheduling rule or the last contingency removal date.

Related Topics

• Guidelines for Receivables System Option Settings

Revenue Contingencies

You can use predefined revenue contingencies to assign to your customer transactions. You can define your own contingencies based on the predefined contingencies, and you can define revenue contingency assignment rules to control which contingencies are assigned to which transactions.

This table describes the predefined revenue contingencies and their corresponding contingency removal events.

<table>
<thead>
<tr>
<th>Contingency Name</th>
<th>Contingency Removal Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation</td>
<td>Contingency expiration date or expiration period</td>
</tr>
<tr>
<td>Customer Creditworthiness</td>
<td>Receipt application</td>
</tr>
<tr>
<td>Delivery</td>
<td>Proof of Delivery</td>
</tr>
<tr>
<td>Doubtful Collectibility</td>
<td>Receipt application</td>
</tr>
<tr>
<td>Explicit Acceptance</td>
<td>Customer acceptance</td>
</tr>
<tr>
<td>Extended Payment Terms</td>
<td>Receipt application</td>
</tr>
</tbody>
</table>
## Payment-Based Revenue Contingencies

Revenue recognition of payment-based revenue contingencies depends upon payments made against open transactions. You use payment-based contingencies for customers, or for certain transactions, where you want to recognize revenue only when you receive payment.

If a transaction or transaction line contains payment-based contingencies, these rules apply:

- Receivables initially defers revenue on the sum of all line balances, excluding taxes, freight, and late charges. If the payment-based contingency is on one line only, then under either of these circumstances Receivables defers revenue for the relevant line only:
  - Payment-based contingency was assigned by default to all the lines of the transaction, and the contingency was expired manually on certain lines.
  - Payment-based contingency was manually applied to one or more lines.

- During Autoinvoice import, full or partial receipt application on an imported transaction can trigger automatic recognition of previously deferred revenue. In such cases, Receivables initiates the distribution of revenue in the amount of the applied receipt from an unearned revenue account to the appropriate earned revenue account.

- When you apply a receipt to a transaction with payment-based contingencies, the total amount of revenue that is recognized can never exceed the original amount due on the transaction, less any applicable credit memo.

- If you later need to reverse a receipt, then Receivables automatically moves the amount of the reversed receipt back to the unearned revenue account.

### Using Payment-Based Contingencies

Payment-based revenue management occurs when deferred revenue exists on a transaction due to any of these revenue contingencies: Creditworthiness, Extended Payment Terms, Doubtful Collectibility.

- Creditworthiness: You can assign a credit classification that indicates noncreditworthiness to a customer or site profile. You can also assign up to three such credit classifications to your revenue policy.
If Receivables can't associate the customer on the transaction with any of these credit classifications, then the customer is presumed to be creditworthy. If Receivables can associate a customer with one of these credit classifications, then Receivables assigns the Creditworthiness contingency to all transaction lines and defers the entire transaction amount.

- **Extended Payment Terms:** You define the payment terms threshold on your revenue policy.

  If the payment terms on a transaction exceeds the stated threshold, then Receivables assigns the Extended Payment Terms contingency to all transaction lines and defers the entire transaction amount.

- **Doubtful Collectibility:** Collectibility of late charges is typically in doubt, and should not be considered earned revenue until payment is received.

  Decisions about doubtful collectibility are typically made in feeder systems, before AutoInvoice import occurs.

Deferred revenue can exist on a transaction due to a combination of these contingencies, as well as time-based contingencies. In such cases, applied payments initiate revenue recognition only if time-based contingencies have expired.

The following types of receipt application have no impact on revenue recognition:

- You apply a miscellaneous receipt. Only standard receipts have potential revenue recognition implications.
- You apply a receipt against a transaction that had revenue manually deferred.
- You apply a receipt against a transaction that had revenue deferred due to unexpired time-based contingencies.

  In this case, Receivables keeps the revenue amount for the transaction or transaction line in the unearned revenue account, but marks the transaction as revenue that is pending recognition until after the contingency expires.

### Payment-Based Contingencies on In Arrears Transactions

You can use payment-based contingencies to recognize revenue on transactions that use the In Arrears invoicing rule. The In Arrears invoicing rule normally recognizes revenue based on the revenue scheduling rule assigned to transaction lines.

When you assign a payment-based revenue contingency to a transaction line, this temporarily defers revenue recognition until payment is received.

**Note:** You can't assign payment-based contingencies to transaction lines that have the revenue scheduling rule Deferred Revenue option enabled. You must schedule revenue manually for these transaction lines using the Manage Revenue Adjustments page.

To enable the assignment of payment-based contingencies to transactions that use the In Arrears invoicing rule:

1. Navigate to the Manage Receivables Lookups page.
2. Search for the AR_FEATURES lookup type.
3. Create and enable the AR_CONT_INV_INARREARS_RULE lookup under AR_FEATURES.

If you make a partial receipt application against an In Arrears transaction, the amount allocated to any transaction line with a payment-based contingency is considered for relieving the contingency. The applied receipt amount is further prorated across the revenue scheduling periods proportionate to the amounts deferred.
Activities such as credit memos and adjustments against an In Arrears transaction after the creation of revenue contingencies are treated as reductions against unearned revenue. The corresponding amount is reversed from the unearned revenue account as part of the activity accounting.

Revenue Contingency Removal Events

The event-based revenue management process in Receivables manages the recognition of revenue on transactions with revenue contingencies. If a transaction has one or more revenue contingencies, Receivables defers revenue to an unearned revenue account until the contingencies expire.

The extent of the revenue deferral, and the subsequent timing of revenue recognition, depends on the nature of the contingency:

- Time-based contingencies must expire before the contingency can be removed and revenue recognized.
- Payment-based contingencies require payment before the contingency can be removed and revenue recognized.
- Post-billing customer acceptance clauses must expire (implicit acceptance), or be manually accepted (explicit acceptance), before the contingency can be removed and revenue recognized.
- Prior billing customer acceptance clauses require the recording of customer acceptance in the feeder system, or its expiration, before importing into Receivables for invoicing. Customer acceptance or its expiration must occur before the contingency can be removed, and the order can be imported into Receivables for invoicing.

Each contingency that Receivables provides has a corresponding removal event. The removal event determines the action or event necessary to remove the contingency from a transaction or transaction line.

This table lists the revenue contingencies with their corresponding removal events:

<table>
<thead>
<tr>
<th>Contingency Name</th>
<th>Contingency Removal Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation</td>
<td>Contingency expiration date or expiration period</td>
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<tr>
<td>Customer Creditworthiness</td>
<td>Receipt application</td>
</tr>
<tr>
<td>Delivery</td>
<td>Proof of delivery</td>
</tr>
<tr>
<td>Doubtful Collectibility, due to conditions such as late charges and other fees</td>
<td>Receipt application</td>
</tr>
<tr>
<td>Explicit Acceptance</td>
<td>Customer acceptance</td>
</tr>
<tr>
<td>Extended Payment Terms</td>
<td>Receipt application</td>
</tr>
<tr>
<td>Installation</td>
<td>Customer acceptance</td>
</tr>
</tbody>
</table>
Revenue Contingency Assignment Rules

Use the Revenue Contingency Assignment Rules pages to define rules for automatically assigning revenue contingencies to transactions.

A revenue contingency assignment rule consists of:

- Rule name and optional description.
- Revenue contingency to assign to transactions.
- One or more parameters that contain the conditions under which the contingency is assigned.

The rule parameters available for rule definition include:

- Revenue Scheduling Rule
- Transaction Source
- Bill-to Customer
- Bill-to Site
- Customer Profile Class
- Memo Lines
- Business Unit
- Ship-to Customer
- Ship-to Site
- Transaction Type

You can define multiple rules with different matching criteria that return the same contingency, and you can also define multiple rules with the same matching criteria that return multiple contingencies.

After you create an assignment rule, you can test the rule to ensure that all expressions are accurate and the rule functions as expected.

Scenario

Revenue contingency assignment rules let you automate the assignment of contingencies to transactions in a way that reflects the practical needs of your enterprise. You typically use these rules to support the contingency assignment requirements that are not supported by your revenue policy setup.
For example, you may want to require Customer ABC to manually accept an item before recognizing revenue on the related transactions. To make this a mandatory process:

1. Create a new revenue contingency assignment rule.
2. Select the revenue contingency Explicit Acceptance for this rule.
3. Select Bill-to Customer as the rule parameter.
4. Enter the related customer condition.

With this defaulting rule in place, Receivables assigns the Explicit Acceptance contingency to all transaction lines for Customer ABC, and defers revenue until the customer acknowledges acceptance of each line item.

FAQs for Define Revenue Management Configuration for Receivables

What's a revenue contingency?

A revenue contingency is the terms and conditions in a sales contract or business agreement that prevents revenue from being immediately recognized, based on the revenue recognition requirements mandated by US GAAP and International Accounting Standards.

Typical contingencies that can delay revenue recognition include customer creditworthiness, nonstandard payment terms, and nonstandard refund policies.

When do I use a revenue policy with a contingency?

You can assign a contingency to a transaction based on the revenue policy of your enterprise.

You have these options:

- **Credit Classification:** The contingency is assigned to the transaction if the applicable customer has a credit classification that matches one of the credit classifications defined in your revenue policy.
- **Payment Terms:** The contingency is assigned to the transaction if its payment terms exceed the payment terms threshold of your revenue policy.
- **Refund:** The contingency is assigned to the transaction if it includes a refund policy that exceeds the refund policy threshold of your revenue policy.

Select None if you don’t want to consider any details of your revenue policy for the contingency.

When do I create revenue contingency assignment rules?

You must create revenue contingency assignment rules if you want to automatically assign contingencies to transactions. For each rule that you define, you specify one or more matching criteria. Whenever the rule criteria match, Receivables assigns the specified contingency to the applicable transaction lines.
There are two cases where you don't need to create revenue contingency assignment rules:

- Revenue policy violations: Receivables automatically assigns the appropriate revenue contingencies to transactions whenever any revenue policy is violated.
- Deferred revenue scheduling rules: Transactions assigned a deferred revenue scheduling rule have all revenue deferred until either the related contingency expires or you manually schedule revenue.
11 Define Credit Management

Components of the Credit Profile

Maintain credit profiles for your customers and customer accounts. The credit profile contains settings that are used to:

- Create a line of credit for a customer.
- Provide an ongoing review of the credit profile of a customer.
- Contribute to the credit review process for a customer.

The credit profile is integral to managing the credit policies of your enterprise and the creditworthiness of each of your customers.

Define a Credit Profile

You can either enter data directly into a profile page, or use the File-Based Data Import customer import template to enter and upload credit-related information for your customer and customer account profiles.

You can define and maintain credit profiles at the customer level and customer account level only:

- Define a credit-only profile at the customer, or party, level. The customer credit profile facilitates credit reviews at the company level and contributes to the overall credit picture of a company.

  By default, the settings of the customer credit profile apply to all accounts of the customer. You can update the default settings of the customer credit profile in individual customer account profiles, according to your business requirements.

- Define a credit profile at the customer account level, as part of your account profile setup. The settings of the customer account credit profile apply to all customer sites.

You can also define customer profile classes, with the credit settings you want, and apply individual profile classes to customers or customer accounts.

When necessary, you can enter an effective end date for a profile and apply a new or updated profile to the customer or customer account, according to your business requirements.

Credit Profile Settings

The following table describes each of the settings in the credit profile. Some of these settings are used in the customer profile only or the customer account profile only.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Start/End Dates</td>
<td>The date range that a customer profile is active. A new effective start date begins the day after a previous effective end date.</td>
</tr>
<tr>
<td>Setting</td>
<td>Usage</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Credit Analyst</td>
<td>The default credit analyst assigned to credit case folders for the customer. This includes case folders created due to credit authorization failures or the periodic review process.</td>
</tr>
<tr>
<td>Credit Classification</td>
<td>The credit classification of the customer. The combination of the credit classification and the case folder review type determine the credit case folder template to use to create a credit case folder for this customer.</td>
</tr>
<tr>
<td>Credit Limit</td>
<td>The total amount of credit in the credit currency assigned to the customer.</td>
</tr>
<tr>
<td></td>
<td>If the Include in credit check option is enabled and the Tolerance value is 0, and the outstanding credit balance exceeds this amount, then the requested credit authorization fails.</td>
</tr>
<tr>
<td></td>
<td>You can use the Customer Import FBDI template to remove any existing value from this field in customer credit profiles by entering #NULL in the Credit Limit column.</td>
</tr>
<tr>
<td>Order Amount Limit</td>
<td>The amount limit in the credit currency for an individual order for the customer.</td>
</tr>
<tr>
<td></td>
<td>If the Include in credit check option is enabled, and an individual transaction amount exceeds this amount, then the requested credit authorization fails.</td>
</tr>
<tr>
<td></td>
<td>You can use the Customer Import FBDI template to remove any existing value from this field in customer credit profiles by entering #NULL in the Order Amount Limit column.</td>
</tr>
<tr>
<td>Credit Currency</td>
<td>The currency of the credit limit value and order amount limit value. The credit currency is used to display all amount-based values in credit case folders created for the customer or customer account.</td>
</tr>
<tr>
<td></td>
<td>The credit currency does not have to be the currency of customer transactions. Depending on your business requirements, you can, for example, define a credit currency for all customers belonging to a certain global region or business sector.</td>
</tr>
<tr>
<td>Tolerance</td>
<td>The percentage that a customer or customer account can exceed the credit limit value.</td>
</tr>
<tr>
<td></td>
<td>For example, if the Include in credit check option is enabled and the Tolerance value is 10, the effective credit limit is the credit limit defined in the profile plus 10% of the credit limit value.</td>
</tr>
<tr>
<td>Risk Code</td>
<td>The code that identifies the level of credit risk for the customer or customer account. You can define additional risk codes using the Customer Credit Risk lookup type.</td>
</tr>
<tr>
<td>Credit Rating</td>
<td>The credit rating for the customer or customer account. You can define additional credit rating names using the Credit Rating for Customers lookup type.</td>
</tr>
<tr>
<td>Conversion Rate Type</td>
<td>The conversion rate type to use in credit calculations, when the requested authorization amounts are in a currency different from the credit currency.</td>
</tr>
<tr>
<td>Expiration Offset Days</td>
<td>The number of days before a credit authorization expires. Enter a number according to your business requirements and your credit policy for the customer or customer account.</td>
</tr>
</tbody>
</table>
## Define Credit Management

<table>
<thead>
<tr>
<th>Setting</th>
<th>Usage</th>
</tr>
</thead>
</table>
| Credit Review Cycle   | The review cycle period to use for regular credit reviews of the creditworthiness of the customer or customer account. Valid values are Quarterly, Semiannually, Annually.

You can use the Customer Import FBDI template to remove any existing value from this field in customer credit profiles by entering #NULL in the Credit Review Cycle column. |
| Last Review Date      | The date of the last credit review for the customer or customer account.                                                                                                                              |

This date is updated every time a credit case folder is created for the customer or customer account, either manually or automatically by the periodic review process or credit check failure.

You can use the Customer Import FBDI template to remove any existing value from this field in customer credit profiles by entering #NULL in the Last Review Date column. |
| Next Review Date      | The default date of the next credit review, based on the last review date and the review cycle period assigned to the profile.                                                                        |

If the Last Review Date value is updated, the Next Review Date value is recalculated accordingly.

You can use the Customer Import FBDI template to remove any existing value from this field in customer credit profiles by entering #NULL in the Next Review Date column. |
| Include in credit check | This option is enabled by default.                                                                                                                   |

When enabled, a credit check is performed when the credit checking service is called for the customer or customer account. |
| Credit hold           | This option is not enabled by default.                                                                                                               |

If you enable this option, the following actions take place on the applicable customer or customer account credit record:

- Order Management places any existing order on hold.
- The credit checking service returns a message acknowledging the hold and doesn't check available credit.
- You can't import invoices from Order Management into Receivables using AutoInvoice.

You can still create new Receivables transactions manually for the customer or customer account. |

### Related Topics

- How You Use Customer Profile Classes
- How the Credit Limit is Derived in a Party Hierarchy
Credit Analysts and Credit Managers

Designate users as credit analysts and credit managers to operate, maintain, and manage the credit review process for your customers and customer accounts.

Use the Security Console to assign the credit manager role and privileges to users, and to use the credit manager role to create a credit analyst role.

The credit manager setup includes:
- Role code: ORA_AR_CREDIT_MANAGER_JOB.
- Function security policy: ORA_AR_CREDIT_MANAGER_JOB.

The credit analyst setup includes:
- Role code: User-defined.
- Function security policy: Define the credit analyst role using the function security policy of ORA_AR_CREDIT_MANAGER_JOB as a starting point, and then remove the privileges that a credit analyst doesn't need, such as the Manage Credit Review Advanced privilege.

Credit Analyst

The credit analyst is responsible for monitoring the creditworthiness of customer accounts and assisting in the resolution of credit-related issues.

The credit analyst entered on a credit profile is by default assigned all case folders for the customers and customer accounts with this profile. Credit analysts are also assigned any case folders that they themselves create manually.

Credit analysts can reassign their own case folders to other credit analysts, but can't reassign the case folders of other analysts.

Credit Manager

The credit manager has responsibility for a team of credit analysts.

Credit managers have access to the case folders and credit review information of their own customers and customer accounts, and of the customers and customer accounts assigned to all credit analysts on their team. Credit managers are responsible for the final approval of a case folder.

The credit manager can perform all of the credit analyst duties. In addition, the credit manager can perform these tasks, as part of the Manage Credit Review Advanced privilege:
- Reassign case folders from one credit analyst to another.
- Approve or reject all case folders belonging to the team.
Create a Scoring Model

Create scoring models to use in the calculation of customer credit scores. You can create a different scoring model for each type of credit review that you need. This lets you apply standard and consistent scoring guidelines across your customers and customer accounts.

You assign scoring models to credit case folder templates. When a credit review is initiated and a case folder created, the appropriate template and scoring model is assigned to the case folder for the credit review process.

A scoring model includes the data points and scoring method that are appropriate for a particular credit review. When you create a scoring model, for each data point:

- Enter all of the ranges of values that you need to define for a given data point.
- Assign a score to each range of values.
- Assign a relative weighting factor to the data point, as it relates to all other data points.

During a credit analysis, the scores that you assigned to each data point range of values are used to calculate the score.

\[ \text{Credit score} = \sum (\text{score} \times \text{weight}) \]

**Note:** Credit scores are calculated as whole integers, with decimal values .5 or greater rounded up. For example, 70.5 becomes 71, and 70.4 becomes 70.

To create a scoring model:

1. Navigate to Setup and Maintenance > Manage Credit Scoring Models page.
2. Click the Plus (+) icon to open the Create Credit Scoring Model page.
3. In the Name and Description fields, enter the name and description for this scoring model.
   - You may want to use a name that identifies the type of scoring model, either as it relates to a case folder template or to a subset of your customers.
4. In the Start Date field, enter the date that you want this scoring model to become active. The default is the system date, but you can change it to a future date.
5. Use the End Date field to define a limit of active operation for a scoring model. The only valid end date is the current date.

When you create a new case folder or attach a scoring model to a case folder template, you can only select a scoring model that either has no end date or has an end date that is later than the case folder or case folder template creation date.

\[ \text{Note: Once you enter an end date and save your work, you can no longer change or remove the end date. This ensures that your credit policies are strictly enforced and that comparisons across scoring models remain meaningful.} \]

6. In the Currency field, select the scoring model currency.
   - All data point values used in the calculation of the credit score convert to the scoring model currency.
7. Use the Convert Null Values to Zero Values option to indicate how the scoring model should treat data points with null values. This option is enabled by default.
Note: If you disable this option, then the scoring model doesn’t calculate a credit score if data points contain null values. In this case, after case folder creation the credit review process stops and the credit analyst must manually enter values for these data points.

8. In the Data Points section, click the **Plus (+)** icon to open the Add Data Points window.

9. In the Add Data Points window, search for and select the data points you want.

   Use the **Category** field to display all data points belonging to a particular category. You can select multiple data points and click the **Apply** button to assign them to the scoring model. You can then search for data points belonging to a different category and continuing selecting and applying data points to the scoring model.

10. After adding all of the data points you want, click the **OK** button to return to the Create Credit Scoring Model page.

11. In the Data Points section, select the first data point.

12. In the **Weight** field, enter the relative weight of this data point.

   The weight that you assign indicates the relative importance of the data point in the scoring model.

13. In the Details section, click the **Plus (+)** icon to open a row for entering the first range of values and corresponding score for this range.

14. In the **From Range** and **To Range** fields, enter the range of values. You can enter up to 15 characters for each value in the range. Ranges can’t have gaps or overlaps.

   For numeric data points, the **To Range** value of the first row must be the same as the **From Range** value of the second row.

   This table shows numeric ranges with no gaps:

<table>
<thead>
<tr>
<th>Range</th>
<th>From</th>
<th>To</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Balance</td>
<td>0</td>
<td>1000</td>
<td>10</td>
</tr>
<tr>
<td>Current Balance</td>
<td>1000</td>
<td>2000</td>
<td>20</td>
</tr>
<tr>
<td>Current Balance</td>
<td>2000</td>
<td>3000</td>
<td>30</td>
</tr>
</tbody>
</table>

   For alphanumeric data points, enter only one value per row of ranges, that is, both the **From Range** and **To Range** values must be the same.

   This table shows two range values:

<table>
<thead>
<tr>
<th>Range</th>
<th>From</th>
<th>To</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Range 1</td>
<td>A2B</td>
<td>A2B</td>
<td>10</td>
</tr>
<tr>
<td>Range 2</td>
<td>B3B</td>
<td>B3B</td>
<td>5</td>
</tr>
</tbody>
</table>
15. In the **Score Value** field, enter a numeric score for this range of values.
   Though not required, a common principle for assigning a score is: The higher the score, the lower the credit risk. Your scores then decrease in number as you enter your ranges of values, with the score for the highest level of risk at or near zero (0).

16. Continue to add rows and enter ranges of values and corresponding scores for each range.
   The ranges that you enter should include all possible values for the given data point, from the point of view of establishing credit risk.

17. Repeat steps 11 to 16 for each data point.

18. Select the **Enabled** option to activate the scoring model.
   You can later deselect the **Enabled** option to render the scoring model inactive. You may want to do this instead of entering an end date if your credit requirements change temporarily, but you want the scoring model available for later use.

   **Note:** If you disable a scoring model you must ensure that it is not used by an active case folder or case folder template.

19. Save your work.

**Related Topics**
- Overview of Data Points

### How You Define a Scoring Model Calculation

Use the Scoring Model pages to create and update a scoring model to use in the calculation of the credit score for a customer or customer account.

The scoring model calculation for the credit score depends upon these scoring attributes assigned to each data point in the scoring model:

- Data point ranges of values.
- Score assigned to each data point range of values.
- Weights assigned to each data point.

The totality of the data points, their relative weights, and the scores for each of their range of values is the scoring model calculation used to arrive at a credit score.

#### Assign Scores

For each data point that the scoring model includes, you must assign a range of values and a corresponding score for each range. The ranges of values for a data point typically represent levels of credit risk.

For ranges, you can enter numeric ranges, and alphanumeric ranges with one range value per row for data points that are scorable.

For scores, you must enter numeric values. The corresponding credit risk is either the result of ascending or descending numeric scores, depending on how you arrange them.

This table illustrates sample ranges and scores for the Percentage of Invoices Paid Late data point:
Credit Risk | From Range | To Range | Score |
--- | --- | --- | --- |
Low | 0 | 10 | 100 |
Moderate | 10 | 60 | 50 |
High | 60 | 100 | 0 |

This table illustrates sample ranges and scores for the Days Sales Outstanding (DSO) data point:

Credit Risk | From Range | To Range | Score |
--- | --- | --- | --- |
Low | 0 | 10 | 100 |
Moderate | 10 | 25 | 60 |
High | 25 | 50 | 25 |
Highest | 50 | 100 | 10 |

Assign Weights

Assign a weighting factor to each data point to indicate the relative importance of each data point in the scoring model. Your definition of “relative importance” depends on how you plan to use a scoring model.

For example, if you are creating a scoring model to determine a credit limit increase for an existing customer with years of credit history with your enterprise, you might assign a higher weighting factor to the Percentages of Invoices Paid Late data point, and a lower weighting factor to, for example, data points that represent credit agency scores or ratings.

To continue with the example, this table illustrates the possible weighting factors for the two data points Percentage of Invoices Paid Late and the Days Sales Outstanding (DSO) data points:

<table>
<thead>
<tr>
<th>Data Point</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Invoices Paid Late</td>
<td>75</td>
</tr>
<tr>
<td>Days Sales Outstanding (DSO)</td>
<td>25</td>
</tr>
</tbody>
</table>

In this example, the respective weights contribute to the total credit score in this way:

- Percentage of Invoices Paid Late weight is \( \frac{75}{(25+75)} \approx 0.75 \) or 0.75
Days Sales Outstanding (DSO) weight is \( \frac{25}{(25+75)} = 25\% \) or 0.25.

The Percentage of Invoices Paid Late weight contributes 75\% toward the total credit score. The Days Sales Outstanding (DSO) weight contributes 25\% toward the total credit score.

Calculate the Score

This scoring example illustrates how the credit score is calculated, based on the scoring model defined in the previous examples.

The calculation of a credit score is the sum of the weighted points earned expressed as a percentage. A point earned is the score assigned to a data point value, determined by the scores assigned to the data point ranges. A weighted point earned is the product of the point earned and the weight assigned to the data point.

This table shows the points earned for the credit case folder that uses this scoring model:

<table>
<thead>
<tr>
<th>Category</th>
<th>Data Point</th>
<th>Value</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing and Payments</td>
<td>Percentage of Invoices Paid Late</td>
<td>57%</td>
<td>50</td>
</tr>
<tr>
<td>Billing and Payments</td>
<td>Days Sales Outstanding (DSO)</td>
<td>15 days</td>
<td>60</td>
</tr>
</tbody>
</table>

The Percentage of Invoices Paid Late for this customer is 57\%, which in the scoring model falls into the Moderate Risk range of 10\% > 60\%. The score assigned to this range is 50, the points earned are 50.

The weight assigned to this data point in the scoring model is 75\%, or 0.75. The weighted points earned (points earned x weight) for the Percentage of Invoices Paid Late data point is \( 50 \times 0.75 = 37.5 \).

The Days Sales Outstanding (DSO) for this customer is 15 days, which in the scoring model falls into the Moderate Risk range of 10 > 25 days. The score assigned to this range is 60, so the points earned are 60.

The weight assigned to this data point in the scoring model is 25\%, or 0.25. The weighted points earned (points earned x weight) for the Days Sales Outstanding (DSO) data point is \( 60 \times 0.25 = 15 \).

The credit score formula, as the sum of the weighted points earned expressed as a percentage is:

\[
\text{Credit score} = \text{points earned}_1 \times \text{weight}_1 \ (\text{in percentage}) + \text{points earned}_2 \times \text{weight}_2 \ (\text{in percentage}) + \ldots
\]

In this case, points earned \( 1 = 50 \), weight \( 1 \) in percentage is 0.75; points earned \( 2 = 60 \), weight \( 2 \) in percentage is 0.25. So:

\[
\text{Credit score} = 50 \times 0.75 + 60 \times 0.25 = 52.5 \ (\text{out of 100})
\]

Create a Credit Case Folder Template

Create credit case folder templates to use in the creation of your credit case folders.

The credit case folder template defines:

- Data points to display in the case folder.
- Definition of the required and optional data points in the case folder that are made available for a given credit review.
- If applicable, the scoring model to use in a case folder for a customer or customer account.

A credit case folder is created for a combination of credit classification and review type. You can set up your case folder templates for each of these combinations. You can create more than one case folder template with the same combination, according to your credit policies, but only one template with a given combination can be active and enabled at any one time.

For example, during an Ad Hoc Review, a High Risk customer might require additional collateral and bank reference data points on which to base a credit decision. Or during a Periodic Review of a Moderate Risk with D&B customer, you may rely mainly on the D&B Paydex Score and D&B Rating data point values.

When a credit review is initiated and a case folder created, a case folder template is assigned based on the credit classification and review type combination. If a template can't be found with this combination, then the case folder template you designated as the default is used.

To create a case folder template:

1. Navigate to Setup and Maintenance > Manage Credit Case Folder Templates page.
2. Click the Plus (+) icon to open the Create Credit Case Folder Template page.
3. In the Name and Description fields, enter the name and description for this case folder template.
   - You may want to use a name that identifies the type of case folder template, as it relates to the combination of credit classification and review type.
4. In the Start Date field, enter the date that you want this case folder template to become active. The default is the system date, but you can change it to a date earlier than or later than the system date.
   - Active and enabled case folder templates are available for use with case folders created on or after the case folder template start date.
5. Use the End Date field to define a limit of active operation for a case folder template. You can create more than one case folder template for a given combination of credit classification and review type, if your credit policies change, or you anticipate that they will change in the near future. To do this, apply a future end date to the current template and create a new template with a start date after the current template end date.
   - Note: Once you enter an end date and save your work, you can no longer change or remove the end date.
6. In the Scoring Model field, optionally enter the scoring model to use with this case folder template.
   - If you don't select a scoring model, the data points you set for this template are used by the credit analyst for credit determination, but no credit score is calculated.
7. In the Data Points section, use the Category field to display the data points of a specific category only. By default, the Data Points section displays all data points for all categories.
8. Use the fields in the Include in Case Folder column to identify the data points to include in the case folder template:
   - No: The default. These data points don't appear in the template after you save it, and don't appear in any case folder created using this template.
   - Required: The data point is included in the template and a value is required for credit determination and to calculate the credit score in the credit case folder that uses this template.
   - In the credit case folder, required data points that don't have a value are labeled with a warning icon.
Optional: The data point is included in the template, but a value is not required. Optional data points provide credit analysts with additional flexibility in determining the values needed for a particular credit determination.

**Note:** If you selected a scoring model for this template, you still need to set the scoring model data points as Required or Optional in order for them to appear in a credit case folder that uses this template. If the credit analyst enters a value in an optional data point that is scorable, then this value is included in the credit score calculation.

9. After you have set all of the data points you want for the template, save your work.

### How You Maintain the Summary Tables for Data Points

The values for many of the data points are maintained in the Receivables summary tables AR_TRX_BAL_SUMMARY and AR_TRX_SUMMARY.

**AR_TRX_BAL_SUMMARY**

The AR_TRX_BAL_SUMMARY table maintains summary data related to customers and customer accounts.

The table includes summary data in these data point categories:

- **Aging:** All open counts and amounts; and past due, adjustment, and at risk amounts.
- **Billing and Payments:** Payment-related data.
- **Business Information and Credit:** Current receivables balance.

The lowest level of granularity for a data point value stored in this table is at the level of a customer bill-to site of a given customer account in a specified currency.

A data point value from the AR_TRX_BAL_SUMMARY table that is displayed in the case folder for a customer or customer account is derived in this way:

- Add up all values across all bill-to sites (for customer account case folders) or all customer accounts (for customer case folders).
- Convert the values to the credit currency using the values defined for currency and conversion rate type in the customer or customer account profile.
- If the credit currency defined in the customer or customer account profile is not the same as the scoring model currency, the data point values used for scoring are converted to the scoring model currency.

**AR_TRX_SUMMARY**

The AR_TRX_SUMMARY table maintains summary data related to customer and customer account transactions.

The table includes summary data in these data point categories:

- **Billing and Payments:** Transaction counts, amounts, and percentages.
- **Business Information and Credit:** Credit amounts and dates.

The data in the AR_TRX_SUMMARY table is over a 12-month time period. The display of summarized order, invoice, and payment data over this period of time can provide you with an overall picture of your relationship with the customer or customer account, and can help you predict future performance.
The lowest level of granularity for a data point value stored in this table is at the level of a customer bill-to site of a given customer account in a specified currency in the given 12-month period.

A data point value from the AR_TRX_SUMMARY table that is displayed in the case folder for a customer or customer account is derived in this way:

- Add up all values with the most recent As-of date across all bill-to sites (for customer account case folders) or all customer accounts (for customer case folders).
- Convert the values to the credit currency using the values defined for currency and conversion rate type in the customer or customer account profile.
- If the credit currency defined in the customer or customer account profile is not the same as the scoring model currency, the data point values used for scoring are converted to the scoring model currency.

**Run the Process Receivables Transactions for Customer Account Summaries Process**

During the life of a case folder, customer data is likely to change with new transactions, adjustments, payments, disputes, and other transaction and balance updates.

You can update the data in the AR_TRX_BAL_SUMMARY and AR_TRX_SUMMARY tables to reflect all of these change by using the Process Receivables Transactions for Customer Account Summaries process.

Schedule a regular run of the Process Receivables Transactions for Customer Account Summaries process to refresh the applicable customer account summary data for all related data points.

After the AR_TRX_BAL_SUMMARY and AR_TRX_SUMMARY tables are refreshed, you can open any applicable case folder and select Refresh Data from the **Actions** menu to refresh the data points in the case folder.

**How You Import Third-Party Credit Data for Data Points**

You can import credit data from third-party credit services for use as data point values in your scoring models.

You can import credit data for these data point categories:

- Bank References
- Business Information and Credit
- Collateral
- Financial Data
- Guarantors
- References
- Trade References
- Venture Funding
- Additional data points (data not covered by the available categories)

Use the Upload Credit Data Template worksheet to enter customer credit data from third parties using data point categories, data points, and data point values. Use the Import Credit Data process of the Load Interface File for Import process to upload the completed worksheet.
To upload credit data from a third party credit service:

1. Download the Upload Credit Data Template.
   Review the information on the template Instructions tab.
2. Complete each row in the worksheet for the customers and data point values you want. For each data point value, enter:
   - Customer party number (registry ID)
   - Customer account number, if the data is applicable to a customer account only
   - Data point category
   - Data point name
   - Data point value
   - Data point value currency

   **Note:** You can only enter one data point value for the same combination of customer, customer account, data point category, and data point name.

   **Note:** The Currency column is required for most data points that take a numeric value, such as Bank References average balance and current balance, Venture Funding amounts, and most Financial Data. See the Upload Customer Credit Data Template instructions for details.

3. After completing the template, generate the .zip file for upload.
5. Navigate to the Load Interface File for Import process.
6. In the **Import Process** parameter, select Import Credit Data.
7. In the **Data File** parameter, select the .zip file you generated in step 3.
8. Submit the Load Interface File for Import process.

   **Note:** If data point values already exist, the newly imported data overwrites the existing values.

9. Review the completed upload process, and review the log file for upload errors and for any rows that failed to import successfully.

### How You Import Credit Management Data Points

Use the Import Credit Data process to import credit data from third-party organizations for use as data point values in your scoring models.

You can download a customer credit data FBDI 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 **Credit Management Data Points 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 Credit Data.
2. In the **Data File** field, enter the completed template.
3. The Load Interface File for Import process uploads the credit data for each customer included in the template.
   The import process checks for the uniqueness of the customer (party) number and customer account number (if entered).

### Settings That Affect the Upload Customer Credit Data Template

The Upload Customer Credit Data import template contains an instructions tab and a Customer Credit Data tab:

<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 Credit Data process, and correcting import errors.</td>
</tr>
<tr>
<td>CustomerCreditData</td>
<td>Enter credit data point information for each applicable customer and customer account.</td>
</tr>
</tbody>
</table>

### How Customer Credit Data Is Processed

You can import credit data from third-party organizations for these data point categories:

- Bank References
- Business Information and Credit
- Collateral
- Financial Data
- Guarantors
- References
- Trade References
- Vendor Funding
- Additional (for user-defined data points)

You enter one data point value for the same combination of customer, customer account, data point category, and data point name. If the data point takes a numeric value, then in many cases you need to add a currency.
The validated data points become available for use in scoring models created for the applicable customers and customer accounts.

Related Topics
- Overview of Data Points

Descriptive Flexfields in Credit Case Folders

Use descriptive flexfields to pass additional source transaction information for credit check requests. This information is passed to credit case folders created as a result of a credit checking failure.

You can pass information about the source transaction requesting the credit check, including, for example, Contract Start Date, Contract Billing Frequency, and Contract Invoicing Rule. The descriptive flexfields are displayed in the Additional Information section of the Edit and View Credit Case Folder pages.

You can edit these additional attribute values before the case folder is approved. Once the case folder is approved, these values are displayed as read-only.

You must ensure that the credit case folder descriptive flexfields you define match the values passed through the credit checking service. If the data types for the attributes do not match, or if the descriptive flexfields are not defined, these additional attributes will not appear in case folders created as a result of a credit check failure.

Related Topics
- Flexfield Components
- Overview of Flexfield Configuration
- Flexfields at Runtime

FAQs for Define Credit Management

What's the difference between credit rating and credit classification?

The credit rating, and the risk code, are user-definable values available for use as internal commentary or notes about a customer or customer account. These values don't have a programmatic usage.

The credit classification is an integral part of managing the creditworthiness of a customer. The combination of the credit classification on the credit profile and the case folder review type (Ad Hoc Review, Periodic Review, Credit Check Failure) determine which credit case folder template to use to create a case folder for a customer credit review.

For example, a customer profile with a credit classification of High Risk and a review type of Credit Checking Failure may create a case folder requiring a detailed review of the customer's credit history, while a customer profile with a credit classification of New Customer and a review type of Ad Hoc Review may require only a formal review process.
What happens if no credit currency is defined?

You can use the AR: Default Credit Management Currency profile option to define a default credit currency. The credit checking process uses this currency if no credit currency is defined in the applicable customer, customer account, or party profiles.

If the AR: Default Credit Management Currency profile option is not defined, the credit checking process uses US dollars (USD) as the credit currency.

If no conversion rate type is defined, then the credit checking process uses the conversion rate type Corporate.

Why can't I edit or delete a scoring model?

Because it is used by a case folder or case folder template. You can't delete or update the contents of a scoring model in use.

In the Manage Credit Scoring Models page, you can disable or apply an end date to a scoring model. If you apply an end date, you must either assign a new scoring model or ensure that a comparable end date is applied to the applicable case folder or case folder template.

Why can't I add data points to a scoring model?

You can only add scorable data points to a scoring model. A scorable data point uses ranges of values that you assign score values to. These score values are used to calculate the credit score.

Non-scorable data points provide reference information only. You can add non-scorable data points to a case folder to help with the evaluation of a customer's credit.

What's the difference between a null data point value and a zero data point value?

A null data point value indicates no activity. A zero data point value indicates that activity has occurred in the past, but there is no current value for the data point.

For example, for the Count of Invoices Paid Late data point, a null value means that no payments have been made, while a zero value means that all invoices were paid on time.

What's the difference between the credit currency and the scoring model currency?

You define the credit currency in customer credit profiles.

The credit case folders for a customer or customer account display all amount-based values in the credit currency, including available credit, credit limit, and data point values.
The scoring model currency is used to display all amount-based values for data points and data point ranges in the Scoring Model pages.

A scoring model, as part of a case folder template, is used to calculate credit scores for many different customers. If a credit case folder uses a scoring model, the amount-based data point values appear in the credit currency in the Credit Case Folder pages and in the scoring model currency in the Scoring Details page.

Depending on your business requirements, you may want to use a globally recognized currency, such as US dollars or Euros, as the scoring model currency, and a currency representative of a certain global region or business sector as the credit currency.

**Why do I add a scoring model to a case folder template?**

To calculate a credit score in credit case folders created with this credit case folder template. If all of the data points have values during case folder creation, the credit score is calculated automatically. During the credit review, you can enter, add, and update data point values and recalculate the score.

If a case folder template doesn't use a scoring model, then case folders created with this template display the data points you set as Required and Optional without calculating a score. You can use these data points to evaluate the creditworthiness of a customer or customer account. You can also use third-party credit ratings, available as data point values.

**How can I assign a default case folder template?**

The default case folder template is assigned to case folders during a credit review when no template can be found with a specific credit classification and review type combination.

You can only have one default case folder template. The default case folder template must be enabled and have a start date on or before the current date, but with no end date. You cannot use a case folder template with an end date as the default.

In the Manage Credit Case Folder Templates page, select a template and click the **Set as Default** button. Any previous default template is reassigned to the new designated template.

**Can I edit a case folder template?**

Yes. If the template has not been used to create a case folder, you can edit the entire contents of the template, except for the template name.

If the template has been used to create a case folder, you can only apply an end date to the template or deselect the **Enabled** option. If you make either of these updates, you must ensure that this doesn’t affect any current case folders.
12 Define Cash Management and Banking Configuration

How Bank, Branch, and Account Components 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 enables you to inactivate all banks and bank branches that have no active internal and external bank accounts.

### Considerations When You Create Accounts

Banks, branches and accounts fit together on the premise of the Bank Account model. The Bank Account model enables you to define and keep track of all bank accounts in one place.

The Bank Account Model can explicitly grant account access to multiple business units, functions, and users. Consider the following when you set up bank accounts:

- Assign a unique general ledger cash account to each account, and use it to record all cash transactions for the account. This facilitates book to bank reconciliation.
- Grant bank account security. Bank account security consists of bank account use security, bank account access security, and user and role security.

### Account Use

Account Use refers to accounts created for:

- Oracle Fusion Payables
- Oracle Fusion Receivables
- Oracle Fusion Payroll

Select the appropriate use or uses when creating an account in one or more of these applications.

### Account Access

Payables and Receivables account access is secured by business unit. Before the bank account is ready for use by Payables or Receivables, you must:

1. Select the appropriate use for the application.
2. Grant access to one or more business units.

**Note:** You can only assign access to the business units that use the same ledger as the bank accounts owning the legal entity,
User and Role Security

You can further secure the bank account so that it can only be used by certain users and roles. The default value for secure bank account by users and roles is No. For Payables and Receivables, you must have the proper business unit assigned to access a bank account even if the secure bank account by users and roles is No. If the secure bank account by users and roles is set to Yes, you must be named or carry a role assigned to the bank account to use it.

- You must assign the security duty role Cash Management Administration to the Cash Manager job role to provide access for setting up banks, branches, and accounts. You must have the assigned Manage Bank Account Security privilege to modify the User and Role Security.
- If you want to restrict the access to the Security tab, you must create a customized role and remove the privilege Manage Bank Account Security. For example, you would copy the Cash Management Administration duty role, rename it, and remove the privilege.

GL Cash Account Segments

Consider selecting the option to enable multiple cash account combinations for reconciliation if you want to reconcile journal lines of multiple cash account combinations matching the same natural account and other specified segment values.

For example, if you set up 01-000-1110-0000-000 as your cash account, and select Account and Sub-Account as GL Cash Account Segments, you’re able to manually or automatically reconcile journal lines entered on different account code combinations matching the same natural account ‘1110’ and sub-account ‘0000’.

Cash Management Profile Options

Profile options in Oracle Fusion Cash Management provide ways to improve and promote efficiency in your business practices. How you configure these profile options can affect the interaction with other applications. Enabling these profile options can streamline your processes between those applications.

The following table lists and describes the Cash Management profile options:

<table>
<thead>
<tr>
<th>Profile Option</th>
<th>Profile Display Name</th>
<th>Applies To</th>
<th>Default Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE_DISABLE_BANK_VAL</td>
<td>Disable Country Specific Bank Validations</td>
<td>Internal Bank Accounts</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>External Bank Accounts</td>
<td></td>
</tr>
<tr>
<td>CE_GL_RECON_ENABLED</td>
<td>Journal Reconciliation Enabled</td>
<td>Bank Reconciliation</td>
<td>Yes</td>
</tr>
<tr>
<td>CE_MASK_INTERNAL_BANK_ACCT_NUM</td>
<td>Mask Internal Bank Account Numbers</td>
<td>Internal Bank Accounts</td>
<td>No Masking</td>
</tr>
<tr>
<td>CE_USE_EXISTING_BANK_BRANCH</td>
<td>Use Existing Banks and Branches</td>
<td>Employee Bank Accounts</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Payee Bank Accounts</td>
<td></td>
</tr>
</tbody>
</table>
Note: Internal bank accounts are set up in Oracle Fusion Cash Management. Assign the disbursement bank account to Oracle Fusion Account Payables and the remit-to bank accounts to Oracle Fusion Account Receivables.

Note: External bank accounts are set up and used for suppliers, customers, ad hoc payees, and employees.

Enabling Profile Options: Points to Consider

The following information provides details on configuring profile options, how they influence other applications, and how they can streamline your business practices.

1. Disable Country Specific Validations

   This profile option manages the country-specific validations for 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 option default is set to No at the site level. If the profile option is set to Yes, this eliminates the country-specific validation process for the bank code, branch number, account number, check digit, and IBAN. This profile option affects internal and external bank accounts. It doesn't affect the checks for unique banks, branches, accounts, and the mandatory requirement of the bank account number.

2. Journal Reconciliation Enabled

   This profile option enables the manual and automatic reconciliation of bank statement lines directly from GL Journal manual entries. You can set this profile option at the site level. The profile option default is set to Yes. If the profile option is set to No, it disables the journal source transaction on the Manage Reconciliation Matching Rules, the Manual Reconciliation page, and the reconciliation processes. Note: This profile can only be set to No if there are zero Journal Entries that have been reconciled.

3. Mask Internal Account Numbers

   This profile option allows the masking of the internal bank account number. You can set this profile option at the site or user level. The profile option default is set to No Masking at the site level. You can select Display first four or Display last four digits. For example, an internal bank account number of XXXX8012 displays the last four digits and masks all the rest. This profile option affects only the internal bank accounts.

4. Use Existing Banks and Branches

   Enable this profile option to pre-load the bank branch data information when creating an employee or ad hoc payee bank account. You can choose to pre-load the bank branch data and have your employees select the pre-loaded data when entering their bank accounts. Alternatively, you can have your employees enter all the bank, branch, and account information related to their account. Customers can set their preference to pre-load the bank branch data through this profile. You can set this profile option at the site or user level. By default, the profile option is set to No and that means pre-loaded information can't be used. In this case, the Bank, Bank Code, Bank Branch, Branch Number, and BIC Code fields will be displayed as free text field, and a new bank and bank branch will be created for the bank account.

   If the bank name isn't entered, the default name CE_EMP_UNSPECIFIED_BANK will be used. If the branch name isn't entered, the default name CE_EMP_UNSPECIFIED_BRANCH will be used.

   If you set the profile option to Yes, the existing bank and branch information is available and displayed in the list of values when creating the employee or ad hoc payee bank account.
Overview of Parse Rule Sets

Oracle Fusion Cash Management supports parse rule sets to transform data during the bank statement import process. Parse rules are used to move data from one field to another. The parse rule set is associated to a bank account in the bank account setup. The parse rule set is most commonly used to parse data from the statement line addenda field into more specific statement line fields. Each parse rule within a parse rule set consists of the following fields:

- **Sequence**: Determines the order in which to process the rules.
- **Transaction Code**: The code used to determine the statement line type.
- **Source Field**: The interface table field that contains the data to be parsed.
- **Target Field**: The statement line field that the data is to be parsed to.
- **Rule**: Contains the syntax for determining the data within the source field to be parsed.
- **Overwrite**: Used to control whether to overwrite existing data in a target field or skip parsing the data.

The parse rule syntax is described in the following:

```
[LITERAL](<[MATCHING TOKEN],[START-END]>)[LITERAL]
```

Where

- **LITERAL** represents a string or character value represented by an identifier that should match the source data exactly.
- **MATCHING TOKEN** represents a token (or set of tokens) which describes the data to extract. The following table lists the valid tokens with their descriptions:

<table>
<thead>
<tr>
<th>Token</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Extract a valid number</td>
</tr>
<tr>
<td>.</td>
<td>Decimal position</td>
</tr>
<tr>
<td>X</td>
<td>Extract an alphanumeric</td>
</tr>
<tr>
<td>~</td>
<td>Extract everything in the source field from the parse position to either the end of the data or up to the next literal.</td>
</tr>
<tr>
<td>START</td>
<td>A position to begin extracting data, offset by the parse position. It must be a valid numeric.</td>
</tr>
<tr>
<td>END</td>
<td>A position to stop extracting data. END can be either a valid numeric or the ~ token.</td>
</tr>
</tbody>
</table>

The following table lists some examples:
### Description | Source Data | Rule | Target Data
--- | --- | --- | ---
Extract numeric rate data from a source field | EST/TRX RTE 3.76 USD/LIBOR CPTY: PRU | RTE (N.NN) | 3.76
Extract value date from a source field | Dt.01/01/2011? Receipt | Dt.(1-10)? Receipt | 01/01/2011
Extract check number from a source field | Account Number 1005 | Account Number.(X~) | 1005
Extract currency from a source field | $^EUR:Dt | $^(1-3):Dt. | EUR
Extract the counterparty of an unknown string length from the same source field | EST/TRX RTE 3.76 USD/LIBOR CPTY:PRU | CPTY: (X~) | PRU
Extract the currency from the same source field using positional matching | PRU EST/TRX RTE 3.76 USD/LIBOR CPTY PRU | RTE(7-9) | USD
Extract Transaction ID from Customer Reference | CustRef # A.23@orlc.com | CustRef (X~).com | # A.23@orlc

### Overview of Transaction Type Mapping

The transaction type mapping enables you to associate a cash transaction type to an application transaction.

The following must be created to associate and mapped to cash transaction types:

- Oracle Fusion Account Payables payment methods
- Oracle Fusion Account Receivables payment methods
- Oracle Fusion Payroll payment types

Assigning cash transaction types to application transactions result in a more efficient bank statement reconciliation process.
Bank statement lines are also associated with cash transaction types and matching rules can be created using this common attribute.

Overview of Tolerance Rules

Tolerance rules enable you to specify date and amount tolerances that prevent or warn you when reconciliation would be a breach of a defined tolerance.

- **Amount tolerances** are most often used when reconciling foreign currency transactions where there may be differences due to rounding or fluctuations in the conversion rate. They can also be used if a bank includes a processing fee in the bank statement line amount.
- **Date tolerances** are primarily used for checks that may be issued on one day and not clear the bank until days or weeks later.

Consider the following when defining your tolerance rules:

- Applying tolerances you can automate the reconciliation and accounting for these types of transactions.
- If no date or amount tolerance is defined within a rule, it requires an exact match.
- For manual reconciliation, a tolerance rule can optionally be assigned to a bank account.
- For automatic reconciliation, a tolerance rule can be associated with a matching rule in the Rule Set setup and can be applied if the matching rule matches on date and amount or both. However, when you assign a tolerance rule that includes amount tolerances to a matching rule that isn’t a one to one match type, the amount tolerance is ignored.

Date Tolerance

Reconciliation date tolerances are defined as day ranges. The date tolerances are to validate that the source transaction date or dates are within a certain number of days before and after the bank statement line date or dates.

In manual reconciliation, if a date tolerance is specified in the tolerance rule assigned to the bank account it applies to all matching scenarios. In the event of a date tolerance breach, a warning message is displayed, but the user is allowed to reconcile the statement line or lines and the transaction or transactions. If no date tolerance is assigned or specified it’s required to be an exact date match and a warning message is displayed.

In automatic reconciliation, a tolerance rule that includes date tolerances can be associated with a matching rule. If the matching rule matches on the date, then the date tolerance is applied. In this scenario a date tolerance breach prevents reconciliation.

Amount Tolerance

Reconciliation amount tolerances can only be used in one to one matching scenarios for both manual and automatic reconciliation. No reconciliation amount tolerances are allowed in one to many, many to one, or many to many matching scenarios. In these scenarios the amount of the bank statement line or lines must be equal to the amount of the transaction or transactions. Reconciliation amount tolerances can be defined as percentage or amount ranges or
both. If both percentages and amounts are applied, the application uses the most conservative tolerance depending upon the statement line amount.

For example, if the amount tolerance equals plus or minus $5, the percentage tolerance equals plus or minus 1%, and the statement line amount is $100, the application first calculates the percentage amount (1% of $100 dollars = $1). It then compares this to the $5 amount and uses the smaller amount. In this case it's $1 dollar, so to reconcile a transaction to this line it must be between $99 and $101.

In automatic reconciliation, a tolerance rule that includes percentage, amount, or both types of tolerance ranges can be associated with a matching rule. But the tolerance can only be applied if the matching rule is a one to one match type rule. In this scenario of a one to one type match, any amount difference within tolerance is automatically created as an external transaction in cash management.

**Reconciliation Matching Rules**

Reconciliation Matching rules help you match bank statement lines and system transactions to minimize the need for manual intervention.

Define bank statement automatic reconciliation matching rules and assign them to bank statement automatic reconciliation rule sets. After you assign the rule sets to the bank account, the Autoreconciliation process picks up the reconciliation matching rules to achieve a higher match rate.

Specify the following for each matching rule:

- **Transaction Sources:** Payables, Receivables, Payroll, Journals or External.
- **Matching Type:** One to One, One to Many, Many to One, or Many to Many. The following table explains the different matching types available in Oracle Fusion Cash Management:

<table>
<thead>
<tr>
<th>Matching Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One to One</td>
<td>A bank statement line is matched with a system transaction and reconciled against each other</td>
</tr>
<tr>
<td>One to Many</td>
<td>A bank statement line is reconciled against many system transactions</td>
</tr>
<tr>
<td>Many to One</td>
<td>Many bank statement lines are grouped and reconciled against a system transaction</td>
</tr>
<tr>
<td>Many to Many</td>
<td>Many statement lines are grouped and reconciled against many system transactions</td>
</tr>
</tbody>
</table>

- **Grouping Attributes:** Used to group bank statement lines and system transactions based on the matching type you select. The combination of the attributes you select also determine what you can use as the matching criteria. You can use date, transaction type, and reconciliation reference as matching criteria only after you select these as grouping attributes. The following table displays the required grouping attributes for a selected matching type:
In Many to One matching the grouping attributes are used to group bank statement lines. In One to Many matching the grouping attributes are used to group system transactions.

The following is a list of common grouping attributes that can be used to group bank statement lines:

- Transaction date
- Structured payment reference
- Transaction currency
- Transaction type
- Reconciliation reference
- Bank transaction code
- Transaction code identifier
- Counterparty bank account

The following is a list of common grouping attributes that can be used to group system transactions:

- Bank deposit number
- Transaction date
- Business unit
- Counterparty bank account
- Counterparty name
- Journal batch name
- Journal line description
- Journal name
- Payment file identifier
- Payment process request name
- Payment instruction identifier
- Payment server order number
Logical group number  
Payment method  
Structured payment reference  
Receipt batch number  
Receipt class  
Reconciliation match date  
Reconciliation reference  
Remittance batch number  
Unique remittance identifier  
Transaction currency  
Transaction Type  
Transaction source

Matching Criteria: Includes a list of commonly used matching attributes. You can simply select the attributes to include them in the matching rule you selected. The selected attributes define the matching conditions between the bank statement lines and the system transactions to be matched successfully when they're reconciled.

Note: On the Create Reconciliation Matching Rule page the delivered setting for the matching type is One to One, and the check boxes for Reconciliation Reference, Date and Transaction Type are enabled. When you change the matching type to One to Many or Many to One or Many to Many, the check boxes are disabled.

The matching criteria attributes are:

- Amount  
- Date  
- Reconciliation reference  
- Transaction type

Advanced Matching Criteria: Enables you to specify additional matching logic or filtering conditions that must be true for the bank statement lines and system transactions to match successfully. Consider the following:

- You have the option to enable or disable the Case Sensitive Comparison check box while creating a condition.
- The data types on either side of the expressions, must be the same and correspond to each other when selected to match in the criteria. For example, if the attribute Statement Booking Date is selected on one side, then Transaction Date can be selected as the matching criteria. Date is the data type that's the same and corresponds to your search.
- For literal expression type, the operand value should match the database value. For example: Statement.Transaction Type equals ACH
The list of statement attributes available in the Create Condition page differs according to the matching type you select. The following lists some of the common statement attributes:

- `Statement.Account servicer reference`
- `Statement.Additional entry information`
- `Statement.Booking date`
- `Statement.Check number`
- `Statement.Clearing system reference`
- `Statement.Contract ID`
- `Statement.Counterparty bank account`
- `Statement.Customer reference`
- `Statement.End to End ID`
- `Statement.Instruction ID`
- `Statement.Instruction ID`
- `Statement.Reconciliation match amount`
- `Statement.Reconciliation reference`
- `Statement Structured Payment reference`
- `Statement.Transaction ID`
- `Statement.Transaction currency`
- `Statement.Transaction type`
- `Statement.Value date`
The list of transaction attributes available in the Create Condition page differs according to the matching type you select. The following lists some of the common transaction attributes:

- Transaction.Bank deposit number
- Transaction.Business unit
- Transaction.Counterparty name
- Transaction.Counterparty site
- Transaction.Journal Batch Name
- Transaction.Journal Line Number
- Transaction.Journal Name
- Transaction.Payment reference
- Transaction.Payment Process Request Name
- Transaction.Payment file identifier
- Transaction.Payment instruction identifier
- Transaction.Receipt batch number
- Transaction.Reconciliation match amount
- Transaction.Reconciliation match date
- Transaction.Remittance batch number
- Transaction.Structured Payment reference
- Transaction.Status
- Transaction.Transaction currency
- Transaction.Transaction date
- Transaction.Transaction number
- Transaction.Transaction source
- Transaction.Transaction type
- Transaction.Logical Group Number
- Transaction.Payment Server Order Number
- Transaction.Payment Reference
- Transaction.Unique Remittance Identifier
- Transaction.Party bank account

You can select one or multiple transaction sources in a rule. Consider the following:

- If multiple sources are selected in a one to one or many to one matching rule, the autoreconciliation program looks for a matching transaction across the selected sources.

- If multiple sources are selected in a one to many or many to many matching rule, the program first finds all available transactions across the selected sources and then applies grouping rule to the whole data pool. This means that the statement lines can be reconciled to a group that includes transactions across the different sources.

- If you want transactions included in a group to be from the same transaction source then you can specify Transaction Source as a grouping attribute.
Note

Cash Management supports the journal reconciliation reference import using spreadsheet based tools such as, file-based data import and the Oracle Fusion ADF Desktop Integration.

Once the required setups are completed the reconciliation reference is uploaded and stored to the journal lines.

Related Topics

- Automatic Reconciliation
- Set Up Clearing Accounts Reconciliation
- Reconciliation References and Journal Lines

Overview of Reconciliation Rules Sets

Bank statement reconciliation rule sets are a group of matching rules and tolerance rules. They are assigned to a bank account and used to reconcile bank statement lines with transactions.

Consider the following when creating your rules:

- Build the rule set and the rule set detail as a parent-child relationship.
- Each rule set consists of one or more matching rules that can be prioritized or sequenced.
- The rules should be ordered to achieve a greater reconciliation success rate. It’s strongly recommended that one to one rules be sequenced ahead of rules of other types.
- To provide an optimum reconciliation rate, you should change the sequence number depending on how accurately the given rule is likely to reconcile against the correct bank transactions.

For example, transactions from sources for which the bank provides you a reference ID are likely to have a higher reconciliation rate. These rules should be placed at the beginning with a lower sequence number. Conversely, transactions with no reference ID are likely to have duplicates or lower reconciliation rates, and you should place them at the end with a higher sequence number.

Automatically Reconciling Rejected Payments

You must enable the Opt in feature, Automatic Reconciliation of Reject Payments to automatically reconcile rejected payments reported on the imported bank statement. Follow these steps to enable the feature:

- Select the transaction type as Reversal in the bank transaction code.
- The application identifies the rejections on the bank statement lines with this transaction code and reversal indicator.
- The autoreconciliation process identifies the rejection and un-reconciles the original settled payment and reconciles the original statement line with the rejected statement line.
Overview of Bank Statement Transaction Codes

Bank statement transaction codes are the internal codes that are used on a bank statement line to identify the type of transaction being reported. These are also referred to as:

- Transaction codes
- Statement codes

The following codes are examples:

- 115- Lockbox Deposit
- 475- Check paid
- 698- Miscellaneous Fee

Oracle Fusion Cash Management maintains a single set of these codes and transform externally reported transaction codes from other formats into this single normalized set. You can use code map groups to map transaction codes reported on the external data file to the ones defined internally in the application. This configuration is done through Oracle Fusion Payments Code map group setup.

How You Map Configurable BAI2 Transaction Codes

When importing BAI2 bank statements, the flow indicator (DR/CR) of the bank statement line is determined by the transaction code associated to that line.

Configurable BAI2 transaction codes can be mapped to standard BAI2 codes to derive the desired statement line flow indicator when the file is imported.

Mapping Configurable BAI2 Transaction Codes

In this example, a credit code of 856 and a debit code of 868 are mapped as transaction codes using the following steps:

1. In the Setup and Maintenance work area, go to the following:
2. Offering: Financials
3. Functional Area: Payments or Customer Payments
4. Task: Manage Code Map Groups
5. Search for the Name: BAI2 Bank Statements and click edit.
6. In Mappings, enter a new record Field: CE_TRX_CODE.
7. For the parent CE_TRX_CODE, add 2 rows in the Field values enter the following:

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Input and Output Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td>Enter Input Value: 856, Output Value: 275 (standard CREDIT BAI2 code).</td>
</tr>
<tr>
<td>Line 2</td>
<td>Enter Input Value: 868, Output Value: 575 (standard DEBIT BAI2 code).</td>
</tr>
</tbody>
</table>
Overview of Bank Statement Transaction Creation Rules

Bank Statement Transaction Creation Rules are used by Oracle Fusion Cash Management to identify an unreconciled bank statement line or lines and create and account for a transaction.

Configure **Bank Statement Transaction Creation Rules** by specifying some of the attributes and characteristics of the created transactions. Consider the following when configuring your rules:

- Create as a separate business object.
- Assign to a bank account in the Manage Bank Account page.
- Arrange in order and group to be processed sequentially.

The group of sequenced rules on the bank account constitutes the bank accounts rule set that’s used when running the Bank Statement Transaction Creation program.

Process the **Bank Statement Transaction Creation Rules** by running the Bank Statement Transaction Creation program to create transactions from unreconciled bank statement lines. The program is used to create transactions and account for first notice items such as bank charges, fees, or interest. You must perform the following prior to running the program.

- Run autoreconciliation for the bank statement.
- Perform any manual reconciliation on the bank statement.

This avoids creating external transaction from bank statement lines that already have transactions recorded in the application.

Create Banks, Branches, and Accounts in Spreadsheet
Overview of Cash Management Rapid Implementation

Use Microsoft Excel templates to rapidly implement the following setup objects:

- Banks
- Bank Branches
- Bank Accounts

Functional Setup Manager Tasks

The following are the Functional Setup Manager tasks that are required to be performed to rapidly create the setup objects data. To access these tasks, create an implementation project that includes the Define Financials Configuration for Rapid Implementation task list:

- Create Banks, Branches, and Accounts in Spreadsheet: Downloads the rapid implementation excel spreadsheet template. Enter the bank, branch, and bank account data in this spreadsheet, and generate the data file to be loaded.
- Upload Banks, Branches, and Accounts: Launches the Upload Banks, Branches, and Accounts process with the data file to be uploaded as the parameter. You must upload the data file generated from the previous task.

Preparing Data

Prepare your bank, branch, and account information to enter into the spreadsheet template.

- Bank information requires the country, name, and number.
- Branch information requires name, number, BIC code, and alternate name.
- Account information requires name, number, currency, legal entity, type, and IBAN.

After you finish preparing the data in the spreadsheet, click the Generate Banks, Branches, and Accounts File button. Save the generated XML file.

Loading Data

Use the following steps to load your data.

- In the Setup and Maintenance work area, create an implementation project that includes the Define Financials Configuration for Rapid Implementation task list. From your implementation project, go to the Upload Banks, Branches, and Accounts task. This task launches the Upload Banks, Branches, and Accounts process.
- Select the XML file you have saved earlier and submit the process.
- Verify in the process monitor that the process completed successfully.
- Review the banks, branches, and accounts created.

Best Practices

The following are recommended best practices:

- Determine the Legal Entity for each bank account. The Legal Entity must be associated to a primary ledger.
- Determine the use for each bank account: Payable, Receivable, or both.
- Determine the Cash and Cash Clearing account for each bank account. Enter the entire account combination based on your chart of accounts, for example 01-000-1110-0000-000.
Set Up Cash Positioning and Forecasting

How You Set Up Oracle Fusion Payments for Cash Management

To make ad hoc payments you must do the following:

- Create a payee in Oracle Fusion Cash Management.
- Review the Payment Methods in the tab; Usage Rules, for Cash Management in Oracle Fusion Payments.
- Review the payment method defaulting rules in Oracle Fusion Payments and prioritize the Cash Management Payment Method accordingly.

Creating a payee in Cash Management is a separate task than setting up suppliers in procurement. The setup done in Cash Management is strictly used for making ad hoc payments from the application. You must also review and edit the set ups in Payments to successfully make payments.

Creating a Payee in Cash Management

1. Create the payee in Cash Management. Enter the following payee information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Yes</td>
<td>Name of the payee.</td>
</tr>
<tr>
<td>Tax Registration No.</td>
<td>No</td>
<td>Description of the payee.</td>
</tr>
<tr>
<td>Tax Registration No.</td>
<td>No</td>
<td>Unique identifier assigned to a payee by a tax authority.</td>
</tr>
<tr>
<td>Active</td>
<td>No, but recommended.</td>
<td>Check box indicating if the payee is active or inactive.</td>
</tr>
</tbody>
</table>

2. Create the bank account information. Enter the following bank account information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>Country of the bank where the bank account belongs.</td>
</tr>
<tr>
<td>Account No.</td>
<td>Bank account number of the payee bank account.</td>
</tr>
<tr>
<td>Currency</td>
<td>Currency of the payee bank account</td>
</tr>
</tbody>
</table>
### Define Cash Management and Banking Configuration

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type</td>
<td>Type of payee bank account. For example, checking or savings.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>The account number validation.</td>
</tr>
<tr>
<td>Account Name</td>
<td>Name of the bank account holder.</td>
</tr>
<tr>
<td>Secondary Account Reference</td>
<td>Additional account reference such as the Building Society Role Number in the UK.</td>
</tr>
<tr>
<td>Bank</td>
<td>Name of the payee bank.</td>
</tr>
<tr>
<td>Bank Branch</td>
<td>Name of the payee bank branch.</td>
</tr>
<tr>
<td>Routing Transit Number</td>
<td>The routing transit number for electronic transfers.</td>
</tr>
<tr>
<td>BIC Code</td>
<td>The code used to SWIFT to identify the bank or bank branch.</td>
</tr>
<tr>
<td>Active</td>
<td>Check to indicate the bank account is active. The default is set to active.</td>
</tr>
</tbody>
</table>

3. Click the Save and Close button to save your information.

### Setting Up Usage Rules in Oracle Fusion Payments for Cash Management

1. Navigate to Oracle Fusion Payments and the Create Payment Methods page.
2. Enter the following required fields: Name, Code, and From Date.
3. Select the Usage Rules tab.
4. Select the Cash Management tab
5. Select the check box Enable for use in Cash Management.
6. Determine select All or Specific.
7. Review the delivered Payment Process Transaction Types for Cash Management. Apply the appropriate payment types. The valid values are:
   - Bank Account Transfer
   - Ad Hoc Payment
8. Review the payment method defaulting rules in Oracle Fusion Payments and prioritize the Cash Management Payment Method accordingly.

### Related Topics
- Payment Methods
- Payment Method Defaulting
- Usage Rules
How You Set Up Cash Positioning and Forecasting

Use the following to set up your cash positioning and forecasting reporting requirements:

- Specify Cash Positioning and Forecasting Options
- Manage Cash Positioning and Forecasting Transaction Grouping

Specify Cash Positioning and Forecasting Options

Use the options page to define the extraction period used to transfer data to the Essbase cube. Transactions with transaction dates within that period are extracted to the cube. You can also select different GL accounting calendars to lay out the time dimension structure in the cubes.

Configure the following options:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Available Values</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extraction Duration</td>
<td>• Last 3 months</td>
<td>Last 2 years</td>
</tr>
<tr>
<td></td>
<td>• Last 6 months</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Last 1 year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Last 2 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Last 3 years</td>
<td></td>
</tr>
<tr>
<td>Reporting Currency</td>
<td>List of currencies defined in the application</td>
<td>USD - US Dollars</td>
</tr>
<tr>
<td>Balance Code</td>
<td>Internal Balance Codes lookups (LOV)</td>
<td>Closing booked</td>
</tr>
<tr>
<td>Balance Date Threshold Days</td>
<td>Number days defined before a missing bank statement is reported</td>
<td>2</td>
</tr>
<tr>
<td>Transaction Calendar</td>
<td>List of transaction calendars defined in the application, if not defined, everyday (7) is considered a business day.</td>
<td>No default</td>
</tr>
<tr>
<td>Time Periods</td>
<td>List of accounting calendars defined in the application</td>
<td>No default</td>
</tr>
</tbody>
</table>

**Note:** Once the cube is created and locked, the update is disabled in this page. You can't update the cube until you submit the Cash Position Data Deletion program to clear the details in the cube.

Manage Cash Positioning and Forecasting Transaction Grouping

You create or edit configurable dimensions for cash positioning and forecasting from this page. You must have the Manage Cash Positioning and Forecasting Transaction Grouping privilege to access the Create or Edit Cash Position Dimension page:

- Search for the configurable dimensions defined in the application.
• Create configurable dimensions to meet your company-specific requirements
• Modify and edit configurable dimensions to meet reporting requirements.
• Entering a description is optional but recommended.

The following table contains the fields to be completed:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Required and must be unique</td>
</tr>
<tr>
<td>Application</td>
<td>Required and valid values are Oracle Fusion Applications or Other.</td>
</tr>
<tr>
<td>Source</td>
<td>Required and the following are possible values:</td>
</tr>
<tr>
<td></td>
<td>• Payables invoices</td>
</tr>
<tr>
<td></td>
<td>• Payables payments</td>
</tr>
<tr>
<td></td>
<td>• Receivables receipts</td>
</tr>
<tr>
<td></td>
<td>• Receivables transactions</td>
</tr>
<tr>
<td></td>
<td>• Bank statement</td>
</tr>
<tr>
<td></td>
<td>• External cash transactions</td>
</tr>
<tr>
<td>Source Table</td>
<td>List of tables from the selected Application and Source</td>
</tr>
<tr>
<td>Source Column</td>
<td>List of the columns from the selected Source Table.</td>
</tr>
</tbody>
</table>

**Note:** Once the cube is created and locked, you can't update this page. You must submit the Cash Position Data Deletion program to clear the details in the cube to do an update.

**Related Topics**
• Overview of Cash Positioning and Forecasting
• Cash Positioning
• Considerations for Cash Forecasting

**Bank Account Validation**

**Bank Account Validation by Country: Albania to Guatemala**

This outlines the country specific bank account validation rules performed in Oracle Fusion Cash Management.

The following countries have country specific validations:
• Albania
• Algeria
• Andorra
• Argentina
• Australia
• Austria
• Azerbaijan
• Bahrain
• Belarus
• Belgium
• Bosnia and Herzegovina
• Brazil
• British Virgin Islands
• Bulgaria
• Canada
• Columbia
• Costa Rica
• Croatia
• Cyprus
• Czech Republic
• Denmark
• Dominican Republic
• Egypt
• El Salvador
• Estonia
• Faroe Islands
• Finland
• France
• French Guiana
• Georgia
• Germany
• Gibraltar
• Greece
• Greenland
• Guadeloupe
• Guatemala

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 aren't performed. The checks for unique banks, branches, accounts, and the mandatory requirement of bank account number aren't affected by this profile.

Albania
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 modulus-97 rule is used to calculate the validity of the IBAN.  
             • Length can't be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.  
             • The first 2 characters are letters.  
             • The third and fourth characters are numbers. |

Algeria
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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can’t be more than 26 characters. Spaces are removed from</td>
</tr>
<tr>
<td></td>
<td>the left and right. Spaces in the middle aren’t 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>

**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>
<tr>
<td>IBAN</td>
<td>• Optional, if entered, the following rules apply.</td>
</tr>
<tr>
<td></td>
<td>• The modulus-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</td>
</tr>
<tr>
<td></td>
<td>and right. Spaces in the middle aren’t 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>

**Argentina**

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 • Length should be a maximum of 22 characters. • Spaces and hyphens are allowed.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Optional</td>
</tr>
</tbody>
</table>

**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 • If entered, the length should be either 2 or 3 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• 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.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• 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</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN. • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
### 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 isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The modulus-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 aren’t 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>

### Azerbaijan

#### 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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
</tbody>
</table>
Bahrain
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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 22 characters. Spaces are removed from the left and right. Spaces in the middle aren't 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>

Belarus
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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 28 characters. Spaces are removed from</td>
</tr>
<tr>
<td></td>
<td>the left and right. Spaces in the middle aren't 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 999-9999999-99.</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>
<tr>
<td></td>
<td>• If the IBAN isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length should be 16 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
</tbody>
</table>
Implementing Receivables Credit to Cash

Chapter 12

Define Cash Management and Banking Configuration

---

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

Check Algorithm for **Account Number**

1. The entered check digit **CD1**, is the last two digits of the Account Number
2. The calculated check digit **CD2**, 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's taken to be 97.
3. If the entered check digit (CD1) and calculated check digit (CD2) are equal, then the Account Number is valid, else the check has failed.
4. Additionally, if the entered check digit (that's, 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 (CD1) 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 CD2 = 2
- Here CD1 <> CD2, therefore the Account Number isn't 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>
</tbody>
</table>
| IBAN        | • Mandatory
  • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.**
  • The modulus-97 rule is used to calculate the validity of the IBAN.
  • Length should be 20 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.
  • The first 2 characters are letters.
  • The third and fourth characters are numbers. |
### 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>
</table>
| Bank Code           | • Mandatory  
 |                     | • Length should be a maximum of 3 numeric characters.  
 |                     | • If the length is less than 3, then it's converted to a 3 digit number by prefixing it with as many leading zeroes as is necessary. |
| Branch Number       | • Mandatory  
 |                     | • Length should be a maximum of 5 numeric characters. |
| Account Number      | • Mandatory |
| Check Digit         | • Optional |
| Company Code        | • Optional.  
 |                     | • This is entered in the Account Creation form.  
 |                     | • If entered, length should be a maximum of 15 numeric characters |
| Secondary Account Reference | • This field is labeled as Company Code. |
| IBAN                | • Optional, if entered, the following rules apply.  
 |                     | • The modulus-97 rule is used to calculate the validity of the IBAN.  
 |                     | • Length can't be more than 29 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.  
 |                     | • The first 2 characters are letters.  
 |                     | • The third and fourth characters are numbers. |

### British Virgin Islands

#### 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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 24 characters. Spaces are removed from</td>
</tr>
<tr>
<td></td>
<td>the left and right. Spaces in the middle aren't 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 isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The modulus-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</td>
</tr>
<tr>
<td></td>
<td>right. Spaces in the middle aren't 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>
</tbody>
</table>
| Branch Number | • Optional  
|             | • This field is labeled as **Routing Transit Number**. |
| Account Number | • Mandatory          |
| Check Digit | • Optional                          |
| IBAN        | • Optional, if entered, the following rules apply.  
|             | • The modulus-97 rule is used to calculate the validity of the IBAN.  
|             | • Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.  
|             | • The first 2 characters are letters.  
|             | • The third and fourth characters are numbers. |

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>
| Tax Payer ID | • Optional  
|             | • Length should be a maximum of 15 numeric characters 14 digits for Tax Payer ID plus the last digit for check digit.  
|             | • it's unique within the country.  
|             | • 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. |
Field | Rule
--- | ---
 | A check digit’s applied on the Tax Payer ID.

**IBAN**

 | Rule |
--- | ---
 | Optional, if entered, the following rules apply. |
 | The modulus-97 rule is used to calculate the validity of the IBAN. |
 | Length can’t be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren’t removed. |
 | The first 2 characters are letters. |
 | The third and fourth characters are numbers. |

Check Algorithm for Tax Payer ID

The first 15 digits are multiplied by the associated factor, as illustrated in the following table.

| Digit | Factor |
--- | --- |
| 1st | 71 |
| 2nd | 67 |
| 3rd | 59 |
| 4th | 53 |
| 5th | 47 |
| 6th | 43 |
| 7th | 41 |
| 8th | 37 |
| 9th | 29 |
| 10th | 23 |
| 11th | 19 |
| 12th | 17 |
| 13th | 13 |
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 isn't 1 or 0, then the remainder is subtracted by 11 and that should be the Check Digit.

<table>
<thead>
<tr>
<th>Digit</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>14th</td>
<td>7</td>
</tr>
<tr>
<td>15th</td>
<td>3</td>
</tr>
</tbody>
</table>

**Costa Rica**  
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 modulus-97 rule is used to calculate the validity of the IBAN.  
              • Length can’t be more than 22 characters. Spaces are removed from the left and right.  
              • Spaces in the middle aren’t removed.  
              • The first 2 characters are letters.  
              • The third and fourth characters are numbers. |

**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>
<tr>
<td></td>
<td>• If the IBAN isn’t entered, a warning message is displayed: <strong>IBAN hasn’t been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The modulus-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 aren’t 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>

**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 isn’t entered, a warning message is displayed: <strong>IBAN hasn’t been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The modulus-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 aren’t removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</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>
</tbody>
</table>
| IBAN        | • Mandatory
|             | • If the IBAN isn’t entered, a warning message is displayed: IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing. |
|             | • The modulus-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 aren’t removed. |
|             | • The first 2 characters are letters.                                |
|             | • The third and fourth characters are numbers.                       |

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&lt;br&gt;• If the IBAN isn’t entered, a warning message is displayed: <strong>IBAN hasn’t been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The modulus-97 rule is used to calculate the validity of the IBAN.&lt;br&gt;• Length should be 18 characters. Spaces are removed from the left and right. Spaces in the middle aren’t removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

**Dominican 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>• Optional, if entered, the following rules apply.&lt;br&gt;• The modulus-97 rule is used to calculate the validity of the IBAN.&lt;br&gt;• Length can’t be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren’t removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
Egypt
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 modulus-97 rule is used to calculate the validity of</td>
</tr>
<tr>
<td></td>
<td>• Length can’t be more than 27 characters. Spaces are</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>

El Salvador
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 modulus-97 rule is used to calculate the validity of</td>
</tr>
<tr>
<td></td>
<td>• Length can’t be more than 28 characters. Spaces are</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>
<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 isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The modulus-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 aren't 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>

Faroe Islands
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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 18 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</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>
</tbody>
</table>
|                | • If the IBAN isn't entered, a warning message is displayed: **IBAN isn't been entered.**
|                | This bank account is defined in a country that requires IBAN for payment processing. |
|                | • The modulus-97 rule is used to calculate the validity of the IBAN. |
|                | • Length should be 18 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. |
|                | • The first 2 characters are letters.                                |
|                | • The third and fourth characters are numbers.                       |

<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>
</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’s 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’s 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>
</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>
<tr>
<td>9th Digit</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>10th Digit</td>
<td>0</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>11th Digit</td>
<td>0</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>12th Digit</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>13th Digit</td>
<td>8</td>
<td>7</td>
<td>56</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>56</td>
</tr>
</tbody>
</table>

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's 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 aren't 0.

If the first two digits of the check aren’t '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:**

<table>
<thead>
<tr>
<th>Digit</th>
<th>Value</th>
<th>Multiply (a)</th>
<th>Divide (b)</th>
<th>Integer</th>
<th>Remainder</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>2</td>
<td>0.2</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2nd</td>
<td>2</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>2</td>
</tr>
<tr>
<td>3rd</td>
<td>3</td>
<td>6</td>
<td>0.6</td>
<td>0</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>4th</td>
<td>4</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>4</td>
</tr>
<tr>
<td>5th</td>
<td>5</td>
<td>10</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>6th</td>
<td>6</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>6</td>
</tr>
<tr>
<td>7th</td>
<td>0</td>
<td>16</td>
<td>1.6</td>
<td>1</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>8th</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>9th</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10th</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>11th</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12th</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>13th</td>
<td>8</td>
<td>16</td>
<td>1.6</td>
<td>1</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Total</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>28</td>
</tr>
</tbody>
</table>

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's 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>Bank Code</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's converted to a 5 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 5 numeric characters.&lt;br&gt;• If the length is less than 5, then it's converted to a 5 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 a maximum of 11 numeric characters&lt;br&gt;• Special characters and spaces aren't allowed</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>Account Type</td>
<td>• This field is labeled as Deposit Type.</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory&lt;br&gt;• If the IBAN isn't entered, a warning message is displayed: IBAN hasn't been entered.&lt;br&gt;This bank account is defined in a country that requires IBAN for payment processing.&lt;br&gt;• The modulus-97 rule is used to calculate the validity of the IBAN.&lt;br&gt;• Length should be 27 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
A check digit's 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>
<tr>
<td>I, R, Z</td>
<td>9</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's equal to this calculated value, then the validation is successful.

In the given example, as the user entered check digit'sn't 11, the check isn't 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;• If the IBAN isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The modulus-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 aren't removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

Georgia
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 modulus-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 aren't removed. &lt;br&gt;• The first 2 characters are letters.</td>
</tr>
</tbody>
</table>
Germany
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 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 isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered.</strong> This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The modulus-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 aren't 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>
</tbody>
</table>
| IBAN         | • Mandatory
               |   • If the IBAN isn’t entered, a warning message is displayed: **IBAN hasn’t been entered. This bank account is defined in a country that requires IBAN for payment processing.**
               |   • The modulus-97 rule is used to calculate the validity of the IBAN.
               |   • Length should be 23 characters. Spaces are removed from the left and right. Spaces in the middle aren’t removed.
               |   • The first 2 characters are letters.
               |   • The third and fourth characters are numbers.                  |

**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>
</table>
| Bank Code   | • Optional
               |   • If entered, then the length should be of 3 numeric characters.   |
| Branch Number | • Optional
               |   • If entered, then the length should be of 4 numeric characters.   |
| Account Number | • Mandatory
               |   • Length should be between 8 to 16 alphanumeric characters.        |
| Check Digit  | • Optional
               |   • If a value is entered, then it must be one numeric character.    |
| IBAN         | • Mandatory
               |   • If the IBAN isn’t entered, a warning message is displayed: **IBAN hasn’t been entered. This bank account is defined in a country that requires IBAN for payment processing.**
               |   • The modulus-97 rule is used to calculate the validity of the IBAN.
<pre><code>           |   • Length should be 27 characters. Spaces are removed from the left and right. Spaces in the middle aren’t removed. |
</code></pre>
<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<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>

**Greenland**

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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 18 characters. Spaces are removed from</td>
</tr>
<tr>
<td></td>
<td>the left and right. Spaces in the middle aren't 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>
</tbody>
</table>
Guatemala

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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can’t be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren’t 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>

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
- India
- Ireland
- Israel
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 aren't performed. The checks for unique banks, branches, accounts, and the mandatory requirement of bank account number aren't 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&lt;br&gt;• If the IBAN isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The modulus-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length should be 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• 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&lt;br&gt;• If entered, then the length should be of 4 numeric characters.&lt;br&gt;• 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&lt;br&gt;• If entered, then the length should be of 4 numeric characters.&lt;br&gt;• If the Bank Code and Branch Number are entered, then both values must match.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory&lt;br&gt;• Length should be a maximum of 18 numeric characters.</td>
</tr>
</tbody>
</table>
Field | Rule
--- | ---
 | • 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.
 | • A check algorithm is applied on the Account Number.

**Check Digit**

• Optional
• If a value is entered for the check digit, then it must be a single digit and must match the seventeenth digit of the Account Number.

**IBAN**

• Mandatory
• If the IBAN isn’t entered, a warning message is displayed: *IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.*
• The modulus-97 rule is used to calculate the validity of the IBAN
• Length should be 26 characters. Spaces are removed from the left and right. Spaces in the middle aren’t removed.
• The first 2 characters are letters.
• The third and fourth characters are numbers.

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 isn't valid.

India
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 | • Optional  
  |   • This field is labeled as the IFSC Code                           |
| Account Number | • Mandatory            |
| Check Digit | • Optional                                                            |
| IBAN        | • Optional, if entered, the following rules apply.  
  |   • The modulus-97 rule is used to calculate the validity of the IBAN.  
  |   • Length can’t be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren’t removed.  
  |   • The first 2 characters are letters.  
  |   • The third and fourth characters are numbers.                      |

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>
</table>
| Bank Code   | • Optional  
  |   • If entered, then the length should be of 6 numeric characters.   |
| Branch Number | • Optional  
  |   • If entered, then the length should be of 6 numeric characters.  
  |   • If the Bank Code and Branch Number are entered, then both values must match.  |
| Account Number | • Mandatory  
  |   • Length should be 8 numeric characters.                        |
| Check Digit | • Optional                                                            |
| IBAN        | • Mandatory                                                            |
### Field | Rule
--- | ---
If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.**
- The modulus-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 aren't removed.
- The first 2 characters are letters.
- The third and fourth characters are numbers.

### 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><strong>Bank Code</strong></td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If entered, the length should be a maximum 2 numeric characters</td>
</tr>
<tr>
<td><strong>Branch Number</strong></td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be 3 numeric characters.</td>
</tr>
<tr>
<td><strong>Account Number</strong></td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 13 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• Spaces aren't allowed.</td>
</tr>
<tr>
<td><strong>Check Digit</strong></td>
<td>• Optional</td>
</tr>
<tr>
<td><strong>IBAN</strong></td>
<td>• Optional, if entered, the following rules apply.</td>
</tr>
<tr>
<td></td>
<td>• The modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 23 characters. Spaces are removed from</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>

### Iran

**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 modulus-97 rule is used to calculate the validity of the IBAN.  
               • Length can't be more than 26 characters. Spaces are removed from the left and right.  
                 Spaces in the middle aren't removed.  
               • The first 2 characters are letters.  
               • The third and fourth characters are numbers. |

**Iraq**

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 modulus-97 rule is used to calculate the validity of the IBAN.  
               • Length can't be more than 23 characters. Spaces are removed from the left and right.  
                 Spaces in the middle aren't removed.  
               • The first 2 characters are letters.  
               • The third and fourth characters are numbers. |

**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 isn't entered, a warning message is displayed: IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The modulus-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 aren't 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>Even Position Values</td>
<td>Odd Position Values</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------</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 by 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.

Ivory Coast

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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 28 characters. Spaces are removed from</td>
</tr>
<tr>
<td></td>
<td>the left and right. Spaces in the middle aren't 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>

**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></td>
<td>• This field is labeled as <strong>Deposit Type</strong>.</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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
</tbody>
</table>
### Jordan

**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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 30 characters. Spaces are removed from</td>
</tr>
<tr>
<td></td>
<td>the left and right. Spaces in the middle aren't 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>

### Kazakhstan

**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 modulus-97 rule is used to calculate the validity of the IBAN.  
             • Length can't be more than 20 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.  
             • The first 2 characters are letters.  
             • The third and fourth characters are numbers. |

**Kosovo 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 modulus-97 rule is used to calculate the validity of the IBAN.  
             • Length can't be more than 20 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.  
             • The first 2 characters are letters.  
             • The third and fourth characters are numbers. |

**Kuwait 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 a maximum of 22 characters.&lt;br&gt;• Spaces and hyphens are allowed.</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 modulus-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length can't be more than 30 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.&lt;br&gt;• The first 2 characters are letters.</td>
</tr>
</tbody>
</table>

**Latvia**

**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 isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The modulus-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length should be 21 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>
Lebanon
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 modulus-97 rule is used to calculate the validity of the IBAN.  
               • Length can’t be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren’t 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 isn’t entered, a warning message is displayed: **IBAN hasn’t been entered. This bank account is defined in a country that requires IBAN for payment processing.**  
               • The modulus-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 aren’t removed.  
               • The first 2 characters are letters. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

### 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&lt;br&gt;• If the IBAN isn’t entered, a warning message is displayed: IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.&lt;br&gt;• The modulus-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length should be 20 characters. Spaces are removed from the left and right. Spaces in the middle aren’t removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• 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&lt;br&gt;• If entered, then the length should be 3 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional&lt;br&gt;• If entered, then the length should be 3 numeric characters.&lt;br&gt;• 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>
</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 isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The modulus-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 aren't 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>
</tbody>
</table>
| IBAN        | • Mandatory  
  • If the IBAN isn't entered, a warning message is displayed: IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.  
  • The modulus-97 rule is used to calculate the validity of the IBAN.  
  • Length can't be more than 27 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.  
  • The first 2 characters are letters.  
  • The third and fourth characters are numbers. |

**Mauritania**  
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 modulus-97 rule is used to calculate the validity of the IBAN.  
  • Length can't be more than 27 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.  
  • The first 2 characters are letters.  
  • The third and fourth characters are numbers. |
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>
<tr>
<td>IBAN</td>
<td>• Mandatory&lt;br&gt;• If the IBAN isn’t entered, a warning message is displayed: <strong>IBAN hasn’t been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The modulus-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length should be 30 characters. Spaces are removed from the left and right. Spaces in the middle aren’t removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• The third and fourth characters are numbers.</td>
</tr>
</tbody>
</table>

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>
<tr>
<td>IBAN</td>
<td>• Mandatory&lt;br&gt;• If the IBAN isn’t entered, a warning message is displayed: <strong>IBAN hasn’t been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The modulus-97 rule is used to calculate the validity of the IBAN</td>
</tr>
</tbody>
</table>
### 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><strong>Bank Code</strong></td>
<td>• Optional</td>
</tr>
<tr>
<td><strong>Branch Number</strong></td>
<td>• Optional</td>
</tr>
<tr>
<td><strong>Account Number</strong></td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be between 10 to 11 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• Spaces and hyphens are allowed.</td>
</tr>
<tr>
<td><strong>Check Digit</strong></td>
<td>• Optional</td>
</tr>
<tr>
<td><strong>IBAN</strong></td>
<td>• Optional</td>
</tr>
<tr>
<td><strong>Secondary Account Reference</strong></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>

---

### Moldova

#### 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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 24 characters. Spaces are removed from</td>
</tr>
<tr>
<td></td>
<td>the left and right. Spaces in the middle aren't 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>

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>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN isn't entered, a warning message is displayed: IBAN</td>
</tr>
<tr>
<td></td>
<td>hasn't been entered.</td>
</tr>
<tr>
<td></td>
<td>• This bank account is defined in a country that requires IBAN for</td>
</tr>
<tr>
<td></td>
<td>payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The modulus-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 27 characters. Spaces are removed from</td>
</tr>
<tr>
<td></td>
<td>the left and right. Spaces in the middle aren't 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>
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>
</tbody>
</table>
| IBAN       | • Mandatory
              • If the IBAN isn't entered, a warning message is displayed: IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.
              • The modulus-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 aren't removed.
              • The first 2 characters are letters.
              • The third and fourth characters are numbers. |

Morocco
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 modulus-97 rule is used to calculate the validity of the IBAN.
              • Length can't be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.
              • The first 2 characters are letters. |
Implementing Receivables Credit to Cash

Chapter 12

Define Cash Management and Banking Configuration

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&lt;br&gt;Two types of account numbers are validated:&lt;br&gt;• 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.&lt;br&gt;  ◦ length is 7 digits or less, or&lt;br&gt;  ◦ prefixed with 000, or&lt;br&gt;  ◦ prefixed with P or G&lt;br&gt;  There is no check digit validation for Post or Giro accounts.&lt;br&gt;• For other account numbers, the length should be between 9 and 10 numeric characters.&lt;br&gt;  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&lt;br&gt;• If the IBAN isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The modulus-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length should be 18 characters. Spaces are removed from the left and right. Spaces in the middle aren’t 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 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>
</tbody>
</table>
These are multiplied and the sum of the products is calculated 4.
If the result so obtained is perfectly divisible by 11 (that’s, no remainder on division by 11), then the test is successful, otherwise the account number entered isn’t 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</td>
</tr>
<tr>
<td></td>
<td>• Length should be 2 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be 4 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• This field is labeled <strong>Bank State Branch</strong>.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 8 numeric characters.</td>
</tr>
</tbody>
</table>
### Define Cash Management and Banking Configuration

<table>
<thead>
<tr>
<th>Field</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Suffix</td>
<td>Should be between 2 to 4 numeric characters.</td>
</tr>
</tbody>
</table>

**Check Digit**

- Optional

**Description**

- This field is labeled **Reference**.

**IBAN**

- Optional, if entered, the following rules apply.
  - The modulus-97 rule is used to calculate the validity of the IBAN.
  - Length can’t be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren’t removed.
  - The first 2 characters are letters.
  - The third and fourth characters are numbers.

---

**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><strong>Bank Code</strong></td>
<td>Optional</td>
</tr>
<tr>
<td><strong>Branch Number</strong></td>
<td>Optional</td>
</tr>
</tbody>
</table>

**Account Number**

- **Mandatory**
- Length should be of 11 numeric characters.
- A check algorithm is applied on the Account Number, if the 5th and 6th digits of the account number aren’t 00.

For example, for Account Number, **12340012345**, 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.

**Check Digit**

- Optional

**IBAN**

- Mandatory
  - If the IBAN isn’t entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.**
  - The modulus-97 rule is used to calculate the validity of the IBAN
  - Length should be 15 characters. Spaces are removed from the left and right. Spaces in the middle aren’t removed.
  - The first 2 characters are letters.
  - The third and fourth characters are numbers.

---

**Check Algorithm for Account Number**
1. The check digit is set as the last (that's, 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>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>
</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's, the check digit would be 2), then the remainder would be 165 - (11 * 15) = 0 and the check on the Account Number would be successful.

### Bank Account Validation by Country: Pakistan 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:

- Pakistan
- Palestine
- Poland
- Portugal
• Qatar
• Reunion
• Romania
• Saint Barthelemy
• Saint Lucia
• San Marino
• Saint Martin
• Saint Pierre and Miquelon
• Saudi Arabia
• Serbia
• Serbia and Montenegro
• Senegal
• Seychelles
• Singapore
• Slovakia
• Slovenia
• Spain
• Sweden
• Switzerland
• The Former Yugoslav Republic of Macedonia
• Tunisia
• Turkey
• Ukraine
• 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 aren't performed. The checks for unique banks, branches, accounts, and the mandatory requirement of bank account number aren't affected by this profile.

Pakistan
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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 24 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed..</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
</tbody>
</table>

Palestine
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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 29 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed..</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
</tbody>
</table>
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&lt;br&gt;• If entered, the length should be of 8 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Optional&lt;br&gt;• If entered, the length should be of 8 numeric characters.&lt;br&gt;• If the Bank Code and Branch Number are entered, then both values must match</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory&lt;br&gt;• 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&lt;br&gt;• If the IBAN isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The modulus-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length should be 28 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• 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&lt;br&gt;• Length should be of 4 numeric characters.</td>
</tr>
<tr>
<td>Branch Number</td>
<td>• Mandatory&lt;br&gt;• Length should be of 4 numeric characters.</td>
</tr>
<tr>
<td>Account Number</td>
<td>• Mandatory&lt;br&gt;• Length should be a maximum of 11 numeric characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional&lt;br&gt;• 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 isn't entered, a warning message is displayed: *IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.*  
| • The modulus-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 aren't removed.  
| • The first 2 characters are letters.  
| • The third and fourth characters are numbers.

**Check Algorithm for Check Digit**

- A check digit's 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>
</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>
</tbody>
</table>
### Define Cash Management and Banking Configuration

**Qatar Validation Rules**

<table>
<thead>
<tr>
<th>Digit</th>
<th>Value</th>
<th>Factor</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>14th</td>
<td>6</td>
<td>76</td>
<td>456</td>
</tr>
<tr>
<td>15th</td>
<td>7</td>
<td>27</td>
<td>189</td>
</tr>
<tr>
<td>16th</td>
<td>8</td>
<td>90</td>
<td>720</td>
</tr>
<tr>
<td>17th</td>
<td>9</td>
<td>9</td>
<td>81</td>
</tr>
<tr>
<td>18th</td>
<td>0</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>19th</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>N/A</strong></td>
<td><strong>N/A</strong></td>
<td><strong>3794</strong></td>
</tr>
</tbody>
</table>

- Divide the result by 97. \(3794 / 97 = 39\)
- Derive the remainder. \(3794 - (39 \times 97) = 11\)
- CD1 is then derived by subtracting the remainder from 97. \(97 - 11 = 86\). So for this example CD1 = 86
- If the calculated value for CD1 isn't the same as the user entered check digit, then the check digit fails the validation. In the given example, unless the user entered check digit's 86, the validation will fail.
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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 29 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</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>
<tr>
<td></td>
<td>• If the IBAN isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The modulus-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't 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>
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 isn't entered, a warning message is displayed: IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The modulus-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 aren't 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 isn't entered, a warning message is displayed: IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The modulus-97 rule is used to calculate the validity of the IBAN</td>
</tr>
</tbody>
</table>
Saint Lucia

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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 32 characters. Spaces are removed from</td>
</tr>
<tr>
<td></td>
<td>the left and right. Spaces in the middle aren't removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</td>
</tr>
</tbody>
</table>

San Marino

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 isn’t entered, a warning message is displayed: <strong>IBAN hasn’t been entered.</strong> This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can’t be more than 27 characters. Spaces are removed from the left and right. Spaces in the middle aren’t removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</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 isn’t entered, a warning message is displayed: <strong>IBAN hasn’t been entered.</strong> This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can’t be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren’t 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>
</tbody>
</table>
| IBAN        | • Mandatory
  • If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.**
  • The modulus-97 rule is used to calculate the validity of the IBAN
  • Length can't be more than 34 characters. Spaces are removed from the left and right.
  • The first 2 characters are letters.
  • The third and fourth characters are numbers. |

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>
</table>
| Bank Code   | • Optional
  • If entered, then the length should be a maximum of 4 characters |
| Branch Number | • Optional                                                            |
| Account Number | • Mandatory
  • Length should be a maximum of 25 characters. |
| Check Digit | • Optional                                                            |
| IBAN        | • Optional, if entered the following rules apply.
  • The modulus-97 rule is used to calculate the validity of the IBAN
  • Length can't be more than 24 characters. Spaces are removed from the left and right.
  • Spaces in the middle aren't removed. |
### Senegal

**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 modulus-97 rule is used to calculate the validity of the IBAN.  
|                 | Length can’t be more than 28 characters. Spaces are removed from the left and right. Spaces in the middle aren’t removed.  
|                 | The first 2 characters are letters.       |

### 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>
</tbody>
</table>
| IBAN            | Optional, if entered, the following rules apply.  
|                 | The modulus-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 aren’t removed.  |
### 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><strong>IBAN</strong></td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN isn't entered, a warning message is displayed: IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The modulus-97 rule is used to calculate the validity of the IBAN</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't 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>

### Seychelles

**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 modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 31 characters. Spaces are removed from</td>
</tr>
<tr>
<td></td>
<td>the left and right. Spaces in the middle aren't removed.</td>
</tr>
<tr>
<td></td>
<td>• The first 2 characters are letters.</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</td>
</tr>
<tr>
<td></td>
<td>• Length should be 4 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>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Optional, if entered, the rules following apply.</td>
</tr>
<tr>
<td></td>
<td>• The modulus-97 rule is used to calculate the validity of the IBAN.</td>
</tr>
<tr>
<td></td>
<td>• Length can't be more than 34 characters. Spaces are removed from</td>
</tr>
<tr>
<td></td>
<td>the left and right. Spaces in the middle aren't 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>

**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&lt;br&gt;• If the IBAN isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The modulus-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length can't be more than 24 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.&lt;br&gt;• The first 2 characters are letters.&lt;br&gt;• 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&lt;br&gt;• If the IBAN isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The modulus-97 rule is used to calculate the validity of the IBAN&lt;br&gt;• Length can't be more than 19 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.&lt;br&gt;• The first 2 characters are letters.</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><strong>Bank Code</strong></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's converted to a 4 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 4 numeric characters.&lt;br&gt;• If the bank code is less than 4 digits, then it's converted to a 4 digit number by prefixing it with as many leading zeroes as is necessary.</td>
</tr>
<tr>
<td><strong>Account Number</strong></td>
<td>• Mandatory&lt;br&gt;• Length should be 10 numeric characters.</td>
</tr>
<tr>
<td><strong>Check Digit</strong></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><strong>IBAN</strong></td>
<td>• Mandatory&lt;br&gt;• If the IBAN isn't entered, a warning message is displayed: <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong>&lt;br&gt;• The modulus-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 aren't 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>
</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 Factor Result</th>
<th>Digit Value Factor Result</th>
<th>Digit Value Factor Result</th>
<th>Digit Value Factor Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>2nd</td>
<td>2</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>3rd</td>
<td>3</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>4th</td>
<td>4</td>
<td>10</td>
<td>40</td>
</tr>
<tr>
<td>Total</td>
<td>N/A</td>
<td>N/A</td>
<td>75</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>4th</td>
<td>8</td>
<td>6</td>
<td>48</td>
</tr>
<tr>
<td>Total</td>
<td>N/A</td>
<td>N/A</td>
<td>156</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's 75 + 156 = 231.

4. Divide the result by 11.

231 / 11 = 21

5. Derive the remainder

231 - (11 * 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>
</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>
</tbody>
</table>
### Define Cash Management and Banking Configuration

<table>
<thead>
<tr>
<th>Digit</th>
<th>Value</th>
<th>Factor</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th</td>
<td>0</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>N/A</td>
<td>N/A</td>
<td>280</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's 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>
</tbody>
</table>
## Define Cash Management and Banking Configuration

### 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>
<tr>
<td></td>
<td>• Length should be a maximum of 17 numeric characters.</td>
</tr>
<tr>
<td>Check Digit</td>
<td>• Optional</td>
</tr>
<tr>
<td>Account Type</td>
<td>• Optional</td>
</tr>
<tr>
<td>IBAN</td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN isn’t entered, a warning message is displayed: IBAN hasn’t been entered. This bank account is defined in a country that requires IBAN for payment processing.</td>
</tr>
<tr>
<td></td>
<td>• The modulus-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 aren’t 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>
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>
</tbody>
</table>
| IBAN        | • Mandatory  
• If the IBAN isn't entered, a warning message is displayed: **IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.**  
• The modulus-97 rule is used to calculate the validity of the IBAN  
• Length should be 19 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed.  
• The first 2 characters are letters.  
• The third and fourth characters are numbers. |

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>
</tbody>
</table>
| IBAN        | • Optional, if entered, the following rules apply.  
• The modulus-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 aren't removed.  
• The first 2 characters are letters. |
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 isn't entered, a warning message is displayed, <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The modulus-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 aren't 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>

Ukraine
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 modulus-97 rule is used to calculate the validity of the IBAN.  
• Length can't be more than 29 characters. Spaces are removed from the left and right.  
  Spaces in the middle aren't removed.  
• The first 2 characters are letters.                                       |

**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>
</table>
| Bank Code  | • Optional  
• If entered, the length should be a maximum of 4 characters. |
| Branch Number | • Optional                                                                 |
| Account Number | • Mandatory  
• Length should be a maximum of 21 characters. |
| Check Digit | • Optional                                                           |
| IBAN       | • Optional, if entered, the following rules apply.  
• The modulus-97 rule is used to calculate the validity of the IBAN.  
• Length can't be more than 23 characters. Spaces are removed from the left and right.  
  Spaces in the middle aren't removed.  
• The first 2 characters are letters.                                       |

**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><strong>Bank Code</strong></td>
<td>• Optional</td>
</tr>
<tr>
<td></td>
<td>• If entered, then the length should be 6 numeric characters.</td>
</tr>
<tr>
<td><strong>Branch Number</strong></td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• It's 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's 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><strong>Account Number</strong></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's converted to 8 characters, by adding a zero as the lead or first character.</td>
</tr>
<tr>
<td><strong>Check Digit</strong></td>
<td>• Optional</td>
</tr>
<tr>
<td><strong>Secondary Account Reference</strong></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><strong>IBAN</strong></td>
<td>• Mandatory</td>
</tr>
<tr>
<td></td>
<td>• If the IBAN isn't entered, a warning message is displayed, <strong>IBAN hasn't been entered. This bank account is defined in a country that requires IBAN for payment processing.</strong></td>
</tr>
<tr>
<td></td>
<td>• The modulus-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 aren't 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 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><strong>Bank Code</strong></td>
<td>• Optional.</td>
</tr>
<tr>
<td><strong>Branch Number</strong></td>
<td>• This field is labeled as <strong>Routing Transit Number</strong>.</td>
</tr>
<tr>
<td></td>
<td>• Length should be a maximum of 9 numeric characters.</td>
</tr>
<tr>
<td></td>
<td>• If the length is less than 9, then it's converted to a 9 digit number by prefixing it with as many leading zeroes as is necessary.</td>
</tr>
<tr>
<td></td>
<td>• Note that on padding the number to 9 digits, the first 8 digits can’t be all zeroes.</td>
</tr>
</tbody>
</table>
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’s 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>= 109</td>
</tr>
</tbody>
</table>

So the Check Digit = 1 (110 minus 109).

In this example, the Routing Transit Number 076401251 passes validation.
13 Define Advanced Collections Configuration

Manage Collections Preferences

Guidelines for Setting Up Collections Preferences

Oracle Fusion Advanced Collections provides a user interface to guide you through the collection preferences. The two required setup regions are: Global Preferences and Preferences. You answer questions and make decisions about how the application functions, such as date ranges and defaults. Consider the following decisions before defining preferences:

<table>
<thead>
<tr>
<th>Decision</th>
<th>Is This Oracle Fusion Applicable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many employees, locations and organizations to create?</td>
<td>Yes, depends on the setup of the enterprise structure. Review and verify before setting up Advanced Collections.</td>
</tr>
<tr>
<td>Which employees to create?</td>
<td>Yes, determine the number of employees who are involved with the collection process.</td>
</tr>
<tr>
<td>Assign collectors?</td>
<td>Yes, how are the collectors going to be assigned; by customer account, account, site or other criteria?</td>
</tr>
<tr>
<td>Set up Oracle Fusion Accounts Receivables?</td>
<td>Yes, how is Receivables being set up and what is the impact on Advanced Collections.</td>
</tr>
<tr>
<td>Enable AR Transactions Summary Tables?</td>
<td>Yes, a profile option set in Receivables to update activities applied to transactions.</td>
</tr>
<tr>
<td>Set up Oracle Fusion Payments?</td>
<td>Yes, set up to use credit cards and automatic fund transfers to apply to transactions.</td>
</tr>
<tr>
<td>Set up Units of Measure?</td>
<td>Yes, a Receivables set up needed for transactions.</td>
</tr>
<tr>
<td>Set up Security and Users?</td>
<td>Yes, set up through Oracle Fusion Identity Management to grant access to collections.</td>
</tr>
<tr>
<td>Set up Notes?</td>
<td>Yes, is an Oracle Fusion Common Application Components (CAC) feature allowing collectors to comment on interactions with customers.</td>
</tr>
<tr>
<td>Set up Tasks?</td>
<td>Yes, is a CAC feature allowing collectors or managers to assign follow-up tasks.</td>
</tr>
<tr>
<td>Set up Oracle Business Intelligence Publisher?</td>
<td>Yes, but must be verified that Business Intelligence Publisher is working to run collection reports.</td>
</tr>
</tbody>
</table>
Global Preferences

Selections made in the Global Preference region impact the view the collectors see from the Collections Customer Work Area and Collections Dashboard. Global Preferences define the following:

- Default transaction class that appears
- Display of open transactions
- Display of closed transactions
- Number of days for prior and future transactions to be displayed
- Number of days to reschedule work on the dashboard
- Default aging method
- Delimiter used to separate data and the number of characters required to do a search
- Sender or return E-mail address for dunning correspondence
- Maximum grace days before a promise is broken
- Maximum number of days for a promise due date
- Enable bankruptcy

Preferences

Selections made in the Preference region impact the defaults the collector encounters when going through the collection process. Preferences define the following

- Preference set
- Collections business level
- Summarize or age credits
- Default conversion rate
- Send method of dunning
- Default contact for unknown dunning recipients

Correspondence

Selections made in the Correspondence table impact the defaults the collector encounters when sending correspondence during the collection process. Correspondence defines the following:

- Preference Set
- Send Dispute Notice
- Dispute Template
- Send Payment Notice
- Payment Template
- Send Promise to Pay Notice
- Promise to Pay Template
Define Collections Preferences

This example demonstrates how to set preferences for Oracle Fusion Advanced Collections.

You have been tasked to set up the two sections for preferences: Global and Preferences. Configure your preferences based on the following requirements:

- Your company requires collectors to review transaction that are 90 days past due and current ones 30 days into the future.
- Collectors review customers by account and send out past due notices by E-mail.
- Notices are sent to the accounts payable manager if no contact information is available.
- Reviewing a customer’s history requires viewing current and closed transactions.
- Your company allows up to two days for rescheduling work on the dashboard.
- Adjustments and disputes are handled within 1 business day of being recorded.
- Credits on an account are summarized.
- Aging is displayed by a 5 bucket aging method.
- The conversion rate is based on a rate set by the corporation.
- The delimiter symbol used to separate data is a pipe.
- A three-character minimum is required and recommended to perform a search on customer accounts.

Use the following tables to define the two sections for preferences:

Configure Collections Preferences

1. Defining Global Preferences

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the default Transaction Type for the Transactions tab</td>
<td>Select Invoice, other transaction choices are all, credit, or debit memos.</td>
</tr>
<tr>
<td>Automatically display closed transactions on Transaction tab</td>
<td>Yes is select to view closed transactions as part of the customers history.</td>
</tr>
<tr>
<td>Automatically display current transactions on Transaction tab</td>
<td>Yes is selected to view current or open transaction the customer has pending.</td>
</tr>
<tr>
<td>Enter the number of days before the current date the transaction date range should start</td>
<td>In this example, 90 days gives the collector 3 months of history. 1 to 9999 is the range that can be used.</td>
</tr>
<tr>
<td>Enter the number of days after the current date the transaction date range should end</td>
<td>30 days of current or open transactions are displayed. 1-9999 is the range that can be used.</td>
</tr>
</tbody>
</table>
### Define Advanced Collections Configuration

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the maximum number of days work can be rescheduled on the dashboard</td>
<td>Two days is the allowable change in schedule for work. 1-9999 is the range that can be used.</td>
</tr>
<tr>
<td>Enter the number of days after submitting an adjustment or dispute that an activity is generated</td>
<td>One day generates the disputes and adjustments. 1-9999 is the range that can be used.</td>
</tr>
<tr>
<td>Select the default Aging Method</td>
<td>5 Bucket Aging, several aging buckets can be defined and may be available.</td>
</tr>
<tr>
<td>Enter the delimiter used to separate customer, account and site on the Collections Dashboard</td>
<td>The pipe symbol, other available choices are the greater than, dash, and colon symbols.</td>
</tr>
<tr>
<td>Enter the minimum number of characters required to perform a search</td>
<td>Three characters is the Oracle recommended number for a search. 1-9999 is the range that can be used.</td>
</tr>
<tr>
<td>Enter the sender or return E-mail for dunning correspondence</td>
<td>The default return E-mail for customers to respond</td>
</tr>
</tbody>
</table>

#### 2. Defining Preferences

<table>
<thead>
<tr>
<th>Preferences Table Column Name</th>
<th>Field Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collections Preference Set</td>
<td>Select the value; Common Set.</td>
</tr>
<tr>
<td>Select the Collections Business Level</td>
<td>Account, other choices are customer and site.</td>
</tr>
<tr>
<td>Select whether open credits should be aged or summarized by default</td>
<td>Summarized, credits can be displayed as aged.</td>
</tr>
<tr>
<td>Select the conversion rate type for converting multicurrency transactions</td>
<td>Corporate, several choices can be defined and are displayed.</td>
</tr>
<tr>
<td>Select the default method to send collections notifications</td>
<td>Select E-mail, other methods are fax or print.</td>
</tr>
<tr>
<td>Enter the default contact for unknown dunning recipients</td>
<td>Accounts Payable Manager. User defined if no contact is listed.</td>
</tr>
</tbody>
</table>
### Define Advanced Collections Configuration

<table>
<thead>
<tr>
<th>Correspondence Table Column Name</th>
<th>Field Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collections Preference Set</td>
<td>Select the value; Common Set.</td>
</tr>
<tr>
<td>Send Adjustment Notice</td>
<td>Select yes to notify the customer of adjustments made to their account.</td>
</tr>
<tr>
<td>Adjustment Template</td>
<td>Select the delivered template.</td>
</tr>
<tr>
<td>Send Dispute Notice</td>
<td>Select yes to notify the customer of disputes made to their account.</td>
</tr>
<tr>
<td>Dispute Template</td>
<td>Select the delivered template.</td>
</tr>
<tr>
<td>Send Payment Notice</td>
<td>Select yes to notify the customer of payments made to their account.</td>
</tr>
<tr>
<td>Payment Template</td>
<td>Select the delivered template.</td>
</tr>
<tr>
<td>Send Promise Notice</td>
<td>Select yes to notify the customer of promises to pay on their account.</td>
</tr>
<tr>
<td>Promise Template</td>
<td>Select the delivered template.</td>
</tr>
</tbody>
</table>

3. **Save** or **Save and Close** to enable your preferences.

### FAQs for Manage Collections Preferences

**What's the difference between Global Preferences and Preferences?**

The global preferences affect your Collections Customer Work Area. Using global preferences, you can change the display of closed or open transactions and set date range parameters.

The preferences can be set uniquely for a specific business unit. Using preferences, you can change the default settings, such as the method to send notifications.

**What's the difference between customer, account, and site at the Business Level?**

Transactions set at the customer level to view or modify, encompasses all of the transaction activity associated with the customer. For example, a dunning letter at the customer level is inclusive of transactions at the customer and account level.

Transactions set at the account level to view or modify, are for a particular account and include transactions for all the bill to sites in that account.

Transactions set at the site level to view or modify, are specific to the bill-to location.
What's the difference between minimum dunning amount and minimum dunning invoice amount?

The minimum dunning amount is the total amount set for all overdue transactions to generate the correspondence. If your minimum dunning amount is set to $100 and you have three overdue transactions of $25, $35, and $55, totaling to $105. A dunning letter is generated listing all the three invoices as overdue.

The minimum dunning invoice amount is the amount set for a single overdue transaction to generate correspondence. If your minimum dunning invoice amount is set to $25 and you have three overdue transactions of $15, $50, and $75. A dunning letter is generated only for the $50 and $75 transactions.

Manage Aging Methods

Aging Methods

Aging methods are periods of time used to group receivables, debit and credit items to achieve an understanding of a customer's delinquency profile.

By grouping transactions by buckets of time you can create an aging view of the customer. Using aged information you can do the following:

• Effectively recover delinquent debt.
• Develop more effective policies to assign work and streamline your efficiency.

You can create aging methods based on the preconfigured aging methods according to your requirements.

Aging Method Features

Aging is the concept of calculating a customer's past due and current transactions. Using Oracle Fusion Advanced Collections you can group the overdue debt by time. And assign work based on aging buckets of debt items. Here are some features of the aging methods:

• Shows the amounts owed to the company by its customers and includes the length of time the amounts have been outstanding. For example, aging categorizes receivables into buckets such as; current, 30 days, 60 days, 90 days, and 120 days and over.
• Manage aging methods from the Aging Methods Setup screen and Aging tab.
• Use aging methods while creating the dunning plans.
• View the transactions or receivables data to understand the overdue amounts viewed over time. This can help you to take a payment or create an adjustment or dispute.

Related Topics

• Overview of Dunning
Create an Aging Method

This example demonstrates how to create an aging method not predefined in Oracle Fusion Advanced Collections. Your company requires an aging method that is not a collections predefined aging method. You are to create a new aging method. Use the default values except where indicated. Create an aging method named 1 to 120 Days Method, with the following segments:

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Bucket Type</th>
<th>Aging Days From</th>
<th>Aging Days To</th>
<th>Aging Bucket Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Current</td>
<td>-9999</td>
<td>0</td>
<td>Current</td>
</tr>
<tr>
<td>2</td>
<td>Past Due</td>
<td>1</td>
<td>45</td>
<td>45 Past Due</td>
</tr>
<tr>
<td>3</td>
<td>Past Due</td>
<td>46</td>
<td>60</td>
<td>60 Past Due</td>
</tr>
<tr>
<td>4</td>
<td>Past Due</td>
<td>61</td>
<td>90</td>
<td>90 Past Due</td>
</tr>
<tr>
<td>5</td>
<td>Past Due</td>
<td>91</td>
<td>120</td>
<td>120 Past Due</td>
</tr>
<tr>
<td>6</td>
<td>Past Due</td>
<td>121</td>
<td>9999</td>
<td>121+ Past Due</td>
</tr>
</tbody>
</table>

Creating an Aging Method

1. Start from the Manage Aging Methods page.
2. From the Aging Method region, click the green plus sign to create an aging method.
3. Complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging Method Name</td>
<td>1 to 120 Aging Day Method</td>
</tr>
<tr>
<td>Aging Type</td>
<td>Statement Aging; 4 bucket and 7 bucket aging are options, depends on the number of buckets for your aging method.</td>
</tr>
<tr>
<td>Enable</td>
<td>Yes</td>
</tr>
<tr>
<td>Aging Method Set</td>
<td>Common Set</td>
</tr>
<tr>
<td>Aging Method Description</td>
<td>Current to 120 Day Aging method.</td>
</tr>
</tbody>
</table>
4. Click **Save**.

5. From the 1 to 120 Aging Day Method: Details, complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Bucket Type</td>
<td>Past Due</td>
</tr>
<tr>
<td>Aging Days From</td>
<td>1</td>
</tr>
<tr>
<td>Aging Days To</td>
<td>45</td>
</tr>
<tr>
<td>Aging Bucket Heading</td>
<td>45 Past Due; Click the <strong>Create</strong> icon to create the row for the next sequence.</td>
</tr>
<tr>
<td>Sequence</td>
<td>2</td>
</tr>
<tr>
<td>Bucket Type</td>
<td>Past Due</td>
</tr>
<tr>
<td>Aging Days From</td>
<td>46</td>
</tr>
<tr>
<td>Aging Days To</td>
<td>60</td>
</tr>
<tr>
<td>Aging Bucket Heading</td>
<td>60 Past Due</td>
</tr>
</tbody>
</table>

6. Repeat the steps for sequences 4 to 6 and increase the Aging Days From and Aging Days To accordingly.

7. Click the **Save and Close** to complete the creation of a new aging method.

The following validation rules are in place when creating or modifying an aging method:

- A bucket must contain at least 2 bucket lines and at most 7 lines.
- A Bucket Type passes from the user interface as a fixed constant value.
- A bucket must have Aging Days From less than Aging Days To.
- All buckets must cover the range from -9999 to 9999 and there is no way to update a field with the value of -9999 or 9999.
- Aging buckets cannot have any gaps between -9999 to 9999.
FAQs for Manage Aging Methods

How can I modify a predefined aging method?

You can’t modify the predefined aging methods. However, you can copy the predefined aging method to create a duplicate and then modify the duplicate aging method.

To modify, go to the Manage Aging Methods page, select one of the delivered aging methods and click the Duplicate button. By default, the duplicate aging method is renamed with copy as prefix. For example, 5 Bucket Aging becomes Copy 5 Bucket Aging. Make the required changes and save the duplicate aging method.

Manage Collectors

Guidelines for Setting Up a Collector

A collector is an individual or a group of individuals, assigned to a customer to conduct various collections work. Tasks include:

- Sending correspondence
- Reviewing customer history
- Collecting payment from customers

Note: Prior to creating a collector, the individual must be set up as an employee in Oracle Fusion Human Resources and as a resource in Oracle Fusion Customer Relationships Management (CRM) applications.

Setting Up Collectors

Consider the following when setting up individuals as collectors:

- A collector can individually be assigned to one or more customers or can be a group member that collects from one or more customers. Evaluate the most appropriate collection needs for your organizations.
- Collectors can be assigned at the customer, account or site level. Determine how your organization interacts with customers.
- Research how your organization divides the work and tasks among collectors.
- Collections organization structures can be created in several ways based on the number of customers. For example, you can group customers according to size, small to large or divide customers regionally or by the monetary volume you do with a customer.

Using Collector Groups

A collector group consists of a primary collector and one or more individual collectors. You use the collector group to perform collection tasks as a team. The collectors in a collector group can perform the same collections tasks.

All collectors belonging to a collector group have the same visibility to the delinquent customers and strategy tasks in the Collections work area. The Strategy Tasks info tile shows the list of open manual strategy tasks for the group. Collectors from the group can reassign a task to themselves or to any other collector in the group. The Strategy Task list displays the primary collector and the assigned collector for the tasks.
The activity assigned to a primary collector are not included in the count and listing of the activities of any collector in the group.

Consider the following rules when adding a collector to a group:

- A collector can be designated as either a group member or a backup collector for a specified date range.
- A collector can belong to only one active collector group for a specified date range.

Create Collectors

Let's understand how you can create collectors and allocate them as employee or group assignment.

Let's say your company wants to create five individuals as collectors. Set up your collectors based on the following information:

- The Collections Department collects on a regional basis, north, south, east and west.
- Acme Corporation is a large customer and they want to assign one collector to this account.
- All five individuals have been created as a Person Party and Employee, a prerequisite to creating a collector.
- Collector groups can be setup for each region.

Here are the details required for each individual:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Employee Name</td>
</tr>
<tr>
<td>Description</td>
<td>Optional; detail information</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Name used on sent correspondence</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>Contact number</td>
</tr>
<tr>
<td>Employee Name</td>
<td>Active employee list</td>
</tr>
<tr>
<td>Active or Inactive</td>
<td>Collector status</td>
</tr>
</tbody>
</table>

Create an Employee Assignment

1. Navigate to the Collectors Setup page in Functional Setup Manager. You can search or create a new collector from this page.
2. Click the Add or Create Collector icon to create a new collector.
3. Enter the Collector Name.
4. Ensure to select Employee as the type of collector.
5. Select the name of the employee from the list of values in the Employee column.
6. The Enabled field is set to Yes by default.
7. Select the appropriate Collector Set.
8. Click the Save and Close button.

Create a Collector Group
A collections manager can create a collector group. Perform the following steps to create a collector group:

1. Navigate to the Manage Resources page.
2. Select a primary collector for the collector group you want to set up.
3. Navigate to the Collector Group section of the page.
4. Click the New icon to add a new collector group.
5. Enter a unique collector group name. The Enabled field is set to Yes by default.
6. Add members to the group by selecting their names from the Collector list. The Enabled field is set to Yes by default along with the start date.
7. After adding all collectors to the group, click Save or Save and Close.

Related Topics
• Can I create an employee or contingent worker resource

Overview of Collectors Descriptive Flexfield
You can use the Collectors Descriptive Flexfield to add custom attributes for collector information such as a geographical region and collections experience.

For example you can create a descriptive flexfield to identify the collector location that can be used to assign them to customers in or near their location. Tracking the experience of a collector can be used to determine which customer accounts get assigned to a collector.

One descriptive flexfield is available in Oracle Fusion Advanced Collections.

<table>
<thead>
<tr>
<th>Descriptive Flexfield</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collectors</td>
<td>15 segment available to display additional information about collectors.</td>
</tr>
</tbody>
</table>

Defining Descriptive Flexfield Segments
Use the Manage Descriptive Flexfields task to define a segment or segments for a descriptive flexfield. You can add more information related to collectors based on your collection needs and level of detail information about them.

Activating Descriptive Flexfields
Activate a descriptive flexfield after you have defined value sets and segment values by deploying the flexfield. You must sign out and sign in to the application to see your descriptive flexfield.

Note: The Global segments for the Collectors Descriptive Flexfield are not available.

Related Topics
• Overview of Descriptive Flexfields
• Considerations for Managing Descriptive Flexfields
Set Up the Collectors Descriptive Flexfield

The Manage Collectors descriptive flexfield provides 15 segments to capture additional information. These segments are made available to you as individual fields in the Manage Collectors page. This example illustrates how to set up the descriptive flexfield using the context-sensitive segments, based on the following scenario.

**Scenario**

You have been tasked with setting up collectors and want to capture more information about the collectors geographical location and collections experience. You want to be able to search on this information and associate this information to each collector you create. Set up the additional fields using the following information.

<table>
<thead>
<tr>
<th>Segment Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td>East</td>
</tr>
<tr>
<td></td>
<td>West</td>
</tr>
<tr>
<td></td>
<td>Central</td>
</tr>
<tr>
<td>Experience</td>
<td>Novice</td>
</tr>
<tr>
<td></td>
<td>Junior</td>
</tr>
<tr>
<td></td>
<td>Senior</td>
</tr>
</tbody>
</table>

**Setup Steps**

1. Navigate to the **Set Up and Maintenance** in the Functional Setup Manager.
2. Select the **All Tasks** tab.
3. Search for the task **Manage Value Sets** Manage Value Sets.
4. Click the **Go to Task** icon.
5. Search on the **Module** field for **Advanced Collections**.
6. Click **Search**.
7. In the **Search Results** region click on the **Create** icon.
8. In the **Create Value Set** page, enter the following information:

<table>
<thead>
<tr>
<th>Create Value Set</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Set Code</td>
<td>IEX_REGION</td>
</tr>
<tr>
<td>Description</td>
<td>Optional</td>
</tr>
<tr>
<td>Module</td>
<td>Advanced Collections</td>
</tr>
<tr>
<td>Validation Type</td>
<td>Independent</td>
</tr>
<tr>
<td>Value Data Type</td>
<td>Character</td>
</tr>
</tbody>
</table>
9. Click **Save and Close** button.
10. **Search** on the Value Set Code that you just created. Your set code appears in the search results.
11. Click the **Manage Values** button in the search results.
12. On the Manage Values page, in the **Search Results** region, click the **Create** icon.
13. In the **Create Values** page create the East, West, and Central values.
14. Enter the following information:

<table>
<thead>
<tr>
<th>Field or Check Box</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Value</td>
<td>East</td>
</tr>
<tr>
<td>Description</td>
<td>Optional</td>
</tr>
<tr>
<td>Enabled</td>
<td>Checked</td>
</tr>
<tr>
<td>Start Date</td>
<td>Optional</td>
</tr>
<tr>
<td>End Date</td>
<td>Optional</td>
</tr>
<tr>
<td>Sort Order</td>
<td>Optional</td>
</tr>
</tbody>
</table>

15. Click the **Save and Close** button.
16. Repeat for the Central and West regions. Click the **Create** icon.
17. Once you have completed entering each of the regions, click the **Save and Close** button.
18. Click the **Save and Close** button.
19. Click the **Done** button.
20. Click the **Done** button, a second and final time.
21. From the **Manage Value Sets** task, click on the **Go to Task**.
22. Click on the **Create** icon.
23. Enter in the following information from **Create Value Set** page:

<table>
<thead>
<tr>
<th><strong>Value Set Field</strong></th>
<th><strong>Value</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Set Code</td>
<td>IEX_EXPERIENCE</td>
</tr>
<tr>
<td>Description</td>
<td>Optional</td>
</tr>
<tr>
<td>Module</td>
<td>Advanced Collections</td>
</tr>
<tr>
<td>Validation Type</td>
<td>Independent</td>
</tr>
<tr>
<td>Value Data Type</td>
<td>Character</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Definition Region Field or Check Box</strong></th>
<th><strong>Value</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Subtype</td>
<td>Text</td>
</tr>
<tr>
<td>Maximum Length</td>
<td>20</td>
</tr>
<tr>
<td>Minimum Value</td>
<td>Leave Blank</td>
</tr>
<tr>
<td>Maximum Value</td>
<td>Leave Blank</td>
</tr>
<tr>
<td>Uppercase only</td>
<td>Unchecked</td>
</tr>
<tr>
<td>Zero fill</td>
<td>Unchecked</td>
</tr>
</tbody>
</table>

24. Click the **Save and Close** button.
25. **Search** on the Value Set Code that you just created. Your set code appears in the search results.
26. Click the **Manage Values** button.
27. On the Manage Values page in Search Results region click the **Create** icon
28. In the **Create Values** page create the Novice, Junior and Senior values.
<table>
<thead>
<tr>
<th>Field or Check Box</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Value</td>
<td>Novice</td>
</tr>
<tr>
<td>Description</td>
<td>Optional</td>
</tr>
<tr>
<td>Enabled</td>
<td>Checked</td>
</tr>
<tr>
<td>Start Date</td>
<td>Optional</td>
</tr>
<tr>
<td>End Date</td>
<td>Optional</td>
</tr>
<tr>
<td>Sort Order</td>
<td>Optional</td>
</tr>
</tbody>
</table>

29. Repeat the information for Junior and Senior values.
30. Click the **Save and Close** button.
31. Click the **Save and Close** button a second time.
32. Click the **Done** button.
33. Click the **Done** button a second time.
34. From the **All Task** tab, search for the Manage Descriptive Flexfields.
35. Click the **Go to Task** icon
36. In the **Name** field enter Collectors.
37. Click the **Search** button
38. In the Search Results region for Collectors, click the **Edit** icon.
39. In the **Context Segment** region in the **Prompt** field, enter **Additional Information** as the name for the Prompt to be displayed on the **Manage Collectors** page.
40. Click the **Manage Contexts** button.
41. From the Manage Contexts page click the **Create** icon and enter the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Name</td>
<td>Additional Information</td>
</tr>
<tr>
<td>Context Code</td>
<td>IEX ADD INFO (uppercase recommended)</td>
</tr>
</tbody>
</table>

42. Click the **Save** button.
43. In the **Context Sensitive** region click the **Create** icon and enter the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Region</td>
</tr>
<tr>
<td>Field</td>
<td>Value</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Code</td>
<td>IEX REGION</td>
</tr>
<tr>
<td>Description</td>
<td>Optional</td>
</tr>
</tbody>
</table>

44. In the **Column Assignment** region enter the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Type</td>
<td>Text</td>
</tr>
<tr>
<td>Table Column</td>
<td>Attribute 1</td>
</tr>
</tbody>
</table>

45. In the **Validation** region enter the following:

<table>
<thead>
<tr>
<th>Field or Check Box</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Set</td>
<td>IEX_Region</td>
</tr>
<tr>
<td>Description</td>
<td>Optional</td>
</tr>
<tr>
<td>Range Type</td>
<td>Not required</td>
</tr>
<tr>
<td>Required</td>
<td>Unchecked</td>
</tr>
<tr>
<td>Initial Default</td>
<td>Not required</td>
</tr>
</tbody>
</table>

46. In the **Display Properties** region enter the following:

<table>
<thead>
<tr>
<th>Field or Check Box</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prompt</td>
<td>Collectors Region</td>
</tr>
<tr>
<td>Display Type</td>
<td>List of Values</td>
</tr>
<tr>
<td>Required</td>
<td>Unchecked</td>
</tr>
</tbody>
</table>

47. Click the **Save and Close** button

48. In the **Context Sensitive** region click the **Create** icon and enter the following:
### Define Advanced Collections Configuration

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Experience</td>
</tr>
<tr>
<td>Code</td>
<td>IEX EXPERIENCE</td>
</tr>
<tr>
<td>Description</td>
<td>Optional</td>
</tr>
</tbody>
</table>

49. In the **Column Assignment** region enter the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Type</td>
<td>Text</td>
</tr>
<tr>
<td>Table Column</td>
<td>Attribute 2</td>
</tr>
</tbody>
</table>

50. In the **Validation** region enter the following:

<table>
<thead>
<tr>
<th>Field or Check Box</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Set</td>
<td>IEX_Experience</td>
</tr>
<tr>
<td>Description</td>
<td>Optional</td>
</tr>
<tr>
<td>Range Type</td>
<td>Not required</td>
</tr>
<tr>
<td>Required</td>
<td>Unchecked</td>
</tr>
<tr>
<td>Initial Default</td>
<td>Not required</td>
</tr>
</tbody>
</table>

51. In the **Display Properties** region enter the following:

<table>
<thead>
<tr>
<th>Field or Check Box</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prompt</td>
<td>Collector Experience</td>
</tr>
<tr>
<td>Short Prompt</td>
<td>Experience</td>
</tr>
<tr>
<td>Display Type</td>
<td>List of Values</td>
</tr>
</tbody>
</table>
52. Click the **Save and Close** button.
53. Click the **Save and Close** button, a second time.
54. Click the **Done** button.
55. Click the **Save and Close** button.
56. In the **Manage Descriptive Flexfields** page, search in name field for **Collector**.
57. In the **Search Results** region, the Descriptive Flexfield appears.
58. Click the **Deploy Flexfield** button.
59. Click **OK** in the pop-up window.
60. Activate the Descriptive Flexfield by signing out and signing back into the environment.
61. Navigate to **Set Up and Maintenance**. Search for **Manage Collectors** using **All Tasks** tab.
62. Click the **Go to Task** icon.
63. Verify the **Additional Information** field appears in the **Search** region with a List of Values of Region and Experience.
64. **Create** a new collector and **Expand** the row. Verify the Additional Information with the 2 segments Region and Experience appear with the appropriate values for each.

**Related Topics**
- Considerations for Managing Descriptive Flexfields
- Overview of Descriptive Flexfields

**FAQs for Manage Collectors**

**What's the difference between an employee assignment and a group assignment?**
An employee assignment is a collector assigned to one customer. You must create individuals as employees before you can set them up as users, resources, and collectors.

A group assignment is created to assign work and customers to a group of collectors. You can have multiple employees or collectors in one group.

**Manage Dunning Configuration**

**Aged or Staged Dunning**

The following two dunning methods can be used to set up customer correspondence:

1. Aged
2. Staged

The dunning methods are supported at the following levels:

- Customer
Aged Dunning Method

The Aged Dunning method can be used by companies sending collection letters to their customers based on the oldest aged transaction. Delinquent transactions are identified automatically when the Delinquency Identification concurrent process is run. Preconfigured dunning notice templates are available, or the deploying company can create their own dunning notice templates. As the oldest aged transaction moves into the next aging bucket, the content of the dunning letter can change. A single consolidated letter can be sent to eliminate sending multiple aged dunning letters to the same customer who has more than one delinquent transaction. The templates are associated to aging buckets in the dunning configuration process.

Staged Dunning Method

The Staged Dunning method is based on the number of days since the last dunning letter was sent, rather than the number of days transactions are past due. A single consolidated letter can be sent to eliminate sending multiple staged dunning letters to the same customer who has more than one delinquent transaction. Delinquent transactions are identified automatically when the Delinquency Identification concurrent process is run. In cases where transactions have installment due dates, the staged dunning letter includes each overdue installment date in the body of the consolidated letter. Staged dunning letters are sent at delayed intervals defined in the Dunning Configuration process. These intervals control the timing of each letter sent. Use preconfigured dunning templates or create new ones.

Customer Dunning Configuration Options

Configure dunning plans and letters to facilitate regular correspondence with your customers.

All of the following options except rerun the dunning process are created in the Correspondence Configuration in Functional Setup Manager.

- Dunning letter options
- Delivery options for dunning letters
- Dunning configuration set
- Dunning transactions
- Rerun the dunning process

Dunning Letter Options

Use the preconfigured aged or staged dunning letters delivered by the application or create new dunning letters to meet unique requirements. Configure dunning to run in one of two methods:

1. Aged Dunning is based on the oldest past due debit item.
2. Staged Dunning is based on the number of days since the previous letter was sent.

Delivery Options for Dunning Letters

Delivery of dunning letters to customer is:

- E-Mail
- Fax
- Regular mail
Dunning Transactions
Select the transactions and charges to include in the dunning letters.
- The Dunning Letter Generate program can include current invoices, disputed invoices, and credit memos.
- The dunning letters can include current transactions.
- Finance charges can be included as a line item.
- When you select the Include Disputed Invoices, the transactions awaiting dispute resolution are displayed and included in the total.

Dunning Configuration Set
Dunning can be configured by one business unit or multiple business units. Consider the following when defining sets:
- A Set defines a subset of a master list of business objects, such as suppliers, customers, or in this case a Dunning Configuration Set.
- A Set Determinant is a business object, usually a type of organizational unit, that has a 1 to 1 relationship to Set. When Set Determinant is visible, Set can be hidden.
- A Set of business objects can be associated with an organizational unit, such as Business Unit or Legal Entity, to enforce data security. Then, when you are associated with organizational units, they automatically see only the subset of business objects appropriate for their organizational units.
- A Set or Set Determinant field appears to you as a lookup code that determines which subset of a master list of objects their organizational unit uses. For example, if you are performing a Purchasing transaction, the Set or Set Determinant value would determine which Suppliers can be used.

Rerun the Dunning Process
Rerun the dunning process to correct errors or regenerate dunning letters:
- Rerun the dunning process should there be an error during any phase of the program.
- Regenerate a previous dunning letter if a customer request another copy.

Keep customers from receiving dunning letters by indicating them as Exclude from dunning on the Profile tab.

Post Installation for Dunning Configuration
Oracle Fusion Advanced Collections Dunning feature utilizes Oracle Business Intelligence Publisher to distribute dunning letters to customers by Email, fax, or print. To use this feature, you must configure Oracle Business Intelligence Publisher to connect to the deploying company's internal Email, or the print or fax servers.

Configuring Oracle Business Intelligence Publisher: Configure Oracle Business Intelligence Publisher by adding an Email server. Refer to the Oracle Fusion Middleware Administrator's Guide for Oracle Business Intelligence Publisher (Oracle Fusion Applications Edition).

Adding the EMail Server
To add an Email server:
1. From the Administration page select Email. This displays the list of servers that have been added. Select Add Server.
2. Enter the Server Name, Host, and Port for the Email server.
3. Select a **Secure Connection** method to use for connections with the Email server. The options are: None or SSL. Use Secure Socket Layer. TLS (Transport Layer Security). Use TLS when the server supports the protocol; SSL is accepted in the response. TLS Required. If the server does not support TLS, then the connection is not made.

4. Optionally enter the following fields if appropriate: General fields; Port Security fields User name and Password.

**FAQs for Manage Dunning Configuration**

**What's the difference between an aged and staged dunning method?**

Aged dunning sends dunning letters based on the age of the oldest transaction. Managers identify the dunning letter to be sent for each aging bucket.

Staged dunning sends dunning letters based on the age of the oldest transaction and the number of days since the last letter was sent. Managers specify how long to wait before executing the next stage.

For both methods, managers decide whether or not to manually schedule a follow-up call if the delinquency isn't resolved.

**Define Scoring**

**Scoring Formulas**

Scoring formulas are the foundation for your collections activities.

**Scoring Formulas**

Oracle Fusion Advanced Collections uses scoring in two ways:

1. Determines transaction status as current, delinquent, or predelinquent. Collections scores invoices and debit memos from Oracle Fusion Accounts Receivables. A customer is delinquent when they have past due transactions.

2. Determines the collectability of each customer at the customer, account, or bill-to site level. Use data points about the customer to determine collectability.

Scoring formulas consist of:

- High and low scores
- One or more weighted data points that must sum to 1
- Data point details you define to cover all possible values
- Status used only in the case of scoring transactions
- A segment which enables you to run against a subset or segment of the database
- A review where you can test your formula

A Scoring formula provides you an effective way to manage your collections resources and strategies.

Collections delivers a set of scoring formulas you can apply or copy and modify to your specific business needs.
Considerations and Recommendations
Consider the following:

- You should test all data points and scoring formulas in a test environment using a portion or all of your production data
- Once you are satisfied with the scoring results and performance, you can move your tested scoring formulas to your production environment

Create a Scoring Formula

This examples shows you how to create a scoring formula.

Create a simple scoring formula based on the following data points:

1. Account Level Delinquency Count
2. Accounted Amount of Delinquencies

Note: If these do not exist you must create them first before creating a scoring formula.

Create a Scoring Formula

Navigation: Setup and Maintenance > All Tasks > Define Collections > Manage Collections Scoring > Go to Task icon > Manage Scoring Formulas

1. From the Manage Scoring Formulas page, click Create icon.
2. Enter the following information using the subsequent table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Required</td>
<td>Simple Scoring Formula</td>
</tr>
<tr>
<td>Type: Required</td>
<td>Account: Determines the type of data points can be added to the formula.</td>
</tr>
<tr>
<td>Description: Optional</td>
<td>Number and Amount of Delinquencies.</td>
</tr>
<tr>
<td>From Score: Required</td>
<td>1: The lowest possible score the formula calculates.</td>
</tr>
<tr>
<td>To Score: Required</td>
<td>100: The highest score the formula calculates.</td>
</tr>
<tr>
<td>Enabled: Activates the formula</td>
<td>Check</td>
</tr>
</tbody>
</table>

3. From the Data Points sections, you add data points to the formula. Each data point must be mapped across the high and low range of the Scoring Formula.
4. Click Add Row icon.
5. In the Name field search for Account Level Delinquency Count data point.
6. Highlight the data point and click OK.
7. Enter a value of 1 in the weight field.
8. Enter the following information in the Data Point Details section populating 4 rows using the subsequent table:

<table>
<thead>
<tr>
<th>From Range</th>
<th>to Range</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>11</td>
<td>50</td>
<td>75</td>
</tr>
<tr>
<td>51</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>101</td>
<td>999,999,999</td>
<td>1</td>
</tr>
</tbody>
</table>

9. Click Save.
10. Click Add Row icon.
11. In the Name field search for Accounted Amount of Delinquencies data point.
12. Highlight the data point and click OK.
13. Enter the following information in the Data Point Details section populating 4 rows using the subsequent table:

<table>
<thead>
<tr>
<th>From Range</th>
<th>to Range</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>5,000.00</td>
<td>100</td>
</tr>
<tr>
<td>5,000.01</td>
<td>25,000.00</td>
<td>75</td>
</tr>
<tr>
<td>25,000.01</td>
<td>50,000.00</td>
<td>50</td>
</tr>
<tr>
<td>50,000.01</td>
<td>999,999,999.00</td>
<td>1</td>
</tr>
</tbody>
</table>

14. Adjust the weights of the 2 data points using the following table:

<table>
<thead>
<tr>
<th>Data Point</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Level Delinquency Count</td>
<td>0.25</td>
</tr>
<tr>
<td>Accounted Amount of Delinquencies</td>
<td>0.75</td>
</tr>
<tr>
<td>Total</td>
<td>1.00</td>
</tr>
</tbody>
</table>

15. Click Save button.
16. Click Next button. Enter the following information in the Scoring Formula Segment page using the subsequent table:
Segment | Value  
--- | ---  
View Name | Select the grouping for the customers, accounts, sites, or transaction that applies to the scoring formula. | IEX_F_ACCOUNTS_V  
Segment | Value  
--- | ---  
Identifier | Select the unique attribute identifying each customer, account, site or transaction. | CUST_ACCOUNT_ID  
17. | Click **Next** button.  
18. | Click **Save** button.  
20. | In the Sample Score section, test your formula using the information in the subsequent table:  

| Field | Value  
--- | ---  
Account Number | Select an account that has delinquent or current transactions. | Valid account number  
Business Unit | Select a business unit that contains those transactions. | Valid business unit  
21. | Click **Score** button.  

**Scoring Formula Results**  
The following are displayed in the Data Points table:  

1. Component Score: the actual number of delinquencies and total amount of delinquencies for the test account.  
2. Mapped Component Score: how that number translates to each data point detail.  
3. Weighted Score: the Mapped Component Score multiplied by the data point weight.  

The total score displays the sum of the weighted scores for all data points. This is the score assigned to the account.  

**Applying the Formula**  
Your formula is now activated and you want to apply it by submitting the Collections Scoring as Job program.  

**Navigation**: Navigator > Scheduled Process > Collections Scoring as Job  

1. Click **Schedule New Process** button.  
2. Select from the list of values: Collections Scoring as Job.  
3. Enter the Parameters according to the subsequent table:
Define Advanced Collections Configuration

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit: Required</td>
<td>Select a business unit that contains the account.</td>
</tr>
<tr>
<td>Scoring Formula: Required</td>
<td>Simple Scoring Formula</td>
</tr>
</tbody>
</table>

4. Click Submit button.
5. Verify by navigating to the Collections Work Area. Query for the customer, account, or bill-to site and review. The score appears in the Customer Hierarchy task pane.

Edit a Scoring Formula

This example shows how to take an existing formula and use the duplicate feature to make edits to the formula.
Oracle Fusion Advanced Collections delivers a set of formulas you can use to score customers. You can modify the existing formulas to meet your business requirements by copy and modifying them.

Editing an Existing Formula

You are using the formula, Customer Scoring and want to change the weight in the existing formula to give customers who are 91+ days overdue lower scores.

Navigation: Setup and Maintenance > All Tasks > Define Collections > Manage Collections Scoring > Go to Task icon > Manage Scoring Formulas

1. Query the existing formula. In the Query by Example field for Name enter Customer Scoring and Enter.
2. Select the row and click Duplicate icon.
3. Edit the formula information using the subsequent table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>91+ Customer Scoring</td>
</tr>
<tr>
<td>Description: Optional</td>
<td>Modified copy of the Customer Scoring formula. Change in weighted values.</td>
</tr>
<tr>
<td>Start Date: Required</td>
<td>Current Date</td>
</tr>
<tr>
<td>End Date: Optional</td>
<td>Leave Blank: Use an end date if the formula has limited availability.</td>
</tr>
<tr>
<td>Type: Determines the type of data points you can add to the formula.</td>
<td>Customer</td>
</tr>
</tbody>
</table>
### Define Advanced Collections Configuration

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This is an optional field.</td>
</tr>
<tr>
<td>From Score: Required</td>
<td>1: The lowest possible score the formula calculates.</td>
</tr>
<tr>
<td>From Score: Required</td>
<td>100: The highest possible score the formula calculates.</td>
</tr>
<tr>
<td>Enabled: Activates the formula.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

4. Alter the weights according to the following table:

<table>
<thead>
<tr>
<th>Data Point</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Percent of Delinquencies 1-30 Days Overdue</td>
<td>0.1 Lower value to increase the other data point</td>
</tr>
<tr>
<td>The Percent of Delinquencies 31-60 Days Overdue</td>
<td>0.1 Lower value to increase the other data point</td>
</tr>
<tr>
<td>The Percent of Delinquencies 61-90 Days Overdue</td>
<td>0.1 Lower value to increase the other data point</td>
</tr>
<tr>
<td>The Percent of Delinquencies 91+ Days Overdue</td>
<td>0.7 Lower value to increase the other data point</td>
</tr>
<tr>
<td>Total Must equal 1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

5. Click **Next** button.
6. Keep the Customer Segments listed. Click **Next** button.
7. From the Create Scoring Formula: Review, click **Save** button.
8. In the Sample Score section test your formula using the information in the subsequent table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
<td>Select an account known to have 91+ delinquent transactions.</td>
</tr>
<tr>
<td>Business Unit</td>
<td>Select a Business Unit that contains those transactions.</td>
</tr>
</tbody>
</table>

9. Click **Score** button.
The following are displayed in the Data Points table:

- Component Score: the actual number of delinquencies and total amount of delinquencies for the test account.
- Mapped Component Score: how that number translates to each data point detail.
- Weighted Score: the Mapped Component Score multiplied by the data point weight.

The Total Score displays the sum of the weighted scores for all data points.

### Assigning the Formula

Your formula is now activated and you want to apply it by doing the following:

**Navigation**: Navigator > Scheduled Process > Collections Scoring as Job

1. Click **Schedule New Process** button.
2. Select from the list of values: Collections Scoring as Job.
3. Enter the parameters according to the subsequent table:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Select a Business Unit that contains the account you tested previously.</td>
</tr>
<tr>
<td>Scoring Formula</td>
<td>91+ Customer Scoring</td>
</tr>
</tbody>
</table>

4. Click **Submit** button.
5. Verify by navigating to the Collections Work Area. Query for the customer, account, or bill-to site and review. The score appears in the Customer Hierarchy task pane.

### Scoring Formula Data Points

A data point is a component of a scoring formula.

#### Data Points

You must first define your data points prior to creating a scoring formula.

- **Note**: Cloud customers must submit a Service Request to create, edit, or modify scoring data points used in formulas.

Data points can be one of the following two types:

1. A select statement
2. A database function, an example would be asking for the total number of delinquent transactions or the total delinquent amount of customer delinquencies

- **Note**: You must know how to create PL/SQL statements or functions for either type.
Create Scoring Data Points

This example shows you how to create data points used in a scoring formula. Create two data points based on the following information:

1. Configure the first data point for the number of delinquencies for a given customer account
2. Configure the second for the total amount delinquent. This data point uses accounted amount and lets you add different currencies.

Note: You must create data points before you can create a formula.

Create Data Points

Navigation: Setup and Maintenance > All Tasks > Define Collections > Manage Collections Scoring Data Points > Go to Task icon

1. Navigate to the Manage Collections Scoring Data Points page, click Create icon.
2. Use the following details to create your first data point:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Required</td>
<td>Account Level Delinquency Count: Use a unique name.</td>
</tr>
<tr>
<td>Type: Required</td>
<td>Account Other choices are:</td>
</tr>
<tr>
<td></td>
<td>Customer</td>
</tr>
<tr>
<td></td>
<td>Bill-to</td>
</tr>
<tr>
<td></td>
<td>Transaction</td>
</tr>
<tr>
<td>Description: Optional</td>
<td>Total number of delinquencies for a customer account.</td>
</tr>
<tr>
<td>Function: Refers to a</td>
<td>No: This example uses a PL/SQL statement.</td>
</tr>
<tr>
<td>database function</td>
<td></td>
</tr>
</tbody>
</table>
### Implementing Receivables Credit to Cash

#### Define Advanced Collections Configuration

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabled: Activates the data point to be used in formulas.</td>
<td>Check</td>
</tr>
<tr>
<td>SQL Statement: The ability to write PL/SQL statements is required for this task</td>
<td>Select count(1) from iex_delinquencies where cust_account_id=:cust_account_id and status&lt;&gt;&quot;CURRENT&quot;</td>
</tr>
</tbody>
</table>

3. **Click** Save and Add Again button.
4. **Use the following details to create your second data point:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Required</td>
<td>Accounted Amount of Delinquencies: Use a unique name.</td>
</tr>
<tr>
<td>Type: Required</td>
<td>Account Other choices are:</td>
</tr>
<tr>
<td></td>
<td>◦ Customer</td>
</tr>
<tr>
<td></td>
<td>◦ Bill-to</td>
</tr>
<tr>
<td></td>
<td>◦ Transaction</td>
</tr>
<tr>
<td>Description: Optional</td>
<td>Total amount of the delinquencies in the accounted amount that enables summing of different currencies.</td>
</tr>
<tr>
<td>Function: Refers to a database function</td>
<td>No: This example uses a PL/SQL statement.</td>
</tr>
<tr>
<td>Enabled: Activates the data point to be used in formulas.</td>
<td>Check</td>
</tr>
<tr>
<td>SQL Statement: The ability to write PL/SQL statements is required for this task</td>
<td>Select NVL(sum(ar.acctdamount_due_remaining)0) from ar_payment_schedules ar, iex_delinquencies del where ar.payment_schedule_id = del.payment_schedule_id AND del.status in ('DELINQUENT', 'PREDELINQUENT') AND del.cust_account_id = :cust_account_id AND del.creation_date &gt;= sysdate -365</td>
</tr>
</tbody>
</table>

5. **Click** Save and Close button.
FAQs for Define Scoring

What's a scoring formula status?
You can assign the scoring formula status only when the scoring formula type is Transaction. Assign one of the following statuses:

- Current
- Delinquent
- Predelinquent

What's a scoring formula segment?
A segment is a subset of the objects being scored.

For example, to score customers in US based on different criteria than customers based in Japan. You can just create two different formulas and attach two different segments to those formulas.

The segment is a database view and must be created by your Database Administrator.

Define Strategy

Processing Strategies
You must complete a series of processes before using the strategies.

Here's how you process the strategies:

- Score collections objects by running the Collections Scoring program
- Aggregate customer data by running the Update Collections Summary Data program
- Run the Strategy Management concurrent program to create a strategy for each delinquent object
- Each strategy is assigned based on the score applied to it
- This score determines how aggressively or softly the strategy treats delinquent customers

How You Process a Strategy
Let's understand how you can process a strategy with help of an example.

Say you have created delinquencies and scored collections objects, such as 30 day and 60 day past due invoices. There are two strategies that exist with the following information:

<table>
<thead>
<tr>
<th>Strategy Name</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| Soft          | 1. Send reminder letter  
|               | 2. Make call  
|               | 3. Follow-up call  |
Define Advanced Collections Configuration

<table>
<thead>
<tr>
<th>Strategy Name</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4. Send dunning letter</td>
</tr>
<tr>
<td>Hard</td>
<td>1. Send dunning letter</td>
</tr>
<tr>
<td></td>
<td>2. Make call</td>
</tr>
<tr>
<td></td>
<td>3. Call escalation by supervisor</td>
</tr>
</tbody>
</table>

Results

The following scores result after the Strategy Management program runs:

<table>
<thead>
<tr>
<th>Score</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Higher Score results in a softer strategy</td>
</tr>
<tr>
<td>30</td>
<td>Lower score results in a harder strategy</td>
</tr>
</tbody>
</table>

Analysis

- If the program can’t find a strategy to match the exact score, it assigns a more aggressive strategy.
- If the delinquency score returned by the scoring engine is 35, then the selection module in the program looks for strategies ranked 35, and if not found, looks for 34, then 33, until a valid score is found. Like in this example, the program assigns the Hard Strategy to the delinquent object.

Related Topics

- How can I assign a strategy to a customer

Collections Strategies

Oracle Fusion Advanced Collections strategies are a series of manual or automated activities, known as tasks. These tasks are linked together in the order they’re to be executed.

You can use these tasks to collect from your delinquent customers. Here are some examples of these tasks:

- Call the customer
- Send a letter, fax, or email
- Escalate to a supervisor

If you escalate a task. A notification is sent to your manager automatically.

>Note: You can create several tasks and reuse them in many strategies.

Collections strategies support activities based on the following:

- Your business requirements
- Scoring rules
• Alternative to dunning plans
• To collect on delinquent transactions
• Simple to complex collection activities

Note: You can use either strategies or dunning plans to manage your delinquencies, but not both methods.

Use strategies in the following way:
• Associate with customers, accounts, or bill-sites depending on the data level you do business.
• Leverage information from the Advanced Collections scoring engines that identifies delinquent transactions and score delinquent objects.

Setting Up Strategies
Setup your strategies in the following order:
1. Create collections tasks.
2. Create collections strategies.
3. Assign collections method name.
4. Assign task to strategies.

Strategy Processing and Results
To assign appropriate strategies to the collections objects, run the Strategy Management concurrent program for all the business units at once.

The strategies are based on the scoring engine results. The concurrent program results in the following:
• Oracle SOA BPEL initiates and manages tasks and sends notifications to the designated person
• Oracle BI Publisher sends correspondence

Related Topics
• How can I assign a strategy to a customer
• How do scoring engines and strategies work together

Create a Collections Strategy
This exercise show you how to create a strategy, assign tasks, and assign them sequentially.

Strategies are a series of manual or automated tasks and linked together in the order they're to be executed. A strategy consists of the following:
• Create Strategy Template Group: Used to define your general information about the strategy
• Customer Segment: Identifies the grouping and unique attribute for this strategy
• Strategies: Lists the various stages and scores for your strategy
• Tasks: Lists the tasks in sequential order and defines the details for each

Create a Strategy
Navigation: Setup and Maintenance > All Tasks > Manage Collections Strategies> Go to Task icon > Manage Strategies

1. From the Manage Collections Strategies section click Create icon.
2. Enter the following information:

**Create Strategy Template Group page:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Name</td>
<td>US Customers</td>
</tr>
<tr>
<td>Strategy Level</td>
<td>Account</td>
</tr>
<tr>
<td>Change Strategy per Tolerance</td>
<td>No</td>
</tr>
<tr>
<td>Enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Start Date</td>
<td>Select the current date.</td>
</tr>
<tr>
<td>End Date</td>
<td>Blank</td>
</tr>
</tbody>
</table>

**Customer Segment section**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Name</td>
<td>Account</td>
</tr>
<tr>
<td>Identifier</td>
<td>ID</td>
</tr>
</tbody>
</table>

**Strategies section**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method Name</td>
<td>USA Strategy Good</td>
</tr>
<tr>
<td>Lowest Applicable Score</td>
<td>50</td>
</tr>
<tr>
<td>Method Name (Add row icon)</td>
<td>USA Strategy Bad</td>
</tr>
<tr>
<td>Lowest Applicable Score</td>
<td>0</td>
</tr>
</tbody>
</table>

**Tasks section: Select the USA Good Strategy**
3. Click **Save and Close** button

**Related Topics**
- How can I assign a strategy to a customer

## Create a Task

This example shows you how to create a manual task.

Each strategy is made up of one or more tasks. A task executed manually or automatically is driven by a workflow. The workflow notifies the collector to perform a task or initiates the automated process. Every task has an associated workflow.

Tasks are grouped by one of two work types:

1. **Manual**: a task to be completed by a collector or specialist. When you complete the task it's closed from the queue. Manual tasks examples are a personal visit, phone call, or contact salesperson.
2. **Automatic**: a task completed by an automated process. This includes tasks such as sending emails, faxes, or sending documents to be printed.

### Create a Manual Task

**Navigation**: Setup and Maintenance > All Tasks > Manage Collections Strategy Tasks > Go to Task icon > Manage Strategy Tasks

1. From the Strategy Tasks section click **Create** icon.
2. Enter the following information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabled</td>
<td>Checked</td>
</tr>
</tbody>
</table>

---

Field | Value
--- | ---
Order | 10
Name | Friendly Phone Call
Order | 20
Name | Friendly Phone Call
Order | 30
Name | Friendly Phone Call
Implementing Receivables Credit to Cash

Chapter 13
Define Advanced Collections Configuration

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Friendly phone call</td>
</tr>
<tr>
<td>Description</td>
<td>Customer is slightly past due, make friendly call</td>
</tr>
<tr>
<td>Type</td>
<td>Manual</td>
</tr>
<tr>
<td>Category</td>
<td>Phone Call</td>
</tr>
<tr>
<td>How long will strategy wait until it executes this task?</td>
<td>0 days</td>
</tr>
<tr>
<td>How long will strategy wait after it executes this task?</td>
<td>0 days</td>
</tr>
<tr>
<td>Optional</td>
<td>Y</td>
</tr>
<tr>
<td>Days</td>
<td>1 day</td>
</tr>
</tbody>
</table>

3. Click **Save and Close** button.

**Related Topics**
- How can I assign a strategy to a customer

Enable Collections Strategy for Individual Transactions

Generally, you can assign collections strategies at a client level. However, you may have business requirements to assign these strategies for individual transactions. To assign collections strategies for individual transactions, you must enable the Collections Strategies for Individual Transactions feature.

To enable this feature:

1. Click **Navigator > My Enterprise > Offerings**.
2. On the **Offerings** page, select **Financials**.
3. Click **Opt In Features**.
4. On the **Opt In: Financials** page, click the **Features** icon for Collections. A list of Collections features is displayed.
5. Select the **Enable** check box for the Collections Strategies for Individual Transactions feature and save the changes.

**Note:** Before you enable this feature, you must enable these prerequisite features:
- Collections Scoring and Strategy Assignments by Segment
- Automatically Initiate or Fulfill Collections Tasks in Third Party Systems
Manage Collections Scoring and Strategy Assignments

Scoring and Strategy Assignments by Segment

Using Advanced Collections Scoring and Strategy Assignments by Segment feature you can do the following:

- Manage the scoring and strategy assignments of your customers.
- Increase your collections efficiency.
- Improve the cash flow.

As a collector, you can categorize your customers based on various segments such as business unit, profile class, and remaining amount due. You can assign different scoring formulas and delinquent strategy groups to the customers, and collectors can define the pre-delinquency options. You can also assign the predelinquent strategy groups to the customers.

You can manage this feature from your work area and the Customer page. For example, you can view the multiple strategies running against the same customer under the Strategies tab on the Customer page. If the setup process is complete, the predelinquent strategies are also displayed on the landing page.

The assignments are defined as the default scoring formula. The delinquent strategy group assignments are defined at each business level. The scoring formulas and delinquent strategy groups are displayed automatically. You can change the groups to any scoring formulas or strategy groups that are defined based on your business requirements.

Related Topics
- Overview of Advanced Collections Work Area

Define Scoring Formula and Delinquent Strategy Assignments by Segment

You can use the Manage Collections Scoring and Strategy Assignments task to define the scoring formula and delinquent strategy assignments. You must specify the segments and enter the detailed assignments in the Delinquent Strategy Assignments by Segment region under the Manage Collections Scoring and Strategy Assignments task.

A segment is defined as a set or subset of various objects identified for scoring. The segmentation is implemented through each business unit and profile class, and define the segmentation for the Customer, Account, or Site business levels. For example, define the segment name Business Level + BU + Profile + High / Low Amount, for each segment including the default values.

Define the Amount Due Lower or Upper Threshold and the corresponding delinquent strategy groups to use when the amount due is below the lower threshold or above the upper threshold. You can define one, both, or none of the thresholds.

- Amount Overdue Lower Threshold: The lower threshold for the customer’s amount overdue below which the Below Threshold Strategy Group is used.
- Below Threshold Strategy Group: The strategy group assignment when the customer’s amount overdue is less than the Amount Overdue Lower Threshold.
- Amount Overdue Upper Threshold: The upper threshold for the customer’s amount overdue above which the Above Threshold Strategy Group is used.
• Above Threshold Strategy Group: The strategy group assignment when the customer’s amount overdue is more than the Amount Overdue Upper Threshold.

Here are the various scenarios to specify default scoring and strategy assignments:

1. **Scoring and strategy assignments for various business levels**: You can set up the default scoring formula and strategy group for all the three business levels. The scores are calculated based on the default scoring formula for the business level of customers, and delinquent strategies which are assigned based on the default strategy group for each business level.

2. **Scoring and strategy assignments by business unit**: The scoring formula is different based on your business unit. You can use different scoring formulas and strategy groups for the selected business units, and you can use one scoring formula and strategy group for the remaining business units.

3. **Scoring and strategy assignments by profile class**: The delinquent customers who belong to the different profile classes, and their scores are calculated based on the different scoring formulas and the strategies are assigned based on the different strategy groups.

4. **Scoring and strategy assignments by amount overdue lower threshold**: You can specify the amount overdue lower threshold for each business unit and the strategy groups for the below threshold. If a customer’s amount remaining due is less than the amount overdue lower threshold, then the strategy group specified for the below threshold is assigned. Otherwise, by default the delinquent strategy group defined in the assignments is assigned.

5. **Scoring and strategy assignments by business unit and profile class**: The scores are calculated based on the various scoring formula for that specific business unit and profile class, and the strategies are assigned based on the various strategy groups.

6. **Scoring and strategy assignments by amount overdue lower and upper thresholds**:
   - If a customer’s amount remaining due is less than the amount overdue lower threshold, then the strategy group specified for the below threshold is assigned.
   - If a customer’s amount remaining due is more than the amount overdue upper threshold, then the strategy group specified for the above threshold is assigned. Otherwise, the delinquent strategy group defined in the assignments is assigned.

**Related Topics**

• Overview of Advanced Collections Work Area

**Define Predelinquent Strategy Assignments by Segment**

Using the Collections Delinquency Management process you can identify the delinquency and pre-delinquency statuses for your customers, customer transactions, accounts, and sites based on the business level and pre-delinquency options.

**Collections Scoring and Strategy Assignments Scheduled Process**

After the Collections Delinquency Management process is successfully completed, run the second process Collections Scoring and Strategy Assignments. This process assigns the scoring formula based on the segmentation, calculate the scores, and then assign strategies also based on the segmentation.

To run the Scoring and Strategy Assignments Scheduled Process:

1. Navigate to Scheduled Process.
2. Click Schedule New Process.
3. Enter or select the required parameters.
4. Click Submit.
Note: You must enable the Manage Collections Scoring and Strategy Assignments before you run the process.

To run the Update Collections Summary Data:

This process refreshes the data on the Collections landing page that contains the details about delinquent customers and strategy tasks.

1. Navigate to the Collections work area.
2. The Collections work area is displayed with all the four infotiles information. Select the delinquent customer or account infotile:
   - The delinquent customers and the corresponding details of the customers are displayed by default.
   - The scores are calculated and delinquent strategies are assigned based on the Manage Scoring and Strategy Assignments by Segment setup data.
   - In addition, a predelinquent strategy is assigned to the customers that are predelinquent based on the setup information.
   - Run the Delinquent strategies and predelinquent strategies at the same time, since one customer may be delinquent and predelinquent at the same time.
3. Select the Strategies tab to view the details of the strategies. In this case, both the strategies are running, and it displays the strategy type, and the name of the strategy assignment for reference.

Related Topics
- Overview of Advanced Collections Work Area
14 Define Bill Management

Set Up Bill Management

Using Oracle Fusion Bill Management, you can set up bill management to enable the various bills receivables processes such as reviewing outstanding transactions, credit memos, monitoring disputes, and making online payments. After you configure bill management you can define the system options to register the external users, customer accounts, and process various payment options.

Here's how you can set up bill management:

1. Enable bill management using the standard lookups.
2. Provide data access to the internal users.
3. Manage system options to enable preferences.

After you complete the set-up, these key features that are enabled for the users:

- Analyze open and closed transactions
- Download transactions
- Monitor disputes
- Process payments options

Enable Bill Management

You must enable the application feature using the standard lookups available for Bill Management.

Here are the steps to enable Bill Management:

1. In the Setup and Maintenance work area, select the Offering as Financials.
2. Go to Manage Standard Lookups.
3. On the Manage Standard Lookups page, search for the lookup type ARB_FEATURES.
4. Add a lookup code BILL_MANAGEMENT to the same lookup type.
5. Save the changes.

Provide Data Access to Internal Users

Users are assigned with a job role. You can provide these users permission to access data and transactions belonging to a business unit.

Here are the steps to provide data access to the internal users:

1. In the Setup and Maintenance work area, select the Offering as Financials, Functional Area as Users and Security, and Task as Manage Data Access for Users.
2. On the Manage Data Access for Users page, select the user name, role, security context and security context value, to create the data access for the user.
3. Save the changes.

Manage System Options

You can use the system options to set up external user role assignments, transaction and payment processing conditions, enable preferences, and setup email notifications for the external users.
Here’s how you can manage bill management system options for the external users:

1. In the Setup and Maintenance work area, select the Offering as Financials, Functional Area as Bill Management, and Task as Manage Bill Management System Options.
2. In the Registration section, select Customer Accounts Payable Specialist to assign the role for external user.
3. In the Transaction and Payment Processing section, select transactions history in months, aging method, and maximum future payment days allowed.
4. In the Preferences section, setup the required preferences. Here’s the list of preference items that you can configure for each Business Unit:
   - Bank Payment: Restrict or allow payment through bank.
   - Credit Card Payment: Restrict or allow payment through credit card.

   **Note:** Credit card services are currently not available in Oracle Cloud implementations.
   - Credit Card Payment Limit: Restrict payments based on credit card limit value. If the limit is less than total payment amount, then the payment will be restricted.
   - Ledger Currency Only: Restrict or allow payment using ledger currency only.
   - Print Invoice: Restrict or allow to print the invoice.
5. In the Notifications section, configure the email notifications for the user registration process for each business unit. Select a Business Unit and enter the required email addresses.
6. Save the changes.

**Related Topics**

- How Bank, Branch, and Account Components Work Together
- Overview of Cash Management Rapid Implementation
- Remittance Bank Accounts on Receipt Methods
- Guidelines for Applying Receipts and On-Account Credit Memos
Glossary

document payable
An item that is ready to be paid. Equivalent to an installment in Oracle Fusion Payables.

extract
An XML file that contains the superset of data relevant to a payment file.

format
A key setup entity in Oracle Fusion Payments, which ties together formatting attributes, such as those used by Oracle Fusion Business Intelligence Publisher (BI Publisher) templates and validations to execute during transaction processing.

FTP
Acronym for File Transfer Protocol. A system for transferring computer files, generally by the Internet.

funds capture payment profile
A key setup entity that holds rules for funds capture processing.

HTTP
Acronym for Hypertext Transfer Protocol. A request and response standard typical of client-server computing. In HTTP, web browsers or spiders act as clients, while an application running on the computer hosting the web site acts as a server. The client, which submits HTTP requests, is also referred to as the user agent. The responding server, which stores or creates resources such as HTML files and images, may be called the origin server. In between the user agent and origin server may be several intermediaries, such as proxies, gateways, and tunnels.

HTTPS
Acronym for Hyper Text Transfer Protocol Secure. A protocol primarily developed for secure, safe Internet transactions. HTTPS allows secure e-commerce transactions, such as online banking.

installment
Any of several parts into which a debt or other sum payable is divided for payment at successive fixed times.

internal payee
The deploying company or any of its business units that receive funds from their customers, the payers. Payees receive funds from their customers by credit card payments, debit card payments, direct debits to bank accounts, or bills receivable transactions sent to banks.
**payment process profile**
A setup entity which drives processing behavior for each document payable, payment, and payment file.

**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.

**payment system account**
In the funds capture flow, a representation of the relationship between a payment system and the internal payee, that allows an authorization, settlement, or settlement batch to be transmitted to a payment system. In the disbursement flow, a representation of the relationship between a payment system and the internal payer that allows a payment file or positive pay file to be transmitted to a bank or other payment system.

**servlet**
A Java programming language class used to extend the capabilities of servers that host applications accessed via a request-response programming model. Although servlets can respond to any type of request, they are commonly used to extend the applications hosted by Web servers. For such applications, Java Servlet technology defines HTTP-specific servlet classes.

**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.

**transmission configuration**
Configuration for transmitting files such as payment files.

**transmission protocol**
A method used to electronically transmit data, such as FTP and Secure HTTP.