Oracle Fusion Cloud Financials

Using Receivables Credit to Cash

26D

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1 Manage Customer Billing

Create and Process Transactions

Requirements for Completing a Receivables Transaction

Watch video

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

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

If you later need to set a completed transaction to Incomplete, the receipt method and payment instrument assigned to the transaction are retained.

> **Note:** If your enterprise uses Control of Transaction Completion on some or all of your invoices and credit memos, then these transactions may require independent review and completion by a designated approver.

Different requirements apply depending on the kind of transaction:

- Standard Invoice
- Invoice with Rules
- Standard Credit Memo

Requirements for Completing a Standard Invoice

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

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

- If the invoice uses an automatic receipt method, you must enter customer bank, branch, and account information.

Requirements for Completing an Invoice with Rules

These requirements apply to an invoice with rules:

- The invoice must satisfy the requirements for a standard invoice.
- Each line must have a revenue scheduling rule and a rule start date.
- Each line must have valid account sets.
- Any tax calculated or entered must have valid tax account sets.

Requirements for Completing a Standard Credit Memo

These requirements apply to a standard credit memo:

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

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

Related Topics

- When do I enter an invoicing rule?
- How Credit Memo Distributions Are Calculated
- Control of Transaction Completion Overview

Automatic Assignment of Third-Party Tax Registration Number During Transaction Creation

Automatically assign a third-party tax registration number to the bill-to customer in Receivables transactions during transaction creation.

Transaction creation includes:

- Import AutoInvoice process.
- Manual creation using the Create Transaction pages.
- REST API and PL/SQL API web services.

Note: The automatic assignment of the tax registration number only occurs during transaction creation, and not during any transaction edits.

Transactions include invoices, credit memos, and debit memos. Automatic assignment of the tax registration number to credit memos created manually only applies to on-account credit memos created using the Create Transaction: Credit Memo page. It doesn't apply to credit memos created using the Credit Transaction page.

You manually assign a third-party tax registration number to the bill-to customer in the Customer tabbed region of the Create or Edit Transaction page. The **Third-Party Tax Registration Number** field makes available for selection any tax registration numbers defined for the customer and its customer sites.

If you manually assign the third-party tax registration number during transaction creation, then this value is used and automatic tax registration number assignment is not used.

If you enable automatic assignment, the third-party tax registration number is assigned:

- For Import AutoInvoice, during the import and initial creation of the invoice.
- For Create Transaction pages and REST API and PL/SQL API web services, on the first save of the transaction. Any saves after the first save are considered as updates only.

Before you start

Automatic assignment of customer tax registrations numbers to transactions is useful for legal entities in countries and tax jurisdictions that require the third-party tax registration number on transactions.

Before you prepare for automatic assignment, you must ensure that you set up all the required tax regimes, taxes, and tax jurisdictions in Oracle Tax needed to comply with the tax authority requirements.

To automatically assign third-party tax registration numbers to transactions, you must also complete these setups:

- Determine which legal entities to enable for automatic assignment.
- Enable automatic assignment on the tax profile of the legal entity that processes customer transactions.
- Set country default controls for tax regime and tax for the applicable tax authority country, to account for cases where more than one tax registration number is defined for a country.
- Create and assign tax registration numbers to the applicable customers and customer sites.

Determine the Legal Entities for Automatic Assignment

Ensure that the legal entity or legal entities enabled for automatic assignment of the third-party tax registration number are assigned to the applicable transactions.

A legal entity is looked for and assigned to a transaction in this order:

- Legal entity of the transaction type assigned to the transaction.
- Legal entity of the transaction source assigned to the transaction.
- Default legal entity assigned to the business unit.

You can, for example, assign all transactions designated for automatic assignment of the third-party tax registration number the same transaction type or transaction source with the applicable legal entity defined. Alternatively, you can omit a legal entity from all transaction types and transaction sources and allow assignment of the default legal entity assigned to the business unit.

Enable Automatic Assignment

To enable automatic assignment on the legal entity:

1. Navigate to the Manage Legal Entity Tax Profiles page.
2. Search for and select the legal entity that you want.
3. In the Controls and Defaults tabbed region of the Edit Legal Entity Tax Profile page, enable the **Assign third-party tax registration number during Receivables transaction creation** option.
4. Save your work.

Set Tax Registration Default Controls by Country

Use Oracle Tax to set up a default tax registration level by country:

1. Navigate to the Manage Country Default Controls page.
2. Click the **Plus (+)** icon to open the Create Country Default Controls page.

   > **Note:** If a record for the country exists, use the **Country** field to search for and select the country, click the country name to open the Country Default Controls page, then click the **Edit** button to open the Edit Country Default Controls page.

3. In the **Tax Regime and Tax Defaults** section, enter a tax regime in the **Tax Regime Code** field.
4. Optionally enter a tax name in the **Tax** field.
5. Complete the remaining sections and fields according to your requirements.
6. Save your work.

During automatic assignment of the third-party tax registration number to a transaction, if multiple tax registration numbers are defined for a country, the tax registration number that corresponds to the tax regime and tax defined in the Manage Country Default Controls page for the country is assigned to the transaction.

Create and Assign Tax Registration Numbers to Customers

Use Oracle Tax or Receivables to create the required third-party tax registrations for the applicable customers and customer sites.

In Tax:

1. Navigate to the Manage Tax Registrations page.
2. In the **Search For** field, select Third-Party Tax Profiles or Third-Party Site Tax Profiles.

3. Search for and display the party name you want.
4. In the **Tax Registrations** tabbed region, click the **Plus (+)** icon to open the Create Third-Party Tax Registration or Create Third-Party Site Tax Registration page.
5. In the **Party Name** field, enter the party name or party site number.
6. In the **Tax Regime Code** field, enter the applicable tax regime code.
7. If you want to define tax-specific or jurisdiction-specific tax registrations, complete the **Tax** field and **Tax Jurisdiction Code** field with the applicable tax and tax jurisdiction.
8. In the **Registration Details** section, enter in the **Registration Number** field the tax registration number.
9. Complete the remaining fields according to your requirements to define the tax registration and its usage.
10. Save your work.
11. Repeat these steps for each tax registration number.

In Receivables:

1. Navigate to the Manage Customers page.
2. Search for and select the customer you want.
3. Open the Edit Customer or Edit Site page.
4. Navigate to Tax Profile > Tax Registrations.
5. Click the **Plus (+)** icon to open the Create Third-Party Tax Registration or Create Third-Party Site Tax Registration page.
6. Complete the page fields according to your requirements and save your work.
7. Repeat these steps for each customer and customer site tax registration number.

> **Note:**
>
> During automatic assignment of the third-party tax registration number to a transaction, the assignment process will select, if defined, a jurisdiction-specific tax registration over a tax-specific tax registration, and a tax-specific tax registration over a tax-regime-specific tax registration.

Automatic Assignment of the Third-Party Tax Registration Number

When automatic assignment is enabled, then during transaction creation the assignment process looks for a third-party tax registration number for the transaction in this order:

1. Bill-to Customer Site: The tax registration number of the default tax registration of the Bill-to Customer Site, if any.
2. Bill-to Customer: The tax registration number of the default tax registration of the Bill-to Customer, if any.
3. Bill-to Customer Site Country, in the order:
    a. Ship-from Customer Country (country of origin of goods or services).
    b. Ship-to Customer Country (country of the ship-to party site location).
    c. Legal Entity Country (country of the tax regime associated with the legal entity tax registration number, if provided on the transaction, or the country of the legal entity address).
    d. Bill-to Country (country of the bill-to party site location).

    > **Note:**
    >
    > If more than one tax registration number is defined for a customer party site, then a jurisdiction-specific tax registration is assigned over a tax-specific tax registration, and a tax-specific tax registration is assigned over a tax-regime-specific tax registration.
4. Bill-to Customer Country, in the order:
    a. Ship-from Customer Country (country of origin of goods or services).
    b. Ship-to Customer Country (country of the ship-to party site location).
    c. Legal Entity Country (country of the tax regime associated with the legal entity tax registration number, if provided on the transaction, or the country of the legal entity address).

d. Bill-to Customer Country (country of the bill-to party site location).

Note:

If more than one tax registration number is defined for a customer party, then a jurisdiction-specific tax registration is assigned over a tax-specific tax registration, and a tax-specific tax registration is assigned over a tax-regime-specific tax registration.

5. If more than one tax registration number is defined for a country, the tax registration number that corresponds to the tax regime or tax defined as the default tax registration level for that country in the Manage Country Default Controls page is assigned to the transaction.
6. If the automatic assignment process can't find any tax registration number, then the transaction is created without a tax registration number. If required by the tax authority, you must manually assign a tax registration number to these transactions.

Related Topics

- What legal entity is assigned to a transaction?
- Considerations for Setting Up Tax Registrations
- How Country Information Works in Tax Rules and on Transactions

Invoice Distributions

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

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

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

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

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

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

Related Topics

- Example of Deriving Accounting Flexfield Segments in AutoAccounting

Guidelines for Entering Invoice Lines

Use invoice lines to enter the goods or services to bill the customer on an invoice. You can create invoice lines in three ways: enter an inventory item; enter a memo line; or enter a free text line description.

Refer to these guidelines for entering and updating invoice line information:

- Inventory Items
- Unit Price
- Tax Inclusive Amounts
- Updates to Tax Lines

Inventory Items

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

Unit Price

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

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

Tax Inclusive Amounts

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

Updates to Tax Lines

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

Related Topics

- AutoAccounting Account Types and Segment Values
- What happens if I make the transaction line inclusive of tax?
- Considerations for Setting Up Tax Rates
- Example of Additional Tax Determining Factors on a Receivables Transaction Line

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 data set to the user you just created.

To assign resources to the salesperson user:

1. Navigate to the Manage Resources page.
2. Search for and select the user.
3. In the Resource page that appears, navigate to the Roles tab.
4. In the **Role Name** field, assign the user a role of **Salesperson** or **Sales Manager**.
5. If necessary, update the **From Date** and **To Date** fields.
6. Navigate to the Salesperson tab.
7. In the **Set** field, assign a reference data set to the salesperson.
8. Complete the remaining fields according to your requirements, and save.

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 assign to the salesperson, in combination with the AutoAccounting rules that you define, to derive the default revenue, freight, and receivable accounts to use on transactions that are assigned this salesperson.

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

How Revenue Scheduling Rules Are Used

Use revenue scheduling rules to determine revenue recognition schedules for your transaction lines. Revenue scheduling rules determine the accounting period or periods in which to record revenue distributions. You can assign a different revenue scheduling rule to each transaction line.

Settings That Affect Revenue Scheduling Rules

When you create a revenue scheduling rule, you assign the reference data set, enter a rule name and description, and select the rule type:

- If the rule type is Fixed Schedule, you also enter the number of periods over which to recognize revenue for this revenue scheduling rule. The rule start and end dates are populated when you apply the revenue scheduling rule to the transaction line.
- If the rule type is Variable Schedule, you can optionally specify the percentage of revenue to recognize in the first period. The remaining revenue is then prorated over the number of periods that you specify on the transaction line.

To use revenue scheduling rules on a transaction, you select an invoicing rule for the transaction and assign revenue scheduling rule information to each transaction line. Perform these entries for each rule type that you select on a transaction line:

- **Daily Revenue Rate, All Periods** or **Daily Revenue Rate, Partial Periods**: Enter a rule start date and a rule end date for the transaction line.
- **Fixed Schedule**: The default rule start date is the transaction accounting date, but you can change it. The number of revenue periods is populated on the transaction line according to the rule type definition.
- **Variable Schedule**: Enter a rule start date and the number of revenue periods over which to distribute revenue for the transaction line.

How the Revenue Schedule Is Calculated

The rule type on the revenue scheduling rule calculates the revenue distributions on the transaction:

- The **Daily Revenue Rate, All Periods** rule type uses a daily revenue rate to accurately calculate revenue distributions across all accounting periods, including both full and partial periods. A partial period is an

accounting period with either a start date that isn't the first day of the period or an end date that isn't the last day of the period.

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

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

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

```
Daily Revenue Rate = Total Revenue / Number of Days (Total Rule Duration Period)
```

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

```
Revenue Amount = Daily Revenue Rate * Days in Period
```

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

  Rules of this type also require both a start and end date to enable the calculation of the daily revenue rate.
- The **Fixed Schedule** rule type uses the number of periods that you define over which to recognize revenue. By default, the percentage of revenue is evenly divided across the periods. For example, if you define a revenue scheduling rule that spans four periods, and you accept the prorated revenue distribution, Receivables recognizes 25 percent of the transaction revenue in each of the four months.

  When you define a fixed schedule revenue scheduling rule, you can update the percentage of revenue recognized in each period, but the percentage for the entire schedule must always total 100.
- The **Variable Schedule** rule type doesn't require the number of periods. You enter the number of periods when you enter the rule on a transaction line manually or import using AutoInvoice.

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

Using Revenue Scheduling Rule Types

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

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

Accounting Date	Period	Days in Period	Daily Revenue Rate, All Periods	Daily Revenue Rate, Partial Periods	Fixed Schedule	Variable Schedule
January 14	January	18	180	180	225	180
February 14	February	28	280	295	225	240

Accounting Date	Period	Days in Period	Daily Revenue Rate, All Periods	Daily Revenue Rate, Partial Periods	Fixed Schedule	Variable Schedule
March 14	March	31	310	295	225	240
April 13	April	13	130	130	225	240

Observations on this example:

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

Related Topics

- Examples of Deferred and Non-Deferred Revenue Scheduling Rules

How Foreign Currency Transactions Are Processed

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

Settings That Affect Foreign Currency Conversion

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

Enter conversion rate information:

- **Conversion Date**: The date that applies to the conversion rate for the foreign currency.

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

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

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

How the Ledger Currency Amount Is Calculated

The ledger currency amount is calculated in this way:

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

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

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

Related Topics

- Guidelines for Creating Conversion Rate Types
- Examples of Using Conversion Rate Types in a Journal

Guidelines for Updating Installments on Transactions

Use the Review Installments window in the Review Transaction page to update the installments on a transaction.

You can perform these updates on installments:

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

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

Set Up for Installment Updates

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

- Set the AR: Update Due Date profile option to Yes in the Manage Receivables Profile Options page.

  Setting this profile option to Yes exposes editable fields in the **Due Date** and **Original Amount** columns in the Review Installments window.
- Enable the **Allow change to printed transactions** option for the applicable business units in the Transactions section of the Billing and Revenue tab in the Create or Edit Receivables System Options page.

  While not required, best practice is to enable this option if you want to allow updates to installments after transactions are printed and delivered to customers for review.

Update the Due Date of Installments

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

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

Update the Unpaid Portion of an Installment

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

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

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

Add and Delete Installments

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

To add an installment:

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

To delete an installment:

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

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

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

Structured Payment References on Transactions and Receipts

The structured payment reference, also known as a creditor reference, is an internationally recognized standard for matching transactions to remittances.

The structured payment reference is an alphanumeric string, with each character or group of characters carrying information related to the details of a specific transaction and payments against that transaction: supplier, customer, transaction details, receipts, bank account information, and control characters.

As required by certain countries, the structured payment reference appears on all communications between suppliers and customers related to the processing of payments against specific transactions. This includes the supplier invoices, and all related remittances, bank transfers, and bank statements and reconciliation.

Structured Payment Reference Field

Use the **Structured Payment Reference** field to enter your structured payment references for both transactions and receipts. This is a free text field with a maximum length of 256 characters.

The **Structured Payment Reference** field appears on these pages:

- Create/Edit/Review/View Transaction (Invoice and Debit Memo)
- Create/Edit Receipt
- Edit Receipt: Application Reference Window

Structured Payment References on Transactions

Enter a structured payment reference on your applicable invoices and debit memos in the Miscellaneous tabbed region of the Create and Edit Transaction pages.

You can use the Edit and Review Transaction pages to update the structured payment reference on a transaction until you print the transaction. After printing a transaction, which is equivalent to customer delivery, the structured payment reference is a permanent part of the transaction and can't be updated.

By default, the structured payment reference prints as text only. You can print the structured payment reference as a QR (Quick Reference) code on invoice transactions. In the **Invoice Template Name** parameter of the Print Receivables Transactions process, select the template Default Invoice Template With SPR to generate the QR code. You can optionally set this template as the default print template for invoices using BI Publisher.

> **Note:** You can only print the structured payment reference on transactions belonging to customer accounts with the **Preferred Delivery Method** set to Paper or Email. XML, Portal Upload, and any custom delivery method don't include the structured payment reference.

The View Transaction page is accessible from the Review Customer Account Details page and from General Ledger. You can refer to the structured payment reference in the View Transaction page to identify the transaction for related customer service activities.

Structured Payment References on Receipts

You can include the structured payment reference on your standard receipts.

Include the structured payment reference when you create a receipt using any of these methods:

- Create and Edit Receipt pages

  Enter a structured payment reference in the header section of the Create or Edit Receipt page. If you intend to apply the receipt to a specific transaction, then enter the structured payment reference belonging to this transaction.

  In the Edit Receipt page, you can:

  - Update the structured payment reference on a receipt.
  - Use the structured payment reference as search criteria in the Application Reference window to search and select transactions for receipt application.

    > **Note:** An exact match of structured payment references isn't required to apply the receipt to a particular transaction.

- Automatic Receipts

  These guidelines apply to using structured payment references with automatic receipts:

  - If you want structured payment references copied from transactions to receipts, you must set the **Number of Receipts Rule** on the automatic receipt method to **One per Invoice**.
  - The settlement file generated by Payments includes the structured payment references.
  - If you're manually entering an automatic receipt, select an automatic receipt method and enter the structured payment reference in the receipt header.

- Lockbox Standard Receipts Import File Based Data Import Template

  The Payments tab of the Standard Receipts FBDI template and the lockbox control files have been extended to capture the structured payment reference attribute during receipt creation using Process Receipts Through Lockbox.

- Create Standard Receipt REST API

  Include the structured payment reference when you create a standard receipt using the Standard Receipt REST API.

- createStandardReceipt Web Service

  Include the structured payment reference when you create a standard receipt using the SOAP web service.

Receipt Reconciliation in Cash Management

You can update the structured payment reference on a receipt until the receipt is successfully reconciled in Cash Management either manually or using the Automatic Reconciliation process.

In Cash Management, define a Reconciliation Matching Rule using the structured payment reference in the System Transaction Grouping Attribute, to match receipts to bank statement lines using the Automatic Reconciliation process. During reconciliation, the receipts you create are matched automatically to bank statement lines using the structured payment reference.

Related Topics

- Review of Transactions and Transaction Activities
- Guidelines for Applying Receipts and On-Account Credit Memos
- Can I manually enter an automatic receipt?

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:

OBJECT_CODE	MAPPING_TYPE_CODE	MAPPED_LOOKUP_CODE	Meaning	Description
AR_TRANSACTION	ZMM_NOTE_TYPE	MAINTAIN (default)	Maintain	Maintain Receivables transactions
AR_TRANSACTION	ZMM_NOTE_TYPE	AR_APPROVAL	Receivables Credit Memo Request Approval	Receivables credit memo request approval note type

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.

Reports for Create and Process Transactions

Billing History Report

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

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

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

Report Output

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

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

Report Heading	Description
Transaction Original Amount	The original amount of the transaction.
Transaction Balance Due	The balance due after each activity against the transaction.
Activity Applied Amount	The amount of each payment against the transaction.
Activity Credited Amount	The amount of each credit against the transaction.
Activity Adjusted Amount	The amount of each adjustment to the transaction.

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

Row Heading	Description
Total for Currency	The totals for all transaction activity in the entered currency.

Document Number Audit Report

Use the Document Number Audit Report to identify missing document numbers. The report identifies missing numbers in a given sequence. If you're using manual or partial automatic numbering, the report only validates that the numbers are unique.

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

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

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

Run this report according to your document audit requirements.

Report Parameters

Report Type

Adjustment, Invoice, or Receipt.

Sequence Name

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

From/To Document Number

The document number range to include in the report.

Report Output

This table describes the important column headings in the Document Number Audit Report.

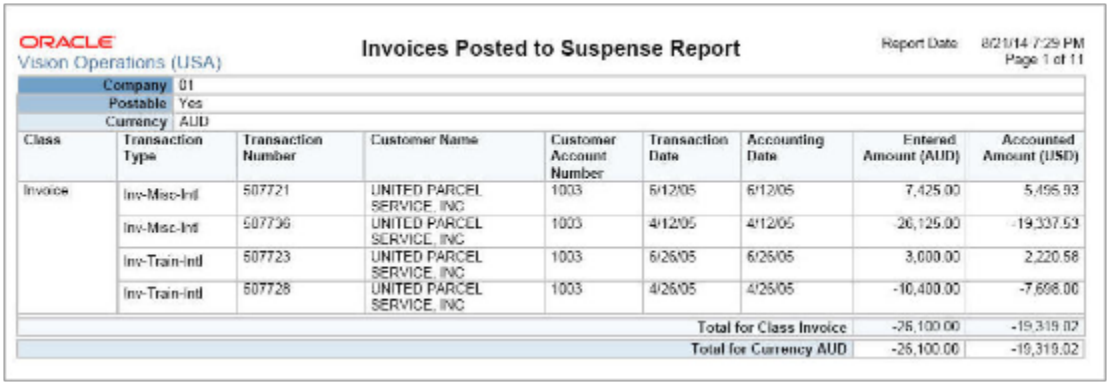
Column Heading	Description
Document Number	The missing document number.
Status	The status of the missing document number: • Entered: Both the Audit table and the Transaction table have an entry for this document number. • Not Entered: No entry for this document number exists in either the Audit table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

Overview of the Invoices Posted to Suspense Report

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

Overview

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



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Vision Operations (USA)

Invoices Posted to Suspense Report

Report Date 8/21/14 7:29 PM
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Company	01
Postable	Yes
Currency	AUD

Class	Transaction Type	Transaction Number	Customer Name	Customer Account Number	Transaction Date	Accounting Date	Entered Amount (AUD)	Accounted Amount (USD)
Invoice	Inv-Misc-Intl	507721	UNITED PARCEL SERVICE, INC	1003	6/12/05	6/12/05	7,425.00	5,496.93
	Inv-Misc-Intl	507736	UNITED PARCEL SERVICE, INC	1003	4/12/05	4/12/05	-26,125.00	-19,337.53
	Inv-Train-Intl	507723	UNITED PARCEL SERVICE, INC	1003	6/26/05	6/26/05	3,000.00	2,220.58
	Inv-Train-Intl	507728	UNITED PARCEL SERVICE, INC	1003	4/26/05	4/26/05	-10,400.00	-7,698.00
						Total for Class Invoice	-26,100.00	-19,319.02
						Total for Currency AUD	-26,100.00	-19,319.02

Key Insights

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

Frequently Asked Questions

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

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Accounting
Who uses this report?	Financial Manager after a run of the Import AutoInvoice process, whenever you use a suspense general ledger account.
When do I use this report?	To review a list of transactions, where revenue amounts are posted to suspense accounts when the imported transaction line amounts don't agree with the Price * Quantity calculated amount.
What can I do with this report?	Schedule to run following a run of the Import AutoInvoice process.
What type of report is this?	Oracle Business Intelligence Publisher

Invoices Posted to Suspense Report

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

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

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

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

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

Report Output

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

Column Heading	Description
Class	The transaction class of the transaction.
Transaction Type	The transaction type assigned to the transaction.
Transaction Number	The number assigned to the transaction.
Customer Name	The customer name on the transaction.
Customer Account Number	The customer account number on the transaction.
Transaction Date	The date the transaction was created.
Accounting Date	The date the transaction posts to general ledger.
Entered Amount	The transaction amount in the entered currency.
Accounted Amount	The transaction amount in the ledger currency.

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

Row Heading	Description
Company	The company or balancing segment of the accounting flexfield for this group of transactions.
Postable	The post to general ledger status for this group of transactions.
Currency	The currency for this group of transactions. The report prints a new page for each currency.
Total for Class	The total amount for transactions belonging to a transaction class.
Total for Currency	The total amount for transactions in the designated entered currency.
Total for Postable	The total accounted amount for all transactions that posted to the general ledger.
Total for Company	The total accounted amount for all transactions belonging to the designated company.
Report Summary	The total accounted amount for all transactions.

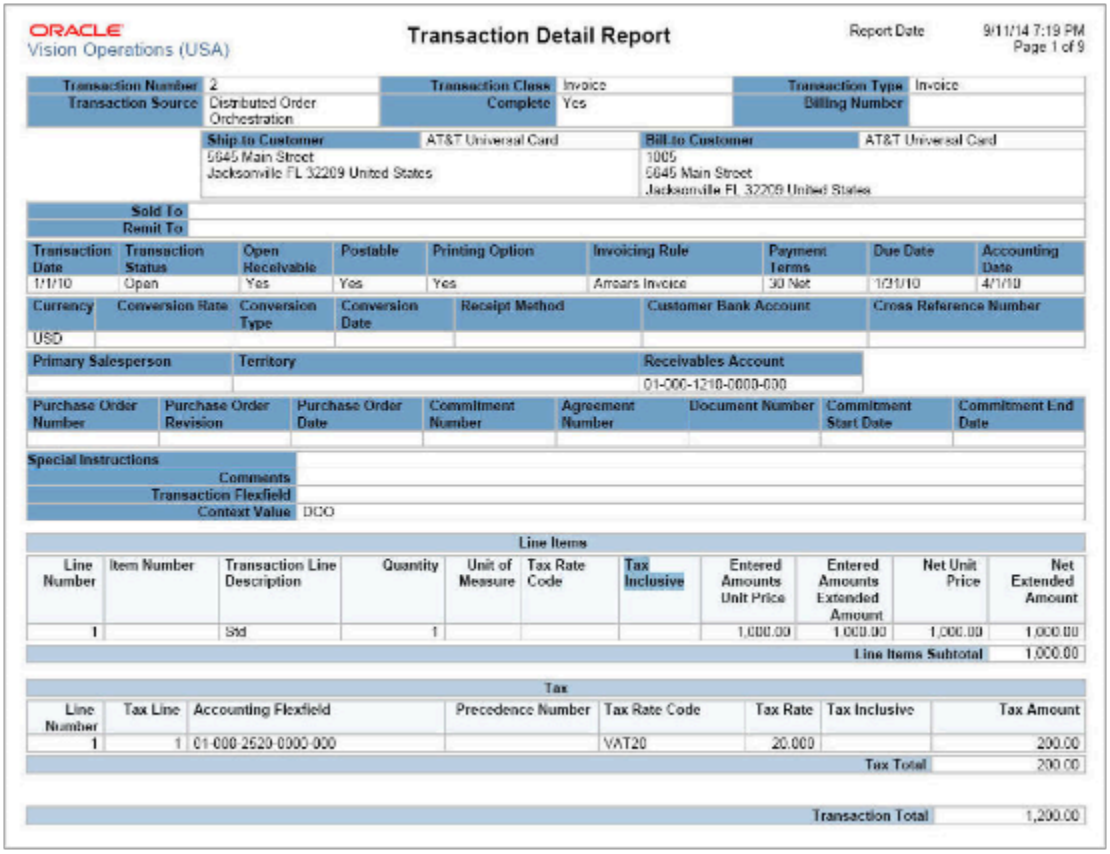
Row Heading	Description

Overview of the Transaction Details Report

This topic contains summary information about the Transaction Details Report.

Overview

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



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Transaction Detail Report

Report Date 9/11/14 7:19 PM
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Transaction Number	2	Transaction Class	Invoice	Transaction Type	Invoice
Transaction Source	Distributed Order Orchestration	Complete	Yes	Billing Number	

Ship to Customer	Bill to Customer
AT&T Universal Card 5645 Main Street Jacksonville FL 32209 United States	AT&T Universal Card 1005 5645 Main Street Jacksonville FL 32209 United States

Sold To
Remit To

Transaction Date	Transaction Status	Open Receivable	Postable	Printing Option	Invoicing Rule	Payment Terms	Due Date	Accounting Date
1/1/10	Open	Yes	Yes	Yes	Arrears Invoice	30 Net	1/31/10	4/1/10

Currency	Conversion Rate	Conversion Type	Conversion Date	Receipt Method	Customer Bank Account	Cross Reference Number
USD						

Primary Salesperson	Territory	Receivables Account
		01-000-1210-0000-000

Purchase Order Number	Purchase Order Revision	Purchase Order Date	Commitment Number	Agreement Number	Document Number	Commitment Start Date	Commitment End Date

Special Instructions
Comments
Transaction Flexfield
Context Value DOO

Line Items

Line Number	Item Number	Transaction Line Description	Quantity	Unit of Measure	Tax Rate Code	Tax Inclusive	Entered Amounts Unit Price	Entered Amounts Extended Amount	Net Unit Price	Net Extended Amount
1		Std	1				1,000.00	1,000.00	1,000.00	1,000.00
									Line Items Subtotal	1,000.00

Tax

Line Number	Tax Line	Accounting Flexfield	Precedence Number	Tax Rate Code	Tax Rate	Tax Inclusive	Tax Amount
1	1	01-000-2520-0000-000		VAT20	20.000		200.00
						Tax Total	200.00
						Transaction Total	1,200.00

Key Insights

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

Frequently Asked Questions

The following table lists frequently asked questions about the Transaction Details Report.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Billing
Who uses this report?	Financial Specialist during transaction reviews.

FAQ	Answer
When do I use this report?	When you need to see all the details related to specific transactions.
What can I do with this report?	Schedule as needed.
What type of report is this?	Oracle Business Intelligence Publisher

Transaction Details Report

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

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

Run this report according to your customer transaction review requirements.

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

Report Output

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

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

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

Revenue Accounts Column Heading	Description
Line Number	The transaction line item number that refers to the revenue account. One transaction line item can be distributed to many revenue accounts.

Revenue Accounts Column Heading	Description
Percentage	The percentage of the transaction line amounts associated with this revenue account.
Amount	The amount of the line item distributed to this revenue account.
Accounting Flexfield	The revenue account for the line item distribution.
Comments	User comments about the line item distribution.
Accounting Date	The accounting period when the line item distribution will be posted to general ledger.
Posted Accounting Date	The date the line item distribution has posted to general ledger, if applicable.
Revenue Scheduling Rule	The revenue scheduling rule associated to the transaction line, if applicable.

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

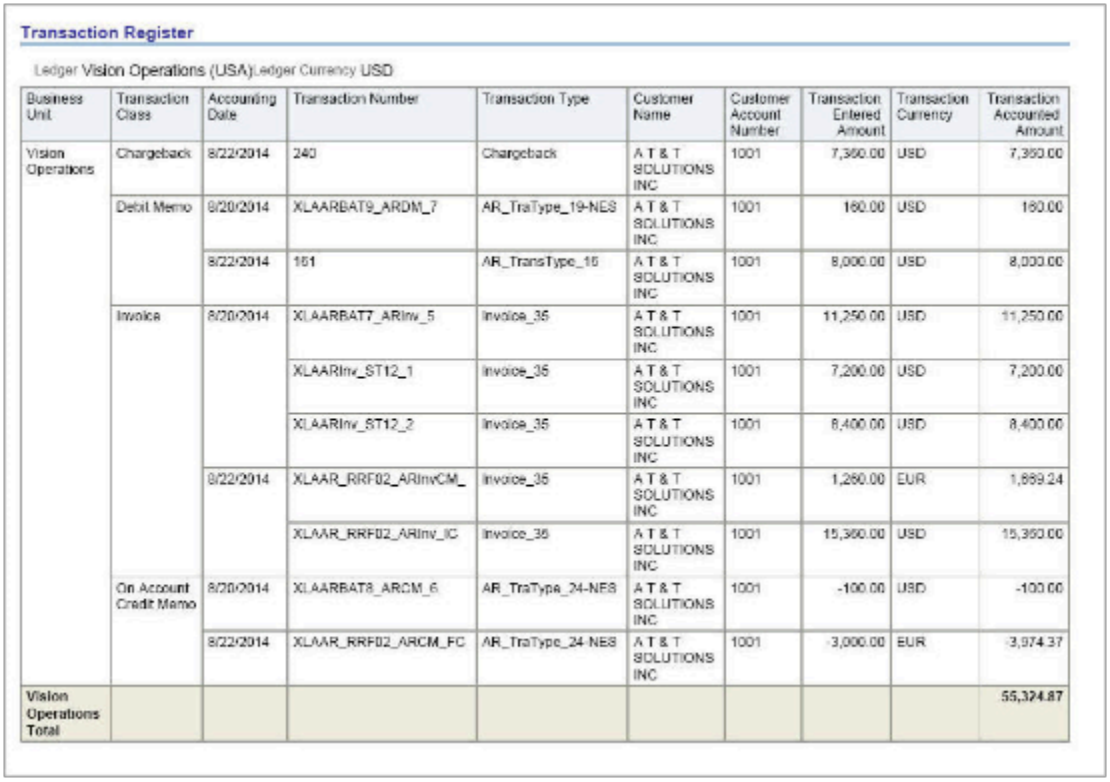
Account Sets Column Heading	description
Line Number	The transaction line number to which this account set is applied.
Other Line	The tax or freight line number.
Line Type	The line type: Line, Tax, Freight, or Charges.
Account Class	The account class for the accounting flexfield.
Percentage	The percentage of the transaction line amounts associated with this account.
Accounting Flexfield	The accounting flexfield for the tax account.
Comments	User comments about the transaction line.
Revenue Scheduling Rule	The revenue scheduling rule associated to the transaction line, if applicable.

Overview of the Transaction Register

This topic contains summary information about the Transaction Register.

Overview

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



Transaction Register

Ledger Vision Operations (USA) Ledger Currency USD

Business Unit	Transaction Class	Accounting Date	Transaction Number	Transaction Type	Customer Name	Customer Account Number	Transaction Entered Amount	Transaction Currency	Transaction Accounted Amount
Vision Operations	Chargeback	8/22/2014	240	Chargeback	A T & T SOLUTIONS INC	1001	7,360.00	USD	7,360.00
	Debit Memo	8/20/2014	XLAARBAT9_ARDM_7	AR_TraType_19-NES	A T & T SOLUTIONS INC	1001	160.00	USD	160.00
		8/22/2014	161	AR_TransType_16	A T & T SOLUTIONS INC	1001	8,000.00	USD	8,000.00
	Invoice	8/20/2014	XLAARBAT7_ARInv_5	Invoice_35	A T & T SOLUTIONS INC	1001	11,250.00	USD	11,250.00
			XLAARInv_ST12_1	Invoice_35	A T & T SOLUTIONS INC	1001	7,200.00	USD	7,200.00
			XLAARInv_ST12_2	Invoice_35	A T & T SOLUTIONS INC	1001	8,400.00	USD	8,400.00
		8/22/2014	XLAAR_RRF02_ARInvCM_	Invoice_35	A T & T SOLUTIONS INC	1001	1,260.00	EUR	1,889.24
			XLAAR_RRF02_ARInv_IC	Invoice_35	A T & T SOLUTIONS INC	1001	15,360.00	USD	15,360.00
	On Account Credit Memo	8/20/2014	XLAARBAT8_ARCM_6	AR_TraType_24-NES	A T & T SOLUTIONS INC	1001	-100.00	USD	-100.00
		8/22/2014	XLAAR_RRF02_ARCM_FC	AR_TraType_24-NES	A T & T SOLUTIONS INC	1001	-3,000.00	EUR	-3,974.37
Vision Operations Total									**55,324.87**

Key Insights

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

Frequently Asked Questions

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

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

Related Subject Areas

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

Transaction Register

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

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

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

Selected Report Parameters

Accounting Date

The transaction accounting date range to include in the report.

Transaction Currency

Confine the report to one transaction currency.

Transaction Class

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

Post to General Ledger Eligible

- Yes: Transactions eligible for posting to the general ledger. The **Post to GL** option on the transaction types assigned to these transactions is enabled.
- No: Transactions that don't post to the general ledger. The **Post to GL** option on the transaction types assigned to these transactions isn't enabled.

Report Output

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

This table describes the report headings in the Transaction Register.

Report Heading	Description
Transaction Entered Amount	The amount of the transaction in the transaction currency.
Transaction Currency	The currency of the transaction.
Transaction Accounted Amount	The accounted amount of the transaction in the ledger currency.
[Transaction Class] Total	Total accounted amount for each transaction class.

Report Heading	Description
[Business Unit] Total	Total accounted amount for each business unit.
Grand Total	Total accounted amount for the report.

Related Topics

- Guidelines for Using the Receivables to General Ledger Reconciliation Report
- Options for Posted and Non-Posted Activities using Transaction Types

FAQs for Create and Process Transactions

When do I enter an invoicing rule?

Enter an invoicing rule for invoices that recognize receivables over more than one accounting period.

There are two invoicing rules:

- In Advance: Use this rule to recognize the receivable immediately.
- In Arrears: Use this rule to recognize the receivable at the end of the revenue recognition schedule, as defined by the revenue scheduling rule assigned to the invoice.

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

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

What's the difference between the various customers?

An invoice identifies the customer or customers involved in the transaction. Often the various customer entries all refer to the same enterprise, or to legal entities belonging to the same enterprise.

If you enter ship-to customer information, this populates the default bill-to information. If you enter bill-to information, this doesn't populate default ship-to information.

From an invoicing point of view, you don't have to provide ship-to information. However, taxes are calculated based on ship-to information.

If the transaction involves more than one customer or entity, you can use the available sections to identify each party to the transaction. The invoice identifies these customers:

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

What legal entity is assigned to a transaction?

The assignment of a legal entity to a transaction follows a specific hierarchy.

This hierarchy is:

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

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

How do I create and update installments?

Assign split payment terms to an invoice or debit memo to let customers make payments in multiple installments. The billing process automatically creates the payment schedules based on the transaction date and the details of the split payment terms.

For example, split payment terms can specify that 40 percent of an invoice is due 30 days after the invoice date, and the remainder is due in 60 days.

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

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

How do I manage sales credits?

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

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

How do I manage freight charges?

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

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

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

If you update the default tax exemption handling value at the transaction level, this value becomes the default value for any new transaction lines created. You can change this default value on the new lines created at the line level.

Updating the default tax exemption handling value at the transaction level doesn't change the value on existing lines. If the transaction already contained transaction lines when you updated the default tax exemption handling value, these lines retain their existing tax exemption handling values.

Why can't I incomplete the transaction?

Because of one or more of these activities: the transaction is fully paid, posted, printed, has receipt applications against it, or has active revenue contingencies.

If you use document sequencing, you can't incomplete the transaction if the primary ledger is set both to enable document sequencing at the legal entity level and to enforce document sequencing in chronological order by accounting date. Once the transaction is completed and a document number assigned, you can't incomplete the transaction because it would create a gap in the chronological sequence.

Why can't I update freight information for the entire invoice?

You update freight charges that apply to the entire invoice at the invoice level only.

If freight is entered on one or more individual invoice lines, you can only update these freight amounts at the line level. Updates to freight at the invoice level don't update freight amounts at the line level.

Why can't I update an installment on the transaction?

Because the transaction belongs to a bill plan and the installment has either a dispute or an adjustment against it.

Can I enter a document number on a void transaction?

No, document sequencing uses the accounting date as the document sequence date. Void transactions don't have an accounting date.

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

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

Control of Transaction Completion

Control of Transaction Completion Overview

Control the completion of Receivables invoices and credit memos by setting up a review process. Control of transaction completion applies to both manual and imported transactions.

Transactions created under control of transaction completion remain incomplete until a designated approver reviews the transactions for accuracy and completeness. You can use control of transaction completion, for example:

- To monitor transaction creation by new hires.
- To provide review of the transactions of specific customers before delivery.
- To oversee the accuracy of transactions imported from third-party systems.

You can designate control of transaction completion on these transactions:

- Invoices created manually using the Create Transaction pages or the Create Invoice REST API.
- Credit memos created manually using the Create Transaction and Credit Transaction pages or the Create Credit Memo REST API.

Controls on credit memos apply to both standard and on-account credit memos.

- Third-party invoices and credit memos created using the Import AutoInvoice process.

  You can't designate control of transaction completion on imported transactions from Oracle Fusion Cloud upstream systems, including Order Management, Project Management, and Subscriptions.

- Invoices and credit memos created by designated approvers.

  Set up controls to prevent designated approvers from completing their own transactions.

The control process doesn't apply to these transactions:

- Debit memo, chargeback, and bills receivable transactions.
- Invoices and credit memos without the Line and Freight line types.
- Invoices and credit memos created using the SOAP web services.
- Invoices and credit memos with tax processing managed by an external tax partner.
- Imported transactions from Oracle upstream systems.

You designate specific sets of invoices and credit memos for review before completion by assigning these transactions preconfigured transaction sources and transaction types.

You configure a transaction source for review before completion by selecting the type of control:

- **No control**: The default.
- **External control**: After review by a designated approver, transactions are approved using the Receivables Invoice or Receivables Credit Memo REST service.
- **Role-Based control**: Transactions are reviewed and approved by users with security role-based access.
- **User-Based control**: Transactions are reviewed and approved by users defined by the Receivables Transaction Approval Rules spreadsheet template.

You configure a transaction type for review before completion by selecting the level of control of transaction completion:

- **All**: Review all transactions assigned the transaction type.
- **Lines With Negative Amount**: Review only transactions with negative line amounts.
- **None**: Don’t review transactions, which overrides the transaction source setting.

The combination of transaction source and transaction type settings determine the type of review and control required before transaction completion.

After you set up control of transaction completion on designated invoices and credit memos:

- Transactions created and saved either manually or using AutoInvoice are set as Incomplete.
- Transactions created by designated approvers are set as Incomplete and assigned the Pending Approval status. These transactions are assigned to another approver for review.
- If you are using External control, these transactions are available for review by designated approvers in the Billing work area or in the Manage Transactions page.
- If you are using Role-Based or User-Based control, these transactions are assigned the Pending Approval status and automatically assigned to the designated approvers.
- After review, the approver can either set the transaction to Complete or return the transaction to the initiator for rework.

Control of Transaction Completion Setup

Before you set up for control of transaction completion, decide which transactions you want to place under review before completion and what type of review process you want to use.

There are three types of review process available:

- External control: Approvers review either all designated transactions or transactions with negative line amounts.
- Role-Based control: Assign separate roles for users that enter transactions and users that approve transactions.
- User-Based control: Use the Simplified Rules Configuration spreadsheet to assign transactions designated for review to specified approvers.

To set up for control of transaction completion, complete these tasks:

- Assign Roles and Privileges
- Set Prevention of Self-Approval
- Create Transaction Sources
- Create Transaction Types
- Create User-Defined Rules

Assign Roles and Privileges

Implementation Roles: To set up transaction sources, transaction types, and simplified approval rules, assign this privilege to the necessary implementor job roles:

- Set Up Receivables Batch Source AR_SET_UP_RECEIVABLES_BATCH_SOURCE_PRIV

Approval Roles for Role-Based and User-Based Control: Create custom job roles for approvers designated to Approve and Force Approve Receivables transactions in the Pending Approval status. Assign these custom job roles these privileges:

- Approve Receivables Transaction AR_APPROVE_RECEIVABLES_TRANSACTION_PRIV
- Force Approve Receivables Transaction AR_FORCE_APPROVE_RECEIVABLES_TRANSACTION_PRIV

> **Note:** A transaction in the Pending Approval status opens in a Review Transaction page, with the buttons Approve, Force Approve (if assigned), Rework and Cancel exposed for the designated approver to take the appropriate action. The Save, Complete and Delete buttons are not exposed.

Approval Roles for External Control: Assign approvers designated for External control the AR_MANAGE_TRANSACTION_CONTROL_REST privilege to complete approved transactions by setting the AllowCompletion flag to Y.

Creation Roles: To create Receivables transactions, you can continue with your custom job roles or the predefined Receivables Manager job role ORA_AR_ACCOUNTS_RECEIVABLE_MANAGER_JOB.

Set Prevention of Self-Approval

Set the ORA_AR_ALLOW_SELF_APPROVAL profile option to prevent self-approval of transactions by designated approvers. Preventing self-approval helps maintain proper segregation of duties, minimizes the risk of fraud, and promotes accountability among approvers.

To set up for prevention of self-approval:

1. Navigate to the Manage Receivables Profile Options page.
2. Search for the ORA_AR_ALLOW_SELF_APPROVAL profile option.
3. In the Profile Values section, set the Profile Level to **Site**, if not already selected.
4. Set the Profile Value to **No**. The default value is **Yes**.
5. Save your work.

If a designated approver opens a transaction in the Pending Approval status that they created, the Review Transaction page only exposes the buttons Withdraw and Cancel. The buttons Approve, Rework and Cancel are not exposed.

Create Transaction Sources

Create one or more transaction sources with the Transaction Completion field enabled and assign these transaction sources to applicable transactions.

> **Note:** You must create new transaction sources for control of transaction completion. You can't update predefined transaction sources.

To set up a transaction source for control of transaction completion:

1. Navigate to the Manage Transaction Sources page.
2. Click the **Plus (+)** icon to open the Create Transaction Source page.
3. In the Transaction Source Set field, select a reference data set.
4. If applicable, select a legal entity in the Legal Entity field.
5. In the Name and Description fields, enter a name and description that identify this transaction source for control of transaction completion.
6. In the Type field, select:
    - **Manual**: Invoices and credit memos created manually.
    - **Imported**: Invoices and credit memos created using the Import AutoInvoice process.
7. In the From Date field, enter the date this transaction source becomes active.
8. In the Transaction Completion field, select the type of control you want for transactions assigned this transaction source:
    - **External control**
    - **Role-Based control**
    - **User-Based control**
9. Complete the remaining settings for this transaction source according to your requirements.
10. Save your work.

Create Transaction Types

Create one or more transaction types with the Level of Control of Transaction Completion field enabled and assign these transaction types to transactions assigned a transaction source with Transaction Completion enabled.

When you assign a transaction a transaction source enabled for control of transaction completion, the Transaction Type field on the transaction displays only transaction types enabled for control of transaction completion and Void transaction types.

To set up a transaction type for control of transaction completion:

1. Navigate to the Manage Transaction Types page.
2. Click the **Plus (+)** icon to open the Create Transaction Type page.
3. In the Transaction Type Set field, select a reference data set.
4. If applicable, select a legal entity in the Legal Entity field.
5. In the Name and Description fields, enter a name and description that identify this transaction type for control of transaction completion.
6. In the Transaction Class field, select **Invoice** or **Credit Memo**.
7. In the Transaction Status field, select the transaction status.
8. In the From Date field, enter the date this transaction type becomes active.
9. In the Creation Sign field, you must select **Positive Sign**, if this transaction type is used to ensure that all invoice lines on the transaction must have a positive sign.
10. In the Generate Bill field, select **Yes** or **No**.
11. In the Level of Control of Transaction Completion field, select the option to use for control of transaction completion:
    - **All**: Create all transactions assigned this transaction type as Incomplete. The transaction requires review and completion by the designated approver.
    - **Lines With Negative Amount**: Create transactions assigned this transaction type as Incomplete only if the transaction contains negative line amounts and the transaction has a creation sign of Positive. The transaction requires correction to the line amounts and completion by the designated approver.
    - **None**: Create all transactions assigned this transaction type as Complete without any review, even if the transaction source is enabled for control of transaction completion.
12. Manual transactions only: If you use chronological document sequencing, and you enable the **Enable no future dates with chronological document sequencing** option:
    - Transactions are created as Incomplete and are only set to Complete after review by the approver.
    - If there is a change in the document sequence date, the approver should update both the transaction date and accounting date when completing the transaction to ensure that the document sequence number is generated according to the updated transaction and accounting dates.
13. Complete the remaining settings for this transaction type according to your requirements.
14. Save your work.

This table describes the level of control of transaction completion enabled, according to the settings of the transaction source and transaction type assigned to the transaction.

Transaction Source: Transaction Completion	Transaction Type: Level of Control of Transaction Completion	Transaction Completion Control
No control	Any setting	No transaction completion review required. The transaction type setting is ignored.
• **External control** • **Role-Based control** • **User-Based control**	**All**	All transactions require review and approval.
• **External control**	**Lines with Negative Amount**	Only transactions with negative line amounts require review and approval.

Transaction Source: Transaction Completion	Transaction Type: Level of Control of Transaction Completion	Transaction Completion Control
• **Role-Based control** • **User-Based control**		
Any setting	**None**	No transaction completion review required. The transaction source setting is ignored.

Create User-Defined Rules

Use the Manage User-Defined Rules for Receivables page to download the Receivables Transaction Approval Rules spreadsheet template. You use this template for transaction sources enabled for User-Based control and Role-Based control.

You can create these user-defined rules:

- User-Based control and Role-Based control: Create Auto Approval rules to automatically approve transactions at or under a certain amount without review.
- User-Based control only: Create User Approval rules to assign transactions designated for review to your specified approvers.

Transaction Completion and User-Defined Rules:

- Role-Based control: If you set up the transaction source as **Transaction Completion: Role-Based control** but you don't create any Auto Approval rules, then all transactions assigned this transaction source are set to Pending Approval and must go through the approval process.
- User-Based control: If you set up the transaction source as **Transaction Completion: User-Based control**, you must set up User Approval rules for every transaction assigned this transaction source. You can optionally set up Auto Approval rules.

To create user-defined rules:

1. Navigate to the Manage User-Defined Rules for Receivables page.
2. In the Rule Templates section, click the **Download** icon for the Receivables Transaction Approval Rules template.
3. Download the template to your folder. The template contains three tabbed sheets:
    - Instructions sheet: Contains instructions, sample rules, and the **Generate Rule File** button.
    - Role-Based Approval Rules sheet: Set up Auto Approval rules for transactions with Role-Based control.
    - User-Based Approval Rules sheet: Set up Auto Approval rules and User Approval rules for transactions with User-Based control.
4. To create an Auto Approval rule:
    a. Navigate to the User-Based Approval Rules or Role-Based Approval Rules sheet.
    b. In the Rule Description field, enter **Transaction Auto Approval Rule**.
    c. In the Approval Routing field, select **Auto Approve**.
    d. In the Transaction Amount field, enter the formula for transaction amounts that are excluded from review.
    e. In the Transaction Class field, enter **Invoice** or **Credit Memo**.

    For example, the rule **<=1000** with transaction class **Invoice** means that all invoices up to a maximum amount of $1000 are approved for completion without review.

All transactions that fall outside the parameters of the Auto Approval rules are set to Pending Approval and require review and approval before completion.

5. To create a User Approval rule:
    a. Navigate to the User-Based Approval Rules sheet.
    b. In the Rule Description field, enter **Transaction User Approval Rule**.
    c. In the Approval Routing field, select **User**.
    d. In the User field, enter the identifier for the designated approver. For example, **User1**.
    e. In the Transaction Amount field, enter the formula for transaction amounts that require review by the designated approver.
    f. In the Includes Negative Line Amounts Indicator field, select **Yes** or **No**.

    If you select **Yes**, then the approver must also review any transaction with negative line amounts.
    g. In the Transaction Class field, enter **Invoice** or **Credit Memo**.

    For example, the rule **>1000** with transaction class **Invoice** means that all invoices with an amount greater than $1000 require review by **User1** before the invoice can be completed.
6. When you have finished entering and saving your rules, navigate to the Instructions sheet.
7. Click the **Generate Rule File** button.

    This action validates the rules and generates the rule file in .zip format. The .zip file is saved to the same folder as the rule template.
8. In the Rule Templates section of the Manage User-Defined Rules for Receivables page, click the **Upload** icon for the Receivables Transaction Approval Rules template.
9. In the Upload File window, click the **Browse** button to find and select the .zip rule file that you generated.
10. Click the **Submit** button to upload the rule file.

Related Topics

- Create Workflow Rules Using a Spreadsheet
- Manage Workflow Rules Using a Spreadsheet

External Control of Transaction Completion

Use External control of transaction completion for direct review and approval of designated invoices and credit memos.

You can apply two different levels of control with External control of transaction completion:

- Require review and approval of all invoices and credit memos before completion.
- Require review, correction, and approval of invoices and credit memos that have negative transaction line amounts and that are assigned a transaction type with a Creation Sign of **Positive**.

Choose the users you want to act as approvers of transactions with External control of transaction completion, and assign these users the AR_MANAGE_TRANSACTION_CONTROL_REST privilege. This lets an approver use the Receivables Invoice REST API or the Receivables Credit Memo REST API to approve transactions for completion by setting the AllowCompletion flag to **Y**.

The approver can alternatively delete the transaction, void the transaction by applying a Void transaction type, or leave the transaction in the Incomplete status.

Approvers using External control of transaction completion can search for invoices and credit memos that require review either in the Billing work area or in the Manage Transactions page.

Note: Transactions under External control of transaction completion don't transition to the Pending Approval status.

To review transactions under External control of transaction completion:

1. In the Incomplete infotile of the Billing work area or in the Manage Transactions page, click the **View > Columns** menu.
2. Select the columns **Allow Completion** and **Control Completion Reason**.
3. Review the applicable transactions.

   Transactions with an **Allow Completion** value of **No** require review before they can be completed.

   The **Control Completion Reason** column displays the reason that review is required.

Role-Based and User-Based Control of Transaction Completion

Use Role-Based and User-Based control of transaction completion to designate invoices and credit memos for review and approval according to user-defined rules and approver roles and privileges.

After transaction creation, transactions that require review under Role-Based and User-Based control are processed in this way:

- If a Role-Based or User-Based Auto Approval rule applies to the transaction, then the transaction is auto-approved and set to Complete, and no review is required.
- If no Role-Based or User-Based Auto Approval rule applies to the transaction, then the transaction is set to Incomplete and assigned the Pending Approval status.

Designated approvers can review and approve transactions using either of these methods:

- Transaction Approval infotile in the Billing work area.
- Receivables Invoices and Receivables Credit Memos REST APIs.

These rules apply to transactions that are Pending Approval:

- Transaction initiators can't update Pending Approval transactions while they await review.
- Transaction initiators can't generate and send invoices to customers that are Pending Approval.
- If the setup is in place, transaction intiators who are designated approvers can't approve and complete their own transactions.
- Unlike Incomplete transactions, Pending Approval transactions are validated and have accounting distributions.
- After approval, transactions are Complete and ready for accounting.
- An audit history is captured for all transactions that pass through the review and approval process.

Review of Transactions Pending Approval Using the Billing Work Area

Use the Transaction Approval infotile in the Billing work area to review transactions Pending Approval. The Transaction Approval infotile only exposes Pending Approval transactions to designated approvers:

- Role-Based approvers: Exposes all Pending Approval transactions in all business units that the user with the AR_APPROVE_RECEIVABLES_TRANSACTION_PRIV privilege has access to.

- User-Based approvers: Exposes all Pending Approval transactions assigned to the specific user designated by the User Approval rule.

> **Note:** If a transaction doesn't match any User Approval rule, then any designated approver with the AR_FORCE_APPROVE_RECEIVABLES_TRANSACTION_PRIV privilege can review and approve the transaction.

To review a Pending Approval transaction:

1. Navigate to the Transaction Approval infotile in the Billing work area.
2. Click the transaction number you want to open the Review Transaction page.
3. The Review Transaction page display depends on the approver privileges:
    - **Approve** and **Rework** buttons: Role-Based approvers with the AR_APPROVE_RECEIVABLES_TRANSACTION_PRIV privilege and User-Based approvers assigned the transaction.
    - **Force Approve** and **Rework** buttons: User-Based approvers with the AR_FORCE_APPROVE_RECEIVABLES_TRANSACTION_PRIV privilege, when no approver is automatically assigned the transaction.
    - Read-Only: Users without approval privileges.
4. Review the transaction for completeness according to Receivables standard requirements and your own business requirements.
5. Optionally review the transaction installments.

    Select **Review Installments** from the Actions menu to open the Review Installments window. The window displays the due date and original amount for each installment, and the total for all installments.
6. After review:
    - Click **Approve** or **Force Approve** to approve the transaction and set it to Complete.
    - Click **Rework** to send the transaction to the initiator and set it to Incomplete.
7. Enter a comment about your review.

    Review comments are saved in the transaction audit trail. You can review the transaction approval history in the Audit Trail tab of the Review Transaction page.
8. Click **Done** to close the Review Transaction page.

Review of Transactions Pending Approval Using the Receivables REST APIs

Use the Receivables Invoices and Receivables Credit Memos REST APIs to implement custom validations and automate transaction completion for Pending Approval transactions.

Use the Receivables Invoices REST API to:

- Approve Receivables invoices using the Approve custom operation of receivablesInvoices REST API.
- Rework receivables invoices using the Rework custom operation of receivablesInvoices REST API.

Use the Receivables Credit Memos REST API to:

- Approve Receivables credit memos using the Approve custom operation of receivablesCreditMemos REST API.
- Rework Receivables credit memos using the Rework custom operation of receivablesCreditMemos REST API.

All the custom actions accept Approval and Rework comments as payload attributes. The comments passed with the action are captured in the approval audit history of the Receivables transaction.

Approved transactions are set to Complete. Transactions that require rework are set to Incomplete.

Note: Receivables Invoices and Receivables Credit Memos REST APIs prevent designated approvers from approving their own transactions.

Rework of Transactions Pending Approval

The transaction initiator reviews an invoice or credit memo returned for rework in the Review Transaction page.

Use the **Withdraw** button in the Review Transaction page withdraw the transaction from the Pending Approval status. After making the necessary corrections, the transaction can be saved and resubmitted.

The **Withdraw** button is exposed to the user who manually created the invoice or credit memo, or the user who created invoices and credit memos from a run of the Import AutoInvoice process.

Sweep Pending Approval Transactions to Another Period

During period close, any transactions in the Pending Approval status in a Close Pending accounting period--along with any invalid transactions--will block the closing of the period. If you can't close out all Pending Approval transactions before period close, you can sweep the remaining transactions to another period.

Use the Sweep Subledger Transactions to Another Period process to include a sweep of Pending Approval transactions to a future accounting period. Set the Sweep Pending Approval Transactions parameter to **Yes** to include Pending Approval transactions in the sweep.

Related Topics

- Sweep Subledger Transactions to Another Period

AutoInvoice and Control of Transaction Completion

Use control of transaction completion on invoices and credit memos imported using the Import AutoInvoice process.

You can only use control of transaction completion on imported third-party transactions. You can't designate control of transaction completion on imported transactions from Oracle Fusion Cloud upstream systems, including Order Management, Project Management, and Subscriptions.

You must complete the necessary setups for control of transaction completion. This includes:

- Assign Roles and Privileges
- Create Imported Transaction Sources
- Create Transaction Types
- Create User-Defined Rules

Credit Memos and Control of Transaction Completion

If you plan to use control of transaction completion, don't enable the **Receipt Handling for Credits** option on the Imported transaction source.

During AutoInvoice import, invoices that require review are left Incomplete and assigned the Pending Approval status. AutoInvoice can't apply credit memos to Incomplete invoices.

The corresponding credit memo lines remain in the RA_INTERFACE_LINES_ALL table until the invoices are approved and set to Complete.

If an invoice is created and set to Complete without review, but the corresponding credit memo requires review, the credit memo is created and assigned the Pending Approval status. After review and approval, the credit memo can be applied to the invoice.

Import Transactions with Control of Transaction Completion

To use control of transaction completion during AutoInvoice import:

1. Navigate to Scheduled Processes.
2. Select the Import AutoInvoice process.
3. In the Business Unit parameter, select the applicable business unit.
4. In the Transaction Source parameter, select an Imported transaction source enabled for control of transaction completion:
    - External control
    - Role-Based control
    - User-Based control
5. In the Default Date parameter, confirm or update the date.
6. In the Transaction Type parameter, select a transaction type enabled for control of transaction completion.
7. Complete the remaining parameters according to your requirements.
8. Click **Submit**.

After transaction creation, transactions that require review and approval before completion are processed as follows:

- **External control**:
    - Review all invoices and credit memos, or all invoices and credit memos with negative transaction line amounts.
    - Any user with the AR_MANAGE_TRANSACTION_CONTROL_REST privilege can review and approve the transactions.
- **Role-Based control**:
    - If an Auto Approval rule applies to the transaction, then the transaction is auto-approved and set to Complete, and no review is required.
    - If no Auto Approval rule applies to the transaction, then the transaction is set to Incomplete and assigned the Pending Approval status.
    - Any user with the AR_APPROVE_RECEIVABLES_TRANSACTION_PRIV privilege can review and approve the Pending Approval transactions.
- **User-Based control**:
    - If an Auto Approval rule applies to the transaction, then the transaction is auto-approved and set to Complete, and no review is required.
    - If no Auto Approval rule applies to the transaction, then the transaction is set to Incomplete and assigned the Pending Approval status.
    - Assign specific users designated by the User Approval rules to the transactions Pending Approval.
    - If no User Approval rule applies, then any user with the AR_FORCE_APPROVE_RECEIVABLES_TRANSACTION_PRIV privilege can review and approve the Pending Approval transactions.

Related Topics

- Control of Transaction Completion Setup

Manage AutoInvoice

AutoInvoice Import and External Data

You can import transaction data from Project and Distributed Order Orchestration, and from non-Oracle financial systems, to create transactions in Receivables using AutoInvoice.

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

- RA_INTERFACE_LINES_ALL
- RA_INTERFACE_SALESCREDITS_ALL
- RA_INTERFACE_DISTRIBUTIONS_ALL

There are two other AutoInvoice interface tables:

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

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

Related Topics

- AutoInvoice Interface Table RA_INTERFACE_LINES_ALL
- Overview of External Data Integration Services for Importing Data

AutoInvoice Validations on Imported Data

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

Review these aspects of the AutoInvoice validation process:

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

Standard Validations

AutoInvoice performs these standard validations on all data:

- Setup Values Defined: Ensures that the values pertaining to your setup are already defined in Receivables or in other related applications.

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

Transaction Source Settings

You can only use transaction sources of type Imported with the Import AutoInvoice process. The settings in the AutoInvoice Options and Import Information sections of the Imported transaction source determine how AutoInvoice validates imported transaction lines.

Credit Memos Against Paid Invoices

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

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

If the **Receipt Handling for Credits** option isn't enabled, then AutoInvoice evaluates credit memos using standard invoice validation:

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

Related Topics

- How AutoInvoice Validates Imported Transactions

How AutoInvoice Processes Data During Import

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

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

To access the template, complete the following steps:

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

Follow these guidelines when preparing your data in the worksheet:

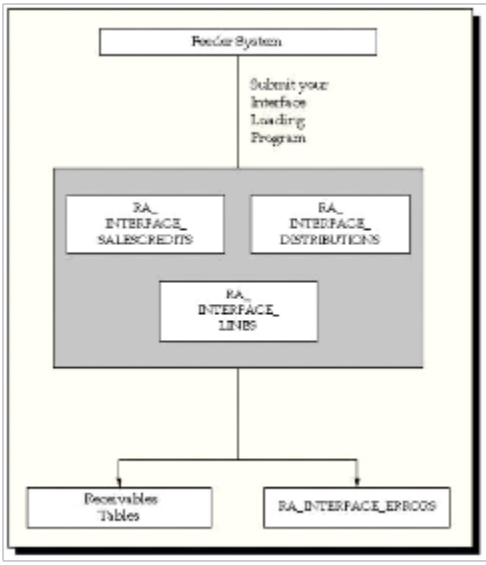
- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Don't change the order of the columns in the template.
- You can hide or skip the columns you don't use, but don't delete them.

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

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

The Import AutoInvoice process transfers the template transaction data to the AutoInvoice interface tables, then selects data from the interface tables to create transactions and transfer them to the Receivables tables. During the import process, Receivables rejects transactions with invalid information and transfers them to RA_INTERFACE_ERRORS_ALL.

This figure describes the AutoInvoice import process:



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

- RA_BATCHES_ALL
- RA_CUSTOMER_TRX _ALL
- RA_CUSTOMER_TRX_LINES _ALL
- RA_CUST_TRX_LINE_GL_DIST_ALL
- RA_CUST_TRX_LINE_SALESREPS_ALL
- AR_PAYMENT_SCHEDULES_ALL
- AR_RECEIVABLE_APPLICATIONS_ALL
- AR_ADJUSTMENTS_ALL

Settings That Affect AutoInvoice Import Processing

These settings affect AutoInvoice import processing:

- Receivables interface tables: The interface tables temporarily store the transaction data from your source system. You can enter values in specific columns of these tables to pass to AutoInvoice during the import process.
- AutoAccounting: You must set up AutoAccounting, even if you only use AutoInvoice to create transactions and pass distribution lines through the import process.
- **Item Validation Organization** Receivables system option: You must set this Receivables system option for AutoInvoice to function correctly, even if you don't plan to use inventory items.
- Conversion rates: If necessary, define the conversion rates that you need for your transactions in General Ledger.

  If a transaction uses conversion rates, AutoInvoice uses the rate on the conversion date, if one is provided. Otherwise, AutoInvoice determines the conversion rate using the transaction date.

  If the value of RA_INTERFACE_LINES_ALL.CONVERSION_TYPE is User, then you must provide a conversion rate in RA_INTERFACE_LINES_ALL.CONVERSION_RATE.
- Transaction source: Select an Imported transaction source for a run of the Import AutoInvoice process. These settings on the Imported transaction source influence the import process:
  - **Receipt Handling for Credits** option: Enable this option if you want AutoInvoice to manage imported credit memos against paid transactions. Select **On Account** to place imported credits on account. Select **Refund** to create refunds for imported credits.
  - AutoInvoice Options section: Use the settings in this section to modify details of the import process.
  - Import Information section: Use the settings in this section to indicate how AutoInvoice validates imported data.
- AutoInvoice grouping rule: Define an AutoInvoice grouping rule to identify the transaction attributes that must be identical in order to group transaction lines into one transaction.

  You can assign an AutoInvoice grouping rule to the Imported transaction source. If you don't assign a grouping rule to the transaction source, AutoInvoice derives the grouping rule based on the hierarchy: Transaction source; Customer site; Customer profile; System options.
- AutoInvoice line ordering rule: Define an AutoInvoice line ordering rule to organize the transaction lines belonging to a transaction created by the grouping rule in a specific order. You assign the line ordering rule to the AutoInvoice grouping rule used for the import process.
- **Business Unit** parameter: Use the optional **Business Unit** parameter of the Import AutoInvoice process to specify which business unit to process for imported transactions. If you don't enter a value in this parameter, then Import AutoInvoice processes all transactions in all business units that you have access to.

How Imported Data Is Processed

The Import AutoInvoice process consists of three phases: validation, grouping, and transfer.

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

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

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

In the transfer phase, AutoInvoice transfers the transactions created from transaction lines to the Receivables tables and validates the transferred data.

How Freight Lines and Late Charges Are Processed

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

If AutoAccounting for Freight is based on Standard Lines, then you can't import invoices with header level freight. All freight lines in this case must be associated with a standard line in order for AutoAccounting to determine the account. If the transaction has a line type of LINE with an inventory item of freight, AutoAccounting uses the revenue scheduling rules for the freight account rather than the revenue account.

AutoInvoice processes both debit memos with late charge lines and credit memos that are against debit memos with late charge lines. If LINE_TYPE = CHARGES, AutoInvoice doesn't calculate tax, freight, or sales credits on this line. If you pass a late charges distribution in RA_INTERFACE_DISTRIBUTIONS_ALL, then the ACCOUNT_CLASS must equal CHARGES.

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

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

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

Related Topics

- How You Correct AutoInvoice Errors
- How AutoInvoice Processes Credited Amounts
- AutoInvoice Grouping Rule Attributes
- How AutoInvoice Validates Imported Transactions

AutoInvoice Execution Report

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

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

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

Related Topics

- How AutoInvoice Processes Data During Import
- How You Correct AutoInvoice Errors

How You Correct AutoInvoice Errors

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

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

- Click the **Manage AutoInvoice Lines** link to open a workbook with all error records.
- Navigate to the Import Exceptions infotile and click a **Number of Exceptions** numbered link to open a workbook for these specific error records.

AutoInvoice Errors Workbook

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

The workbook is populated with information from the AutoInvoice tables:

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

The three tabbed worksheets arrange AutoInvoice information in this way:

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

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

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

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

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

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

Related Topics

- AutoInvoice Data Preparation

AutoInvoice Import and Credit Memos

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

You can import:

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

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

You can import credit memos against transactions that were already paid. When importing credit memos against paid transactions, AutoInvoice can evaluate these credits for automatic receipt handling. If an invoice transaction type

doesn't allow overapplication, and the **Receipt Handling for Credits** option isn't enabled on the transaction source, then AutoInvoice leaves the related credit memo in the interface tables until you unapply the receipt from the invoice.

On-Account Credit Memos

An on-account credit memo is a credit memo that isn't linked to an invoice.

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

- REFERENCE_LINE_ATTRIBUTE1-15
- REFERENCE_LINE_CONTEXT
- REFERENCE_LINE_ID

Credit Memos against Transactions

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

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

   You must also populate the REFERENCE_LINE_CONTEXT column with the INTERFACE_LINE_CONTEXT column of the invoice. The INTERFACE_LINE_CONTEXT column is stored in the RA_CUSTOMER_TRX_LINES_ALL table.

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

Credit Memos Against Invoices With Rules

When you import credit memos against invoices with rules, AutoInvoice uses the method you entered in RA_INTERFACE_LINES_ALL.CREDIT_METHOD_FOR_ACCT_RULE to determine how to reverse the accounting entries created for the original invoice.

You can enter LIFO, PRORATE, or UNIT:

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

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

Credit Memos Against Invoices Without Rules

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

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

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

Credit Memos Against Tax and Freight Lines

When you import credit memos, AutoInvoice ensures that you don't overapply tax and freight lines.

Related Topics

- AutoInvoice Interface Table RA_INTERFACE_LINES_ALL

AutoInvoice Import and Transaction Distributions

You can assign distributions to transactions during AutoInvoice import.

You can assign distributions in either of two ways:

- Using the AutoInvoice Interface Tables
- Using AutoAccounting

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

Assign Distributions Using the AutoInvoice Interface Tables

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

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

> **Note:** If you want to use the option of AutoInvoice dynamically inserting code combinations, you must pass segment values.

If you're using event-based revenue management to automatically defer or recognize revenue for imported transactions, and you want to pass code combination IDs for the applicable transaction lines, then you must ensure that the OVERRIDE_AUTO_ACCOUNTING_FLAG column of the RA_INTERFACE_LINES_ALL table is set to Yes.

Assign Distributions Using AutoAccounting

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

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

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

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

AutoInvoice and Transaction Flexfields

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

There are four types of transaction flexfields:

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

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

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

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

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

Line Transaction Flexfield

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

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

Receivables provides contexts for other Oracle Cloud applications that you use with AutoInvoice. If you import transactions from a legacy system using the AutoInvoice file-based data import spreadsheet, you can define a new

context for the Line Transaction Flexfield to distinguish these transactions from transactions that originated in Oracle Cloud applications.

Reference Transaction Flexfield

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

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

Link-To Transaction Flexfield

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

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

Invoice Transaction Flexfield

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

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

Related Topics

- AutoInvoice Interface Table RA_INTERFACE_LINES_ALL
- AutoInvoice Grouping Rule Attributes
- Considerations for Managing Extensible Flexfields

Accounting Date Derivation During AutoInvoice Import

During a run of the Import AutoInvoice process, AutoInvoice derives the accounting date to assign to transactions.

AutoInvoice derives the accounting date using these criteria:

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

AutoInvoice derives the accounting date differently depending on these criteria:

- Invoices without Rules
- Invoices with Rules
- Credit Memos

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

Invoices without Rules

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

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

Invoices with Rules

If the invoice uses the In Advance invoicing rule:

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

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

AutoInvoice uses the following process to derive the accounting date for invoices with revenue scheduling rules:

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

Credit Memos

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

Accounting Date Validation

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

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

Revenue Scheduling Rule Start Date Validation

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

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

Besides validating dates, AutoInvoice also rejects lines if:

- Revenue scheduling rule has overlapping periods.
- One or more accounting periods don't exist for the duration of the revenue scheduling rule.

Related Topics

- How Revenue Scheduling Rules Are Used

Process CPQ Cloud Orders Using AutoInvoice

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

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

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

Customer Credit Check

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

Create and Transfer Order Lines

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

You can submit these orders:

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

Generate Transactions

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

AutoInvoice and CPQ Cloud process order lines in this way:

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

Create and Generate Credit Memos

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

When canceling a recurring invoice:

1. Issue a credit memo line with identifiers for the order and order line to identify the applicable invoices in Receivables.
2. The Receivables Invoice Service updates the recurring bill plan information to indicate the order is canceled.
3. Run the Import AutoInvoice process to create and apply credit memos to the invoices already created in Receivables.

4. The Receivables Invoice Service deletes future-dated invoice lines from the interface tables according to the effective cancellation date.

Related Topics

- How You Correct AutoInvoice Errors
- AutoInvoice Grouping Rule Attributes

How You Import Credit Card Transactions with Tokens

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

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

Tokenization Columns in the AutoInvoice Import Template

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

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

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

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

Import Credit Card Transactions with Tokens

To import credit card transactions with tokens:

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

Related Topics

- How You Create Receipts for Credit Card Transactions with Tokens
- How can I authorize a credit card transaction with token?
- How You Enable Credit Card Tokenization
- PCI DSS Credit Card Processing Requirements

AutoInvoice Interface Table RA_INTERFACE_LINES_ALL

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

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

ACCOUNTING_RULE_DURATION

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

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

If LINE_TYPE = TAX, CHARGES, or you're passing freight for a specific line, don’t enter a value in this column.

For credit memos and on-account credits, don’t enter a value in this column.

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

destination
RA_CUSTOMER_TRX_LINES_ALL.ACCOUNTING_RULE_DURATION

ACCOUNTING_RULE_ID

Enter the revenue scheduling rule ID for this transaction.

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

If LINE_TYPE = TAX, CHARGES, or you're passing freight for a specific line, don’t enter a value in this column.

For credit memos, don’t enter a value in this column. AutoInvoice uses the revenue scheduling rule of the transaction you're crediting.

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

destination
RA_CUSTOMER_TRX_LINES_ALL.ACCOUNTING_RULE_ID

ACCOUNTING_RULE_NAME

Enter the revenue scheduling rule name for this transaction.

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

If LINE_TYPE = TAX, CHARGES, or if you're passing freight for a specific line, don't enter a value in this column.

For credit memos don't enter a value in this column. AutoInvoice uses the revenue scheduling rule of the transaction you're crediting.

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

destination
None.

ACCTD_AMOUNT

don't enter a value. This column isn't currently used.

validation
None.

destination
None.

AMOUNT

Enter the revenue amount for this transaction.

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

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

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

If LINE_TYPE = CHARGES, don't enter a value in this column.

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

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

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

destination
If the **Create clearing** option on the transaction source isn't enabled: RA_CUSTOMER_TRX_LINES_ALL.REVENUE_AMOUNT and RA_CUSTOMER_TRX_LINES_ALL.EXTENDED_AMOUNT. If the **Create clearing** option on the transaction source is enabled: RA_CUSTOMER_TRX_LINES_ALL.REVENUE_AMOUNT.

AMOUNT_INCLUDES_TAX_FLAG

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

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

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

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

destination
RA_CUSTOMER_TRX_LINES_ALL.AMOUNT_INCLUDES_TAX_FLAG

APPROVAL_CODE

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

validation
None.

destination
RA_CUSTOMER_TRX_ALL.APPROVAL_CODE

ADDRESS_VERIFICATION_CODE

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

validation
None.

destination
RA_CUSTOMER_TRX_ALL.ADDRESS_VERIFICATION_CODE

ASSESSABLE_VALUE

Enter the assessable value of the item on the transaction line.

The assessable value is the price at which a product is valued by a tax authority for a given tax, for tax calculation purposes.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL

ATTRIBUTE1-15

Enter the Invoice Line Information Flexfield attribute information for this transaction.

Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

validation
None.

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

ATTRIBUTE_CATEGORY

Enter the Invoice Line Information Flexfield category information for this transaction.

Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.ATTRIBUTE_CATEGORY

BATCH_SOURCE_NAME

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

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

destination

RA_BATCHES_ALL.BATCH_SOURCE_ID and RA_CUSTOMER_TRX_ALL.BATCH_SOURCE_ID.

BU_NAME

Enter the name of a specific business unit to process imported transactions for.

validation
AutoInvoice imports transactions either for the business unit specified or all business units the user has access to.

destination
None.

COMMENTS

Enter comments about this transaction.

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

If LINE_TYPE = TAX or your are passing freight for a specific line, don't enter text in this column.

validation
None.

destination
RA_CUSTOMER_TRX_ALL.COMMENTS

CONS_BILLING_NUMBER

Enter the number for this consolidated bill.

A consolidated bill number is used for grouping a set of invoices under one bill.

> **Note:** This column isn't currently supported.

validation
Doesn’t already exist in AR_CONS_INV_ALL.CONS_BILLING_NUMBER and AR_CONS_INV_ALL.CONS_INV_TYPE=MINV.

destination
AR_CONS_INV_ALL.CONS_BILLING_NUMBER

CONVERSION_DATE

Enter the conversion date for this transaction. If you don't enter a date, AutoInvoice uses the transaction date as the default. If the currency of the transaction line is the same as the ledger currency, then leave this column null.

For credit memos, AutoInvoice uses the conversion date of the invoice that the credit memo is against, and not the credit memo transaction date.

validation
None.

destination
RA_CUSTOMER_TRX_ALL.EXCHANGE_DATE

CONVERSION_RATE

Enter the conversion rate for this transaction.

If CONVERSION_TYPE is User, you must enter a value in this column; otherwise don't enter a value. If the currency of the transaction is the same as the ledger currency, enter User and set CONVERSION_RATE to 1.

validation

If RA_INTERFACE_LINES_ALL.CONVERSION_TYPE = User, then this column can’t be null; otherwise, it must be null.

destination

RA_CUSTOMER_TRX_ALL.EXCHANGE_RATE

CONVERSION_TYPE

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

validation

Must exist in GL_DAILY_CONVERSION_TYPES.CONVERSION_TYPE.

destination

RA_CUSTOMER_TRX_ALL.EXCHANGE_RATE_TYPE

CREDIT_METHOD_FOR_ACCT_RULE

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

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

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

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

validation

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

destination

RA_CUSTOMER_TRX_ALL.CREDIT_METHOD_FOR_RULES

CREDIT_METHOD_FOR_INSTALLMENTS

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

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

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

validation

Must be either PRORATE, LIFO, FIFO, or NULL.

destination
RA_CUSTOMER_TRX_ALL.CREDIT_METHOD_FOR_INSTALLMENTS

CURRENCY_CODE

Enter the currency for this transaction. You must enter a value in this column.

For credit memos, enter the currency of the invoice that you're crediting.

validation
Must exist in FND_CURRENCIES.CURRENCY_CODE.

destination
RA_CUSTOMER_TRX_ALL.INVOICE_CURRENCY_CODE and
AR_PAYMENT_SCHEDULES_ALL.INVOICE_CURRENCY_CODE.

CUSTOMER_BANK_ACCOUNT_ID

Enter the bill-to customer bank account ID for this transaction.

If LINE_TYPE = LINE, CHARGES, or you're passing header freight, this column is optional. Depending on the setting of the **Customer Bank Account** option (Value or ID) in the Import Information section of the transaction source, you can enter a value either in this column or in the CUSTOMER_BANK_ACCOUNT_NAME column. If you enter a value in the CUSTOMER_BANK_ACCOUNT_NAME column, AutoInvoice enters a corresponding ID in this column.

If the receipt method is of type Automatic and this column is null, AutoInvoice populates a value for you.

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

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

destination
RA_CUSTOMER_TRX_ALL.CUSTOMER_BANK_ACCOUNT_ID

CUSTOMER_BANK_ACCOUNT_NAME

Enter the bill-to customer bank account name for this transaction.

If LINE_TYPE = LINE, CHARGES, or you're passing header freight, this column is optional. Depending on the setting of the **Customer Bank Account** option (Value or ID) in the Import Information section of the transaction source, you can enter a value either in this column or in the CUSTOMER_BANK_ACCOUNT_ID column.

If the receipt method is of type Automatic and this column is null, AutoInvoice populates a value for you.

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

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

destination
None.

CUSTOMER_TRX_ID

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

validation
None.

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

CUST_TRX_TYPE_ID

Enter the transaction type ID for this transaction.

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

For credit memos, you must enter the ID of the credit memo transaction type assigned to the transaction you're crediting.

validation
Must exist in RA_CUST_TRX_TYPES_ALL.CUST_TRX_TYPE_ID.

destination
RA_CUSTOMER_TRX_ALL.CUST_TRX_TYPE_ID

CUST_TRX_TYPE_NAME

Enter the transaction type name for this transaction.

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

For credit memos, you must enter the name of the credit memo transaction type assigned to the transaction you're crediting.

validation
RA_CUST_TRX_TYPES_ALL.NAME

destination
None.

DEFAULT_TAXATION_COUNTRY

Enter the default taxation country.

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

validation
None.

destination

RA_CUSTOMER_TRX_ALL

DESCRIPTION

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

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.DESCRIPTION

DOCUMENT_NUMBER

Enter the document sequence number for this transaction.

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

validation
The number can’t already exist.

destination
RA_CUSTOMER_TRX_ALL.DOC_SEQUENCE_VALUE

DOCUMENT_NUMBER_SEQUENCE_ID

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

validation
None.

destination
RA_CUSTOMER_TRX_ALL.DOC_SEQUENCE_ID

DOCUMENT_SUB_TYPE

Enter the document fiscal classification code for the transaction line.

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

validation
None.

destination
RA_CUSTOMER_TRX_ALL

EXCEPTION_ID

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

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

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.ITEM_EXCEPTION_RATE_ID

EXEMPTION_ID

This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column when the transaction has a tax exemption, either full or partial.

For credit memos, AutoInvoice enters the tax exemption ID of the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.TAX_EXEMPTION_ID

FOB_POINT

Enter the FOB (free on board) point for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the FOB point from the transaction you're crediting.

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

destination
RA_CUSTOMER_TRX_ALL.FOB_POINT

GL_DATE

Enter the accounting date for this transaction. The accounting date determines the accounting period that the transaction is recorded in the general ledger. If the **Post to GL** option on the transaction type of the transaction being passed isn't enabled, then this column should be null.

If LINE_TYPE = LINE, CHARGES, and you're passing transactions without rules, or you're passing header freight, this column is optional.

If LINE_TYPE = LINE and you're importing transactions with rules, don't enter a date in this column.

If LINE_TYPE = TAX or FREIGHT, don't enter a date in this column.

For credit memos, AutoInvoice uses the date you run AutoInvoice, unless the transaction you're crediting is billed in arrears. In that case, AutoInvoice uses the accounting date of the transaction you're crediting.

validation
Must be in an Open or Future Enterable accounting period and the period must exist in GL_PERIOD_STATUSES. If the **Post to GL** option on the transaction type of the transaction being passed isn't enabled, or if the invoice uses the In Arrears invoicing rule, then the column should be null.

destination
RA_CUST_TRX_LINE_GL_DIST_ALL.GL_DATE

HEADER_ ATTRIBUTE1-15

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

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

If LINE_TYPE = TAX or FREIGHT, don't enter values in these columns.

validation
None.

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

HEADER_ATTRIBUTE_CATEGORY

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter values in these columns.

validation
None.

destination
RA_CUSTOMER_TRX_ALL.ATTRIBUTE_CATEGORY

HEADER_GDF_ATTRIBUTE1-30

Reserved for country-specific functionality.

validation
Performed by Global Financials.

destination
RA_CUSTOMER_TRX_ALL.GLOBAL_ATTRIBUTE1-30

HEADER_GDF_ATTR_CATEGORY

Reserved for country-specific functionality.

validation

Performed by Global Financials.

destination
RA_CUSTOMER_TRX_ALL.GLOBAL_ATTRIBUTE_CATEGORY

INITIAL_CUSTOMER_TRX_ID

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

If the transaction isn't a credit memo, AutoInvoice enters a value in this column using RA_INTERFACE_LINES_ALL.REFERENCE_LINE_ID.

validation
None.

destination
RA_CUSTOMER_TRX_ALL.INITIAL_CUSTOMER_TRX_ID

INTERCOMPANY_FLAG

This column is used by AutoInvoice to indicate whether a transaction is an intercompany transaction. Valid values are Y or null.

For intercompany transactions, AutoInvoice calls the appropriate process to derive the Receivables code combination ID.

validation
None.

destination
RA_CUSTOMER_TRX_LINES

INTERFACE_LINE_ATTRIBUTE1-15

Enter the Line Transaction Flexfield for this transaction. The Line Transaction Flexfield is a combination of attribute values that you use to uniquely identify this transaction line in your original system. The reference values you enter here provide you with an audit trail from Receivables back to your original system. You must enter values for enabled attributes.

Receivables copies the Line Transaction Flexfield to the Invoice Transaction Flexfield. When you import transactions with multiple lines using AutoInvoice, the attributes of the first line from the ordered lines appear in the Invoice Transaction Flexfield.

> **Note:** Interface lines belonging to the same transaction are ordered by the following SQL clause:
>
> ```
> waybill_number||ship_via asc,
>
> ship_date_actual desc
> ```

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

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

destination

RA_CUSTOMER_TRX_ALL.INTERFACE_HEADER_ATT RIBUTE1-15 and RA_CUSTOMER_TRX_LINES_ALL.INTERFACE_LINE_A TTRIBUTE1-15. To ensure that AutoInvoice accurately groups your imported invoices, don't include newline or carriage return characters (chr(10) or chr(13)) in these Descriptive Flexfield columns.

INTERFACE_LINE_CONTEXT

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

validation
None.

destination
RA_CUSTOMER_TRX_ALL.INTERFACE_HEADER_CON TEXT and RA_CUSTOMER_TRX_LINES_ALL.INTERFACE_LINE_CONTEXT.

INTERFACE_LINE_GUID

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

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL

INTERFACE_LINE_ID

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

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.CUSTOMER_TRX_LINE_ID

INTERFACE_STATUS

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

validation
destination

INTERNAL_NOTES

Enter internal notes for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter text in this column.

validation
None.

destination

RA_CUSTOMER_TRX_ALL.INTERNAL_NOTES

INVENTORY_ITEM_ID

Enter the inventory item ID for this transaction.

If LINE_TYPE = LINE or CHARGES, this column is optional. Depending on the setting of the **Inventory Item** option (Segment, ID, None) in the Import Information section of the transaction source, you can enter a value either in this column or a combination of segment values in the MTL_SYSTEM_ITEMS_SEG1-20 column. If you specified Segment on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or FREIGHT, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the value from the transaction you're crediting.

validation
Must exist in MTL_SYSTEM_ITEMS.INVENTORY_ITEM_ID and MTL_SYSTEM_ITEMS.INVOICE_ENABLED_FLAG = Y.

destination
RA_CUSTOMER_TRX_LINES_ALL.INVENTORY_ITEM_ID

INVOICING_RULE_ID

Enter the invoicing rule ID for this transaction.

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

If LINE_TYPE = TAX, CHARGES, or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the invoicing rule from the transaction you're crediting.

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

destination
RA_CUSTOMER_TRX_ALL.INVOICING_RULE_ID

INVOICING_RULE_NAME

Enter the invoicing rule name for this transaction.

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

If LINE_TYPE = TAX, CHARGES or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the invoicing rule from the transaction you're crediting.

validation

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

destination
None.

LAST_PERIOD_TO_CREDIT

For credit memos with a credit method of UNIT, enter the last period number from which you want to start crediting.

If this transaction is a credit memo against a transaction that uses a revenue scheduling rule, and LINE_TYPE = LINE, CREDIT_METHOD_FOR_ACCT_RULE = UNIT, or you're passing header freight, you can enter a value in this column.

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column. AutoInvoice ignores any value that you enter in this column.

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

destination
RA_CUSTOMER_TRX_LINES_ALL.LAST_PERIOD_TO_CREDIT

LAST_UPDATE_LOGIN

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

validation
None.

destination
None.

LINE_GDF_ATTRIBUTE1-20

Reserved for country-specific functionality.

validation
Performed by Global Financials.

destination
RA_CUSTOMER_TRX_LINES_ALL.GLOBAL_ATTRIBUTE1-20

LINE_GDF_ATTR_CATEGORY

Reserved for country-specific functionality.

validation
Performed by Global Financials.

destination
RA_CUSTOMER_TRX_LINES_ALL.GLOBAL_ATTRIBUTE_CATEGORY

LINE_INTENDED_USE

Enter the product intended use code of the transaction line.

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

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL

LINE_NUMBER

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

validation
destination

LINE_TYPE

Enter LINE, TAX, FREIGHT, or CHARGES to specify the line type for this transaction. You must enter a value in this column.

For credit memos, enter the type of line you're crediting.

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

destination
RA_CUSTOMER_TRX_LINES_ALL.LINE_TYPE

LINK_TO_LINE_ATTRIBUTE1-15

Enter the link to your Line Transaction Flexfield attribute values.

If LINE_TYPE = LINE, CHARGES, or you're passing header freight, don't enter values in these columns.

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

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

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

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

destination
None.

LINK_TO_LINE_CONTEXT

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

validation
None.

destination
None.

LINK_TO_LINE_ID

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

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.LINK_TO_CUST_TRX_LINE_ID

LOCATION_SEGMENT_ID

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

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.LOCATION_SEGMENT_ID

MEMO_LINE_ID

Enter the standard memo line ID for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the memo line from the transaction you're crediting.

validation
Must exist in AR_MEMO_LINES_ALL.MEMO_LINE_ID.

destination
RA_CUSTOMER_TRX_LINES_ALL.MEMO_LINE_ID

MEMO_LINE_NAME

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the memo line from the transaction you're crediting.

validation
Must exist in AR_MEMO_LINES_ALL.NAME.

destination
None.

MOVEMENT_ID

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

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

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.MOVEMENT_ID

MTL_SYSTEM_ITEMS_SEG1-20

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

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

If LINE_TYPE = TAX or FREIGHT, don't enter values in these columns.

For credit memos, don't enter values in these columns. AutoInvoice uses the values from the transaction you're crediting.

For debit memos, don't enter values in these columns.

validation
Valid combination of System Item Flexfield segment values.

destination
None.

ORIGINAL_GL_DATE

Stores the value of the GL_DATE column before AutoInvoice modifies the accounting date. This column is used by AutoInvoice and shouldn’t be populated by the user.

validation
None.

destination
None.

ORIG_SYSTEM_BATCH_NAME

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

AutoInvoice doesn't perform any validation on this column, but uses the value entered when grouping transactions into invoices.

validation
None.

destination
RA_CUSTOMER_TRX_ALL.ORIG_SYSTEM_BATCH_NAME

ORIG_SYSTEM_BILL_ADDRESS_ID

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

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

validation
RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_ADD RESS_ID = HZ_CUST_ACCT_SITE.CUSTOMER_SITE_ID and RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_CUSTOMER_ID = HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID and HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID = HZ_CUST_ACCT_SITE.CUST_ACCOUNT_ID and HZ_CUST_ACCT_SITE.CUSTOMER_SITE_ID = HZ_CUST_SITE_USES.CUST_ACCT_SITE_ID and RA_SITE_USES.SITE_USE_CODE = BILL_TO.

destination
None.

ORIG_SYSTEM_BILL_ADDRESS_REF

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

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

validation
RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_ADD RESS_REF = HZ_PARTY_SITES.ORIG_SYSTEM_REFERENCE and CUSTOMER_REF = HZ_CUST_ACCOUNTS.ORIG_SYSTEM_REFERENCE and HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID = HZ_CUST_ACCT_SITE.CUST_ACCOUNT_ID and HZ_CUST_ACCT_SITE.CUSTOMER_SITE_ID = HZ_CUST_SITE_USES.CUST_ACCT_SITE_ID and RA_SITE_USES.SITE_USE_CODE = BILL_TO.

destination
None.

ORIG_SYSTEM_BILL_CONTACT_ID

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

validation
RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_CUS TOMER_ID = HZ_CUST_ACCT_ROLES.CUST_ACCOUNT_ID and RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_CON TACT_ID = HZ_CUST_SITE_USES.CUSTOMER_SITE_ID.

destination
RA_CUSTOMER_TRX_ALL.BILL_TO_CONTACT_ID

ORIG_SYSTEM_BILL_CONTACT_REF

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

validation
RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_CUS TOMER_ID = HZ_CUST_ACCT_ROLES.CUST_ACCOUNT_ID and RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_BILL_CONTACT_REF = RA_CONTACTS.ORIG_SYSTEM_REFERENCE.

destination
None.

ORIG_SYSTEM_BILL_CUSTOMER_ID

Enter the bill-to customer ID for this transaction.

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

a value either in this column or in the ORIG_SYSTEM_BILL_CUSTOMER_REF column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

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

validation
Must exist in HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID.

destination
RA_CUSTOMER_TRX_ALL.BILL_TO_CUSTOMER_ID

ORIG_SYSTEM_ BILL_CUSTOMER_REF

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

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

validation
Must exist in HZ_CUST_ACCOUNTS.ORIG_SYSTEM_REFERENCE.

destination
None.

ORIG_SYSTEM_SHIP_ADDRESS_ID

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column; AutoInvoice uses the ship-to address from the transaction you're crediting.

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

destination
None.

ORIG_SYSTEM_SHIP_ADDRESS_REF

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column, AutoInvoice uses the ship-to address from the transaction you're crediting.

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

destination
None.

ORIG_SYSTEM_SHIP_CONTACT_ID

Enter the ship-to contact ID for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the ship-to contact from the transaction you're crediting.

validation
RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_SHIP_CUSTOMER_ID = HZ_CUST_ACCT_ROLES.CUST_ACCOUNT_ID and RA_INTERFACE_LINES_ALL.ORIG_SYSTEM_SHIP_CONTACT_ID = HZ_CUST_SITE_USES.CUSTOMER_SITE_ID.

destination
RA_CUSTOMER_TRX_ALL.SHIP_TO_CONTACT_ID

ORIG_SYSTEM_SHIP_CONTACT_REF

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the ship-to contact from the transaction you're crediting.

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

destination
None.

ORIG_SYSTEM_SHIP_CUSTOMER_ ID

Enter the ship-to customer ID for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the ship-to customer from the transaction you're crediting.

validation
Must exist in HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID.

destination
RA_CUSTOMER_TRX_ALL.SHIP_TO_CUSTOMER_ID

ORIG_SYSTEM_SHIP_CUSTOMER_REF

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the ship-to customer from the transaction you're crediting.

validation
Must exist in HZ_CUST_ACCOUNTS.ORIG_SYSTEM_REFERENCE.

destination
None.

ORIG_SYSTEM_SOLD_CUSTOMER_ID

Enter the sold-to customer ID for this transaction.

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

a value either in this column or in the ORIG_SYSTEM_SOLD_CUSTOMER_REF column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value. AutoInvoice uses the sold-to customer from the transaction you're crediting.

validation
Must exist in HZ_CUST_ACCOUNTS.CUST_ACCOUNT_ID.

destination
RA_CUSTOMER_TRX_ALL.SOLD_TO_CUSTOMER_ID

ORIG_SYSTEM_SOLD_CUSTOMER_REF

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value. AutoInvoice uses the sold-to customer from the transaction you're crediting.

validation
Must exist in HZ_CUST_ACCOUNTS.ORIG_SYSTEM_REFERENCE.

destination
None.

OVERRIDE_AUTO_ACCOUNTING_FLAG

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

Populate this column for invoices and credit memos.

validation
Value should be Y or N.

destination
RA_CUSTOMER_TRX_LINES_ALL.OVERRIDE_AUTO_ACCOUNTING_FLAG

PAYMENT_SET_ID

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

validation
Must exist in AR_RECEIVABLE_APPLICATIONS_ALL.PAYMENT_SET_ID.

destination
RA_CUSTOMER_TRX_LINES_ALL.PAYMENT_SET_ID

PAYING_CUSTOMER_ID

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

validation
None.

destination
RA_CUSTOMER_TRX_ALL.PAYING_CUSTOMER_ID

PAYING_SITE_USE_ID

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

validation
None.

destination
RA_CUSTOMER_TRX_ALL.PAYING_SITE_USE_ID

PAYMENT_SERVER_ORDER_NUM

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

validation
None.

destination
RA_CUSTOMER_TRX_ALL.PAYMENT_SERVER_ORDER_NUM

PREVIOUS_CUSTOMER_TRX_ID

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

For credit memos, AutoInvoice enters a value in this column using RA_INTERFACE_LINES_ALL.REFERENCE_LINE_ID.

validation
None.

destination
RA_CUSTOMER_TRX_ALL.PREVIOUS_CUSTOMER_TRX_ID and RA_CUSTOMER_TRX_LINES_ALL.CUSTOMER_TRX_ID.

PRIMARY_SALESREP_ID

Enter the primary salesperson ID for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

validation
Must exist in RA_SALESREPS.SALESREP_ID.

destination

RA_CUSTOMER_TRX_ALL.PRIMARY_SALESREP_ID

PRIMARY_SALESREP_NUMBER

Enter the primary salesperson number for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

validation
Must exist in RA_SALESREPS.SALESREP_NUMBER.

destination
None.

PRINTING_OPTION

Enter the printing option for this transaction.

If LINE_TYPE = LINE, CHARGES, or you're passing header freight, this column is optional. AutoInvoice looks in your setup for the printing option for the transaction in this order: Customer Site Profile; Customer Account Profile; Transaction Type of the transaction.

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

validation
Must exist in AR_LOOKUPS.LOOKUP_CODE and AR_LOOKUP.LOOKUP_TYPE = INVOICE_PRINT_OPTIONS.

destination
RA_CUSTOMER_TRX_ALL.PRINTING_OPTION

PRODUCT_CATEGORY

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

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

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL

PRODUCT_FISC_CLASSIFICATION

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

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

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL

PRODUCT_TYPE

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

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL

PURCHASE_ORDER

Enter the purchase order number for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the purchase order number from the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_ALL.PURCHASE_ORDER

PURCHASE_ORDER_DATE

Enter the date of the purchase order for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the purchase order date from the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_ALL.PURCHASE_ORDER_DATE

PURCHASE_ORDER_REVISION

Enter the purchase order revision for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the purchase order revision from the transaction you're crediting.

validation

None.

destination
RA_CUSTOMER_TRX_ALL.PURCHASE_ORDER_REVISION

QUANTITY

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

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

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

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

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

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

QUANTITY_ORDERED

Enter the original number of units ordered for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this field.

For credit memos, don't enter a value in this column. AutoInvoice uses the quantity ordered from the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.QUANTITY_ORDERED

REASON_CODE

Enter the reason code for this transaction.

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

value either in this column or in the REASON_CODE_MEANING column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

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

validation
Must exist in AR_LOOKUPS.LOOKUP_CODE. This lookup type is either INVOICING_REASON or CREDIT_MEMO_REASON.

destination
RA_CUSTOMER_TRX_LINES_ALL.REASON_CODE and RA_CUSTOMER_TRX_ALL.REASON_CODE.

REASON_CODE_MEANING

Enter the meaning of the reason code for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

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

validation
Must exist in AR_LOOKUPS.MEANING. This lookup type is either INVOICING_REASON or CREDIT_MEMO_REASON.

destination
None.

RECEIPT_METHOD_ID

Enter the receipt method ID for this transaction.

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

AutoInvoice selects a receipt method using the following hierarchy:

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this field.

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

destination
RA_CUSTOMER_TRX_ALL.RECEIPT_METHOD_ID

RECEIPT_METHOD_NAME

Enter the name of the receipt method for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this field.

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

destination
None.

REFERENCE_LINE_ATTRIBUTE1-15

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

If LINE_TYPE = TAX and this transaction is a credit memo, you must enter either the Line Transaction Flexfield of the tax line you're crediting in these columns or the RA_CUSTOMER_TRX_LINES_ALL.CUSTOMER_TRX_LINE_ID of the transaction tax line you're crediting in RA_INTERFACE_LINES_ALL.REFERENCE_LINE_ID. Otherwise, don't enter values in these columns.

If LINE_TYPE = FREIGHT and this transaction is a credit memo, you must enter either the Line Transaction Flexfield of the freight line you're crediting in these columns or the RA_CUSTOMER_TRX_LINES_ALL.CUSTOMER_TRX_LINE_ID of the transaction freight line you're crediting in RA_INTERFACE_LINES_ALL.REFERENCE_LINE_ID. Otherwise, don't enter values in these columns.

For on-account credits, don't enter values in these columns.

validation
Must exist in RA_CUSTOMER_TRX_LINES_ALL.INTERFACE_LINE_ATTRIBUTE1-15 or RA_INTERFACE_LINES_ALL.INTERFACE_LINE_ATTRIBUTE1-15.

destination
None.

REFERENCE_LINE_CONTEXT

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

validation
Must exist in RA_CUSTOMER_TRX_LINES_ALL.INTERFACE_LINE_CONTEXT or RA_INTERFACE_LINES_ALL.INTERFACE_LINE_CONTEXT.

destination
None.

REFERENCE_LINE_ID

If LINE_TYPE = LINE, CHARGES, or you're passing header freight, and this transaction is a credit memo, you must enter the RA_CUSTOMER_TRX_LINES_ALL.CUSTOMER_TRX_LINE_ID of the transaction line you're crediting in this column or the Line Transaction Flexfield in the REFERENCE_LINE_ATTRIBUTE1-15 columns. Otherwise, don't enter a value.

If LINE_TYPE = TAX and this transaction is a credit memo, you must enter the RA_CUSTOMER_TRX_LINES_ALL.CUSTOMER_TRX_LINE_ID of the tax line you're crediting in this column or the Line Transaction Flexfield in the REFERENCE_LINE_ATTRIBUTE1-15 columns. Otherwise, don't enter a value in this column.

If LINE_TYPE = FREIGHT and this transaction is a credit memo, you must enter the RA_CUSTOMER_TRX_LINES_ALL.CUSTOMER_TRX_LINE_ID of the freight line you're crediting in this column or the Line Transaction Flexfield in the REFERENCE_LINE_ATTRIBUTE1-15 columns. Otherwise, don't enter a value in this column.

For on-account credits, don't enter a value in this column.

validation

Must exist in RA_CUSTOMER_TRX_LINES_ALL.CUSTOMER_TRX_LINE_ID.

destination

RA_CUSTOMER_TRX_LINES_ALL.PREVIOUS_CUSTOMER_TRX_LINE_ID if this transaction is a credit memo. Otherwise, RA_CUSTOMER_TRX_LINES_ALL.INITIAL_CUSTOMER_TRX_LINE_ID.

RELATED_BATCH_SOURCE_NAME

Enter the name of the transaction source of the document to which this transaction is related.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos and on-account credits, don't enter a value in this column.

validation

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

destination

None.

RELATED_CUSTOMER_TRX_ID

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

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos and on-account credits, don't enter a value in this column.

validation

Must exist in RA_CUSTOMER_TRX_ALL.CUSTOMER_TRX_ID.

destination
RA_CUSTOMER_TRX_ALL.RELATED_CUSTOMER_TRX_ID

RELATED_TRX_NUMBER

Enter the document number to which this transaction is related.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos and on-account credits, don't enter a value in this column.

validation
RA_INTERFACE_LINES_ALL.RELATED_BATCH_SOUR CE_NAME = RA_BATCH_SOURCES_ALL.NAME and RA_INTERFACE_LINES_ALL.RELATED_TRX_NUMBER = RA_CUSTOMER_TRX_ALL.TRX_NUMBER and RA_BATCH_SOURCES_ALL.BATCH_SOURCE_ID = RA_CUSTOMER_TRX_ALL.BATCH_SOURCE_ID.

destination
None.

REQUEST_ID

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

validation
None.

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

RULE_START_DATE

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

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

If LINE_TYPE = TAX, CHARGES, or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.RULE_START_DATE

RULE_END_DATE

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

This column is required if the revenue scheduling rule is either Daily Revenue Rate, All Periods or Daily Revenue Rate, Partial Periods.

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

If LINE_TYPE = TAX, CHARGES, or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.RULE_END_DATE

SALES_ORDER

Enter the sales order number for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the sales order number from the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.SALES_ORDER

SALES_ORDER_DATE

Enter the date of the sales order for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the sales order date from the transaction you're crediting.

Enter the date of the revenue order for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the revenue order date from the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.SALES_ORDER_DATE

SALES_ORDER_LINE

Enter the sales order line number for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the sales order line number from the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.SALES_ORDER_LINE

SALES_ORDER_REVISION

Enter the sales order revision for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the sales order revision from the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.SALES_ORDER_REVISION

SALES_ORDER_SOURCE

Enter the source of the sales order for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the source of the sales order from the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.SALES_ORDER_SOURCE

SALES_TAX_ID

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

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

validation

None.

destination
RA_CUSTOMER_TRX_LINES_ALL.SALES_TAX_ID

SET_OF_BOOKS_ID

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

validation
Must exist in AR_SYSTEM_PARAMETERS_ALL.SET_OF_BOOKS_ID.

destination
RA_CUSTOMER_TRX_ALL.SET_OF_BOOKS_ID

SHIP_DATE_ACTUAL

Enter the shipment date for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the earliest shipment date from the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_ALL.SHIP_DATE_ACTUAL

SHIP_VIA

Enter the ship_via code for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the ship_via code from the transaction you're crediting.

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

destination
RA_CUSTOMER_TRX_ALL.SHIP_VIA

SOURCE_DATA_KEY1-5

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

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.SOURCE_DATA_KEY1-5

TAX_CODE

Enter the tax rate code for this tax line.

If LINE_TYPE = CHARGES or FREIGHT, don't enter a value in this column.

If LINE_TYPE = LINE, this column is optional.

If LINE_TYPE = TAX, this column is required.

For credit memos, AutoInvoice uses the tax rate code from the transaction you're crediting.

validation
Must exist in AR_VAT_TAX.TAX_CODE.

destination
None.

TAX_EXEMPT_FLAG

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

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

For all other line types, don't enter a value in this column.

For credit memos, don't enter a value in this column.

validation
Must exist in AR_LOOKUPS.LOOKUP_CODE. Lookup type is TAX_CONTROL_FLAG.

destination
RA_CUSTOMER_TRX_LINES_ALL.TAX_EXEMPT_FLAG

TAX_EXEMPT_NUMBER

Enter the tax exempt number for this transaction. If LINE_TYPE = LINE and TAX_EXEMPT_FLAG = E, then you can enter a value in this column. Otherwise, don't enter a value in this column.

For all other line types, don't enter a value in this column.

For credit memos, don't enter a value in this column.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.TAX_EXEMPT_NUMBER

TAX_EXEMPT_REASON_CODE

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

For all other line types, don't enter a value in this column.

For credit memos, don't enter a value in this column.

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

destination
RA_CUSTOMER_TRX_LINES_ALL.TAX_EXEMPT_REASON_CODE

TAX_EXEMPT_REASON_CODE_MEANING

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

For all other line types, don't enter a value in this column.

For credit memos, don't enter a value in this column.

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

destination
None.

TAX_PRECEDENCE

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

If LINE_TYPE = LINE, CHARGES, or FREIGHT, don't enter a value in this column.

If LINE_TYPE = TAX and you allow compound tax, you can enter a value in this column. Otherwise don't enter a value.

If you're passing freight for a specific line, don't enter a value in this column.

For credit memos, AutoInvoice uses the tax precedence from the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.TAX_PRECEDENCE

TAX_RATE

Enter the tax rate for this tax line.

If LINE_TYPE = LINE, CHARGES, or FREIGHT, don't enter a value in this column.

If LINE_TYPE = TAX, you must enter a value either in this column or the AMOUNT column. Any exemptions for the tax lines must be factored into the tax rate.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.TAX_RATE

TERM_ID

Enter the payment terms ID for this transaction.

If LINE_TYPE = LINE, CHARGES, or you're passing header freight, this column is optional. Depending on the setting of the **Payment Terms** option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the TERM_NAME column. If you specified Value on the transaction source, AutoInvoice enters a corresponding ID in this column.

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos and on-account credits, don't enter a value in this column.

validation
Must exist in RA_TERMS.TERM_ID.

destination
RA_CUSTOMER_TRX_ALL.TERM_ID

TERM_NAME

Enter the name of the payment terms for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos and on-account credits, don't enter a value in this column.

validation
Must exist in RA_TERMS.NAME.

destination
None.

TRANSLATED_DESCRIPTION

The translated description of this transaction line.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.TRANSLATED_DESCRIPTION

TRX_BUSINESS_CATEGORY

Enter the transaction business category code for the transaction line.

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

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL

TRX_DATE

Enter the transaction date for this transaction.

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

- If this transaction is an invoice or debit memo line, you can enter the invoice date.
- If this transaction is a credit memo line, you can enter the credit memo date.

If this transaction is an invoice line and uses an In Arrears invoicing rule, don't enter a value in this column.

If you don't enter a transaction date, AutoInvoice uses the accounting date for invoice and debit memo lines.

For credit memo lines, AutoInvoice uses the following hierarchy to determine the transaction date, selecting whichever date is later:

- Credit memo accounting date.
- Accounting date entered in the run of the Import AutoInvoice process.

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

validation
None.

destination
RA_CUSTOMER_TRX_ALL.TRX_DATE

TRX_NUMBER

Enter the number for this transaction.

If LINE_TYPE = LINE, CHARGES, or you're passing header freight, and the **Automatic transaction numbering** option on the transaction source isn't enabled, you must enter a value in this column.

If LINE_TYPE = LINE, CHARGES, or you're passing header freight, and the **Automatic transaction numbering** option on the transaction source is enabled, don't enter a value in this column. AutoInvoice inserts a unique number in this column.

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

validation
Can’t already exist in RA_CUSTOMER_TRX_ALL.TRX_NUMBER and RA_CUSTOMER_TRX_ALL.BATCH_SOURCE_ID.

destination
RA_CUSTOMER_TRX_ALL.TRX_NUMBER and AR_PAYMENT_SCHEDULES_ALL.TRX_NUMBER.

UOM_CODE

Enter the unit of measure code for this transaction.

If LINE_TYPE = LINE and the line has an item, you must enter a value either in this column or in the UOM_NAME column. If this a freight-only line, a tax-only line, or a line with no item, this column is optional.

If LINE_TYPE = LINE and you're passing a dummy line for either a tax-only or freight-only line, AutoInvoice ignores what you enter here.

If LINE_TYPE = TAX, CHARGES, or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the unit of measure from the transaction you're crediting.

validation
Must exist in MTL_UNITS_OF_MEASURE.UOM_CODE. If LINE_TYPE = CHARGES, then this column must be null.

destination
RA_CUSTOMER_TRX_LINES_ALL.UOM_CODE

UOM_NAME

Enter the unit of measure name for this transaction.

If LINE_TYPE = LINE and the line has an item, you must enter a value either in this column or in the UOM_CODE column. If this a freight-only line, a tax-only line, or a line with no item, this column is optional.

If LINE_TYPE = LINE and you're passing a dummy line for either a tax-only or freight-only line, AutoInvoice ignores what you enter here.

If LINE_TYPE = TAX, CHARGES, or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the unit of measure from the transaction you're crediting.

validation
Must exist in MTL_UNITS_OF_MEASURE.UNIT_OF_MEASURE. If LINE_TYPE = CHARGES then this column must be null.

destination
None.

UNIT_SELLING_PRICE

Enter the selling price per unit for this transaction.

If LINE_TYPE = LINE, CHARGES, or you're passing header freight, this column is optional. If you don't enter a value in this column, AutoInvoice uses the amount in RA_INTERFACE_LINES_ALL.AMOUNT as the amount/quantity for this transaction.

If LINE_TYPE = LINE or you're passing header freight, and you're passing a dummy line for either a tax-only or freight-only line, AutoInvoice ignores the value you enter here.

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

validation
None.

destination

RA_CUSTOMER_TRX_LINES_ALL.UNIT_SELLING_PRICE

UNIT_STANDARD_PRICE

Enter the standard price per unit for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the unit standard price from the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.UNIT_STANDARD_PRICE

USER_DEFINED_FISC_CLASS

Enter the user-defined fiscal classification code for the transaction line.

Use the user-defined fiscal classification code to classify any tax requirement that you can’t define using existing fiscal classification types.

validation
None.

destination
RA_CUSTOMER_TRX_ALL

USSGL_TRANSACTION_CODE

Enter the transaction code for this transaction. If this transaction is linked to another transaction, you must enter the same transaction code as the one to which it's linked. This column is optional.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.DEFAULT_USSGL_TRANSACTION_CODE

USSGL_TRANSACTION_CODE_CONTEXT

This column isn't currently used by AutoInvoice.

validation
None.

destination
None.

VAT_TAX_ID

This column is used by AutoInvoice and should be left null. If you enter a value in TAX_CODE, AutoInvoice enters a corresponding ID in this column.

For credit memos, AutoInvoice uses the VAT tax ID of the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.VAT_TAX_ID

WAREHOUSE_ID

This column identifies the ship-from location and can be used to control taxation. Within the US, the Warehouse ID is important when calculating state sales tax.

validation
None.

destination
RA_CUSTOMER_TRX_LINES_ALL.WAREHOUSE_ID

WAYBILL_NUMBER

Enter the waybill number for this transaction.

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

If LINE_TYPE = TAX or you're passing freight for a specific line, don't enter a value in this column.

For credit memos, don't enter a value in this column. AutoInvoice uses the waybill number from the transaction you're crediting.

validation
None.

destination
RA_CUSTOMER_TRX_ALL.WAYBILL_NUMBER

Related Topics

- AutoInvoice Interface Table AR_INTERFACE_CONTS_ALL
- AutoInvoice Interface Table RA_INTERFACE_DISTRIBUTIONS_ALL
- AutoInvoice Interface Table RA_INTERFACE_ERRORS_ALL
- AutoInvoice Interface Table RA_INTERFACE_SALESCREDITS_ALL

AutoInvoice Interface Table RA_INTERFACE_SALESCREDITS_ALL

This table stores sales credit information for transactions. This table must be populated if AutoAccounting derives segment values based on Salesperson.

If AutoAccounting doesn't depend on Salesperson, then the settings of the **Require salesperson** Receivables system option and the **Allow sales credits** option on the transaction source determine whether you must enter sales credit information.

If you're importing invoices, debit memos, and on-account credits, and the **Require salesperson** Receivables system option is enabled, you must enter sales credit information, regardless of the setting of the **Allow sales credits** option on the transaction source.

If you're importing credit memos and the **Require salesperson** Receivables system option is enabled, entering sales credit information is optional. If you don't provide sales credit information on the credit memo, AutoInvoice uses the sales credit information of the invoice being credited. If the invoice doesn't have sales credit information, AutoInvoice creates a 100% No Sales Credit line for this invoice. This sales credit line is then used to determine the sales credit amount for the credit memo.

Regardless of the type of transaction you're importing, if the **Require salesperson** Receivables system option isn't enabled, but the **Allow sales credits** option on the transaction source is enabled, you can optionally provide sales credit information. AutoInvoice validates and passes this information with the transaction. If the **Require salesperson** Receivables system option isn't enabled and the **Allow sales credits** option on the transaction source isn't enabled, AutoInvoice ignores any values that you pass.

ATTRIBUTE1-15

Enter the Descriptive Flexfield attribute information for this sales or revenue credit assignment. Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

validation
None.

destination
RA_CUST_TRX_LINES_SALESREPS_ALL.ATTRIBUTE1-15

ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category information for this sales credit assignment. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

validation
None.

destination
RA_CUST_TRX_LINE_SALESREPS_ALL.ATTRIBUTE_CATEGORY

INTERFACE_LINE_ATTRIBUTE1-15

Enter the same Line Transaction Flexfield for the transaction with which you want to associate this sales or revenue credit assignment. The values you enter here provide you with an audit trail from Receivables back to your original system. You must enter a value for each attribute you enabled.

validation
destination

INTERFACE_LINE_CONTEXT

Enter the context name of the Line Transaction Flexfield data that you entered in RA_INTERFACE_SALESCREDITS_ALL.INTERFACE_LINE_ATTRIBUTE1-15. You must enter a value in this column.

validation
None.

destination
None.

INTERFACE_LINE_ID

This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column using RA_INTERFACE_SALESCREDITS_ALL.INTERFACE_LINE_ATTRIBUTE1-15.

validation
None.

destination
RA_CUST_TRX_LINE_SALESREPS_ALL.CUSTOMER_TRX_LINE_ID

INTERFACE_SALESCREDIT_ID

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

validation
None.

destination
RA_CUST_TRX_LINE_SALESREPS_ALL.CUST_TRX_LINE_SALESREP_ID

INTERFACE_STATUS

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

validation
None.

destination
None.

LAST_UPDATE_LOGIN

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

validation
None.

destination
None.

REQUEST_ID

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

validation
None.

destination
None.

SALES_CREDIT_AMOUNT_SPLIT

Enter the sales credit amount for this salesperson. This column is optional. Depending on the setting of the **Sales Credit** option (Amount or Percent) in the Import Information section of the transaction source, you must enter either an

amount in this column or a percentage in the SALES_CREDIT_PERCENT_SPLIT column. If you specified Percent in the transaction source, AutoInvoice calculates an amount for this column.

validation

If the sales credit type is Quota, the sum of sales credit amounts for a transaction must equal the amount of the transaction.

destination

RA_CUST_TRX_LINE_SALESREPS_ALL.REVENUE_AMOUNT_SPLIT, if the sales credit type is Quota.
RA_CUST_TRX_LINE_SALESREPS_ALL.NON_REVENUE_AMOUNT_SPLIT, if the sales credit type isn't Quota.

SALES_CREDIT_PERCENT_SPLIT

Enter the sales credit percentage for this salesperson. This column is optional. Depending on the setting of the **Sales Credit** option (Amount or Percent) in the Import Information section of the transaction source, you must enter either a percentage in this column or an amount in the SALES_CREDIT_PERCENT_SPLIT column. If you specified Amount in the transaction source, AutoInvoice calculates a percentage for this column.

validation

Your sales or revenue credit percentage must be between 0 and 100. If the sales credit type is Quota, the sales credit percentage for a transaction must add up to 100.

destination

RA_CUST_TRX_LINE_SALESREPS_ALL.REVENUE_AMOUNT_SPLIT, if the sales credit type is Quota.
RA_CUST_TRX_LINE_SALESREPS_ALL.NON_REVENUE_AMOUNT_SPLIT, if the sales credit type isn't Quota.

SALES_CREDIT_TYPE_ID

Enter the ID of the sales credit type for this sales credit assignment. This column is optional. Depending on the setting of the **Sales Credit Type** option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the SALES_CREDIT_TYPE_NAME column. If you specified Value in the transaction source, AutoInvoice enters a corresponding ID in this column.

validation

Must exist in SO_SALES_CREDIT_TYPES.SALES_CREDIT_TYPE_ID.

destination

None.

SALES_CREDIT_TYPE_NAME

Enter the name of the sales credit type for this sales credit assignment. This column is optional. Depending on the setting of the **Sales Credit Type** option (Value or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the SALES_CREDIT_TYPE_ID column.

validation

Must exist in SO_SALES_CREDIT_TYPES.NAME.

destination

None.

SALES_GROUP_ID

Enter the sales organization ID for this sales credit assignment. This column is optional.

validation

Must exist in JTF_RS_GROUP_USAGES.GROUP_ID and have JTF_RS_GROUP_USAGES.USAGE = SALES.

destination

RA_CUST_TRX_LINE_SALESREPS_ALL.REVENUE_SAL ESGROUP_ID or
RA_CUST_TRX_LINE_SALESREPS_ALL.NON_REVENUE_SALESGROUP_ID.

SALESREP_ID

Enter the salesperson ID for this sales credit assignment. This column is optional. Depending on the setting of the **Salesperson** option (Number or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the SALESREP_NUMBER column. If you specified Number in the transaction source, AutoInvoice enters a corresponding ID in this column.

validation

Must exist in RA_SALESREPS.SALESREP_ID.

destination

RA_CUST_TRX_LINE_SALESREPS_ALL.SALESREP_ID

SALESREP_NUMBER

Enter the salesperson number for this sales credit assignment. This column is optional. Depending on the setting of the **Salesperson** option (Number or ID) in the Import Information section of the transaction source, you must enter a value either in this column or in the SALESREP_ID column.

validation

Must exist in RA_SALESREPS.SALESREP_NUMBER.

destination

None.

AutoInvoice Interface Table RA_INTERFACE_DISTRIBUTIONS_ALL

This table stores accounting distributions for transactions created by AutoInvoice.

AutoInvoice doesn't require you to enter accounting distributions for your transactions. If you don't use AutoAccounting, then you must manually enter accounting distributions for your transactions.

If your accounting distributions are for transactions that use revenue scheduling rules, you can only enter percentages. If you enter amounts, AutoInvoice ignores these values.

If your accounting distributions are for transactions that don't use revenue scheduling rules, you can enter either percentages or amounts, depending on the value you entered for your transaction source:

- If you enter an amount, AutoInvoice requires that the distribution amounts add up to the amount of the transaction.
- If you enter a percentage, AutoInvoice requires that the distribution percentages add up to 100 for each account class that you pass.

Distributions in RA_INTERFACE_DISTRIBUTIONS_ALL are linked to the appropriate transaction lines in RA_INTERFACE_LINES_ALL from the Line Transaction Flexfield. Though the distribution for the REC account class is at the invoice level, it may be linked to any transaction line of the invoice in RA_INTERFACE_LINES_ALL. AutoInvoice will then correctly transfer all distributions to RA_CUST_TRX_LINE_GL_DIST_ALL.

ACCOUNT_CLASS

Enter the account class for this accounting distribution. AutoInvoice uses the account class you enter here to determine the type of account you're supplying for this accounting distribution. You must enter a value for this column.

validation

Valid values are REV, FREIGHT, TAX, REC, CHARGES, UNBILL, and UNEARN. If the transaction uses the In Advance invoicing rule, don't enter UNBILL in this column. If the transaction uses the In Arrears invoicing rule, don't enter UNEARN in this column.

destination

RA_CUST_TRX_LINE_GL_DIST_ALL.ACCOUNT_CLASS

ACCTD_AMOUNT

This column is optional. If you selected Amount as the **Revenue Account Allocation** option on the transaction source, then AutoInvoice accepts whatever is passed in this column without validation. If this column is null, then AutoInvoice computes the accounted amount for this distribution line. For imported amounts in the ledger currency, AutoInvoice rejects the line if you enter a value in the ACCTD_AMOUNT column that doesn't equal the line amount.

validation

None.

destination

None.

AMOUNT

Enter the amount for this accounting distribution.

If this accounting distribution is for a transaction that doesn't use a revenue scheduling rule, you must enter a value either in this column or in the PERCENT column, depending on the value you entered for the **Revenue Account Allocation** option on the transaction source. If you specify Percent, AutoInvoice computes the amount in this column.

Don't enter a value in this column if either of these is true:

- This accounting distribution is for a transaction that uses a revenue scheduling rule.
- This accounting distribution is a receivables (REC) account. If this distribution is for a receivables account, you must enter 100 in RA_INTERFACE_DISTRIBUTIONS_ALL.PERCENT.

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

validation

If this transaction doesn't use a revenue scheduling rule, the sum of all distribution amounts for this transaction of a given line type must equal the amount of the transaction. AutoInvoice corrects amounts that have incorrect currency precision.

destination

RA_CUST_TRX_LINE_GL_DIST_ALL.AMOUNT

ATTRIBUTE1-15

Enter the Descriptive Flexfield attribute information for this accounting distribution. Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

validation

None.

destination
RA_CUST_TRX_LINE_GL_DIST_ALL.ATTRIBUTE1-15

ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category information for this accounting distribution. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

validation
None.

destination
RA_CUST_TRX_LINE_GL_DIST_ALL.ATTRIBUTE_CATEGORY

CODE_COMBINATION_ID

Enter the code combination ID of the Accounting Flexfield for this accounting distribution.

This column is optional. Depending on the value you selected for the **Accounting Flexfield** option on the transaction source, you must either enter a value in this column or enter a combination of segment values in the SEGMENT1-30 column. If you selected Segment on the transaction source, AutoInvoice enters a corresponding ID in this column.

validation
Must exist in GL_CODE_COMBINATIONS.CODE_COMBINATION_ID.

destination
RA_CUST_TRX_LINE_GL_DIST_ALL.COLLECTED_TAX_CCID, if tax is deferred; otherwise, RA_CUST_TRX_LINE_GL_DIST_ALL.CODE_COMBINATION_ID.

COMMENTS

Enter comments about this accounting distribution. This column is optional.

validation
None.

destination
RA_CUST_TRX_LINE_GL_DIST_ALL.COMMENTS

INTERFACE_DISTRIBUTION_ID

This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column using the sequence RA_CUST_TRX_LINE_GL_DIST_S. This is the primary key for RA_INTERFACE_DISTRIBUTIONS_ALL.

validation
None.

destination
RA_CUST_TRX_LINE_GL_DIST_ALL.CUST_TRX_LINE_GL_DIST_ID

INTERFACE_LINE_ATTRIBUTE1-15

Enter the same Line Transaction Flexfield for the transaction with which you want to associate this accounting distribution. You must enter a value for each attribute you enabled for the Line Transaction Flexfield.

validation

None.

destination
None.

INTERFACE_LINE_CONTEXT

This is a required column in AutoInvoice. Enter the context of the Line Transaction Flexfield entered in the INTERFACE_LINE_ATTRIBUTE1-15 column.

validation
If you pass lines with global context, set this column to Global Data Elements.

destination
RA_CUSTOMER_TRX_LINES_ALL.INTERFACE_LINE_CONTEXT

INTERFACE_LINE_ID

This column is used by AutoInvoice and should be left null. AutoInvoice enters a value in this column using INTERFACE_LINE_ATTRIBUTE1-15 and INTERFACE_LINE_CONTEXT.

validation
None.

destination
RA_CUST_TRX_LINE_GL_DIST_ALL.CUSTOMER_TRX_LINE_ID

INTERFACE_STATUS

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

validation
None.

destination
None.

INTERIM_TAX_CCID

This column identifies the tax account used for deferred tax amounts.

validation
None.

destination
RA_CUST_TRX_LINE_GL_DIST_ALL.CODE_COMBINATION_ID

INTERIM_TAX_SEGMENT1-30

Enter an Accounting Flexfield value for each segment you enable in Receivables. This flexfield represents the Interim (deferred) tax account. For example, if you enable six Accounting Flexfield segments, you must enter six values in columns SEGMENT1-6. Be sure to enter the correct segment value. For example, the value 01 isn't the same as 1.

Depending on the value you selected for the **Accounting Flexfield** option on the transaction source, you must either enter a combination of segment values here or enter a value in the CODE_COMBINATION_ID column.

validation

Valid combination of Accounting Flexfield segment values must exist in GL_CODE_COMBINATIONS.

destination
None.

LAST_UPDATE_LOGIN

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

validation
None.

destination
None.

PERCENT

Enter the percent for this accounting distribution.

If this accounting distribution is for a transaction that doesn't use a revenue scheduling rule, you must enter a value either in this column or in the AMOUNT column, depending on the value you entered for the **Revenue Account Allocation** option on the transaction source. If you specified Amount, AutoInvoice computes the percentage in this column.

If this accounting distribution is for a transaction that uses a revenue scheduling rule, you must enter a value in this column.

validation
The sum of all accounting distribution percentages for a transaction must add up to 100 for an account class.

destination
RA_CUST_TRX_LINE_GL_DIST_ALL.PERCENT

REQUEST_ID

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

validation
None.

destination
None.

SEGMENT1-30

Enter an Accounting Flexfield value for each segment you enable in Receivables. For example, if you enable six Accounting Flexfield segments, you must enter six values in columns SEGMENT1-6. Be sure to enter the correct segment value. For example, the value 01 isn't the same as 1.

Depending on the value you selected for the **Accounting Flexfield** option on the transaction source, you must either enter a combination of segment values here or enter a value in the CODE_COMBINATION_ID column.

validation
Valid combination of Accounting Flexfield segment values must exist in GL_CODE_COMBINATIONS.

destination

None.

Related Topics

- AutoInvoice and Transaction Flexfields

AutoInvoice Interface Table AR_INTERFACE_CONTS_ALL

This table stores information about contingencies that impact revenue recognition on imported transactions.

CONTINGENCY_ID

Identifies the revenue contingency, according to this table:

Contingency Name	Contingency ID
Explicit Acceptance	2
Customer Creditworthiness	3
Doubtful Collectibility	4
Extended Payment Terms	5
Cancellation	7
Fiscal Funding Clause	8
Refund	9
Forfeitures	10
Leasing Doubtful Collectibility	12
Impaired Loans	13

validation
None.

destination
AR_LINE_CONTS_ALL.CONTINGENCY_ID

EXPIRATION_DATE

Indicates the expiration date of the contingency. For time-based contingencies, enter either the expiration date or expiration days.

validation
None.

destination
AR_LINE_CONTS_ALL.CONTINGENCY_CODE

EXPIRATION_DAYS

Indicates the expiration period of the contingency. For time-based contingencies, enter either the expiration date or expiration days.

validation
None.

destination
AR_LINE_CONTS_ALL.CONTINGENCY_CODE

EXPIRATION_EVENT_DATE

Indicates the expiration of the contingency removal event.

validation
None.

destination
AR_LINE_CONTS_ALL.EXPIRATION_EVENT_DATE

INTERFACE_CONTINGENCY_ID

Contingency identifier.

validation
None.

destination
None.

PARENT_LINE_ID

Identifies the original parent order line from Distributed Order Orchestration. Child transaction lines inherit contingencies from the parent line. You can't update the contingencies on the child transaction lines.

validation
None.

destination
None.

AutoInvoice Interface Table RA_INTERFACE_ERRORS_ALL

This table stores information about interface lines that failed validation and weren't imported into the Receivables tables.

AutoInvoice identifies all errors for each transaction line, thus reducing multiple validation and correction cycles. When you resubmit AutoInvoice, the process deletes the errors for each line selected for processing. When all of the records have been successfully processed, AutoInvoice purges any remaining data in this table.

INTERFACE_LINE_ID

If both INTERFACE_SALESCREDIT_ID and INTERFACE_DISTRIBUTION_ID are null, then the row in RA_INTERFACE_LINES_ALL associated with this INTERFACE_LINE_ID failed validation.

validation
None.

destination
None.

INTERFACE_SALESCREDIT_ID

If this column isn't null, then the row in RA_INTERFACE_SALESCREDITS_ALL associated with this INTERFACE_SALESCREDIT_ID failed validation.

validation
None.

destination
None.

INTERFACE_DISTRIBUTION_ID

If this column isn't null, then the row in RA_INTERFACE_DISTRIBUTIONS_ALL associated with this INTERFACE_DISTRIBUTION_ID failed validation.

validation
None.

destination
None.

INVALID_VALUE

The invalid value that failed validation displays in this column, if applicable.

validation
None.

destination
None.

LINK_TO_LINE_ID

This column displays the INTERFACE_LINE_ID of the line to which this line that failed validation is linked. For example, you have a tax line that fails and is linked to an invoice line that fails. In this case, the column stores the INTERFACE_LINE_ID of the invoice line.

validation
None.

destination
None.

MESSAGE_TEXT

The message text is stored in this column.

validation
None.

destination
None.

Related Topics

- How You Correct AutoInvoice Errors

FAQs for Manage AutoInvoice

What's the difference between AutoInvoice exceptions and unprocessed lines?

AutoInvoice import exceptions are invoice and credit memo lines that failed validation during a run of the Import AutoInvoice process.

Unprocessed lines are all lines not successfully transferred to the Receivables tables: this includes both AutoInvoice exceptions and unprocessed records with no status.

Some unprocessed lines are invoice lines that for some reason weren't picked up during AutoInvoice import. You can try running the Import AutoInvoice process again to validate these lines and transfer them to Receivables.

AutoInvoice import exceptions remain in the AutoInvoice interface tables for review and update. In the Import Exceptions infotile, click a numbered link in the **Number of Exceptions** column to open a Manage AutoInvoice Lines workbook for these specific error records.

To use the workbook to update unprocessed lines from Oracle Fusion Cloud upstream systems--Order Management, Project Management, Subscriptions--you must be assigned the Update AutoInvoice Interface Lines privilege. After you complete your updates, run the Import AutoInvoice process again.

> **Note:** The Update AutoInvoice Interface Lines privilege only lets you update unprocessed lines from Oracle Fusion Cloud upstream systems using the Manage AutoInvoice Lines workbook. You can't purge unprocessed lines from Oracle Fusion Cloud upstream systems under any circumstances.

Why did AutoInvoice reject the invoice?

In most cases this is due to an invalid tax rate code.

If an invoice contains invalid lines, AutoInvoice creates an invoice from valid lines and rejects only the invalid lines. However, if an invoice contains an invoice line with an invalid tax rate code, the entire invoice is rejected.

Why did AutoInvoice process fewer lines than were selected?

This happens when both a credit memo for an invoice and the invoice itself are part of the same submission.

If the credit memo is selected first, then the credit memo goes unprocessed, without failure, because the invoice wasn't yet processed. The unprocessed credit memo remains in the interface table and will be processed the next time you submit the Import AutoInvoice process.

When does AutoInvoice purge processed data?

If the **Purge interface tables** Receivables system option is enabled, then the Purge AutoInvoice Interface Data process runs automatically after AutoInvoice has validated and transferred data to Receivables. The process purges all processed lines interfaced from all sources.

If the **Purge interface tables** Receivables system option isn't enabled, then you must submit the Purge AutoInvoice Interface Data process manually to purge temporary data. Submitting the process manually purges both processed and unprocessed lines--with the exception of unprocessed lines interfaced from Oracle Fusion Cloud upstream systems: Order Management, Project Management, Subscriptions.

You can't purge unprocessed lines interfaced from Oracle Fusion Cloud upstream systems under any circumstances.

How does AutoInvoice process recurring invoices?

During AutoInvoice import, the process selects recurring invoice lines that have a transaction date on or before the system date. Recurring invoice lines with a transaction date later than the system date remain in the interface tables until the appropriate date arrives.

How can I authorize a credit card transaction with token?

You don't need to explicitly authorize a tokenized credit card transaction. If the tokenized credit card transaction was imported without authorization, then the authorization takes place in Payments after you generate the automatic receipts and create the remittance.

Present Bill

Print Receivables Transactions

Use the Print Receivables Transactions process to submit your invoices, credit memos, debit memos, chargebacks, and balance forward bills for printing. You can print all available transactions, a range of transactions, or new transactions only.

Business Intelligence (BI) Publisher provides a predefined print template for each Receivables transaction class: invoice, credit memo, debit memo, chargeback, and balance forward bills. By default the Print Receivables Transactions process

uses these predefined templates to print transactions. You can create your own versions of these print templates using the available editing features in BI Publisher.

During a run of the Print Receivables Transactions process, these behaviors apply to transaction attachments:

- If the feature is enabled, a copy of the printed transaction is added to the transaction header as an attachment. Use the Review Transaction page to view this printed copy.
- If the feature is enabled, attachments to the transaction header can be printed along with the transaction.

Note: You print bills receivable transactions with the Print Bills Receivable process.

The following list describes important parameters of the Print Receivables Transactions process.

Selected Parameters

Business Unit

Print transactions belonging to either a single business unit or all business units.

Transactions to Print

- Printed: Prints only those transactions that have already been printed.
- Unprinted: Prints only those transactions that have never been printed.
- All: Prints both printed and unprinted transactions.

Order By

Identifies the order in which the selected transactions are printed:

- Transaction Number
- Customer
- Postal Code

Batch Name

Print transactions belonging to the specified transaction batch.

Transaction Class

Print transactions belonging to the specified transaction class only: Invoice, Credit Memo, Debit Memo, Chargeback.

Transaction Type

Print transactions belonging to the specified transaction type only. If you entered a value in the **Transaction Class** parameter, then the list of available transaction types is limited to this transaction class.

Customer Class

Print transactions belonging to customers with this classification only, for example, Commercial or Government.

Installment Number

For transactions with split payment terms, you can specify the installment number. To print all installments, don't enter an installment number.

Print Date

Print transactions for the print date range you specify. The print date is the transaction date, unless you have specified print lead days on the payment terms, in which case the print date is the number of lead days before the transaction due date.

Open Invoices Only

Specify whether to only print transactions with open debit items. The default is Yes.

Output File Type

Specify the output to use for the print run:

- HTML
- PDF
- Zipped PDFs: Includes an index file of the print run, to identify the first and last page of each printed transaction.
- Excel

[Transaction Class] Template Name

Select the template to use to print transactions for each transaction class or the selected transaction class. The process uses the default template unless you specify a template that you created.

Itemized Tax by Line

Specify whether to print itemized tax information for each transaction line.

Selected Template Headings

This table describes important template headings for printed transactions.

Heading	Description
Bill-to	The bill-to customer and address for this transaction.
Ship-to	The ship-to customer and address for this transaction.
Purchase Order	The purchase order number from your customer for this transaction.
Sales Order	The sales order number with which this transaction is associated.
Total	The total of all line amounts, tax, and shipping charges for this transaction.
Payments	The total of all payments made against the transaction.
Credits	The total of all credits applied to the transaction.
Financial Charges	The total of all late and penalty charges applied to the transaction.
Due Date	The date that payment is due.

Heading	Description
Send payment to	The remit-to address, where your customers are to send payments against the transaction.
Extended Amount	The total amount for an individual line item. This total is the quantity shipped times the unit price.
Our Reference	The number of the transaction that a credit memo credits. This value applies to credit memos only.
Quantity Shipped	The number of units that were shipped and billed for on this transaction.
Salesperson	The primary salesperson for this transaction.

Related Topics

- How do I manage templates for printing transactions?
- How do I print Receivables transactions?
- Print Bills Receivable Report

How You Store Printed Transactions as Attachments

Store a copy of a printed or emailed transaction on the transaction itself as a permanent record of the original printed document.

Create a Lookup Code

To use this feature, you must first enable the storing of printed transactions by creating an AR_STORE_PRINTED_TRANSACTIONS lookup code under the AR_FEATURES lookup type.

> **Note:** The `AR_STORE_PRINTED_TRANSACTIONS` lookup code is also required when you print multiple transactions from the Bill Management Account Overview page.

To create the lookup code:

1. Navigate to the Setup and Maintenance work area.
2. Search for the Manage Receivables Lookups setup task.
3. In the Manage Receivables Lookups page, search for the AR_FEATURES lookup type.

   If the AR_FEATURES lookup type doesn't exist, create this lookup type using the Manage Standard Lookups setup task.
4. In the Lookup Type: AR_FEATURES section, click the Plus (+) icon.
5. In the **Lookup Code** field, enter **AR_STORE_PRINTED_TRANSACTIONS**.
6. In the **Meaning** field, enter **Store a printed copy of the transaction as an attachment**.
7. In the **Start Date** field, enter the date that this lookup code becomes active.
8. Ensure that you check the **Enabled** box.
9. Save your work.

Print Transactions

When you run Print Receivables Transactions, the process prints or emails transactions to the designated customer accounts and sites. Then the Upload Printed Receivables Transactions post process stores a copy of the printed transaction as an attachment to the transaction.

If the Upload Printed Receivables Transactions post process fails to store copies of any printed or delivered transactions after the first printing, the next run of the Print Receivables Transaction process by any user will recover and print these transactions again to store copies of the transactions as attachments.

> **Note:** You can't run the Upload Printed Receivables Transactions process from Scheduled Processes. This is a post process of Print Receivables Transactions that only runs once you have properly enabled the storing of printed transactions as attachments.

Use the Review Transaction page to open and review the printed document from the Attachments field or Attachments window. The Printed Transaction Copy attachment category is associated with each transaction stored as an attachment.

Whenever you reprint a transaction, an additional reprinted transaction copy is stored as an attachment. Use the Attachments window to review the date of each printed attachment.

Related Topics

- How do I print Receivables transactions?
- Overview of Lookups
- Example of a Standard Lookup

How To Print Transaction Attachments

You can use the Print Receivables Transactions process to print attachments to Receivables transactions along with the transactions. You can print attachments belonging to your invoices, debit memos, credit memos, and chargebacks.

> **Note:** You can only print attachments in PDF format that are attached to the transaction header.

Settings That Affect Printing Attachments with Transactions

Complete these settings to print attachments with transactions:

- Preferred Delivery Method: Set the **Preferred Delivery Method** field to Paper or Email in the profile of each customer account or site that you want to print attachments with customer transactions. The setting at the account level affects all sites belonging to the customer account.
- Attachment Categories: In the Manage Attachment Categories page, create attachment categories for each type of document that you want to attach to and print along with transactions. For example, you can create

attachment categories such as Item Descriptions, Explanation of Charges, Company Contacts, or Additional Information.

Use these settings in the Manage Attachment Categories page for each attachment category you create:

- Category Name: For example, EXP_CHARGES
- User Name: For example, Explanation of Charges
- Module: Transactions (Module Key = FinArTransactionsMain)
- Description: For example, Document that explains the charges on transactions.
- Entity Name: RA_CUSTOMER_TRX_ALL
- Display Name: Transaction Header

- Lookup Type: In the Manage Standard Lookups page, create the lookup type to print attachment categories called AR_PRINT_ATTACHMENT_CATEGORIES.

  Use these settings in the Manage Standard Lookups page for the lookup type:

  - Lookup Type: AR_PRINT_ATTACHMENT_CATEGORIES
  - Meaning: Categories of Attachments to be Printed
  - Description: Specifies the categories of attachments to be printed by the Print Receivables Transactions process.
  - Module: Transactions (Module Key = FinArTransactionsMain)
  - Lookup Configuration Level: User

- Lookup Codes: Create lookup codes under the AR_PRINT_ATTACHMENT_CATEGORIES lookup type for each attachment category that you created.

  Use these settings for the lookup codes:

  - Lookup Code: Attachment category name

    Note: The attachment category name and lookup code must match exactly.

  - Enabled: Yes
  - Start Date: Date this lookup code is active.
  - Meaning: User-defined explanation of the lookup code/attachment category.
  - Description: Optional description of the lookup code/attachment category.

- Generate Bill: Set the **Generate Bill** option to Yes for all transactions that you want to print with their PDF attachments.

How Attachments Are Printed

When you run the Print Receivables Transaction process, the process prints attachments to transactions that satisfy these criteria:

- The attachment is in PDF format.
- The attachment is attached to the transaction header.
- The preferred delivery method setting on the related customer profiles is Paper or Email.

- The attachment category is defined as an active lookup code of the AR_PRINT_ATTACHMENT_CATEGORIES lookup type.

You print four invoices with the following attachments:

- Invoice 1000:
  - Header level: Attachment A, PDF file, Category is Additional Information to Customer (category name ADDITIONAL_INFO)
  - Line level: Attachment B, PDF file, Category is Explanation of Charges (category name EXP_CHARGES)
- Invoice 1001:
  - Header level: Attachment C, PDF file, Category is Explanation of Charges (category name EXP_CHARGES)
  - Line level: Attachment D, PDF file, Category is Customer Transactions
- Invoice 1002:
  - Header level: Attachment E, PDF file, Category is Internal Notes
  - Line level: Attachment F, PDF file, Category is Additional Information to Customer (category name ADDITIONAL_INFO)
- Invoice 1003:
  - Header level: Attachment G, .txt file, Category is Additional Information to Customer (category name ADDITIONAL_INFO)

A run of the Print Receivables Transactions process will print the four invoices with the following attachments:

- Invoice 1000 with Attachment A
- Invoice 1001 with Attachment C
- Invoice 1002 with no attachment
- Invoice 1003 with no attachment

Related Topics

- How do I print Receivables transactions?
- Attachments
- Overview of Lookups

Portal Upload and Custom Delivery Methods

Assign customer accounts and sites a preferred delivery method of Portal Upload for customer transactions intended for upload to a supplier portal or external system.

Define a customer profile with the **Preferred Delivery Method** set to Portal Upload, and assign this profile to the applicable customer account or site. The Print Receivables Transactions process excludes transactions with the Portal Upload setting from delivery by Paper, Email, or XML.

You can also define other custom delivery methods as lookup codes under the AR_INV_DELIVERY_METHOD lookup type.

To define a custom delivery method:

1. Navigate to the Setup and Maintenance work area.
2. Search for the Manage Receivables Lookups setup task.
3. In the Manage Receivables Lookups page, search for the AR_INV_DELIVERY_METHOD lookup type.
4. In the Lookup Type: AR_INV_DELIVERY_METHOD section, click the Plus (+) icon.
5. In the **Lookup Code** field, enter the code for your custom delivery method. Use a format similar to the Portal Upload lookup code ORA_PORTAL_UPLOAD_INV.
6. In the **Meaning** field, enter a description that identifies the use of this custom delivery method.
7. In the **Start Date** field, enter the date that this lookup code becomes active.
8. Ensure that you check the **Enabled** box.
9. Save your work.

Custom delivery methods appear in the **Preferred Delivery Method** field list of values in customer profile pages and in the RA_CUSTOMER_PROFILES_INT_ALL tab of the Customer Import FBDI template.

As with Portal Upload, when you assign a customer account or site a custom delivery method, the related transactions are excluded from delivery by Paper, Email, or XML during a run of the Print Receivables Transactions process.

You can also assign Portal Upload or a custom delivery method to transactions using REST API or SOAP services:

- Receivables Invoice REST API, using the Update operation on the print attributes of a transaction.
- Customer Profile SOAP service, to create or update a customer profile.

FAQs for Present Bill

How can I order names and numbers on searches and selections?

Search and selection ranges and parameters in Receivables use alphanumeric character ordering to determine the order in which to consider names and numbers. The alphanumeric character ordering is: 1 - 9, followed by A - Z, followed by a - z.

When you enter an alphanumeric range, such as in report parameters, Receivables doesn't compare each number as a whole when determining the range of data to display, but instead compares only the first digit in each entered parameter value, and then the second digit, and so on.

For example, if the low and high values in a range are from 99 to 109, then Receivables perceives 99 as higher than 109, and can't successfully determine a range to use. To resolve this issue, submit your searches and print requests in separate batches. For example, if you're using low and high batch name values, then submit the report for batches 1-999, 1000-1999, and so on.

How do I print Receivables transactions?

Use the Print Receivables Transactions process to schedule print runs of transactions and balance forward bills according to the needs of your enterprise.

When you schedule a print run, this both marks each transaction, or each transaction in a balance forward bill, as printed and generates the printed document according to the template assigned to the transaction.

It isn't recommended to print transactions and balance forward bills directly from BI Publisher, because BI Publisher doesn't mark transactions as printed. If a printed transaction isn't marked as printed, then users can still make changes to the transaction.

You can use the **View Print** button on the Review Transaction and View Transaction pages to preview the printed version of the transaction. If you haven't printed the transaction, the preview displays the transaction according to the default template in BI Publisher. If you have printed the transaction, the preview displays the transaction using the last template that you used to print the transaction.

How do I manage templates for printing transactions?

Use Business Intelligence (BI) Publisher to manage the predefined print templates for printing Receivables transactions and balance forward bills.

There are six print templates for each transaction class and for balance forward bills:

- Invoice Print Template
- Credit Memo Print Template
- Debit Memo Print Template
- Chargeback Print Template
- Balance Forward Bills Summary Print Template
- Balance Forward Bills Detail Print Template

You can create your own versions of these print templates using the available editing features in BI Publisher. Recommendations for modifying a print template include:

- Update the logo on the template to reflect your current organization logo.
- Add or remove attributes to and from the template according to your requirements.
- Set your template as the default template in BI Publisher.

> **Note:** There is also a **Default Bill Receivable Template** used with the Print Bills Receivable Report. This template is not updateable.

There are two predefined data models:

- Transaction Print Data Model
- Balance Forward Bill Print Data Model

The data models provide the source data displayed on printed transactions. You can't modify the data models.

Process Billing Adjustments

How Adjustments to Transactions Are Calculated

Create adjustments to increase or decrease the balance due on an invoice, debit memo, or chargeback. For example, after receipt application an invoice has an open balance of two dollars. You can create an adjustment for the remaining amount and close the debit item.

Settings That Affect Adjustments

These settings affect the creation and update of adjustments:

- Adjustment types: The adjustment type determines what part of the invoice is adjusted: Invoice (entire invoice amount); Line; Charges (late charges and penalties); Tax; Freight.
- Receivables activity: The Receivables activity determines the transaction distribution account to use for the expense or revenue generated by the adjustment.
- Natural Application and Overapplication rules: The settings for these rules on the transaction type determine whether an adjustment must make the balance due zero, or whether an overapplication is allowed. If the transaction type doesn't allow overapplication, you can't enter an amount that would reverse the sign of the balance of the debit item.
- Approval limits: If the adjustment amount is within your approval limits for the currency of the item, the adjustment is approved and the customer balance updated. If the adjustment amount is outside your approval limits for the currency of the item, the adjustment is set to the status Pending Approval until someone with the appropriate approval limits either approves or rejects the adjustment.
- **Invoices with Unconfirmed Receipts** profile option: You can adjust invoices selected for automatic receipt application if this profile option is set to Adjust or Adjust and Credit.
- **Override Adjustment Activity Account Allowed** profile option: If this profile option is set to Yes, you can update the default transaction distribution account determined by the Receivables activity.
- **Adjustment Reason Required** profile option: If this profile option is set to Yes, you must enter a reason for the adjustment.

How Adjustments are Calculated

The calculation for each adjustment type is as follows:

- Invoice: Apply the adjusted amount to the entire invoice, or to the installment you're updating if the transaction has multiple installments.

  You must enter an amount large enough to close the item you're adjusting. If the **Allow Overapplication** option on the transaction type is set to Yes, you can enter an amount greater than the balance due.
- Line: Apply the adjusted amount to the invoice lines. The adjusted amount is prorated across all lines. If the adjustment includes tax, the amount is prorated across lines and tax.
- Charges: Apply the adjusted amount to the charges amount on the invoice. If the adjustment includes tax, the amount is prorated across charges and tax.
- Tax: Apply the adjusted amount to the tax amount.
- Freight: Apply the adjusted amount to the freight amount.

Related Topics

- Natural Application and Overapplication
- Receivables Activity Types

Automatic Adjustments to Receivables Transactions

Use the Create Automatic Billing Adjustments process to automatically adjust the remaining balances of all open invoices, debit memos, credit memos, and chargebacks.

When you run Create Automatic Billing Adjustments, the process:

- Creates pending and approved adjustments based on your adjustment approval limits.
- Closes the appropriate items.

You can run the process in preview mode to review the proposed adjustments before updating your open items.

Use the Create Automatic Billing Adjustments process parameters to manage the adjustment of specific sets of transactions, for example, by remaining amount, due date, transaction type, customer name, or customer account number.

If you enter a remaining amount or percentage range that exceeds your adjustment approval limits, the Create Automatic Billing Adjustments process creates these adjustments with a status of Pending Approval. You can refer these adjustments for approval to an approver with the appropriate limits.

If the remaining amount or percentage range is within your adjustment approval limits, the process automatically approves these adjustments.

Related Topics

- How Adjustments to Transactions Are Calculated

How You Manage Adjustments to Receivables Transactions

Adjustments to transactions that are pending approval require review and further action by a user with the necessary approval limits.

You can perform these actions on pending adjustments:

- Approve an adjustment
- Reject an adjustment
- Reverse an adjustment
- Request more information about an adjustment
- Edit an adjustment
- Withdraw an adjustment

Use the Approve Adjustments page or the **Adjustments** section of the Billing work area to review and update pending adjustments.

If an adjustment is in the Pending Approval status, you can approve, reject, or request information. If you approve or reject the adjustment, this updates the customer account balances accordingly. You can only post adjustments that have the status Approved or Rejected.

You can only reject an adjustment with the status Pending Approval.

Note: You can't approve a pending adjustment in either of these cases:

- Transaction associated with the adjustment is selected for automatic receipt creation and the **Invoices with Unconfirmed Receipts** profile option is set to Credit or None.
- Adjustment was already posted to the general ledger.

If you need to reverse an approved adjustment, for example, an adjustment approved in error, create a new adjustment with the same information and amount with the opposite sign to the previous adjustment amount.

You can't perform any further action on an adjustment with the status Rejected. If necessary, create a new adjustment to replace the rejected adjustment.

There are two actions that set an adjustment to the status More Research:

- Use the Request Information action to request information about an adjustment before deciding whether to approve or reject.
- Use the Withdraw action to withdraw an adjustment in the status Pending Approval that you previously submitted for approval.

You can edit all of the information in an adjustment record with the status More Research. This is the only status that allows edits to all fields.

Note: If you want to reject an adjustment in the More Research status, you must revert the adjustment to the Pending Approval status. Open the adjustment, and enter and submit the requested information. The adjustment reverts to the Pending Approval status and you can then reject the adjustment.

Related Topics

- How Adjustments to Transactions Are Calculated

Credit Memos

Revenue Reversal Rules on Credit Memos

If you're crediting a transaction that uses invoicing and revenue scheduling rules, you must select a revenue reversal rule.

The revenue reversal rule determines how to manage the reversal of revenue that was recognized when the credited transaction was created.

There are three revenue reversal rules:

- LIFO (Last In First Out): This rule reverses revenue starting with the most recent accounting period, and then reverses revenue in all prior periods until the credit memo is finished.
- Prorate: This rule reverses revenue by crediting an equal percentage to all account assignments for the transaction.
- Unit: This rule reverses revenue on the number of units that you specify on a transaction line.

  If you select Unit, you must enter a last period to credit, a quantity to credit, and an adjusted unit price on each applicable line. You can't enter a credit quantity that is greater than the quantity on the target transaction line.

Split Term Methods on Credit Memos

If you're crediting a transaction that has multiple installments, you must select a split term method.

The split term method determines how to credit a transaction with multiple installments and specifies how the installments are credited.

There are three split term methods:

- FIFO (First in First Out): This method reduces the remaining balance starting from the first installment.
- LIFO (Last In First Out): This method reduces the remaining balance starting from the last, or most recent, installment.
- Prorate: This method credits the installments and prorates them based on the amount remaining for each installment.

  This method uses the formula: Total Credit Amount * (Remaining Line Balance/Total Remaining Balance).

How You Update Sales Credits on Credit Memo Lines

Review and update the default sales credits assigned to each credit memo line.

You can review and update the default salespersons and the default sales credits assigned to each salesperson. If AutoAccounting depends on salesperson, you may need to rederive AutoAccounting during your updates.

Update the Default Sales Credits

If you're reviewing a credit memo against a specific invoice, Receivables derives the default sales credits from the sales credit lines of the original invoice. If you're reviewing an on-account credit memo, all sales credits are assigned to the primary salesperson.

You can perform these updates to default sales credits:

- Update the revenue or non-revenue allocations to existing salespersons by percentage or amount.
- Split the sales credit with one or more new salespersons. First update the sales credit percentage or amount for the primary salesperson, then add a row for each new salesperson and enter the salesperson name and percentage allocation.
- Change the primary salesperson.

> **CAUTION:** If the revenue of the credit memo was previously adjusted using the Manage Revenue Adjustments pages, don't adjust sales credits on the Credit Lines page. You must use the Manage Revenue Adjustments pages to make any sales credit adjustments.

Choose Whether to Rederive AutoAccounting for Salespersons

If AutoAccounting depends on salesperson and you change the primary salesperson, Receivables asks if you want to rerun AutoAccounting for this credit memo line.

If you click Yes:

- Receivables reruns AutoAccounting and updates the revenue accounts for this credit memo line.
- If you have already posted the credit memo account assignments, the original accounting entries and sales credit record aren't updated. Instead Receivables creates new accounting entries and sales credit records to offset the original sales credit entries and to note the new ones.

- If AutoAccounting is defined for tax, unbilled, unearned, and AutoInvoice clearing accounts to use sales credits, Receivables updates the classes associated with this credit memo line that are currently based on salesperson.

If you click No, Receivables doesn't run AutoAccounting, but does save your updates to sales credit information.

Related Topics

- Sales Credits and AutoAccounting

Manual Credit Memo Request Workflow Notifications

Use the Manual Credit Memo Request Notification (FinArTrxnsCreditMemosCreationPostProcessing) to send email or in-application notifications to each designated approver.

The approver uses the notification window and the Review Credit Memo Request page to review the credit request details, review and update credit request information, and sign off on the review by clicking the **Complete** button and sending the review to the next approver.

The notification window for the manual credit memo request contains this information:

- Customer account or site.
- Request details, including the original transaction, rebill information, adjustments, and receipts.
- Dispute details, including the dispute amount and dispute reason.
- Approval history.
- Link to the Review Credit Memo Request page.

Review Credit Memo Request Page

The approver uses the Review Credit Memo Request page, available from the notification window, to review transaction and dispute information, update details of the credit request, and enter comments related to the review.

Use the Review Credit Memo Request page to perform these activities:

- Review the credit request information.
- Review the transaction dispute details and amounts, and the disputed transaction lines (if applicable).
- Use the **View Transaction Activities** button to review transaction activities for the original transaction under dispute.
- Use the Rebill Details section to review and update rebill information:
    - **Rebill Number** field: Enter one or more transaction numbers, separated by commas, to identify the transaction or transactions to rebill the customer in place of the original disputed transaction.
    - **Rebill Group** field: Select the product under which the rebill takes place.
- View comments from the customer in the **Customer** field.
- Enter approver comments in the **Internal Comments** field.

Manual Credit Request Workflow Notification Template

Use the Credit Memo Request Manual Entry Notification (FinArTrxnsCreditMemosManualEntryRequestForAction) with Oracle Business Intelligence Publisher to copy the predefined notification template and modify it according to your business requirements and policies.

You can make these modifications to the template:

- Add new fields from the Manual Credit Memo Request data model.
- Remove existing fields.
- Update the look and feel: add images, change colors, change fonts and styling.
- Update the template text.

The same template is used to generate both the email and in-application notifications for a particular workflow. The modifications you make to the predefined template are reflected in both email and in-application notifications.

Related Topics

- Review of Dispute and Collections Information on Receivables Transactions

Review of Dispute and Collections Information on Receivables Transactions

Review and update information related to transactions under dispute, and review Collections installment and case folder notes on transactions.

Manage Disputes

Use the Manage Disputes page to enter a customer dispute for all or part of the transaction amount. After you enter the details of the dispute, use the fields in the Dispute Summary section to record customer comments and your own internal comments.

To enter and manage a dispute:

1. In the Billing work area, open the Manage Transactions page.
2. Search for and select the transaction you want.
3. In the Review Transaction page, select Submit a Dispute from the Actions menu to open the Manage Disputes page.
4. In the **Dispute Section** field, select the section of the transaction to dispute.
5. In the **Dispute Reason** field, select the reason for the dispute.
6. In the **Dispute Type** field, optionally select a level to indicate the criticality of the dispute. Red is most critical and Ace is least critical.

   You can use the ORA_IEX_DISPUTE_TYPE_CODE lookup type to define your own codes to describe disputes.
7. Optionally enable the **Reverse applications and credit open balance** option to initiate the Credit Memo Rebill process. Use this option to credit the entire amount of the original invoice for rebill purposes.

   The Credit Memo Rebill process reverses any receipts and adjustments against the original invoice and creates a credit memo for the entire invoice amount.
8. In the Dispute Detail section, enter the values that the customer wants to dispute in the **Quantity** and **Amount** fields.
9. In the Dispute Summary section, enter in the **Customer Comments** field any information from the customer related to the dispute.
10. In the **Internal Comments** field, enter any information from your internal reviews related to the customer or to the dispute.
11. Click the **Submit** button to submit the dispute to the credit memo approval process.

    The customer and internal comments are included for review in each node of the approval process. Approvers may add to these comments during the dispute review.

Review Receivables and Collections Notes and Comments

When you submit a dispute, the dispute process creates a note that contains the Credit Memo Request Number (Dispute Number), Dispute Amount, Credit Memo Reason, and your Internal Comments, and attaches this note to the transaction under dispute.

After credit memo approval, the customer comments related to the dispute are available for review in the credit memo created by the dispute.

In addition, during the collections process the Collections agent may enter notes related to transactions under dispute or to collections activity on specific transaction installments.

To review Collections notes on transactions:

1. In the Billing work area, open the Manage Transactions page.
2. Search for and select the transaction you want.
3. In the Review Transaction page, select Review Installments from the Actions menu.
4. In the Review Installments window, click the **Notes** icon on the installment you want.
5. In the Installment tabbed region of the Notes window, review any installment notes in the **Note Text** column.
6. Click the Case Folder tab.
7. In the Case Folder tabbed region of the Notes window, review any case folder notes in the **Note Text** column.

To review comments related to transactions under dispute:

1. In the Billing work area, open the Manage Transactions page.
2. Search for and select the original invoice transaction under dispute.
3. In the General Information section of the Review Transaction: Invoice page, click the **Notes** icon.
4. In the Notes window, click the Transaction tab and review the dispute comments for the original invoice in the **Note Text** column.
5. Close the original invoice transaction.
6. In the Manage Transactions page, search for and select the credit memo created by the dispute for the original transaction.
7. In the Review Transaction: Credit Memo page, click the Show More link.
8. Click the Miscellaneous tab.
9. Review the customer comments in the **Comments** field.

Unapply Receipts During Credit Memo Request Approval

If the credit memo approval process approves a dispute amount greater than the open balance on the invoice, you can set up the applied credit memo to automatically reverse existing receipt applications.

Use this procedure, for example, when an invoice was partially paid but the customer later disputes a portion of the original invoice amount greater than the current open balance.

The credit memo approval process performs these steps:

1. Unapply one or more full or partial receipt amounts from the invoice to accommodate the approved credit memo amount.
2. Create and apply the credit memo to close the invoice.
3. Reapply the receipts and place any remaining receipt amount on-account for the customer.

This process doesn't reverse other activity against an invoice, including adjustments and credit memos. If reversing all available receipts and applying the approved credit memo still leaves a negative invoice balance, then the approval process ends in error.

> **Note:** If the original dispute was created with the **Reverse applications and credit open balance** option enabled to initiate the Credit Memo Rebill process, then that process takes precedence and the unapplication of receipts process doesn't apply.

To set up credit memo approval to unapply receipts and apply the credit memo:

1. Create a credit memo transaction source with these settings:
    - **Type**: Manual
    - **Receipt Handling for Credits**: On account

    > **Note:** You can also assign these settings to the predefined transaction source **Credit Memo**.
2. In the transaction source assigned to the invoice, select the credit memo transaction source you created, or the predefined transaction source **Credit Memo**, in the **Credit Transaction Source** field.
3. In the transaction source assigned to the invoice, select the transaction type to use in the **Standard Transaction Type** field.

    > **Note:** The transaction type you select must have the **Natural Application Only** option enabled. You can't use overapplication with credit memo approvals that require the unapplication of receipts.

You can use the receipt history to review a receipt's unapplication and reapplication on the invoice and the credit request details.

How Credit Memo Distributions Are Calculated

When you credit a transaction and create a credit memo, this assigns a revenue and tax account to each credit memo line and generates corresponding default distribution amounts.

Use the Distributions window to review and update the account assignments for credit memo and tax lines.

If the transaction you're crediting has associated freight charges, you can also update credit memo freight distributions, unless the credit memo transaction type has **Allow Freight** set to No or you have specified a standard memo line of type Tax.

You can directly update account assignments that haven't posted. If you update an account assignment that has already posted, Receivables doesn't change the original assignment but instead creates two new account assignments:

- The first assignment offsets the original posted account assignment.
- The second assignment records the new amount or account that you have updated.

Settings and Documents That Affect Credit Memo Distributions

These settings and documents affect the calculation and display of credit memo distributions:

- AutoAccounting: Account assignments differ depending on whether AutoAccounting depends on salesperson to determine the segment values.
- **Invoice Accounting Used for Credit Memos** profile option: If this profile option is set to Yes, credit memo accounting is derived from the accounting of the invoice being credited.
- Standard credit memo or on-account credit memo: On-account credit memos depend on AutoAccounting to derive account assignments. Standard credit memos depend on AutoAccounting and the setting of the **Invoice Accounting Used for Credit Memos** profile option.

- Credit memo revenue reversal rule: This rule affects account assignments on standard credit memos with revenue scheduling rules.

How Credit Memo Distributions Are Calculated

AutoAccounting assigns a revenue and tax account to each credit memo line. The calculation of the default distribution amount allocated to each account assignment varies depending upon the related documents and settings.

If this is an on-account credit memo, the default amount is the credit memo line amount, where AutoAccounting for the revenue account doesn't depend on salesperson. If AutoAccounting does depend on salesperson, Receivables creates multiple account assignment lines, with one line for each salesperson equal to the amount of the salesperson line.

If this is a standard credit memo against a transaction, then the default amount depends on the setting of the **Invoice Accounting Used for Credit Memos** profile option:

- If the **Invoice Accounting Used for Credit Memos** profile option is set to No, the default amount is calculated using AutoAccounting in the same manner as on-account credit memos.
- If the **Invoice Accounting Used for Credit Memos** profile option is set to Yes, and the transaction doesn't use a revenue scheduling rule, the default amount is an amount from the corresponding invoice distribution line using the formula: Amount = (Credit Memo Line Amount/Invoice Line Amount) * Invoice Account Assignment Amount.
- If the **Invoice Accounting Used for Credit Memos** profile option is set to Yes, and the transaction uses a revenue scheduling rule, the default amount is calculated according to the setting of the credit memo revenue reversal rule.

> **Note:** You must run Revenue Recognition before you can review and update distributions on credited transactions with revenue scheduling rules.

Related Topics

- How Revenue Scheduling Rules Are Used

Credit Memo Accounting Against the In Advance Invoicing Rule

These examples illustrate the accounting for full and partial credit memos against an invoice that uses the In Advance invoicing rule.

On 1/1/XX invoice 102 is created with these details:

- Invoice Number = 102
- Invoice Date = 1/1/XX
- Invoice Amount = $100
- Duration = 5 months
- Invoicing Rule = In Advance
- Revenue Scheduling Rule = Fixed Amount, with these details:
    - Period 1 = $20
    - Period 2 = $20
    - Period 3 = $10
    - Period 4 = $30

- Period 5 = $20

This table shows the accounting entries for invoice 102 over the five accounting periods:

Account	Debit	Credit	Accounting Date	Period Status
Accounts Receivable	100.00	None	1/1/XX	Open
Unearned Revenue	20.00	None	1/1/XX	Open
Unearned Revenue	None	100.00	1/1/XX	Open
Revenue	None	20.00	1/1/XX	Open
Unearned Revenue	20.00	None	2/1/XX	Not Open
Revenue	None	20.00	2/1/XX	Not Open
Unearned Revenue	10.00	None	3/1/XX	Not Open
Revenue	None	10.00	3/1/XX	Not Open
Unearned Revenue	30.00	None	4/1/XX	Not Open
Revenue	None	30.00	4/1/XX	Not Open
Unearned Revenue	20.00	None	5/1/XX	Not Open
Revenue	None	20.00	5/1/XX	Not Open

The examples describe four separate scenarios:

- Scenario 1: A full credit memo entered against the invoice.
- Scenario 2: A partial credit memo entered against the invoice, with the revenue reversal rule set to Prorate.
- Scenario 3: A partial credit memo entered against the invoice, with the revenue reversal rule set to LIFO.
- Scenario 4: A partial credit memo entered against the invoice on 6/1/XX, with the revenue reversal rule set to UNIT.

Full Credit Memo

A full credit memo is entered on 2/15/XX against invoice 102 with these details:

- Credit memo date = 2/15/XX
- Credit memo amount = $100

This table shows the reverse accounting entries after the credit memo is applied:

Account	Debit	Credit	Accounting Date	Period Status
Unearned Revenue	100.00	None	2/15/XX	Open
Revenue	20.00	None	2/15/XX	Open
Revenue	20.00	None	2/15/XX	Open
Accounts Receivable	None	100.00	2/15/XX	Open
Unearned Revenue	None	20.00	2/15/XX	Open
Unearned Revenue	None	20.00	2/15/XX	Open
Revenue	10.00	None	3/1/XX	Not Open
Unearned Revenue	None	10.00	3/1/XX	Not Open
Revenue	30.00	None	4/1/XX	Not Open
Unearned Revenue	None	30.00	4/1/XX	Not Open
Revenue	20.00	None	5/1/XX	Not Open
Unearned Revenue	None	20.00	5/1/XX	Not Open

Partial Credit Memo with Revenue Reversal Rule Prorate

A partial credit memo for $65 is entered on 2/15/XX against invoice 102. The details are:

- Revenue reversal rule = Prorate
- Credit memo date = 2/15/XX
- Credit memo amount = $65

This table shows the partial reverse accounting entries after the credit memo is applied, with the computations used to derive the partial amounts:

Account	Debit	Credit	Accounting Date	Period Status
Unearned Revenue (65/100) * ($100)	65.00	None	2/15/XX	Open
Revenue (65/100) * ($20)	13.00	None	2/15/XX	Open
Revenue (65/100) * ($20)	13.00	None	2/15/XX	Open

Account	Debit	Credit	Accounting Date	Period Status
Accounts Receivable	None	65.00	2/15/XX	Open
Unearned Revenue	None	13.00	2/15/XX	Open
Unearned Revenue	None	13.00	2/15/XX	Open
Revenue (65/100) * ($10)	6.50	None	3/1/XX	Open
Unearned Revenue	None	6.50	3/1/XX	Open
Revenue (65/100) * ($30)	19.50	None	4/1/XX	Not Open
Unearned Revenue	None	19.40	4/1/XX	Not Open
Revenue (65/100) * ($20)	13.00	None	5/1/XX	Not Open
Unearned Revenue	None	13.00	5/1/XX	Not Open

Partial Credit Memo with Revenue Reversal Rule LIFO

A partial credit memo for $65 is entered on 2/15/XX against invoice 102. The details are:

- Revenue reversal rule = LIFO
- Credit memo amount is fully applied by Period 2
- Credit memo date = 2/15/XX
- Credit memo amount = $65

This table shows the partial and full reverse accounting entries after the credit memo is applied:

Account	Debit	Credit	Accounting Date	Period Status
Revenue	5.00	None	2/15/XX	Open
Unearned Revenue	65.00	None	2/15/XX	Open
Unearned Revenue	None	5.00	2/15/XX	Open
Accounts Receivable	None	65.00	2/15/XX	Open
Revenue	10.00	None	2/15/XX	Open

Account	Debit	Credit	Accounting Date	Period Status
Unearned Revenue	None	10.00	2/15/XX	Open
Revenue	30.00	None	3/1/XX	Not Open
Unearned Revenue	None	30.00	3/1/XX	Not Open
Revenue	20.00	None	4/1/XX	Not Open
Unearned Revenue	None	20.00	4/1/XX	Not Open

Partial Credit Memo with Revenue Reversal Rule UNIT

A partial credit memo for $65 is entered on 6/1/XX for 8 units against invoice 102, assuming that this invoice consists of 10 units with a value of $10 each for a total of $100. The details are:

- Revenue reversal rule = UNIT
- Credit memo date = 6/1/XX
- Credit memo amount = $65

Receivables derives the Amount to Credit in each period by multiplying the Net Unit Price for each period by the number of units to credit (8 in this example). Receivables derives the Net Unit Price by the following formula:

```
Net Unit Price = (Invoice Amount in this period - any previous credit memos in this period) / Original invoice quantity
```

This table shows the Net Unit Price for each period:

Period	Calculation	Net Unit Price
Period 5	($20-$0)/10 units	$2
Period 4	($30-$0)/10 units	$3
Period 3	($10-$0)/10 units	$1
Period 2	($20-$0)/10 units	$2
Period 1	($20-$0)/10 units	$2

This table shows the Amount to Credit (Net Unit Price * Units to Credit) in each period as a result of the calculations of the net unit price in the previous table:

Period	Amount to Credit	Amount Credited (actual)
Period 5	$2 * 8 units	$16
Period 4	$3 * 8 units	$24
Period 3	$1 * 8 units	$8
Period 2	$2 * 8 units	$16
Period 1	$2 * 8 units	$1 (balance of credit memo)

This table shows the partial reverse accounting entries after the credit memo is applied:

Account	Debit	Credit	Accounting Date	Period Status
Unearned Revenue	65.00	None	1/1/XX	Open
Revenue	1.00	None	1/1/XX	Open
Accounts Receivable	None	65.00	1/1/XX	Open
Unearned Revenue	None	1.00	1/1/XX	Open
Revenue	16.00	None	2/1/XX	Open
Unearned Revenue	None	16.00	2/1/XX	Open
Revenue	8.00	None	3/1/XX	Open
Unearned Revenue	None	8.00	3/1/XX	Open
Revenue	24.00	None	4/1/XX	Open
Unearned Revenue	None	24.00	4/1/XX	Open
Revenue	16.00	None	5/1/XX	Open
Unearned Revenue	None	16.00	5/1/XX	Open

Credit Memo Accounting Against the In Arrears Invoicing Rule

These examples illustrate the accounting for full and partial credit memos against an invoice that uses the In Arrears invoicing rule.

On 1/1/XX invoice 103 is created with these details:

- Invoice Number = 103
- Invoice Date = 1/1/XX
- Invoice Amount = $100
- Duration = 5 months
- Invoicing Rule = In Arrears
- Revenue Scheduling Rule = Fixed Amount, with these details:
  - Period 1 = $20
  - Period 2 = $20
  - Period 3 = $10
  - Period 4 = $30
  - Period 5 = $20

This table shows the accounting entries for invoice 103 over the five accounting periods:

Account	Debit	Credit	Accounting Date	Period Status
Unbilled Receivable	20.00	None	1/1/XX	Open
Revenue	None	20.00	1/1/XX	Open
Unbilled Receivable	20.00	None	2/1/XX	Not Open
Revenue	None	20.00	2/1/XX	Not Open
Unbilled Receivable	10.00	None	3/1/XX	Not Open
Revenue	None	10.00	3/1/XX	Not Open
Unbilled Receivable	30.00	None	4/1/XX	Not Open
Revenue	None	30.00	4/1/XX	Not Open
Accounts Receivable	100.00	None	5/1/XX	Not Open
Unbilled Receivable	20.00	None	5/1/XX	Not Open
Unbilled Receivable	None	100.00	5/1/XX	Not Open

Account	Debit	Credit	Accounting Date	Period Status
Revenue	None	20.00	5/1/XX	Not Open

The examples describe four separate scenarios:

- Scenario 1: A full credit memo entered against the invoice.
- Scenario 2: A partial credit memo entered against the invoice on 6/1/XX, with the revenue reversal rule set to Prorate.
- Scenario 3: A partial credit memo entered against the invoice on 6/1/XX, with the revenue reversal rule set to LIFO.
- Scenario 4: A partial credit memo entered against the invoice on 6/1/XX, with the revenue reversal rule set to UNIT.

Full Credit Memo

A full credit memo is entered on 6/1/XX against invoice 103 with these details:

- Credit memo date = 6/1/XX
- Credit memo amount = $100

This table shows the reverse accounting entries after the credit memo is applied:

Account	Debit	Credit	Accounting Date	Period Status
No Entries	None	None	1/1/XX	Closed
No Entries	None	None	2/1/XX	Closed
No Entries	None	None	3/1/XX	Closed
Revenue (reverse Period 1 entry)	20.00	None	4/1/XX	Open
Revenue (reverse Period 2 entry)	20.00	None	4/1/XX	Open
Revenue (reverse Period 3 entry)	10.00	None	4/1/XX	Open
Revenue (reverse Period 4 entry)	30.00	None	4/1/XX	Open
Unbilled Receivable	None	20.00	4/1/XX	Open
Unbilled Receivable	None	20.00	4/1/XX	Open

Account	Debit	Credit	Accounting Date	Period Status
Unbilled Receivable	None	10.00	4/1/XX	Open
Unbilled Receivable	None	30.00	4/1/XX	Open
Revenue (reverse Period 5 entry)	20.00	None	5/1/XX	Open
Unbilled Receivable	None	20.00	5/1/XX	Open
Unbilled Receivable (reverse original receivable)	100.00	None	6/1/XX	Open
Accounts Receivable	None	100.00	6/1/XX	Open

Partial Credit Memo with Revenue Reversal Rule Prorate

A partial credit memo for $65 is entered on 6/1/XX against invoice 103. The details are:

- Revenue reversal rule = Prorate
- Credit memo date = 6/1/XX
- Credit memo amount = $65

This table shows the partial reverse accounting entries after the credit memo is applied, with the computations used to derive the partial amounts:

Account	Debit	Credit	Accounting Date	Period Status
No Entries	None	None	1/1/XX	Closed
No Entries	None	None	2/1/XX	Closed
No Entries	None	None	3/1/XX	Closed
Revenue (65/100) * ($20)	13.00	None	4/1/XX	Open
Revenue (65/100) * ($20)	13.00	None	4/1/XX	Open
Revenue (65/100) * ($10)	6.50	None	4/1/XX	Open
Revenue (65/100) * ($30)	19.50	None	4/1/XX	Open
Unbilled Receivable	None	13.00	4/1/XX	Open

Account	Debit	Credit	Accounting Date	Period Status
Unbilled Receivable	None	13.00	4/1/XX	Open
Unbilled Receivable	None	6.50	4/1/XX	Open
Unbilled Receivable	None	19.50	4/1/XX	Open
Revenue (65/100) * ($20)	13.00	None	5/1/XX	Open
Unbilled Receivable	None	13.00	5/1/XX	Open
Unbilled Receivable	65.00	None	6/1/XX	Open
Accounts Receivable	None	65.00	6/1/XX	Open

Partial Credit Memo with Revenue Reversal Rule LIFO

A partial credit memo for $65 is entered on 6/1/XX against invoice 103. The details are:

- Revenue reversal rule = LIFO
- Credit memo date = 6/1/XX
- Credit memo amount = $65

This table shows the partial and full reverse accounting entries after the credit memo is applied:

Account	Debit	Credit	Accounting Date	Period Status
No Entries	None	None	1/1/XX	Closed
No Entries	None	None	2/1/XX	Closed
No Entries	None	None	3/1/XX	Closed
Revenue	5.00	None	4/1/XX	Open
Revenue	10.00	None	4/1/XX	Open
Revenue	30.00	None	4/1/XX	Open
Unbilled Receivable	None	5.00	4/1/XX	Open
Unbilled Receivable	None	10.00	4/1/XX	Open

Account	Debit	Credit	Accounting Date	Period Status
Unbilled Receivable	None	30.00	4/1/XX	Open
Revenue	20.00	None	5/1/XX	Open
Unbilled Receivable	None	20.00	5/1/XX	Open
Unbilled Receivable	30.00	None	6/1/XX	Open
Accounts Receivable	None	30.00	6/1/XX	Open

Partial Credit Memo with Revenue Reversal Rule UNIT

A partial credit memo for $40 is entered on 6/1/XX for 8 units against invoice 103, assuming that this invoice consists of 10 units with a value of $10 each for a total of $100. The details are:

- Revenue reversal rule = UNIT
- Last Period to Credit = last period of the invoice
- Credit memo date = 6/1/XX
- Credit memo amount = $40

Receivables derives the Amount to Credit in each period by multiplying the Net Unit Price for each period by the number of units to credit (8 in this example). Receivables derives the Net Unit Price by the following formula:

```
Net Unit Price = (Invoice Amount in this period - any previous credit memos in this period) / Original invoice quantity
```

This table shows the Net Unit Price for each period:

Period	Calculation	Net Unit Price
Period 5	($20-$0)/10 units	$2
Period 4	($30-$0)/10 units	$3
Period 3	($10-$0)/10 units	$1
Period 2	($20-$0)/10 units	$2
Period 1	($20-$0)/10 units	$2

This table shows the Amount to Credit (Net Unit Price * Units to Credit) in each period as a result of the calculations of the net unit price in the previous table:

Period	Amount to Credit	Amount Credited (actual)
Period 5	$2 * 8 units	$16
Period 4	$3 * 8 units	$24

This table shows the partial reverse accounting entries after the credit memo is applied:

Account	Debit	Credit	Accounting Date	Period Status
No Entries	None	None	1/1/XX	Closed
No Entries	None	None	2/1/XX	Closed
No Entries	None	None	3/1/XX	Closed
Revenue	24.00	None	4/1/XX	Open
Unbilled Receivable	None	24.00	4/1/XX	Open
Revenue	16.00	None	5/1/XX	Open
Unbilled Receivable	None	16.00	5/1/XX	Open
Unbilled Receivable	40.00	None	6/1/XX	Open
Accounts Receivable	None	40.00	6/1/XX	Open

Examples of Accounting for Credit Memos with Installments

These examples illustrate the accounting for a partial credit memo against an invoice with installments.

On 1/1/XX invoice 104 is created with these details:

- Invoice Number = 104
- Invoice Date = 1/1/XX
- Invoice Amount = $100
- Payment Terms = 3 Installments, as illustrated in this table:

Due Date	Amount
2/1/XX	$50
3/1/XX	$25

Due Date	Amount
4/1/XX	$25

This table shows the payment schedules for these installments:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited
2/1/XX	$50	$50	$0
3/1/XX	$25	$25	$0
4/1/XX	$25	$25	$0

The examples describe three separate scenarios:

- Scenario 1:
  - A partial credit memo entered against the invoice with the split term method set to Prorate.
  - A partial payment entered against the invoice.
  - Another partial credit memo entered against the invoice.
- Scenario 2:
  - A partial credit memo entered against the invoice with the split term method set to LIFO.
  - A partial payment entered against the invoice.
  - Another partial credit memo entered against the invoice.
- Scenario 3:
  - A partial credit memo entered against the invoice with the split term method set to FIFO.
  - A partial payment entered against the invoice.
  - Another partial credit memo entered against the invoice.

Partial Credit Memo with Split Term Method of Prorate

There are three transactions against invoice 104:

- A partial credit memo for $45 with the split term method set to Prorate.
- A partial payment of $20.
- Another partial credit memo for $20.

Transaction 1: On 1/1/XX a credit memo for $45 is entered against invoice 104. The details are:

- Split term method = Prorate

- Credit memo date = 1/1/XX
- Credit memo amount = $45

To calculate the amount credited per payment schedule, Receivables uses the following formula:

```
Amount Credited = (Credit Memo Amount/Total Remaining Amount Due) * Amount Due Remaining on this installment
```

This table shows the calculations for the amount credited for each installment:

Due Date	Calculation	Amount Credited
2/1/XX	$45/100 * $50	$22.50
3/1/XX	$45/100 * $25	$11.25
4/1/XX	$45/100 * $25	$11.25

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited
2/1/XX	$50	$27.50	$22.50
3/1/XX	$25	$13.75	$11.25
4/1/XX	$25	$13.75	$11.25

Transaction 2: On 1/15/XX a payment is received for $20. This payment affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited	Payment Applied
2/1/XX	$50	$7.50	$22.50	$20
3/1/XX	$25	$13.75	$11.25	$0
4/1/XX	$25	$13.75	$11.25	$0

Transaction 3: On 1/16/XX another credit memo for $20 is entered against invoice 104. The details are:

- Credit memo date = 1/16/XX
- Credit memo amount = $20

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited	Payment Applied
2/1/XX	$50	$3.22	$26.78	$20
3/1/XX	$25	$5.89	$19.11	$0
4/1/XX	$25	$5.89	$19.11	$0

Note: The amounts in the Total Amount Credited column are derived from this formula: `Total Amount Credited per installment from Transaction 2 + (Credit Memo Amount/Total Remaining Amount Due from Transaction 2 * Remaining Amount Due per installment from Transaction 2)` The results are rounded to two decimal places.

Partial Credit Memo with Split Term Method of LIFO

There are three transactions against invoice 104:

- A partial credit memo for $45 with the split term method set to LIFO.
- A partial payment of $20.
- Another partial credit memo for $20.

Transaction 1: On 1/1/XX a credit memo for $45 is entered against invoice 104. The details are:

- Split term method = LIFO
- Credit memo date = 1/1/XX
- Credit memo amount = $45

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited
2/1/XX	$50	$50	$0
3/1/XX	$25	$5	$20
4/1/XX	$25	$0	$25

Transaction 2: On 1/15/XX a payment is received for $20. This payment affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited	Payment Applied
2/1/XX	$50	$30	$0	$20
3/1/XX	$25	$5	$20	$0

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited	Payment Applied
4/1/XX	$25	$0	$25	$0

Transaction 3: On 1/16/XX another credit memo for $20 is entered against invoice 104. The details are:

- Credit memo date = 1/16/XX
- Credit memo amount = $20

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited	Payment Applied
2/1/XX	$50	$15	$15	$20
3/1/XX	$25	$0	$25	$0
4/1/XX	$25	$0	$25	$0

Partial Credit Memo with Split Term Method of FIFO

There are three transactions against invoice 104:

- A partial credit memo for $45 with the split term method set to FIFO.
- A partial payment of $20.
- Another partial credit memo for $20.

Transaction 1: On 1/1/XX a credit memo is entered against invoice 104. The details are:

- Split term method = FIFO
- Credit memo date = 1/1/XX
- Credit memo amount = $45

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited
2/1/XX	$50	$5	$45
3/1/XX	$25	$25	$0
4/1/XX	$25	$25	$0

Transaction 2: On 1/15/XX a payment is received for $20. This payment affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited	Payment Applied
2/1/XX	$50	$0	$45	$5
3/1/XX	$25	$10	$0	$15
4/1/XX	$25	$25	$0	$0
Total	$100	$35	$45	$20

Note: When the payment applied on 1/15/XX fully covered the amount due for the first pay period, the remainder of the payment is applied to the amount due for the following period.

Transaction 3: On 1/16/XX another credit memo for $20 is entered against invoice 104. The details are:

- Credit memo date = 1/16/XX
- Credit memo amount = $20

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited	Payment Applied
2/1/XX	$50	$0	$45	$5
3/1/XX	$25	$0	$10	$15
4/1/XX	$25	$15	$10	$0

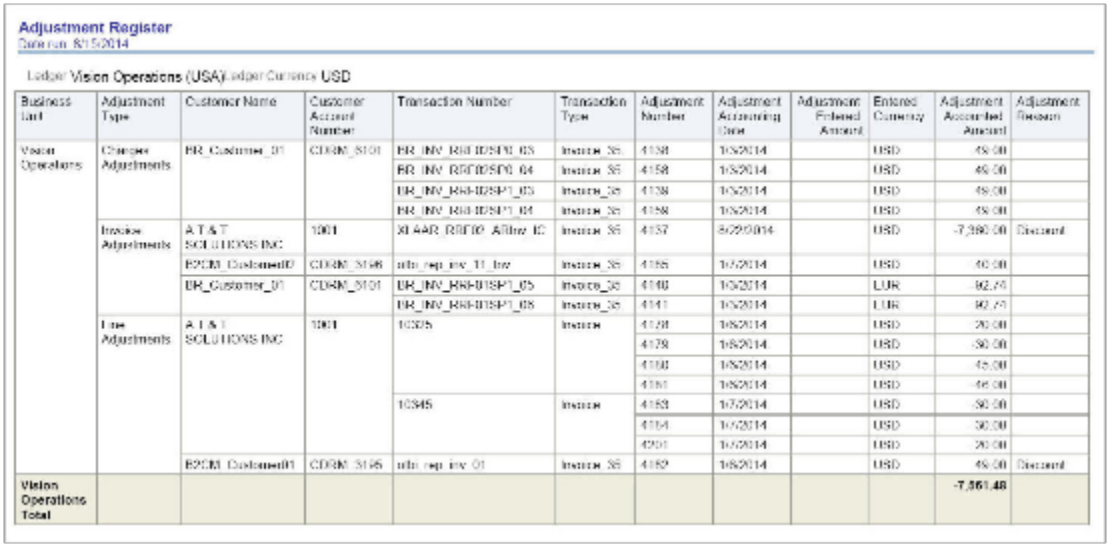
Reports for Process Billing Adjustments

Overview of the Adjustment Register

This topic contains summary information about the Adjustment Register.

Overview

The Adjustment Register provides information about approved adjustments that affect transaction balances.



Adjustment Register
Date run: 8/15/2014

Ledger Vision Operations (USA) Ledger Currency USD

Business Unit	Adjustment Type	Customer Name	Customer Account Number	Transaction Number	Transaction Type	Adjustment Number	Adjustment Accounting Date	Adjustment Entered Amount	Entered Currency	Adjustment Accounted Amount	Adjustment Reason
Vision Operations	Changes Adjustments	BR_Customer_01	CDRM_8101	BR_INV_RRF02SP0_03	Invoice_35	4138	1/3/2014		USD	-49.00	
				BR_INV_RRF02SP0_04	Invoice_35	4158	1/3/2014		USD	-49.00	
				BR_INV_RRF02SP1_03	Invoice_35	4139	1/3/2014		USD	-49.00	
				BR_INV_RRF02SP1_04	Invoice_35	4159	1/3/2014		USD	-49.00	
	Invoice Adjustments	A T & T SOLUTIONS INC	1001	XLAAR_RRF02_ARInv_IC	Invoice_35	4137	8/22/2014		USD	-7,380.00	Discount
		B2CM_Customer02	CDRM_3196	ofbi_rep_inv_11_Inv	Invoice_35	4165	1/7/2014		USD	-40.00	
		BR_Customer_01	CDRM_8101	BR_INV_RRF01SP1_05	Invoice_35	4140	1/3/2014		EUR	-92.74	
				BR_INV_RRF01SP1_06	Invoice_35	4141	1/3/2014		EUR	-92.74	
	Line Adjustments	A T & T SOLUTIONS INC	1001	10325	Invoice	4178	1/8/2014		USD	-20.00	
						4179	1/8/2014		USD	-30.00	
						4180	1/8/2014		USD	-45.00	
						4181	1/8/2014		USD	-46.00	
				10345	Invoice	4163	1/7/2014		USD	-30.00	
						4164	1/7/2014		USD	-30.00	
						4201	1/7/2014		USD	-20.00	
		B2CM_Customer01	CDRM_3195	ofbi_rep_inv_01	Invoice_35	4182	1/8/2014		USD	-49.00	Discount
Vision Operations Total										**-7,561.48**	

Key Insights

Review both manual and automatic adjustments by customer, adjustment status, adjustment type, or adjustment reason.

Frequently Asked Questions

The following table lists frequently asked questions about the Adjustment Register.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Period Close
Who uses this report?	• Financial Specialist to review activity for the period. • Financial Manager during period close processing.
When do I use this report?	When you need a listing of adjustments against customer transactions or to assist the receivables reconciliation process.
What can I do with this report?	Schedule to run as needed.
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the Receivables - Adjustments Real Time subject area.

Adjustment Register

Use the Adjustment Register to review both manual and automatic approved adjustments that affect transaction balances for the selected period.

This is a standalone report that you can use instead of the drill-down report associated with the Receivables to General Ledger Reconciliation Report. You can optionally use this report to review unapproved and rejected adjustments, or adjustments that require additional research.

Use the available report parameters to display adjustments by customer, adjustment status, adjustment type, or adjustment reason.

Report Output

The report output displays adjustment information by business unit and adjustment type for a specified period. Totals are displayed in the ledger currency.

This table shows the main column headings in the output of the Adjustment Register.

Column Heading	Description
Customer Name and Account Number	The name and account number of the customer, displayed for each applicable adjustment type.
Transaction Number	The transaction number of the adjusted transaction.
Transaction Type	The transaction type of the adjusted transaction.
Adjustment Number	The adjustment number assigned to the transaction.
Adjustment Accounting Date	The accounting date of the adjustment.
Adjustment Entered Amount	The amount of the adjustment.
Entered Currency	The entered currency of the adjustment.
Adjustment Accounted Amount	The accounted amount of the adjustment in the ledger currency.
Adjustment Reason	The reason for the adjustment.

Related Topics

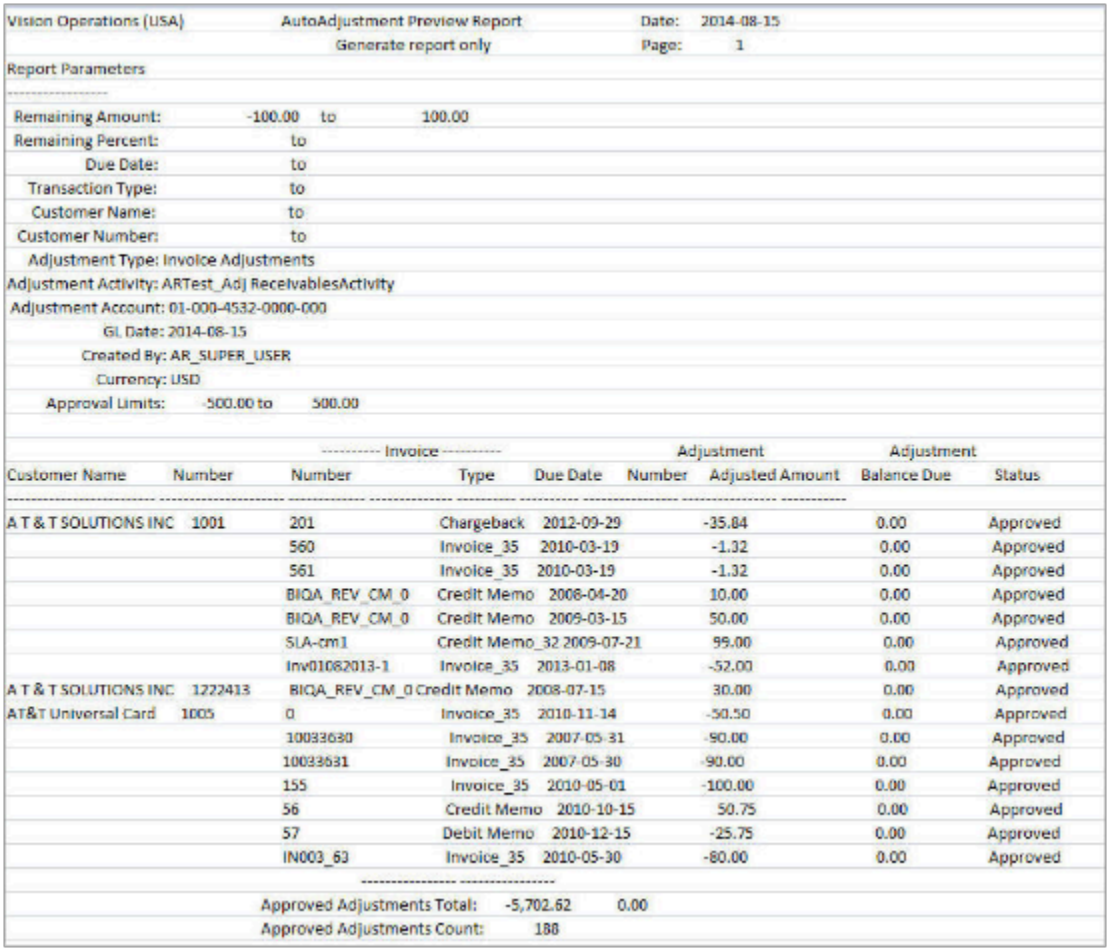
- How Adjustments to Transactions Are Calculated

Overview of the AutoAdjustment Preview Report

This topic contains summary information about the AutoAdjustment Preview Report.

Overview

The AutoAdjustment Preview Report provides information about potential automatic transaction adjustments, generated after a run of the Create Automatic Billing Adjustments process.



Vision Operations (USA) AutoAdjustment Preview Report Date: 2014-08-15
Generate report only Page: 1

Report Parameters

Remaining Amount: -100.00 to 100.00
Remaining Percent: to
Due Date: to
Transaction Type: to
Customer Name: to
Customer Number: to
Adjustment Type: Invoice Adjustments
Adjustment Activity: ARTest_Adj ReceivablesActivity
Adjustment Account: 01-000-4532-0000-000
GL Date: 2014-08-15
Created By: AR_SUPER_USER
Currency: USD
Approval Limits: -500.00 to 500.00

Customer Name	Number	Invoice Number	Invoice Type	Invoice Due Date	Adjustment Number	Adjusted Amount	Adjustment Balance Due	Status
A T & T SOLUTIONS INC	1001	201	Chargeback	2012-09-29		-35.84	0.00	Approved
		560	Invoice_35	2010-03-19		-1.32	0.00	Approved
		561	Invoice_35	2010-03-19		-1.32	0.00	Approved
		BIQA_REV_CM_0	Credit Memo	2008-04-20		10.00	0.00	Approved
		BIQA_REV_CM_0	Credit Memo	2009-03-15		50.00	0.00	Approved
		SLA-cm1	Credit Memo_32	2009-07-21		99.00	0.00	Approved
		Inv01082013-1	Invoice_35	2013-01-08		-52.00	0.00	Approved
A T & T SOLUTIONS INC	1222413	BIQA_REV_CM_0	Credit Memo	2008-07-15		30.00	0.00	Approved
AT&T Universal Card	1005	0	Invoice_35	2010-11-14		-50.50	0.00	Approved
		10033630	Invoice_35	2007-05-31		-90.00	0.00	Approved
		10033631	Invoice_35	2007-05-30		-90.00	0.00	Approved
		155	Invoice_35	2010-05-01		-100.00	0.00	Approved
		56	Credit Memo	2010-10-15		50.75	0.00	Approved
		57	Debit Memo	2010-12-15		-25.75	0.00	Approved
		IN003_63	Invoice_35	2010-05-30		-80.00	0.00	Approved
		Approved Adjustments Total:				-5,702.62	0.00	
		Approved Adjustments Count:				188		

Key Insights

The report includes information about the customer, transaction, adjustment amount, and adjustment status, and displays the total amount and count for both approved and pending adjustments.

Frequently Asked Questions

The following table lists frequently asked questions about the AutoAdjustment Preview Report.

How do I find this report?	Scheduled Processes - Create Automatic Billing Adjustments
Who uses this report?	Financial Manager during period close processing.
When do I use this report?	To preview potential transaction adjustments when writing off transaction balances using the Create Automatic Billing Adjustments process.
What can I do with this report?	Set the **AutoAdjustments Option** parameter of the Create Automatic Billing Adjustments process to Generate Report Only.
What type of report is this?	Oracle Business Intelligence Publisher

AutoAdjustment Preview Report

Use the AutoAdjustment Preview Report to review your potential transaction adjustments. The report is generated after a run of the Create Automatic Billing Adjustments process with the **AutoAdjustments Option** parameter set to Generate Report Only.

> **Note:** This report is for automatic adjustments only. Use the Adjustment Register to review both manual and automatic approved adjustments.

The report includes, for each adjustment, information about the customer, transaction, adjustment amount, and adjustment status. The report displays the total amount and count for both approved and pending adjustments.

Once you're satisfied with the adjustments that will be generated, you can run the Create Automatic Billing Adjustments process again with the **AutoAdjustments Option** parameter set to Create Adjustments.

Report Output

This table describes the column headings in the output of the AutoAdjustment Preview Report. These column headings are displayed for each adjustment type.

Column Heading	Description
Customer Name	The name of the customer on the transaction.
Number	The account number of the customer on the transaction.
Transaction Number	The original transaction number.
Transaction Type	The transaction type for the transaction.
Due Date	The due date for the transaction.
Adjustment Number	The number assigned to the adjustment to the transaction.
Adjusted Amount	The amount of the adjustment.
Balance Due	The remaining balance due on the transaction after the adjustment.
Status	The current status of the adjustment.

This table describes the row headings in the output of the AutoAdjustment Preview Report.

Row Heading	Description
Total Approved Adjustments	The total amount of approved adjustments for this run of the process.
Total Approved Adjustments Count	The total number of approved adjustments for this run of the process.
Total Pending Adjustments	The total amount of pending adjustments for this run of the process.
Total Pending Adjustments Count	The total number of pending adjustments for this run of the process.

Related Topics

- How Adjustments to Transactions Are Calculated

Print Adjustments Process and Report

Use the Print Adjustments process to print adjustments to your transactions. The report provides a listing of adjustments for review. The report lists each adjustment separately, with summary information about the adjustment and the transaction that was adjusted.

This is a listing only. The report doesn't provide any amount or count totals.

Review this report to verify your transaction adjustment process.

Report Parameters

Order By

Arrange the information in the report by Adjustment Number, Customer, Postal Code or Transaction Number.

From/To Adjustment Number

Range of adjustment numbers to include in the report.

From/To Transaction Number

Range of transactions with adjustments by transaction number to include in the report.

Tax Registration Number

Confine the report to one customer tax registration number.

FAQs for Process Billing Adjustments

When do I create a debit memo?

Create a debit memo to reflect a charge for an item that isn't a standard invoice item. Debit memos often reflect updates or adjustments to existing transactions.

You create debit memos to:

- Enter a price correction to a line item or the tax calculation on an original invoice.

- Include a required charge missing from an original invoice, such as freight.
- Create a debit memo reversal to record the amount of the net of a closed debit and credit transaction after reversing a receipt.
- Record late charges against a customer or customer site account.

  If you record late charges as debit memos, the application creates one debit memo per overdue transaction. Any penalties and late payment charges assessed appear as line items on the debit memo.

There's no link between invoices and debit memos. You can use the **Cross Reference** field or **Special Instructions** field on the debit memo to maintain reference information pertaining to the debit memo and the original transaction. Special instructions information appears on the printed debit memo document.

If you want to use a different numbering sequence for debit memos, you must set up and use a different transaction source.

How can I credit a transaction that was already paid?

By unapplying the receipt that was previously applied to the transaction and creating a credit memo for the unapplied amount.

Use the Manage Receipt page to select and unapply the receipt application. You can then either place the amount of the receipt on account for later reallocation to a different transaction, or send the customer a refund.

How can I credit only part of the balance due on a transaction?

Use the Transaction Amounts section of the Credit Transaction page to enter a partial credit amount or percentage on line, tax, or freight. The amount or percentage entered is prorated across all respective lines of the credit memo.

Percentages are based on the original balance of the transaction being credited. Receivables updates the balance due for each line that you credit and creates all of the accounting reversal entries. Receivables also reverses this percentage of the sales revenue and non-revenue credits assigned to salespersons.

You can also credit individual transaction, tax, or freight lines. After you credit individual lines and return to the Credit Transaction page, the table displays the results of all your line-level updates. If you again update line, tax, or freight in the Transaction Amounts section, you must let Receivables rederive the line-level calculations.

How can I credit tax amounts?

If you enable the **Automatically derive tax from lines** option, then the amount or percentage credited to the transaction line is credited to the tax line as well. This derived tax amount is a draft calculation only.

If you want to change the derived tax, you must enter any updates at the line level. After you save or complete, the tax engine calculates the actual tax amount to be credited and updates the final tax credit amount. You can't edit the derived value after you save or complete.

If you want to credit tax only, don't enable the **Automatically derive tax from lines** option. Leave the Line amount blank or zero, and enter the tax percentage or amount to credit on the Tax line.

How do I credit and rebill a transaction?

Sometimes the simplest way to manage a transaction change is to credit and rebill.

Common scenarios for credit and rebill include:

- A customer indicates that an invoice doesn't reflect the correct price of a product or service. The customer requests a new invoice with the correct information.

- A customer wants to correct accounting directly in the subledger, instead of making a manual journal entry in general ledger. With credit and rebill, the credit memo reverses the accounting of the original invoice, and the updated duplicate invoice creates new accounting for posting to general ledger.
- The customer wants to change the bill-to information on a posted transaction.

To credit and rebill a customer transaction:

1. In the Manage Transactions page, search for and select the transaction you want.

   You can only credit and rebill transactions that are Complete.
2. In the Actions menu of the Review Transaction page, select either:
   - **Credit Transaction** to credit the entire balance.
   - **Submit a Dispute** to enter dispute information and run the Credit Memo Rebill process.
3. In the Actions menu, select **Duplicate** to create a new transaction and update the details that need correcting.
4. If the original transaction is an invoice, you can associate this rebill invoice with its original invoice using the Rebill Source Transaction field.

   Navigate to **Create Transaction > General Information > Show More > Miscellaneous > Rebill Source Transaction** and select the original invoice. After the rebill invoice is complete, you can drill down to the original invoice and review related credit memo information in the Transaction Activities window.

Can I unapply a standard credit memo?

Yes, you can unapply a standard credit memo and turn it into an on-account credit memo. When you unapply the standard credit memo, enter an accounting date in an open or future-enterable period.

Unapplying a standard credit memo removes its debit items and reverses the accounting for the credit memo in the accounting period you specify.

If the **Use Invoice Accounting For Credit Memos** profile option is set to No, then you must enter a receivable account when you unapply the credit memo. If the **Use Invoice Accounting For Credit Memos** profile option is set to Yes, then no other action is required.

What's the credit memo request approval process?

The Credit Memo Request Approval process is managed by the Approval Management Extensions (AMX) to the human workflow services of Oracle SOA Suite. The approval process makes use of approval groups that contain either static or dynamically generated lists of approvers.

An approval group consists of a name and a predefined set of users configured to act on a task in a certain pattern. Approval groups are configured and managed with the Oracle BPM Worklist.

If the approval process fails, a review of the related approval group and approval rules may indicate the source of the problem. For example:

- Verify that the approval group is active in the worklist and defined correctly.
- Confirm the members of the approval group.
- Confirm that, for credit memo requests, the appropriate rules are defined in the worklist.

When do I enter a credit memo manually?

Once a disputed transaction or transaction amount receives all of the required approvals, the Credit Memo Creation process creates the credit memo. If the process fails to create the credit memo, then you must enter the credit memo manually.

Reasons why the process might fail include missing setup steps, or the disputed transaction doesn't have enough balance due remaining.

Use the information on the credit memo request to create the credit memo. After you create the credit memo, enter the credit memo number into the notification and submit.

What accounting date is assigned to the credit memo?

When a dispute is approved and the credit memo created, the Credit Memo Creation process sets the accounting date to the last day of the earliest open accounting period.

For example, if a dispute is approved on 3 January 2020 and the December 2019 period is open, the transaction date and accounting date are set to 31 December 2019. This ensures that the revenue reversal is created in an accounting period as close to the original transaction as possible.

Manage Recurring Billing

Overview of Recurring Billing

Use Recurring Billing to manage the creation of invoices on a cyclical basis for a fixed period of time, as reflected in the terms of a contract with your customer.

Examples include the use of rental equipment at a fixed monthly rate, or consulting services provided on an ongoing basis for the life of a project.

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

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

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

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

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

How You Implement Recurring Billing

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

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

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

Set Receivables System Options for Recurring Bill Plans

To set Receivables system options for recurring bill plans:

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

Set Up Transaction Sources for Recurring Bill Plans

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

To set up a transaction source for recurring bill plans:

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

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

8. Enable the **Automatic transaction numbering** option and enter a number in the **Last Number** field.
9. In the **Standard Transaction Type** field, select Invoice or another transaction type that you have defined for use with recurring bill plans.
10. In the **Invalid Line** field, select Reject Invoice.
11. In the **Accounting Date in a Closed Period** field, select Adjust.
12. In the **Grouping Rule** field, select the grouping rule to use to group invoice lines into invoices.
13. Ensure that **Oracle CPQ Cloud Integration** isn't enabled.
14. Complete the remaining settings according to your requirements, and save.

Set Up Transaction Types for Recurring Bill Plans

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

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

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

1. Navigate to the Manage Transaction Types page.
2. Click the **Add** icon.
3. In the **Transaction Type Set** field, select the Common Set.
4. In the **Name** field, enter a name for this transaction type for recurring bill plans.
5. In the **Description** field, enter a description for this transaction type.
6. In the **Transaction Class** field, select Invoice.
7. In the **Transaction Status** field, select Open, Closed or Pending.

   You can't create a Void transaction type for use with recurring bill plans.
8. Enter the dates that this transaction type is active.

   > **Note:** You can only use transaction types that are active on or before the first transaction date specified on the bill plan, and are active during the entire life of the bill plan.
9. In the **Creation Sign** field, select Positive Sign.
10. In the **Generate Bill** field, select Yes.
11. Ensure that the **Open Receivable** and **Post to GL** options are enabled.
12. In the **Reference Accounts** section, enter a Revenue account.
13. Complete the remaining settings according to your requirements, and save.

How You Use the Dates on a Recurring Bill Plan

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

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

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

Contract Dates

The contract dates determine the length of the entire contract reflected by the bill plan. These dates should span the creation and delivery of all transactions belonging to the contract.

The default contract start date is the system date, and the default contract end date is one year later. You can update these dates according to the requirements of the contract. The contract end date should include the last date that a transaction is created.

First Transaction Date

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

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

Second Transaction Date

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

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

Second Billing Period Start Date

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

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

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

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

How Recurring Bill Plans Generate Invoices

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

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

Settings That Affect Recurring Bill Plans

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

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

How Invoices Are Generated for a Bill Plan

Complete these steps to generate invoices for a bill plan:

1. Create a bill plan that reflects the details of the contract with your customer.

2. Run the Generate Recurring Billing Data process. The process:
    a. Selects all bill plans that are active on the date of the process submission.
    b. Identifies bill plans eligible for invoicing based on the transaction date and billing frequency.
    c. Generates invoice lines for these bill plans according to the details of each bill plan.
    d. Uploads the invoice lines to the AutoInvoice lines interface table (RA_INTERFACE_LINES_ALL).
3. Run the Import AutoInvoice process. The process:
    a. Groups invoice lines into invoices per customer, bill plan name, and bill plan period.
    b. Groups the invoice lines that failed the AutoInvoice import process.
4. If necessary, correct the errors in the invoice lines and resubmit Import AutoInvoice.

    > **Note:** Any updates to invoice lines apply to this invoice only. AutoInvoice doesn't apply these updates to the bill plan itself.

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

Related Topics

- How You Use the Dates on a Recurring Bill Plan

Guidelines for Updating Recurring Bill Plans

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

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

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

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

Review these guidelines for updating a recurring bill plan:

- Inactivate a Recurring Bill Plan
- Change Assignments to a Recurring Bill Plan
- Update Invoice Lines
- Rules for Changing the Price of Invoice Line Items

Inactivate a Recurring Bill Plan

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

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

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

After you reactivate the bill plan and make any necessary updates, the next run of the Generate Recurring Billing Data process generates all transactions that hadn't been generated since the bill plan was inactivated.

For example, a year-long contract began on January 1 with a billing frequency of Monthly. The first invoice was generated on January 1, but the bill plan was inactivated on January 20. After negotiations, the bill plan was reactivated on March 15. The next run of the Generate Recurring Billing Data process generates invoices for February and March.

Change Assignments to a Recurring Bill Plan

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

- Transaction source
- Transaction type
- Currency
- Salesperson

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

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

Update Invoice Lines

Update the invoice lines of a recurring bill plan to reflect changes to the invoicing terms of the contract agreed upon with your customer. Updates to invoice lines affect future transactions only. Future transactions are transactions generated after you update the bill plan. The invoice lines of transactions already generated don't change.

You can perform these updates to invoice lines:

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

Rules for Changing the Price of Invoice Line Items

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

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

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

- You can either increase or decrease the price of a line item.
- The date a new price becomes effective is a future date only. You can't enter an effective date for a price change earlier than or equal to the system date.

  You can enter a future effective date for either the current billing period or a future billing period.
- You can only change the price of a line item once during the current billing period, meaning, before the next transaction is generated. After the next transaction is generated, the new price becomes the current unit price. If necessary, you can change the price again before the next billing period.
- The total transaction amount isn't prorated in the billing period that the new price becomes effective.

  For example, the first transaction date of a bill plan is January 1, with a billing frequency of Monthly. If you change the price of a line item on February 10 with an effective date of February 15, the transaction generated on March 1 will consider the new price of the line item for the entire month of February, not just February 15-28.

How You Create Invoices for a Recurring Bill Plan

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

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

Generate Recurring Billing Data Process

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

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

For example:

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

On February 5, the process performs the following operations:

- BillPlan1: Generates invoice lines for a single invoice for the month of February.

- BillPlan2: Generates invoice lines for four invoices: the final three weeks of January and the first week of February.
- BillPlan3: Doesn't generate invoice lines.

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

Import AutoInvoice Process

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

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

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

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

Related Topics

- How You Correct AutoInvoice Errors

Review Transactions Generated by a Recurring Bill Plan

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

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

- From the Manage Recurring Bill Plans page:
  a. Search for bill plans.
  b. Select a bill plan with a Status Tracker value of Complete, and click the **Review Transactions** button.
  c. The Manage Transactions page opens.
  d. Click a transaction number to open the Review Transaction page.
- From the Manage Transactions page:
  a. Search for transactions belonging to a bill plan using the **Bill Plan Name** field in the Advanced Search section.
  b. Click a transaction number to open the Review Transaction page.

To identify a bill plan transaction:

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

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

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

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

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

FAQs for Manage Recurring Billing

Can I change the contract dates on a bill plan?

Yes, but changing one date doesn't update the others automatically. The contract start and end dates should reflect the actual terms of the contract. In addition, the contract start date is also the first billing period start date.

By default, the contract start date and first transaction date are the system date, and the contract end date is one year later. If you update the contract start date, then you must update the first transaction date accordingly.

What happens if the bill plan isn't in the ledger currency?

If the recurring bill plan uses a currency other than the ledger currency, enter the conversion rate type and, if applicable, the conversion rate.

The conversion rate date used is the date transactions are generated for a given billing period.

Can I defer revenue on invoices generated by a bill plan?

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

What happens if I inactivate a bill plan?

All of the dates on the bill plan are still respected. During the inactive period, the Generate Recurring Billing Data process doesn't create transactions for this bill plan.

If you activate the bill plan again, the process creates transactions for all applicable billing periods defined in the bill plan, including the periods during which the bill plan was inactive.

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

What's the difference between the transaction dates and the billing period dates?

The transaction dates are the dates invoices are generated for the bill plan by a run of the Generate Recurring Billing Data process.

The process generates invoices in either of these ways, depending on whether you use the second transaction date:

- First transaction date, followed by first transaction date + billing frequency.

- First transaction date, followed by second transaction date, followed by second transaction date + billing frequency.

The billing period is the period of time covered by a single invoice for goods shipped or services rendered.

The billing periods are defined in either of these ways, depending on whether you use the second billing period start date:

- Contract start date, followed by contract start date + billing frequency.
- Contract start date, followed by second billing period start date, followed by second billing period start date + billing frequency.

  If the first invoice is for a partial period, you can enter a first transaction start date later than the contract start date but within the first billing period.

Manage Transaction Information

Review of Transactions and Transaction Activities

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

In the Search section of the Manage Transactions page, use the **Basic** and **Advanced** search criteria to display the transactions you want.

In the Search Results table, you can click on a transaction number to open the transaction in a Review Transaction page. You can also select a transaction row and use the **Actions** menu to perform other activities on the transaction.

You can perform these activities on selected transactions:

- Review Installments
- View Balance Details
- View Transaction Activities
- Review Project and Contract Transactions
- Review Lease Accounting Transactions

Review Installments

Select a transaction row, then select **Review Installments** from the **Actions** menu to open the Review Installments window. Use the Review Installments window to review the installments on transactions that have split payment terms. Each row displays the due date, installment amount, and balance due.

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

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

View Balance Details

Select a transaction row, then select **View Balance Details** from the **Actions** menu to open the Balance Details window. View complete information for a specific transaction, including the original transaction amount; the total amount of payments against the transaction; any credits, refunds, adjustments, prepayments, or charges applied to the transaction; and any discounts taken. You can view transaction amounts in the Entered Currency or Accounted Currency.

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

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

View Transaction Activities

Select a transaction row, then select **View Transaction Activities** from the **Actions** menu to open the View Transaction Activities window. Use this window to view all activities that have taken place against a specific invoice, credit memo, or debit memo. You can drill down to view the details of each activity.

There are three activity classes that identify activity against transactions:

- Payment: Any payment made against the transaction balance.
- Credit Memo: Any credit memo applied to the transaction.
- Adjustment: Any adjustment made to the transaction balance.

All amounts are in the currency of the particular activity.

Review Project and Contract Transactions

You can search for and review invoices and credit memos that originate from project and contract transactions. The information includes for each transaction: Project Name, Contract Number, Letter of Credit (LOC) Number, and Letter of Credit (LOC) Document Number.

> **Note:** This only applies to Project and Contract invoices that were generated in the Create or Edit Contract page with the Invoice Grouping option set as Associated Project on the contract bill plan.

You search for and review these transactions in the context of the Contracts and Projects source.

To select and review project and contract transactions:

1. Navigate to the Manage Transactions page.
2. In the Search section, click the **Advanced** button.
3. In the Transaction Source field, enter **CONTRACT INVOICES**.
4. If necessary, in the Project Name, Contract Number, LOC Number, and LOC Document Number fields, enter the search criteria you want.
5. Click the **Search** button.
6. In the Search Results table, select **View > Columns** to expose the Project Number, Contract Number, LOC Number, and LOC Document Number columns.

Review Lease Accounting Transactions

Review and update invoices and credit memos generated in Receivables for lease transactions created in Lease Accounting.

You generate and manage lease transactions in Receivables to process the billing and accounting of revenue lease accruals. The Receivables transactions store the accounting distributions of the Lease Accounting transactions imported into Receivables.

You can generate bills in Receivables for Lease Accounting transactions and deliver customer invoices using the Receivables delivery methods Paper, Email, or XML.

You can also process customer payments and manage accounts receivable balances and period close reconciliation on the Lease Accounting transactions using Receivables.

The Lease Accounting transactions generated in Receivables contain these predefined setup elements:

- ORA_Lease Accounting Transaction transaction source.
- ORA_Lease Invoice and ORA_Lease Credit transaction types.

You can also review the Receivables details on the lease transactions in Lease Accounting.

Related Topics

- Guidelines for Updating Installments on Transactions
- Split Payment Terms and Amounts Due

Receivables Tables

Receivables uses the following tables to store all accounts receivable transaction, receipt, and adjustment activity:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_SALESREPS
- RA_CUST_TRX_LINE_GL_DIST
- AR_PAYMENT_SCHEDULES
- AR_ADJUSTMENTS
- AR_RECEIVABLE_APPLICATIONS
- AR_CREDIT_MEMO_AMOUNTS
- AR_CASH_RECEIPTS
- AR_CASH_RECEIPT_HISTORY
- AR_MISC_CASH_DISTRIBUTIONS

Each table stores information needed for one or more types of transactions, receipts, or adjustments. Each data element is stored as a unique record, based on the primary key of the table.

RA_CUSTOMER_TRX and RA_CUSTOMER_TRX_LINES tables

Important columns in the RA_CUSTOMER_TRX table include:

- CUSTOMER_TRX_ID column
- TRX_NUMBER column
- BILL_TO_CUSTOMER_ID column
- TRX_DATE column

The RA_CUSTOMER_TRX table stores invoice, debit memo, and credit memo header information. Each of these transactions is stored as a unique record, based on the primary key customer_trx_id. The transaction number, transaction date, and billing customer are stored in the trx_number, trx_date, and bill_to_customer_id columns respectively.

Additional information stored in this table includes ship-to customer, document sequence number, currency, and a transaction complete setting. The transaction type for the invoice is stored in the RA_CUST_TRX_TYPES table, but can be referenced using the foreign key cust_trx_type_id.

Important columns in the RA_CUSTOMER_TRX_LINES table include:

- CUSTOMER_TRX_LINE_ID column
- CUSTOMER_TRX_ID column
- LINK_TO_CUST_TRX_LINE_ID column
- LINE_TYPE column
- EXTENDED_AMOUNT column

The RA_CUSTOMER_TRX_LINES table stores invoice, debit memo, and credit memo line level information. Each transaction line is stored as a unique record, based on the primary key customer_trx_line_id column. The customer_trx_id column is a foreign key to the RA_CUSTOMER_TRX table.

The line_type column identifies the type of data contained in the record. Valid line types are CHARGES, FREIGHT, LINE, and TAX. Any record with a line type of TAX or FREIGHT refers to the original invoice line from the link_to_cust_trx_line_id column, except for header freight transactions. The total amount for each transaction line is stored in the EXTENDED_AMOUNT column.

RA_CUST_TRX_LINE_SALESREPS and RA_CUST_TRX_LINE_GL_DIST tables

Important columns in the RA_CUST_TRX_LINE_SALESREPS table include:

- CUST_TRX_LINE_SALESREP_ID column
- SALES_REP_ID column
- CUSTOMER_TRX_LINE_ID column
- REVENUE_AMOUNT_SPLIT column
- NON_REVENUE_AMOUNT_SPLIT column
- PREV_CUST_TRX_LINE_SALESREP_ID column

The RA_CUST_TRX_LINE_SALESREPS table stores sales credit assignments for invoice lines. Each assignment is stored as a unique record, based on the primary key cust_trx_line_salesrep_id. If you base your accounting distributions on sales credits, the sales credit assignments in this table map to the RA_CUST_TRX_LINE_GL_DIST table. The sales_rep_id

column identifies the salesperson receiving the credit for this transaction. The customer_trx_line_id column is a foreign key to the RA_CUSTOMER_TRX_LINES table.

The revenue_amount_split column stores the amount of the invoice line assigned to this salesperson. The non_revenue_amount_split column stores the amount of the non-header freight and tax lines assigned to this salesperson. If the sales credits are derived based on a percentage of the transaction line rather than a specific amount, the revenue_percent_split and non_revenue_percent_split columns store the percentages of the transaction lines assigned to this salesperson. The prev_cust_trx_line_salesrep_id column references another sales credit assignment to which the current record is being applied.

Important columns in the RA_CUST_TRX_LINE_GL_DIST table include:

- CUST_TRX_LINE_GL_DIST_ID column
- CODE_COMBINATION_ID column
- CUSTOMER_TRX_LINE_ID column
- ACCOUNT_CLASS column
- AMOUNT column

The RA_CUST_TRX_LINE_GL_DIST table stores the accounting distribution for invoice, debit memo, and credit memo transactions. Each distribution is stored as a unique record, based on the primary key cust_trx_line_gl_dist_id. The customer_trx_line_id column is a foreign key to the RA_CUSTOMER_TRX_LINES table.

The account_class column describes the account type, while the code_combination_id column identifies the general ledger account. Valid account classes are CHARGES, FREIGHT, REC, REV, SUSPENSE, TAX, UNBILL, and UNEARN. The account_class REC represents the receivable account distribution. The amount column for REC records is equal to the sum of all invoice lines. Therefore, there is no link to the RA_CUSTOMER_TRX_LINES table and the column customer_trx_line_id is null for these records. The REC record is linked to the RA_CUSTOMER_TRX table from the customer_trx_id column. For all other account classes, credits are represented by positive numbers and debits are represented by negative numbers.

AR_PAYMENT_SCHEDULES table

Important columns in the AR_PAYMENT_SCHEDULES table include:

- PAYMENT_SCHEDULE_ID column
- AMOUNT_DUE_ORIGINAL column
- AMOUNT_DUE_REMAINING column
- CUSTOMER_TRX_ID column
- CASH_RECEIPT_ID column
- TRX_NUMBER column
- STATUS column
- AMOUNT_APPLIED column
- CLASS column

The AR_PAYMENT_SCHEDULES table stores customer balance information at the transaction level. Each transaction balance is stored as a unique record, based on the primary key payment_schedule_id. The class column identifies the transaction type and determines which columns to update when a transaction is stored.

For billing transactions, the AR_PAYMENT_SCHEDULES table joins the RA_CUSTOMER_TRX table from the customer_trx_id column and stores NULL in the cash_receipt_id column. For payment transactions, the

AR_PAYMENT_SCHEDULES table joins the AR_CASH_RECEIPTS table from the cash_receipt_id column and stores NULL in the customer_trx_id column.

This table illustrates the tables updated for billing and payment transactions:

TRANSACTION	CLASS	FOREIGN KEY	TABLE
Invoices	INV	customer_trx_id	RA_CUSTOMER_TRX
Debit Memos	DM	customer_trx_id	RA_CUSTOMER_TRX
Credit Memos	CM	customer_trx_id	RA_CUSTOMER_TRX
Chargebacks	CB	customer_trx_id	RA_CUSTOMER_TRX
Receipts	PMT	cash_receipts_id	AR_CASH_RECEIPTS

The status column identifies whether the transaction is open or closed, while the trx_number column stores the transaction number. The amount_applied column stores the sum of all transactions applied to the balance of the selected transaction. The amount_due_original column equals either the sum of the EXTENDED_AMOUNT column in the RA_CUSTOMER_TRX_LINES table for the given customer_trx_id or the sum of the amount column in the AR_CASH_RECEIPTS table for the given cash_receipts_id. The amount_due_remaining column represents the balance for the selected transaction.

For the amount_due_original and amount_due_remaining columns, debit items, such as invoices, are stored as positive numbers, and credit items, such as credit memos and payments, are stored as negative numbers. The current customer balance is reflected by the sum of the amount_due_remaining column for all confirmed payment schedules for a given customer.

AR_ADJUSTMENTS table

Important columns in the AR_ADJUSTMENTS table include:

- ADJUSTMENT_ID column
- AMOUNT column
- CUSTOMER_TRX_ID column
- TYPE column
- PAYMENT_SCHEDULE_ID column
- CODE_COMBINATION_ID column

The AR_ADJUSTMENTS table stores information about invoice adjustments. Each adjustment is stored as a unique record, based on the primary key adjustment_id. The amount column stores the amount of the adjustment. Receivables uses the customer_trx_id and payment_schedule_id to link the adjustment to the adjusted transaction and to update the amount_due_remaining and amount_adjusted columns of the adjusted transaction payment schedule in the AR_PAYMENT_SCHEDULES table.

The type column stores a description of the transaction to which the adjustment applies. Valid types include:

- Charges Adjustments

- Freight Adjustments
- Invoice Adjustments
- Line Adjustments
- Tax Adjustments

The code_combination_id column stores the accounting distribution associated with the adjustment transaction.

Receivables Applications

The Receivables tables that manage data for receipt and credit memo applications are:

- AR_RECEIVABLE_APPLICATIONS
- AR_CREDIT_MEMO_AMOUNTS
- AR_CASH_RECEIPTS
- AR_CASH_RECEIPT_HISTORY
- AR_MISC_CASH_DISTRIBUTIONS

Important columns in the AR_RECEIVABLE_APPLICATIONS table include:

- RECEIVABLE_APPLICATION_ID column
- AMOUNT_APPLIED column
- STATUS column
- PAYMENT_SCHEDULE_ID column
- CODE_COMBINATION_ID column
- CASH_RECEIPT_ID column
- APPLIED_PAYMENT_SCHEDULE_ID column
- APPLIED_CUSTOMER_TRX_ID column

The AR_RECEIVABLE_APPLICATIONS table stores account distributions for receipt and credit memo applications and maps the application transaction to the applied transaction. Each accounting distribution is stored as a unique record, based on the primary key receivable_application_id. The payment_schedule_id column links the receipt or credit memo to its payment schedule in the AR_PAYMENT_SCHEDULES table. The cash_receipt_id column stores the receipt ID of payment transactions, while the cust_trx_id column, which isn't shown, stores the transaction ID for credit memo transactions. The applied_payment_schedule_id and applied_customer_trx_id columns reference the transaction to which this record applies.

The status column describes the state of the application transaction. For credit memos, the status is always APP to identify the credit memo as applied. For receipt transactions, valid status values are APP, UNAPP, UNID, REV, NSF, and STOP. The code_combination_id column stores the general ledger account for the application transaction, based on the status. The amount_applied column stores the amount of the receipt or credit memo as a positive value.

Important columns in the AR_CREDIT_MEMO_AMOUNTS table include:

- CREDIT_MEMO_AMOUNT_ID column
- CUSTOMER_TRX_LINE_ID column
- GL_DATE column
- AMOUNT column

The AR_CREDIT_MEMO_AMOUNTS table stores the accounting dates and amounts for credit memos to use when applied to invoices with rules. Each credit memo application date is stored as a unique record, based on the primary key credit_memo_amount_id. The customer_trx_line_id column references the transaction line to which a credit memo applies. The gl_date column stores the date the credit memo is applied to the invoice, and the amount column stores the amount to apply.

Important columns in the AR_CASH_RECEIPTS table include:

- CASH_RECEIPT_ID column
- AMOUNT column
- STATUS column
- RECEIPT_NUMBER column
- TYPE column

The AR_CASH_RECEIPTS table stores a unique record for each receipt, based on the primary key cash_receipt_id. The status column describes the state of the receipt in relation to customer invoices and balances. Valid status values are:

- UNID: The receipt customer is unidentified, and no customer balance was updated.
- UNAPP: The receipt customer was identified, but the receipt has neither been fully applied to a specific invoice nor placed on account.
- APP: The entire amount of the receipt was either placed on account or applied to specific customer invoices.
- REV: The receipt was reversed.
- NSF: The receipt was reversed due to insufficient funds.
- STOP: The receipt was reversed by a stop payment.

The type column identifies the receipt as either CASH or MISC to indicate whether the receipt is a customer payment or a miscellaneous receipt (not related to a receivables activity). The amount column stores the net amount of the receipt, while the receipt_number column stores the receipt number.

Important columns in the AR_CASH_RECEIPT_HISTORY table include:

- CASH_RECEIPT_HISTORY_ID column
- AMOUNT column
- STATUS column

The AR_CASH_RECEIPT_HISTORY table stores the current status and history of a receipt. Each status change is stored as a unique transaction, based on the primary key cash_receipt_history_id. The status column describes which step of the receipt life cycle the receipt has reached. Valid status values are:

- APPROVED: This status is only valid for automatic receipts, and indicates that the receipt was approved for automatic creation. These record types are never postable.
- CONFIRMED: This status is only valid for automatic receipts, and indicates that the receipt was confirmed by the customer.
- REMITTED: This status is valid for both manual and automatic receipts, and indicates that the receipt was remitted.
- CLEARED: This status is valid for both manual and automatic receipts, and indicates that the receipt was cleared.

- REVERSED: This status is valid for both manual and automatic receipts, and indicates that the receipt was reversed.

As the receipt moves through its life cycle, Receivables inserts a new record into the AR_CASH_RECEIPTS_HISTORY table with the current_record_flag column set to Y. Receivables also updates the previous record related to this receipt, by setting the current_record_flag to NULL and by setting the reversal_gl_date. The amount column stores the amount of the receipt. The cash_receipts_id column links the AR_CASH_RECEIPTS_HISTORY table to the AR_CASH_RECEIPTS table.

Important columns in the AR_MISC_CASH_DISTRIBUTIONS table include:

- MISC_CASH_DISTRIBUTION_ID column
- CASH_RECEIPT_ID column
- CODE_COMBINATION_ID column

The AR_MISC_CASH_DISTRIBUTIONS table stores the accounting distribution for miscellaneous cash receipts. Each distribution is stored as a unique record, based on the primary key misc_cash_distribution_id. The distributions are linked to the receipt by the cash_receipt_id column. The code_combination_id column stores the general ledger account assigned to this receipt.

Related Topics

- How Transaction Activities are Stored
- How Payment Activities are Stored

Receivables Accrual Accounting Entries

Receivables creates default accounts for revenue, receivable, freight, tax, unearned revenue, unbilled receivable, late charges, and AutoInvoice clearing (suspense) accounts using the information specified in the AutoAccounting structure and the subledger accounting rules.

You submit the Create Receivables Accounting process to create the accounting entries in Subledger Accounting.

The following sections describe the default accounting entries created when you enter transactions in Receivables using the Accrual method of accounting:

- Invoices
- Credit Memos and On-Account Credits
- Receipts
- Remittances
- Adjustments
- Debit Memos
- Credit Card Refunds

Invoices

This section describes the default accounting entries for invoices.

When you enter a standard invoice, Receivables creates the following journal entry:

Debit	Credit
Receivables	None
None	Revenue
None	Tax (if you charge tax)
None	Freight (if you charge freight)

If you enter an invoice with an In Arrears invoicing rule with a three-month fixed duration revenue scheduling rule, Receivables creates the following journal entries:

In the first period of the rule:

Debit	Credit
Unbilled Receivables	None
None	Revenue

In the second period of the rule:

Debit	Credit
Unbilled Receivables	None
None	Revenue

In the third and final period of the rule:

Debit	Credit
Unbilled Receivables	None
None	Revenue
Receivables	None
None	Unbilled Receivables
None	Tax (if you charge tax)

Debit	Credit
None	Freight (if you charge freight)

If you enter an invoice with an In Advance invoicing rule, Receivables creates the following journal entries:

In the first period of the rule:

Debit	Credit
Receivables	None
None	Unearned Revenue
None	Tax (if you charge tax)
None	Freight (if you charge freight)
Unearned Revenue	None
None	Revenue

In all periods of the rule for the portion recognized:

Debit	Credit
Unearned Revenue	None
None	Revenue

Credit Memos and On-Account Credits

This section describes the default accounting entries for credit memos.

When you credit an invoice, debit memo, or chargeback, Receivables creates the following journal entry:

Debit	Credit
Revenue	None
Tax (if you credit tax)	None
Freight (if you credit freight)	None

Debit	Credit
None	Receivables (Credit Memo)
Receivables (Credit Memo)	None
None	Receivables (Invoice)

When you enter a credit memo against an installment, you choose one of the following split term methods: LIFO, FIFO, Prorate. When you enter a credit memo against an invoice with invoicing and revenue scheduling rules, you choose one of the following revenue reversal rules: LIFO, Prorate, Unit.

If the **Invoice Accounting Used for Credit Memos** profile option is set to Yes, Receivables credits the accounts of the original transaction. If this profile option is set to No, Receivables uses AutoAccounting to determine the freight, receivables, revenue, and tax accounts. Receivables uses the account information for on-account credits that you specified in your AutoAccounting structure to create your journal entries.

You can update accounting information for your credit memo after it has posted to general ledger. Receivables keeps the original accounting information as an audit trail while it creates an offsetting entry and the new entry.

If you unapply the standard credit memo, Receivables reverses the accounting entries and creates the following journal entry:

Debit	Credit
Receivables (Invoice)	None
None	Receivables (Credit Memo)

The standard credit memo is converted to an on-account credit memo.

If the **Invoice Accounting Used for Credit Memos** profile option is set to No, then when you unapply the standard credit memo you must enter a Receivable account.

This section describes the default accounting entries for on-account credits.

When you enter an on-account credit, Receivables creates the following journal entry:

Debit	Credit
Revenue (if you credit line amounts)	None
Tax (if you credit tax)	None
Freight (if you credit freight)	None
None	Receivables (On-Account Credit)

Receivables uses the freight, receivable, revenue, and tax accounts that you specified in your AutoAccounting structure to create these entries.

Once the on-account credit is applied to an invoice, the following journal entry is created:

Debit	Credit
Receivables (On-Account Credit)	None
None	Receivables (Invoice)

Receipts

This section describes the default accounting entries for receipts.

When you enter a receipt, Receivables creates the following journal entries:

Debit	Credit
Cash	None
None	Receivables

When you fully apply a receipt to an invoice, Receivables creates the following journal entry:

Debit	Credit
Cash	None
Unapplied Cash	None
None	Unapplied Cash
None	Receivables

Note: These examples assume that the receipt has a Remittance Method of No Remittance and a Clearance Method of Directly.

When you enter an unidentified receipt, Receivables creates the following journal entry:

Debit	Credit
Cash	None

Debit	Credit
None	Unidentified

When you enter an on-account receipt, Receivables creates the following journal entry:

Debit	Credit
Cash	None
None	Unapplied
Unapplied	None
None	On-Account

When your receipt includes a discount, Receivables creates the following journal entry:

Debit	Credit
Cash	None
None	Receivables
Earned/Unearned Discount	None
None	Receivables

Receivables uses the default cash, unapplied, unidentified, on-account, unearned, and earned accounts that you specified under remittance banks for this receipt class.

When you enter a receipt and combine it with an on-account credit (which increases the balance of the receipt), Receivables creates the following journal entry:

Debit	Credit
Cash	None
None	Unapplied Cash

To close the receivable on the credit memo and increase the unapplied cash balance, Receivables creates the following journal entry:

Debit	Credit
Receivables	None
None	Unapplied Cash

When you enter a receipt and combine it with a negative adjustment, Receivables creates the following journal entries:

Debit	Credit
Cash	None
None	Receivables (Invoice)
Write-Off	None
None	Receivables (Invoice)

You set up a Write-Off account when defining your receivables activity.

When you enter a receipt and combine it with a positive adjustment, Receivables creates the following journal entries:

Debit	Credit
Cash	None
None	Receivables (Invoice)
Receivables (Invoice)	None
None	Write-Off

When you write off the unapplied amount on a receipt, Receivables creates the following journal entries:

Debit	Credit
Unapplied Cash	None
None	Write-Off

When you enter a receipt and combine it with a chargeback, Receivables creates the following journal entries:

Debit	Credit
Cash	None
None	Receivables (Invoice)
Receivables (Chargeback)	None
None	Chargeback (Activity)
Chargeback (Activity)	None
None	Receivables (Invoice)

You set up a Chargeback account when defining your receivables activity.

To move funds between receipts, you can apply one receipt to another open receipt. These journal entries illustrate moving funds from Receipt 1 to Receipt 2:

Debit	Credit
Unapplied Cash (Receipt 1)	None
None	Netting (Receipt 1)
Netting (Receipt 2)	None
None	Unapplied Cash (Receipt 2)

Note: Both receipts must be in the same currency.

After this receipt-to-receipt application completes, Receipt 2 gains additional funds that you can then apply to a debit item.

You set up a Payment Netting account when defining your receivables activity.

If both receipts are in a foreign currency, however, then you could have an exchange gain or loss when you net the receipts. The exchange gain or loss is realized on the main receipt (Receipt 2) at the time of receipt application (netting).

If you later adjust the conversion rate on Receipt 1 or 2, the following actions are performed:

- Roll back all accounting for both receipts.
- Recreate the accounting, including the netting application, using the adjusted conversion rate.

- Recalculate the exchange gain or loss on whichever receipt gained the additional funds.

Remittances

This section describes the default accounting entries for remittances.

When you create a receipt that requires remittance to your bank, Receivables debits the Confirmation account instead of Cash. An example of a receipt requiring remittance is a check before being cashed. Receivables creates the following journal entry when you enter such a receipt:

Debit	Credit
Confirmation	None
None	Receivables

You can then remit the receipt to your remittance bank using one of the two remittance methods: Standard or Factoring. If you remit your receipt using the standard method of remittance, Receivables creates the following journal entry:

Debit	Credit
Remittance	None
None	Confirmation

When you clear the receipt, Receivables creates the following journal entry:

Debit	Credit
Cash	None
Bank Charges	None
None	Remittance

If you remit your receipt using the factoring remittance method, Receivables creates the following journal entry:

Debit	Credit
Factor	None
None	Confirmation

When you clear the receipt, Receivables creates a short-term liability for receipts that mature at a future date. The factoring process lets you receive cash before the maturity date, and assumes that you're liable for the receipt amount until the customer pays the balance on the maturity date. When you receive payment, Receivables creates the following journal entry:

Debit	Credit
Cash	None
Bank Charges	None
None	Short-Term Debt

On the maturity date, Receivables reverses the short-term liability and creates the following journal entry:

Debit	Credit
Short-Term Debt	None
None	Factor

Adjustments

This section describes the default accounting entries for adjustments.

When you enter a negative adjustment against an invoice, Receivables creates the following journal entry:

Debit	Credit
Write-Off	None
None	Receivables (Invoice)

When you enter a positive adjustment against an invoice, Receivables creates the following journal entry:

Debit	Credit
Receivables (Invoice)	None
None	Write-Off

Debit Memos

This section describes the default accounting entries for debit memos.

When you enter a debit memo, Receivables creates the following journal entries:

Debit	Credit
Receivables	None
None	Revenue (if you enter line amounts)
None	Tax (if you charge tax)
None	Freight (if you charge freight)
Receivables	None
None	Late Charges

Credit Card Refunds

This section describes the default accounting entries for credit card refunds.

When you unapply a receipt and reapply the receipt to a credit card refund, Receivables creates these journal entries:

Debit	Credit
Receivables	None
None	Unapplied
Unapplied	None
None	Receivables Activity (Clearing Account)

After you apply the receipt to a credit card refund, Receivables automatically creates a negative miscellaneous receipt in the amount of the refund and creates this journal entry:

Debit	Credit
Receivables Activity (Clearing Account)	None
None	Cash

Debit	Credit

When you reverse a credit card refund, either by reversing the negative miscellaneous receipt or by unapplying the credit card refund activity, Receivables creates this journal entry for the negative miscellaneous receipt:

Debit	Credit
Cash	None
None	Receivables Activity (Clearing Account)

Receivables creates this journal entry for the original payment receipt:

Debit	Credit
Receivables Activity (Clearing Account)	None
None	Unapplied

Related Topics

- Examples of Accounting Entries for Bills Receivable Activities
- Can I unapply a standard credit memo?
- Receivables Activity Types
- AutoAccounting Account Types and Segment Values

Examples of Accounting Entries for Invoicing Rules

These examples illustrate how the In Advance and In Arrears invoicing rules recognize receivables.

In Advance Accounting Entries

This example shows how you can use the In Advance invoicing rule to recognize your receivable immediately.

You receive an invoice payment for $3,000. The invoicing rule is In Advance, and the revenue scheduling rule is 3-month fixed duration. Over the course of three months, your accounting entries are as follows:

January

Account	Debit	Credit
Receivables	$3,000	None

Account	Debit	Credit
Unearned Revenue	None	$3,000
Unearned Revenue	$1,000	None
Revenue	None	$1,000

February

Account	Debit	Credit
Unearned Revenue	$1,000	None
Revenue	None	$1,000

March

Account	Debit	Credit
Unearned Revenue	$1,000	None
Revenue	None	$1,000

In Arrears Accounting Entries

This example shows how you can use the In Arrears invoicing rule to record your receivable at the end of the revenue recognition schedule.

You receive an invoice payment for $3,000. The invoicing rule is In Arrears, and the revenue scheduling rule is 3-month fixed duration. Over the course of three months, your accounting entries are as follows:

January

Account	Debit	Credit
Unbilled Receivables	$1,000	None
Revenue	None	$1,000

February

Account	Debit	Credit
Unbilled Receivables	$1,000	None
Revenue	None	$1,000

March

Account	Debit	Credit
Unbilled Receivables	$1,000	None
Revenue	None	$1,000
Receivables	$3,000	None
Unbilled Receivables	None	$3,000

Related Topics

- How Revenue Scheduling Rules Are Used

Intercompany Receivables Transactions

An intercompany transaction is a transaction between two entities with common ownership. The accounting for intercompany transactions is recorded separate from standard transactions in Receivables.

Receivables determines a transaction to be an intercompany transaction based on the first party (legal entity) and third party (bill-to customer) relationship defined in the intercompany accounting setup. When a transaction is marked as intercompany, the intercompany receivables account is used for accounting instead of the standard receivables account derived from AutoAccounting. This applies to transactions both created manually and imported using AutoInvoice.

Rules Governing Intercompany Transactions

Intercompany accounting is recorded for invoices, credit memos, on-account credit memos, debit memos, and chargebacks. The intercompany account derivation occurs after the transaction is created but before the intercompany transaction is complete.

These rules govern the use of intercompany transactions in Receivables:

- Adjustments: You can make manual and automatic adjustments against intercompany transactions, but these adjustments aren't marked as intercompany and don't derive an intercompany account.
- Distributions: You can't update the account distributions once an intercompany transaction is created.
- Receipts: You can apply full or partial receipts to intercompany transactions with no restrictions.

- On-account credit memos: You should only apply intercompany on-account credit memos to intercompany transactions. The related application pages display only intercompany transactions.
- Receivables period close: Close a Receivables accounting period after closing the related intercompany period. If you close a Receivables accounting period first, this generates a warning to close the related intercompany period.

You can use the Receivables Aging by General Ledger Account report and the Receivables to General Ledger Reconciliation report to review intercompany transactions during reconciliation.

Related Topics

- Guidelines for Using the Receivables to General Ledger Reconciliation Report
- Intercompany Balancing Rules

Legal Entity Time Zones in Receivables

The applicable dates on Receivables transactions and receipts are converted to the time zone date of the legal entity that owns them, according to the Legal Entity Time Zone functionality.

For example, a legal entity on the west coast of the United States uses a shared service center on the east coast to process transactions. An invoice entered by the shared service center at 2:30 AM on December 1 (shared service center time zone) is entered with a transaction date and accounting date of 11:30 PM on November 30 (legal entity time zone).

Rules for Time Zone Derivation

Different time zone derivation rules apply to transactions and receipts.

The following rules apply to time zone derivation on a transaction:

- Time zone conversion applies to the transaction date, adjustment date, and accounting date on transactions
- Time zone is derived from the legal entity associated to the business unit of the transaction. This includes both user-entered business units and business units provided by default.
- If no legal entity is associated with the business unit used on the transaction, then the system date is used. No time conversion takes place for this date.
- These rules apply to invoices, credit memos, on-account credit memos, debit memos, chargebacks, and adjustments.
- AutoInvoice doesn't create time zone conversions. If another application passes a source date to AutoInvoice, this source date may be subject to time zone conversion according to the rules of that application.

The following rules apply to time zone derivation on a receipt:

- Time zone conversion applies to the receipt date, batch date, confirmation date, deposit date, application date, reversal date, accounting date, and unapply accounting date on all receipts, receipt batches, receipt write-offs, and chargebacks where the default date is the system date.
- Time zone conversion applies to the refund date and accounting date on all refunds where the default date is the system date.
- Time zone conversion applies to the application date, accounting date, and unapply accounting date on all credit memos where the default date is the system date.

- Time zone conversion applies to the remittance batch date and accounting date on all remittance batches where the default date is the system date.
- Time zone conversion applies to the conversion date and accounting date on all conversion rate updates where the default date is the system date.
- Time zone is derived from the legal entity associated with the business unit of the receipt or receipt batch.
- If a receipt or receipt batch has both a legal entity derived from the business unit and a legal entity associated with the remittance bank account, Receivables uses the legal entity derived from the business unit for time zone conversion.
- These rules apply to standard receipts, miscellaneous receipts, manual and automatic receipt batches, lockbox receipts, remittance batches, receipt reversals, refunds, on-account applications, credit memo write-offs, and updates to conversion rates.

Manually Updating the Date or Legal Entity

After transaction or receipt dates are converted to the applicable time zone, no further time zone conversion takes place. If you manually update either the date or the legal entity on a transaction or receipt, this action doesn't recalculate time zone dates based on your changes. The changes that you make become the new date or legal entity.

Related Topics

- What legal entity is assigned to a transaction?
- What legal entity is assigned to a receipt?

Receivables Integration with Oracle Project Management

Integration services between Receivables and Project Management let you manage aspects of Project invoices both before and after transfer to Receivables using AutoInvoice.

Integration services between Oracle Receivables and Oracle Project Management include:

- Tax Amounts on Project Invoices
- Contract Invoices
- Invoice Printing
- Net Invoices

Tax Amounts on Project Invoices

You can review estimated tax amounts on draft Project invoices before transfer to Receivables. You can review estimated tax amounts for the entire invoice or for selected invoice lines. You can also print invoices in Project Management with estimated tax amounts.

Project invoices use the same tax configuration, as defined in Tax, as that used by Receivables. However, final tax calculation on Project invoices only takes place after transfer to Receivables. If there are any changes in the tax configuration between invoice creation in Project and invoice transfer to Receivables, the final tax calculation may differ from the estimated calculation on the draft invoice.

Contract Invoices

You can create contract invoices without project information and transfer these invoices to Receivables. You can search by contract number in Receivables to review these invoices after successful transfer.

If the **Require salesperson** Receivables system option is enabled, then you must provide sales credit information on contract invoices before transfer to Receivables.

Receivables doesn't display accounting for contract invoices after AutoInvoice import. You can only view accounting after invoices are transferred to subledger accounting.

Invoice Printing

You can print and review invoices in Project Management before transfer to Receivables. You can also transfer print templates created in Project Management to Receivables for printing final invoices.

Net Invoices

You can create net invoices in Project Management and transfer these invoices to Receivables. A net invoice combines new invoice lines with existing credit memos into one invoice. Where applicable, you can use a net invoice to manage existing credits instead of issuing separate credit memos for each credit item.

After transfer to Receivables, the credited lines appear as separate invoice lines on the invoice.

> **Note:** The Receivables transaction type assigned to a Project net invoice must have a creation sign of Any Sign, in order to accommodate positive and negative amounts.

2 Process Customer Payments

Apply Customer Payments

Guidelines for Applying Receipts and On-Account Credit Memos

Watch video

You can apply all or part of a receipt or on-account credit memo to a single debit item or to several debit items.

For example, a customer may send a single check to pay all of one invoice and part of another invoice. The customer may also have an on-account credit memo to use with the check to close an open debit item.

Review these guidelines for applying receipts and on-account credit memos to transactions:

- Transaction Balance for Applications Always Used Profile Option
- Receipt Application on Cross-Customer Transactions
- Foreign Currency Receipts
- Unidentified Receipts
- Credit Memo Search
- On-Account Credit Memos
- Cash Budget Funding with Receipts

Transaction Balance for Applications Always Used Profile Option

The **Transaction Balance for Applications Always Used** profile option determines the default amount applied value to use for receipt applications. If you set this profile option to Yes, then the default amount applied is the remaining transaction amount.

If you set this profile option to No, or if a null value exists, then the defaulting rule is:

- If the unapplied receipt amount is greater than or equal to the transaction, then the default amount applied is the remaining transaction amount.
- If the unapplied receipt amount is less than the remaining transaction amount, then the default amount applied is the unapplied receipt amount.

Receipt Application on Cross-Customer Transactions

You can apply a receipt to the open debit items of unrelated customers if the **Allow Payment of Unrelated Transactions** system option is set to Yes.

If a customer paying relationship assignment exists, then customers can pay for transactions of related customers in the same hierarchy according to the paying relationship. The paying relationships are:

- Pay Any: Any customer within the relationship can pay for the accounts of any other customer within the relationship.

- Pay Below: Each customer can pay for its own transactions, and the transactions of all customers that are lower in the hierarchy (children, grandchildren, and so on).

Foreign Currency Receipts

If you apply receipts in the same foreign currency as the transactions, enter foreign currency conversion rate information using predefined conversion rates, or enter your own rate. If, when you post a foreign currency receipt application to general ledger, the rate changes, Receivables records a realized gain or loss amount.

Unidentified Receipts

An unidentified receipt is a receipt without customer information. The Add Application and Unapply Application buttons in the Application section of the Edit Receipt page are disabled for unidentified receipts until customer information is provided. In some cases, you can derive customer information for an unidentified receipt by entering and applying a specific transaction number using the Add Open Receivables window in the Edit Receipt page.

Credit Memo Search

You can only search for and display complete credit memos.

On-Account Credit Memos

You can apply on-account credit memos to transactions and refunds only. Receivables doesn't calculate discounts for on-account credit memo applications.

You can't use cross-currency applications with on-account credit memos. The currency of the on-account credit memo and the currency of the transaction must be the same.

Cash Budget Funding with Receipts

If you use cash budget funding with receipts on a ledger enabled for budgetary control, the applied amount from standard receipt applications and miscellaneous receipt creation increases the cash control budget.

If you later unapply, modify or reverse an applied amount, these actions will also update the cash control budget accordingly.

You can use any of these methods to create and apply receipts for cash budget funding:

- Create and Edit Receipt pages
- Process Receipts Through Lockbox process
- Create Standard Receipt REST API
- createStandardReceipt Web Service
- Automatic Receipt process
- Apply Receipts Using AutoMatch process

These standard receipt applications don't fund the cash control budget:

- Transactions from business units that implement Revenue Management
- Invoices with revenue scheduling rules or revenue contingencies
- Bills receivable transactions
- Debit memos used for debit memo reversals

After receipt processing, you can open the applicable receipt in the Edit Receipt page to view the cash budget funding details for the receipt in the Funds Status field and Budget Date field. For manual receipt entry and updates, the values in these fields only reflect the values in the cash control budget after saving and exiting the page, and then reopening:

- Funds Status field: Indicates the budgetary control validation status. Statuses include Passed, Failed, Partial, Error. You can also search for receipts with a specific funds status in the Manage Receipts page.

  Receipts with the Passed status have successfully funded or updated the cash control budget. Receipts with the Failed, Partial, or Error status need to be corrected either in Receivables or Budgetary Control and then reprocessed. After successful correction and reprocessing, the funds status of the receipt is updated to Passed.
- Budget Date field: Application date of a standard receipt or the creation date of a miscellaneous receipt.

  These dates persist if the standard receipt application is updated, unapplied, and reversed, or the miscellaneous receipt is reversed or deleted. Any of these activities against a receipt update the cash control budget accordingly.

You set up a ledger for budgetary control and cash budget funding with receipts using the Edit Budgetary Control and Encumbrance Accounting page. This setup is restricted to ledgers associated with a business unit enabled for Multifund Accounting.

You must assign the same GL cash account in both the Budgetary Control ledger setup and the Receivables remittance bank account setup:

- In Budgetary Control, enter the GL cash account in the Accounts in Journals Subject to Cash Controls section of the Edit Budgetary Control page for the applicable ledger.
- In Receivables, enter the same GL cash account in the Cash field in the GL Accounts section of the Edit Remittance Bank Account page belonging to the receipt method that you will use for cash budget funding.

To prevent overstating the cash control budget, you must only enter the GL cash account in the Cash field of the applicable remittance bank account. Enter different natural accounts in each of these other fields in the GL Accounts section:

- Receipt Confirmation
- Remittance
- Unapplied Receipts
- Unidentified Receipts
- On-Account Receipts

Related Topics

- Customer Hierarchies and Paying Relationships
- Receipt Application Using the Match Receipts By Rule
- Budgetary Control Validation of Receivables Receipts
- Revenue and Cash Controls

How Recommendations for Receipt Application Are Calculated

During payment processing, Receivables matches remittance reference information on receipts to open transactions, and presents recommendations for which transactions to apply a given receipt. This recommendation process operates for manual receipts, lockbox receipts, and receipts uploaded using a spreadsheet.

In general, Receivables generates recommendations rather than applying receipts automatically when there is a data entry error, such as an incorrect invoice number, or when no transaction meets the minimum requirements for automatic receipt application, as defined by your implementation.

Settings That Affect Recommendations for Receipt Application

These settings affect recommendations for receipt application:

- Match Receipts By rule: The Match Receipts By rule identifies the document type reference to use to match receipts to transactions during lockbox and manual receipt processing. There are six document types available to match to receipts:
    - Transaction number
    - Balance forward billing number (Lockbox only)
    - Contract number
    - Purchase order number
    - Sales order number
    - Shipping reference, such as a waybill number or packing slip

  You can set Match Receipts By rules for document type references at the customer site, customer account, lockbox, and Receivables system option level. Receivables searches these settings until it finds an exact match or an approximate match.
- Document Type Automatic Update: Enable the **Automatically update receipt match by** option at the customer site or customer account level to automatically maintain the optimum Match Receipts By rule. If AutoMatch and AutoApply successfully match and apply a receipt for a customer or customer site based on a document type different from the default setting (or if there was no default setting), this new document type becomes the primary Match Receipts By rule for that customer or site.
- AutoApply: Set the **Use AutoApply** option for a lockbox or at the Receivables system option level for manual receipts. If you set this option, AutoApply automatically applies receipts and presents transaction recommendations based on the AutoMatch rule set, and handles exceptions based on the application exception rule set.
- AutoMatch Rule Set: The active AutoMatch rule set determines how receipts are applied automatically and transactions recommended for manual application. You can assign an AutoMatch rule set at the customer site, customer account, lockbox, and Receivables system option level.

  An AutoMatch rule set defines the minimum qualifying percentage score, based on assigned thresholds, necessary to recommend transactions for receipt application. The rule set also provides string handling assistance to search for transaction matches against reference strings, such as an invoice number.
- Application Exception Rule Set: The active application exception rule set manages the handling of over and under payments after receipt application.

How Recommendations for Receipt Application Are Calculated

Receivables matches the remittance reference on the receipt to transactions, based on the active Match Receipts By rule. Receivables searches for a Match Receipts By rule to use for comparison in the order customer site, customer account, lockbox (for lockbox processing), and Receivables system options.

For example, you enter an invoice number as the reference number, and the Match Receipts By rule for a customer site is Transaction Number. Receivables looks for and displays the transactions that most closely match the number you enter. If there is an exact match, and if the AutoMatch threshold settings allow, Receivables applies the receipt to the transaction automatically. If there isn't an exact match, Receivables displays a list of recommended transactions according to the AutoMatch thresholds.

If AutoApply is enabled, Receivables presents transaction recommendations in the order of their reference score, as calculated by the active AutoMatch rule set, such that the closest matches appear first in the list. Each recommendation is accompanied by a reason code explaining why the receipt wasn't applied to the transaction automatically. For example, if a recommendation has the reason **Below transaction threshold**, this indicates that the receipt wasn't automatically applied because the transaction reference score didn't meet the minimum threshold required for automatic application.

If you apply receipts to transactions using the Apply Receipts Using AutoMatch process, the setting of the Exact Match Only parameter determines how transactions are applied to receipts:

- **Yes**: The process looks for exact matches only of remittance references to transactions. For every exact match found, the process applies the transaction to the receipt. If exact matches are not found, no recommendations are generated.
- **No**: The process uses the AutoMatch rule set to calculate recommendations for receipt application based on the remittance references. If the resulting recommendation score is greater than the Combined Weighted Threshold value in the AutoMatch rule set, the recommended transaction is applied to the receipt.

When you submit a lockbox, the lockbox process can in many cases match receipts to transactions and apply the receipts automatically. In cases where receipts aren't applied automatically, lockbox generates a list of recommended transactions for you to complete the receipt application process manually. If the document type reference is the balance forward billing number, lockbox can use this number to identify the customer and apply the receipt using the active AutoCash rule.

When you manually create a standard receipt, use the **Submit and AutoApply Now** button to automatically apply the receipt. Receivables displays either the applications it has made or any recommendations for receipt application. For proposed recommendations, you can then select the transactions that you want and manually apply the receipt.

After the receipt is applied to the transaction, Receivables updates the receipt and transaction amounts, and displays any over or under payments for processing according to the details of the application exception rule set.

Receipts Applied without a Reference

Receivables will apply a receipt to a transaction or generate transaction recommendations without a remittance reference under these conditions:

- Customer information on the receipt matches that of the transaction.
- Receipt amount is equal to or greater than the transaction amount.
- For lockbox processing, the AutoCash rule is unable to apply the receipt.

Related Topics

- How do I use transaction and customer recommendations?
- When do I use an application exception rule set?
- How AutoMatch Recommendations Are Calculated
- Receipt Application Using the Match Receipts By Rule

Receipt-to-Receipt Applications

You can apply an open receipt against another open receipt.

You apply a receipt against another open receipt in order to move funds between receipts. Open receipts include receipts that have either unapplied cash or on-account cash. You can then apply the resulting unapplied receipt balance to a transaction.

To use receipt-to-receipt applications, you must set up a clearing account under the Receivables activity Payment Netting to manage the offset of the one receipt against the other.

Both receipts in a receipt-to-receipt application must be in the same currency. If both receipts are in a foreign currency, the result of the receipt application may be an exchange gain or loss. The exchange gain or loss is realized on the target receipt at the time of receipt application. If you later adjust the conversion rate on either receipt, the accounting is rederived using the adjusted conversion rate.

You can unapply a receipt that was applied to another open receipt, provided that neither receipt is drawn negative by unapplying it.

Related Topics

- How can I reapply a receipt applied in error?

Write-offs and Receipts

A write-off is a receipt activity that cancels an open debit item and assigns it to a write-off account. You can write off both overpayment and underpayment amounts.

You write off an overpayment when, after applying a receipt to debit items, a small unapplied amount remains. You write off an underpayment when a receipt underpays an invoice by a small amount and the write-off is preferable to billing the customer for the difference.

Considerations for write-offs include:

- Write-off Setup
- Recommendations for Write-offs
- Automatic Write-offs
- Foreign Currency Write-offs

Write-off Setup

You can set up Receivables both to write off receipt amounts automatically and to present write-off amounts as recommendations for review and manual update.

These setups are related to receipt write-offs:

- Receivables activity: Set up accounts under the Receivables activity Receipt Write-off to credit receipt write-off amounts.
- Application exception rule set: Define an application exception rule set and assign the rule to Receivables System Options: Cash Processing tab. The application exception rule set defines how to manage overpayments and underpayments.
- Receivables system options: Define the write-off limit range per receipt. You can't write off receipt balances that are less than or greater than this range.
- Approval limits: Define user approval limits per currency for write-offs.

Recommendations for Write-offs

During automatic payment processing, Receivables identifies underpayments and overpayments after receipts are applied to transactions. Depending on the details of your setup, Receivables can write off certain payments automatically and present other payments to you for review.

If you decide after review to write off a given overpayment or underpayment, you can manually enter a write-off up to the total amount assigned to both your receipt write-off approval limits and the system-level write-off approval limits.

Automatic Write-offs

Use the Create Automatic Receipt Write-offs process to automatically write off receipts. You can only use this process to write off overpayment amounts.

The Create Automatic Receipt Write-offs process writes off selected receipts for the designated unapplied amount or percentage, and closes the receipts. The process checks that the unapplied amount or percentage is within your approval limits.

You can use the Create Automatic Receipt Write-offs process to:

- Schedule periodic write-offs as receipt adjustments for small remaining balances.
- Limit write-offs by a percentage of the original receipt amount and by the policy of your enterprise.
- Create write-offs for specific currencies and customers.

You can also print and review write-offs generated by the process before applying them.

The account assigned to the Receivables activity that you select for the process run is the account credited for all write-off amounts.

Foreign Currency Write-offs

When you write off a foreign currency receipt, Receivables uses the conversion rate information from the original receipt for the write-off record.

If you adjust the conversion rate of a foreign currency receipt, Receivables reverses the write-off with the original conversion rate and then applies the new conversion rate to the write-off. Receivables reverses the write-off only if the

converted amount doesn't exceed the system level write-off limit. If the converted amount exceeds the system level write-off limit, Receivables leaves the write-off amount as unapplied.

Related Topics

- What are the exception rule activities?
- Application Exception Rule Conditions and Actions
- Approval Limits Document Types

How Cross-Currency Receipts Are Processed

Use cross-currency receipt applications to process payments that customers make in a currency different from the currency of the open debit item. You can apply cross-currency receipts to invoices, debit memos, and chargebacks.

When you apply a cross-currency receipt, Receivables calculates both the open balance on the transaction (if any) and the foreign exchange gain or loss for the application.

You can apply receipts to transactions using any currency defined in General Ledger.

Settings That Affect Cross-Currency Receipts

These settings affect cross-currency receipt applications:

- Realized Gains and Realized Losses Accounts: Define a realized gains account and a realized losses account at the Receivables system option level to account for the conversion rate gain or loss in the ledger currency resulting from a cross-currency receipt application.
- Cross-Currency Rate Type: Enter the default conversion rate type at the Receivables system option level to use when the receipt and transaction currency are different and the two currencies don't have a fixed-rate relationship. If the receipt and transaction have a fixed-rate relationship, then Receivables uses the conversion rate defined between these currencies.
  Receivables uses this rate type to calculate the allocated receipt amount when you enter the amount applied, and vice versa. If this Receivables system option isn't defined, then you must manually enter both values. Lockbox also uses this rate type to apply cross-currency receipts if the process can't calculate the rate to use.
- Cross-Currency Rounding Account: Define a cross-currency rounding account at the Receivables system options level to record any rounding error amounts created during a cross-currency receipt application for currencies that have a fixed-rate relationship.
- Entered Currency Balancing Account: Define an entered currency balancing account in General Ledger for journal entries created by cross-currency receipt applications. You define the entered currency balancing account in the Journal Processing Balancing section of the Specify Ledger Options page for the applicable ledger.
  For each cross-currency receipt application, General Ledger creates an entry in the entered currency balancing account so that each journal entry balances in the entered currency.

How Cross-Currency Receipts Are Calculated

When applying cross-currency receipts, your customer needs to provide the following remittance information:

- Which transactions to apply the receipt to.

- If the receipt is a partial payment, how much of each transaction is to be settled.
- If applicable, conversion rate information, which is either:
    - Conversion rate to use to convert to the ledger currency.
    - If you're manually entering allocated receipt amounts, how much of the receipt to allocate to a transaction.

In the Create Receipt or Manage Receipt page:

- Enter the amount to apply to a transaction in the **Applied Amount** field. If a conversion rate exists between the receipt currency and the transaction currency, Receivables populates the **Cross Currency Rate** field and calculates the allocated receipt amount.
- If a conversion rate doesn't exist between the receipt currency and the transaction currency, then either enter the rate to use to convert the transaction amount to the receipt amount in the **Cross Currency Rate** field, or enter the amount of the receipt to allocate to the transaction in the **Allocated Receipt Amount** field.

Receivables performs these calculations:

- Converts the amount applied to the ledger currency and displays the result in the **Amount Applied Base** field.
- Updates the balance due in both the transaction currency (**Balance Due** field) and the ledger currency (**Balance Due Base** field).
- Calculates the cross-currency conversion:
    - If necessary, Receivables uses the receipt date as the conversion date and the Receivables system option cross-currency rate type to calculate the rate.
    - If you enter a conversion rate in the **Cross Currency Rate** field, Receivables calculates the allocated receipt amount.
    - If you enter the allocated receipt amount, Receivables calculates the cross-currency rate.
- If applicable, calculates the discounts in the transaction currency. If there are transactions in multiple currencies, Receivables can't display the total discount in a single currency. You can only view the discount for each application separately.
- If the currencies have a fixed-rate relationship, calculates the rounding error amount created by the cross-currency receipt application.
- Calculates the foreign currency exchange gain or loss:
    - Receivables determines the transaction amount and the receipt amount in the ledger currency.
    - Receivables calculates the foreign currency exchange gain or loss in the ledger currency using this formula:

      ```
      Receipt Amount (as of the receipt date) - Transaction Amount (as of the transaction date) =
       Foreign Exchange Gain or Loss
      ```

      This formula is also expressed as:

      ```
      Allocated Receipt Amount Base - Amount Applied Base = Foreign Exchange Gain or Loss
      ```

    - If a discount has a gain or loss amount, the amount is included in the realized gain and loss calculation for the item.

Receivables creates multicurrency journal entries each time you apply a receipt in one currency to a transaction in a different currency. When you post these multicurrency journal entries, General Ledger:

- Separates the entries by currency before balancing them.
- Creates an entry in the entered currency balancing account to balance each journal entry.

Related Topics

- How MultiCurrency Journals Are Balanced

Examples of Cross-Currency Receipt Applications

The following examples illustrate the calculations and journal entries when you apply cross-currency receipts.

In the first example, you apply a receipt in one currency to an invoice in a different currency. Both the invoice currency and the receipt currency are different from your ledger currency.

In the second example, you apply a receipt in one currency to three separate invoices, each in a different currency.

Apply a Receipt to One Invoice

On JAN-01 you create Invoice 101 for 100 Canadian dollars (CAD). The corporate conversion rate on JAN-01 is 1 USD = 1.5 CAD. Receivables uses this rate to calculate the amount of the invoice in your ledger currency as 66.67 USD (100 / 1.5 = 66.67).

Receivables creates corresponding journal entries for this amount in both the invoice currency and your ledger currency, as illustrated in this table:

Account	Debit	Credit
Accounts Receivable	100 CAD [66.67 USD]	None
Sales	None	100 CAD [66.67 USD]

On JAN-31, you receive a payment of 64 EUR for Invoice 101. Your customer informs you that the entire amount (64 EUR) is a partial payment of 90 CAD for Invoice 101. The corporate conversion rate on JAN-31 is 1 USD = 1.13 EUR. When you enter the receipt information, Receivables uses this rate to calculate a receipt amount in your ledger currency of 56.64 USD (64 / 1.13 = 56.64).

When you apply the receipt to Invoice 101, Receivables displays the balance due in your ledger currency (Balance Due Base) and in the invoice currency (Balance Due), as follows:

Invoice Number	Balance Due Base	Balance Due	Amount Applied	Amount Applied Base	Cross-Currency Rate	Allocated Receipt Amount	Allocated Receipt Amount Base	Exchange Gain/Loss
101	66.67	100.00	NA	NA	NA	NA	NA	NA

Following your customer remittance information, you enter a new value of 90 in the **Amount Applied** field. Receivables calculates the amount applied in your ledger currency (Amount Applied Base) and updates the balance due in your ledger currency (Balance Due Base) and the invoice currency (Balance Due), as follows:

Invoice Number	Balance Due Base	Balance Due	Amount Applied	Amount Applied Base	Cross-Currency Rate	Allocated Receipt Amount	Allocated Receipt Amount Base	Exchange Gain/Loss
101	6.67	10.00	90.00	60.00	NA	NA	NA	NA

The calculations used to arrive at these amounts are:

- Balance Due = 100 - 90 = 10 (CAD)
- Balance Due Base = 10 / 1.5 = 6.67 (USD)
- Amount Applied Base = 90 / 1.5 = 60 (USD)

You then enter the amount of the receipt to apply to this invoice (64 EUR) in the **Allocated Receipt Amount** field. Receivables uses this amount to determine the Cross-Currency Rate of 0.7111111 (64/90). Receivables then determines the Allocated Receipt Amount Base (in your ledger currency) of 56.64 USD, using the conversion rate as of the receipt date. Finally, Receivables calculates an Exchange Loss of 3.36 USD.

This is represented as follows:

Invoice Number	Balance Due Base	Balance Due	Amount Applied	Amount Applied Base	Cross-Currency Rate	Allocated Receipt Amount	Allocated Receipt Amount Base	Exchange Gain/Loss
101	6.67	10.00	90.00	60.00	0.7111111	64.00	56.64	<3.36>

The calculations used to arrive at these amounts are:

- Cross-Currency Rate = 64 (EUR) / 90 (CAD) = 0.7111111
- Allocated Receipt Amount = 64 (EUR) / 1.13 = 56.64 (USD)
- Exchange Gain/Loss = 56.64 (USD) - 60 (USD) = <3.36> (USD)

Receivables creates the accounting entries as illustrated in this table:

Account	Debit	Credit
Cash	64 EUR [56.64 USD]	None
Foreign Exchange Loss	3.36 USD	None
Accounts Receivable	None	90 CAD [60 USD]

Apply a Receipt to Three Invoices

Your customer remits Receipt 1234 for 300 EUR and wants this receipt applied to three outstanding invoices:

- Invoice 101 for 100 Canadian dollars (CAD)
- Invoice 102 for 100 US dollars (USD)
- Invoice 103 for 8000 Japanese yen (JPY)

Your customer provides remittance information, including rate information, as described in this table:

Invoice Number	Date	Invoice Balance	Paid Amount	Rate to EUR	EUR Remitted
101	1-JAN	100 CAD	90 CAD	.725298	65.28
102	2-JAN	100 USD	100 USD	1.15989	115.99
103	4-JAN	8000 JPY	8000 JPY	.0086927	69.54

Activity totals:

- Total Remitted Amount: 250.78 EUR
- On Account: 49.22
- Total Remittance: 300.00 EUR

After you enter and apply the receipt according to the customer remittance information, this is represented as follows:

Invoice Number	Balance Due Base	Balance Due	Amount Applied	Amount Applied Base	Cross-Currency Rate	Allocated Receipt Amount	Allocated Receipt Amount Base	Exchange Gain/Loss
101	6.67	10.00	90.00	60.00	.725298	65.28	57.14	<2.86>
102	0.00	0.00	100.00	100.00	1.15989	115.99	99.12	<0.88>
103	0.00	0.00	500.00	96.15	.0086927	69.54	94.61	1.54
On Account	NA	NA	NA	NA	NA	49.22	6.27	NA

Related Topics

- What happens if I use suspense posting or other options to post an unbalanced journal entry?
- Guidelines for Creating Conversion Rate Types

Credit Card Chargebacks

A customer can request a refund for all or part of a previously remitted credit card receipt directly with the credit card issuer.

Under this procedure, the credit card issuer credits the customer account for the disputed amount, deducts the amount from your merchant bank account, and notifies you that a credit card chargeback took place.

You record the credit card chargeback as a negative miscellaneous receipt. Because the customer has already received the refund directly from the credit card issuer, this negative miscellaneous receipt is used only to ensure accurate accounting and reconciliation.

To record a credit card chargeback:

1. Ensure that you have defined a receivables activity of type Credit Card Chargeback.
2. In the Manage Receipts page, open the credit card receipt with the chargeback request.
3. Unapply the credit card receipt:
    - If you're unapplying the full amount, use the **Unapply Application** button to unapply the credit card receipt application from the transaction.
    - If you're only unapplying a partial amount, enter the new amount to apply to the transaction in the related **Applied Amount** field.
4. Create the credit card chargeback. Select Create Credit Card Chargeback from the **Actions** menu to open the Create Credit Card Chargeback window:
    a. Enter the Credit Card Chargeback activity in the **Receivables Activity** field.
    b. Enter the amount of the chargeback request in the **Amount** field.
    c. Enter the date to use for this transaction in the **Application Date** field.
    d. Optionally enter details of this transaction in the **Reason** field.

The credit card chargeback application and corresponding negative miscellaneous receipt record the event and correct the accounting. Because there are no funds to transfer, you don't have to remit the negative miscellaneous receipt.

> **Note:** If you later discover that the chargeback request was invalid, unapply the credit card chargeback activity from the receipt and reapply the receipt for the full amount. This automatically reverses the negative miscellaneous receipt that was originally created when you first recorded the credit card chargeback.

Related Topics

- How Manual Credit Card Refunds Are Processed
- Receivables Activity Types
- PCI DSS Credit Card Processing Requirements

Miscellaneous Receipts

Enter miscellaneous receipts to record cash received that isn't related to receivables. This includes non-invoiced items, such as investments, interest, refunds, and stock sales.

Considerations for miscellaneous receipts include:

- Distributions
- References
- Tax

Distributions

The receivables activity that you assign to the miscellaneous receipt determines the default distribution set and accounting. The distribution set creates the default account distributions for the entered receipt amount.

References

Use the optional Reference section to identify the miscellaneous receipt as a payment, receipt, or remittance.

This table indicates the reference type and corresponding reference number that you can use to identify the miscellaneous receipt:

Reference Type	Reference Number
Payment	Check numbers recorded in Payables written from the same bank account as the remittance account entered for this receipt.
Payment Batch	Batch numbers of payment batches created in Payables that have the same bank account as this receipt.
Receipt	Receipt numbers that have the same bank account as this receipt.
Remittance	Remittance batch numbers that have the same bank account as this receipt.

Tax

If applicable, the receivables activity assigns a tax rate code to the receipt. The tax rate code is used to account for tax on miscellaneous receipts and designates the tax account to use for the tax amount.

You can update the tax rate code with another Sales or VAT tax rate code. You can update the tax rate and tax amount if the tax rate code allows changes to the tax rate.

Related Topics

- Tax Rates Controls and Defaults

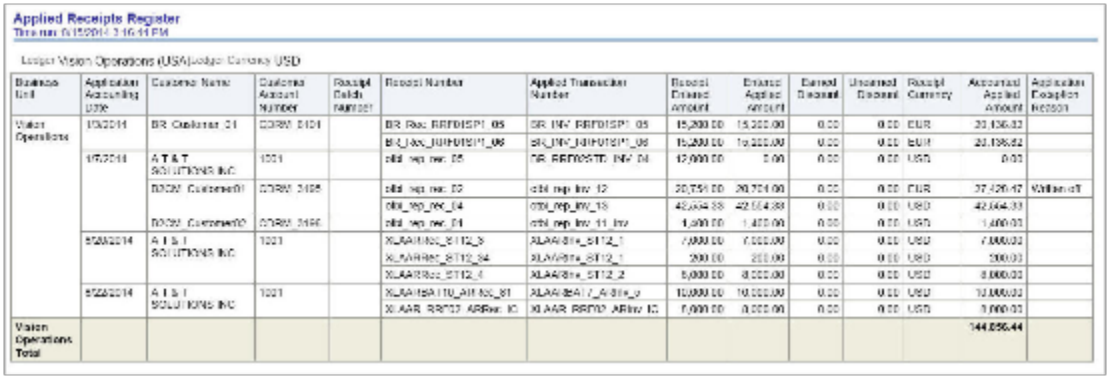
Reports for Apply Customer Payments

Overview of the Applied Receipts Register

This topic contains summary information about the Applied Receipts Register.

Overview

The Applied Receipts Register provides information about all receipt applications that affect your customer balances.



Key Insights

Review receipt applications by customer and receipt batch. The report displays all receipt applications within the specified date range regardless of check date.

Frequently Asked Questions

The following table lists frequently asked questions about the Applied Receipts Register.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Period Close
Who uses this report?	Financial Manager during period close processing.
When do I use this report?	When you need a listing of your customer applied receipts or to assist the receivables reconciliation process.
What can I do with this report?	Schedule to run as needed.
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the Receivables - Standard Receipt Application Details Real Time subject area.

Applied Receipts Register

Use the Applied Receipts Register to review all receipt applications that affect your customer balances.

The report includes both customer receipts and discount information. You can use this report to review receipt applications for a specific customer, receipt batch, or applied transaction number. You can't use this report to review miscellaneous receipts.

Review how customer receipts were applied to transactions. Optionally analyze receipts requiring manual application (Application Exception Reason) to improve automated receipt applications. Use for reconciling to the general ledger when a standalone report is needed.

Selected Report Parameters

You can select receipt applications by customer and receipt batch. Specify a receipt application accounting date range to review specific information for the period. The report displays all receipt applications within the date range regardless of check date.

Application Accounting Date

The application accounting date range.

Receipt Batch Number

Select receipts by batch to review specific batches, such as lockbox batches.

Application Exception Reason

The application exception reasons indicate why a receipt application wasn't made automatically. If you select this parameter, the report provides a subtotal by application exception reason.

Applied Transaction Number

The transaction number that allows selection of all receipts applied to a transaction.

Report Output

The report provides customer receipt application information by business unit and application accounting date for the specified period:

- The report displays receipt-to-receipt applications as one receipt with a positive application and the other receipt with a negative application.
- The report displays debit memo reversal receipts as applied receipts, because the transaction is closed by the debit memo reversal receipt and a new debit memo is created for the amount of the receipt. All other receipt reversals appear on the Unapplied Receipts Register.

This table describes important columns in the output of the Applied Receipts Register.

Column Heading	Description
Application Accounting Date	The accounting date of the receipt application or application reversal.
Entered Applied Amount	The receipt amount applied in the entered currency.
Earned Discount	The earned discount amount in the ledger currency.
Unearned Discount	The unearned discount amount in the ledger currency.
Accounted Applied Amount	The total amount applied in the ledger currency.
Application Exception Reason	The reason that the receipt couldn't be applied automatically.

Column Heading	Description

This table describes important rows in the output of the Applied Receipts Register.

Row Heading	Description
[Application Exception Reason] Total	The subtotal accounted applied amount by each application exception reason.
[Business Unit] Total	The subtotal accounted applied amount by business unit.
Grand Total	The total of all accounted applied amounts for the report.

Related Topics

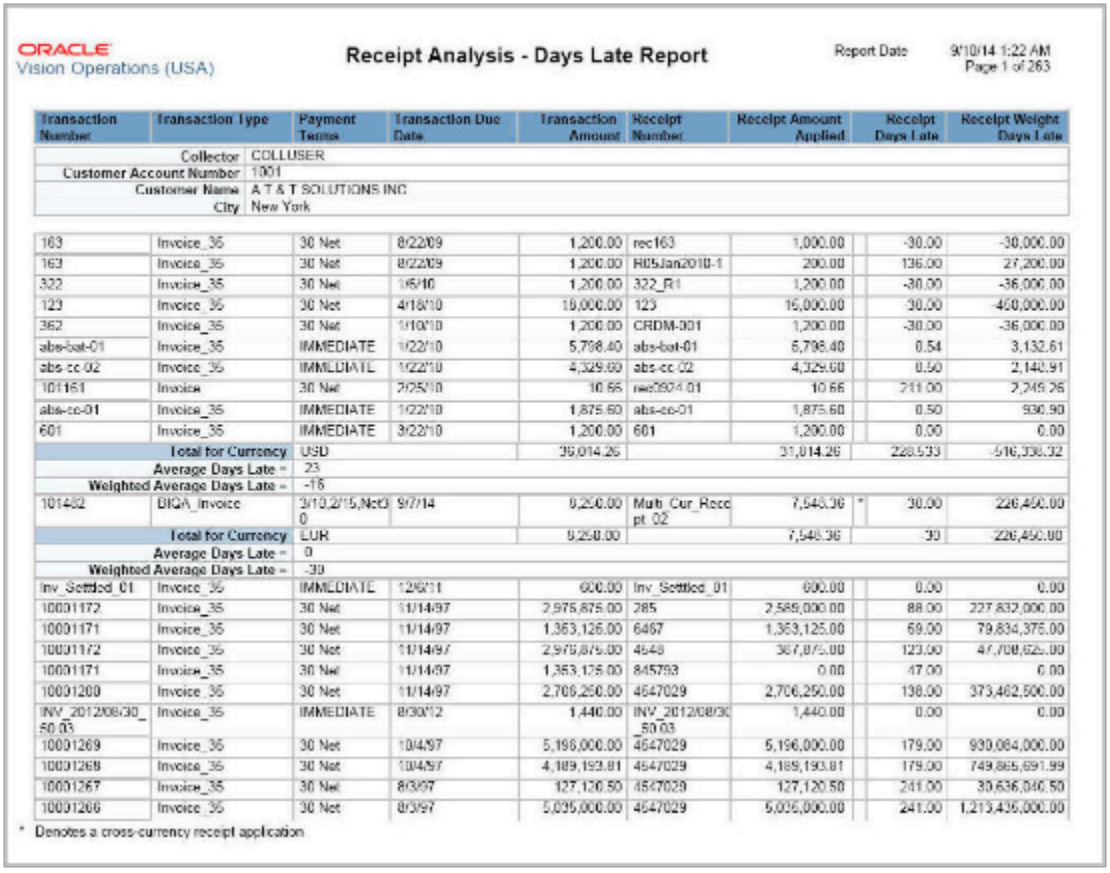
- Guidelines for Applying Receipts and On-Account Credit Memos
- Guidelines for Defining Automatic Receipt Methods

Overview of the Receipts Days Late Analysis Report

This topic contains summary information about the Receipts Days Late Analysis Report.

Overview

The Receipts Days Late Analysis Report helps you review the timeliness of your customer payments.



ORACLE
Vision Operations (USA)

Receipt Analysis - Days Late Report

Report Date 9/10/14 1:22 AM
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Transaction Number	Transaction Type	Payment Terms	Transaction Due Date	Transaction Amount	Receipt Number	Receipt Amount Applied		Receipt Days Late	Receipt Weight Days Late
Collector	COLLUSER								
Customer Account Number	1001								
Customer Name	A T & T SOLUTIONS INC								
City	New York								
163	Invoice_35	30 Net	8/22/09	1,200.00	rec163	1,000.00		-30.00	-30,000.00
163	Invoice_35	30 Net	8/22/09	1,200.00	RI05Jan2010-1	200.00		136.00	27,200.00
322	Invoice_35	30 Net	1/6/10	1,200.00	322_R1	1,200.00		-30.00	-36,000.00
123	Invoice_35	30 Net	4/16/10	16,000.00	123	16,000.00		30.00	480,000.00
362	Invoice_35	30 Net	1/10/10	1,200.00	CRDM-001	1,200.00		-30.00	-36,000.00
abs-bat-01	Invoice_35	IMMEDIATE	1/22/10	5,798.40	abs-bat-01	5,798.40		0.54	3,132.61
abs-cc-02	Invoice_35	IMMEDIATE	1/22/10	4,329.60	abs-cc-02	4,329.60		0.50	2,148.91
101161	Invoice	30 Net	2/25/10	10.66	rec2804-01	10.66		211.00	2,249.26
abs-cc-01	Invoice_35	IMMEDIATE	1/22/10	1,875.60	abs-cc-01	1,875.60		0.50	930.90
601	Invoice_35	IMMEDIATE	3/22/10	1,200.00	601	1,200.00		0.00	0.00
Total for Currency	USD			36,014.26		31,014.26		228.533	-516,336.32
Average Days Late =	23								
Weighted Average Days Late =	-16								
101402	BIGA_Invoice	3/10,2/15,Net30	9/7/14	9,250.00	Multi_Cur_Receipt_02	7,540.36	*	30.00	226,450.00
Total for Currency	EUR			9,250.00		7,540.36		30	226,450.00
Average Days Late =	0								
Weighted Average Days Late =	-30								
Inv_Settled_01	Invoice_35	IMMEDIATE	12/6/11	600.00	Inv_Settled_01	600.00		0.00	0.00
10001172	Invoice_35	30 Net	11/14/97	2,975,875.00	285	2,589,000.00		88.00	227,832,000.00
10001171	Invoice_35	30 Net	11/14/97	1,353,125.00	6467	1,353,125.00		59.00	79,834,375.00
10001172	Invoice_35	30 Net	11/14/97	2,975,875.00	4648	387,875.00		123.00	47,708,625.00
10001171	Invoice_35	30 Net	11/14/97	1,353,125.00	845793	0.00		47.00	0.00
10001200	Invoice_35	30 Net	11/14/97	2,706,250.00	4647029	2,706,250.00		138.00	373,462,500.00
INV_2012/08/30_50.03	Invoice_35	IMMEDIATE	8/30/12	1,440.00	INV_2012/08/30_50.03	1,440.00		0.00	0.00
10001269	Invoice_35	30 Net	10/4/97	5,196,000.00	4647029	5,196,000.00		179.00	930,084,000.00
10001269	Invoice_35	30 Net	10/4/97	4,189,193.81	4647029	4,189,193.81		179.00	749,865,691.99
10001267	Invoice_35	30 Net	8/3/97	127,120.50	4647029	127,120.50		241.00	30,636,040.50
10001266	Invoice_35	30 Net	8/3/97	5,035,000.00	4647029	5,035,000.00		241.00	1,213,435,000.00

* Denotes a cross-currency receipt application

Key Insights

The report provides details of receipt applications against customer transactions for the period you specify.

Frequently Asked Questions

The following table lists frequently asked questions about the Receipts Days Late Analysis Report.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances
Who uses this report?	Financial Manager when analyzing late payments.
When do I use this report?	To review the timeliness of your customer payments, including weighted days late calculation, which indicates the cost to you of overdue payments.
What can I do with this report?	Schedule as needed.
What type of report is this?	Oracle Business Intelligence Publisher

Receipts Days Late Analysis Report

Use the Receipts Days Late Analysis Report to review the timeliness of your customer payments. The report provides details of receipt applications against customer transactions for the period you specify.

The report includes, for each customer payment, both transaction details and receipt application details. Receipt information includes the number of days late, if any, that payment was received based on the due date, and the calculated cost to you of a late payment.

Run this report according to your customer account review business process.

Report Output

The output provides a separate section for each customer account, and a subsection for each transaction entered currency within the customer account. Payment information within each subsection is sorted by transaction number and includes the amount of the application, the receipt number, and the days late (payments made in advance are displayed as a negative number).

The report provides totals for each entered currency per customer account. The totals include a count of average days late that payment was received and a calculation of the cost to you of past due items. The report doesn't include any grand totals, as it doesn't report in the ledger currency.

Average Days Late

The average number of days late for receipts by customer and currency.

```
Average Days Late = Sum of Days Late / Total Number of Receipts
```

Currency:

The transaction entered currencies used by each customer account.

Weighted Average Days Late

The weighted average days late for receipts within the date range by customer and currency. Use the weighted average days late to see the average amount that past due debit items cost you.

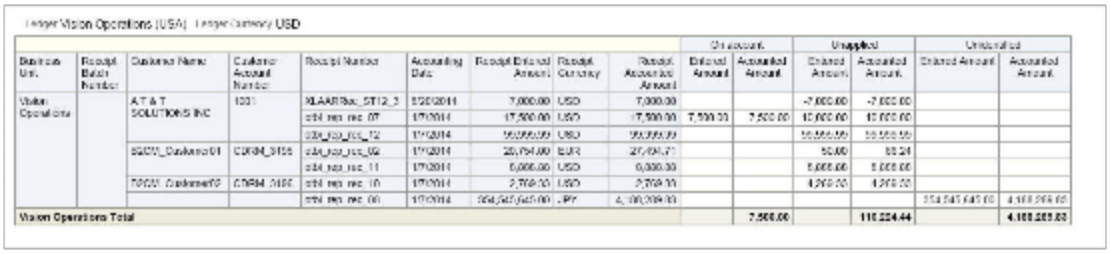
```
Weighted Average Days Late = Sum of Weighted Days Late / Total Amount Paid
```

Overview of the Unapplied Receipts Register

This topic contains summary information about the Unapplied Receipts Register.

Overview

The Unapplied Receipts Register lets you review detailed information about customer unidentified, on-account and unapplied payments. This information more accurately indicates how much a customer actually owes you.



Key Insights

The report groups receipts by receipt batch and customer, and provides separate totals by business unit for on-account, unapplied, and unidentified receipts in the ledger currency, and a grand total for the report.

Frequently Asked Questions

The following table lists frequently asked questions about the Unapplied Receipts Register.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Period Close
Who uses this report?	Financial Manager during period close processing.
When do I use this report?	• When you need a listing of your customer unapplied receipts. • To assist the receivables reconciliation process.
What can I do with this report?	Schedule as needed.
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

This report uses the Receivables - Standard Receipt Application Details Real Time subject area.

Unapplied Receipts Register

Use the Unapplied Receipts Register to review detailed information about customer unidentified, on-account and unapplied payments by business unit and accounting period. Information about customer on-account and unapplied payments more accurately indicates how much a customer actually owes you.

The Unapplied Receipts Register excludes receipts applied to activities that don't affect the customer balance, such as receipt write-offs, short-term debt, and credit card refunds. For example, when you create a credit card refund, it is the credit memo associated with the refund that affects the customer balance (this is reported in the Transaction Register). The report also excludes miscellaneous receipts.

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

Selected Report Parameters

Accounting Date

The accounting date range to include in the report.

Receipt Currency

Confine the report to one receipt currency.

Receipt Batch Number

Confine the report to a specific receipt batch, such as a lockbox batch.

Application Status

Confine the report to Unapplied, On-account or Unidentified receipts.

Report Output

The report groups receipts by receipt batch and customer, and provides separate totals by business unit for on-account, unapplied, and unidentified receipts in the ledger currency, and a grand total for the report.

This table describes the report headings in the Unapplied Receipts Register.

Report Heading	Description
Receipt Entered Amount	The amount of the receipt in the receipt currency.
Transaction Currency	The currency of the receipt.
Transaction Accounted Amount	The accounted amount of the receipt in the ledger currency.
[Business Unit] Total	Separate total accounted amounts for on-account, unapplied, and unidentified receipts.
Grand Total	Total for the report.

Related Topics

- Guidelines for Applying Receipts and On-Account Credit Memos
- Guidelines for Using the Receivables to General Ledger Reconciliation Report

Write-off Unapplied Receipt Balances Report

Use the Write-off Unapplied Receipt Balances Report to review a run of the Create Automatic Receipt Write-offs process. You can also generate the report without creating actual write-off entries to review the results of a proposed process run.

Both the manual and automatic write-off processes initiate the Create Automatic Receipt Write-offs process to process the writing off of unapplied receipt amounts. The process validates both the data that you enter and your write-off approval limit, selects the records to write off, then creates the accounting entries and updates the receipt balances.

If the value that you enter in the **Unapplied Amount** or **Unapplied Amount Percentage** parameter exceeds your write-off approval limit, then the process run ends with no data found.

The report provides separate receipt and write-off totals for each customer and customer account, and final totals for the process run.

Use the Write-off Unapplied Receipt Balances Report as part of your customer account review process.

Selected Report Parameters

Receipt Currency

The currency of the receipts that you want to write off. Only receipts with the currency you enter are eligible for write-off.

Unapplied Amount

The maximum amount that you can write off. The process selects receipts with unapplied amounts less than or equal to this value that meet the other selection criteria.

Unapplied Amount Percentage

The percentage of unapplied amount against the original receipt amount that you can write off. For example, if you want to write off receipts with an unapplied balance of 5% or less of the original receipt amount, then enter 5.

Receipt Method

Enter a receipt method to limit the selection of receipts to this receipt method only.

Receipt Number

The number of a specific unapplied receipt that you want to write off. If you specified a receipt method, a customer name, or a customer account number, then you can only select a receipt number belonging to this customer or receipt method.

Create Write-offs

- Generate Report Only: Generate a report without performing the write-off to review the receipts to be processed using your selection criteria.
- Create Write-off: Submit the Create Automatic Receipt Write-offs process to write off receipts according to your selection criteria, and generate the Write-off Unapplied Receipt Balances Report.

Write-off Receivables Activity

The receivables activity that determines the general ledger account to use to credit the write-offs.

This parameter is required if you set the **Create Write-offs** parameter to Create Write-off.

Application Date

The application date of the write-off to apply to all of the selected receipts.

Accounting Date

The accounting date of the write-off to apply to all of the selected receipts. The date is validated during the process run as being in an Open or Future Open period.

Related Topics

- Write-offs and Receipts

FAQs for Apply Customer Payments

Why can't I apply a receipt amount to a closed debit item?

The transaction type of the debit item to which you're applying the receipt is used to validate the application amount. If the transaction type allows overapplication, then you can apply a receipt to a closed debit item.

If the transaction type allows natural application only, then you can't enter an amount that would reverse the sign of the debit item. In this case, you can only enter an amount that brings the balance due closer to zero.

Why did changing the receipt application reverse an adjustment?

Because transaction adjustments created after receipt application no longer apply when you change the receipt.

For example, you apply a $99 receipt to a $100 invoice, then you adjust the remaining $1 to close the transaction. If you later change the receipt application, either by unapplying the receipt, reversing the receipt, or changing the applied amount on the receipt, this reverses the adjustment on the transaction.

If necessary, you can retain the original adjustment record by creating a new adjustment in the transaction or in receipt details.

Can I credit receipts against the transactions of other business units?

No, Receivables only considers on-account and unapplied receipts as credit against open balances for business units that are set up to process both transactions and receipts.

How are transaction line amounts reduced?

The application rule set assigned to the transaction type of the debit item determines how to reduce the open line, tax, freight, and late charge amounts for both receipt and on-account credit memo applications.

If there is no application rule set assigned to the transaction type, the application process uses the application rule set assigned to Receivables system options.

An application rule set uses these application rules:

- Line First - Tax After: Apply the receipt to the open line item amount first. Apply any remaining receipt amount in the following order: tax, freight, late charges.
- Line and Tax Prorate: Apply a proportionate amount of the receipt to the open line item amount and the open tax amount for each line. Apply any remaining receipt amount to freight first and then to late charges.
- Prorate All: Apply a proportionate amount of the receipt equally to the line, tax, freight, and late charges.

How do I use transaction and customer recommendations?

Use transaction recommendations with lockbox receipts and manual receipts. Receivables recommends one or more transactions for receipt application, with what it considers the closest match displayed first.

You can select any of the recommended transactions that you want to apply to the receipt up to the receipt amount.

Use customer recommendations with lockbox receipts that contain invalid customer information. Receivables provides a list of customers for you to select one for the receipt.

If you apply a receipt that doesn't contain customer information to a transaction, Receivables updates the receipt with the customer information on the transaction.

What are exception trends?

Exception trends monitor manual receipt applications. In many cases, Receivables matches receipts to transactions automatically and successfully applies the receipts.

When customer payments aren't fully applied to open debit items, you must review the unapplied amounts and apply receipts manually to complete the payment process. You can add an exception reason that explains why a manual

receipt application was necessary, for example, an invalid invoice number was used. You use the **Exception Reason** lookup type to define lookup codes for your exception reasons.

The **Exception Trends** table in the contextual pane tracks for each customer the exception reasons that were used to mark manual receipts and the number of occurrences of each exception.

How can I reapply a receipt applied in error?

First unapply the original receipt applications, and then apply the receipt to the new transactions that you want. You can reapply both automatic and manually entered receipts before or after posting to general ledger.

Unapplying a receipt reopens each transaction or transaction line that was previously closed by the receipt. Receivables enters a reversal accounting date for each transaction or transaction line reopened. The reversal accounting date, which is the date to post this reapplication to general ledger, is the same as either the accounting date of the original application or, if the original application accounting date is in a closed period, the system date. If the system date isn't in an open period, the default is the last date of the most recent open period.

You can't unapply a receipt that has adjustments associated with it unless you first readjust the transaction to its original amount. In addition, you can't unapply a receipt if there is a chargeback against the transaction and this chargeback has activity against it, for example, another receipt or credit memo.

You can unapply a receipt that was applied to another open receipt, provided that neither receipt is drawn negative by unapplying it.

When do I create a chargeback?

Use chargebacks to create a new debit item for your customers when closing an existing debit item. You can also create a chargeback against a credit memo or on-account credit with a positive balance.

For example, a customer sends a payment of $75 for a $100 invoice. You apply the receipt to the invoice, and create a chargeback for the balance due. If the transaction types assigned to the transaction and to the chargeback allow overapplication, you can enter a chargeback amount greater than the original balance due.

You can edit a chargeback transaction like any other transaction on the Edit Transaction page.

What's the difference between a chargeback and a credit card chargeback?

A chargeback closes an existing debit item and creates a new debit item for a customer. A chargeback is an open receivable applied to a customer balance.

A credit card chargeback is a negative miscellaneous receipt that records a transaction between a credit card issuer and a cardholder. The credit card issuer credits the customer account for a disputed amount, and deducts the amount from your bank account. The negative miscellaneous receipt, or credit card chargeback, is created to ensure accurate accounting and reconciliation for these transactions.

Manage Automatic Receipts

How Automatic Receipts Are Processed

Use the automatic receipt process to create a batch of receipts from selected customer transactions for payment by credit card or bank account transfer.

You use automatic receipts for customers with whom you have predefined agreements. These agreements let you collect payments on time for open debit items by transferring funds from the customer bank account or credit card to your bank account on the receipt maturity date. If necessary, the customer can confirm the automatic receipt batch before transferring funds.

After an automatic receipt batch is created, you can reapply and reverse automatic receipts in the same way as manual receipts. To reverse an automatic receipt, it must be approved.

Settings That Affect Automatic Receipts

These Receivables settings pertain to the process of automatic receipts:

- Receipt Class: Use these settings for the receipt class of the receipt method assigned to each transaction:
    - Creation method of Automatic.
    - Set the **Require confirmation** option if the automatic receipts must be confirmed by the customer.
- Receipt Method: Use these settings for the receipt method assigned to each transaction:
    - **Receipts inherit transaction numbers** option: Enable this option to assign the automatic receipt the number of the applied transaction. Don't set this option if you want to assign a document number to each automatic receipt.
    - **ISO direct debit** option: Enable this option if you intend to create automatic receipts that automatically debit a customer bank account according to the standards of ISO 20022 direct debit. You must create a debit authorization agreement with your customer to set up automatic receipts for ISO direct debit.

      When you submit the Create Automatic Receipt process for ISO 20022 direct debit receipts, Oracle Payments manages the process of creating a settlement batch and generating an automatic receipt format, using either the ISO 20022 SEPA or CGI settlement format.
    - **Number of Receipts Rule**: Rule that determines the number of receipts to create from the transactions contained in the batch.
    - **Receipt Maturity Date Rule**: Rule that assigns the maturity date to the automatic receipt. The maturity date is the date to transfer funds from your customer bank or credit card to your remittance bank account.

      The rule uses either the Earliest or the Latest due date of all the selected transactions applied to the receipt as the receipt maturity date.
    - **Lead Days**: The number of days before the transaction due date that a transaction is eligible for automatic receipt selection. Set the lead days to a high value for:
        - Automatic receipts that require confirmation. This allows for the additional time required to send the receipts to your customer and for the customer to confirm them.
        - Factored receipts. Factored receipts are often remitted long before their maturity date.
    - Customer Payment Method: Enter the payment method that the customer uses to remit payment to you.
- Document sequences: If you're using document sequences:
    - In the Sequencing section of the Specify Options page of your primary ledger, set the **Sequencing By** option to Ledger or Legal Entity.
    - Optionally enable the **Enforce Document Sequencing** option for Receivables.
    - Define an automatic document sequence and assign this sequence to the document category associated to the receipt method you plan to use for automatic receipts. The document category is automatically created when you create a receipt method.

> **Note:** If the receipt method has the **Receipts inherit transaction numbers** option enabled, and the **Number of Receipts Rule** is One per Invoice, then document sequences aren't used. Instead, Receivables uses the transaction numbers as the receipt numbers.

- Transactions to include in the automatic receipt batch:
  - Receipt Method: All transactions must have the same receipt method as the automatic receipt batch.
  - Customer payment information: All transactions must have defined both a paying customer and payment instrument information.
- Customer account or site to include in the automatic receipt batch:
  - Payment Details: Define payment details, including the payment instruments the customer uses.
  - Primary receipt methods and payment instruments: Depending on the preferred payment method of the customer, designate on the customer or site profile one of the credit card or bank account transfer receipt methods as Primary, and designate a credit card or bank account payment instrument as primary.
  - **AutoReceipts include dispute items** option: Use this option on the customer or site profile to determine whether to include open items in dispute during transaction selection.
  - **Minimum Receipt Amount** field: Use this field on the customer or site profile to define an amount in the batch currency below which the process won't generate automatic receipts.
- Automatic Receipts Receipt Source: Enter a value in the **Batch Number Starts After** field. Automatic receipt batch numbering begins after the number that you enter, for example, if you enter 1000, the first automatic receipt batch created is numbered 1001.
- **Conversion Rate Type** profile option: If you're using automatic receipts to pay foreign currency transactions, then set this profile option to a value other than User to convert to the ledger currency.
- Remittance Bank Account:
  - Define a remittance bank account for the batch receipt method in the batch currency.
  - **Minimum Receipt Amount** field: Enter an amount below which the process won't generate automatic receipts.

> **CAUTION:** The automatic receipt process compares the remittance bank account and customer profile class minimum receipt amounts and uses the larger of the two when creating automatic receipts. If both amounts are greater than the receipt total, then the process doesn't create an automatic receipt batch.

How Automatic Receipts Are Processed

Complete all of these steps to prepare and process automatic receipts:

1. Prepare transactions. Ensure that each transaction that you want to include in the batch has paying customer information and is assigned the appropriate receipt method (credit card or bank account transfer) that you want to use for automatic receipts.
2. Select transactions and create the batch. Considerations for transaction selection include:
   - You can enter a range of credit card numbers in the Customer Bank Account fields to create automatic receipts for transactions marked for payment by credit card.
   - Receivables checks the customer profile to determine whether to include transactions in dispute.
   - Receivables compares the transaction due date to the batch date and batch lead days to determine whether a transaction is eligible for automatic receipts. The difference between the batch date and transaction date must be less than or equal to the number of lead days.

- The transaction total must be greater than or equal to the larger of the two minimum receipt amounts (in the remittance bank account or customer profile) in order to create an automatic receipt batch.

3. Submit the batch. Receivables creates receipts, according to the receipt rule on the receipt method, to close out all completed transactions that meet the selection criteria.
4. Review and approve the batch. You can update, delete, and approve the receipts that were created by the batch.

   If you're processing credit card payments, the approval process sends the receipt batch to Payments for credit card authorization. If authorization is successful, then Payments assigns an approval code to each transaction and the corresponding receipt is approved. If authorization isn't successful, then the receipt is rejected from the batch.

   > **Note:** A receipt can fail authorization if, for example, the credit card number is invalid, the payment amount exceeds the cardholder credit limit, or the card has been reported lost.

5. Confirm the batch. If necessary, send the automatic receipt batch to your customer for confirmation.
6. Remit receipts. Remit the receipts to your bank:

   - If you're processing credit card payments, then the remittance process requests transfer of funds from the credit card issuer to your bank.
   - If you're processing bank account transfers, then the remittance process requests transfer of funds from the customer bank account to your bank.

Related Topics

- ISO 20022 Direct Debit Prenotifications
- Remittance Bank Accounts on Receipt Methods
- Validations for ISO 20022 SEPA and CGI Direct Debit Settlement Messages
- PCI DSS Credit Card Processing Requirements

Guidelines for Automatic Receipt Processing

You use the automatic receipt process for customers that have agreed to payment collection on a regular basis.

When you create an automatic receipt batch, the process applies receipts to customer transactions and transfers funds from the customer bank account or credit card to your bank account on the receipt maturity date.

This topic provides additional information about the following aspects of the automatic receipt process:

- Discounts and Automatic Receipts
- Start and End Date Ranges
- Remittance Bank Information
- Document Sequences
- Bill-to Sites and Automatic Receipts
- Payment of Related Transactions
- Automatic Receipts System Options

Discounts and Automatic Receipts

You wouldn't normally use discounts with automatic receipts, because the concept of early payment doesn't apply. You and the customer decide the receipt maturity date in advance, and the automatic receipt process transfers funds from the customer bank account or credit card on that date only.

You can calculate earned discounts on payments for automatic receipts that don't require confirmation, if you set up payment terms with the transaction due date equal to the discount date. For example, if the payment terms specify that a transaction is due 30 days after the transaction date, create a percentage discount for 30 days after the transaction date. This identifies the 30-day period as a discount period.

You can't use discounts with automatic receipts that require confirmation by the customer. Alternatively, you can define an Earned Discount receivables activity and create an adjustment to reduce the balance on transactions by the discount amount. You then charge the adjusted amount to this receivables activity discount account.

Start and End Date Ranges

Many of the setup objects used in automatic receipt processing have start and end date ranges, such as receipt methods, remittance bank accounts, and customer bank accounts. Date ranges determine which objects display in lists of values.

You must ensure that the setup objects used in automatic receipts don't contain inconsistent or overlapping date ranges.

For example, if you assign a receipt method with a date range of 01-SEP-18 to 30-SEP-18 to one of your customers, you can't choose this receipt method if you enter an invoice for this customer on 01-OCT-18.

Remittance Bank Information

The automatic receipt process assigns one of your remittance bank accounts to each receipt created by the payment of a customer open debit item.

Remittance bank account information includes the general ledger accounts used during receipt application.

The automatic receipt process usually assigns to the receipt the primary remittance bank account associated with the receipt method and currency of the transaction. The one exception to this is if a non-primary remittance bank account belonging to the same receipt method uses the same currency as the customer bank account. In this case, the automatic receipt process uses this remittance bank account instead.

This matching of your remittance bank account to a customer bank account in the same currency helps you both to avoid bank charges and to expedite funds transfer.

You can update remittance bank information for an automatic receipt under these conditions:

- Receipt status is Confirmed.
- Unapplied and On-Account general ledger accounts of the remittance bank are the same account.

Document Sequences

If you plan to assign a unique document number to each automatic receipt, you must enable document sequencing at the appropriate ledger or legal entity level.

To enable document sequencing:

- At the ledger level: Set the **Sequential Numbering** profile option to Always Used or Partially Used.

- At the legal entity level: In the Sequencing section of the primary ledger options setup, set the **Sequencing By** option to Legal Entity, and set the enforce options according to your requirements.

To set up document sequencing for automatic receipts:

- Ensure that a document category is created for each receipt method assigned to transactions selected for automatic receipt application.
- Assign each applicable document category a document sequence with automatic numbering.

Bill-to Sites and Automatic Receipts

Use the **Require billing location for receipts** Receivables system option to determine whether Receivables creates an automatic receipt for a customer without a primary bill-to site:

This table indicates the effect of setting or not setting the **Require billing location for receipts** Receivables system option for automatic receipts:

Option	Primary Bill-to Site?	Create Automatic Receipt?
No	No	Yes, without a bill-to site
Yes	No	No

- If the system option is set to No and the customer doesn't have a primary bill-to site defined, Receivables creates the automatic receipt without assigning a bill-to site.
- If the system option is set to Yes and the customer doesn't have a primary bill-to site defined, Receivables doesn't create the automatic receipt.

Payment of Related Transactions

If you use customer selection criteria for an automatic receipt batch, the process searches for transactions with a matching paying customer, rather than the bill-to customer. The paying customer is the customer associated with the customer bank account assigned to the transaction. This customer may differ from the bill-to customer if, for example, you want a primary customer to pay for related transactions.

If you want one customer to pay for transactions billed to another customer, you must do one of the following tasks:

- Enable the **Allow payment of unrelated transactions** Receivables system option.
- Define a paying relationship between the two customers.

Then, when entering or updating transactions for automatic receipt processing, you must enter the bill-to customer name and site, and the paying customer bank information.

Automatic Receipts System Options

You use the Automatic Receipts section of the Cash Processing tab of Receivables system options to set up automatic receipts for your business unit.

Use the **Receipt Confirmation Threshold Amount** field to set a value agreed upon with your customers to automatically confirm automatic receipts. An automatic receipt batch with a total amount below the value you enter doesn't require confirmation.

Use the **Invoices per Commit** and **Receipts per Commit** fields to enter values large enough to avoid intermediate saves in the process. Enter values that can handle your largest automatic receipt and remittance batches.

To help determine the values to use, refer to the end of the log file of your largest automatic receipt batch and remittance batch to see the number of receipts marked for the batch. You can later reduce these numbers if you run out of rollback segments.

Related Topics

- How Automatic Receipts Are Processed
- When are receipts required for a bill-to site?
- What's the difference between an account relationship and a paying relationship?
- Guidelines for Managing Document Sequences
- Ledger and Legal Entity Document Sequencing in Receivables

How You Approve Automatic Receipts

Approve a batch of automatic receipts to verify that the batch contains all of the receipts that you want. You can approve an automatic receipt batch that has a status of Creation Completed or Started Approval.

You can update the automatic receipt batch before you approve it, as long as there are no concurrent processes for creating or approving this batch that are either running or pending.

You can remove transactions from the batch. Transactions that you remove are available for selection the next time you submit the automatic receipt creation process. If applicable, you can also update conversion rate information.

You can delete an automatic receipt batch that has the status Creation Completed without approving it. When you delete a batch, all of the transactions in the batch become available for selection the next time you submit the automatic receipt creation process.

You can update the bank name, bank branch, and customer bank account associated with each of the transactions in the batch. Updates to bank information are limited to selecting a new customer bank or bank account for a transaction already assigned to either this customer or the primary customers of this customer. In addition, this bank must have a bank account in the same currency as the automatic receipt batch.

Once you approve the batch, Receivables creates the automatic receipts that don't require confirmation according to the **Number of Receipts Rule** on the receipt method and closes the paid transactions.

> **Note:** Receipts that require confirmation close transactions only when confirmed by the customer.

When you remit an approved automatic receipt batch, your remittance bank uses the batch maturity date to determine when to transfer the funds from your customer bank account to your remittance bank account. Receivables uses the **Receipt Maturity Date Rule** on the receipt method to determine the maturity date on the approved receipts.

How You Confirm Automatic Receipts

Confirm automatic receipt batches to indicate that your customer has reviewed each receipt and agrees that the payment information is correct.

Depending on the agreement you have with your customer, certain types of automatic receipts require confirmation from your customer before they can be considered payments and remitted to the bank. Once your customer approves these receipts, you can make any necessary changes, then confirm the receipts.

When a customer confirms the automatic receipt batch, they may provide a confirmation number for each receipt. Enter this number in the available reference or comment field. This number is passed to your remittance bank, which can then forward it to the customer bank. This helps your customers to reconcile their accounts.

If the receipt class of the receipt method assigned to an automatic receipt or automatic receipt batch requires confirmation, you must confirm the receipt or receipt batch once it has been approved by your customer. Receipts that require confirmation automatically close the invoices for which they were created when you confirm them. After confirming the automatic receipt batch, you can create a remittance batch to initiate the transfer of funds for each receipt.

You can make these updates to an automatic receipt batch before you confirm it:

- Transactions selected to apply to the receipt.
- Conversion rate information.
- Receipt maturity date.
- Your remittance bank.
- Customer bank account information.

You can only change the approved amounts for your receipt applications if the receipt isn't confirmed. Once confirmed, Receivables automatically applies the receipt and updates the balance of the transactions the receipt was applied to.

ISO Rejection Code Mapping to Reversal Categories

To automatically reverse receipts in a settlement batch, you must map the ISO rejection codes to a reversal category. This mapping is used to derive the reason for reversing a receipt.

Use the Manage Reversal Reason to Category Mappings setup task to map the ISO rejection codes with the corresponding reversal categories.

Configure ISO Rejection Codes as Reversal Reasons

Before you begin, ensure that the ISO codes appear in the **Reversal Reason** list on the Manage Reversal Reason to Category Mappings page. Define the ISO codes as lookups of the CKAJST_REASON lookup type.

To configure ISO rejection codes as reversal reasons:

1. Navigate to Setup and Maintenance.
2. Search for the Manage Receivables Lookups task.
3. Click the **Go to Task** icon.

   The Manage Receivables Lookups page appears.
4. Enter CKAJST_REASON in the **Lookup Type** box and click the **Search** button.
5. Click the **Add Row** icon that appears on the **Financials Generic Lookup Type: CKAJST_REASON** table.
6. Enter the ISO rejection code in the **Lookup Code** box.
7. Enter the meaning and description for the rejection code in the **Meaning** and **Description** boxes.
8. Click the **Enable** box so that the rejection code appears as the reversal reason on the Manage Reversal Reason to Category Mappings page.

9. Repeat steps 5 through 8 to configure other ISO rejection codes.
10. Click the **Save and Close** button when you complete configuring all the ISO rejection codes.

Map Rejection Codes to Reversal Categories

To map the ISO rejection codes to reversal categories:

1. Navigate to Setup and Maintenance.
2. Search for the Manage Receivables Reversal Reason to Category Mappings task.
3. Click the **Go to Task** icon.

   The Manage Reversal Reason to Category Mappings page appears.
4. Click the **Add Row** icon.
5. Select the ISO rejection code from the **Reversal Reason** list.
6. Select the category from the **Reversal Category** list.
7. Click the **Enabled** box to enable the mapping between the reversal reason and reversal category.
8. Enter the **Payment Standard** identifier of the established standard associated with the reversal reason.
9. Repeat steps 4 to 8 to map other ISO rejection codes.
10. Click the **Save and Close** button when you complete mapping all the ISO rejection codes.

Related Topics

- How Automatic Receipts Are Reversed

How Automatic Receipts Are Reversed

Use the Automatic Receipts Reversal process to identify the rejected settlements in a settlement batch and reverse the corresponding receipts. The process only reverses automatic receipts, not manual receipts.

Settings That Affect Reversal of Automatic Receipts

Before you can reverse automatic receipts in a settlement batch, you must map the ISO rejection codes to a reversal category. This mapping is used to derive the reversal category for reversing the receipt.

Use the Manage Reversal Reason to Category Mappings setup task to map the ISO rejection codes with corresponding reversal categories.

How Receipts are Reversed

When a bank can't process an automatic remittance of a record, the record is sent back for reversal. The returned record consists of two bank files:

- Reversal file - pain message 002.001.03. This message provides technical details of the reversals that are needed to reverse a receipt.
- Bank statement files CAMT-053.

The following steps outline the reversal process:

1. The Retrieve Funds Capture Acknowledgments process in Payments processes the pain message and sends information on the rejected receipts to Receivables.
2. The Automatic Receipts Reversal process receives the information on the rejected receipts and looks for the mapping between the rejection code and reversal category.

3. If a mapping exists for the rejection code, the corresponding receipt is reversed. If a mapping doesn't exist, the status of the corresponding receipt is set to Confirmed.
4. To reverse receipts that are set to Confirmed, you must define the mapping and run the Automatic Receipts Reversal process to reverse the corresponding receipts.

   > **Note:** Reconciled receipts aren't reversed by the Automatic Receipts Reversal process. You must manually unreconcile the receipts before reversing them.

5. After the Automatic Receipts Reversal process completes, the Reversal Status Report is generated. Use the report to review the automatic receipt reversals processed in a settlement batch. The report displays details of the:
   - Receipts that are reversed along with the reversal reason
   - Receipts that aren't reversed and the reason they weren't reversed
6. The report is automatically run after the Automatic Receipts Reversal process. However, you can also run the report manually.

Related Topics

- ISO Rejection Code Mapping to Reversal Categories
- How Settlement Batches Are Processed
- Overview of the Reversal Status Report

How You Create Receipts for Credit Card Transactions with Tokens

Use the Create Automatic Receipt process to create receipts for tokenized credit card transactions.

You import tokenized credit card transactions using AutoInvoice. Once the transactions are successfully imported into Receivables, you can prepare transactions for receipt creation. Review and if necessary complete these tasks:

- Create a credit card automatic receipt method.
- Review imported transactions.
- Create automatic receipts and remittance.

Create a Credit Card Automatic Receipt Method

Create an automatic receipt method for processing tokenized credit card transactions and enter this receipt method in the AutoInvoice Import template. The receipt method is assigned to tokenized credit card transactions during import.

Important settings include:

- Receipt Class: Use the **Creation Method** Automatic. This exposes the Automatic Processing tab when you create the receipt method.
- Receipt Method: **Number of Receipts Rule**: If you're importing tokenized credit card transactions with authorization, you can only use the **Number of Receipts Rule** One per Invoice to group transactions. If you're importing tokenized credit card transactions without authorization, then you can use any rule.
- Receipt Method: **Receipt Maturity Date Rule**: Select the **Receipt Maturity Date Rule** Earliest.
- Receipt Method: **Customer Payment Method**: Select the **Customer Payment Method** Credit Card.

Review Imported Transactions

Use the Review Transaction page to open and review your imported tokenized credit card transactions.

Review these actions:

- If the imported transaction includes authorization, then you can't update the receipt method or credit card information.
- If the imported transaction doesn't include authorization, then you can update the receipt method or credit card information.
- If the credit card security code was required to process the transaction, then you can't update the receipt method or credit card information.
- Review and, if necessary, update the paying customer assigned to the transaction.

Create Automatic Receipts and Remittance

Use the automatic receipt process and the Create Automatic Receipt Batch page to create receipts for your imported tokenized credit card transactions. Use the Create Receipt Remittance Batch page to remit receipts to the bank.

Considerations for automatic receipts and remittance include:

- Automatic Receipt Method: Ensure that all transactions are assigned the credit card receipt method that you will use for the automatic receipt batch.
- Paying Customer: Ensure that all transactions are assigned the same paying customer during automatic receipt processing.
- Fully Applied Receipts: Ensure that receipts are fully applied before creating the remittance batch.

Related Topics

- How Automatic Receipts Are Processed
- PCI DSS Credit Card Processing Requirements

FAQs for Manage Automatic Receipts

Can I manually enter an automatic receipt?

Yes, if the customer remits a manual document for a transaction that was supposed to be paid by automatic receipt, you can manually enter this as a standard receipt.

When you create the receipt, select a receipt method assigned to a receipt class that has a creation method of Automatic.

Receivables treats this receipt like any other automatic receipt. When you remit the receipt to the bank, the funds are transferred from the customer bank account to your bank account.

Why can't I find a transaction in the automatic receipt batch?

Because the transaction doesn't have the appropriate settings. An automatic receipt batch can only include complete transactions that contain customer payment details and have a receipt method belonging to a receipt class with an Automatic creation method.

This applies to both imported and manually entered transactions.

If necessary, update the transactions that you want to include in the automatic receipt batch with customer payment information and the appropriate receipt method.

Can I unconfirm an automatic receipt?

No, you can't unconfirm an automatic receipt after you confirm it. If you confirm a receipt in error, you need to reverse and then recreate the receipt.

Once you confirm an automatic receipt, the transactions closed by this receipt can no longer be selected for automatic receipt creation. However, transactions with a remaining balance due can be included in a subsequent automatic receipt batch.

What's ISO direct debit?

An option that creates automatic receipts that debit a customer bank account according to the standards of ISO 20022 direct debit.

You must create a debit authorization agreement with your customers to set up automatic receipts for ISO direct debit.

ISO direct debit is for payment by bank transfer only. The ISO 20022 direct debit process doesn't use the **Number of Receipts Rule**, but instead creates and applies a receipt against customer open receivables and transfers funds from the customer bank account to the remittance bank account defined on the automatic receipt method.

In accordance with ISO 20022 standards, the Create Automatic Receipt process sends the customer a prenotification message five days in advance with the amount and date of the proposed direct debit. The prenotification message gives the customer time either to ensure the necessary funds are available or to reject the proposed debit.

Once the customer approves the payment, the Create Automatic Receipt process creates the batch of ISO 20022 direct debit receipts and submits the batch to Payments for processing. Payments manages the process of creating a settlement batch and generating an automatic receipt format, using either the ISO 20022 SEPA or CGI settlement format.

Reverse Receipts

Considerations for Reversing Receipts

Reverse a receipt when your customer stops payment on a receipt or if a receipt comes from an account with insufficient funds.

Considerations for reversing receipts include:

- Receipts Eligible for Reversal
- Receipt Reversal Process
- Reversal Categories and Reasons

Receipts Eligible for Reversal

You can reverse these types of receipts:

- Invoice-related receipts.
- Miscellaneous receipts.
- Credit card refund (negative miscellaneous) receipts.
- Receipts that are part of a batch.
- Receipts that were applied to open receipts, provided that neither receipt is drawn negative by the reversal.

Receipt Reversal Process

When you reverse a receipt, Receivables automatically creates reversal journal entries in the general ledger and reopens all of the debit and credit items that were closed by the receipt.

You can reverse a receipt that was applied to transactions with adjustments or chargebacks, provided the adjustments and chargebacks haven't posted to general ledger.

Note: If a chargeback posted to general ledger, then you must create a debit memo reversal instead.

Reversal Categories and Reasons

The reversal categories are used to identify the reversal for further processing. For example, use the Credit Card Refund Reversal category for reversing a credit card refund miscellaneous receipt. Use the Reverse Payment category for receipts with incorrect data entry.

The reversal reasons are user-defined reference information that describe why a particular category of reversal took place.

Debit Memo Reversals

Use debit memo reversals when you need to reverse a receipt, but you want to maintain the link between the billing activity and the payment.

When you create a debit memo reversal, Receivables reverses the receipt, but doesn't update any of the receipt activity associated with the original receipt.

Debit Memo Reversal Process

A debit memo reversal is different from a standard reversal because, instead of reopening the debit and credit items that were closed with the original receipt, Receivables creates one new receivable in the amount of the net of the closed debit and credit transactions. As a result, the reversed receipt shows the transaction as still applied.

You must create a debit memo reversal under each of these circumstances:

- You're reversing a receipt from which you have created a chargeback, and this chargeback has had activity against it, such as another receipt, a credit memo, or an adjustment.
- You're reversing a receipt with a remitted credit card refund application.

- You're reversing a receipt (Receipt A) that was applied to another receipt (Receipt B), if the reversal would draw the balance of Receipt B negative.

Note: You can't create a debit memo reversal for a miscellaneous receipt.

Debit Memo Transaction Types for Debit Memo Reversals

Create one or more transaction types to use for debit memo reversals. The debit memo transaction type provides the default receivable account distribution for the new debit item created when you reverse the receipt.

To create a debit memo transaction type:

1. Navigate to the Manage Transaction Types task.
2. Click the **Plus (+) icon** to open the Create Transaction Type page.
3. In the Transaction Type Set field, select a reference data set.
4. In the Name field, enter a name for this transaction type that identifies it for debit memo reversals.
5. In the Transaction Class field, select **Debit Memo**.
6. In the Transaction Status field, select **Open**.
7. Complete the remaining fields in the header section according to your requirements.
8. In the Reference Accounts section, click the **Plus (+) icon** to open the Create Reference Accounts window.
9. In the Business Unit field, select the applicable business unit.
10. Enter a Receivable, AutoInvoice Clearing, and Tax account.

    The Receivable account provides the distribution for the debit item created when you create a debit memo reversal.
11. Save your work.

Reverse a Receipt Using a Debit Memo Reversal

If the receipt that you're reversing uses a receipt method with the **Debit Memos Inherit Receipt Number** option enabled, you can control whether the debit memo has the same transaction number as the original receipt. If the **Debit Memos Inherit Receipt Number** option isn't enabled, Receivables uses the predefined Debit Memo Reversal transaction source to determine the numbering for the debit memo reversal.

If you're using manual document numbering, enter a unique document number for this reversal. If you're using automatic numbering, Receivables assigns a unique document number to the new debit memo.

To reverse a receipt using a debit memo reversal:

1. In the Accounts Receivable work area, navigate to the Manage Receipts page.
2. In the Manage Receipts page, select the receipt you want and click the **Edit icon** to open the Edit Receipt page.
3. In the Edit Receipt page, select **Reverse** from the Actions menu to open the Reverse Receipt window.
4. Enter the reversal date, reversal reason, and reversal category.
5. Enable the **Debit memo reversal** option.
6. In the Type field, select a debit memo transaction type.

    The Distribution field is populated with the Receivable account associated with the transaction type.
7. Enter the accounting date and click the **Reverse** button to reverse the receipt.
8. Navigate to the **History** tab in the Receipt Details section to review the details of the debit memo reversal.

    The Debit Memo Number or Debit Memo Document Number column displays the number assigned to the debit memo transaction created for the reversal.

Accounting Entries for Debit Memo Reversals

To review the debit memo transaction created by the debit memo reversal:

1. In the Billing work area, navigate to the Manage Transactions page.
2. Search for the debit memo using the debit memo number.
3. In the Review Transaction page, the Debit Memo Lines tab in the Debit Memo Details section displays the details of the receipt reversal.

When you create a debit memo reversal, Receivables generates the line item from the predefined memo line. Receivables creates this line on the debit memo:

```
Debit memo for reversal of payment {PAYMENT_NUMBER}
```

where `{PAYMENT_NUMBER}` represents the original receipt number.

Receivables creates the accounting entries on the new debit memo transaction rather than on the original receipt. This ensures that you don't make duplicate entries, and eliminates the need for a clearing account.

With regular debit memos, AutoAccounting creates both the receivable and revenue account distributions. With debit memo reversals, the debit memo transaction type provides the receivable account distribution, and the cash account on the receipt is used as the revenue account distribution.

The cash account used depends on the status of the receipt at the time of the creation of the debit memo reversal. For example, if the receipt was remitted, then the cash account is the same as the remitted account assigned to the receipt method of the receipt.

When you create a debit memo reversal, Receivables creates these two entries:

1. The first entry decreases the cash account.

   Receivables already recognized revenue on the original transaction. To avoid overstating the cash and revenue accounts, Receivables doesn't create an additional entry to revenue but instead assigns the cash account to the revenue line on the debit memo.
2. The second entry creates the new receivable.

   When the original receipt was applied, Receivables closed the transactions and their associated receivables. You must therefore establish a new receivable to track the new debit item.

Related Topics

- Receivables Accrual Accounting Entries

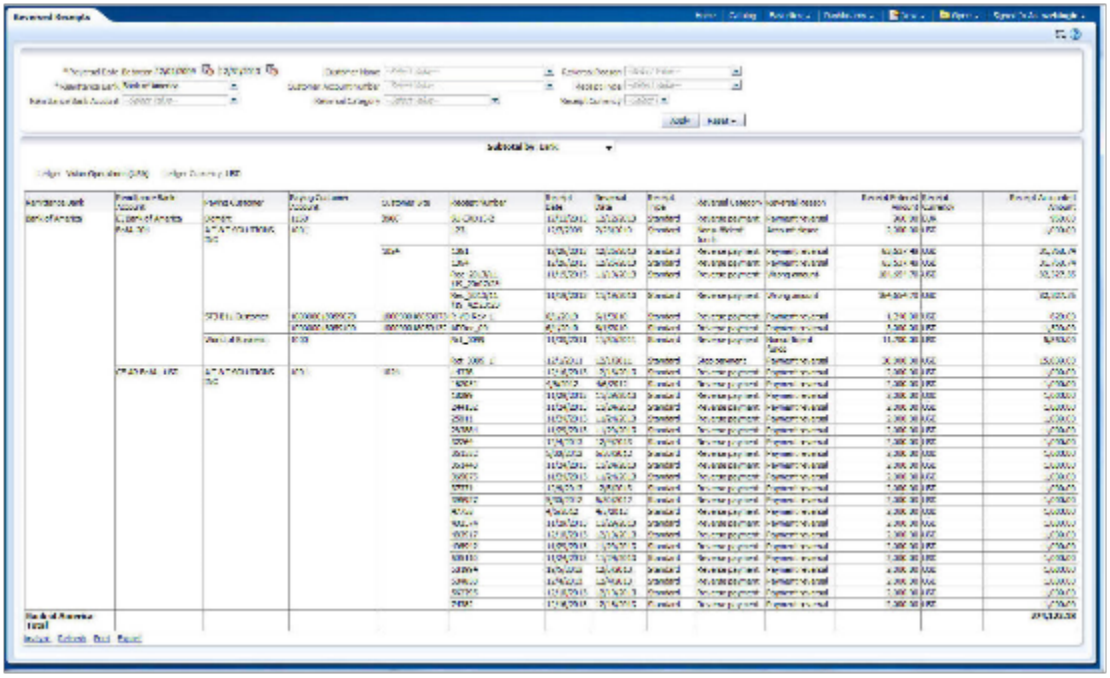
Reports for Reverse Receipts

Overview of the Reversed Receipts Report

This topic contains summary information about the Reversed Receipts Report.

Overview

The Reversed Receipts Report lets you review receipt reversals by reversal date and remittance bank.



Key Insights

The report displays results and total receipts by bank, customer or reversal reason. You can optionally review specific receipts according to the parameters that you specify.

Frequently Asked Questions

The following table lists frequently asked questions about the Reversed Receipts Report.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances
Who uses this report?	Financial Manager when analyzing causes of reversals.
When do I use this report?	To review receipt reversals by reversal date and remittance bank, and categorize by stop payments, insufficient funds, and receipts entered in error.
What can I do with this report?	Schedule as needed.
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

This report uses these subject areas:

- Receivables - Standard Receipt Application Details Real Time
- Receivables - Miscellaneous Receipts Real Time

Reversed Receipts Report

Use the Reversed Receipts Report to review receipt reversals by reversal date and remittance bank. You reverse receipts when your customer stops payment or when a payment comes from an account with non-sufficient funds.

Display results and total receipts by bank, customer or reversal reason. Optionally review specific receipts by type, bank account, customer account number, reversal category or entered currency.

Use this report in conjunction with your customer payment processes.

Selected Report Parameters

From/To Reversal Date

The range of receipt reversal dates to include in the report.

Reversal Category

Review receipt reversals for this reversal category only.

Reversal Reason

If you selected a reversal category, review receipt reversals for this reversal reason within a reversal category only.

Receipt Type

Standard or Factoring.

Debit Memo Reversal Number

If reviewing debit memo reversals, enter the debit memo reversal number.

Report Output

The column order and subtotals depend on the value of the **Subtotal by** parameter: Bank, Customer or Reversal Reason.

This table describes the column headings in the Reversed Receipts Report.

Column Heading	Description
Paying Customer	The name of the paying customer.
Paying Customer Account	The account number of the paying customer.
Customer Site	The identifier of the customer site.
Remittance Bank	The name of the remittance bank.
Remittance Bank Account	The number of the remittance bank account.
Receipt Number	The number of the receipt that was reversed.
Receipt Date	The date that the receipt was created.

Column Heading	Description
Reversal Date	The date that the receipt was reversed.
Receipt Type	Standard or Factoring.
Reversal Category	The category of reasons why a receipt was reversed.
Reversal Reason	The specific reason within a category why a receipt was reversed.
Debit Memo Reversal Number	The number of the debit memo that records a debit memo reversal for the receipt.
Receipt Entered Amount	The amount of the receipt in the entered currency.
Receipt Currency	The entered currency of the receipt.
Receipt Accounted Amount	The amount of the receipt in the ledger currency.

This table describes the row headings in the Reversed Receipts Report.

Row Heading	Description
[Remittance Bank Name] Total	Total of all reversed receipts for a remittance bank in the ledger currency.
[Reversal Reason] Total:	Total of all reversed receipts for a reversal reason in the ledger currency.
[Customer Name] Total	Total of all reversed receipts for a paying customer in the ledger currency.
Total Receipt Accounted Amount	Grand total of all reversed receipts in the ledger currency.

FAQs for Reverse Receipts

What's the difference between reversing a receipt, unapplying a receipt, and deleting a receipt?

You reverse a receipt when no payment was received from the customer for the receipt amount. Reversing the receipt creates reversal journal entries in the general ledger and reopens all of the debit and credit items that were closed by the original receipt.

You unapply a paid receipt either to return payment to the customer or to reapply a receipt applied in error to the correct transaction. If you unapply a receipt to return payment to the customer, either with a refund or an on-account credit, you must create a credit memo against the original transaction that was closed by the receipt application.

You can delete manual receipts that were created but not yet applied to transactions. You can delete automatic receipts belonging to an automatic receipt batch that hasn't yet been approved. When you delete a receipt from a batch, the transactions closed by the receipt become available for automatic receipt selection.

Why can't I reverse a receipt?

Certain conditions prevent you from reversing a receipt or initiating a debit memo reversal.

You can't reverse a receipt if any of the following are true:

- The receipt is already reconciled in Cash Management.
- A chargeback was created against the receipt, and a receipt, adjustment, or credit memo was created against the chargeback.
- A chargeback was created against the receipt and the chargeback posted.
- A credit card refund was issued for the receipt and the corresponding negative miscellaneous receipt was already remitted.
- The receipt is applied to another receipt and the reversal would cause a negative balance on the other receipt.
- The receipt is assigned descriptive flexfields, and one or more segments of the descriptive flexfield were either disabled or removed by another user.

You can't initiate a debit memo reversal if any of the following are true:

- The receipt is already reconciled in Cash Management.
- The receipt is a miscellaneous receipt.
- The receipt is unidentified (no customer name or account number).

Manage Lockbox

Lockbox Standard Receipt Import Process

Use the Process Receipts Through Lockbox process to import, validate, and post lockbox receipts. The lockbox process creates receipts in Receivables from data supplied by your remittance bank and applies the receipts to customer transactions.

The lockbox process has three steps:

- Import Data: Lockbox reads and formats the data from your bank file into the interface table from the data uploaded using the Receivables Standard Receipt Import FBDI template.
- Validate Data: Lockbox validates the data in the interface table for compatibility, then transfers the data to the receipts tables.
- Post Receipts: Lockbox applies the receipts to transactions and updates the customer balances.

You can submit these steps individually or at the same time. After you post lockbox receipts, Receivables treats these receipts like any other receipts: you can reverse and reapply them, and apply any unapplied, unidentified, or on-account amounts.

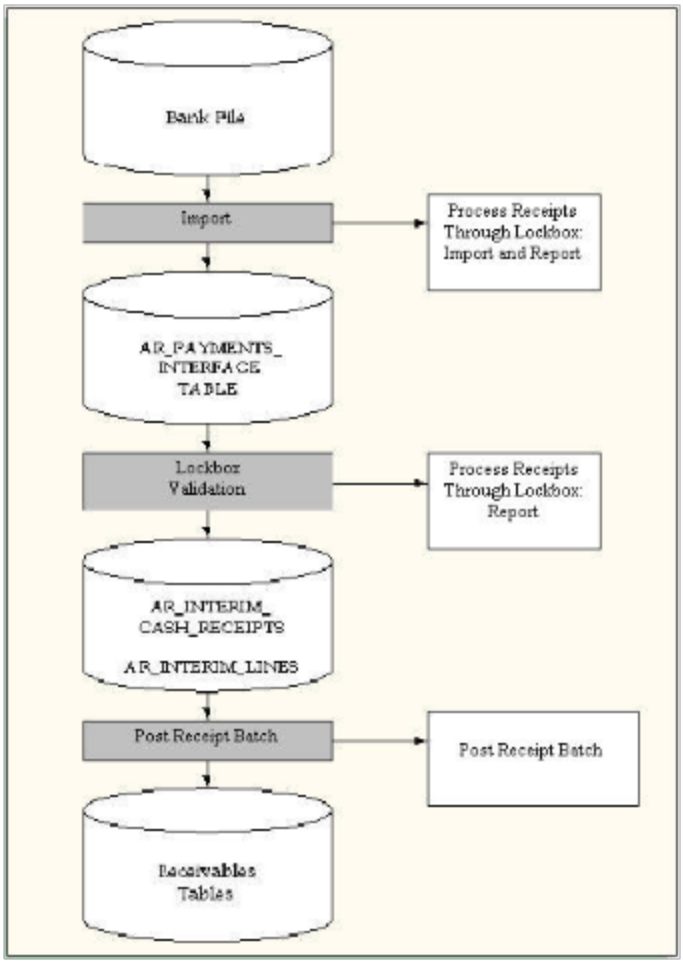
To access the Receivables Standard Receipt Import FBDI template, complete the following steps:

1. Navigate to the File-Based Data Import for Financials guide.
2. In the Table of Contents, click **Receivables**.
3. Click **Receivables Standard Receipt Import**.
4. In the File Links section, click the link to the Excel template.

Follow these guidelines when preparing your lockbox data in the worksheet:

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

This figure illustrates the lockbox process:



Import

Run the Process Receipts Through Lockbox Import process for the lockbox transmission with the **Submit Import** parameter set to Yes and the **Submit Validation** parameter set to No. The process reads and formats data from the bank file into the AR_PAYMENTS_INTERFACE_ALL table using the data uploaded from the Receivables Standard Receipt Import FBDI template.

Lockbox uses the transmission format that you specify in the Process Receipts Through Lockbox Import process submission to ensure that data is correctly transferred from the bank file into the AR_PAYMENTS_INTERFACE_ALL

table. The transmission format contains information that includes the customer account number, bank account number, the amount of each receipt to apply, and transaction numbers to which to apply each receipt.

Validate

Run the Process Receipts Through Lockbox Import process for the same lockbox transmission with the **Submit Validation** parameter set to Yes and the **Submit Import** parameter set to No. The validation process includes these checks:

- No duplicate entries exist.
- Customer and receipt information is valid.
- Amounts to apply don't exceed the receipt amount.
- Columns in the AR_PAYMENTS_INTERFACE_ALL table reference the correct values and columns in Receivables.
- If the receipt and transaction currencies are different, Lockbox also requires specific application information to determine the conversion rate between the two currencies.

The Process Receipts Through Lockbox Import process transfers the receipts that pass validation to the AR_INTERIM_CASH_RECEIPTS_ALL and AR_INTERIM_CASH_RCPT_LINES_ALL interface tables. At this point, you can optionally review receipts and change their applications before posting.

Use the Process Receipts Through Lockbox Execution Report to review all pass and fail validations for a lockbox transmission. Records that fail validation remain in the AR_PAYMENTS_INTERFACE_ALL table until you manually correct the import errors or purge unwanted records by reviewing the corresponding FBDI template in the Manage Lockbox Transmission page.

Post

Run the Process Receipts Through Lockbox process for the same lockbox transmission with the **Submit Import** and **Submit Validation** parameters set to No and the **Submit Post Receipts** parameter set to Yes. The process posts the lockbox receipt batches that have passed import and validation.

When you process a lockbox receipt batch, Receivables matches receipts to transactions and applies the receipts automatically. In cases where receipts aren't applied automatically, Receivables generates a list of recommended transactions for receipt application to complete the process manually.

Related Topics

- Process Receipts Through Lockbox Execution Report

Lockbox and Cross Currency Receipts

You can use lockbox to import and apply receipts when the currencies of the receipt and the transaction are different.

Conversion Rate Information

Lockbox uses these field types in the bank transmission file to apply cross currency receipts between currencies that don't have a fixed rate relationship:

- Transaction Amount Applied (amount_applied): The amount of the receipt to apply in the transaction currency.
- Receipt Amount Applied (amount_applied_from): The amount of the receipt to apply in the receipt currency.

- Conversion Rate (trans_to_receipt_rate): The conversion rate between the two currencies.

When all three values are present in the transmission file, lockbox ensures that the amounts are consistent before importing the receipt, by verifying that these calculations are true:

```
amount_applied * trans_to_receipt_rate = amount_applied_from

amount_applied_from / trans_to_receipt_rate = amount_applied
```

The formula lockbox uses to apply a cross currency receipt is:

```
Transaction Amount Applied * Conversion Rate = Receipt Amount Applied
```

If the receipt and transaction currencies have a fixed rate relationship, the lockbox transmission file only requires either the Transaction Amount Applied or the Receipt Amount Applied to apply the receipt.

If the receipt and transaction currencies don't have a fixed rate relationship, the lockbox transmission file must either contain the conversion rate or be able to determine the conversion rate in order to apply the receipt.

If both the conversion rate and either the Transaction Amount Applied or the Receipt Amount Applied are missing, lockbox uses the setting of the **Cross Currency Rate Type** system option to either derive the rate and the other missing value or reject the receipt.

This table shows how lockbox processes conversion rates and receipt application based on different combinations of information provided in the bank transmission file:

Information Provided in Transmission File	Action	Result
• Conversion Rate • Transaction Amount Applied • Receipt Amount Applied	Validate that all values are correct.	• If all values are correct, apply the receipt. • If one or more values are incorrect, reject the receipt.
• Transaction Amount Applied • Receipt Amount Applied	Calculate the conversion rate to use or derive the rate from general ledger.	Apply the receipt.
Fixed rate relationship: • One or two of Conversion Rate, Transaction Amount Applied, Receipt Amount Applied	Calculate the missing value or values.	Apply the receipt.
Floating rate relationship: • Conversion Rate • Transaction Amount Applied or Receipt Amount Applied	Calculate the missing value.	Apply the receipt.
Fixed rate relationship: • Transaction Amount Applied or Receipt Amount Applied	Derive the fixed conversion rate and calculate the missing value.	Apply the receipt.
Floating rate relationship:	Refer to the **Cross Currency Rate Type** system option.	• If the rate is defined, use it to derive the missing value and apply the receipt. • If the rate isn't defined, reject the receipt.

Information Provided in Transmission File	Action	Result
• Transaction Amount Applied or Receipt Amount Applied		

Rounding Remittance Amounts

The method your customer uses to sum payment amounts in the bank transmission file can affect whether lockbox fully applies a cross currency receipt.

Discrepancies in Rounding Amounts

Your customer has three invoices, each for 1000 EUR. The customer adds the invoice amounts and then converts the total to USD. The conversion rate used is: 1 EUR = .860956 USD.

The result of adding the invoice amounts and converting the total is:

```
Transaction * Rate = Amount (in receipt currency)

3000.00 EUR * .860956 = 2,582.87 USD (rounded)
```

Although this method is mathematically correct, lockbox uses a different procedure to calculate remittance amounts. This procedure is as follows:

1. Convert each transaction to the receipt currency.
2. Add the amounts in the receipt currency.
3. Remit the sum as the Receipt Amount Applied (amount_applied_from).

Using the same invoices and conversion rate, the result of this procedure is as follows:

```
Transaction * Rate = Amount (in receipt currency)

1,000.00 EUR * .860956 = 860.96 USD (rounded)

1,000.00 EUR * .860956 = 860.96 USD (rounded)

1,000.00 EUR * .860956 = 860.96 USD (rounded)
```

The total is 2,582.88 USD.

The Receipt Amount Applied (amount_applied_from) as entered in the bank transmission file is 2582.87, but lockbox calculates the Receipt Amount Applied as 2582.88. As a result of this discrepancy, lockbox leaves .01 unapplied and one of the invoices remains open.

To avoid these potential discrepancies, best practice is to establish business procedures with your customers to ensure that remittance amounts are calculated using the same method as lockbox.

Related Topics

- How Cross-Currency Receipts Are Processed

Process Receipts Through Lockbox Execution Report

Use the Process Receipts Through Lockbox Execution Report to review the results of a lockbox transmission.

Use this report in conjunction with your lockbox receipt processing.

Selected Process Parameters

Business Unit

The business unit for this lockbox submission. All receipts in the lockbox must belong to this business unit.

Import Process ID

The identifier of a previous lockbox submission.

New Transmission

- Yes: To import a new bank file.
- No: To resubmit an existing lockbox transmission.

Transmission Name

- If you set the **New Transmission** parameter to Yes, enter a new transmission name.
- If you set the **New Transmission** parameter to No, enter the name of the lockbox transmission that you're resubmitting.

Submit Import

- Yes: To import a new bank file. You must also enter the data file, control file, and transmission format information for the new bank file.
- No: To resubmit an existing lockbox transmission.

Data File

The bank file to import. You must include the file extension. For example: /home/ar/lockbox/bofa9101.dat.

Submit Validation

- Yes: To validate a new bank file or to revalidate a previously imported bank file.
- No: To skip the validation process.

Lockbox

The number of the lockbox to validate. If you set the **Submit Validation** parameter to Yes and the lockbox number isn't specified in your bank file, then you must enter a lockbox number.

Accounting Date

Enter the accounting date to use to post the receipt and batch records in this lockbox transmission to the general ledger. If you set the **Submit Validation** parameter to Yes, then you must enter an accounting date.

- If you defined the accounting date in the lockbox as Constant Date, enter an accounting date.
- If you defined the accounting date in the lockbox as Deposit Date or Import Date, then the process uses either of these dates as the accounting date.

Report Format

- All: Include all records processed in the Validation section of the report.
- Rejects Only: Include only the records that failed validation.

Complete Batches Only

- Yes: Only transfer the receipts in a lockbox batch if all records pass the validation step.
- No: Transfer any receipts within a batch that pass validation, even if others are rejected.

Allow Payment of Unrelated Invoices

- Yes: Apply receipts to the debit items of unrelated customers.
- No: Apply receipts only to the debit items of customer accounts with whom you have an account relationship.

Post Receipt with Invalid Transaction Reference as Unapplied

- Yes: Allow the import of a receipt applied to more than one transaction, even if one or more of the transactions are invalid. The unapplied portion of the receipt is transferred as an unapplied amount.

  You can later manually apply any unapplied amounts to transactions.
- No: Only allow the import of a receipt applied to more than one transaction when all of the transactions are valid.
- Yes with Claim: To create a Channel Revenue Management claim investigation from an invalid remittance amount.

  Allow the import of a receipt applied to more than one transaction, even if one or more of the transactions are invalid. The invalid applied remittance amount is created as a non-invoice-related claim investigation.

Submit Post Receipts

- Yes: Apply receipts in the lockbox transmission and update the customer balance.
- No: Process receipts without applying them to transactions. Select this option if you want to review and edit receipts before applying them to customer open debit items.

Number of Instances to Process AutoApply

Enter the number of AutoMatch workers submitted from lockbox, if there are any unresolved references from the lockbox validation.

Report Output

The report is divided into two sections:

- Import: Displays the total number of records that were imported into the interface tables successfully.
- Validation: Provides details for each record and the total amount and number of receipts in each lockbox transmission.

The Import section of the report is generated when you submit the lockbox import step. The report prints a line at the end of the Import section informing you of any rejected records.

The Validation section of the report is generated if you set the **Submit Validation** parameter to Yes. Use this section of the report to see the number of records that pass or fail validation. You can also see the total amount and number of receipts in each lockbox transmission.

Note: Use the Manage Lockbox Transmission page to review the records that failed validation in the corresponding FBDI template:

- Correct the records you want and click the Upload button to resubmit the spreadsheet.
- Purge records by clicking the Mark for Deletion column in the corresponding rows. Click the Upload button to resubmit the spreadsheet and purge the records marked for deletion.

Record Count Summary
The number of records for this transmission and their corresponding statuses.

Transmission
The deposit date, bank origination number, deposit time, destination account, and the following transmission information:

- Transmission Record Count
- Records Transferred to Date
- Records Transferred This Run
- Transmission Amount
- Amount Transferred to Date
- Amount Transferred This Run

Lockbox Records
The lockbox record information for each record processed. The lockbox information includes the number of receipts in the lockbox that met the criteria for each category.

Batch Records
The receipt batch information for each batch in the bank file, if you include batches as part of your transmission format. Lockboxes may contain several receipt batches. Receipt batch information includes the receipt batch name, the total number of receipts in the batch, the total receipt amount, currency, and the deposit date and accounting date for the receipt batch.

Record Details
The details of each record and the status of that record.

Note: If you run the Validation report for Rejects Only, the report includes only records in error and their corresponding error statuses.

Related Topics

- Lockbox and Cross Currency Receipts
- Lockbox Standard Receipt Import Process
- How Lockbox File Transmissions Are Validated

FAQs for Manage Lockbox

Can one customer pay for another customer's transactions using lockbox?

Yes, if you have set up a relationship between these customers, or if the **Allow payment of unrelated transactions** system option is enabled for this lockbox submission. The paying customer should be identified by a customer or MICR number on the receipt record.

Otherwise, if you're using AutoMatch when applying a receipt from Customer A to a transaction from Customer B, the receipt is designated as paid by Customer B. Additionally, all transactions listed to be paid by one receipt must belong to the same customer, otherwise lockbox imports the receipts as Unapplied.

If the **Allow payment of unrelated transactions** system option isn't enabled, you must set up a relationship between the customers before you can make applications in this way.

Can I process receipts from multiple business units in one lockbox transmission?

No, the Process Receipts Through Lockbox process runs against a single business unit only. And after you run a lockbox transmission against a business unit, the Import Process ID for that transmission isn't made available to the lockbox import process for other business units.

A single lockbox transmission file consists of one transmission header and trailer. This single transmission can contain multiple lockboxes, but all lockboxes must have the same bank origination number, which identifies the one remittance bank for all data in the transmission.

Why are there duplicate transactions in a lockbox?

Transaction numbers are only required to be unique within a transaction source. A customer can have duplicate transaction numbers as long as they belong to different transaction sources. However, lockbox can't automatically apply a payment to these transactions.

If a customer has more than one transaction with the same number within a lockbox transmission, then lockbox can't determine to which transaction to apply the payment. The receipt is left in one of these statuses:

- Unapplied: If the customer account number or MICR number is provided.
- Unidentified: If the customer account number or MICR number isn't provided, and there are no successful matching recommendations.

You must apply receipts to these transactions manually.

Can lockbox overapply a receipt?

Yes, if you set the **Overapplication in Lockbox Allowed** profile option to Yes. If the transaction type of the debit item allows overapplication, then lockbox applies the receipt and, if the payment exceeds the balance due, changes the sign of the debit item.

If the transaction type doesn't allow overapplication, then lockbox leaves the remaining amount unapplied.

Process Refunds

How You Issue Manual Refunds

You can issue manual refunds for both credit card and non-credit card transactions. Depending on your implementation, you can also issue refunds for overpayments on transactions.

Considerations for manual refunds include:

- Rules for Issuing Refunds
- Non-Credit Card Refunds
- Credit Card Refunds
- Refunds for Overpayments

Rules for Issuing Refunds

Before you can issue a refund you must unapply the receipt amount. You can either unapply the amount of the refund from one or more application lines on the receipt, or you can apply an on-account credit memo in the amount of the refund to the original receipt.

These rules apply to issuing refunds:

- You can't refund more than either the original receipt amount or the remaining unapplied amount.
- You can only refund original receipts that were either remitted or cleared.
- You can't issue a credit card refund unless the customer payment was made by credit card.

Non-Credit Card Refunds

You can issue refunds for receipts or on-account credit memos.

To issue a non-credit card refund:

1. Unapply the amount to refund from the receipt or credit memo.
2. Issue the manual refund, and enter the values required by Payables. This refunds the amount to the original receipt customer.

   If the refund is by bank account transfer, you must enter the customer bank account.
3. Save the refund and receipt.

Receivables sends a refund request to Payables, which in turn validates the refund information and sends a payment request to Payments.

Credit Card Refunds

You can issue credit card refunds for receipts only. Credit card refunds update credit card transactions that didn't complete, for example, the customer returned the product that was originally charged to the credit card number; or a charge was mistakenly applied to an incorrect credit card number.

To issue a credit card refund:

1. Unapply the credit card amount to refund from the receipt.
2. Issue a manual credit card refund to create a negative miscellaneous receipt for the amount.
3. Run the Create Automatic Remittances process to remit the negative miscellaneous receipt and initiate the refund.

Receivables submits a refund request directly to Payments to create the disbursement. Payments applies the refund to the same credit card used on the original transaction.

If you're correcting a payment to an incorrect credit card number, then after you issue the credit card refund, assign the correct credit card number to the transaction as the payment instrument and run the Create Automatic Receipts process to create a payment for the transaction.

Refunds for Overpayments

During lockbox processing, Receivables identifies overpayments after receipts are applied to transactions. Depending on the details of your setup, Receivables can suggest for your review overpayment amounts as refunds to your customers.

If you decide after review to refund an overpayment, you can manually issue a refund up to the total amount assigned to your refund approval limits.

Related Topics

- Payment Requests
- Application Exception Rule Conditions and Actions
- PCI DSS Credit Card Processing Requirements

How Manual Credit Card Refunds Are Processed

You can refund all or part of a previously remitted credit card receipt to your customer credit card accounts.

You issue a credit card refund against the unapplied receipt amount to generate a negative miscellaneous receipt. You then run the Create Automatic Remittances process to process this negative receipt to transfer the funds from your account back to the credit card of your customer.

Settings That Affect Manual Credit Card Refunds

These settings affect manual credit card refunds:

- Complete the funds capture setups in Oracle Payments:
  - Define formats
  - Define payment systems
  - Define system security options
  - Integrate external payment systems
  - Define credit card brands
  - Define funds capture payment methods
  - Define funds capture process profiles

    - Define internal payees

- Credit Card Refund Receivables Activity: Define a Credit Card Refund Receivables activity. This activity identifies the general ledger clearing account to use to clear credit card refunds.
- Credit Card Refund Reversal Reason Lookups: Define lookup values to indicate the reasons for credit card refunds.
- Credit Card Transaction Receipt Class: On the original credit card transactions, use a receipt class with a creation method of Automatic.
- Credit Card Transaction Remittance Method: On the original credit card transactions, use a receipt class with a remittance method of Standard. When you refund these payments, the credit card refund (negative miscellaneous receipt) inherits the remittance method from the original receipt.

How Manual Credit Card Refunds Are Processed

The Create Automatic Remittances process passes the negative miscellaneous receipt information to Payments. The process uses Payments to transfer funds back and forth between the credit card issuer and your bank.

Payments initiates a refund even if the credit card has expired, because expired credit cards are usually reissued with a new expiration date. If a credit card has expired and wasn't reissued, then the credit card issuer declines the transaction and Payments reverses the refund.

> **Note:** Unlike the credit card payment process, the refund process doesn't require authorization to transfer funds back to the customer credit card. If you want to approve credit card refunds before processing, define refund approvals as part of your business process.

If you make a mistake while initiating a credit card refund, you can correct the error in one of two ways, depending on whether the negative miscellaneous receipt was approved and remitted.

If the negative miscellaneous receipt wasn't approved and remitted, perform either of these steps:

- Unapply the credit card refund application line from the receipt. Receivables reverses the negative miscellaneous receipt and creates the necessary journal entries.
- Change the amount that you want to apply to the credit card refund application. Receivables reverses the original negative miscellaneous receipt and creates a new negative miscellaneous receipt for the correct amount.

If the negative miscellaneous receipt was approved and remitted, perform either of these steps:

- If the funds were transferred to the customer account, create a debit memo to bill to your customer for the balance due.
- If the funds weren't transferred to the customer account, reverse the negative miscellaneous receipt. This action unapplies the refund from the original payment. If necessary, you can apply a new refund application to the original payment.

Reverse Receipts with Credit Card Refunds

You can reverse a receipt with a credit card refund application either before or after the negative miscellaneous receipt was remitted.

If the negative miscellaneous receipt wasn't approved and remitted, reversing the receipt unapplies the credit card refund lines on the receipt and reverses the associated negative miscellaneous receipt.

If the negative miscellaneous receipt was approved and remitted, reversing the receipt doesn't automatically unapply the credit card refund application because Receivables assumes that the receipt was already refunded. In this case, when you reverse the original receipt, you must create a debit memo reversal.

If neither the original payment nor the refund settled, then you can reverse the actual credit card refund (the negative miscellaneous receipt) and the payment in order to reconcile with your bank. Reversing a negative miscellaneous receipt automatically unapplies the refund from the original receipt. You can then reverse the original receipt, which reopens the transaction.

Related Topics

- Debit Memo Reversals
- Remittance Methods and Clearance Methods
- Funds Capture Process Profiles
- PCI DSS Credit Card Processing Requirements

How AutoInvoice Processes Credited Amounts

Use automated receipt handling to manage imported credit memos using AutoInvoice against paid transactions. You can set up Receivables to either refund the credited amount or place the credited amount on account.

You can only use automated receipt handling for credits with approved credit memos. You must ensure that you set up your feeder systems with business processes that support this assumption.

Settings That Affect Automated Receipt Handling for Credits

These settings affect automated receipt handling for credits:

- Transaction Source: Define an imported transaction source and enable the **Receipt Handling for Credits** option to indicate your enterprise policy. Assign this transaction source to the applicable imported credit memos.
- **Minimum Refund Amount** Receivables system option: If you plan to process refunds, specify in the **Minimum Refund Amount** field in Receivables system options the minimum amount necessary for AutoInvoice to create a refund.
- Receivables Activity: If you plan to process refunds, define a Credit Card Refund receivables activity for credit card refunds and a Refund receivables activity for non-credit card refunds. The receivables activity identifies the general ledger clearing account to use to clear the refund amounts.
- Credit Card Transaction Remittance Method: On the original credit card transactions, use a receipt class with a remittance method of Standard.
- Transaction Type: The transaction type assigned to the debit items must be set to **Natural application only**. If the transaction type of a debit item is set to **Allow overapplication**, then you must process the credit manually.

How Automated Receipt Handling Processes Credits

During AutoInvoice import, the process flow for automated receipt handling for credits is as follows:

1. AutoInvoice verifies that the transaction source assigned to the credit memo has automated receipt handling enabled.
2. AutoInvoice evaluates each credit memo and its associated transaction to determine eligibility for automatic receipt handling. To be eligible:

- The transaction type of the paid transaction must be set to allow natural application only.
- The transaction can't be in doubt.

3. If eligible, then AutoInvoice unapplies the paid transaction from the receipt to be credited.
4. AutoInvoice creates the credit memo in the amount of the requested credit, and applies the credit to the transaction.
5. If your policy is to automatically refund your customers, then AutoInvoice evaluates the receipt for refund eligibility. To be eligible, the receipt can't be in doubt.
6. If eligible for refund, AutoInvoice creates the refund for all credit request amounts that are greater than or equal to the value entered in the **Minimum Refund Amount** field in Receivables system options.

   AutoInvoice places on account any credit amount less than the specified minimum.
7. AutoInvoice applies the appropriate receivable activity to the receipt, as determined by the transaction source.

Transactions and Receipts in Doubt

AutoInvoice rejects a credit memo from automated receipt handling if one of the following conditions exists on the transaction to be credited:

- The transaction type of the transaction is set to allow overapplication.
- An on-account credit memo was previously applied against the transaction.
- A regular or chargeback adjustment already exists against the transaction.
- The credit memo is imported against a transaction with a negative creation sign.

If the credit memo is ineligible due to one of these conditions, AutoInvoice processes the credit memo using standard validation. This way you can evaluate the appropriateness of the credit request before taking action.

For refund requests, AutoInvoice automatically places on account the amount of a refund request if one of the following conditions exits:

- The receipt to be refunded hasn't been remitted.
- Receipts with different payment types (ACH, cash, credit card) were used to pay the same transaction to be credited.
- Installments exist on the transaction and aren't fully paid.
- The receipt has an on-account credit memo against it.

Related Topics

- AutoInvoice Data Preparation

FAQs for Process Refunds

What happens if I apply a credit card refund to a receipt in a different currency?

If you apply a credit card refund to a receipt that's not in the ledger currency, then you must account for the exchange gain or loss between the time of the original transaction and the time of the refund.

When you enter a foreign currency credit card refund, Receivables creates a negative miscellaneous receipt in the foreign currency using the same rate as the original receipt. During reconciliation, when you know the conversion rate

that the bank used at the time of the refund, you can adjust the conversion rate on the negative miscellaneous receipt to reflect the information on the bank statement.

Receivables automatically creates the necessary journal entries to account for the exchange gain or loss. You can view the exchange gain or loss accounting entries on the original credit card payment.

Process Bank Deposits

Considerations for Remitting Receipts

Remit receipts to your bank to initiate the transfer of payments from your customer bank accounts. You remit receipts after your own internal approval, or approval and customer confirmation, if confirmation is required.

Considerations for managing remittances include:

- Standard Remittances
- Factored Remittances
- Settings for Remittance Batches

Standard Remittances

A standard remittance refers to the common practice of remitting receipts. You remit automatic receipts to your bank so that the bank can transfer funds from customer bank accounts to your bank account on the receipt maturity date. You remit manual receipts so that the bank credits your bank account when the customer check clears.

The remittance process initiates the transfer of payment for transactions that are paid by credit card or Electronic Funds Transfer (EFT) for both direct debit and Automated Clearing House (ACH) bank account transfer.

Factored Remittances

A factored remittance is a sale of accounts receivable to your bank in exchange for cash. You remit receipts to your bank so that the bank can lend you money against the receipts either before the maturity date for automatic receipts or before clearing for manual receipts.

To factor receipts, you must identify the remittance method of the remittance batch as Factored. In addition, you can only factor receipts assigned a receipt class with a remittance method of **Factoring** or **Standard and Factoring**.

After clearing factored receipts, Receivables creates a short term debt for the borrowed amount to track your liability in case of customer default.

You can track your risk of customer default when you factor a receipt with your bank. In this case, Receivables creates a short term debt for the risk when the receipt is cleared. Run the Clear Receipts Automatically process to eliminate your risk on or after the maturity date of your automatic receipts.

This table shows the accounting entries that Receivables creates when you factor receipts with a receipt class that requires confirmation, remittance, and clearance:

Action	Accounting Entries
Confirm Receipts	DR Confirmation CR Accounts Receivable

Action	Accounting Entries
Factor Remittances	DR Factoring CR Confirmation
Clear Receipts	DR Cash DR Bank Charges CR Short Term Debt
Eliminate Risk	DR Short Term Debt CR Factoring

Remittance Batch Settings

You can create one remittance batch per remittance bank account or clearing institution.

You can deposit receipts into remittance bank accounts that are either in the currency of the receipt or your ledger currency, provided the bank account allows multiple currencies. If you're remitting receipts in foreign currencies, set the **Conversion Rate Type** profile option to a value other than User, because you can't specify a user-defined conversion rate when remitting receipts.

To manage automatic remittance batches, set the **Receipts per Commit** Receivables system option to a large number to avoid intermediate saves in the process. You must use numbers that are large enough to handle your largest automatic remittance batches. To help determine the number to enter, review the log file for your largest automatic remittance creation batch. Reduce this number only if you run out of rollback segments.

Related Topics

- Remittance Bank Accounts on Receipt Methods

Corrective Actions to Funds Transfer Errors

You can resolve funds transfer errors resulting from exceptions returned by Oracle Payments using the available corrective actions.

The available corrective actions are:

- Change Instrument
- Clear Payment Information
- Retry
- Reverse Receipt

Change Instrument

You can change the payment instrument and corresponding expiration date on a transaction or a receipt.

> **Note:** If the receipt method assigned to a transaction uses bank account transfer as the payment method, then you can't change the expiration date.

Clear Payment Information

You can remove the payment information from a transaction. This action raises a business event and clears the receipt method from the transaction so that it isn't eligible for selection during the next run of automatic receipts.

To include the transaction in future runs of automatic receipts, you can reassign the transaction payment information and an automatic receipt method.

Retry

You can retry receipt or remittance processing for transactions, receipts, and refunds. This action removes the error code and makes the transaction, receipt, or refund available for inclusion in the next automatic receipts or remittance batch.

Reverse Receipt

You can use this action to reverse receipts or refunds. This action raises a business event, reverses the receipt, reopens the original transaction, and removes payment.

Related Topics

- Options for Resolving Payment File Transmission Failures
- Options for Resolving Payment File Validation Errors

Automatic Clearing of Receipts

Use the Clear Receipts Automatically process to automatically clear remitted receipts, and clear or eliminate risk on factored receipts.

The Clear Receipts Automatically process manages the clearing process for both remitted and factored receipts. The receipts that you intend to clear with the Clear Receipts Automatically process must belong to a receipt class with a clearance method of Automatic.

If you don't want to recognize the cash until the cash is deposited into your bank account, you can reconcile the bank statement within your accounts receivable. This step is optional for both automatic and manual receipts.

Remitted Receipts

Clearing remitted receipts credits your cash account and debits your remittance or factoring account.

Remitted receipts are cleared X days after their maturity date, where X is the number of clearing days defined for the receipt method/bank account combination on each receipt.

Factored Receipts

Clearing factored receipts creates a short term debt to account for your risk in case of customer default. The debt is cleared by the Clear Receipts Automatically process Y days after each receipt maturity date, where Y is the number of risk elimination days defined for the receipt method/bank account combination assigned to the receipt.

Factored receipts are cleared immediately on the remittance date. To eliminate risk created by clearing factored receipts, set the **Eliminate Bank Risk** parameter to Yes when you run the Clear Receipts Automatically process.

Reports for Process Bank Deposits

Bank Risk Report

Use the Bank Risk Report to review the receipts that are currently at risk with your remittance bank.

A receipt is deemed to be at risk if you have factored it with a bank or a clearing house, but are still liable for the amount on the receipt until its maturity date (for example, receipts that have been factored but not risk eliminated).

When you run the Bank Risk Report, you must enter the remittance bank branch and bank account for which you want to print remittances.

Report Output

This table describes the two important row headings in the Bank Risk Report.

Row Heading	Description
Total for Remittance	The total amount in the ledger currency of all receipts in each remittance batch.
Total Report	The total amount of all remittances.

Clear Receipts Automatically Execution Report

Use the Clear Receipts Automatically Execution Report to review a run of the Clear Receipts Automatically process.

The Clear Receipts Automatically process clears remitted receipts and either clears or eliminates risk on factored receipts. Receipts eligible for clearance by this process must have a receipt class with a clearance method of Automatic Clearing.

Review this report each time you clear receipts using the Clear Receipts Automatically process.

Report Parameters

Clear Remitted Receipts

Indicate whether to clear remitted receipts.

Clear Discounted Receipts

Indicate whether to clear factored receipts.

Eliminate Bank Risk:

Indicate whether to eliminate risk on cleared and factored receipts.

Clear Date

Specify the date to use as the clearance date for remitted receipts. This is also the date used to make conversion rate adjustments. The default is the system date.

Accounting Date

Enter the accounting date to use for the clearance record for each receipt.

Conversion Rate Type

Enter the conversion rate type to use to determine the conversion rate. Conversion rate adjustments are made for receipts that are in a currency different from the bank account currency.

Report Output

The report sorts results by status and receipt number, and provides subtotals by status and bank name and a grand total in the ledger currency.

This table describes important column headings in the Clear Receipts Automatically Execution Report.

Column Heading	Description
Status	The status of the receipt.
Receipt Number	The number of the receipt.
Maturity Date	The maturity date of the receipt.
Payment Method	The receipt method for the receipt.
Currency	The currency of the receipt.
Amount	The amount of the receipt in the entered currency.
Ledger Amount	The amount of the receipt in the ledger currency.

This table describes important rows in the Clear Receipts Automatically Execution Report.

Row Heading	Description
Total for Status	The amount of all receipts cleared for the given bank and status in the ledger currency.
Number of Records Processed for Status	The number of receipts processed for the given bank and status.
Total for Bank	The amount of all receipts cleared for the given bank in the ledger currency.
Number of Records Processed for Bank	The number of receipts processed for the given bank.
Grand Total for Status	The total amount of all receipts cleared for all banks in the given status in the ledger currency.
Number of Records Processed for Status	The total number of receipts processed for all banks in the given status.

Related Topics

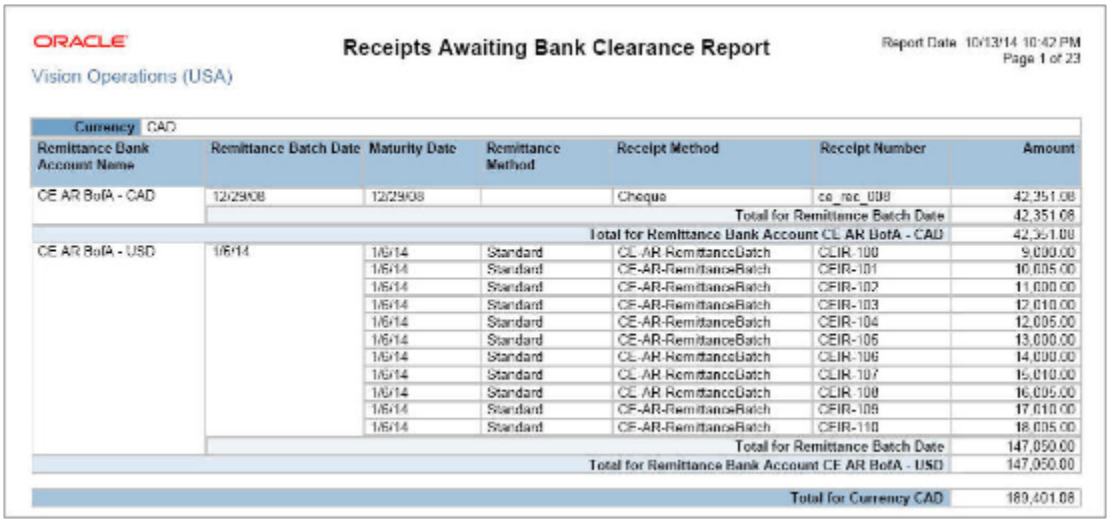
- Automatic Clearing of Receipts

Overview of the Receipts Awaiting Bank Clearance Report

This topic contains summary information about the Receipts Awaiting Bank Clearance Report.

Overview

The Receipts Awaiting Bank Clearance Report lets you review receipts waiting to be cleared by your remittance bank.



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Receipts Awaiting Bank Clearance Report

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Currency CAD

Remittance Bank Account Name	Remittance Batch Date	Maturity Date	Remittance Method	Receipt Method	Receipt Number	Amount
CE AR BofA - CAD	12/29/08	12/29/08		Cheque	ce_rec_008	42,351.08
					Total for Remittance Batch Date	42,351.08
					Total for Remittance Bank Account CE AR BofA - CAD	42,351.08
CE AR BofA - USD	1/6/14	1/6/14	Standard	CE-AR-RemittanceBatch	CEIR-100	9,000.00
		1/6/14	Standard	CE-AR-RemittanceBatch	CEIR-101	10,005.00
		1/6/14	Standard	CE-AR-RemittanceBatch	CEIR-102	11,000.00
		1/6/14	Standard	CE-AR-RemittanceBatch	CEIR-103	12,010.00
		1/6/14	Standard	CE-AR-RemittanceBatch	CEIR-104	12,005.00
		1/6/14	Standard	CE-AR-RemittanceBatch	CEIR-105	13,000.00
		1/6/14	Standard	CE-AR-RemittanceBatch	CEIR-106	14,000.00
		1/6/14	Standard	CE-AR-RemittanceBatch	CEIR-107	15,010.00
		1/6/14	Standard	CE-AR-RemittanceBatch	CEIR-108	16,005.00
		1/6/14	Standard	CE-AR-RemittanceBatch	CEIR-109	17,010.00
		1/6/14	Standard	CE-AR-RemittanceBatch	CEIR-110	18,005.00
					Total for Remittance Batch Date	147,050.00
					Total for Remittance Bank Account CE AR BofA - USD	147,050.00
					Total for Currency CAD	189,401.08

Key Insights

The report provides a separate section for each currency included in the output, and sorts information within each currency section by remittance bank account and remittance batch date.

Frequently Asked Questions

The following table lists frequently asked questions about the Receipts Awaiting Bank Clearance Report.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances
Who uses this report?	Financial Manager to analyze risk.
When do I use this report?	To review all receipts waiting to be cleared by your remittance bank.
What can I do with this report?	Schedule as needed.
What type of report is this?	Oracle Business Intelligence Publisher

Receipts Awaiting Bank Clearance Report

Use the Receipts Awaiting Bank Clearance Report to review receipts waiting to be cleared by your remittance bank.

The report includes both automatic and manual receipts that have been remitted but not cleared, or that have been confirmed and require bank clearance but don't require remittance.

Run this report in accordance with your regular customer payment business process.

Selected Report Parameters

Bank Account Name

Report for this bank account only, if specified.

Currency

Report for this currency only, if specified.

Order By

- Maturity Date
- Receipt Number
- Remittance Bank (the default, if no value selected)

Report Output

The report provides a separate section for each currency included in the output. The report doesn't convert receipt currencies to the ledger currency nor provide a grand total in the ledger currency.

By default the report sorts information within each currency section by remittance bank account and remittance batch date, and provides subtotals by remittance bank account and remittance batch date and a grand total for the currency.

- If you set the **Order By** parameter to Maturity Date, the report sorts receipts by maturity date and provides subtotals by remittance bank account and maturity date.
- If you set the **Order By** parameter to Receipt Number, the report sorts receipts by receipt number but doesn't provide any subtotals.

This table describes important column headings in the Receipts Awaiting Bank Clearance Report.

Column Heading	Description
Remittance Bank Account Name	The name of the remittance bank account for the applicable receipts.
Remittance Batch Date	The date the remittance batch was created for the applicable receipts.
Maturity Date:	The maturity date of the receipt.
Remittance Method	The remittance method for the applicable receipts.
Receipt Method	The receipt method for the applicable receipts.

Column Heading	Description
Receipt Number	The number of the receipt.
Amount	The amount of the receipt.

This table describes important row headings in the Receipts Awaiting Bank Clearance Report.

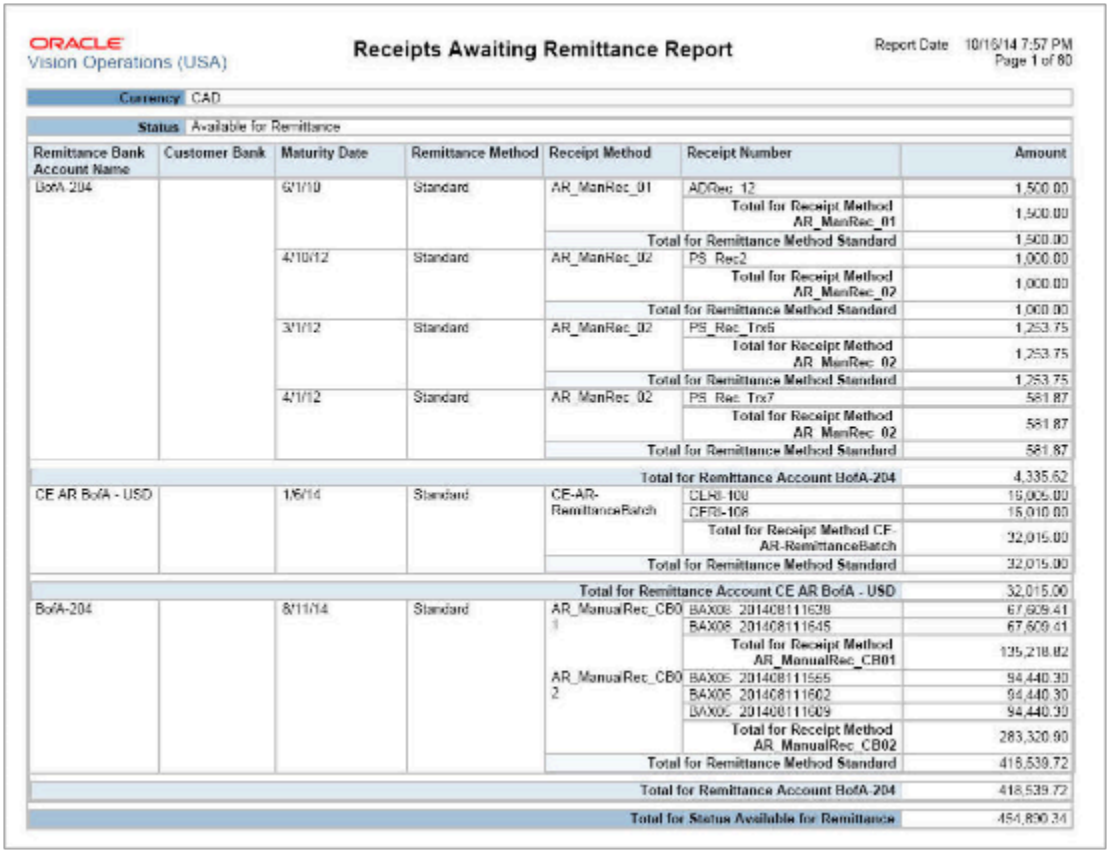
Row Heading	Description
Currency	The section title for a particular receipt currency.
Total for Remittance Batch Date	The total amount of all receipts for the given batch date.
Total for Remittance Bank Account	The total amount of all receipts for the given remittance bank account.
Total for Maturity Date	The total amount of all receipts for the given maturity date.
Total for Currency	The total amount of all receipts in the receipt currency.

Overview of the Receipts Awaiting Remittance Report

This topic contains summary information about the Receipts Awaiting Remittance Report.

Overview

The Receipts Awaiting Remittance Report lets you review receipts awaiting remittance to your bank.



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Receipts Awaiting Remittance Report

Report Date 10/16/14 7:57 PM
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Currency: CAD

Status: Available for Remittance

Remittance Bank Account Name	Customer Bank	Maturity Date	Remittance Method	Receipt Method	Receipt Number	Amount
BofA 204		6/1/10	Standard	AR_ManRec_01	ADRec 12	1,500.00
					Total for Receipt Method AR_ManRec_01	1,500.00
					Total for Remittance Method Standard	1,500.00
		4/10/12	Standard	AR_ManRec_02	PS_Rec2	1,000.00
					Total for Receipt Method AR_ManRec_02	1,000.00
					Total for Remittance Method Standard	1,000.00
		3/1/12	Standard	AR_ManRec_02	PS_Rec_Trx5	1,253.75
					Total for Receipt Method AR_ManRec_02	1,253.75
					Total for Remittance Method Standard	1,253.75
		4/1/12	Standard	AR_ManRec_02	PS_Rec_Trx7	581.87
					Total for Receipt Method AR_ManRec_02	581.87
					Total for Remittance Method Standard	581.87
					Total for Remittance Account BofA-204	4,335.62
CE AR BofA - USD		1/6/14	Standard	CE-AR-RemittanceBatch	CLR8-100	15,005.00
					CER8-108	15,010.00
					Total for Receipt Method CE-AR-RemittanceBatch	32,015.00
					Total for Remittance Method Standard	32,015.00
					Total for Remittance Account CE AR BofA - USD	32,015.00
BofA-204		8/11/14	Standard	AR_ManualRec_CB01	BAX08_201408111638	67,609.41
					BAX08_201408111645	67,609.41
					Total for Receipt Method AR_ManualRec_CB01	135,218.82
				AR_ManualRec_CB02	BAX05_201408111565	94,440.30
					BAX05_201408111602	94,440.30
					BAX05_201408111609	94,440.30
					Total for Receipt Method AR_ManualRec_CB02	283,320.90
					Total for Remittance Method Standard	418,539.72
					Total for Remittance Account BofA-204	418,539.72
					Total for Status Available for Remittance	454,890.34

Key Insights

The report runs on both automatic and manual receipts. Once a receipt is approved for remittance it will no longer appear on the report.

Frequently Asked Questions

The following table lists frequently asked questions about the Receipts Awaiting Remittance Report.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances
Who uses this report?	Financial Manager to analyze the overall remittance status.
When do I use this report?	To review all receipts requiring remittance to your bank.
What can I do with this report?	Schedule as needed.
What type of report is this?	Oracle Business Intelligence Publisher

Receipts Awaiting Remittance Report

Use the Receipts Awaiting Remittance Report to review receipts awaiting remittance to your bank.

You can either review all receipts or receipts that are in a certain stage of the remittance process. By default the report includes receipts that have started but not yet completed the creation or approval process.

The report runs on both automatic and manual receipts that require remittance. Automatic receipts can only appear on the report if they don't require confirmation or if they require confirmation and are confirmed.

Once a receipt is approved for remittance it will no longer appear on the report.

Run this report in accordance with your regular customer payment business process.

Selected Report Parameters

Order By

- Maturity Date
- Receipt Number
- Remittance Bank (the default, if no value selected)

Status

Select the status of the transactions to include in the report:

- Available for Remittance: Include all receipts available for remittance.
- Creation Completed: Include receipts that have been selected for remittance but haven't been approved.
- Deletion Completed: Include receipts that have been deleted.
- Started Creation: Include receipts that have started, but not completed, the remittance creation process.
- Started Approval: Include receipts that have started, but not completed, the remittance approval process.
- Started Deletion: Include receipts that have started, but not completed, the deletion process.

Report Output

The report provides a separate section for each currency included in the output. The report doesn't convert receipt currencies to the ledger currency nor provide a grand total in the ledger currency.

If the report includes all receipts available for remittance, there is a separate section for each remittance status within each currency.

By default the report sorts the receipts within each currency section by remittance bank account, and provides subtotals by receipt method, remittance method, remittance bank account and remittance status, and a grand total for the currency.

- If you set the **Order By** parameter to Maturity Date, the report sorts receipts by maturity date and provides subtotals by maturity date.
- If you set the **Order By** parameter to Receipt Number, the report sorts receipts by receipt number and provides all of the default subtotals.

This table describes important column headings in the Receipts Awaiting Remittance Report.

Column Heading	Description
Remittance Bank Account Name	The name of the remittance bank account for the applicable receipts.
Customer Bank	The name of the bank associated with the customer.
Maturity Date	The maturity date of the receipt.
Remittance Method	The remittance method for the applicable receipts.
Receipt Method	The receipt method for the applicable receipts.
Receipt Number	The number of the receipt.
Amount	The amount of the receipt.

This table describes important row headings in the Receipts Awaiting Remittance Report.

Row Heading	Description
Currency	The section title for a particular receipt currency.
Status	The section title for a specific remittance status within a currency section.
Total for Receipt Method	The total amount of all receipts with a given receipt method.
Total for Remittance Method	The total amount of all receipts with a given remittance method.
Total for Remittance Account	The total amount of all receipts for a given remittance bank account.
Total for Status	The total amount of all receipts with a given remittance status for a receipt currency.
Total for Maturity Date	The total amount of all receipts for a given maturity date.
Total for Currency	The total amount of all receipts in the receipt currency.

FAQs for Process Bank Deposits

Why can't I add receipts to a remittance batch?

For one of these reasons:

- Automatic receipts weren't fully applied. Because automatic receipts are created against specific transactions, you can't remit receipts until they're fully applied.
- Incorrect receipt class. You can only include receipts in a remittance batch with receipt methods that have a receipt class that requires remittance. A receipt class requires remittance if the remittance method is **Standard**, **Factoring**, or **Standard and Factoring**.

Why can't I change the remittance bank on the receipt?

Because the primary ledger is set to enable document sequencing at the legal entity level.

The receipt was assigned the legal entity of the remittance bank account belonging to the receipt method, and a document number was generated for the receipt for that legal entity. Changing the remittance bank would change the legal entity assignment and invalidate the document number.

Why can't I override a receipt's remittance bank account?

Three settings control the override of a receipt remittance bank account with the remittance batch bank account.

These settings are:

- **Ignore override** option on the remittance batch.
- **Allow override** option on the receipt.
- **Override bank** option on the receipt remittance bank.

If you enable the **Ignore override** option on the remittance batch, Receivables replaces the remittance bank information on the receipt with the remittance batch bank information and includes the receipt in the remittance batch, without reviewing either the receipt **Allow override** option setting or the remittance bank **Override bank** option setting.

If you don't enable the **Ignore override** option on the remittance batch, Receivables still replaces the remittance bank information on the receipt with the remittance batch bank information and includes the receipt in the remittance batch under these conditions:

- **Allow override** option on the receipt is enabled.

  > **Note:** If the **Allow override** option on the receipt isn't enabled, Receivables includes the receipt in the remittance batch only if the receipt remittance bank is the same as the remittance batch bank.

- **Override bank** option on the receipt remittance bank is enabled.

In both cases, Receivables verifies that both the receipt and the receipt batch remittance banks have the same general ledger accounts defined for remittances, and for unapplied, unidentified, and on-account receipts.

Channel Revenue Management

Channel Revenue Management in Receivables

Oracle Channel Revenue Management manages indirect distribution channels with distributors, resellers, and trade programs.

In the course of business, disputes and other trade issues often arise, including situations such as tier-based volume discounts, damaged goods, non-promotional trade claims, overages, discounts owed, previous contract agreements, and so on. Any of these and similar issues can lead to underpayment of invoices or of a customer's open balance.

In addition, it can happen that a customer overpays for a particular order or service.

Receivables integration with Channel Revenue Management provides the services necessary to manage the accounts receivable side of claims processing and settlement.

These services include:

- Initiating claim investigations for non-invoice-related underpayments and overpayments against the customer open balance.
- Initiating claims for invoice-related underpayments and overpayments of specific invoices.
- Creating the appropriate receipt in Receivables and submitting the invoice-related claim or non-invoice-related claim investigation to Channel Revenue Management.
- Processing the accounts receivable side of claim settlements.

Receivables provides these tools for processing receipts and initiating claims in Channel Revenue Management:

- Edit Receipt page: Create Claim Investigation window: Initiate a claim investigation for a non-invoice-related underpayment or overpayment recorded against a receipt that was applied to the customer open balance.
- Edit Receipt page: Create Channel Revenue Claim window: Initiate a channel revenue claim for an invoice-related underpayment or overpayment of an invoice application against a receipt.
- Lockbox: Initiate claims from lockbox receipts for both invoice-related and non-invoice related underpayments and overpayments. Provide automatic creation of non-invoice related deduction claim investigations for lockbox receipts with invalid remittance references.
- Receipt Batch ADFDI spreadsheet: Initiate claim investigations from receipts created in batch for both invoice-related underpayments and non-invoice-related overpayments.

- Receipt SOAP services: Through enhancements to the operations and optional attributes of the Receipt SOAP services, create invoice-related claims and non-invoice related claim investigations for underpayments and overpayments:
    - Create Standard Receipt SOAP service: CreateApplyReceipt and ProcessApplyReceipt operations to create invoice-related claims.
    - Create Standard Receipt SOAP service: CreateActivityApplication and ProcessActivityApplication operations to create non-invoice related claim investigations, and CreateActivityUnapplication and ProcessActivityUnapplication operations to unapply non-invoice related claim investigations.
    - Standard Receipt and Receipt Application SOAP services: CreateandApplyReceipt operation to create invoice-related claims for overpayment.
    - Standard Receipt SOAP service: CreateReverseReceipt, ProcessReverseReceipt, CreateUnapplyReceipt, and ProcessUnapplyReceipt operations to cancel open claims eligible for cancellation after receipt reversal or unapplication of the related application.
    - Edit Receipt page: Receipt Details: Application and Activity tabs: Review details of claims created by SOAP services.
- Related setups in Subledger Accounting to record settlements of claims and claim investigations.
- Related setups in Receivables to automate receipt processing related to underpayments and overpayments.
- Final accounting of underpayment and overpayment settlements after a run of the Settle Customer Claims process.

Channel Revenue Management Non-Invoice-Related Claim Investigations

Initiate non-invoice-related claim investigations in Channel Revenue Management from Receivables for underpayments and overpayments against the customer open balance.

Non-invoice-related underpayments can result from, for example, customer concerns about changes in payment due to pricing errors, transportation issues, or contractual failures.

You use the Create Claim Investigation window in the Edit Receipt page to create a claim investigation for the underpayment or overpayment recorded against the receipt that was applied to the transaction balance.

Settings That Affect Non-Invoice-Related Claim Investigations

These settings affect Channel Revenue Management non-invoice-related claim investigations in Receivables:

- Ensure that the corresponding setups in Channel Revenue Management are completed:
    - Manage channel settings.
    - Manage user statuses.
    - Create claim types and map them to Receivables invoices and credit memos.
    - Create claim reasons and map them to Receivables credit memo reasons.
    - Define claim sources for the Receivables settlement methods of Deduction and Overpayment.

- Predefined Channel Revenue Management transaction source: This transaction source is assigned to Receivables credit memos and invoices created by the Settle Customer Claims process when a claim is settled.

  > **Note:** Don't copy or update this transaction source.

- Predefined Subledger Journal Entry Rule for the Event Class of Receipt and Accounting Class of Claim Investigation.
- Application Reference Reason (APPLICATION_REF_REASON): If you want to define custom accounting rules based on the application reference reason, run the Create and Assign Subledger Sources process to make APPLICATION_REF_REASON available as a subledger application source.
- Receivables System Options: Enable channel revenue management integration in Receivables system options for the applicable business unit:
  a. In the Manage Receivables System Options page, select the system options record for the business unit you want.
  b. In the Edit System Options page, navigate to the Cash Processing tab.
  c. In the Cash Processing tabbed region, enable the **Enable channel revenue management integration** option.
- Claim Investigation Receivables activity type: Update the predefined Claim Investigation Receivables activity type for the applicable business unit:
  a. Navigate to the Create Receivables Activity page.
  b. Enter the business unit and activity name.
  c. In the **Activity Type** field, select Claim Investigation. The **GL Account Source** field displays the Activity GL Account by default.
  d. In the **Activity GL Account** field, enter the GL account code combination to allocate the expense or revenue for claim investigations.
- Transaction types: Update or define transaction types to assign to invoices applied to the receipts that have claim investigations against them. You must enable the **Allow Overapplication** option on these transaction types.

How a Non-Invoice-Related Claim Investigation Is Initiated and Processed

When you receive payment from a customer that involves a short pay or overpayment against an open balance, you create and apply a receipt to the transaction and then initiate the claim investigation.

> **Note:** You can initiate more than one non-invoice-related claim investigation on the same receipt, provided the sum of all claim investigation application amounts equals the receipt amount.

To initiate a non-invoice-related claim investigation:

1. In the Create Receipt page, create a standard receipt for the full transaction amount (for a short pay) or the full customer payment amount (for an overpayment).
2. In the Edit Receipt page, apply the receipt to the transaction.

   The **Unapplied Amount** field displays either a negative amount for a short pay or a positive amount for an overpayment.
3. In the Application section of the Edit Receipt page, click the **Actions** menu and select **Create Claim Investigation**.
4. Complete the fields in the Create Claim Investigation window:

- In the **Receivables Activity** field, select a Claim Investigation receivables activity defined for the business unit of the receipt.
- The **Claim Amount** field is populated with the unapplied receipt amount. If necessary, modify the amount to reflect the current user underpayment or overpayment.
- In the **Application Reference Reason** field, select the applicable reference reason for this claim.

  Application reference reasons are defined in Channel Revenue Management.
- In the **Customer Reason** field, enter the customer reason for the claim.
- In the **Customer Reference** field, enter any additional reference information related to the claim.

5. Click **OK**.
6. Click **Save** to save the receipt.

When you save the receipt, this initiates the claim investigation:

- Channel Revenue Management creates a deduction or overpayment claim and assigns a claim number to the receipt.
- You can review the claim number and claim details in the Activity section of the Edit Receipt page. The claim investigation activity is an open or unresolved credit pending investigation.
- The claim investigation activity application is accounted using the account code combination defined in the Claim Investigation receivables activity.

> **Note:** If you want to cancel an active claim investigation, you can either unapply the claim investigation activity or reverse the receipt. You can't cancel an active claim investigation in any of these Channel Revenue Management statuses: Approval Pending, Settlement Pending, Netting in Progress, or Settled.

When a claim investigation is resolved, the claim is settled in Channel Revenue Management by running the Settle Customer Claims process for the applicable business unit.

The Settle Customer Claims process performs these steps:

1. Creates the related Receivables transaction according to the Channel Revenue Management settlement method:
   - For a short pay:
     - Creates an on-account credit memo for the settlement amount; or
     - Applies an existing on-account credit memo belonging to the customer to the receipt to close the settlement amount; or
     - Applies a previous overpayment, or a combination of on-account credit memo and overpayment, belonging to the customer to the receipt to close the settlement amount.
   - For an overpayment:
     - Creates an invoice against the claim; or
     - Applies existing deductions belonging to the customer to the overpayment amount.
2. During credit memo or invoice creation, Receivables calculates taxes according to the Oracle Tax setup on the amount passed from Channel Revenue Management as the settlement amount of the claim.

   > **Note:** External tax partner calculation services are currently not available for credit memo or invoice creation to settle claims in Channel Revenue Management.

3. Unapplies the claim investigation application on the receipt to the extent of the amount settled.
4. Applies the transaction created by the settlement process to the receipt.
5. If this is only a partial settlement, a child claim is created for the open claim amount and applied to the receipt. The claim investigation continues in Channel Revenue Management.

Channel Revenue Management Invoice-Related Channel Revenue Claims

Initiate invoice-related claims in Channel Revenue Management from Receivables for underpayments and overpayments of specific invoices.

A customer can underpay an invoice, for example, to claim an agreed upon discount or to dispute one or more items on the invoice.

You use the Create Channel Revenue Claim window in the Edit Receipt page to create a channel revenue claim for the underpayment or overpayment of an invoice application against a receipt.

Settings That Affect Invoice-Related Channel Revenue Claims

These settings affect Channel Revenue Management invoice-related claims in Receivables:

- Ensure that the corresponding setups in Channel Revenue Management are completed:
  - Manage channel settings.
  - Manage user statuses.
  - Create claim types and map them to Receivables invoices and credit memos.
  - Create claim reasons and map them to Receivables credit memo reasons.
  - Define claim sources for the Receivables settlement methods of Deduction and Overpayment.
- Predefined Channel Revenue Management transaction source: This transaction source is assigned to Receivables credit memos and invoices created by the Settle Customer Claims process when a claim is settled.

  > **Note:** Don't copy or update this transaction source.

- Receivables System Options: Enable channel revenue management integration in Receivables system options for the applicable business unit:
  a. In the Manage Receivables System Options page, select the system options record for the business unit you want.
  b. In the Edit System Options page, navigate to the Cash Processing tab.
  c. In the Cash Processing tabbed region, enable the **Enable channel revenue management integration** option.
- Transaction types: Update or define transaction types to assign to invoices applied to the receipts that have claims against them. You must enable the **Allow Overapplication** option on these transaction types.

How an Invoice-Related Channel Revenue Claim Is Initiated and Processed

When you receive an underpayment from a customer for an invoice, you create a receipt for the payment amount and apply the receipt to the invoice. You then raise a dispute for the open receivable amount to initiate the claim.

An invoice-related claim takes the currency and business unit of the invoice. Only invoice applications against the receipt for the customer payment are eligible for an invoice-related Channel Revenue Management claim.

To initiate an invoice-related channel revenue claim:

1. In the Create Receipt page, create a standard receipt for the customer payment amount.
2. In the Edit Receipt page, apply the receipt to the customer invoice.
3. In the Application section of the Edit Receipt page, click the **Actions** menu and select **Create Channel Revenue Claim**.
4. Complete the fields in the Create Channel Revenue Claim window:
    - The Transaction Business Unit field is populated by default with the business unit of the invoice.
    - The **Claim Amount** field is populated by default with the amount outstanding on the invoice. You can't edit this amount.
    - In the **Application Reference Reason** field, select the applicable reference reason for this claim.

      Application reference reasons are defined in Channel Revenue Management.
    - In the **Customer Reason** field, enter the customer reason for the claim.
    - In the **Customer Reference** field, enter any additional reference information related to the claim.
5. Click **OK**.
6. Click **Save** to save the receipt.

When you save the receipt, this initiates the claim:

- Channel Revenue Management creates a deduction or overpayment claim and assigns a claim number to the receipt.
- The dispute amount on an underpayment--the amount outstanding on the invoice--is updated against the invoice for the claim amount.
- The claim number is displayed as the **Application Reference Number** in the Application tab of the Receipt Details section of the Edit Receipt page.
- You can review the details of the Channel Revenue Management deduction or overpayment claim in the Activity tab of the Receipt Details section of the Edit Receipt page.

When a claim is resolved, the claim is settled in Channel Revenue Management by running the Settle Customer Claims process for the applicable business unit.

The Settle Customer Claims process performs these steps:

1. Creates the Receivables credit memo or invoice according to the Channel Revenue Management settlement method:
    - For an underpayment:
        - Creates an on-account credit memo for the settlement amount; or
        - Creates a standard credit memo to credit the invoice; or
        - Applies an existing on-account credit memo or previous overpayment, or a combination of the two, belonging to the customer to the receipt to close the settlement amount.
    - For an overpayment:
        - Creates an invoice against the claim; or
        - Applies existing deductions belonging to the customer to the overpayment amount.

2. During credit memo or invoice creation, Receivables calculates taxes according to the Oracle Tax setup on the amount passed from Channel Revenue Management as the settlement amount of the claim.
   The Create Automatic Receipt Write-offs process creates an adjustment to the invoice if the remaining amount on the claim after taxes is below the write-off threshold.

   > **Note:** External tax partner calculation services are currently not available for credit memo or invoice creation to settle claims in Channel Revenue Management.

3. If the claim is settled other than by creating a standard credit memo to credit the invoice, the claims process:
   - Unapplies the invoice application on the receipt and reapplies the invoice application to the receipt for the original application amount plus the amount settled.
   - Applies the transaction created as the settlement document to the receipt.
4. The dispute on the invoice is removed to the extent of the settlement amount.
5. If this is only a partial settlement, a child claim is created for the open claim amount. The claim continues in Channel Revenue Management.

Channel Revenue Management Claim Creation and Settlement for Lockbox Receipts

You can initiate claims in Channel Revenue Management from lockbox receipts automatically during a run of the Process Receipts Through Lockbox process, for both invoice-related and non-invoice-related underpayments and overpayments.

Use the Receivables Standard Receipt Import FBDI template to prepare your lockbox data, and use the Process Receipts Through Lockbox process to import and process lockbox receipts and generate claims for related underpayments and overpayments:

- Use the **Customer Reason 1** to **Customer Reason 8** columns in the Record 6 - Payment and Record 4 - Overflow Payment tabs to enter customer reasons for deductions and overpayments for values in the **Transaction Reference 1** to **Transaction Reference 8** columns.
- Use the **Customer Reference 1** to **Customer Reference 8** columns in the Record 6 - Payment and Record 4 - Overflow Payment tabs to enter any customer references related to deductions and overpayments for values in the **Transaction Reference 1** to **Transaction Reference 8** columns.
- Select Yes with Claim in the **Post Receipt with Invalid Transaction Reference as Unapplied** parameter of the Process Receipts Through Lockbox process to initiate claims in your lockbox receipts.

Settings That Affect Claim Creation and Settlement for Lockbox Receipts

These settings affect Channel Revenue Management claim creation and settlement for Lockbox receipts:

- Ensure that the corresponding setups in Channel Revenue Management are completed:
  - Manage channel settings.
  - Manage user statuses.
  - Create claim types and map them to Receivables invoices and credit memos.
  - Create claim reasons and map them to Receivables credit memo reasons.
  - Define claim sources for the Receivables settlement methods of Deduction and Overpayment.

- Predefined Channel Revenue Management transaction source: This transaction source is assigned to Receivables credit memos and invoices created by the Settle Customer Claims process when a claim is settled.

  > **Note:** Don't copy or update this transaction source.

- Predefined Subledger Journal Entry Rule for the Event Class of Receipt and Accounting Class of Claim Investigation.
- Claim Investigation Receivables activity type: Update the predefined Claim Investigation Receivables activity type for the applicable business unit:

  a. Navigate to the Create Receivables Activity page.
  b. Enter the business unit and activity name.
  c. In the **Activity Type** field, select Claim Investigation. The **GL Account Source** field displays the Activity GL Account by default.
  d. In the **Activity GL Account** field, enter the GL account code combination to allocate the expense or revenue for claim investigations.

- AutoCash Rule Set: Update an AutoCash rule set for claims of non-invoice-related underpayments and overpayments:

  a. In the Manage AutoCash Rule Sets page, create or select the AutoCash rule set you want.
  b. In the Automatic Matching Rule section of the Edit AutoCash Rule Set page, select Claim Investigation in the **Remaining Remittance Amount** field.

     This creates claims during Lockbox processing for any remaining remittance amount of non-invoice-related underpayments and overpayments.

- Receipt Application Exception Rule: Update a receipt application exception rule for claims of invoice-related underpayments and overpayments.

  a. In the Mange Receipt Application Exception Rules page, create or select the application exception rule you want.
  b. In the Exception Rules section of the Edit Receipt Application Exception Rules page, create underpayment and overpayment conditions for invoice-related claims:

     i. Click the **Plus (+)** icon to create a condition.
     ii. Select the Underpayment condition you want, and enter the **Amount** and **Percentage**.
     iii. In the **Action** field, select Claim.
     iv. Ensure that the **User Review Required** option isn't enabled for transaction claims.
     v. Repeat steps 1-4 for the Overpayment condition.

     > **Note:** You must ensure that the application exception rule doesn't have overlapping or duplicate conditions.

- Receivables System Options: Update Receivables system options for the applicable business unit for claim investigations:

  a. In the Manage Receivables System Options page, select the system options record for the business unit you want.
  b. In the Edit System Options page, navigate to the Cash Processing tab.
  c. In the Cash Processing tabbed region:

     i. Enable the **Enable channel revenue management integration** option.

ii. Set the **Lockbox Claim for Invalid Transaction Reference** field to Negative Sign to create claims for receipts with invalid short pay (negative) transaction amounts and ignore receipts with invalid overpayment (positive) transaction amounts.
iii. In the **AutoCash Rule Set** field, select the AutoCash rule set that you defined above for non-invoice-related claim investigations.
iv. In the **Application Exception Rule Set** field of the Application Exception Rule section, select the application exception rule set that you defined above for invoice-related claims.

- Customer Profiles: Update the profiles of the applicable customer accounts and sites for claim investigations:

a. In the Manage Customers page, search for and select the customer you want.
b. Select the profile for the applicable account or site.
c. In the Receipt Matching section of the Edit Profile page:

i. In the **AutoCash Rule Set** field, select the AutoCash rule set that you defined for non-invoice-related claim investigations.
ii. In the **Remainder Rule Set** field, select the AutoCash rule set defined for non-invoice-related claim investigations to initiate the claim for any remaining receipt amount.
iii. In the **Application Exception Rule Set** field, select the application exception rule set that you defined above for invoice-related claims.
iv. Repeat these steps for each applicable account or site.

> **Note:** Lockbox uses the settings of the **Match Receipts By** rules for exact matches with Invoice transactions only. If the lockbox process can match receipts to invoices, then the process automatically applies the receipts and creates a claim for the remaining underpayment or overpayment. Lockbox doesn't automatically create claims for remittance reference recommendations for receipt application; you must manually create the claim investigation using the Edit Receipt page.

d. Repeat these steps for each applicable customer.

- Receipt Method: Update the remittance bank account in the receipt class and method you will use for lockbox for the applicable business unit:

a. In the Manage Receipt Classes and Methods page, search for and select the receipt class you want.
b. In the Receipt Methods section of the Edit Receipt Class and Methods page, create or select the receipt method you want for lockbox receipts.
c. In the Remittance Bank Accounts section, create or select the remittance bank account you want for the applicable business unit.
d. In the GL Account section of the Edit Remittance Bank Account page, select in the **Claim Investigation** field the Claim Investigation receivables activity that you updated with the GL account code combination for the applicable business unit.

- Lockbox: Enable your lockbox for claim investigations:

a. In the Manage Lockboxes page, create or select your lockbox.
b. In the Match Receipts By section of the Create or Edit Lockbox page, enable the **Create claims** option.

> **Note:** To process non-invoice related claims using Lockbox, you must ensure that AutoMatch and AutoApply are disabled in both Lockbox and Receivables System Options. This is necessary to prevent Lockbox from using remittance references as recommendations for receipt application, and instead creating a claim against the remittance references.

How Claims are Created and Settled for Lockbox Receipts

To initiate Channel Revenue Management claim investigations during lockbox processing:

1. Download the Receivables Standard Receipt Import FBDI template and prepare your data:
    a. Enter the required data for your lockbox.
    b. Enter the customer payments in the Record 6 - Payment and Record 4 - Overflow Payment tabs.
    c. Enter the customer reasons for the claims for the applicable payments in the **Customer Reason** columns.
    d. Enter any additional reference information related to the claims in the **Customer Reference** columns.
2. Navigate to the Scheduled Processes page and open the Process Receipts Through Lockbox process.
3. Enter the Lockbox data file and Lockbox number.
4. Set the **Submit Validation** parameter to Yes.
5. Set the **Post Receipt with Invalid Transaction Reference as Unapplied** parameter to Yes with Claim.
6. Set the **Submit Post Receipts** parameter to Yes.
7. Complete the remaining parameters according to your requirements and submit.

The lockbox process to initiate invoice-related claims includes these steps:

- After matching and applying a receipt to an invoice, initiate a claim for the underpayment or overpayment of the invoice amount.
- Use the Underpayment and Overpayment conditions in the Receipt Application Exception Rule for the claim.
- Use the business unit and currency of the invoice for the claim amount.

The lockbox process to initiate non-invoice-related claim investigations includes these steps:

- After applying a receipt to the open customer balance, initiate a claim investigation for the underpayment or overpayment amount.
- In the applicable customer profile, use the AutoCash rule set designated as the Remainder Rule Set with the Remaining Remittance Amount set to Claim Investigation to initiate the claim.
- Use the business unit and currency of the receipt for an overpayment claim. The remaining unapplied amount on the receipt is the claim amount.
- Claim Investigation Receivables activity type defined in the remittance bank account of the lockbox receipt method is used as the default activity for the claim investigation application to the imported receipt.

The processes related to the resolution and settlement of invoice-related and non-invoice-related claim investigations in Channel Revenue Management created during lockbox processing are the same as for claims created using the Edit Receipt page.

> **Note:** External tax partner calculation services are currently not available for credit memo or invoice creation to settle claims in Channel Revenue Management.

You can review the details of the Channel Revenue Management deduction or overpayment claims in the Activity tab of the Receipt Details section of the Edit Receipt page.

Related Topics

- Channel Revenue Management Non-Invoice-Related Claim Investigations
- Channel Revenue Management Invoice-Related Channel Revenue Claims

Manage Claims for Lockbox Receipts with Invalid Transaction References

Use the combination of settings in Receivables System Options and the Process Receipts Through Lockbox process to manage claims for lockbox receipts with invalid transaction references.

In the Cash Processing tab of Receivables System Options:

1. If not already enabled, set the **Enable channel revenue management integration** option. This exposes the Lockbox Claim for Invalid Transaction Reference field.
2. Set the the Lockbox Claim for Invalid Transaction Reference field to **Negative Sign**.

This setting indicates that lockbox only creates claims for receipts with invalid short pay (negative) transaction amounts and ignores receipts with invalid overpayment (positive) transaction amounts.

In the Process Receipts Through Lockbox process:

1. With the Receivables System Options setting enabled for invalid short pays only, set the Post Receipt with Invalid Transaction Reference as Unapplied parameter according to your requirements.
2. Each setting produces the following action:
    - **Yes**: Create the receipt only.
    - **No**: Reject the receipt.
    - **Yes with Claim**: Create a receipt with claim for an invalid short pay, and ignore a receipt with an invalid overpayment.

Channel Revenue Management Claim Creation and Settlement for Batch Receipts

You can initiate claim investigations in Channel Revenue Management from receipts created in batch, for both invoice-related underpayments and non-invoice-related overpayments.

Use the Create Receipt Batches ADFDI spreadsheet to create a batch of receipts. The receipt applications created using AutoApply and the active AutoMatch rule set initiate claim investigations for related underpayments and overpayments.

Settings That Affect Claim Creation and Settlement for Batch Receipts

These settings affect Channel Revenue Management claim creation and settlement for batch receipts:

- Ensure that the corresponding setups in Channel Revenue Management are completed:
    - Manage channel settings.
    - Manage user statuses.
    - Create claim types and map them to Receivables invoices and credit memos.
    - Create claim reasons and map them to Receivables credit memo reasons.
    - Define claim sources for the Receivables settlement methods of Deduction and Overpayment.
- Predefined Channel Revenue Management transaction source: This transaction source is assigned to Receivables credit memos and invoices created by the Settle Customer Claims process when a claim is settled.

> **Note:** Don't copy or update this transaction source.

- Predefined Subledger Journal Entry Rule for the Event Class of Receipt and Accounting Class of Claim Investigation.
- Claim Investigation Receivables activity type: Update the predefined Claim Investigation Receivables activity type for the applicable business unit:

    a. Navigate to the Create Receivables Activity page.
    b. Enter the business unit and activity name.
    c. In the **Activity Type** field, select Claim Investigation. The **GL Account Source** field displays the Activity GL Account by default.
    d. In the **Activity GL Account** field, enter the GL account code combination to allocate the expense or revenue for claim investigations.

- Receipt Application Exception Rule: Update a receipt application exception rule for claims of underpayments and overpayments.

    a. In the Mange Receipt Application Exception Rules page, create or select the application exception rule you want.
    b. In the Exception Rules section of the Edit Receipt Application Exception Rules page, create underpayment and overpayment conditions for invoice-related claim investigations:

        i. Click the **Plus (+)** icon to create a condition.
        ii. Select the Underpayment condition you want, and enter the **Amount** and **Percentage**.
        iii. In the **Action** field, select Claim.
        iv. Ensure that the **User Review Required** option isn't enabled for transaction claim investigations.
        v. Repeat steps 1-4 for the Overpayment condition.

    > **Note:** You must ensure that the application exception rule doesn't have overlapping or duplicate conditions.

- Receivables System Options: Update Receivables system options for the applicable business unit for claim investigations:

    a. In the Manage Receivables System Options page, select the system options record for the business unit you want.
    b. In the Edit System Options page, navigate to the Cash Processing tab.
    c. In the Cash Processing tabbed region:

        i. Enable the **Enable channel revenue management integration** option.
        ii. In the **Application Exception Rule Set** field of the Application Exception Rule section, select the application exception rule set that you defined above for claim investigations.

- Customer Profiles: Update the profiles of the applicable customer accounts and sites for claim investigations:

    a. In the Manage Customers page, search for and select the customer you want.
    b. Select the profile for the applicable account or site.
    c. In the Receipt Matching section of the Edit Profile page, enter in the **Application Exception Rule Set** field, the application exception rule set that you defined above for claim investigations.
    d. Repeat these steps for each applicable account or site.

    > **Note:** The receipt batch process uses the settings of the **Match Receipts By** rules for exact matches with Invoice transactions only. If the receipt batch process can match receipts to invoices, then the process automatically applies the receipts and creates a claim for the remaining underpayment or overpayment. The receipt batch process doesn't automatically create claims for remittance reference recommendations for receipt application; you must manually create the claim investigation using the Edit Receipt page.

    e. Repeat these steps for each applicable customer.

- Receipt Method: Update the remittance bank account in the receipt class and method you will use for the receipt batch for the applicable business unit:

    a. In the Manage Receipt Classes and Methods page, search for and select the receipt class you want.
    b. In the Receipt Methods section of the Edit Receipt Class and Methods page, create or select the receipt method you want for batch receipts.
    c. In the Remittance Bank Accounts section, create or select the remittance bank account you want for the applicable business unit.
    d. In the GL Account section of the Edit Remittance Bank Account page, select in the **Claim Investigation** field the Claim Investigation receivables activity that you updated with the GL account code combination for the applicable business unit.

How Claims are Created and Settled for Batch Receipts

To initiate Channel Revenue Management claim investigations during processing of a receipt batch:

1. Download the Create Receipt Batches ADFDI spreadsheet.
2. Enter the required data for the receipt batch.
3. Optionally enter the customer reason and customer reference for each remit reference in the reference section of the spreadsheet.
4. Submit the batch.

The process to initiate invoice-related claims during receipt batch processing includes:

- After matching and applying receipts to invoices using AutoApply and AutoMatch, initiate a claim for the invoice underpayment.
- Use the Underpayment and Overpayment conditions in the Receipt Application Exception Rule for the claims.
- Use the invoice business unit and currency for the claim amount. For underpayments, the claim amount is the outstanding amount due on the invoice.

The process to initiate non-invoice-related claim investigations during receipt batch processing includes:

- After applying a receipt to the open customer balance, initiate a claim for the overpayment.
- Use the Underpayment and Overpayment conditions in the Receipt Application Exception Rule for the claims.

- Use the business unit and currency of the receipt for an overpayment claim. The remaining unapplied amount on the receipt after receipt application is the claim amount.
- Claim Investigation Receivables activity type defined in the remittance bank account of the receipt batch receipt method is used as the default activity for the claim investigation application to the imported receipt.

The processes related to the resolution and settlement of invoice-related and non-invoice-related claims in Channel Revenue Management created during receipt batch processing are the same as for claims created using the Edit Receipt page.

> **Note:** External tax partner calculation services are currently not available for credit memo or invoice creation to settle claims in Channel Revenue Management.

You can review the details of the Channel Revenue Management deduction or overpayment claims in the Activity tab of the Receipt Details section of the Edit Receipt page.

FAQs for Channel Revenue Management

What's the difference between invoice-related and non-invoice-related claims in Channel Revenue Management?

An invoice-related claim investigation takes place against underpayment of a specific customer invoice.

Customers typically underpay a specific invoice as a way of claiming a trade promotion or product launch discount, or meeting an agreed upon sales volume tier. A customer can also underpay due to a disagreement with one or more items on the invoice.

The treatment for an invoice-related claim is to apply the entire receipt amount to the invoice and raise a dispute for the open receivable amount, and reference the claim. Once the claim is investigated and settled, the dispute is removed.

A non-invoice-related claim investigation takes place against underpayment of the customer open balance rather than a specific invoice. Customers typically underpay an open balance in relation to issues with a particular order or project, such as contractual disagreements, unexpected freight costs, or missing trade promotion discounts.

The treatment for a non-invoice-related claim is to mark all open invoices as paid in full. A claim investigation line is applied to the customer receipt and accounted to a claim investigation account to indicate the unresolved amount until the claim is investigated and settled.

3 Manage Funds Capture

How Authorizations for Credit Cards Are Processed

Oracle Fusion Payments processes authorization requests that are received from source products. An authorization is a real-time process that:

- Validates credit card information
- Reserves funds through the payment processor and issuing bank

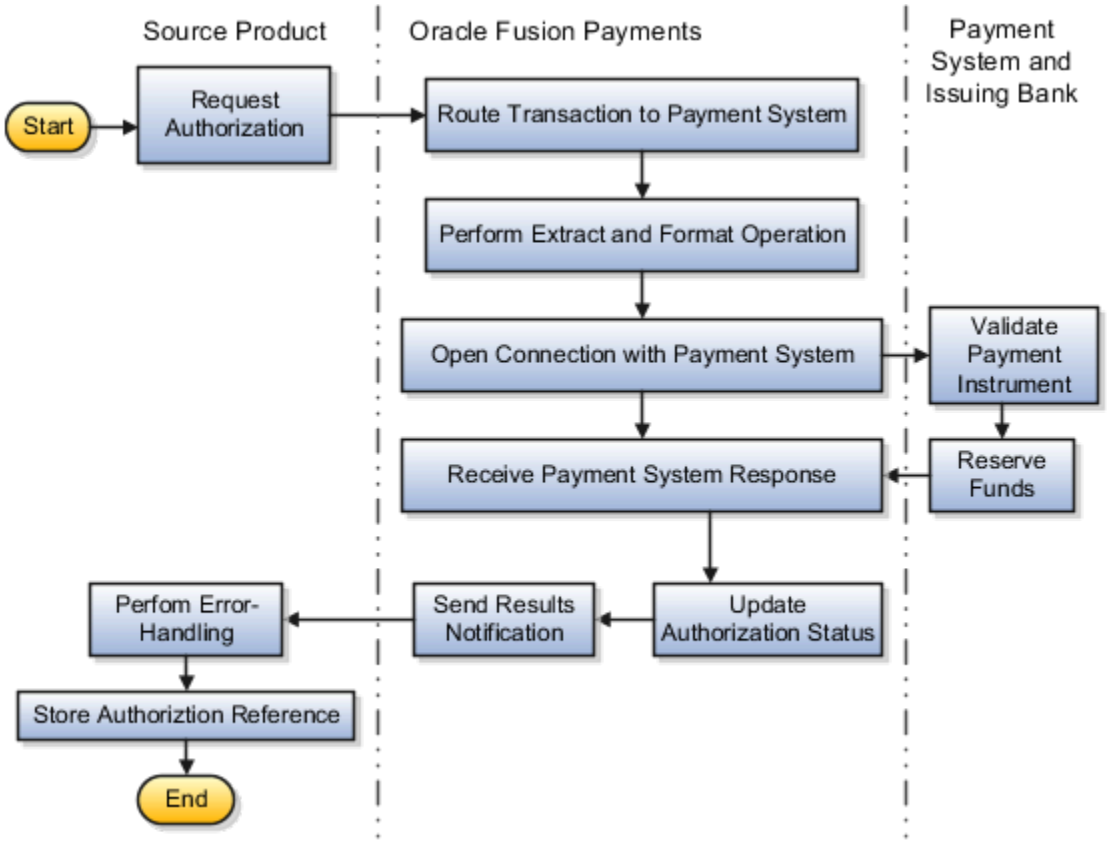
Settings That Affect Authorizations for Credit Cards

The following table describes the options that affect authorization processing:

Page or Dialog Box	User Interface Element	Action
Create or Edit Funds Capture Process Profiles Page	Formats tab, Authorization section: Outbound Format choice list and Inbound Response Format choice list. Accounts tab: Authorization Transmission Configuration choice list	Controls the formats and transmission configurations used to communicate with the payment system.
Create Routing Rules Page	All fields.	• Routes funds capture transactions to a payment system • Determines the payment system account and the funds capture process profile to be used for authorization processing.
Reorder Priority of Routing Rules Dialog Box	All fields	Reorders priority of routing rules.
Set Rules Page	All fields	Specifies default payment systems that are used if no routing rules are set up or if none of the conditions in the routing rules are met for the funds capture transaction.

How Authorizations for Credit Cards are Processed

The following diagram illustrates the steps performed in the authorization process.



The authorization process for credit cards includes the steps described in the following table.

Step	Description
Request authorization.	The source product requests authorization. Oracle Fusion Receivables creates an automatic receipt. This process determines the payment system to which a transaction is sent, as well as the funds capture process profile.
Route transaction to payment system.	Routing rules are applied in the order of their priority. Payments performs settlements or refunds through the same payment system used for authorizations.
Perform extract and format operation.	This process: • Extracts data from Payments tables • Uses Oracle Business Intelligence Publisher (Oracle BI Publisher) to format the extracted data into a message that is understood by the payment system.
Open connection with payment system.	Payments: • Opens a connection with the payment system using transmission information specified in the funds capture process profile • Sends the formatted authorization request
Validate payment instrument.	The payment system or the issuing bank:

Step	Description
	• Validates the credit card • May perform a fraud checking service • Ensures that the credit card is active
Reserve funds.	After the issuing bank determines that the credit card is valid, it reserves funds.
Receive payment system response.	Payments receives a response from the payment system and closes the connection. The response contains a variety of information, depending on the success or failure of the transaction.
Update authorization status.	Authorization information received from the payment system is stored in the Transaction Authorization Entity table owned by Payments. This table creates a unique reference identifier for the transaction. For example, a credit card that receives a successful authorization stores the following data in the table. • Authorization code • Amount • Date • Assigned funds capture process profile and payment system The preceding information is used during the settlement process.
Send results notification.	Payments: • Notifies Receivables of the success or failure of the transaction authorization. • Sends the unique reference identifier for the authorization to the source product.
Perform error-handling.	Receivables displays any errors. You can resolve errors returned by Payments.
Store authorization reference.	The source product stores the unique authorization reference.

Related Topics

- PCI DSS Credit Card Processing Requirements

Create Credit Card Token Using the Correct Merchant Identifier

You can select the applicable business unit (BU) while creating a token with CyberSource from a customer site. This lets the application determine the correct merchant.

Oracle Payments identifies the payment system account for creating tokens with CyberSource. During this process, the intersection of BUs associated with the merchant ID and BUs accessible to user helps determine the BU for token creation. Oracle Payments identifies the payment system account associated with this BU.

Result of Intersection of Business Units	Payment System Account
Only one business unit	BU-specific payment system account
Multiple business units	Default setup from the payment system

When the intersection results in multiple BUs, Payments can't determine the correct payment system account. Therefore, it uses the payment system level setup for creating the token. You can select the correct BU associated with the correct merchant identifier while creating a credit card from the customer site. You can also select the BU from the transaction context. The credit card created at customer account level always uses the default payment system level setup since the business unit selection isn't available.

Related Topics

- How You Enable Credit Card Tokenization
- PCI DSS Credit Card Processing Requirements

How Settlement Batches Are Processed

Oracle Fusion Receivables starts the settlement process, and Oracle Fusion Payments settles the transactions. Settlements received by Payments from Receivables are stored and later built into settlement batches for transmission to your processor or payment system.

During the settlement process, captured funds are processed and deposited into the first party payee's bank account. First party payees are organizations within your company that receive payments from customers who pay with credit cards or bank account transfers.

> **Note:** If you use a gateway payment system, individual settlements, rather than settlement batches, are submitted directly to your payment system.

Settings That Affect Settlement Batches

The following table lists the options that affect settlement batch processing.

Pages	Tab	Section	User Interface Element
Create or Edit Funds Capture Process Profiles	Formats	Settlement	• Outbound Format choice list • Inbound Response Format choice list
Create or Edit Funds Capture Process Profiles	Formats	Settlement Response Processing	• Outbound Format choice list

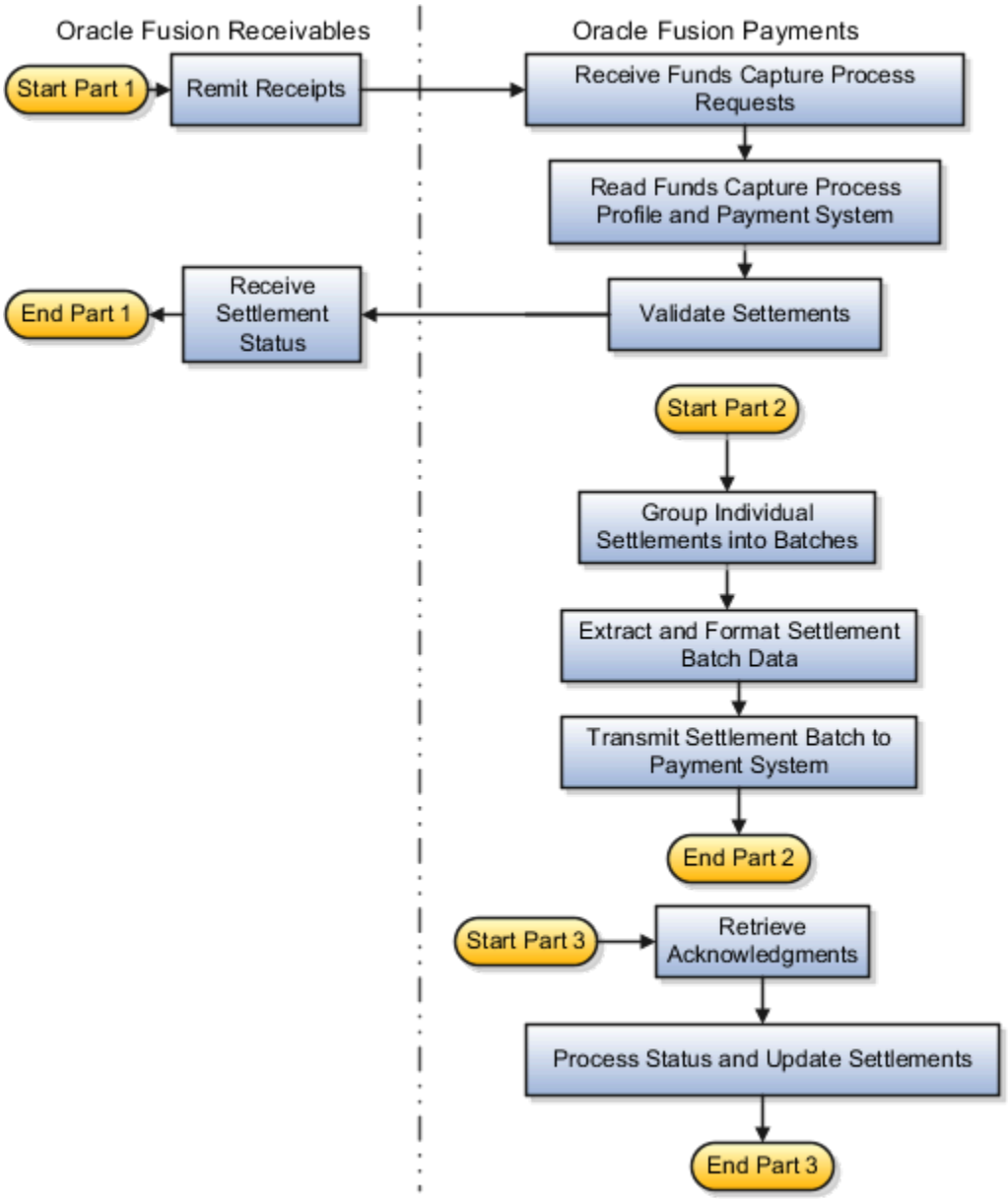
Pages	Tab	Section	User Interface Element
			• Acknowledgment Parser choice list
Create or Edit Funds Capture Process Profiles	Creation Rules	Settlement Grouping Rules	All check boxes
Create or Edit Funds Capture Process Profiles	Creation Rules	Settlement Limit	• Amount choice list • Conversion Rate Type choice list • **Number of Settlements** field
Create or Edit Funds Capture Process Profiles	Accounts	Settlement Transmission	• Configuration choice list • Acknowledgment Transmission Configuration choice list

How Settlement Batches are Processed

Part 1 of the settlement process flow, as illustrated in the figure, includes the creation of a settlement transaction during the Receivables remittance process. This assumes that authorization was already performed.

Part 2, as illustrated in the figure, includes the grouping of individual settlements into batches and their submission to the payment system. Part 2 is separate from Part 1 and begins when the Create Settlement Batches process is manually run or scheduled.

Part 3, as illustrated in the figure, includes the receipt of the settlement batch acknowledgment. Part 3 is separate from Part 2 and begins when the Retrieve Settlement Batch process is manually run or scheduled.



The settlement process for processor payment systems includes the steps described in the following table.

Step	Description
Remit receipts.	During receipt remittance, specifically during the approval of a remittance batch, Receivables submits corresponding settlements requests as a funds capture process request to Payments.
Receive funds capture process requests.	Funds capture process requests received by Payments include: • Information identifying the request • One or more settlements or credits The funds capture process request contains settlements that need funds captured electronically.

Step	Description
Read funds capture process profile and payment system for each settlement.	For each settlement, Payments reads the funds capture process profile and the payment system information, as decided during the routing of the initial authorization transaction. Payments uses this information later in processing.
Validate settlements.	1. Payments validates all the settlements sent as part of the funds capture process request to ensure it has all the information required for payment processing. 2. Payments stores the settlements in the database. The initial status of the settlement validation and storage is returned to Receivables.
Group individual settlements into batches.	A settlement batch is settlement information from one or more funds capture process requests that's formatted and transmitted to a payment system for settlement. Payments processes settlements from all submitted funds capture process requests and groups them by payment systems and other grouping rules to create settlement batches. Optional grouping rules are set in the funds capture process profile.
Extract and format settlement batch data.	1. Payments extracts settlement batch data into an XML message. 2. It integrates with Oracle Business Intelligence Publisher (Oracle BI Publisher) to format the XML message into a payment system format, as specified in the profile.
Transmit settlement batch to payment system.	After the settlement batch is formatted, it's transmitted to the payment system for processing and capture of funds as specified in the profile
Retrieve acknowledgments.	1. The payment system may create an acknowledgment that the batch was received or processed. 2. Payments retrieves the acknowledgment file. This step and the one after are optional and depend on the level of service that's provided by your payment system.
Process status and update settlements.	Payments reads the acknowledgment file and updates the statuses of the applicable settlements. Receivables doesn't update receipt status based on this information, but restricts follow-on transactions, such as refunds.

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.

Settlement	Amount	External Payer	Business Unit that Owns the Transaction	First-Party Legal Entity that Owns the Transaction	Settlement Date
A	1000 USD	Customer 1	California	North America	February 1, 2012
B	250 USD	Customer 2	California	North America	February 1, 2012
C	500 USD	Customer 3	Oregon	North America	February 1, 2012
D	750 USD	Customer 4	California	North America	March 1, 2012

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

How Settlement Transaction Files Are Merged into One Settlement Batch

A settlement is a funds capture transaction that moves funds from the cardholder account or the bank account owner into the internal payee's account. Internal payees are your company's business units that receive payments from payers, such as customers, by credit card payments or

If your company has multiple divisions, each division is represented by a separate payment system account. A payment system account contains a relationship-specific value for each of the attributes required by the payment system. For example, your payment system may require a Submitter ID and Submitter Password to be included in any message sent to it. Each attribute is represented by a setting on the payment system account.

Settings That Affect Settlement Transaction Files

The values for the following payment system account settings on the Edit Payment System Accounts page affect the merger of settlement files into one batch:

- Presenter's ID
- Submitter's ID

If the values for the preceding payment system account settings are the same, settlement transactions are grouped into one settlement batch. This occurs even when the following payment system account settings have different values:

- Division Number
- Merchant Name

How Settlement Transaction Files Are Merged into One Settlement Batch

Processor payment systems accepts a daily limit of settlement batch files from deploying companies. Large companies may generate a large number of daily settlement batch files that exceed the payment system's limit. To counteract this constraint, Oracle Fusion Payments enables you to merge settlement transactions of different payment system accounts into a single settlement batch file.

Typically, separate settlement batch files are created for each payment system account. Whether you generate settlement batches manually from the Oracle Enterprise Scheduler submission page or automatically, they are based on a unique combination of the following:

- Internal payee
- Funds capture process profile
- Payment system account

Related Topics

- PCI DSS Credit Card Processing Requirements

Oracle Payments Funds Capture Predefined Reports

Oracle Payments provides the following funds capture predefined reports:

- Funds Capture Accompanying Letter Formats
- Funds Capture Authorization and Settlement Formats
- Funds Capture Payer Notification Formats

All of the preceding reports are:

- Processes that result in a formatted file
- Formatted using a specific template
- Manually generated, if opted, using the Scheduled Processes page
- Automatically generated, if opted, using setup pages

Running Funds Capture Reports Manually

To manually run Payments reports, perform the following steps from the Scheduled Processes page using the Navigator menu.

1. Click the **Schedule New Process** button.
2. Search on the Process Name.
3. Enter the applicable parameters.
4. Enter the applicable process options and schedule.
5. Click the **Submit** button.

Running Funds Capture Reports Automatically

The following table lists funds capture reports with their corresponding processes that automatically run after you select specific options on the applicable page.

> **Note:** The applicable process is called internally. Any required parameter values are known by Payments without your intervention.

Name of Report and Process	Report Description	Options You Select for the Automatic Process	Output
Report: Funds Capture Authorization and Settlement Formats Process: Create Settlement Batches	Formats authorizations, settlements, and settlement batches, groups settlements into batches, and submits them to payment systems.	Automatically runs.	Settlement batches.
Report: Funds Capture Payer Notification Formats Process: Send Receipt of Payment Notifications	Creates payment notifications that can be faxed, E-Mailed, or printed and mailed to external payers after the settlement or settlement batch is transmitted to inform them of	Location: Create Funds Capture Process Profile page, Formats tab, Payer Notification section.	Document.

Name of Report and Process	Report Description	Options You Select for the Automatic Process	Output
	a funds capture transaction that will charge their credit card or bank account.	Option to select: **Automatically submit at settlement** check box.	
Report: Funds Capture Accompanying Letter Formats Process: Settlement Batch Accompanying Letter	Creates an accompanying letter for a direct debit settlement batch file that your company either prints and mails to the bank, or manually transmits to the bank, along with the settlement batch file.	Location: Create Funds Capture Process Profile page, Formats tab, Settlement section. Option to select: **Accompanying Letter Format** check box.	Document.

ISO 20022 Direct Debit Prenotifications

An ISO 20022 direct debit prenotification is a written or electronic letter using the required ISO 20022 message standard for SEPA countries. A prenotification must be sent to your customer five days in advance of collection.

The prenotification informs customers of each upcoming direct debit from their accounts. You must notify your customer of the amount and date of a planned ISO 20022 direct debit collection before you send instructions to your bank with the relevant ISO 20022 debit authorization attached.

The prenotification provides advance warning to your customers and ensures that funds are available for collection. The prenotification also allows your customer to reject a collection, if necessary, before settlement.

This topic discusses the following aspects of prenotifications:

- ISO 20022 format
- Generation
- Validation
- Delivery

ISO 20022 Format

Per ISO 20022 payment standards, the ISO 20022 direct debit prenotification letter must include the following information:

- Debit authorization reference identifier
- Debtor's bank account number
- Debtor's bank
- Direct debit currency must be euro only
- Direct debit amount
- Direct debit date

Generation

Before you can generate prenotifications, an active debit authorization must exist between you and your customer.

During receipt method setup, Receivables provides an option for users to specify whether transactions are ISO 20022. When an automatic receipt batch is created for ISO 20022 transactions, prenotifications are automatically generated by the Automatic Receipts Format Report.

Note: Before creating receipts, the Receivables user must know that they're for ISO 20022 transactions and that they must then download prenotifications for delivery to customers. Receivables doesn't notify Payments when it generates prenotifications. The following table describes the steps that the Receivables user can perform to submit the Automatic Receipts Format Report.

Scenario	Step Description	Result
Generate prenotifications while creating automatic receipts.	1. Navigate to the Create Automatic Receipt Batch page or to the Create Automatic Receipt Batch process in Oracle Enterprise Scheduler. 2. Enter all required attributes. 3. Select the **Create**, **Approve**, and **Format** options and submit the process.	Automatic receipt batch is created, approved, and formatted to generate prenotification letters.
Generate prenotifications while approving automatic receipts.	1. Navigate to the Receivables Balances work area. 2. Open an automatic receipt batch that's pending approval. 3. Select the **Approve and Format** action.	Automatic receipt batch is approved and formatted to generate prenotification letters.
Generate prenotifications while confirming automatic receipts.	1. Navigate to the Receivables Balances work area. 2. Open an automatic receipt batch that's pending confirmation. 3. Select the **Format** action.	Automatic receipt batch is formatted to generate prenotification letters.

Validation

Prenotifications don't undergo any validations.

Delivery

After generation, prenotifications aren't automatically delivered to customers. Instead, they're manually downloaded and then delivered to customers by email or through a country's postal system.

Prenotifications are delivered according to the following guidelines for SEPA settlement batches:

- A prenotification notifies the debtor at least five calendar days before collecting the payment, unless a different time line has been agreed between you and the debtor.
- The lead time for submitting a SEPA CORE direct debit file (payment instrument governed by the rules of the SEPA Core Direct Debit Scheme) to a bank is five days for the first use of a debit authorization and two days for later use.

- The lead time for submitting a SEPA B2B (SEPA Business to Business) direct debit file to a bank for business debtors is one day for the first use of a debit authorization and one day for later use.

Note: Receivables doesn't notify Payments when it delivers prenotifications.

You and your customer might agree to a frequency of prenotification delivery. For example, with a recurrent SEPA direct debit, you can agree to send a prenotification once a year. This can only be done, however, if the amount to be collected stays the same. Otherwise, a new prenotification must be sent to your customer.

ISO 20022 Payment Status Reports

An ISO 20022 payment status report, also known as an ISO 20022 direct debit acknowledgment, is an electronic message format that's based on the ISO 20022 message format called CustomerPaymentStatusReport (pain.002.001.03).

The payment status report is sent by your bank or payment system to Oracle Fusion Payments. This inbound acknowledgment notifies you of the processing status of the ISO 20022 direct debit settlement batch transaction that you sent to your bank or payment system. Each settlement transaction is accepted or rejected.

The payment status report conveys the processing status, either directly or by inference, of every ISO 20022 direct debit settlement received by your bank or payment system. The payment status message format allows banks to specify an overall status for the direct debit settlement batch and individual statuses for some or all transactions. For example, it's possible for a direct debit settlement batch of five transactions to have an overall status of ACCEPT, while two individual transactions in the payment file have statuses of REJECT. In this case, the two transactions in the acknowledgment file failed, but by inference the other three batch transactions that weren'tin the acknowledgment file are inferred to have a status of ACCEPT.

Banks and payments systems use the payment status report to specify the following processing statuses:

- Positive: Received, Accepted, or Accepted with Change
- Pending
- Negative: Rejected
- Positive and negative: Partially Accepted

The use of the payment status report is always governed by a bilateral agreement between your company and the bank. A bilateral agreement specifies how your company wants to receive acknowledgments from the bank, whether:

- Your company wants only one acknowledgment at any milestone.
- Your company wants to receive acknowledgments at each milestone within the clearing process, such as the bank receiving the payment file, passing technical validations, passing business validations, and accepting or rejecting transactions.

A bilateral agreement can also specify whether your company wants to receive:

- An acknowledgment for accepted transactions only
- An acknowledgment for rejected transactions only
- An acknowledgment that has details of both accepted and rejected transactions

Payments processes the payment status report message according to the message structure specified in ISO 20022 payments message standards for the CustomerPaymentStatusReportV03 (pain.002.001.03).

The following aspects of payment status reports are discussed in this topic:

- Accepted status
- Rejected status
- Rejection and refund transactions
- ISO 20022 direct debt transaction flow
- Mapping of ISO 20022 reason codes to payment status and error codes

Accepted Status

According to ISO 20022 guidelines, group status represents the settlement file status. Several group statuses represent success. If you receive the payment status report message with the group statuses of ACCP, ACSP, or ACWC, the batch status and the transaction status of all the transactions within the batch are updated as **Accepted**.

Payments supports the following success statuses at the transaction level of the payment status report:

- ACCP: Accepted with technical validation
- ACSP: Accepted by the clearing system
- ACWC: Accepted with a change

Rejected Status

The group status of RJCT applies to the batch. If you receive the payment status report message with the group status of RJCT, the batch status and the transaction status of all the transactions within this batch are updated as **Rejected**.

Payments supports the following failure status at the transaction level of the payment status report: RJCT: Rejected

Rejection and Refund Transactions

ISO 20022 direct debit collections that are diverted from normal execution before interbank settlement are known as rejection transactions. Rejection transactions and their associated rejection reasons appear in the payment status report. Payments supports the following rejection and refund transactions:

- Invalid format of the ISO 20022 direct debit collection message
- Incorrect IBAN check digit
- Closed account
- Deceased customer
- Nonacceptance of direct debits by customer account
- Claim by your customer for reimbursement of a direct debit to its account

ISO 20022 Direct Debit Transaction Flow

The following table describes the point where the payment status report appears in the flow of ISO 2022 direct debit transactions between Oracle Receivables, Payments, and Oracle General Ledger.

Step	Receivables	Payments	General Ledger
1	Receivables creates a batch of ISO 20022 direct debit receipts.	N/A	N/A

Step	Receivables	Payments	General Ledger
2	Using the Auto-Remittance Batch process, Receivables submits the ISO 20022 direct debit receipts to Payments for processing.	N/A	N/A
3	N/A	Payments creates a settlement batch using an ISO 20022 SEPA or CGI settlement format and transmits the ISO 20022 direct debit collection message to your bank or payment system.	N/A
4	N/A	Your bank or payment system acknowledges receipt of the ISO 20022 direct debit settlement batch by sending you a payment status report, which is formatted as an XML message and follows the Customer Payment Status Report (pain.002.001.03) format.	N/A
5	N/A	To retrieve acknowledgments from your bank or payment system, you can schedule and run, typically once a day, the Retrieve Funds Capture acknowledgment process, which is a link in the Tasks pane of the Funds Capture work area, Overview page.	N/A
6	N/A	You can view the results of the Funds Capture Acknowledgment process in the Funds Capture Processes section of the Funds Capture work area, Overview page by clicking **View Output**. If **View Output** indicates **Successful**, the ISO20022 direct debit settlement or settlement batch transaction was accepted by your bank or payment system and the payment processing status is reflected in the Status column in the Search Results section on the Manage Settlements or Manage Settlement Batches page. If **View Output** indicates **Rejected**, the ISO20022 direct debit settlement or settlement batch transaction was rejected by your bank or payment system and the payment processing status is reflected in the Status column in the Search Results section on the	N/A

Step	Receivables	Payments	General Ledger
		Manage Settlements or Manage Settlement Batches page. Payments notifies Receivables of the accepted or rejected ISO 20022 direct debit transactions.	
7	Receivables updates the status of its receipts according to the payment status information it receives from Payments. If the ISO 20022 direct debit transactions are rejected, the receipt amounts are unapplied and register as funds outstanding.	N/A	If the ISO 20022 direct debit transactions are accepted, the funds are accounted for in Oracle Fusion General Ledger.

Mapping of ISO 20022 Reason Codes to Payments Status and Error Codes

When you receive an acknowledgment file from your bank or payment system, it can have accepted or rejected transactions. The batch status, therefore, can be accepted, rejected, or partially accepted.

The rejection reasons that can appear in an acknowledgment file correspond to Payments status and error codes on the following levels:

- Batch level mapping
- Transaction level mapping

Batch Level Mapping

The following table lists the ISO 20022 batch level rejection code that can appear in an acknowledgment file that's received from your bank or payment system, along with the corresponding Payments status code.

ISO Reason Code	ISO Reason Code Name	SEPA Reason	IBY Batch Status (IBY_BATCHES_ALL.STATUS)	IBY Status (IBY_TRXN_SUMMARIES_ALL.STATUS)
FF01	InvalidFileFormat	Operation/Transaction code incorrect, invalid file format Usage: To be used to indicate an invalid file format	1 (Transmission Error)	101 (Batch Transmission Error)

Transaction Level Mapping

The following table lists the ISO 20022 transaction level rejection codes that can appear in an acknowledgment file that's received from your bank or payment system, along with the corresponding Payments status codes.

ISO Reason Code	ISO Reason Code Name	SEPA Reason	IBY Status (IBY_TRXN_SUMMARIES_ALL. STATUS)
AC01	IncorrectAccountNumber	Account identifier incorrect (invalid IBAN)	5 (Payment System Error)
AC04	ClosedAccountNumber	Account closed	19 (Invalid Bank Account)
AC06	BlockedAccount	Account blocked Account blocked for Direct Debit by the Debtor	5 (Payment System Error)
AG01	TransactionForbidden	Direct debit forbidden on this account for regulatory reasons	5 (Payment System Error)
AG02	InvalidBankOperationCode	Operation/Transaction code incorrect, invalid file format Usage: To be used to indicate an incorrect operation/transaction code	5 (Payment System Error)
AM04	InsufficientFunds	Insufficient funds	17 (Insufficient Funds)
AM05	Duplication	Duplicate collection	Ignore. The original transactions should be acknowledged correctly.
BE01	InconsistentWithEndCustomer	Debtor's name doesn't match with the account holder's name.	5 (Payment System Error)
FF01	InvalidFileFormat	Operation/Transaction code incorrect, invalid file format Usage: To be used to indicate an invalid file format	5 (Payment System Error)
MD01	NoMandate	No Mandate	5 (Payment System Error)
MD02	MissingMandatoryInformationInMa	Mandate data missing or incorrect	5 (Payment System Error)
MD07	EndCustomerDeceased	Debtor deceased	5 (Payment System Error)
MS02	NotSpecifiedReasonCustomerGener	Refusal by the Debtor	5 (Payment System Error)
MS03	NotSpecifiedReasonAgentGenerate	Reason not specified	5 (Payment System Error)
RC01	BankIdentifierIncorrect	Bank identifier incorrect (invalid BIC)	5 (Payment System Error)

ISO Reason Code	ISO Reason Code Name	SEPA Reason	IBY Status (IBY_TRXN_ SUMMARIES_ALL. STATUS)
RR01	MissingDebtorAccountOrIdentificati	Regulatory reason	5 (Payment System Error)
RR02	MissingDebtorNameOrAddress	Regulatory reason	5 (Payment System Error)
RR03	MissingCreditorNameOrAddress	Regulatory reason	5 (Payment System Error)
RR04	RegulatoryReason	Regulatory reason	5 (Payment System Error)
SL01	DueToSpecificServiceOfferedByDebt	Specific Service offered by the Debtor Bank	5 (Payment System Error)

Note: The reason codes are stored in IBY_TRXN_SUMMARIES_ALL.BEPCODE table.

Logical Grouping in ISO 20022 SEPA and CGI Direct Debit Messages

SEPA (Single Euro Payment Area) is a system that provides a standardized process for credit transfers, an improved debit system, and a cheaper way for individuals and firms to make transactions within European member countries or regions.

The SEPA direct debit message format, which is based on ISO 20022 message guidelines, supports logical grouping of transactions within a settlement batch. A logical grouping refers to the number of settlement batches and transactions that are allowed in a transmission file. A settlement batch is a group of transactions, typically credit card settlements or credits, which are grouped, formatted, and transmitted to a payment system together in a file. Settlement batches are generally processed by a processor-model payment system.

For the SEPA direct debit message format, Oracle Fusion Payments supports the following three-level XML message structure:

- Level 1: Group header
- Level 2: Payment information
- Level 3: Direct debit transaction information

The following logical groupings are allowed in each transmission file:

- Mixed Grouping: Each file contains several settlement batches. Each settlement batch contains several transactions.
  A group is created with the least common attributes. For example, if there are three transactions with the same debtor but different mandates sequence types, such as first, recurring, or one-off, then Payments creates three separate groups. However, if two of the transactions have same mandate sequence type, then two groups are created.
- Grouped: Each file contains only one settlement batch. The settlement batch contains several transactions.

- Single: Each file contains several settlement batches. Each settlement batch contains only one transaction.

Note: Payments only supports mixed grouping per the SEPA requirements.

Level 1 - Group Header

The group header level of the SEPA direct debit message format contains settlement batch information that maps to a row in the IBY_BATCHES_ALL table. The group header is required and repetitive. Repetitive means that one or more blocks of group header information can be included in a SEPA direct debit message format file.

The group header contains elements such as the following:

- Message identification
- Creation date and time
- Number of transactions
- Control sum
- Initiating party

Level 2 - Payment Information

Payment information is the middle level of the SEPA direct debit message format. It contains attributes common to a group of transactions. Transactions are grouped at the payment information level only if selected in the funds capture process profile. Otherwise, the payment information level doesn't exist in the SEPA direct debit message.

The payment information level is required and repetitive. Repetitive means that one or more blocks of payment information can be included in a SEPA direct debit message format file. The payment information level contains elements related to the credit side of the transaction, such as the following:

- Payment method
- Number of transactions
- Group identifier
- Creditor legal entity
- Creditor business unit
- Creditor's bank account details
- Internal bank account
- Currency
- Charge bearer
- Creditor identification number
- Settlement date
- Sequence type
- Service level
- Local instrument
- Category purpose
- Charge bearer
- Collection date

- Creditor details

Note: The preceding elements always appear in the SEPA direct debit message format.

Both SEPA and CGI (Common Global Implementation) are initiatives that promote wider acceptance of ISO20022 as the common XML payments standard used between businesses and banks. They can differ, however, in element definition, depending on whether a debit authorization is used.

The following table describes differences between the SEPA and CGI direct debit messages as they relate to the definition of certain message elements, which is decided by the existence or nonexistence of a debit authorization.

Element	SEPA and CGI Direct Debit Messages with a Debit Authorization	CGI Direct Debit Messages without a Debit Authorization
Creditor	Creditor (First Party Legal Entity) per the debit authorization.	Creditor (First Party Legal Entity) related to remittance bank account used on the invoice.
Ultimate Creditor	Creditor (First Party Legal Entity) per the invoice if different than debit authorization.	Creditor (First Party Legal Entity) per the invoice.

When you select payment grouping on the Create Funds Capture Process Profile page, the transactions are grouped within the settlement batch based on the values of the selected parameters. The logical grouping elements, however, are either all enabled or all disabled, depending on whether you select the **Enable grouping** option in the Payment Grouping Rules section on the Create Funds Capture Process Profile page. The logical grouping elements are the same for SEPA, and for CGI.

Level 3 - Direct Debit Transaction Information

Direct debit transaction information is the level of the SEPA direct debit message format that contains an individual transaction for each settlement batch. Each individual transaction maps to a row in the IBY_TRXN_SUMMARIES_ALL table. The direct debit transaction information level is required and repetitive. Repetitive means that one or more blocks of direct debit transaction information can be included in a SEPA direct debit message format file.

The direct debit transaction information level contains elements such as the following:

- Payment identifier details
- Payment amount
- Debit authorization details
- Ultimate creditor
- Debtor
- Debtor's bank account
- Purpose code
- Remittance information

Note: Some preceding elements appear conditionally in the SEPA direct debit message format. The batch booking option on the Create Funds Capture Process Profile page decides whether the batch booking element is set in the SEPA direct debit message. If you select the batch booking option, it applies to all transaction groups of the payment file.

Validations for ISO 20022 SEPA and CGI Direct Debit Settlement Messages

Oracle Payments Single Euro Payments Area (SEPA) and Common Global Implementation (CGI) versions of ISO 20022 direct debit settlement messages. It predefines two BI Publisher templates and two corresponding settlement formats for the direct debit settlement messages. Payments attaches validations to verify that required

This table describes the validations that are attached to the ISO 20022 SEPA and CGI settlement formats by Payments.

20022 SEPA and CGI Settlement Formats Supported by Payments

Validation Description	Single Euro Payments Areas Core Direct Debit 2019 (pain.008.001.08)	ISO20022 Direct Debit Common Global Implementation 2019 (pain.008.001.08)
Debit authorization presence: • Debit authorization must be present on the transaction. **Note:** For SEPA transactions, the debit authorization is required, but for CGI it's not required.	Yes	No
Active debit authorization: • Verifies that direct debit authorization is active. Also verifies that the transaction date is greater than the debit authorization signing date and less than the debit authorization cancellation date. • Ensures that a one-off debit authorization is never used more than once.	Yes	Yes
Verifies that these fields are present on a debit authorization: • Authorization Reference Identifier • Authorization Signing Date • Creditor Legal Entity • Creditor Identifier **Note:** These fields are required.	Yes	Yes
Verifies the following data:	Yes	Yes

Validation Description	Single Euro Payments Areas Core Direct Debit 2019 (pain.008.001.08)	ISO20022 Direct Debit Common Global Implementation 2019 (pain.008.001.08)
• Internal bank branch country exists. • Customer's bank branch country exists.		
Payments supports the following additional SEPA validations: • Verifies that the Customer Bank Account IBAN isn't null. • Verifies that the Customer Bank Branch BIC isn't null. • Verifies that the Internal Bank Account IBAN isn't null. • Verifies that the Internal Bank Branch BIC isn't null. • Verifies that internal bank branch country exists. • Verifies that customer's bank branch country exists. • Verifies that the settlement currency is Euro. • Verifies that the customer bank account is in the SEPA zone. • Verifies that the Creditor Identifier structure is as follows: o Position 1-2 filled with the ISO country code. o Position 3-4 filled with the check digit according to ISO 7064 Mod 97-10. o Position 5-7 filled with the Creditor Business Code. If not used, then filled with ZZZ. o Position 8 onward is filled with the country-specific part of the identifier as a national identifier of the Creditor, as defined by the National Community.	Yes	No
Payments supports the following additional CGI validations: • Verifies that either the Customer Bank Branch BIC or the Customer Bank Branch Number isn't null. • Verifies that either the Internal Bank Branch BIC or the Internal Bank Branch Number isn't null.	No	Yes
Verifies the following data required for the ISO 20022 direct debit format: • Local Instrument isn't null.	Yes	Yes

Validation Description	Single Euro Payments Areas Core Direct Debit 2019 (pain.008.001.08)	ISO20022 Direct Debit Common Global Implementation 2019 (pain.008.001.08)
• Service Level isn't null.		
Match payment system account attributes: • If the transaction has no payee legal entity name, then validate the payment system account setting ISO20022_IP_NAME. • If the transaction has no payee legal entity registration number, then validate either ISO20022_IP_BICORBEI or ISO20022_IP_OTHERID payment system account settings.	Yes	Yes

Set Up a Customer Bank Account

To receive payments from your customers by EFT from their bank accounts, you can set up customer bank accounts.

To set up a customer bank account, perform the following steps:

- Find your existing customer.
- Create a customer bank account.
- Provide additional customer bank account information.
- Optionally, add joint bank account owners.
- Optionally, specify intermediary accounts

Finding Your Existing Customer

Navigator > Receivables > Billing link > Overview page > Tasks pane > Customers section > Manage Customers link > Manage Customers page.

1. In the Search section, enter your customer's name in the **Organization Name** field or your customer's account number in the **Account Number** field and select **Search**. Your customer's details appear in the Search Results section.
2. In the Search Results section, select the row that shows your customer's organization name.

Creating a Customer Bank Account

Decide whether you want to create a customer bank account at the customer level or at the customer site level.

To create a customer bank account, perform the following steps:

1. To create a customer bank account at the:
    - Customer level, go to step 2.
    - Customer site level, go to step 3.

2. Select the customer **Account Number** link in the Account Number column in the Customer Name: Accounts section.

   The Edit Account: Customer Name page appears. Go to Step 4 and continue.
3. Select the applicable **Site Number** link in the Site Number column in the Customer Name: Sites section.

   The Edit Site: Customer Name page appears.
4. Select the Payment Details tab.
5. Select the Bank Accounts subtab.
6. Select Create.

   The Create Bank Account page appears.
7. From the Country choice list, select the country in which the customer bank account resides. Validation of the bank account is based on the country for which you create the bank account.

   If the country of the customer bank account and the country of the bank account's branch through which the payment is made is the same, then the payment is considered a domestic payment.

   If the country of the customer bank account and the country of the bank account's branch through which the payment is made isn't the same, then the payment is considered an international payment.
8. In the **Account Number** field, enter the bank account number.
9. From the Bank Name choice list, select the bank at which the customer bank account resides.
10. From the Branch choice list, select the branch where the bank account resides.

    You can create a customer bank account for receiving domestic payments by check without specifying a bank or branch. To receive electronic international payments, however, you must specify both a bank and a branch.
11. To receive international payments from a customer bank account, select **Allow international payments**.

    > **Tip:** **Allow international payments** can be selected only when you provide the name of the bank and the branch.

12. Enter the IBAN (International Bank Account Number) in the **IBAN** field if you're setting up a customer bank account in a European country.

    > **Note:** Validation of the IBAN is based on the country for which the customer bank account is set up.

13. From the Currency choice list, select the currency in which payments are received.

    If you select a currency, then the customer bank account is used to pay invoices in that currency only. If you don't select a currency, then the customer bank account is considered multicurrency and is used to pay invoices in any currency.

Providing Additional Customer Bank Account Information

To enter additional information regarding the customer bank account you're creating, perform the following steps on the Create Bank Account page in the Additional Information section.

1. In the **Account Suffix** field, enter the value that appears at the end of the bank account number, if applicable.

   > **Note:** An account suffix is required in some countries.

2. From the Conversion Rate Agreement Type choice list, select the type of conversion rate agreement you have with the customer.
3. In the **Conversion Rate** field, enter the conversion rate for which one currency can be exchanged for another.

4. In the **Conversion Rate Agreement Number** field, enter the number of the conversion rate agreement with the customer that specifies the currency in which payments are made.
5. In the **Check Digits** field, enter one or multiple digits.

   Note: Only a few countries require check digits.

6. In the **Secondary Account Reference** field, you can optionally enter additional account information.
7. In the **Agency Location Code** field, enter the eight-digit value that identifies a Federal agency as the customer.

Optionally, Adding Joint Bank Account Owners

To optionally add other customers to the customer bank account as joint bank account owners, perform the following steps on the Create Bank Account page in the Account Owners section.

1. In the **Account Owner** field, select a joint bank account owner from the list.
2. In the From Date field, select a starting date for the joint bank account owner.
   If the customer wants to share the bank account with another party, then there are multiple owners of the bank account. For multiple bank account ownership, you must specify one owner as the primary owner. The primary owner is the customer for whom you are creating the bank account.
   A joint bank account scenario, for example, might be where two business units of the same company are conducting business in a foreign country and they want to use a common bank account for receiving and making payments.
3. To specify the primary bank account owner among multiple owners, select the **check mark** and then select the **Primary** field in the applicable account owner row.
   The **check mark** appears in the row you selected.
4. To add a row from which to select another joint bank account owner, select the **plus**.

Optionally, Specifying Intermediary Accounts

You can specify intermediary bank accounts for this customer on the Create Bank Account page in the Intermediary Accounts section. Intermediary bank accounts are used if there are restrictions on the transfer of funds between two countries. You can specify an intermediary bank account to help in the transfer of funds between the originator's bank and the beneficiary's bank.

How You Update Bank, Branch, and Bank Account Numbers on External Bank Accounts

You can now edit the bank account number of external bank accounts in these modules:

- Suppliers
- Customers
- Expenses
- Payroll
- Bill Management
- Higher Education

- Human Capital Management

On the simplified bank account page, you can also update the bank and branch if you created the bank account with the Oracle Cash Management profile option named Use Existing Banks and Branches set to **Yes**. When you update the bank and branch, you must select the same profile option.

How You Create and Edit a SEPA Debit Authorization

A SEPA debit authorization is a paper or electronic document that authorizes you, as a SEPA-based creditor, or payee, to collect payments throughout the SEPA region by debiting your SEPA-based customer's, payer's or debtor's, bank account.

As the creditor, you or your bank, as agreed to by you and your customer, initiate the collection of funds from your customer's account. In turn, your customer instructs its bank to transfer funds directly to your bank.

Note: Both you and your customer must hold bank accounts within the SEPA region.

To initiate collection, SEPA countries require banks to use the ISO 20022 XML message standards, known as SEPA data formats, which are legally binding between banks. Similarly, Oracle recommends that you use the SEPA formats for initiating payments. Banks can, however, continue to accept other formats from their customers for the initiation of SEPA payments.

In the **Create** or **Edit Debit Authorization** dialog box, you can perform the following tasks:

- Enter or edit debtor details
- Enter or edit creditor details
- Enter or edit authorization details
- View history

Navigation to the **Create Debit Authorization** dialog box: **Receivables > Billing > Manage Customers link > Manage Customers page > Search on Bank Account Number > Site link > Bank Account tab > Payment Instruments section.**

Enter or Edit Debtor Details

SEPA debit authorizations require both you and your customer to specify the following identifiers for your bank accounts and bank:

- IBAN (International Bank Account Number): An alphanumeric sequence that conforms to the ISO 20022 standard for uniquely identifying an international bank account number. It contains the routing information required to transfer a payment from one bank to another.
- BIC (Bank Identifier Code): A universal method of identifying financial institutions to facilitate the automated processing of telecommunication messages in banking and related financial environments.

For SEPA direct debits, all transactions are in euro. If your accounts or those of your customer are in any other currency, the funds for the SEPA direct debits must be converted to euro.

Enter or Edit Creditor Details

You must provide your unique creditor identification number in the XML message for SEPA direct debits and when you create or edit a debit authorization.

The creditor identification number:

- Is issued by your bank
- Identifies you as the creditor on the paper SEPA debit authorization
- Remains constant
- Proves that you can initiate a SEPA direct debit
- Varies in length between countries
- Contains a maximum of 35 characters

The creditor identification number remains the same over time to enable your customer and his bank to return to you for refunds, complaints, or to confirm the existence of a SEPA debit authorization when you present a SEPA direct debit collection notification.

Enter or Edit Debit Authorization Details

When you create a SEPA debit authorization, you can select a transaction type of Recurring or One-off.

- Recurring direct debits: Your customer authorizes regular direct debits that you initiate.
- One-off direct debits: Your customer authorizes collection of only one direct debit.

> **Note:** A one-off SEPA debit authorization cannot be used for any subsequent transactions.

You can also specify the intended frequency of collection against a debit authorization. Frequency can range from daily to annually.

Another optional attribute is the final collection date, which is the intended date of the last collection against a debit authorization.

SEPA debit authorizations are versioned as they are updated. The application assigns a 1 to the first version of a debit authorization. Version 1 increases by one due to a change in:

- A debtor bank account
- A creditor legal entity
- A creditor identification number
- An authorization reference identifier

If any of the preceding values change, a reason for the change to the SEPA debit authorization is required in the **Edit Debit Authorization** dialog box.

SEPA debit authorizations are date-specific. The following rules apply:

- You can specify both a final collection date and a cancellation date.
- A canceled SEPA debit authorization cannot be reenabled.
- A SEPA debit authorization automatically expires when 36 months elapse after the last initiated direct debit.

View History

In the History section, you can see all the past versions of the SEPA debit authorization.

Payments Mapping of ISO 20022 Direct Debit Message Structure for SEPA and CGI

ISO 20022 is the platform proposed by the International Organization for Standardization (ISO) to develop all financial messages. This topic provides Payments data mapping information for SEPA and CGI implementations of the ISO 20022 direct debit message.

The ISO 20022 direct debit message structure contains the following blocks of message elements:

- Group header message elements
- Payment information message elements
- Direct debit transaction information message elements

Group Header Message Elements

The following table lists the group header message elements and Payments data mapping information for SEPA and CGI implementations of the ISO direct debit message.

Message Element	<XML Tag>	ISO Element Number	SEPA Implementation Mapping	CGI Implementation Mapping
Group Header	<GrpHdr>	1.0	Set of characteristics shared by all individual transactions included in the message.	Same as SEPA
Message Identification	<MsgId>	1.1	Settlement Batch Number Tag Structure: MsgId>543</MsgId>	Same as SEPA
Creation Date Time	<CreDtTm>	1.2	File generation system date Tag Structure: <CreDtTm>20100406T23:56 CreDtTm>	Same as SEPA
Authorization	<Authstn>	1.3	AOS element. Not supported	Not supported
Number Of Transactions	<NbOfTxs>	1.6	Sum of number of transactions in file	Same as SEPA

Message Element	<XML Tag>	ISO Element Number	SEPA Implementation Mapping	CGI Implementation Mapping
			Tag Structure: <NbOfTxs>1</NbOfTxs>	
Control Sum	<CtrlSum>	1.7	Total of the payment amounts Tag Structure: <CtrlSum>15027.4</CtrlSum>	Same as SEPA
Initiating Party	<InitgPty>	1.8	Tag Structure: <InitgPty> <Nm>SEPA_INIT_NM</Nm> <Id> <OrgId> <Othr> <Id>SEPA_INT_IDNT</Id> <Issr>SEPA_INIT_ISUR</Issr> </Othr> </OrgId> </Id> </InitgPty>	Same as SEPA
Name	<Nm>	9.1.0	Mapped with the values defined in Legal Entity. Mapping: Name INITIATING_PARTY_NAME	Same as SEPA
Postal Address	<PstlAdr>	9.1.1	AOS element. Not used	Not supported for CGI. [AOS element that can be supported for free in future.]
Identification	<Id>	9.1.12	Not Applicable	Same as SEPA
Organization Identification	Not Applicable	9.1.13	Not supported	Payment System Identifier setting

Message Element	<XML Tag>	ISO Element Number	SEPA Implementation Mapping	CGI Implementation Mapping
				"ISO20022 Organization Identification."
Private Identification	Not Applicable	Not Applicable	Not supported	Not Used
Country of Residence	<CtryOfRes>	9.1.33	AOS element. Not used	Not supported for CGI. [AOS element that can be supported for free in future.]
Forwarding Agent	<FwdgAgt>	1.9	AOS element. Not used	Not Used

Payment Information Message Elements

The following table lists payment information message elements and Payments data mapping information for SEPA and CGI implementations of the ISO direct debit message.

Message Element	<XML Tag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal)
Payment Information	<PmtInf>	2.0	The Payment Information block is required and repetitive. It is the logical grouping element. It contains, among others, elements related to the Credit side of the transaction, such as Creditor or PaymentTypeInformation and DirectDebitTransactionInforr which contains, among others, elements related to the Debit side of the transaction, such as Debtor or RemittanceInformation.	Same as SEPA
Payment Information Identification	<PmtInfId>	2.1	System-generated Settlement Group ID. This is a system wide unique key. Tag structure: <PmtInfId>543_1</ PmtInfId>	Same as SEPA
Payment Method	<PmtMtd>	2.2	DD Tag structure: <PmtMtd>DD</PmtMtd>	Same as SEPA

Message Element	<XML Tag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal)
Batch Booking	<BtchBookg>	2.3	Value from FCPP Tag structure: <BtchBookg>true</BtchBookg>	Same as SEPA
Number of Transactions	<NbOfTxs>	2.4	Number of transactions in the payment information block Tag structure: <NbOfTxs>1</NbOfTxs>	Same as SEPA
Control Sum	<CtrlSum>	2.5	Sum of all the transactions in the payment information block Tag structure: <CtrlSum>1156.34</CtrlSum>	Same as SEPA
Payment Type Information	<PmtTpInf>	2.6	Not Applicable	Same as SEPA
Instruction Priority	<InstrPrty>	2.7	AOS element. Not supported	Not supported
Service Level	<SvcLvl>	2.8	Not Applicable	Same as SEPA
Code	<Cd>	2.9	SEPA Tag Structure: <SvcLvl> <Cd>SEPA</Cd> </SvcLvl>	CGI Tag Structure: <SvcLvl> <Cd>XXXX</Cd> </SvcLvl>
Proprietary	<Prtry>	2.10	AOS element. Not supported	Not supported
Local Instrument	<LclInstrm>	2.11	Not Applicable	Same as SEPA
Code	<Cd>	2.12	Can be set up at the payer level (primary source) or FCPP (secondary source). The only values are CORE and B2B	Can be set up at the payer level (primary source) or FCPP (secondary source). Values are as per the external codes list.

Message Element	<XML Tag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal)
			Tag structure: <LclInstrm> <Cd>CORE</Cd> </LclInstrm>	Tag Structure: <LclInstrm> <Cd>XXXX</Cd> </LclInstrm>
Proprietary	<Prtry>	2.13	AOS element. Not supported.	Not supported.
Sequence Type	<SeqTp>	2.14	Depending on the type of mandate the following values are supported: If recurrent mandate FRST/ RCUR/FNAL If one off mandate OOFF Tag Structure: <SeqTp>OOFF</SeqTp>	Depending on the type of mandate the following values are supported: If recurrent mandate FRST/ RCUR/FNAL If one off mandate OOFF Tag Structure: <SeqTp>OOFF</SeqTp>
Category Purpose	<CtgyPurp>	2.15	SUPP Tag structure: <CtgyPurp> <Cd>SUPP</Cd> </CtgyPurp>	Leave Blank At least one bank (JPMC) doesn't populate Category Purpose. Tag structure: <CtgyPurp> <Cd></Cd> </CtgyPurp> The choice of SUPP is based on AR Transaction Class. Transaction Class contains only Invoice, Credit Memo, Debit Memo, and the last two don't fit any ISO purpose codes. Alternately, this could come from AR Transaction Type. However, there's no easy way to map those to ISO Purpose codes without AR enhancement.
Requested Collection Date	<ReqColltnDt>	2.18	Settlement Date Tag structure:	Settlement Date

Message Element	<XML Tag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal)
			<ReqdColltnDt>20100406</ ReqdColltnDt>	Tag structure: <ReqdColltnDt>20100406</ ReqdColltnDt>
Creditor	<Cdtr>	2.19	Name: Legal Entity Name on the Debit Authorization Postal Address: First two lines of address of Legal Entity Identification: Not supported Country: Country of Legal Entity Tag structure: <Cdtr> <Nm>Vision Operations</ Nm> <PstlAdr> <Ctry>US</Ctry> <AdrLine>475 Park Avenue</AdrLine> </PstlAdr> </Cdtr>	Same as SEPA
Name	<Nm>	9.1.0	Not Applicable	Same as SEPA
Postal Address	<PstlAdr>	9.1.1	Not Applicable	Same as SEPA
Address Type	Not Applicable	9.1.2	AOS element. Not supported.	Same as SEPA
Address Line	Not Applicable	9.1.11	AOS element that can be supported for free.	Primary address of the legal entity selected on the mandate.
Street Name	Not Applicable	9.1.5	AOS element that can be supported for free.	Same as SEPA
Building Number	Not Applicable	9.1.6	AOS element that can be supported for free.	Same as SEPA

Message Element	<XML Tag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal)
Post Code	Not Applicable	9.1.7	AOS element that can be supported for free.	Primary address of the legal entity selected on the mandate.
Town Name	Not Applicable	9.1.8	AOS element that can be supported for free.	Primary address of the legal entity selected on the mandate.
Country Subdivision	Not Applicable	9.1.9	AOS element. Not supported.	Primary address of the legal entity selected on the mandate.
Country	Not Applicable	9.1.10	Not Applicable	Same as SEPA
Identification	Not Applicable	9.1.12	AOS element that can be supported for free.	Same as SEPA
Country of Residence	<CtryOfRes>	9.1.33	AOS element. Not supported.	Primary address of the legal entity selected on the mandate.
Creditor Account	<CdtrAcct>	2.20	IBAN of the Internal Bank Account of the creditor will be mapped to this field Tag structure: <CdtrAcct> <Id> <IBAN>IT60X0542811101000 IBAN> </Id> <Ccy>EUR</Ccy> </CdtrAcct>	Same as SEPA
Identification	<Id>	1.1.0	Not Applicable	Same as SEPA
Type	<Tp>	1.1.8	AOS element that can be supported for free.	Same as SEPA
Currency	<Ccy>	1.1.11	Not Applicable	Same as SEPA
Name	<Nm>	1.1.12	AOS element that can be supported for free.	Same as SEPA

Message Element	<XML Tag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal)
Creditor Agent	<CdtrAgt>	2.21	BIC of the internal bank branch of the bank account attached to the mandate Tag structure: <CdtrAgt> <FinInstnId> <BICFI>BOFABE3X</BICFI> </FinInstnId> </CdtrAgt>	BIC of the internal bank branch of the bank account attached to the mandate, and the branch number.
Creditor Agent Account	<CdtrAgtAcct>	2.11	AOS element. Not supported.	Same as SEPA
Ultimate Creditor	<UltmtCdtr>	2.23	Not supported at this level. Mapping provided in Direct debit transaction information block.	Same as SEPA
Name	<Nm>	9.1.0	Not supported at this level.	Same as SEPA
Postal Address	<PstlAdr>	9.1.1	AOS element. Not supported.	Passed only when Ultimate Creditor (UltCdtr) is populated.
Identification	<Id>	9.1.12	Not supported at this level.	Same as SEPA
Organization Identification	Not Applicable	9.1.13	Not supported at this level.	Same as SEPA
Private Identification	Not Applicable	9.1.21	Not supported at this level.	Same as SEPA
Country of Residence	<CtryOfRes>	9.1.33	AOS element. Not supported.	Not supported.
Charge Bearer	<ChrBr>	2.24	SLEV Tag structure: <ChrgBr>SLEV</ChrgBr>	Payer Bank Charge Bearer
Charges Account	<ChrgsAcct>	2.25	AOS element. Not supported	Not Used
Charges Account Agent	<ChrgsAcctAgt>	2.26	AOS element. Not supported	Not Used

Message Element	<XML Tag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal)
Creditor Scheme Identification	<CdtrSchmeId>	2.27	Identification Creditor Identifier on the Debit Authorization populated by Identification. This data can be present at payment information or direct debit transaction information level. Tag structure: <CdtrSchmeId> <Id> <PrvtId> <Othr> <Id>1234</Id> <SchmeNm> <Prtry>SEPA</Prtry> </SchmeNm> </Othr> </PrvtId> </Id> </CdtrSchmeId>	Same as SEPA
Name	<Nm>	9.1.0	AOS element. Not supported	Same as SEPA
Postal Address	<PstlAdr>	9.1.1	AOS element. Not supported	Same as SEPA
Identification	<Id>	9.1.12	Not supported in favor of Private Identifier	Same as SEPA
Private Identification	<PrvtId>	9.1.21	Tax identifier of the creditor legal entity selected on the mandate. Tag structure: <PrvtId> <Othr> <Id>XXXX</Id>	Same as SEPA

Message Element	<XML Tag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal)
			</Othr> </PrvtId>	
Other	<Othr>	9.1.27	Not supported in favor of Private Identifier	Same as SEPA

Direct Debit Transaction Information Message Elements

The following table lists the direct debit transaction information message elements and Payments data mapping information for SEPA and CGI implementations of the ISO direct debit message.

Message Element	<XMLTag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal
Direct Debit Transaction Information	<DrctDbtTxInf>	2.28	Set of elements used to provide information on the individual transactions included in the message.	Set of elements used to provide information on the individual transactions included in the message.
Payment Identification	<PmtId>	2.29	The instruction and the end to end identification are part of payment identification Tag Structure: <PmtId> <InstrId>AR110086</InstrId> <EndToEndId>AR110086</EndToEndId> </PmtId> See Mapping	The instruction and the end to end identification are part of payment identification Tag Structure: <PmtId> <InstrId>AR110086</InstrId> <EndToEndId>AR110086</EndToEndId> </PmtId> See Mapping
Instruction Identification	<InstrId>	2.30	PSON number on the receipt	Same as SEPA
End To End Identification	<EndToEndId>	2.31	PSON number on the receipt	Same as SEPA
Payment Type Information	<PmtTpInf>	2.32	Not Applicable	Same as SEPA
Instruction Priority	<InstrPrty>	2.33	AOS element. Not supported	Not supported

Message Element	<XMLTag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal
Service Level	<SvcLvl>	2.34	Not Applicable	Same as SEPA
Code	<Cd>	2.35	SEPA Tag Structure: <SvcLvl> <Cd>SEPA</Cd> </SvcLvl>	CGI Tag Structure: <SvcLvl> <Cd>XXXX</Cd> </SvcLvl>
Proprietary	<Prtry>	2.36	AOS element. Not supported	Not supported
Local Instrument	<LclInstrm>	2.37	Not Applicable	Same as SEPA
Code	<Cd>	2.38	Can be set up at the payer level (primary source) or FCPP (secondary source). The only values are CORE and B2B Tag structure: <LclInstrm> <Cd>CORE</Cd> </LclInstrm>	Can be set up at the payer level (primary source) or FCPP (secondary source). Values are as per the external codes list. Tag Structure: <LclInstrm> <Cd>XXXX</Cd> </LclInstrm>
Proprietary	<Prtry>	2.39	AOS element. Not supported.	Not supported.
Sequence Type	<SeqTp>	2.40	Depending on the type of mandate the following values are supported: If recurrent mandate FRST/ RCUR/FNAL If one off mandate OOFF Tag Structure: <SeqTp>OOFF</SeqTp>	Depending on the type of mandate the following values are supported: If recurrent mandate FRST/ RCUR/FNAL If one off mandate OOFF Tag Structure: <SeqTp>OOFF</SeqTp>
Category Purpose	<CtgyPurp>	2.41	SUPP Tag structure: <CtgyPurp> <Cd>SUPP</Cd>	Leave Blank At least one bank (JPMC) doesn't populate Category Purpose. Tag structure:

Message Element	<XMLTag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal
			</CtgyPurp>	<CtgyPurp> <Cd></Cd> </CtgyPurp>
Instructed Amount	<InstdAmt>	2.44	Transaction amount and currency Tag structure: <InstdAmt Ccy="EUR">15027.4</InstdAmt>	Transaction amount and currency Tag structure: <InstdAmt Ccy="EUR">15027.4</InstdAmt>
Charge Bearer	<ChrgBr>	2.45	SLEV Tag structure: <ChrgBr>SLEV</ChrgBr>	Payer Bank Charge Bearer
Direct Debit Transaction	<DrctDbtTx>	2.46	Tag structure: <DrctDbtTx> <MndtRltdInf> <MndtId>AR SEPA 95.1</MndtId> <DtOfSgntr>20100406</DtOfSgntr> <AmdmntInd>true</AmdmntInd> <AmdmntInfDtls> <OrgnlMndtId>M1.1.1</OrgnlMndtId> <OrgnlCdtrSchmeId> <Nm>Vision Operations</Nm> <Id> <PrvtId> <Othr> <Id>DE98ZZZ09999999999 <SchmeNm> <Prtry>SEPA</Prtry>	Same as SEPA

Message Element	<XMLTag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal
			</SchmeNm> </Othr> </PrvtId> </Id> </OrgnlCdtrSchmeId> <OrgnlDbtrAcct> <Id> <IBAN>GB52CHAS6092423 IBAN> </Id> </OrgnlDbtrAcct> <OrgnlDbtrAgt> <FinInstnId> <Othr> <Id>SMNDA</Id> </Othr> </FinInstnId> </OrgnlDbtrAgt> </AmdmntInfDtls> </MndtRltdInf> <CdtrSchmeId> <Id> <PrvtId> <Othr> <Id>1234</Id> <SchmeNm> <Prtry>SEPA</Prtry> </SchmeNm> </Othr> </PrvtId> </Id> </CdtrSchmeId>	

Message Element	<XMLTag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal
			</DrctDbtTx>	
Mandate Related Information	<MndtRltInf>	2.47		Only added if a debit authorization exists.
Mandate Identification	<MndtId>	2.48	Unique Mandate Reference Id	Unique Mandate Reference Id
Date Of Signature	<DtOfSgntr>	2.49	Date on which the debtor has signed the direct debit mandate.	Date on which the debtor has signed the direct debit mandate.
Amendment Indicator	<AmdmntInd>	2.50	True/False	True/False
Amendment Information Details	<AmdmntInfDtls>	2.51	Not Applicable	Same as SEPA
Original Mandate Identification	<OrgnlMndtId>	2.52	Original Mandate Reference Number in the mandate.	Same as SEPA
Original Creditor Scheme Identification	<OrgnlCdtrSchmeId>	2.53	Not Applicable	Same as SEPA
Name	<Nm>	9.1.0	Not supported in favor of Private Identifier	Same as SEPA
Postal Address	<PstlAdr>	9.1.1	AOS element. Not supported.	Not supported.
Identification	<Id>	9.1.12	Not supported in favor of Organization Identifier	Same as SEPA
Organization Identification	Not Applicable	9.1.13	Payment System Account parameters > value for ISO20022 Creditor Scheme Identification. Note that this provides the current creditor scheme as the payment system account has no way to track historical data. Per BofA and JPMC, this value should not change.	Same as SEPA
Private Identification	<PrvtId>	9.1.21	Not supported in favor of Organization Identifier	Same as SEPA

Message Element	<XMLTag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal
Other	<Othr>	9.1.27	Not supported in favor of Private Identifier	Same as SEPA
Country of Residence	<CtryOfRes>	9.1.33	AOS element. Not supported	Same as SEPA
Original Creditor Agent	<OrgnlCdtrAgt>	2.54	AOS element. Not supported	Same as SEPA
Original Creditor Agent Account	<OrgnlCdtrAgtAcct>	2.55	AOS element. Not supported	Same as SEPA
Original Debtor	<OrgnlDbtr>	2.56	AOS element. Not supported	Same as SEPA
Original Debtor Account	<OrgnlDbtrAcct>	2.57	Customer Bank Account IBAN on the Original Debit Authorization is passed in the IBAN	Customer Bank Account IBAN on the Original Debit Authorization is passed in the IBAN Bank Account Currency Bank Account Name. If IBAN isn't provided, populate the regular bank account number in the "Othr" tag.
Original Debtor Agent	<OrgnlDbtrAgt>	2.58	Not captured on debit authorization	Same as SEPA
Original Debtor Agent Account	<OrgnlDbtrAgtAcct>	2.59	AOS element. Not supported	Not Used
Original Final Collection Date	<OrgnlFnlColltnDt>	2.60	AOS element. Not supported	Not Used
Original Frequency	<OrgnlFrqcy>	2..61	AOS element. Not supported	Not Used
Electronic Signature	<ElctrncSgntr>	2.62	Not Supported.	Not Supported in V2
First Collection Date	<FrstColltnDt>	2.63	AOS element. Not supported	Date of the settlement for which the mandate was first used.
Final Collection Date	<FnlColltnDt>	2.64	AOS element. Not supported	Mandate Final Collection Date

Message Element	<XMLTag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal
Frequency	<Frqcy>	2.65	AOS element. Not supported	Mandate Frequency
Creditor Scheme Identification	<CdtrSchmeId>	2.66	See Identification.	See Identification.
Name	<Nm>	9.1.0	AOS element. Not supported	Not Supported.
Postal Address	<PstlAdr>	9.1.1	AOS element. Not supported	Not Used
Identification	<Id>	9.1.12	Not supported, in favor of Organization Identification	Same as SEPA
Organization Identification	Not Applicable	9.1.13	Payment System Account parameters > value for ISO20022 Creditor Scheme Identification.	Same as SEPA
Private Identification	<PrvtId>	9.1.21	Not supported, in favor of Organization Identification	Not Supported.
Other	<Othr>	9.1.27	Not supported, in favor of Private Identification	Same as SEPA
Country of Residence	<CtryOfRes>	9.1.33	AOS element. Not supported	Not Supported.
Prenotification Identification	<PreNtfctnId>	2.67	This element isn't supported.	AOS element. Not supported
Prenotification Date	<PreNtfctnDt>	2.68	This element isn't supported.	AOS element. Not supported
Ultimate Creditor	<UltmtCdtr>	2.69	Name Invoice Legal Entity Name Identification Populate Legal entity registration number by other in OrganizationIdentification Tag description: <UltmtCdtr>	Mapping: Ultimate Creditor BICOrBEI/Ultimate Creditor Other ID from PSA settings. Otherwise, populate the LE registration number of Invoice LE.

Message Element	<XMLTag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal
			<Nm>Vision Operations</Nm> <Id> <OrgId> <Othr> <Id>SYS11100</Id> </Othr> </OrgId> </Id> </UltmtCdtr>	
Name	<Nm>	9.1.0	Not Applicable	Same as SEPA
Postal Address	<PstlAdr>	9.1.1	Conditional	AOS element that can be supported for free.
Identification	<Id>	9.1.12	Not Applicable	Same as SEPA
Organization Identification	Not Applicable	9.1.13	AOS element. Not supported	Not Supported.
Private Identification	Not Applicable	9.1.21	AOS element. Not supported	Not Supported.
Country of Residence	<CtryOfRes>	9.1.33	AOS element. Not supported	Not Supported.
Debtor Agent	<DbtrAgt>	2.70	BIC of the branch of Customer Bank Account by FinancialInstitutionIdentifica Tag structure: <DbtrAgt> <FinInstnId> <BICFI>BOFABE3X</BICFI> </FinInstnId> </DbtrAgt>	BIC of the internal bank branch of the bank account attached to the mandate, and the branch number.
Debtor Agent Account	<DbtrAgtAcct>	2.71	AOS element. Not supported	Not used.

Message Element	<XMLTag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal
Debtor	<Dbtr>	2.72	Name Customer Name Address Customer Address Identification Populate BIC of the bank branch of customer bank account in OrganizationIdentification Tag structure: <Dbtr> <Nm>AR SEPA Customer</Nm> <PstlAdr> <Ctry>US</Ctry> <AdrLine>Hyderabad</AdrLine> </PstlAdr> <Id> <OrgId> <BICFI>BOFABE3X</BICFI> </OrgId> </Id> </Dbtr>	Same as for SEPA. Name Customer Name Address Customer Address Identification Populate BIC of the bank branch of customer bank account in OrganizationIdentification Tag structure: <Dbtr> <Nm>AR SEPA Customer</Nm> <PstlAdr> <Ctry>US</Ctry> <AdrLine>Hyderabad</AdrLine> </PstlAdr> <Id> <OrgId> <BICFI>BOFABE3X</BICFI> </OrgId> </Id> </Dbtr>
Name	<Nm>	9.1.0	Not Applicable	Same as SEPA
Postal Address	<PstlAdr>	9.1.1	Not Applicable	Same as SEPA
Address Type	Not Applicable	9.1.2	AOS element. Not supported	Not Supported.
Country	Not Applicable	9.1.10	Not Applicable	Same as SEPA
Address Line	Not Applicable	9.1.11	Not Applicable	Same as SEPA
Street Name	Not Applicable	9.1.5	AOS element. Not supported	Not Supported.

Message Element	<XMLTag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal
Building Numb	Not Applicable	9.1.6	AOS element. Not supported	Not Supported.
Post Code	Not Applicable	9.1.7	AOS element. Not supported	Not Supported.
Town Name	Not Applicable	9.1.8	AOS element. Not supported	Not Supported.
Country Subdivision	Not Applicable	9.1.9	AOS element. Not supported	Not Supported.
Identification	<Id>	9.1.12	Not Applicable	Same as SEPA
Organization Identification	Not Applicable	9.1.13	Not used in favor of Private Identification	Same as SEPA
Private Identification	Not Applicable	9.1.21	Not Applicable	Same as SEPA
Country of Residence	<CtryOfRes>	9.1.33	AOS element. Not supported.	Not supported.
Debtor Account	<DbtrAcct>	2.73	Customer Bank Account IBAN is populated by IBAN Tag Structure: <DbtrAcct> <Id> <IBAN> IT60X0542811101000000123 </IBAN> </Id> </DbtrAcct>	For CGI, we can pass the bank account number in other tag in addition to IBAN.
Ultimate Debtor	<UltmtDbtr>	2.74	Not supported Bill-to Customer is the same as the Customer/Payer used as Debtor.	Same as SEPA
Instruction for Creditor Agent	<InstrForCdtrAgt>	2.75	AOS element. Not supported.	Not supported.
Purpose	<Purp>	2.76	Not Applicable	Same as SEPA

Message Element	<XMLTag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal
Code	<Cd>	2.77	SUPP is passed during formatting. Tag Structure: <Purp> <Cd>SUPP</Cd> </Purp>	Purpose Code from the Payer. If null, from the FCPP.
Proprietary	<Prtry>	2.78	AOS element. Not supported.	Not supported.
Regulatory Reporting	<RgltryRptg>	2.79	AOS element. Not supported.	Not supported.
Tax	<Tax>	2.80	AOS element. Not supported.	Not supported.
Related Remittance Information	<RltdRmtInf>	2.81	AOS element. Not supported.	Not supported.
Remittance Information	<RmtInf>	2.88	Not Applicable	Same as SEPA
Unstructured	<Ustrd>	2.89	Not used in favor of Structured element	Same as SEPA
Structured	<Strd>	2.90	We populate the invoice number in the reference. <RmtInf> <Strd> <CdtrRefInf> <Tp> <CdOrPrtry> <Cd>SCOR</Cd> </CdOrPrtry> </Tp> <Ref>23184</Ref> </CdtrRefInf> </Strd>	In the case of grouped invoices, populate one STRD element per invoice.

Message Element	<XMLTag>	ISO Element Number	SEPA Implementation Mapping proposal	CGI Implementation Mapping proposal
			</RmtInf>	
Referred Document Information	<RfrdDocInf>	2.91	AOS element. Not supported.	Not supported.
Referred Document Amount	<RfrdDocAmt>	2.99	AOS element. Not supported.	Not supported.
Creditor Reference Information	<CdtrRefInf>	2.110	Not Applicable	Same as SEPA
Creditor Reference Type	<CdtrRefTp>	2.111	Not Applicable	Same as SEPA
Code	<Cd>	2.113	CINV representing Commercial Invoice	Same as SEPA
Proprietary	<Prtry>	2.114	AOS element. Not supported.	Not supported.
Issuer	<Issr>	2.115	Not Applicable	Same as SEPA
Creditor Reference	<CdtrRef>	2.116	AR Transaction Number(s) comma delimited if multiple invoices are included on one receipt	In the case of grouped invoices, populate one STRD element per invoice.
Supplier	<Invcr>	2.117	AOS element. Not supported.	Not supported.
Invoiced	<Invcee>	2.118	AOS element. Not supported.	Not supported.
Additional Remittance Information	<AddtlRmtInf>	2.119	AOS element. Not supported.	Not supported.

Update of a Settlement Batch from Stuck to Success

When you set up a funds capture process profile, you can specify whether you want to receive funds capture acknowledgments from your bank.

To set up funds capture acknowledgments, you specify an Inbound Response Format in the Settlement Response Processing section on the Formats tab of the funds capture process profile.

However, if your bank doesn't support funds capture acknowledgments, and you mistakenly specify an Inbound Response Format in the Settlement Response Processing section anyway, then a successful settlement batch is set to an intermediary status that waits for an acknowledgment that won't arrive. You can't move such transactions from an intermediary status to a Success or Reject status in Oracle Payments.

But you can move a settlement batch and its transactions from an intermediary status to a Success status under certain conditions. When you submit the Retrieve Funds Capture Acknowledgments process, the settlement batch and its transactions update from an intermediary status to Success only if:

- You select a reference number from the Settlement Batch Reference choice list.
- The funds capture processing type on the funds capture process profile is Bank Account
- These formats aren't specified in the Formats tab of the funds capture process profile:
    - Settlement section: Inbound Response Format
    - Settlement Response Processing section: Outbound Format and Inbound Response Format
- A funds capture acknowledgment isn't attached to the transmission configuration.

Retrieval of Funds Capture Acknowledgment Files Using a Wildcard

You can retrieve multiple funds capture acknowledgment files from your bank, instead of just a single file, by using a wildcard character in the file name.

First create a transmission configuration using the protocol **Secure File Transfer Retrieval Protocol for Static File Names**.

Then, in the **Value** field of the Remote File Name parameter in the Create Transmission Configuration page, you can use an asterisk as a wildcard character in the file name. By using the asterisk, you can retrieve multiple acknowledgment files from your bank in one submission.

For example, you want to retrieve these two files:

- PAY_ACK_01012019.xml
- PAY_ACK_02012019.xml

To retrieve them both in one submission, enter PAY_ACK_*.xml in the **Value** field of the Remote File Name parameter in the Create Transmission Configuration page.

To retrieve funds capture acknowledgment files from your bank, you can use static file names, dynamic file names with asterisks, or both. You can connect with banks that support both static file names and dynamic file names.

Reports for Manage Funds Capture

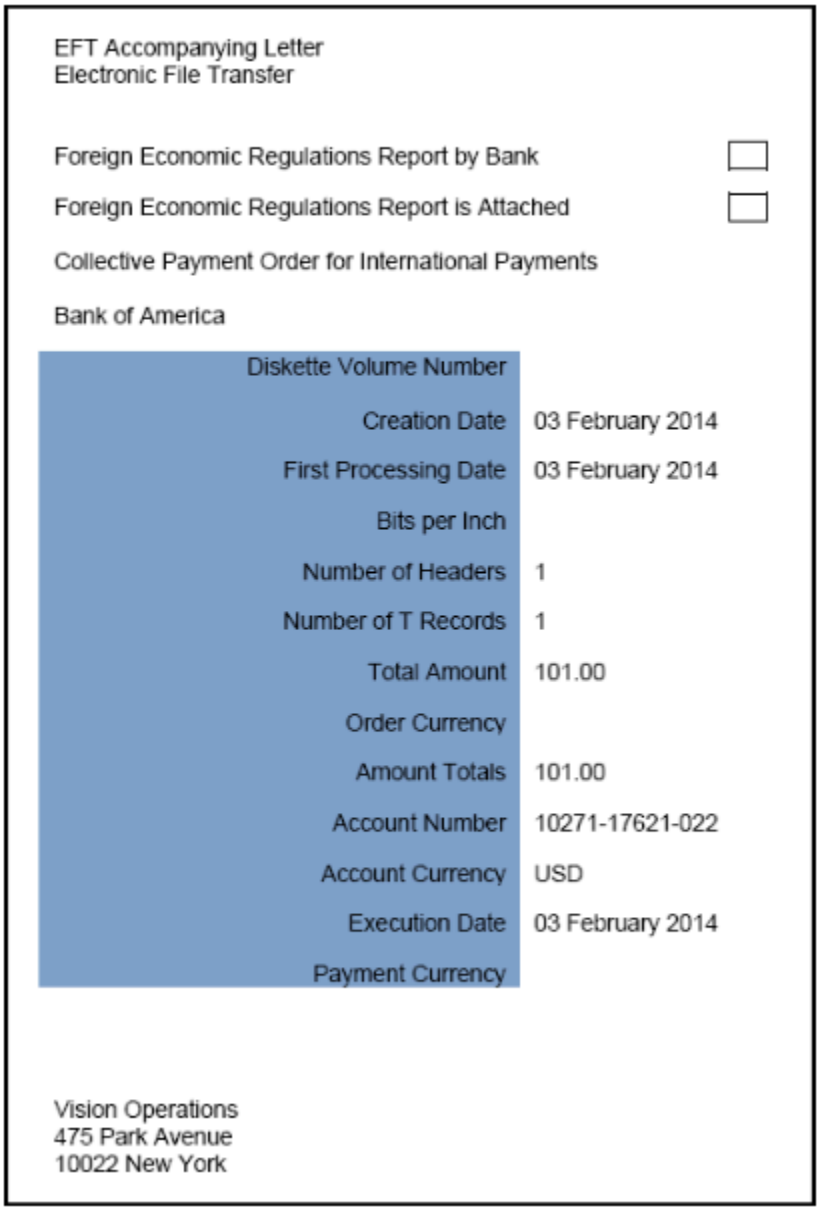
Funds Capture Accompanying Letters

This topic includes details about the Funds Capture Accompanying Letter.

Overview

The Funds Capture Accompanying Letter is a predefined funds capture report that's manually delivered to your payment system or bank. The report accompanies a settlement batch file and summarizes its contents.

This figure illustrates an example of the Funds Capture Accompanying Letter.



EFT Accompanying Letter
Electronic File Transfer

Foreign Economic Regulations Report by Bank ☐

Foreign Economic Regulations Report is Attached ☐

Collective Payment Order for International Payments

Bank of America

Diskette Volume Number	
Creation Date	03 February 2014
First Processing Date	03 February 2014
Bits per Inch	
Number of Headers	1
Number of T Records	1
Total Amount	101.00
Order Currency	
Amount Totals	101.00
Account Number	10271-17621-022
Account Currency	USD
Execution Date	03 February 2014
Payment Currency	

Vision Operations
475 Park Avenue
10022 New York

Key Insights

Here are the differences between the formal Funds Capture Accompanying Letter report name and the process name.

Report Name	Process Name	Output
Funds Capture Accompanying Letter Formats	Create Settlement Batch Accompanying Letter	.PDF file

Generation of the Funds Capture Accompanying Letter

To generate the Funds Capture Accompanying Letter from within Oracle Fusion Payments, complete these steps:

1. In the Setup and Maintenance work area, go to the **Manage Funds Capture Process Profiles** task:
    - Offering: Financials
    - Functional Area: Customer Payments
    - Task: Manage Funds Capture Process Profiles

    You can also use this navigation: **Navigator** > **My Enterprise** > **Setup and Maintenance** > **Tasks** panel tab > **Search** > **Manage Funds Capture Process Profiles**
2. On the Manage Funds Capture Process Profiles page, select a processing type from the **Select Processing Type** choice list and click **Create**.
3. On the Create Funds Capture Process Profile page, go to Formats tab.
4. In the Settlement section, select the options for the **Outbound Format**, **Inbound Response Format**, and the **Accompanying Letter Format**.
5. Sign in as a manager.
6. From the Accounts Receivables work area, click the **Funds Capture** icon.
7. Click the Tasks icon.
8. Click the **Settlement Batch Accompanying Letter** link.
9. The parameters page for the Funds Capture Accompanying Letter appears.
10. From the **Settlement Batch Reference** choice list, select the applicable settlement batch reference number and click **Submit**. A confirmation message displays with a process ID.

    > **Tip:** Write down or remember the process ID.

11. Navigate:**Navigator** > **Tools** > **Scheduled Processes**.
12. In the **Process ID** field on the Scheduled Processes page, enter the process ID and click **Search**. The result displays in the Search Results section.
13. Select the resulting row in the Search Results section to display additional details on the page.
14. In the Log and Output section, click the **1 more** link to display the **Attachments** dialog box. You can now see the <process ID> .PDF output file.

Report Parameters

This table describes the process parameter.

Name	Description
Settlement Batch Reference	Application-assigned reference number for the settlement batch.

Frequently Asked Questions

Here are the answers to some frequently asked questions that you may have about the Funds Capture Accompanying Letter.

FAQ	Answer
How do I find this report?	You can find the Funds Capture Accompanying Letter in the Log and Output section. Click the **1 more** link to display the **Attachments** dialog box. You can now see the .PDF output file.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	Use the Funds Capture Accompanying Letter to summarize the contents of a settlement batch. You can then manually send the summary and the settlement batch to the payment system or bank.
What can I do with this report?	You can manually deliver the Funds Capture Accompanying Letter to your payment system or bank, along with the settlement batch.
What type of report is this?	Oracle Business Intelligence Publisher

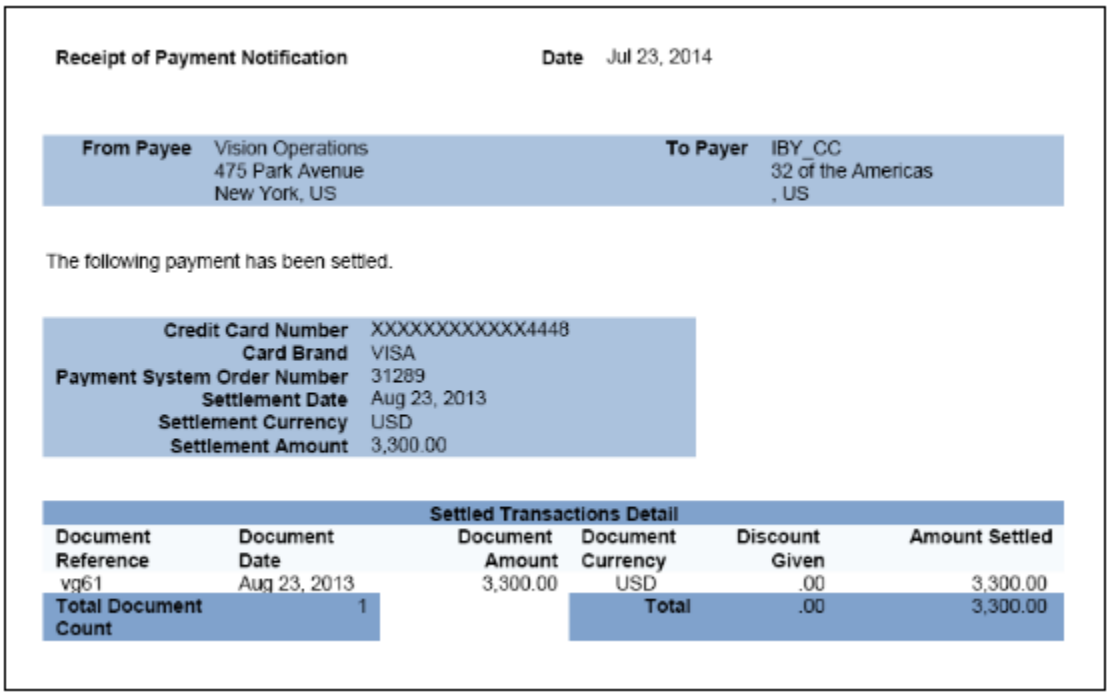
Funds Capture Payer Notification Reports

This topic includes details about the Funds Capture Payer Notification report.

Overview

The Funds Capture Payer Notification report is a predefined funds capture report that can be faxed, emailed as a PDF attachment, printed, or mailed to customers after a settlement or settlement batch is transmitted to your payment system or bank. The report informs customers of a funds capture transaction that will charge their credit card or bank account.

This image illustrates an example of the Funds Capture Payer Notification report.



Receipt of Payment Notification **Date** Jul 23, 2014

From Payee	Vision Operations 475 Park Avenue New York, US	**To Payer**	IBY_CC 32 of the Americas , US

The following payment has been settled.

Credit Card Number	XXXXXXXXXXXX4448
Card Brand	VISA
Payment System Order Number	31289
Settlement Date	Aug 23, 2013
Settlement Currency	USD
Settlement Amount	3,300.00

Settled Transactions Detail

Document Reference	Document Date	Document Amount	Document Currency	Discount Given	Amount Settled
vg61	Aug 23, 2013	3,300.00	USD	.00	3,300.00
Total Document Count	1		**Total**	.00	3,300.00

Key Insights

This table lists the the formal Funds Capture Payer Notification report name and the process name that's used to manually generate the report.

Report Name	Process Name	Output
Funds Capture Payer Notification Formats	Send Receipt of Payment Notifications	PDF file if the delivery option is **Printed**, emailed as a PDF attachment if the delivery option is **Email with .pdf as attachment**, faxed if the delivery option is **Fax**, or as HTML in the body of the email if the delivery option is **Email**.

Email Delivery of the Funds Capture Payer Notification Report

To enable customers to receive the Funds Capture Payer Notification report by email, complete these steps:

1. In the Setup and Maintenance work area, select:
    - Offering: Financials
    - Functional Area: Customer Payments
    - Task: Manage Funds Capture Process Profiles
2. On the Manage Funds Capture Process Profiles, from the Select Processing Type choice list, select a processing type.
3. Click **Create**.
4. On the Funds Capture Process Profile page, Formats tab, Notification to Payer section, from the Format choice list, select the **Receipt of Payment Notification format**.
5. From the Delivery Method choice list, select **Email**.
6. Sign in as an Oracle Receivables user.

7. Click the **Billing** icon.
8. On the Billing Tasks pane, click the **Create Customer** link and create a customer, a customer address, and a customer site.
9. On the Account Site page, select the Payment Details tab.
10. In the Receipt of Payment Notification Preferences section, from the Debit Advice Delivery Method choice list, optionally select **Email with .pdf as attachment**. This option lets you attach the Funds Capture Payer Notification report to an email as a PDF attachment. If you select the **Email** option, the Funds Capture Payer Notification report is sent as HTML in the body of the email.
11. In the **Debit Advice Email ID** field, enter a valid email.
12. In the Setup and Maintenance work area, select:
    - Offering: Financials
    - Functional Area: Customer Payments
    - Task: Manage Internal Payees
13. On the Manage Internal Payees page, click the **Create** icon.
14. On the Create Internal Payee page, Notification to Payer section, enter a valid email in the **From Email** field and the subject that you want to see in the notification email in the **Subject** field.

Generation of the Funds Capture Payer Notification Report

To generate the Funds Capture Payer Notification report from within Oracle Payments, complete these steps:

1. From the Accounts Receivable work area, click the **Funds Capture** icon.
2. Click the **Tasks** icon.
3. Click the **Send Receipt of Payment Notifications** link. The parameters page for the Send Receipt of Payment Notifications appears.
4. Select applicable parameters and click **Submit**. A confirmation message displays with a process ID.

   > **Tip:** Write down or remember the process ID.

5. Navigate: **Navigator** > **Tools** > **Scheduled Processes** link.
6. In the **Process ID** field on the Scheduled Processes page, enter the process ID and click **Search**. The result displays in the Search Results section.
7. Select the resulting row in the Search Results section to display additional details on the page.
8. In the Log and Output section, click the **1 more** link to display the Attachments dialog box. You can now see the <process ID> PDF output file.

Report Parameters

This table describes the process parameters.

Name	Description
Settlement Batch Reference	Payments-assigned reference number of the settlement batch.
From Settlement Date	Starting date within a date range of settlement transactions.
To Settlement Date	Ending date within a date range of settlement transactions.
From Payment System Order Number	Order number generated by Payments, which identifies the first settlement transaction to the payment system.

Name	Description
To Payment System Order Number	Order number generated by Payments, which identifies the last settlement transaction to the payment system.
Allow Sending Replacement Copy	The inclusion of settlements in the Funds Capture Payer Notification report that were included in a previous report if, for example, the customer requests a duplicate copy of the Funds Capture Payer Notification report.

Frequently Asked Questions

The following table lists frequently asked questions and provides answers about the Funds Capture Payer Notification report.

FAQ	Answer
How do I find this report?	You can find the Funds Capture Payer Notification report in the Output section. Click the **1 more** link to display the Attachments dialog box. You can now see the PDF output file.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	The Funds Capture Payer Notification report is used when you want to inform the customer of a funds capture transaction that will charge the customer's credit card or bank account. By informing customers of expected debits to their bank accounts, they can maintain sufficient balances so that payments aren't rejected. It is considered a best practice to inform your customers that funds capture transactions will charge their credit card or bank account.
What can I do with this report?	You can: 1. Generate and schedule the Funds Capture Payer Notification report. 2. Send the Funds Capture Payer Notification report to customers by email, US mail, or fax.
What type of report is this?	Oracle Business Intelligence Publisher

FAQs for Manage Funds Capture

What happens if I don't disable the transaction testing function before going live?

You can experience inconsistent data between applications. You may also unintentionally create holds or charges on credit cards for amounts not owed by the cardholder.

Use the transaction testing functionality to initiate transactions without source product interaction to test the setup of Oracle Fusion Payments and the payment system connectivity. Transactions initiated from Payments, rather than the source product, aren't recorded in any source product. This functionality is a valuable testing and diagnostic tool, but it can create inconsistent data between applications if used incorrectly in an active environment.

> **CAUTION:** On an active instance of Payments, Oracle strongly recommends that you disable the transaction testing functionality and unassign it from the payment administrator.

What's the difference between credit card payments made with a CVN or without a CVN?

Credit card payments made with a 3 or 4-digit Card Verification Number (CVN) code that's on the front or back of the card improves transaction security and prevents fraud.

When the cardholder isn't present in person, merchants often ask for the code so they can secure transactions occurring online, by mail, fax, or over the phone. The code results in an electronic authorization request to verify the authenticity of the card. The merchant receives a reply message that confirms whether the card and the code match. Merchants who send the CVN with their credit card authorizations might also accumulate lower transaction costs than those who don't.

> **Note:** CVN capture during transaction authorization is currently not allowed. However, you may provide CVN during credit card token creation.

Credit card payments made online, by mail, fax, or over the phone without a CVN requested by the merchant, present a greater risk to the merchant because the card isn't verified as authentic by the reply message to the electronic authorization request. Also, in some territories and countries, credit card authorization is rejected without the CVN code.

What's the difference between application behavior for credit card payments made with a CVN or without a CVN?

Credit card payments made by entering a 3 or 4-digit Card Verification Number (CVN) requires the performance of two prerequisite setups. In the Setup and Maintenance work area, use the following: Offering: Financials, Functional Area: Customer Payments, Task: Manage Funds Capture Payment Methods.

On the Manage Funds Capture Payment Methods page, select a payment method and select the **Edit** icon. In the Edit Funds Capture Payment Method dialog box, select the **Require security code entry** checkbox. On the Manage System Security Options page, enable tokenization in the Credit Card Data subsection. After this, when you save a transaction type of Invoice with a CVN required, the application creates an immediate authorization and receipt number for the invoice. Following the Payment Card Industry Data Security Standard (PCI DSS) security standards, the CVN isn't stored, even temporarily, in the application.

> **Note:** CVN capture during transaction authorization is currently not allowed. However, you may provide CVN during credit card token creation.

Credit card payments made without required entry of a CVN, follow the usual process where you create a transaction type of Invoice, submit the Create Automatic Receipts process, and an authorization is created during automatic receipt creation.

When do customers use the simplified payment UI?

Oracle Payments Cloud provides a simplified, shared transaction interface component for payments by credit card or bank account. This simplified UI is used by products that integrate with Payments, such as Oracle Bill Management and Oracle Student Cloud.

These products are used by self-service users to pay for products or services by credit card or bank account. Users enters their credit card or bank account data for order booking or invoice payment processing. This data is stored by the application in a secured manner. A bank account is stored encrypted, whereas a credit card is first tokenized and then the token is stored instead of the credit card number.

When can I derive a bank account number from IBAN?

When you create and save an external bank account in the majority of the European, Middle Eastern, and Caribbean countries where the IBAN (International Bank Account Number) is used according to SWIFT (Society for Worldwide Interbank Financial Telecommunication) guidelines, the bank account number automatically

What happens if the settlement batch creation fails during formatting?

The Create Settlement Batches process may fail during Business Intelligence Publisher (BIP) formatting. You can resubmit the settlement transaction in another batch when this happens.

Sometimes, you may need resubmit the transactions in a settlement batch of smaller size.

4 Manage Accounts Receivable Balances

Access Receivables Information

Oracle Receivables Predefined Reports

Receivables provides predefined reports to help you analyze and manage your accounts receivable information.

The Receivables predefined reports cover the following areas:

- Bill Presentment Templates
- Accounting Reports
- Billing Reports
- Receivables Balances Reports
- Bills Receivable Reports
- Netting Settlement Reports
- Reconciliation Process and Report

You schedule and run all Receivables reports from the **Scheduled Processes** work area. You can also access and open all reports in the **Reports and Analytics** work area.

To run a report from **Scheduled Processes**:

1. Click the **Schedule New Process** button.
2. Search for the process name that you want.
3. Enter values for the parameters that you need.
4. Enter the desired process options and schedule.
5. Click Submit.

The following tables group the Receivables reports by type and provide a description of each report.

Bill Presentment Templates

The predefined print templates are used to print Receivables transactions. You can also create your own versions of these print templates.

Display Name	Description
Print Invoices Template	Layout for printing invoices. Includes information about the customer, due date, line amount, tax amount, and outstanding balance.
Print Credit Memos Template	Layout for printing credit memos. Includes information about the customer, application date, line amount, and total amount applied.
Print Debit Memos Template	Layout for printing debit memos. Includes information about the customer, due date, line amount, and outstanding balance.

Display Name	Description
Print Chargebacks Template	Layout for printing chargebacks. Includes information about the customer, due date, line amount, and outstanding balance.
Print Summary Balance Forward Bills Template	Layout for printing balance forward bills in summary mode. Includes information on the beginning balance, summary information of current customer billing activity, and ending balance for the billing cycle.
Print Detailed Balance Forward Bills Template	Layout for printing balance forward bills in detail mode. Includes information on the beginning balance, details of current customer billing activity, and ending balance for the billing cycle.
Print Bills Receivable Template	Layout for printing bills receivable. Includes information about the customer drawee, drawee contact, creation date, transactions assigned to the bill, and total bill amount.

Accounting Reports

Use these reports to review and analyze Receivables accounting information.

Display Name	Description
Bad Debt Provision Report	Provides information for reviewing bad debt exposure and provisioning based on percent collectible assigned to the customer. Includes transaction number, balance due amount, and bad debt provision amount in the ledger currency.
Invoices Posted to Suspense Report	Provides a list of all transactions that have revenue amounts posted to suspense accounts as a result of running the Import AutoInvoice process. Includes information on transaction class, customer, transaction date, and transaction amount by business unit.
Potential Reconciling Items Report	Provides a list of journal items that may potentially post to incorrect general ledger accounts. Includes customer account number, payment number, transaction number, and credit and debit amounts by reporting level, reporting context, accounting date, and balancing segment.

Billing Reports

Use these reports to review and analyze Receivables billing and related transaction information.

Display Name	Description
Billing History Report	Provides a summarized history of transactions and activities against them by customer site for a specified date range. Includes information on original transaction amount, current balance due, sum of all payments applied to the transaction, total credit memo amounts against the transaction, and total adjustment amounts to the transaction.
Import AutoInvoice Execution Report	Report for the process that imports transactions from other source systems into Receivables. Includes information about both successful and rejected transactions by transaction type, customer, transaction number, and transaction date.

Display Name	Description
Print Adjustments Report	Prints information about adjustments associated with specified transactions and customers by business unit, adjustment number, and transaction number.
Transaction Details Report	Lists invoices, credit memos, debit memos, and chargebacks for review. Includes information about transaction header, transaction lines, sales credits, revenue accounts, account sets, and transaction flexfields by business unit, transaction number, and transaction type.

Receivables Balances Reports

Use these reports to review and analyze payment information and customer balances.

Display Name	Description
Automatic Receipt Creation and Remittance Execution Report	Report for the process that creates automatic receipts and receipt remittances in a batch. Includes information about automatically generated receipts, remitted receipts, and data validation errors by batch.
Bank Risk Report	Provides information about receipts that are currently at risk with the remittance bank. Includes information about the remittance batch, receipt, and receipt amount by business unit, remittance bank branch, and remittance bank account.
Clear Receipts Automatically Execution Report	Report for the process that clears receipts automatically. Includes information about the clearing of customer receipts by remittance bank account, receipt number, and customer.
Create Automatic Receipt Write-offs Execution Report	Report for the process that writes off unapplied amounts on selected receipts. Includes information about the receipt write-offs by currency, customer, receipt number, amount, and date.
Create Customer Statements Execution Report	Report for the process that generates customer statements. Prints customer billing information in a format presentable to the customer. Includes information on invoices, debit memos, chargebacks, payments, on-account credits, credit memos, adjustments, and past due information.
Customer Account Status Report	Provides a list of customer open items and the total balance due based on customer account status for the specified ledger currency.
Customer Balances Revaluation Report	Displays information related to the difference between the original customer balance and the revaluated balance for manually adjusting the general ledger. Includes the customer balance and the open items that make up that balance by business unit, revaluation period, and customer.
Document Number Audit Report	Provides a list of document numbers assigned to transactions, adjustments, and receipts to help identify missing document numbers for a business unit, document sequence name, and document number range. Includes information about the status, customer, currency, and amount of the transactions, adjustments, and receipts.
Format Automatic Receipts Report	Prints automatic receipts in a specified receipt batch so that they can be sent to customers for confirmation. Includes receipt number, receipt date, currency, and the transactions applied to each receipt.

Display Name	Description
Generate Late Charges Report	Prints information on late charges for transactions that are overdue or have late payments by batch name. Includes transaction number, due date, and overdue amount of transactions.
Process Receipts Through Lockbox Execution Report	Report for the process that creates receipts for payments made through lockbox. Includes information on lockbox receipts and data validation errors for each transmission from the bank.
Receipts Days Late Analysis Report	Provides the cost of late customer payments by calculating weighted average days late for each customer. Includes information about the transaction number, transaction type, due date, receipt number, receipt days late, and receipt weighted days late by business unit, customer, transaction number, and collector.
Receipts Awaiting Bank Clearance Report	Provides a list of receipts waiting to be cleared by the remittance bank. Includes information about the remittance bank account name, remittance batch date, maturity date, receipt number and receipt amount by business unit, maturity date, and currency.
Receipts Awaiting Remittance Report	Provides a list of receipts waiting to be remitted to the bank. Includes information about the remittance bank account name, maturity date, receipt number, and receipt amount by business unit, remittance bank account, maturity date, and currency.
Receivables Aging by General Ledger Account Report	Provides information about outstanding receivables balances by general ledger account as of a specific date. Includes information about customer, transaction number, due date, and outstanding amount by balancing segment, transaction as-of date, aging buckets, currency, and customer. The related Receivables Aging by General Ledger Account and Multifund Accounting report generates aging details for ledgers and business units enabled for Multifund Accounting.
Receivables Open Items Revaluation Report	Displays the amount needed to manually adjust general ledger account balances to reflect the difference between the original and revalued customer open items. Includes information about transaction number, due date, currency, open original amount, conversion rate, open ledger currency amount, revaluation rate, and revaluation open amount by business unit, revaluation period, conversion rate type and balancing segment.
Receivables Projected Gains and Losses Report	Compares the revalued amount of foreign currency transactions with the entered amount and prints the projected unrealized gain or loss. Includes information about the currency, entered amount, ledger currency amount, revaluation rate, and the revaluation gain and loss by business unit, ledger currency, customer, and transaction number.
Recognize Revenue Execution Report	Report for the process that recognizes revenue and creates revenue distributions for transactions that use invoicing and revenue scheduling rules. Includes information about revenue accounting distributions and unprocessed or partially processed transactions for customer billing.
Reversal Status Report	Provides information about the status of automatic receipt reversals processed for a settlement batch. Includes the receipt date, receipt number, receipt amount, reversal reason code, and a description of automatic receipt reversals that were unsuccessful.

Bills Receivable Reports

Use these reports to review and analyze bills receivable activity.

Display Name	Description
Automatic Bills Receivable Remittance Execution Report	Report for the process that creates a bills receivable remittance from bills receivable. Provides the details of bills receivable remitted to the bank to initiate collection from customers.
Automatic Bills Receivable Transactions Batch Report	Report for the process that creates bills receivable from transactions. Lists the transactions assigned to each bill receivable.
Close Matured Bills Receivable Execution Report	Report for the process that creates and applies receipts for standard remitted bills receivable, and applies receipts and eliminates risk on bills receivable factored with recourse. Lists the changes to each bill receivable and shows all receipts that were cleared by the process run.
Print Bills Receivable Report	Prints bills receivable either individually, belonging to a bills receivable batch, or belonging to a bills receivable remittance batch.

Netting Settlement Reports

Use these reports to review and analyze Payables and Receivables netting settlements.

Display Name	Description
Netting Settlement Letter	Prints a letter that provides details of Payables and Receivables transactions in a netting settlement.
Netting Reversal Letter	Prints a letter that provides details of Payables and Receivables reversed transactions in a netting settlement.
Netting Settlement Report	Lists the Payables and Receivables transactions belonging to a specific netting settlement in PDF format.
Netting Settlement Listing	Lists the Payables and Receivables transactions belonging to a specific netting settlement in spreadsheet format.

Reconciliation Process and Report

Use this process and report to help you reconcile receivables data to the general ledger.

Display Name	Description
Prepare Receivables to General Ledger Reconciliation	Extracts and prepares transaction and accounting information for reconciling Receivables to the General Ledger. You must run this process before you can use the Receivables to General Ledger Reconciliation Report.
Receivables to General Ledger Reconciliation Report	Provides both summary and detailed reconciliation of receivables data to the general ledger. The summary report displays receivables and accounting beginning and ending balances, as well as summarized activity for the period and how this activity was accounted. The detail reports display the real-time details that make up balances from the summary report, and indicate potential causes for differences between actual and reconciling amounts.

Related Topics

- Overview of Oracle Fusion Financials Reports and Analytics Work Area

Receivables Subject Areas, Folders, and Attributes

Use the subject areas, folders, and attributes to create real-time analyses of Receivables.

Subject Areas

To create an analysis, you begin by selecting a subject area and then selecting columns of information to include in the analysis. For example, to create an analysis of transaction information, you begin by selecting the Receivables - Transactions Real Time subject area. Subject areas are based around a business object or fact. In this example, the subject area is based on the column in the transactions tables.

Receivables has fourteen specific subject areas:

- Receivables - Adjustments Real Time
- Receivables - Credit Memo Applications Real Time
- Receivables - Credit Memo Requests Real Time
- Receivables - Miscellaneous Receipts Real Time
- Receivables - Payment Schedules Real Time
- Receivables - Receipt Conversion Rate Adjustments Real Time
- Receivables - Receipts Details Real Time
- Receivables - Revenue Adjustments Real Time
- Receivables - Standard Receipts Application Details Real Time
- Receivables - Transactions Real Time
- Receivables - Bills Receivable Real Time
- Receivables - Customer Real Time
- Receivables - Customer Tax Profile Real Time
- Receivables - Customer Account Site Tax Profile Real Time

Folders

Each subject area has one or more fact folders and a number of dimension folders. Fact folders contain attributes that can be measured, meaning they contain numeric values like transaction line amounts. Fact folders are usually last in the list of folders and are usually named after the subject area. Dimension folders contain attribute and hierarchical columns like customer information.

Some folders appear in more than one subject area, such as Time. These are referred to as common folders or common dimensions.

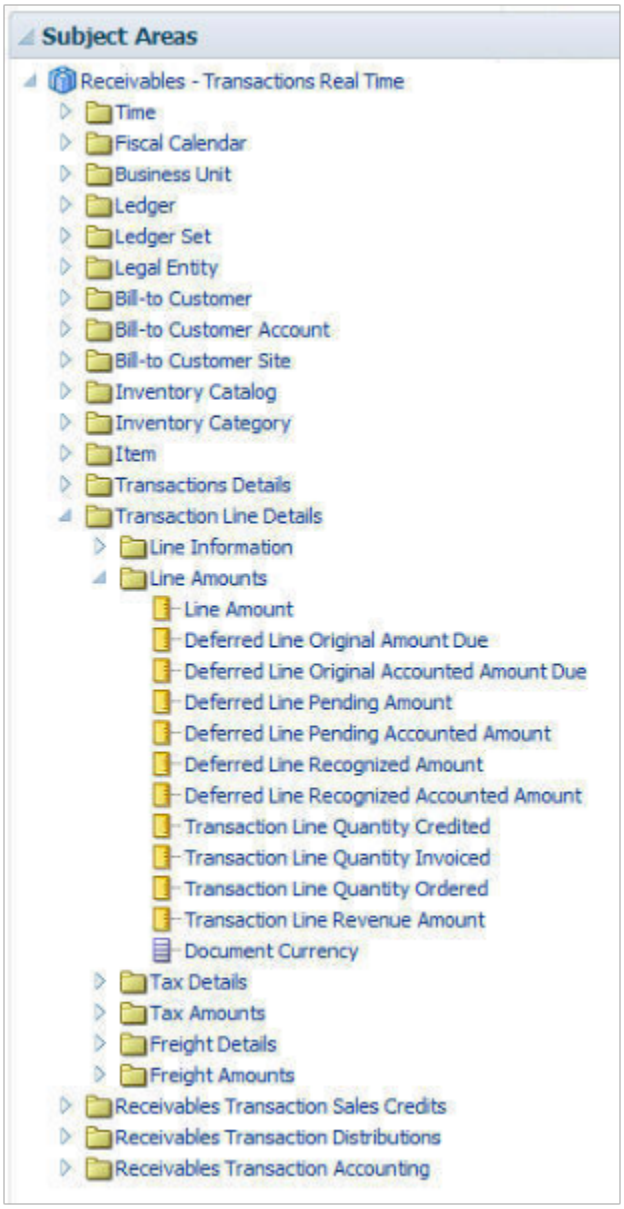
Each folder within a subject area may have a different level of granularity. For example:

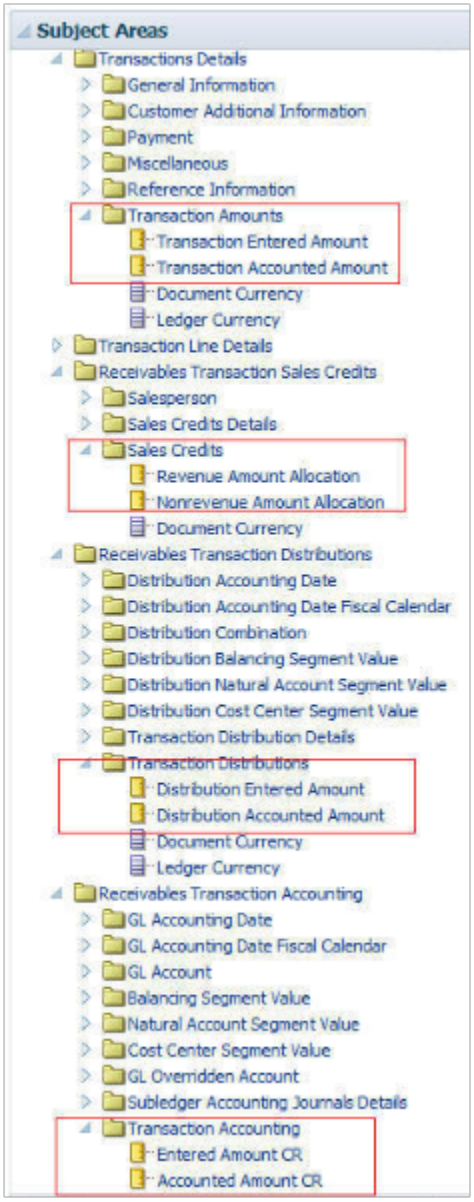
- Bill-to Customer has customer attributes.
- Transaction Line Details has subfolders and attributes within the subfolders for the various line amounts.

Attributes

Each dimension folder contains attributes (columns), such as customer category and customer codes.

These two figures illustrate the structure of subject areas, folders, and attributes.





These two figures illustrate the following components:

- Subject area: Receivables - Transactions Real Time
- Dimension - Presentation Folder: Bill-to Customer > Bill-to Customer Classification
- Dimension - Attributes: Bill-to Customer Class Category and Bill-to Customer Class Code
- Fact - Presentation Folder: Line Amounts
- Fact - Measures: Deferred Line values, Line Amount, Transaction Line values

Related Topics

- How Data Is Structured for Analytics

How Transaction Activities are Stored

This topic describes how Receivables stores transaction activities.

These transaction activities are:

- Invoices and Debit Memos
- Credit Memos
- On-Account Credit Memos
- Chargebacks
- Adjustments

Invoices and Debit Memos

When you create an invoice or debit memo either manually or using AutoInvoice, Receivables creates records in the following tables:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_SALESREPS
- RA_CUST_TRX_LINE_GL_DIST
- AR_PAYMENT_SCHEDULES

Consider this sample invoice:

- Invoice Number: I-101
- Bill-to Customer: ABC Inc
- Invoice Date: 22-May-11
- Invoice Lines: 5

Item	Amount	Tax	Total Amount
10 chairs @ $200	$2,000	$160	$2,160
10 tables @ $300	$3,000	$240	$3,240
Freight	$1000	NA	$1000
TOTAL	NA	NA	$6400

The RA_CUSTOMER_TRX table stores information from Invoice I-101 as follows:

CUSTOMER_TRX_ID	TRX_NUMBER	BILL_TO_CUSTOMER_ID	TRX_DATE
101467	I-101	ABC Inc	22-May-11

The RA_CUSTOMER_TRX_LINES table stores information from Invoice I-101 as follows:

CUSTOMER_TRX_LINE_ID	CUSTOMER_TRX_ID	LINK_TO_CUST_TRX_LINE_ID	LINE_TYPE	EXTENDED_AMOUNT
100	101467	NA	LINE	2000
101	101467	100	TAX	160
102	101467	NA	LINE	3000
103	101467	102	TAX	240
104	101467	NA	FREIGHT	1000

Note: Because the sample invoice had freight at the header level, it isn't linked to any line and therefore the link_to_cust_trx_line_id column is null.

The RA_CUST_TRX_LINE_SALESREPS table reflects the sales credits allotted to salespersons 1492, 1525, and 1624. The revenue and non-revenue amounts associated with the first line item of the invoice are split between salesperson 1492 and salesperson 1525. Salesperson 1624 gets the complete sales credit for the second line item of the invoice, while all three share the credit for the header level freight.

The RA_CUST_TRX_LINE_SALESREPS table stores information from Invoice I-101 as follows:

CUST_TRX_LINE_SALESREP_ID	SALES_REP_ID	CUSTOMER_TRX_LINE_ID	REVENUE_AMOUNT_SPLIT	NON_REVENUE_AMOUNT_SPLIT	PREV_CUST_TRX_LINE _SALESREP_ID
140195	1492	100	1000	0	NULL
140196	1525	100	1000	0	NULL
140197	1492	101	0	80	NULL
140198	1525	101	0	80	NULL
140199	1624	102	3000	0	NULL
140200	1624	103	0	240	NULL

CUST_TRX_LINE_SALESREP_ID	SALES_REP_ID	CUSTOMER_TRX_LINE_ID	REVENUE_AMOUNT_SPLIT	NON_REVENUE_AMOUNT_SPLIT	PREV_CUST_TRX_LINE _SALESREP_ID
140201	1492	104	0	200	NULL
140202	1525	104	0	200	NULL
140203	1624	104	0	600	NULL

The RA_CUST_TRX_LINE_GL_DIST table stores information from Invoice I-101 as follows:

CUST_TRX_LINE_GL_DIST_ID	CODE_COMBINATION_ID	CUSTOMER_TRX_LINE_ID	ACCOUNT_CLASS	AMOUNT
10866	01-1200-1000-3000	NA	REC	64000
10867	01-8100-1000-3000	100	REV	2000
10868	01-4100-1000-3000	101	TAX	160
10869	01-8200-1000-3000	102	REV	3000
10870	01-4200-1000-3000	103	TAX	240
10871	01-4400-1000-3000	104	FREIGHT	1000

Note: If you enter an invoice with rules, the account distributions aren't built when the invoice is first created. Instead the RA_CUST_TRX_LINE_GL_DIST table stores an account set, which represents how the actual distribution rows should be created and what percentage of the actual distribution should be allocated to each account. Account sets can be identified by a Y in the account_set_flag column. The actual distribution records are built when you run revenue recognition.

The AR_PAYMENT_SCHEDULES table reflects the current status of Invoice I-101. The invoice has a status of OP (open) and an amount_applied of NULL, because no payment has been applied against it. Once payment is received in full, the status will change to CL (closed), the amount_applied will change to 6400, and the amount_due_remaining will be zero.

The AR_PAYMENT_SCHEDULES table stores information from Invoice I-101 as follows:

PAYMENT_SCHEDULE_ID	AMOUNT_DUE_ORIGINAL	AMOUNT_DUE _REMAINING	CUSTOMER_TRX_ID	CASH_RECEIPT_ID	TRX_NUMBER	STATUS	AMOUNT _APPLIED	CLASS
30191	6400	6400	101467	NULL	I-101	OP	NULL	INV

Note: Receivables handles debit memos the same as invoices in all tables, except that in the AR_PAYMENT_SCHEDULES table it sets the class of the payment schedule to DM instead of INV.

Credit Memos

When you enter a credit memo against an invoice, Receivables creates records in the following tables:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_SALESREPS
- RA_CUST_TRX_LINE_GL_DIST
- AR_PAYMENT_SCHEDULES
- AR_RECEIVABLE_APPLICATIONS

Consider a sample credit memo against line number 1 of Invoice I-101:

- Credit Memo Number: CM-101
- Bill-to Customer: ABC Inc
- Credit Memo Date: 01-Jun-11
- Credit Memo Amount: -1000

The RA_CUSTOMER_TRX table stores Credit Memo CM-101 as follows:

CUSTOMER_TRX_ID	TRX_NUMBER	BILL_TO_CUSTOMER_ID	TRX_DATE	PREVIOUS_CUSTOMER _ TRX_ID
123456	CM-101	ABC Inc	01-Jun-11	101467

Note: The previous_customer_trx_id column references the original transaction you have credited.

The RA_CUSTOMER_TRX_LINES table stores Credit Memo CM-101 as follows:

CUSTOMER_TRX_ LINE_ID	CUSTOMER_TRX_ ID	LINK_TO_CUST_ TRX_LINE_ID	LINE_TYPE	EXTENDED_ AMOUNT	PREVIOUS_ CUSTOMER_TRX_ ID	PREVIOUS_ CUSTOMER_TRX_ LINE_ID
150	123456	NA	LINE	-926	101467	110100
151	123456	150	TAX	-74	101467	NA

Note: Based on the sample credit memo, Receivables inserts two records into the RA_CUSTOMER_TRX_LINES table. The total value of the credit memo is prorated between the invoice and tax lines associated with line 1 of the original invoice. The previous_customer_trx_line_id column references the customer_trx_line_id column of the original invoice you have credited.

The RA_CUST_TRX_LINE_SALESREPS table stores Credit Memo CM-101 as follows:

CUST_TRX_LINE_SALESREP_ID	SALES_REP_ID	CUSTOMER_TRX_LINE_ID	REVENUE_AMOUNT_SPLIT	NON_REVENUE_AMOUNT_SPLIT	PREV_CUST_TRX_LINE _SALESREP_ID
150205	1492	100	-463	0	140195
150206	1525	100	-463	0	140196
150207	1492	101	0	-37	140197
150208	1525	101	0	-37	140198

Note: Assuming the credit memo is only applied to the first line of the invoice, salesperson 1492 and salesperson 1525 will split the loss of the sales credit. The prev_cust_trx_line_salesrep_id column references the original sales credit from the original invoice.

The RA_CUST_TRX_LINE_GL_DIST table stores Credit Memo CM-101 as follows:

CUST_TRX_LINE_GL_DIST_ID	CODE_COMBINATION_ID	CUSTOMER_TRX_LINE_ID	ACCOUNT_CLASS	AMOUNT
150160	01-1200-1000-3000	NA	REC	-1000
150161	01-8100-1000-3000	150	REV	-926
150162	01-4100-1000-3000	151	TAX	-74

Note: Because this is a credit memo, the revenue and tax accounts will be debited and the receivable account will be credited.

The AR_PAYMENT_SCHEDULES table stores Credit Memo CM-101 as follows:

PAYMENT_SCHEDULE_ID	AMOUNT_DUE_ORIGINAL	AMOUNT_DUE_REMAINING	CUSTOMER_TRX_ID	TRX_NUMBER	STATUS	AMOUNT_APPLIED	CLASS	AMOUNT_CREDITED
400100	-1000	0	123456	CM-101	CL	-1000	CM	NULL

Note: The class column of the credit memo payment schedule is CM. The example credit memo has a status of CL (closed) and the amount_applied column equals the amount of the credit memo, because the credit memo has been applied to an invoice. The amount_due_original column equals the amount of the credit memo, -1000. The amount_due_remaining is zero because the credit memo has been applied to an invoice.

After applying the credit memo, the AR_PAYMENT_SCHEDULES table stores Invoice I-101 as follows:

PAYMENT_SCHEDULE_ID	AMOUNT_DUE_ORIGINAL	AMOUNT_DUE_REMAINING	CUSTOMER_TRX_ID	TRX_NUMBER	STATUS	AMOUNT_APPLIED	CLASS	AMOUNT_CREDITED
30191	6400	5400	101467	I-101	OP	NULL	INV	-1000

Note: Receivables updates the payment schedule of the invoice to reflect the application of the credit memo. The amount_due_remaining column is reduced by -1000 and the amount_credited column is -1000, the amount of the credit memo.

The AR_RECEIVABLE_APPLICATIONS table stores Credit Memo CM-101 as follows:

RECEIVABLE_APPLICATION_ID	AMOUNT_APPLIED	STATUS	PAYMENT_SCHEDULE_ID	CUSTOMER_TRX_ID	CASH_RECEIPT_ID	APPLIED_PAYMENT_SCHEDULE_ID	APPLIED_CUSTOMER_TRX_ID
400	1000	APP	400100	123456	NULL	30191	101467

Receivables uses the AR_RECEIVABLE_APPLICATIONS table to store the mapping of the credit memo to the invoice being credited. The payment_schedule_id and customer_trx_id columns contain the credit memo data, while the applied_payment_schedule_id and applied_customer_trx_id reference the original invoice. If the credit memo applies to an invoice with multiple payment schedules, a record is inserted into AR_RECEIVABLE_APPLICATIONS for each payment schedule of the invoice. The code_combination_id column, which isn't shown, stores the receivable account of the invoice. However, when the transaction is posted to the general ledger, it posts as two distributions. One entry is posted to the receivable account of the credit memo, as stored in the RA_CUST_TRX_LINE_GL_DIST table, and the other entry is posted to the receivable account of the invoice, as stored in the RA_CUST_TRX_LINE_GL_DIST table.

For a standard credit memo, the receivable account of the credit memo is debited, while the receivable account of the invoice is credited. Normally, the receivable accounts will be the same, but this process permits the flexibility of using a unique receivable account to record your credit memos.

On-Account Credit Memos

When you enter an on-account credit without a specific invoice reference, Receivables creates records in the following tables:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST

Consider a sample on-account credit applied to customer ABC Inc:

- Transaction Number: OC-101
- Bill-to Customer: ABC Inc
- Transaction Date: 05-Jun-11
- Credit Amount: -1000

The RA_CUSTOMER_TRX table stores On-Account Credit transaction number OC-101 as follows:

CUSTOMER_TRX_ID	TRX_NUMBER	ABC Inc BILL_TO_ CUSTOMER_ID	TRX_DATE	PREVIOUS_CUSTOMER_ TRX_ID
660108	OC-101	NA	05-Jun-11	NULL

Note: The previous_customer_trx_id column is NULL because the credit doesn't apply to a specific invoice.

The RA_CUSTOMER_TRX_LINES table stores On-Account Credit transaction number OC-101 as follows:

CUSTOMER_TRX_ LINE_ID	CUSTOMER_TRX_ ID	LINK_TO_CUST_ TRX_LINE_ID	LINE_TYPE	EXTENDED_ AMOUNT	PREVIOUS_ CUSTOMER_TRX_ ID	PREVIOUS_ CUSTOMER_TRX_ LINE_ID
170	660108	NA	LINE	-1000	NA	NA

If there had been a sales credit for this invoice, records relating to the revenue credit would be inserted in the RA_CUST_TRX_LINE_SALESREPS table, linked using the column customer_trx_line_id.

For on-account credits, Receivables inserts one record into the RA_CUSTOMER_TRX_LINES table. The total value of the credit is stored in the EXTENDED_AMOUNT column. The previous_customer_trx_line_id and previous_customer_trx_id columns are null because the credit doesn't apply to a specific invoice.

The RA_CUST_TRX_LINE_GL_DIST table stores On-Account Credit transaction number OC-101 as follows:

CUST_TRX_LINE_GL_ DIST_ID	CODE_COMBINATION_ID	CUSTOMER_TRX_LINE_ID	ACCOUNT_CLASS	AMOUNT
210220	01-1200-1000-3000	NA	REC	-1000
210221	01-8100-1000-3000	170	REV	-1000

Chargebacks

You create chargebacks to decrease the balance of an invoice and to create another debit item for the same amount. Receivables handles chargebacks the same as invoices, but also creates an adjustment to decrease the balance of the invoice.

Receivables uses the following tables to store chargeback information:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST
- AR_ADJUSTMENTS
- AR_PAYMENT_SCHEDULES

Consider again sample invoice I-101:

- Invoice Number: I-101
- Bill-to Customer: ABC Inc
- Invoice Date: 22-May-11
- Invoice Total: $6400

You receive a payment for $2000 on June 1, 2011, and decide to create chargeback CB-101 for the balance due of $4400.

The RA_CUSTOMER_TRX table stores CB-101 as follows:

CUSTOMER_TRX_ID	TRX_NUMBER	BILL_TO_CUSTOMER_ID	TRX_DATE
765432	CB-101	ABC Inc	01-Jun-11

The RA_CUSTOMER_TRX_LINES table stores CB-101 as follows:

CUSTOMER_TRX_LINE_ID	CUSTOMER_TRX_ID	LINK_TO_CUST_TRX_LINE_ID	LINE_TYPE	EXTENDED_AMOUNT
711	765432	NA	CB	4400

Receivables creates one record in RA_CUSTOMER_TRX_LINES for the chargeback with a line_type of CB and the EXTENDED_AMOUNT equal to the balance of the invoice.

Note: This has no impact on the RA_CUST_TRX_LINE_SALESREPS table.

The RA_CUST_TRX_LINE_GL_DIST table stores CB-101 as follows:

CUST_TRX_LINE_GL_DIST_ID	CODE_COMBINATION_ID	CUSTOMER_TRX_LINE_ID	ACCOUNT_CLASS	AMOUNT
660116	01-1200-1000-3000	NULL	REC	4400
660117	01-8100-1000-3000	711	REV	4400

Receivables inserts two records into the RA_CUST_TRX_LINE_GL_DIST table. The code_combination_id of the REC record stores the receivable account distribution for the chargeback. The code_combination_id of the REV record stores the revenue account distribution for the chargeback.

The AR_ADJUSTMENTS table stores CB-101 as follows:

ADJUSTMENT_ID	AMOUNT	CUSTOMER_TRX_ID	TYPE	PAYMENT_ SCHEDULE_ID	CODE_ COMBINATION_ID
57931	-4400	101467	INVOICE	30191	01-8100-1000-3000

When the chargeback is created, Receivables inserts a record into the AR_ADJUSTMENTS table to record an adjustment against the invoice. The amount column equals the inverse of the amount_due_remaining column on the invoice payment schedule in the AR_PAYMENT_SCHEDULES table. The customer_trx_id and the payment_schedule_id columns reference the original invoice.

For chargebacks, the type column is always INVOICE. The code_combination_id column stores the revenue account of the chargeback. This transaction will offset the REV distribution from the RA_CUST_TRX_LINE_GL_DIST table. To link this adjustment with the chargeback, the chargeback_customer_trx_id column, which isn't shown, stores the customer_trx_id of the chargeback.

The AR_PAYMENT_SCHEDULES table stores CB-101 as follows:

PAYMENT_ SCHEDULE_ ID	AMOUNT_ DUE_ ORIGINAL	AMOUNT_ DUE_ REMAINING	CUSTOMER_ TRX_ID	TRX_ NUMBER	STATUS	AMOUNT_ APPLIED	CLASS	AMOUNT_ ADJUSTED
565785	4400	4400	765432	CB-101	OP	NULL	CB	NULL

The class column identifies this payment schedule as a chargeback. The example chargeback has a status of OP (open) and an amount_applied of NULL, because no payment has been applied against it. The amount_due_original and amount_due_remaining columns equal the amount of the chargeback.

After creating the chargeback , the AR_PAYMENT_SCHEDULES table stores Invoice I-101 as follows:

PAYMENT_ SCHEDULE_ ID	AMOUNT_ DUE_ ORIGINAL	AMOUNT_ DUE_ REMAINING	CUSTOMER_ TRX_ID	TRX_ NUMBER	STATUS	AMOUNT_ APPLIED	CLASS	AMOUNT_ ADJUSTED
30191	6400	0	101467	I-101	CL	2000	INV	-4400

Receivables updates the invoice payment schedule in the AR_PAYMENT_SCHEDULES table by reducing the amount_due_remaining column to zero, to reflect the application of the chargeback to the invoice. The amount_adjusted column equals the amount of the chargeback and the status column is changed to closed (CL).

Adjustments

You can create adjustments to increase or decrease invoice balances. You can make adjustments to invoices, lines, tax, or freight. Receivables uses the following tables to store adjustment information:

- AR_ADJUSTMENTS
- AR_PAYMENT_SCHEDULES

Consider an adjustment to invoice I-101 to write off the remaining balance of $2400.

The AR_ADJUSTMENTS table stores the adjustment to I-101 as follows:

ADJUSTMENT_ID	AMOUNT	CUSTOMER_TRX_ID	TYPE	PAYMENT_ SCHEDULE_ID	CODE_ COMBINATION_ID
987654	-2400	899143	INVOICE	646566	01-5100-3000-1000

Receivables inserts a record into the AR_ADJUSTMENTS table to record adjustment details, such as the amount, the type of adjustment, the customer_trx_id, and the payment_schedule_id of the invoice to adjust. The amount column equals the amount of the adjustment. The code_combination_id column stores the general ledger distribution for the adjustment transaction.

The AR_PAYMENT_SCHEDULES table stores the adjustment to I-101 as follows:

PAYMENT_ SCHEDULE_ ID	AMOUNT_ DUE_ ORIGINAL	AMOUNT_ DUE_ REMAINING	CUSTOMER_ TRX_ID	TRX_ NUMBER	STATUS	AMOUNT_ APPLIED	CLASS	AMOUNT_ ADJUSTED
646566	6400	0	899143	I-101	CL	4000	INV	-2400

Receivables updates the payment schedule record of the invoice in AR_PAYMENT_SCHEDULES, by adjusting the amount_due_remaining to zero, changing the status to CL, and changing the amount_adjusted to -2400.

How Payment Activities are Stored

This topic describes how Receivables stores payment activities.

These payment activities are:

- Unapplied Receipts
- Applied Receipts
- Reverse Receipts
- Miscellaneous Receipts

Unapplied Receipts

When you create a receipt, Receivables creates records in the following tables:

- AR_CASH_RECEIPTS
- AR_CASH_RECEIPT_HISTORY
- AR_PAYMENT_SCHEDULES
- AR_RECEIVABLE_APPLICATIONS

Consider this sample receipt:

- Receipt Number: R-101
- Received From: ABC Inc
- Receipt Date: 05-Jul-11
- Receipt Amount: 4000

The AR_CASH_RECEIPTS table stores information from Receipt R-101 as follows:

credit_receipt_id	amount	status	receipt_number	type
338700	4000	UNAPP	R-101	CASH

The AR_CASH_RECEIPT_HISTORY table stores information from Receipt R-101 as follows:

cash_receipt_history_id	amount	status
457890	4000	CLEARED

The AR_PAYMENT_SCHEDULES table stores information from Receipt R-101 as follows:

payment_ schedule_id	amount_due_ original	amount_due_ remaining	cash_receipt_ id	customer_ trx_id	trx_number	status	amount_ applied	class
510555	-4000	-4000	338700	NULL	R-101	OP	0	PMT

The example receipt has a status of OP (open) and an amount_applied of NULL because the receipt hasn't been applied to a customer balance. The amount_due_original column equals the sum of the amount column in the AR_CASH_RECEIPTS table for the given cash_receipts_id. The class is PMT because this is a receipt related to a receivable activity. The amount_due_original and amount_due_remaining columns equal the inverse amount of the receipt.

The AR_RECEIVABLE_APPLICATIONS table stores information from Receipt R-101 as follows:

payment_ schedule_id	amount_ applied	status	payment_ schedule_id	code_ combination_id	cash_receipt_id	applied_ payment_ schedule_id	applied_ customer_trx_ id
408289	4000	UNAPP	400100	01-1100-1000	338700	NULL	NULL

The applied_payment_schedule_id and applied_customer_trx_id columns are NULL because the receipt hasn't been applied to a specific transaction. The amount_applied column equals the amount of the receipt. The code_combination_id column stores the general ledger account associated with unapplied cash receipts.

Applied Receipts: Same Currency

When you apply a receipt, Receivables creates records in the following tables:

- AR_CASH_RECEIPTS: Stores one record for each receipt.
- AR_PAYMENT_SCHEDULES: Stores customer balance information at the transaction level.
- AR_RECEIVABLE_APPLICATIONS: Stores accounting entries for cash and credit memo applications.

Consider sample receipt R-101, which is now applied to customer invoice I-101 for 6400 USD:

- Receipt Number: R-101
- Received From: ABC Inc
- Receipt Date: 05-Jul-11
- Receipt Amount: 4000

The AR_CASH_RECEIPTS table stores information from Receipt R-101 as follows:

credit_receipt_id	receipt_number	amount	status	type	currency	rate
1521	R-101	4000	UNAPP	CASH	USD	NULL

After you apply the receipt, Receivables updates the status column from UNAPP to APP. If the receipt were only partially applied, the status would remain UNAPP.

The AR_PAYMENT_SCHEDULES table stores information from Receipt R-101 as follows:

payment_ schedule_id	amount_ due_ original	amount_ due_ remaining	cash_ receipt_id	customer_ trx_id	trx_number	status	amount_ applied	class	currency
2211	6400	2400	NULL	1422	I-101	OP	4000	INV	USD
2225	-4000	0	1521	NA	R-101	CL	-4000	PMT	USD

The payment schedule of invoice I-101 has a class of INV, while the payment schedule of receipt R-101 has a class of PMT. The payment schedule record of the receipt is updated to reduce the amount_due_remaining column by the

amount applied. Since the entire amount is applied, the amount_due_remaining is zero. The status of the receipt is changed to CL, and the amount_applied is -4000.

Note: If the cash receipt isn't confirmed in the AR_CASH_RECEIPT_HISTORY table, the applications of that receipt aren't reflected in the payment schedule of the transaction the receipt is applied against.

Receivables updates the payment schedule record of the invoice to reduce the amount_due_remaining by the amount of the applied receipt. The status is still OP because the entire balance hasn't been paid. Receivables updates the amount_applied to reflect the amount applied to the invoice.

The AR_RECEIVABLE_APPLICATIONS table stores information from Receipt R-101 as follows:

receivable_application_id	status	trx_number	amount_applied	code_combination_id
3132	UNAPP	NULL	4000	01-1100-1000
3134	UNAPP	NULL	- 4000	01-1200-1100
3135	APP	I-101	4000	01-1200-1100

Receivables inserts three records into the AR_RECEIVABLE_APPLICATIONS table. The first record, with a status of UNAPP, records the original unapplied receipt. The second record, with a status of UNAPP, offsets the original unapplied receipt. The third record, with a status of APP, stores the applied receipt information, including a reference to the applied invoice, from the trx_number column.

The code_combination_id column stores the general ledger account for this receipt, based on the status of the receipt. For the UNAPP record, the code_combination_id represents the general ledger account associated with unapplied receipts. For the APP record, the code_combination_id is the receivable account associated with the invoice transaction to which this receipt is applied.

Applied Receipts: Cross Currency

Consider the sample receipt R-102, which, according to the customer remittance advice, is to fully pay invoice I-102, using a cross currency rate of 1 CAD = 0.729355 EUR.

Receipt Number: R-102:

- Received From: ABC Inc.
- Transaction Date: 5-JUL-11
- Receipt Amount: 100 EUR
- Conversion Rate: 1 EUR = .860956 USD

Invoice Number: I-102:

- Transaction Date: 05-JUN-11
- Invoice Amount: 52.50
- Conversion Rate: 1 CAD = .666667 USD

The AR_CASH_RECEIPTS table stores information from Receipt R-102 as follows:

credit_receipt_id	receipt_number	amount	status	type	currency	rate
1521	R-102	100	APP	CASH	EUR	.865956

When you apply the entire receipt, Receivables updates the status column from UNAPP to APP. If the receipt were only partially applied, the status would remain UNAPP.

The AR_PAYMENT_SCHEDULES table stores information from Receipt R-102 as follows:

payment_ schedule_id	amount_ due_ original	amount_ due_ remaining	cash_ receipt_id	customer_ trx_id	trx_number	status	amount_ applied	class	currency
2212	52.5	0	NA	1423	I-102	CL	52.5	INV	CAD
2224	-100	0	1520	NA	R-102	CL	-100	PMT	EUR

The payment schedule of the invoice has a class of INV, while the payment schedule of the receipt has a class of PMT. The payment schedule record of the receipt is updated to reduce the amount_due_remaining column by the amount applied. Since the entire amount is applied, the amount_due_remaining is zero. The status of the receipt is changed to CL, and the amount_applied is -100.

The AR_RECEIVABLE_APPLICATIONS table stores information from Receipt R-102 as follows:

receivable_ application_ id	status	trx_number	amount_ applied	amount_ applied_from	trx_to_rcpt_ rate	acct_amt_ applied_to	acct_amt_ applied_from	code_ combination_ id
3142	UNAPP	NULL	100	NA	NA	NA	33.33	01-1100-1000
3134	UNAPP	NULL	-100	-100	NA	-33.33	-33.33	01-1200-1100
3135	APP	I-102	52.5	100	1.9048	35	33.33	01-1200-1000

Receivables inserts three records into the AR_RECEIVABLE_APPLICATIONS table. The first record, with a status of UNAPP, records the original unapplied receipt. The second record, with a status of UNAPP, offsets the original unapplied receipt. The third record, with a status of APP, stores the applied receipt information, including a reference to the applied invoice, from the trx_number column.

The code_combination_id column stores the general ledger account for this receipt, based on the status of the receipt. For the UNAPP record, the code_combination_id represents the general ledger account associated with unapplied receipts. For the APP record, the code_combination_id is the receivable account associated with the invoice transaction to which this receipt is applied.

Reverse Receipts

When you reverse a receipt, Receivables creates records in the following tables:

- AR_CASH_RECEIPTS
- AR_CASH_RECEIPT_HISTORY
- AR_PAYMENT_SCHEDULES
- AR_RECEIVABLE_APPLICATIONS

If receipt R-101 isn't an actual receipt, then enter a reverse receipt transaction to cancel the receipt.

The AR_CASH_RECEIPTS table stores information for the reversed receipt as follows:

credit_receipt_id	amount	status	receipt_number	type
338700	4000	REV	R-101	CASH

Receivables updates the status column of the original receipt from applied (APP) to reversed (REV).

The AR_CASH_RECEIPTS_HISTORY table stores information for the reversed receipt as follows:

cash_receipt_history_id	amount	status
545352	4000	REVERSED

A new record, which isn't postable, is inserted into the AR_CASH_RECEIPT_HISTORY table to record the reversed receipt. Additionally, the current_record_flag of the original cash receipt record is updated to null, while the reverse_gl_date column of the original receipt record is populated.

The AR_PAYMENT_SCHEDULES table stores information for the reversed receipt as follows:

payment_schedule_id	amount_due_original	amount_due_remaining	cash_receipt_id	customer_trx_id	trx_number	status	amount_applied	class
510555	-4000	0	338700	NULL	R-101	CL	0	PMT
30191	6400	6400	NULL	101467	I-101	OP	0	INV

The payment schedule of the invoice has a class of INV, while the payment schedule of the receipt has a class of PMT. Because the receipt was reversed, the amount_due_remaining and amount_applied columns are zero and the status column is closed (CL).

Receivables updates the payment schedule record of the invoice to increase the amount_due_remaining by the amount of the reversed receipt. The status is still OP because the entire balance isn't paid. The amount_applied column is zero because no transactions have been applied to the invoice.

The AR_RECEIVABLE_APPLICATIONS table stores information for the reversed receipt as follows:

receivable_application_id	amount_applied	status	payment_schedule_id	code_combination_id	cash_receipt_id	applied_payment_schedule_id	applied_customer_trx_id
408292	-4000	APP	400100	01-1200-1100	338700	30191	101467
408293	4000	UNAPP	400100	01-1100-1000	338700	NULL	NULL
408294	-4000	UNAPP	400100	01-1100-1000	338700	NULL	NULL

Receivables inserts three records into the AR_RECEIVABLE_APPLICATIONS table. The first record, with a status of APP, offsets the original application of the receipt, including a reference to the applied invoice, from the applied_payment_schedule_id and applied_customer_trx_id columns.

The second and third records, with a status of UNAPP, offset the original unapplied transactions. The code_combination_id for the APP record is the receivable account associated with the invoice to which this receipt was originally applied. The code_combination_id for the two UNAPP records is the general ledger account associated with unapplied receipts.

Miscellaneous Receipts

When you create a miscellaneous receipt, Receivables creates records in the following tables:

- AR_CASH_RECEIPTS
- AR_CASH_RECEIPT_HISTORY
- AR_MISC_CASH_DISTRIBUTIONS

Consider this sample miscellaneous receipt:

- Receipt Number: R-102
- Received From: Stock Broker
- Receipt Date: 07-Jul-11
- Receipt Amount: 500

The AR_CASH_RECEIPTS table stores information for the miscellaneous receipt as follows:

credit_receipt_id	amount	status	receipt_number	type
345678	500	APP	R-102	MISC

Receivables uses a status of APP for miscellaneous receipts. The type column is MISC for receipts unrelated to a receivables activity. The amount column stores the net amount of the receipt, while the receipt_number column stores the receipt number.

The AR_CASH_RECEIPTS_HISTORY table stores information for the miscellaneous receipt as follows:

cash_receipt_history_id	amount	status
467890	500	CLEARED

The only valid status values for a miscellaneous receipt are REMITTED, CLEARED, and REVERSED.

The AR_MISC_CASH_DISTRIBUTIONS table stores information for the miscellaneous receipt as follows:

misc_cash_distribution_id	cash_receipt_id	code_combination_id	amount
101789	345678	01-1190-1000-3000	250
101790	345678	01-1195-1000-3000	250

The code_combination_id stores the general ledger account associated with miscellaneous receipts. Each receipt may have multiple account distributions. The sum of the distributions for a given receipt will equal the amount of the receipt.

Processes for Synchronizing Receivables Transaction Data

Some transactions and transaction updates may not display at any given time on the Review Customer Account Details page. This can be due, for example, to new customer data or to transactions becoming past due.

To ensure the display of accurate information in the Activities section of the Review Customer Account Details page, and to ensure that you can search for new customers and display associated summary information in the Overview section of the Review Customer Account Details page, use the Scheduled Processes work area to schedule regular runs of the related synchronization processes.

These processes are:

- Refresh Receivables Transactions for Customer Account Summaries: This process refreshes customer account summary tables after a set of data is migrated or corrected. Run this process during implementation, and thereafter when entering transactions for new customers.
- Process Receivables Transactions for Customer Account Summaries: This process updates all customer account summaries. Schedule a regular run of this process to update customer accounts according to your business requirements.
- Update Receivables Past Due Transactions for Customer Account Summaries: This process updates receivables past due transaction data in customer accounts. Schedule a regular run of this process according to your business requirements.

Process Late Charges

Late Charge Interest Calculation Methods

When you set up a late charge profile for your customers, you must decide the method to use to calculate late charges.

You select the calculation method in the **Late Charge Calculation Method** field in the Credit Limits and Late Charges tab of the Customer Profile Class pages, or on the applicable customer or customer site profile.

The interest calculation methods are:

- Average Daily Balance: Calculate late charges based on the average daily balance of overdue invoices. This method is for balance forward bills only.
- Late Payments Only: Calculate late charges based on the number of days between the payment due date and the actual payment date. This method uses the paid amount as the overdue invoice amount when calculating the late charge.
- Overdue Transactions Only: Calculate late charges for transactions based on the number of days a payment is late when you submit the Create Late Charges process.
- Overdue Transactions and Late Payments: Calculate late charges on both overdue transactions and late payments. This option levies the largest late charge amount on a customer.
  For example, your enterprise calculates late charges on the 15th and 30th of each month. Your customer has an overdue invoice of $100 that falls due on November 16:
  - On November 30, you run the Create Late Charges process. The process calculates late charges for this overdue invoice.
  - On December 10, your customer pays the invoice.
  - On December 15, you run the Create Late Charges process again. The process assesses further charges for the additional 10 days that the payment was overdue.

Late Charge Interest Calculation Formulas

When you set up a late charge profile for your customers, you must decide the formula to use to calculate late charges.

You select the calculation formula in the **Interest Calculation Formula** field in the Charge Calculation Setup section in the Credit Limits and Late Charges tab of the Customer Profile Class pages, or on the applicable customer or customer site profile.

The interest calculation formulas are:

- Flat Rate: Use a flat rate to calculate the late charge amount. Receivables ignores the number of days that a payment is overdue. If you use balance forward billing and the average daily balance calculation method, then this is the calculation formula used. The formula is:

  ```
  Amount Overdue * (Interest Rate/100)
  ```

- Simple: Calculate late charges on overdue transactions only. If you use interest tiers and charge schedules to create late charges and penalties, then this is the calculation formula used. The formula is:

```
Amount Overdue * (Interest Rate/100) * (Number of Days Late/Number of Days in Period)
```

- Compound: Calculate late charges on the sum of overdue transactions and prior late charges. The formula is:

```
(Amount Overdue + Prior Late Charges) * (Interest Rate/100) * (Number of Days Late/Number of Days in
 Period)
```

How Late Charges Are Calculated Using Interest Tiers

Use interest tiers and charge schedules to assess increasingly higher late charges the longer a payment is overdue. You can define interest tiers and charge schedules for late charges and, if applicable, for additional penalty charges.

The interest tier provides period ranges for number of days overdue, and the charge schedule indicates the flat amount or percentage to charge in each overdue period.

> **Tip:** The charge schedule approach provides you with a convenient method to update interest rates or amounts when your late charge policy changes. You can simply apply a new charge schedule to the applicable interest tiers. If you don't use charge schedules, then when your late charge policy changes you must update each of your applicable customer profiles with the new rates.

Settings That Affect Late Charge Calculation Using Interest Tiers

These settings affect late charge calculation using interest tiers:

- Interest Tiers: Use the Manage Interest Tiers page to define a set of interest tiers based on ranges of late days. Use these settings for each set of interest tiers:
    - **Aging Type**: Select the value Interest Tier.
    - **Sequence Number**: Use a numbering scheme to reflect the order in which to consider each period.
    - **Detail Type**: Select the value Past Due.
    - **From Days/To Days**: Enter the date range for each period.
- Charge Schedules: Use the Manage Charge Schedules page to assign late charge rates to the periods of the sets of interest tiers that you have defined. Use these settings for each charge schedule:
    - **Charge Method**: Select the charge method to use for the interest tier periods:
        - Amount: Apply a flat amount against overdue transactions that fall within the specified period ranges.
        - Percentage: Apply a percentage of the overdue transactions that fall within the specified period ranges.
    - **Tier Levels Rate**: Assign the rate, either a flat amount or percentage of the outstanding balance, to each period in the interest tier.

- Profile Class: Specify these values on the related profile class, or customer or customer account profile:
    - **Use multiple interest rates** option: If you set the **Use multiple interest rates** option, then if the effective dates for two charge schedules occur within the same charge calculation period, both rates apply to late charge calculations during that period.

      > **Note:** This applies to interest invoices only.

    - Currency Settings: Enter for each currency in which you intend to calculate late charges, the charge schedules to use for late charges and, if applicable, penalty charges:
        - **Interest Charge Type** field and **Penalty Charge Type** field: Enter the value Charge Schedule.
        - **Interest Charge Schedule** field and **Penalty Charge Schedule** field: Enter the charge schedules that you previously defined to use for late charges and penalty charges.

How Late Charges Using Interest Tiers Are Calculated

The active interest tier and charge schedule values are used to calculate late charges using the Simple calculation formula.

The Simple calculation formula is the amount overdue multiplied by the rate and days overdue in the period:

```
Amount Overdue * (Interest Rate/100) * (Number of Days Late/Number of Days in Period)
```

This table provides an example of a charge schedule with four interest tier periods, each with an assigned interest rate.

Days Overdue Tiers	Interest Rate
1-30 days	2%
31-45 days	3%
46-60 days	4%
Over 60 days	5%

In this example:

- An invoice for $1,000 is 45 days overdue.
- There are 30 days in the billing period.

The late charges are calculated as follows:

```
$1,000 * (3/100) * (45/30) = $45
```

After an additional 15 days (60 days overdue), the late charges are calculated as follows:

```
$1,000 * (4/100) * (60/30) = $80
```

Related Topics

- Why didn't late charges appear on transactions?

How Late Charges Are Calculated Using Average Daily Balance

If you use balance forward billing, use the Average Daily Balance charge calculation method to calculate late charges.

Settings That Affect Late Charge Calculation Using Average Daily Balance

These settings affect late charge calculation using average daily balance:

- Billing and Revenue Receivables System Options: Set these system options for late charges in the Late Charges section of the Billing and Revenue tab of the Create System Options page:
    - **Assess late charges** option: Set the **Assess late charges** option to indicate that your enterprise assesses late charges on overdue transactions. This option is reviewed first, before reviewing the various aspects of your late charge policy defined in system options or customer profiles.
    - **Average Daily Balance Calculation Basis** field: Select a calculation basis to include or exclude as part of the balance calculation any debit items that were billed after the most recently generated balance forward bill:
        - Include Post-Billing Debit Items: The average daily balance formula includes debit items that were created after the previous balance forward bill cutoff date.
        - Exclude Post-Billing Debit Items: The average daily balance includes only those debit items that were already included on the last balance forward bill.
    - **Average Daily Balance Calculation Period** field: Select the period that Receivables uses to calculate the average daily balance:
        - Due-Date to Run Date: Receivables computes the sum of the applicable debits and credits for each day that falls between the balance forward bill due date and the Create Balance Forward Bill process submission date. To calculate the average daily balance, Receivables divides the sum by the number of days.
        - Run-Date to Run-Date: Receivables computes the sum of the applicable debits and credits for each day that falls between the last submission date and current submission date of the Create Balance Forward Bill process. To calculate the average daily balance, Receivables divides the sum by the number of days.
- Customer Profile Class: Set these options for late charges in the Credit Limits and Late Charges tab on the Create Receivables Customer Profile Class page, or on the applicable customer or customer site profile:
    - **Enable late charges** option: Set the **Enable late charges** option to enable the assessment of late charges for customers assigned this profile.
    - **Late Charge Calculation Method** field: Select the calculation method Average Daily Balance.
    - **Receipt Grace Days** field: Enter the number of receipt grace days after the transaction due date before late charges are calculated.

      > **Note:** After the grace days expire, Receivables calculates the number of days overdue using the original due date.

How Late Charges Using Average Daily Balance Are Calculated

The Average Daily Balance charge calculation method is based on the average daily balance of overdue invoices for balance forward bills. The formula is:

```
(Daily Balance/Number of Days in Billing Cycle) * (Interest Rate/100)
```

This table provides an example of an average daily balance calculation. In this example, there are five days in the billing period, and a student enrolls in a class and makes a partial payment two days later.

Date	Activity	Student Balance
June 1	No activity	$0
June 2	Enroll in class	$1,000
June 3	No activity	$1,000
June 4	$250 payment	$750
June 5	No activity	$750

In this example:

- The beginning balance for this customer is $0 and there is no account activity on the first, third, and fifth day.
- When the student enrolls in a class on June 2, there is a single charge of $1,000.
- The student makes a partial payment of $250 against the enrollment fee on June 4.
- The last column represents the daily balance. The average daily balance is $700.

If the interest rate is 10%, then the total late charge for this billing period is $70. This is calculated as follows:

```
($0 + $1,000 + $1,000 + $750 + $750 = $3,500) / 5 days = $700
$700 * 10% interest rate = $70 total late charge
```

Related Topics

- Why didn't late charges appear on transactions?
- Example of Setting Up Balance Forward Billing

Guidelines for Presenting Late Charges

During your late charges setup, you must decide how to record and present late charges to your customers.

You can record and present late charges as one of three documents:

- Adjustments
- Debit Memos

- Interest Invoices

You must complete the entire setup for late charges along with creating your late charge document. The sections below describe the specific steps you must complete for each late charge document that you intend to use.

> **CAUTION:** The Create Late Charges process only assesses late charges on transactions belonging to customers with a positive open balance. The process doesn't assess late charges on customers with a zero or negative balance, and doesn't recognize advance payments or guarantees from customers against transactions when there is no positive open balance.

Adjustments

If you record late charges as adjustments, then Receivables combines all interest charges relating to an overdue transaction, and creates a single late charge adjustment against that transaction.

> **Note:** You can't record late charges as adjustments for bills receivable transactions. You can only record late charges for bills receivable as debit memos or interest invoices.

If you also assess penalty charges, then Receivables creates two adjustments.

If you select Credit Items in the **Charge Reductions** field of the applicable customer profile, then credit items belonging to the customer reduce the outstanding overdue amount during late charge calculations.

You must complete these steps to record late charges as adjustments:

1. Select Adjustment in the **Late Charge Type** field on the Credit Limits and Late Charges tab of the applicable customer profile.
2. Define a Late Charges receivables activity and enter an activity GL account.
3. If you assess penalties in addition to late charges, then define a separate Late Charges receivables activity for Penalties and enter an activity GL account. Receivables creates penalties as a separate adjustment against the overdue transaction.
4. Assign these activities to Billing and Revenue system options:
    - Select the receivables activity for late charges in the **Interest Charge Activity** field in the Late Charges section.
    - Select the receivables activity for penalties in the **Penalty Charge Activity** field in the Late Charges section.

Debit Memos

If you record late charges as debit memos, then Receivables creates one debit memo per overdue transaction.

If you also assess penalty charges, then Receivables includes a separate line for penalty charges on the debit memo.

If you select Credit Items in the **Charge Reductions** field of the applicable customer profile, then credit items belonging to the customer reduce the outstanding overdue amount during late charge calculations.

> **Note:** Because a debit memo is a standard transaction, tax may also be calculated on the debit memo transaction amounts.

You must complete these steps to record late charges as debit memos:

1. Select Debit Memo in the **Late Charge Type** field on the Credit Limits and Late Charges tab of the applicable customer profile.
2. Define a transaction source for late charges with a type of Imported. Receivables creates a debit memo batch using the Invoice API.
3. Define a transaction type for late charges:
    - Select a class of Debit Memo.
    - Specify the receivable and revenue accounts for this transaction type. Receivables uses these accounts instead of AutoAccounting when generating late charges.
4. Assign the transaction source and transaction type to Billing and Revenue system options:
    - Select the debit memo transaction type in the **Debit Memo Charge Transaction Type** field in the Late Charges section.
    - Select the debit memo transaction source in the **Late Charge Transaction Source** field in the Late Charges section.
5. Select payment terms for the applicable customer profiles to indicate the debit memo due date.

Interest Invoices

If you record late charges as interest invoices, then Receivables creates a single interest invoice per customer site and currency. The interest invoice consolidates and itemizes charges for a period, and includes details about charges for each overdue transaction.

If you also assess penalty charges, then Receivables includes a separate line for penalty charges on the invoice.

If you select Credit Items in the **Charge Reductions** field of the applicable customer profile, then Receivables calculates negative charges on existing credit items belonging to the customer, and includes these negative charges as lines on the interest invoice.

> **Note:** Because an interest invoice is a standard transaction, tax may also be calculated on the interest invoice transaction amounts.

You must complete these steps to record late charges as interest invoices:

1. Select Invoice in the **Late Charge Type** field on the Credit Limits and Late Charges tab of the applicable customer profile.
2. Define a transaction source for late charges with a type of Imported. Receivables creates an interest invoice batch using the Invoice API.
3. Define a transaction type for late charges:
    - Select a class of Invoice.
    - Specify the receivable and revenue accounts for this transaction type. Receivables uses these accounts instead of AutoAccounting when generating late charges.
4. Assign the transaction source and transaction type to Billing and Revenue system options:
    - Select the interest invoice transaction type in the **Interest Invoice Transaction Type** field in the Late Charges section.
    - Select the interest invoice transaction source in the **Late Charge Transaction Source** field in the Late Charges section.

5. If you use interest tiers and charge schedules to assess increasingly higher late charges the longer a payment is overdue, you can set the **Use multiple interest rates** option on the related profile class, or on an individual customer or customer account profile.

   If you set this option, then if the effective dates for two charge schedules occur within a charge calculation period, both rates apply to late charge calculations during that period.
6. Select payment terms for the applicable customer profiles to indicate the interest invoice due date.

Related Topics

- How Late Charges Are Calculated Using Interest Tiers

Guidelines for Processing Interest Invoice Late Charges by Legal Entity

You can generate separate late charges as interest invoices for each legal entity associated with an overdue transaction. These separate late charge interest invoices apply to each legal entity associated with the active ledger of the business unit of overdue transactions.

When you set up interest invoice late charges by legal entity, a run of the Create Late Charges process performs these operations:

- Generates a separate late charge interest invoice for each legal entity associated with the active ledger of the business unit of the overdue transaction.
- Replaces the balancing segment value of the receivable and revenue account code combinations of the late charge interest invoice, as defined in Receivables system options, with the balancing segment value assigned to the legal entity of the overdue transactions.

Set Up for Interest Invoice Late Charges by Legal Entity

To set up for interest invoice late charges by legal entity, you must:

- Complete the setups for recording late charges as interest invoices.
- Create a lookup code to enable the replacement of the legal entity balancing segment value.

To create a lookup code for the replacement of the legal entity balancing segment value:

1. Navigate to the Manage Receivables Lookups page.
2. Search for the AR_FEATURES lookup type.

   If the lookup type AR_FEATURES doesn't exist, create this lookup type in the Manage Standard Lookups page.
3. Select the AR_FEATURES lookup type and click the **Plus (+)** icon to create a new row for entering the lookup code.
4. In the **Lookup Code** field, enter AR_LATE_CHARGE_BSV_OPTION.
5. Check the **Enabled** box to activate the replacement of the legal entity balancing segment value.
6. In the **Start Date** field, enter the date that this lookup code becomes active.
7. Complete the other lookup code fields according to your business requirements.
8. Save your work.

When the AR_LATE_CHARGE_BSV_OPTION lookup code is activated, a run of the Create Late Charges process replaces the balancing segment value of the receivable and revenue accounts defined in the interest invoice transaction type

assigned to the **Interest Invoice Transaction Type** field in the Late Charges section of Billing and Revenue Receivables System Options for all legal entities of overdue transactions that don't have multiple balancing segment values.

If any legal entity has multiple balancing segment values assigned, then the Create Late Charges process doesn't replace the balancing segment value of the receivable and revenue account code combinations but instead retains the default values.

Example of Generating Interest Invoice Late Charges by Legal Entity

The following example illustrates how a run of the Create Late Charges process generates interest invoices by legal entity and manages balancing segment values.

The Interest Invoice Transaction Type assigned to Receivables System Options for the business unit has the following receivable and revenue accounts (Company-Account-Activity-Cost Center-Intercompany-Project-Site-SubAccount, with the Company segment defined as the primary balancing segment):

- Receivable Account: 01-1410000-3-1010-00-000-C-0
- Revenue Account: 01-210000-3-1010-00-000-C-0

The business unit has three legal entities: Vision Operations, Vision Services, Vision Foods.

This table describes overdue customer transactions as of the date the late charges are calculated (all transactions belong to the same business unit):

Transaction Number	Transaction Date	Due Date	Legal Entity	BSV
I-101	4/9/2018	5/9/2018	Vision Operations	01
I-102	3/19/2018	4/3/2018	Vision Services	02
I-103	4/22/2018	5/21/2018	Vision Services	02
I-104	3/5/2018	4/19/2018	Vision Foods	03, 04

This table describes the resulting interest invoices and balancing segment value assignments generated for each legal entity after a run of the Create Late Charges process:

Late Charge Batch	Interest Invoice Number	Legal Entity	Overdue Transactions	Interest Invoice Receivable Account	Interest Invoice Revenue Account
2030 05-31-2018	2001	Vision Operations	I-101	01-1410000-3-1010-00-C-0	01-210000-3-1010-00-000-C-0
2030 05-31-2018	2002	Vision Services	I-102, I-103	02-1410000-3-1010-00-C-0	02-210000-3-1010-00-000-C-0
2030 05-31-2018	2003	Vision Foods	I-104	01-1410000-3-1010-00-C-0	01-210000-3-1010-00-000-C-0

- Interest Invoice 2001 has the balancing segment value assignment 01 with legal entity Vision Operations.
- Interest Invoice 2002 has the balancing segment value replaced as 02 with legal entity Vision Services.
- Interest Invoice 2003 has the balancing segment value retained as 01 with legal entity Vision Foods.

Related Topics

- Late Charge Interest Calculation Methods
- Guidelines for Presenting Late Charges

Examples of Using a Minimum Customer Balance with Late Charges

In situations where it isn't cost effective to calculate and collect late charges for small amounts, you can set a minimum customer balance for late charges.

You set a minimum customer balance per currency on the Credit Limits and Late Charges tab of the Create Receivables Customer Profile Class page, or on the applicable customer or customer site profile. Receivables only assesses late charges when the minimum balance of the applicable customers is exceeded.

These examples illustrate the difference between calculating the minimum customer balance using the Overdue Transactions Only charge calculation method and the Average Daily Balance charge calculation method. In these examples, the minimum customer balance is $250.

These examples also illustrate how submitting the Create Late Charges process on different dates (May 20 or May 30) can potentially change the activity selected for late charge calculation.

This table includes a time line of debits and credits to a customer account:

Date	Charge Type	Amount
April 10	Debit	$200
April 12	Debit	$200
May 4	Debit	$100
May 6	Credit	$50
May 13	Credit	$25
May 18	Credit	$200
May 24	Credit	$50
May 27	Debit	$100

In these examples:

- The billing date is May 1 and the billing cycle is from the first day of the month to the last day of month inclusive.
- The due date is the 10th of the following month.
- The receipt grace period is three days.

Create Late Charges on May 20: Overdue Transactions Only

The Overdue Transactions Only calculation method compares the minimum customer balance to the sum of all customer debit and credit activities as of the date when you run the Create Late Charges process.

If you submit the Create Late Charges process on May 20, then the customer balance includes 3 overdue invoices (April 10, April 12, and May 4) for a total of $500. The balance also includes 3 payments (May 6, May 13, and May18) for a total of $275.

The total customer balance is $225, which is below the minimum balance of $250. Therefore, late charges aren't calculated for this customer.

Create Late Charges on May 20: Average Daily Balance

The Average Daily Balance calculation method starts with the ending balance of the last balance forward bill, and subtracts all credits (receipts and credit memos) up through the due date plus receipt grace days to determine if the customer balance is eligible for late charges.

To calculate late charges, Receivables starts with the ending balance of the last balance forward bill and includes only invoices that were on the last bill. In this case, Receivables includes invoices that were created before May 1 (April 10 and April 12) for a total of $400.

Receivables then subtracts all credits that were recorded before May 13 (the due date plus receipt grace days). Credits include the receipts from May 6 and May 13 for a total of $75.

In this case, the total customer balance is $325, which is higher than the minimum balance of $250. Therefore, late charges are calculated for this customer, using the applicable Average Daily Balance calculation method.

Create Late Charges on May 30: Overdue Transactions Only

If you submit the Create Late Charges process on May 30, then the customer balance includes 4 overdue invoices (April 10, April 12, May 4, and May 27) for a total of $600. The balance also includes 4 payments (May 6, May 13, May 18, and May 24) for a total of $325.

The total customer balance is $275, which is higher than the minimum balance of $250. On this day, late charges are calculated for this customer.

Create Late Charges on May 30: Average Daily Balance

In this example, submitting the Create Late Charges process on May 30, as opposed to May 20, doesn't change the customer balance calculation.

To determine the customer balance, Receivables still starts with the ending balance of the last balance forward bill (May 1), and subtracts all credits (receipts and credit memos) up through the due date plus receipt grace days (May 13).

Related Topics

- How Late Charges Are Calculated Using Average Daily Balance
- How Late Charges Are Calculated Using Interest Tiers

Example of Setting Up a Late Charge Policy

This example demonstrates how to set up a late charge policy for the customer Business World. The example includes the setup of late charge documents, the Business World customer profile, and your user-defined settings.

This table summarizes key decisions for this scenario.

Decisions to Consider	In This Example
Which document will record late charges?	Adjustments
What period basis is used for late charge calculations?	Monthly
Which currencies?	US dollar and British pound sterling
Are there exceptions to the general policy?	Yes, for the customer account site and customer transactions

Summary of the Tasks

The calculation of late charges is determined by your late charge policy. The late charge policy comprises the late charge document, Receivables system option settings, and customer profile settings.

1. Define a Late Charges receivables activity..
2. Set Receivables system options for late charges.
3. Set up the Business World customer profile for late charges.
4. Update the customer site and customer transactions for late charges.

Define a Late Charges Receivables Activity

To record late charges as adjustments, define a Receivables activity for late charges:

1. Open the Create Receivables Activity page.
2. Complete the fields, as shown in this table:

Field	Value
Name	Name that identifies this Receivables activity as a late charge adjustment.
Activity Type	Late Charges

Field	Value
Activity GL Account	General ledger account for late charges.

Set Receivables System Options for Late Charges

Set Receivables system options for late charges:

1. Open the Create or Edit Receivables System Options page.
2. Complete the fields in the Late Charges section of the Billing and Revenue tab, as shown in this table:

Field	Value
Assess late charges	Enable this option.
Interest Charge Activity	Name of the Late Charges receivables activity that you previously defined.

Set Up the Customer Profile

Set up the customer profile for Business World for late charges:

1. Open the Create Receivables Customer Profile Class page.
2. Complete the general required fields for the profile class.
3. Click the Credit Limits and Late Charges tab.
4. Complete the fields in the Late Charges section, as shown in this table:

Field	Value
Enable late charges	Enable this option.
Late Charge Calculation Method	Overdue Invoices and Late Payments
Charge Reductions	Credit Items
Late Charge Type	Adjustment
Interest Calculation Formula	Compound
Interest Calculation Period	Monthly
Receipt Grace Days	2

Field	Value
Interest Days Period	30
Assess Late Charges Once	No

5. In the Currency Settings section, click the Add icon.
6. Complete the fields, as shown in this table:

Field	Value
Currency	USD (US Dollar)
Minimum Invoice Balance Overdue Type	Percent
Minimum Invoice Balance Overdue Percent	15
Minimum Customer Balance Overdue Type	Percent
Minimum Customer Balance Overdue Percent	15
Interest Charge Type	Fixed Rate
Interest Charge Rate	9

7. Repeat steps 5 and 6 for British pound sterling (GBP).
8. Assign this profile class to the Business World bill-to site.

Update the Customer Site and Transactions

Update the Business World customer site and transactions for late charges:

1. Open the **Statement, Dunning, and Late Charges Site Profiles Used** profile option.
2. Set the profile option to No.
   By setting this profile option to No, the Create Late Charges process uses the late charge policy assigned to the bill-to site.
3. Open the Create Transaction Type page and create a transaction type that excludes invoices from late charges.
4. Complete the fields, as shown in this table:

Field	Value
Name	Late charges exemption
Transaction Class	Invoice
Transaction Status	Open
Exclude from late charges calculation	Enable this option.

5. Assign this transaction type to the applicable invoice transactions.

Generate Late Charges Report

Use the Generate Late Charges Report to review a run of the Generate Late Charges process. You can also print the report for an individual late charge batch.

The Generate Late Charges Report outlines the specific late charges that were calculated, whether you ran the process in Draft or Final mode. The report includes sections for each type of charge, such as overdue transactions, late payments, and penalties.

Review this report after a run of the Generate Late Charges process, or run the process in Draft mode to review the results before generating late charges.

Report Output

You can present late charges to the customer as an interest invoice, an adjustment, or a debit memo.

For interest invoice late charges, the report displays multiple rows for multiple overdue transactions or late payments, as well as a total that includes all charges. The Generate Late Charges process creates one interest invoice per customer site and currency.

For adjustment or debit memo late charges, the Generate Late Charges process creates only one adjustment or debit memo per overdue transaction or late payment. The report displays one page per adjustment or debit memo.

This table describes important column headings in the Generate Late Charges Report.

Column Heading	Description
Due Date	The transaction due date. Late charges apply to the open balance on the transaction after the due date.
Original Amount	The original transaction amount.
Overdue Amount	The outstanding balance of the transaction.

Column Heading	Description
Days Late	The number of days that the outstanding balance is past due.
Interest Days	The number of past-due days that interest applies to the outstanding balance.
Interest Rate	The rate used to calculate the late charges.
Interest Charge	The amount of interest charged on the outstanding balance.

This table describes important row headings in the Generate Late Charges Report.

Row Heading	Description
Adjustment Number	The number assigned to the adjustment, for late charges presented as an adjustment.
Charge Calculation Date	The date the late charges were calculated for this report.
Currency	The currency for the late charge calculation.
Total Interest Charge for Overdue Invoices	The total late charge calculated for overdue invoices.
Total Late Charge	The total of all late charges calculated for the customer for the report period.

FAQs for Process Late Charges

Why didn't late charges appear on transactions?

The Create Late Charges process assesses late charges on customers with overdue transactions and late payments, but only for customers with a positive open balance. The process doesn't assess late charges on customers with a zero or negative balance.

If you accept advance payments from customers but don't apply them to open receivables, then as long as the customer balance remains zero or negative, late charges aren't assessed on transactions belonging to these customers.

In addition, you must ensure that you assign an interest charge to each currency that you do business in for the applicable customer profiles. If you don't assign an interest charge to a currency, then Receivables doesn't calculate late charges for past due items in that currency.

To ensure that late charges appear on transactions, enter values in the **Interest Charge Type** field, and either the **Interest Charge Rate**, **Interest Charge Amount**, or **Interest Charge Schedule** field for each currency in the Late Charges section of the customer profile.

If you also assess penalty charges, then complete the related fields for penalty charges.

Process Statements

Example of Cross-Site and Cross-Customer Receipts on Statements

Customer statements accurately record and report on receipts that were applied across customers and customer sites.

The statement process displays each cross-customer or cross-site receipt on the statement of the customer or customer site associated with the transaction to which the receipt was applied, as well as on the statement of the customer or customer site that owns the receipt. The Reference column on the statement includes the amount of each receipt, and the corresponding Transaction column displays the amount of each receipt applied to a specific transaction.

Receipts that have cross-site or cross-customer applications are reported on statements after the On-Account and Unapplied receipts. These entries display the amount applied to transactions of other sites in the Transaction Amount column and have no effect on the balance of the statement.

Scenario

In this example two sites, SF (San Francisco) and CA (California), pay each other's invoices. Every receipt is recorded against the invoice it was applied to. The receipt application is also reported on the statement of the site that owns the receipt as a cross-site entry, with the amount applied to the other site displayed as the transaction amount. If the receipt isn't fully applied, the portion not applied is entered as an unapplied receipt.

This table illustrates the statement that the SF site receives:

Invoice	Transaction	Reference	Site	Transaction Amount	Amount
Invoice 1	Invoice	NA	SF	200.00	NA
Invoice 1	Payment	check p1 200.00	CA	-150.00	50.00
Invoice 5	Invoice	NA	SF	1200.00	NA
Invoice 5	Payment	check p5 700.00	SF	-600.00	NA
Invoice 5	Payment	check p6 600.00	CA	-600.00	0.00
Unapplied	Payment	check p2 500.00	SF	-100.00	NA
Unapplied	Payment	check p5 700.00	SF	-100.00	-200.00
Cross Receipt	Payment	check p2 500.00	SF	400.00	NA
Cross Receipt	Payment	check p3 500.00	SF	500.00	NA

Invoice	Transaction	Reference	Site	Transaction Amount	Amount
Cross Receipt	Payment	check p4 100.00	SF	100.00	NA

This table illustrates the statement that the CA site receives:

Invoice	Transaction	Reference	Site	Transaction Amount	Amount
Invoice 2	Invoice	NA	CA	500.00	NA
Invoice 2	Payment	check p2 500.00	SF	-400.00	100.00
Invoice 3	Invoice	NA	SF	600.00	NA
Invoice 3	Payment	check p3 500.00	CA	-500.00	NA
Invoice 3	Payment	check p4 100.00	SF	-100.00	0.00
Unapplied	Payment	check p1 200.00	CA	-50.00	-50.00
Cross Receipt	Payment	check p1 200.00	CA	150.00	NA
Cross Receipt	Payment	check p6 600.00	CA	600.00	0.00

Create Customer Statements Execution Report

Use the Create Customer Statements Execution Report to review a run of the Create Customer Statements process.

Review this report after you submit customer statements. You can also use this report to review draft statements before sending them to your customers.

Selected Report Parameters

Transaction Business Unit

The selected business unit to print customer statements for.

Generate Bill

- Print a draft statement for a customer: If you select this option, you must enter a customer name or customer account number.
- Print Statements: Print statements for specified customers or statement cycle.
- Reprint Statements: Reprint a previous statement for specified customers or statement cycle.

Bucket

The name of the aging bucket to use for statements.

Cycle

The statement cycle for the statement submission.

Statement Date

The date on which to print statements.

As-of Date

The date from which to include data on statements.

Transaction Type

Print statements for this transaction type only.

Primary Salesperson

Print statements for this salesperson only.

Standard Messages

The names of the standard messages to print on statements. Use the numbered fields to indicate the order in which you want messages to appear.

Report Output

The report summarizes transactions and amounts due by customer bill-to site, with a final total for the customer account.

Remit-to Address
The address for your customers to use to send payment for their open debit items.

Bill-to
The customer name and address for each statement. The country of the customer address is included if different from the home country specified in Receivables system options.

> **Note:** If you don't have a statement address defined for a customer, the process prints a statement for each bill-to address that has activity during the statement cycle for the statement submission.

Statement Date
The date the statement is generated.

Account Number
The customer account number.

Transaction Number
The number of the transaction activity. For example, if the activity is a payment, the report prints the debit item number to which this payment applies. The report also identifies cross-site and cross-customer receipts.

Transaction Date
The date of the transaction activity.

Class

The name of each debit and credit activity:

- Invoice
- Adjustment
- Credit Memo
- Debit Memo
- Payment
- Late Charge

Note: Receivables doesn't print NSF or STOP payments that were reversed after your statement date.

Due Date
The date that payment is due on the open item.

Reference
Additional information about each transaction activity, including payment number, credit memo number, purchase order number, and adjustment name.

Bill-to Site
The bill-to site for the transaction.

Total Amount
The original amount of the transaction.

Amount Due
The remaining amount due on the transaction. Credit items appear with negative amount due values.

Current
Customer open item information based on the aging bucket you define as your first bucket.

1-30 Days Past Due
Customer open item information based on the aging bucket you define as your second bucket.

31-60 Days Past Due
Customer open item information based on the aging bucket you define as your third bucket.

61-90 Days Past Due
Customer open item information based on the aging bucket you define as your fourth bucket.

Over 90 Days Past Due
Customer open item information based on the aging bucket you define as your fifth bucket.

Financial Charges
The total amount of late charges for the customer site.

Total Amount Due
The total amount due for the customer site in the entered currency. If the customer has open items in multiple currencies, the report contains a separate page for each currency.

Related Topics

- How many statements will a customer receive?
- How You Use Statement Cycles
- How do on-account and unapplied receipts appear on statements?

FAQs for Process Statements

What's the difference between printing a statement and a draft statement?

When you print a statement, you must provide both an **As of Date** and a **Statement Date**. If you set the **Print Option** parameter to Print Draft Statement, the process uses the **As of Date** parameter value.

If you set the **Print Option** parameter to Print Statement, the process uses the **Statement Date** parameter value.

What's the difference between a statement and a balance forward bill?

A statement is an information document that provides a customer with a complete record of transaction, receipt, and adjustment activity over a specified time period.

A balance forward bill is a single bill presented for payment that consolidates the open debit items of a customer over a specified time period.

How many statements will a customer receive?

If you defined a statement site for the customer, Receivables generates a single, consolidated statement of all customer activity for the specified period and sends the statement to this bill-to site.

If you haven't defined a statement site for a customer, Receivables generates statements for each customer bill-to site for the specified period that has these profile settings:

- **Send statement** option is enabled.
- **Statement Cycle** is provided.
- Minimum outstanding balance in the given currency is greater than the **Minimum Statement Amount** value.

Close Receivables Accounting Period

Guidelines for Receivables to General Ledger Reconciliation

Periodically you need to reconcile the transactions in your accounts receivable system, both before and after you post to general ledger. The Receivables to General Ledger Reconciliation extract and report help to simplify this process and to reduce manual reconciling activity.

The automated activities in the reconciliation process function according to the way you set up your Financials environment. A review of some of these setups can help improve the overall reconciliation process.

Review these activities related to setting up your Financials environment for Receivables to General Ledger reconciliation:

- Business Unit vs. Ledger Reconciliation
- Accounts Receivable Financial Category
- Profile Option Settings
- User Security

Business Unit vs. Ledger Reconciliation

If you implicitly map primary balancing segment values to your business unit, you can reconcile based on business unit. This allows employees from different business units to balance their respective organization activity.

If you don't implicitly map primary balancing segment values to business unit, you must reconcile based on ledger. In this case, you will need access to all business units associated with the ledger to perform a thorough reconciliation.

> **Note:** Implicit mapping means that no specific setup is used to assign the business unit to a primary balancing segment. This is a business decision, and your setup in Receivables should be such that the default accounting assigned to activities for that business unit should be the primary balancing segment value that was decided.

Accounts Receivable Financial Category

You must assign the financial category of Accounts Receivable to all of your natural account values with the Receivables account class. This is a required setup step for Receivables to General Ledger reconciliation. You perform this task under the Manage Chart of Accounts Value Sets activity.

> **Note:** You must only assign the financial category of Accounts Receivable to natural accounts with the Receivables account class. No other account class should have this assignment.

If the financial category of Accounts Receivable isn't included in the chart of accounts setup, the Receivables to General Ledger Reconciliation report won't select any data. When you run the extract process, if you try to select general ledger natural account values that don't have this category assigned, the extract process displays an error indicating that the financial category wasn't assigned.

Once you assign the Accounts Receivable financial category, you can leave the **Account** parameter blank when you run the extract, in order to include all accounts that have the Accounts Receivable financial category in the ledger. You can alternatively enter specific natural account values to limit the report to reconciling only a subset of the Receivables accounts in the ledger, but these values must have the Accounts Receivable financial category assigned.

If you set up accounts for unidentified, unapplied, and on-account receipts, and on-account credit memos, you must also assign the Accounts Receivable financial category to these accounts in order to include them in reconciliation. If you want to exclude these accounts during reconciliation, then you must exclude them from the **Account** parameter, and both the **Include On-Account Items** parameter and the **Include Unapplied and Unidentified Receipts** parameter.

> **CAUTION:** You must assign unique general ledger accounts to unidentified, unapplied, and on-account receipts, and on-account credit memos, to exclude them from reconciliation. Don't assign them the same Receivables accounts as that used for transactions, because the accounting for transactions would also be excluded, causing reconciling differences.

Profile Option Settings

Review the setting of these profile options:

- **Reconciliation Data Purge Frequency**
- **Zero Amount Journal Lines Displayed**

Use the **Reconciliation Data Purge Frequency** profile option to indicate the number of days to keep reconciliation extract data in the tables. Enter a value for the number of days needed to not lose prior extracts that you may need for comparison purposes.

Every time you run the extract process, it refers to the value of the **Reconciliation Data Purge Frequency** profile option. If there are any reconciliation data extract requests in the table older than the number of days specified in the profile option, these requests are purged.

For example, if a reconciliation data extract is run on January 1, and the value of this profile option is set to 30 days, then the data from January 1 isn't purged if you run another extract on January 29. However, the data is purged if you run another extract on February 1.

The **Zero Amount Journal Lines Displayed** profile option affects whether journal lines with zero amounts display in the Not Transferred to GL Detail report. If this profile option is set to Yes, the Summary report may equal zero and the detail report will list these zero amount journal lines. This doesn't prevent Period Close and doesn't cause reconciling issues as the net effect on the report is zero.

User Security

This section includes considerations for segment security and data access set.

Segment security applies to Detail reports only. If you don't have segment security access, then summary and detail report totals may not match.

Typically General Ledger users are secured by a data access set, and Receivables users by business unit security. This means that for the Receivables to General Ledger Reconciliation report:

- General Ledger users can see general ledger data for the balancing segment values in their data access set, as well as the Receivables and Subledger Accounting data for all business units linked to the ledger.
- Receivables users can see the Receivables and Subledger Accounting data for business units in their security definition, as well as general ledger data for all balancing segment values in the ledger.

However, if security is configured such that the data role for the General Ledger or Receivables job roles also have FND grants to specific business units for General Ledger users or specific data access sets for Receivables users, then the reconciliation report will only include:

- For General Ledger users, the Receivables and Subledger Accounting data for those business units in the ledger to which the user has access.
- For Receivables users, general ledger data for those balancing segment values included in the data access set to which the user has access.

This doesn't present a problem for the Receivables to General Ledger Reconciliation report if there is an implicit mapping between business units and balancing segment values. Users can simply filter the report for the balancing segment values that are mapped to the business units to which they have access, and the report should work properly.

However, if there isn't an intentional and implicit mapping between balancing segment values and business units, then this can cause the Receivables to General Ledger Reconciliation report to display undesirable results:

- For General Ledger users, the report will include general ledger data for all balancing segment values in the data access set, while Receivables and Subledger Accounting data are limited to the business units to which a user is granted access.
- For Receivables users, the report either won't include any general ledger data, or it will include general ledger data that isn't properly mapped to the Receivables and Subledger Accounting data for the business unit.

You can resolve this issue by removing the FND grants from specific business units for the General Ledger job roles, and from specific data access sets for the Receivables job roles.

Related Topics

- Chart of Accounts Components

Extract Reconciliation Data from Receivables to General Ledger

Run the Prepare Receivables to General Ledger Reconciliation process to select data for the Summary section of the Receivables to General Ledger Reconciliation Report.

The extract must run successfully in order to see the most current Summary report, and before you can run the Receivables to General Ledger Reconciliation Report.

Use the following parameters of the Prepare Receivables to General Ledger Reconciliation process to control the Receivables transaction activity that you intend to include in the extract:

- Business Unit
- Include Intercompany Transactions
- Include On-Account Items
- Include Unapplied and Unidentified Receipts

> **Tip:** To avoid unintended reconciling differences, you must ensure that you include or exclude the related accounting activity associated with the Receivables transaction activity included in a given extract. For example, if you intend to reconcile by a specific business unit but don't select the associated primary balancing segment values in the **Account** parameter, accounting data from other business units belonging to the same ledger will display as differences.

Prepare Receivables to General Ledger Reconciliation Parameters

Request Name

Enter a name that is descriptive of this extract. Consider using a name that indicates the accounting period, date, and time, especially if you're planning to create multiple extracts.

> **Note:** Enter a unique request name each time you run the extract. If you reuse a request name, then the extract may contain no data.

Ledger

The ledgers available for selection are based on your security assignment. The default is the first ledger in alphabetic order.

Business Unit

Use this parameter if you need to reconcile by a specific organization.

> **Note:** The business unit must be mapped to a balancing segment. If not, you must reconcile by ledger. If you have implicitly mapped your business unit to one or more primary balancing segment values, you will also need to select these values when you run the extract.

Accounting Period

You can select either an Open or Closed accounting period. The default is the latest period in the Closed Pending status, if it exists, for the selected ledger.

You can run the extract on an Open period to see point-in-time summary balances, in order to review possible reconciling activities you may encounter during period close processing. If you select an Open period for reconciliation, users can still enter activity against the period after the extract runs, creating potential discrepancies between the summary and detail information on the report. Best practice is to close the accounting period to be reconciled before you run the extract, and then select this Closed period in the **Accounting Period** parameter.

Include Intercompany Transactions

You can include or exclude Intercompany transactions, or you can reconcile by Intercompany activity only.

Include On-Account Items

You can include or exclude on-account items. On-account items include on-account receipts and on-account credit memos.

> **Note:** You may want to exclude on-account items if they typically post to non-receivable accounts. If you plan to exclude on-account items, you also need to exclude the related general ledger account in the **Account** parameter. Therefore, don't post this activity to the same Receivables account as your invoices to avoid reconciling differences.

Include Unapplied and Unidentified Receipts

You can include or exclude unapplied receipts and unidentified receipts. Unapplied receipts are receipts that haven't been applied to a transaction; unidentified receipts are receipts without customer information.

You may want to exclude unapplied and unidentified receipts if they typically post to non-receivable accounts. If you plan to exclude unapplied and unidentified receipts, you also need to exclude the related general ledger account in the **Account** parameter. Therefore, don't post this activity to the same Receivables account as your transactions to avoid reconciling differences.

> **Note:** Receivables to General Ledger reconciliation doesn’t include miscellaneous receipts.

Account

You can select values from any of the segments of the accounting flexfield. The natural account segment values must have the financial category of Accounts Receivable assigned in your general ledger setup in order for the extract and report to work properly.

If you’re excluding on-account items, or unapplied and unidentified receipts, from your reconciliation, you must also exclude their associated general ledger accounts, if those accounts have the financial category of Accounts Receivable assigned. If they don't have the financial category assigned, by default these accounts aren’t included in your reconciliation.

If you’re reconciling by business unit, select the range of balancing segment values implicitly mapped to your business unit.

If you’re reconciling Intercompany activity, select the range of Intercompany accounts. These accounts must have the financial category of Accounts Receivable assigned.

If you’re reconciling everything, you don't need to select any values. The report automatically selects data for Receivables accounts that have the financial category of Accounts Receivable assigned.

Related Topics

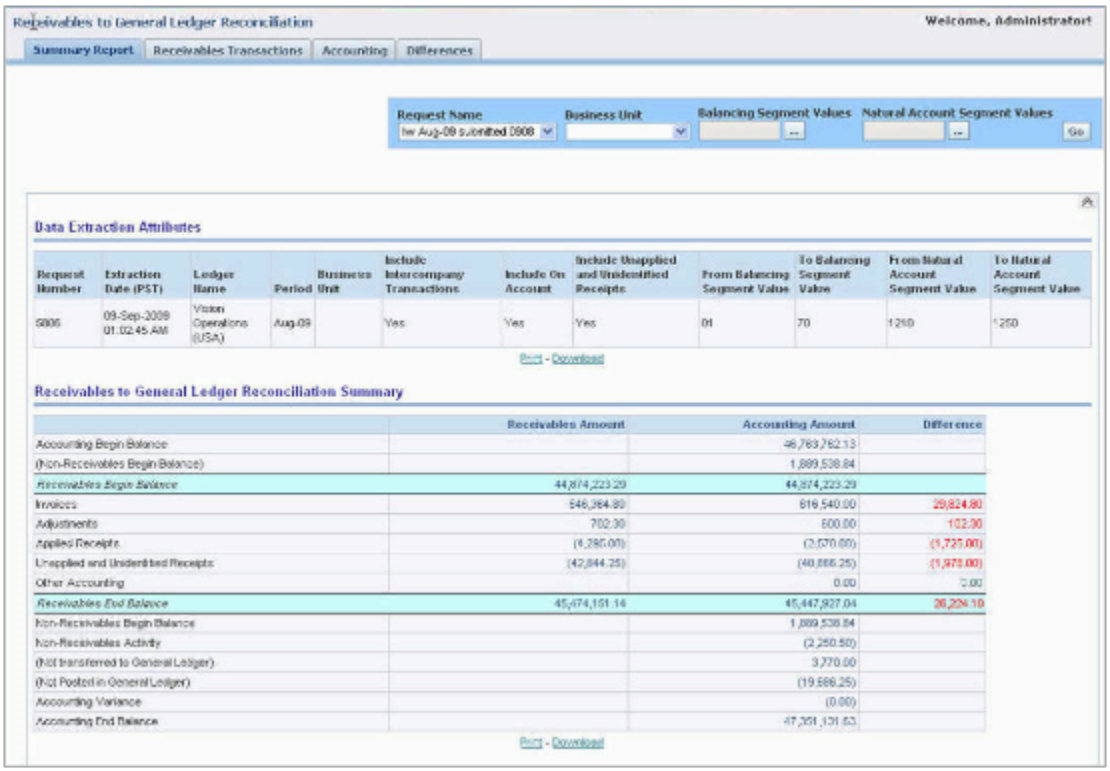
- Guidelines for Using the Receivables to General Ledger Reconciliation Report
- Guidelines for Receivables to General Ledger Reconciliation

Overview of the Receivables to General Ledger Reconciliation Report

This topic contains summary information about the Receivables to General Ledger Reconciliation Report.

Overview

The Receivables to General Ledger Reconciliation Report is the primary tool for the reconciliation of receivables data to the general ledger.



Key Insights

The report provides both summarized and detailed reconciling data for review and analysis.

Frequently Asked Questions

The following table lists frequently asked questions about the Receivables to General Ledger Reconciliation Report.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables to Ledger Reconciliation
Who uses this report?	Financial Manager during period close processing.
When do I use this report?	When you're reconciling your receivables to your general ledger balances.
What can I do with this report?	Review report after running the Prepare Receivables to General Ledger Reconciliation scheduled process.
What type of report is this?	Oracle Transactional Business Intelligence

Related Subject Areas

This report uses these subject areas:

- Receivables - Adjustments Real Time
- Receivables - Bill Receivable Real Time
- Receivables - Credit Memo Applications Real Time
- Receivables - Receipt Details Real Time
- Receivables - Standard Receipt Application Details Real Time
- Receivables - Transactions Real Time
- Subledger Accounting - Journals Real Time
- Subledger Accounting - Receivables Summary Reconciliation Real Time
- General Ledger - Journals Real Time
- General Ledger - Transactional Balances Real Time

Related Topics

- Guidelines for Using the Receivables to General Ledger Reconciliation Report

Guidelines for Using the Receivables to General Ledger Reconciliation Report

Use the Receivables to General Ledger Reconciliation report to facilitate the reconciliation of receivables data to the general ledger.

The interactive reporting capability of the Receivables to General Ledger Reconciliation report provides both Summarized and Detailed reconciling data for review:

- The Summary report lets you see receivables and accounting beginning and ending balances, as well as summarized activity for the period and how this activity was accounted.

- Drill down on any amount in the Summary report **Difference** column to display the Differences Detail report for that item. The Differences Detail reports display the details that make up balances from the Summary report, and indicate potential causes for differences between actual and reconciling amounts.

If you have a ledger and business units enabled for Multifund Accounting, you can also use the Receivables to General Ledger Reconciliation Report to review and reconcile detailed receivables distributions.

> **Note:** For a more efficient reconciliation, don't allow general ledger sources other than Receivables to post to Receivables accounts.

If you restrict the number of general ledger accounts that you include in a run of the Prepare Receivables to General Ledger Reconciliation process, this can affect the display of data in the detail reports and may be the cause of a difference between the accounted amount of a transaction and the reconciling amount.

For example, if Receivables transactions are recorded against balancing segment values 1, 2, 3 or natural accounts A, B, C, and the account range you used excluded some of these values, then these transactions would show up as differences on the report.

If you're downloading a large amount of data from the report to a spreadsheet and you plan to perform a number of data manipulations, use the CSV format. If you're downloading data for reference purposes only, use the Excel or PDF format.

Review these additional guidelines for using the Receivables to General Ledger Reconciliation report:

- Differences between Transactional and Accounted Amounts
- Differences between Summary and Detail Amounts
- Differences between the Reconciliation Report and the Aging Report
- Recommendations for Reconciling by Business Unit and by Intercompany Activity
- Recommendations for Reconciling Unapplied and Unidentified Receipts and On-Account Items
- Recommendations for Reconciling Bills Receivable

Differences between Transactional and Accounted Amounts

Ideally the Summary report displays no differences between receivables transactional amounts and accounted amounts. In addition, the beginning and ending receivables balances normally agree with the Receivables Aging by General Ledger Account reports.

> **Note:** It can happen that the Summary report contains variance amounts. If the Summary report contains variance amounts, contact your system administrator.

Any differences that you find require further investigation and possible correction. Common reasons for differences between transactional amounts and accounted amounts include:

- Transactions that aren't accounted.
- Transactions with subledger accounts that fall outside the account range of the report.
- Transaction amounts don't agree with the subledger journal line amounts.
- Journals are posted to the subledger or general ledger that didn't come from Receivables.
- Subledger journals weren't transferred or posted to general ledger.

Transactions assigned transaction types that have the **Open Receivable** option set to No appear in the Other Accounting section of the report, even though these transactions were posted to Receivables accounts assigned the financial category of Accounts Receivable.

After finding and correcting discrepancies, you must re-run the Prepare Receivables to General Ledger Reconciliation process and review the Summary report.

> **Note:** Some differences may be valid. For example, if you included unapplied and unidentified receipts in your extract, but you don't post these receipts to a receivables account or an account with the financial category of Accounts Receivable assigned, then these receipts appear as a difference outside the account range of the report. In this case, you can re-run the extract and exclude these items.

Differences between Summary and Detail Amounts

The Non-Receivables Begin Balance amount is any portion of a general ledger account beginning balance that didn't originate from Receivables transactions. You can drill down on this amount to see a list of general ledger journal lines that have an accounting date that falls within the current fiscal year but prior to the period of the reconciliation report; and that have an account combination that falls within the account range of the report.

The drill-down page doesn't include non-Receivables journal lines dated in previous fiscal years, which means that these journal lines won't match the Non-Receivables Begin Balance amount. The drill-down page is only intended to provide current fiscal year journals that might have posted erroneously to the receivables account.

The journal source of these journals isn't typically Receivables. However, you may see manual subledger journal entries that were entered for the Receivables source directly into the subledger but not necessarily linked to a specific Receivables transaction. Most of these entries represent adjustment journal entries.

Manual subledger journals created during the current reconciling period display in the Summary report in the Other Accounting section, and become part of the Non-Receivables Begin Balance amount in subsequent periods. Manual general ledger journals that may affect receivables accounts are created directly in the general ledger and don't display in the Other Accounting section on the Summary report, but display instead in the Non-Receivables Activity amount.

Summary amounts may not reflect totals on detail pages because:

- Data was modified after the data extract was run for a given accounting period. If transactions or accounting were created or modified between the time the extract was executed and the moment you drill down from a summary amount to its detail amounts, the summary amount won't reflect the detail page totals.

  To limit discrepancies between the summary and detail reports, set the Receivables accounting period status to Close Pending or Closed.
- Security rules in your setup may restrict you from seeing data from certain business units or segment values.

  Ensure that appropriate security is given to users for all business units and accounting flexfield segment values that each user is responsible for reconciling.

Differences between the Reconciliation Report and the Aging Report

You may find differences between the data displayed in the Receivables to General Ledger Reconciliation report and the Receivables Aging by General Ledger Account report. This list provides the principle reasons why this occurs and recommendations for working with these differences:

- Intercompany Transactions: You can't limit the display of intercompany transactions on the Receivables Aging by General Ledger Account report. If the reconciliation extract either excludes intercompany transactions or

displays intercompany transactions only, then the Receivables to General Ledger Reconciliation report and the Receivables Aging by General Ledger Account report won't display compatible data.

- Unaccounted Amounts: The Receivables Aging by General Ledger Account report doesn't display unaccounted activity. Unaccounted amounts display as differences in the Summary Reconciliation report. In this case, compare the Accounting End Balance with the Receivables Aging by General Ledger Account report. You will need to subtract out any amount in Other Accounting, as this isn't included in the Receivables Aging by General Ledger Account report.
- Receipts at Risk: The Receivables Aging by General Ledger Account Report has the option to display or ignore Receipts at Risk. The Receivables to General Ledger Reconciliation report doesn't use this option, and always excludes receipts at risk. For reconciliation purposes, be sure to exclude receipts at risk when running the Receivables Aging by General Ledger Account report.
- Open Credits: The Receivables Aging by General Ledger Account report has the option to Age, Summarize, or Exclude open credits. For reconciliation purposes, the recommendation is to Age or Summarize open credits.

CAUTION: Don't use Advanced Collections Aging reports for reconciliation because they don't include general ledger account information. This applies to these three reports:

- Aging by Common Currency Report
- Collections Aging 4-Bucket Report
- Collections Aging by Collector 7-Bucket Report

Recommendations for Reconciling by Business Unit and by Intercompany Activity

To reconcile by business unit, you need to have an implicit mapping of the business unit to one or more primary balancing segment values. When you run the Prepare Receivables to General Ledger Reconciliation process, you must specify both the business unit to reconcile and the balancing segment value or range of values assigned to that business unit. The **Business Unit** parameter selects the receivables activity and the balancing segment value selects the accounting data.

You have three options for reconciling Intercompany activity:

- Include Intercompany activity with other Receivables activity.
- Exclude Intercompany activity from reconciliation.
- Include only Intercompany activity.

If you want to include Intercompany activity with other Receivables activity, set the **Include Intercompany** parameter to Yes and include the Intercompany account in the range of account values to extract. By default, if no account range is selected, all accounts with the financial category of Accounts Receivable are included in the extract.

If you want to exclude Intercompany activity from reconciliation, set the **Include Intercompany** parameter to No, and also exclude the Intercompany range of accounts from the extract.

If you're reconciling only the Intercompany activity, set the **Include Intercompany** parameter to Intercompany Only, and select the account range for your Intercompany Receivables accounts.

Recommendations for Reconciling Unapplied and Unidentified Receipts and On-Account Items

If you want to exclude unapplied and unidentified receipts, and on-account items, from reconciliation, set the **Include Unapplied and Unidentified Receipts** parameter and the **Include On-Account Items** parameter to No, and exclude the respective ranges of accounts from the extract. To avoid reconciling differences, don't post unapplied and unidentified

receipts, and on-account items, to the same general ledger accounts as that used for transactions. If these receipts and items are posted to the same accounts, then the accounting for transactions is also excluded.

If you never include unapplied and unidentified receipts, or on-account items, in your reconciliation, then don't assign the financial category of Accounts Receivable to these accounts in your chart of accounts setup.

> **Note:** Receivables to General Ledger reconciliation doesn't include miscellaneous receipts. Ensure that you don't assign the financial category of Accounts Receivable to miscellaneous receipt accounts.

Recommendations for Reconciling Bills Receivable

Two rows on the Summary report display bills receivable activity for the accounting period:

- Bills Receivable: Bills receivable created (unsigned or drawee-issued), accepted (signed), and canceled during the accounting period.
- Bills Receivable Applications: All customer transactions applied to bills receivable created, accepted, and canceled during the accounting period.

The totals for Bills Receivable and Bills Receivable Application net to zero, because both sides of the creation of bills receivable and the application of transactions, or unapplication in the case of canceled bills, are recorded here. Creation and Acceptance require the assignment of transactions to the bill receivable, so each of these bills display the associated transaction applications. Cancellation reverses the bill receivable and its applications, so canceled bills display both sides of the activity, application and unapplication.

Status changes to Remitted, Unpaid, and Factored bills receivable have an accounting impact only because, as the bill goes through its lifecycle, only the account it posts to changes. These events display in the Summary report in the Other Accounting section. Like all other events related to reconciliation, the accounts used for these activities need to have the financial category of Accounts Receivable assigned to the natural account segment in the chart of accounts.

Other activities against bills receivable are included in existing sections of the Summary report and the related drill-down reports. On-account credit memos against a bill receivable display in the Invoices section, along with all other transaction activity. Receipts applied to bills receivable display with other receipts in the Applied Receipts section.

Related Topics

- Guidelines for Receivables to General Ledger Reconciliation
- What's a variance amount?
- Journal Capture Options
- How Account Balances Are Calculated

Sweep Subledger Transactions to Another Period

Use the Sweep Subledger Transactions to Another Period process to review Receivables or Revenue Management invalid transactions and sweep them to a future accounting period.

Use this process in conjunction with other processes, activities, and reports to close a Receivables or Revenue Management accounting period.

The process identifies, for the selected ledger in Receivables or Revenue Management, the invalid transactions in a Close Pending accounting period that are blocking the closing of the period. Invalid transactions include:

- Transactions with invalid distributions.
- Transactions with unposted distributions.
- Unbalanced journal entries.
- Receivables transactions with incomplete revenue recognition processing.
- Receivables transactions pending review and completion.

Sweeping invalid transactions to another period helps progress period close, and allows for resolution of these open issues in the future accounting period.

You can optionally run the process in Review mode first to review invalid transactions. You can run the process in Sweep mode, with or without review, to sweep invalid transactions to another accounting period.

You must complete all parameters to run the process. This table describes the values to enter for each parameter:

Parameter	Values	Notes
Subledger Transactions	Select Receivables or Revenue Management.	The list of values displays the subledgers you have access to.
Ledger	Select the ledger for the process run. The parameter displays all ledgers that you have access to.	You can't run the process to review or sweep invalid Receivables transactions on a ledger that has chronological document sequencing enabled.
From Period	The Close Pending accounting period from which to select invalid transactions for review or sweep.	N/A
To Period	The Open or Future Enterable accounting period to sweep invalid transactions.	N/A
Sweep Pending Approval Transactions	Select Yes or No. This parameter only applies to Receivables transactions in the Pending Approval status.	If you select Yes, the process sweeps Receivables transactions that require review and approval before transaction completion to the selected Open or Future Enterable accounting period. The default No means there are no Receivables transactions Pending Approval.
Execution Type	Select the type of process run: • Review transaction information without sweep • Sweep transactions to next accounting period	If you select Review, the process generates the Sweep Invalid and Unposted Distributions Report without sweeping transactions to another accounting period. If you select Sweep, the process sweeps the invalid transactions from the selected Close Pending accounting period to the selected Open or Future Enterable accounting period.

Use the Sweep Invalid and Unposted Distributions Report to review the invalid transactions in the Close Pending accounting period. The report contains a Summary section and a Details section:

- The Summary section displays the number of invalid transactions in every business unit assigned to the ledger. For Receivables, this can include Invoices, Credit Memos, Debit Memos, Receipts, Adjustments, and Bills Receivable.
- The Details section displays the details of each invalid transaction, but only for the business units that you have access to.

  The Details section lists for each transaction: transaction information and status; cause of the error and suggested action; and the transaction accounting distributions.

Reports for Close Receivables Accounting Period

Potential Reconciling Items Report

During internal reconciliation, you use the Receivables to General Ledger Reconciliation Report to confirm that transactional and accounting data match. However, even if the data matches, journals can still post to incorrect general ledger accounts, due to issues with your Receivables setup.

Use the Potential Reconciling Items Report to help you identify and correct these setup issues.

You typically run the Potential Reconciling Items Report:

- For new software installations, prior to running final accounting, in order to confirm the correct derivation of accounting.
- Whenever the accounting setup has been modified--such as the creation of new transaction types, receipt methods or receivables activities--prior to running final accounting.

The report suggests journal items that potentially posted to general ledger accounts with unexpected account types, thus creating reconciliation issues in general ledger. An unexpected account type refers to general ledger account types that aren't normally associated with an item general ledger category. General ledger account types used by Receivables include assets, liabilities, income, and expense.

For example, a receivable item might be expected to post to an asset account. If the item posts to a non-asset account, then it will appear on the Potential Reconciling Items Report.

Typical items that the Potential Reconciling Items Report includes are:

- Adjustment journals with offset accounts that are asset accounts, rather than income or expense.
- Revenue journals for invoices and credit memos that post to account types other than income.
- Unearned revenue journals that post to an account type other than liability.
- Unbilled journals created for deferred billing that post to an account type other than asset.
- Late charge journals that post to an account type other than income.
- Cash, confirmation, or remittance journals that post to account types other than asset.
- Short term debt journals created by factoring receipts that post to account types other than liability.
- Nonrecoverable tax that posts to an account type other than expense.

Possible causes for discrepancy include:

- Incorrect accounting setup.

- Incorrect manual updating of general ledger account distributions.
- Setup created for activities inconsistent with the intended use of Receivables.

When a potential reconciling item is an error, correct both the individual transaction and the incorrect setup to prevent future occurrences of the same error.

Related Topics

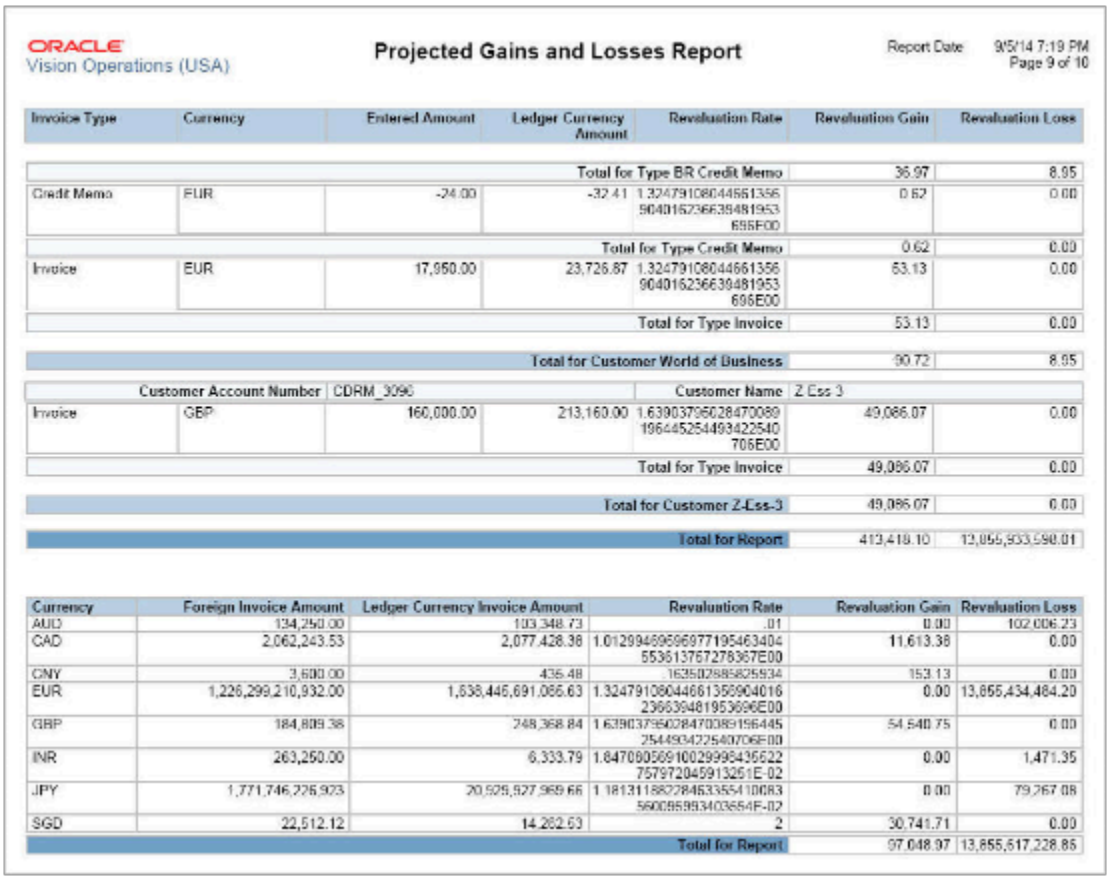
- Guidelines for Using the Receivables to General Ledger Reconciliation Report
- Guidelines for Receivables to General Ledger Reconciliation

Overview of the Projected Gains and Losses Report

This topic contains summary information about the Projected Gains and Losses Report.

Overview

The Projected Gains and Losses Report lets you review open foreign (non-ledger) currency invoices, debit memos, and chargebacks revalued according to the revaluation rate that you specify.



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Projected Gains and Losses Report

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Invoice Type	Currency	Entered Amount	Ledger Currency Amount	Revaluation Rate	Revaluation Gain	Revaluation Loss
				Total for Type BR Credit Memo	36.97	8.95
Credit Memo	EUR	-24.00	-32.41	1.324791080446613569040162366394819536956E00	0.62	0.00
				Total for Type Credit Memo	0.62	0.00
Invoice	EUR	17,950.00	23,726.87	1.324791080446613569040162366394819536956E00	53.13	0.00
				Total for Type Invoice	53.13	0.00
				Total for Customer World of Business	90.72	8.95
Customer Account Number	CDRM_3090			Customer Name	Z Ess 3	
Invoice	GBP	160,000.00	213,160.00	1.639037956284700891964452544934225407056E00	49,086.07	0.00
				Total for Type Invoice	49,086.07	0.00
				Total for Customer Z-Ess-3	49,086.07	0.00
				Total for Report	413,418.10	12,055,933,590.01

Currency	Foreign Invoice Amount	Ledger Currency Invoice Amount	Revaluation Rate	Revaluation Gain	Revaluation Loss
AUD	134,250.00	103,348.73	.01	0.00	102,006.23
CAD	2,062,243.53	2,077,428.38	1.012994869969771954634045536137672783670E00	11,613.38	0.00
CNY	3,600.00	436.48	1636028858259340	153.13	0.00
EUR	1,226,299,210,932.00	1,638,446,691,086.63	1.324791080446613569040162366394819536956E00	0.00	13,855,434,484.20
GBP	184,809.38	248,368.84	1.639037956284700891964452544934225407056E00	54,640.75	0.00
INR	263,250.00	6,333.79	1.847080569100299994356227579720459132610E-02	0.00	1,471.35
JPY	1,771,746,226,923	20,525,527,969.66	1.181311882284633554100835600869934036654E-02	0.00	79,767.08
SGD	22,512.12	14,262.63	2	30,741.71	0.00
			Total for Report	97,048.97	13,855,617,228.85

Key Insights

The report compares the revalued amount of each debit item with the entered amount and prints the unrealized gain or loss.

Frequently Asked Questions

The following table lists frequently asked questions about the Projected Gains and Losses Report.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances
Who uses this report?	Financial Manager during period close processing.
When do I use this report?	To review projected gain or loss for open foreign currency transactions revalued according to the revaluation rate that you specify.
What can I do with this report?	Schedule as needed.
What type of report is this?	Oracle Business Intelligence Publisher

Projected Gains and Losses Report

Use the Projected Gains and Losses Report to review open foreign (non-ledger) currency invoices, debit memos, and chargebacks revalued according to the revaluation rate that you specify.

The report compares the revalued amount of each debit item with the entered amount and prints the unrealized gain or loss.

The report summarizes by customer and prints, for each transaction type, the total debit item foreign currency amount by currency and the unrealized gain or loss, with subtotals for each transaction type and customer.

The report includes a final summary section at the end by currency to review your unrealized gain and loss totals for each currency. The net revaluation gain or loss totals, calculated as the difference between the revaluation gain and revaluation loss, average out to the same for the customer/transaction type totals and the currency totals.

Use this report according to your customer account and open balance reviews and revaluations.

Selected Report Parameters

Conversion Type

Conversion rate type to use as the revaluation rate.

Conversion Date

Date that corresponds to the conversion rate to use as the revaluation rate. The rate date and the rate type together determine the revaluation rate used to revalue your debit items.

For example, if you're using the Spot rate for June 1, 2014, enter 01-Jun-14. If you're using Period Average as your rate type, enter a date that is within the Receivables accounting period for the Period Average rate you defined.

If you enter a rate type and rate date that don't exist for a currency, the report doesn't calculate unrealized gains or losses for that currency.

From/To Accounting Date

Debit item accounting date range.

From/To Customer Name or Account Number

Customer range. The report summarizes transactions by customer account.

Report Output

This table describes important column headings in the Projected Gains and Losses Report.

Column Heading	Description
Invoice Type	The transaction type assigned to the transaction.
Currency	The transaction entered currency.
Entered Amount	The transaction amount in the entered currency.
Ledger Currency Amount	The transaction amount converted to the ledger currency.
Revaluation Rate	Rate that the report uses to revalue the balance of the transaction.
Revaluation Gain	Unrealized gain between the revalued amount and the entered amount.
Revaluation Loss	Unrealized loss between the revalued amount and the entered amount.

This table describes important row headings in the Projected Gains and Losses Report.

Row Heading	Description
Customer Account Number and Customer Name	Summary section for each customer account.
Total for Type [Transaction Type]	The total unrealized gain and unrealized loss for each transaction type per customer account.
Total for Customer [Customer Name]	The total unrealized gain and unrealized loss for each customer account.
Total for Report	The total unrealized gain and unrealized loss for all customer accounts in the report.

This table describes the currency summary headings in the Projected Gains and Losses Report.

Currency Summary Heading	Description
Currency	The identifier of each foreign currency.

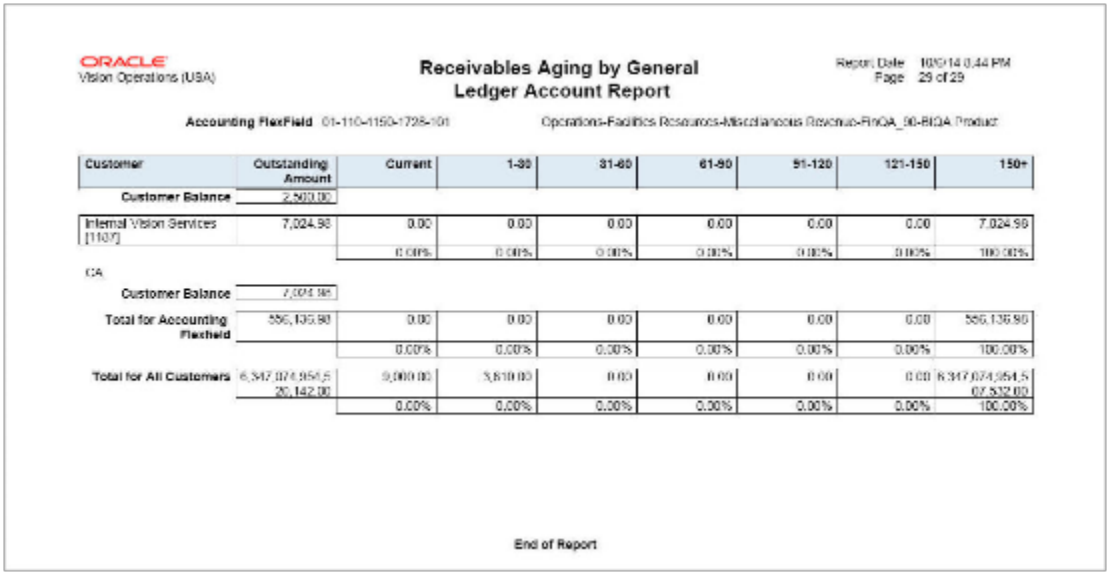
Currency Summary Heading	Description
Foreign Invoice Amount	The total transaction amount in each foreign currency.
Ledger Currency Invoice Amount	The total transaction amount in the ledger currency for each foreign currency.
Revaluation Rate	Rate that the report uses to revalue the transaction amount for each foreign currency.
Revaluation Gain	The total unrealized gain between the revalued amount and the entered amount for each currency.
Revaluation Loss	The total unrealized loss between the revalued amount and the entered amount for each currency.
Total for Report	The total unrealized gain and unrealized loss for all open items on this report.

Overview of the Receivables Aging by General Ledger Account Report

This topic contains summary information about the Receivables Aging by General Ledger Account Report.

Overview

The Receivables Aging by General Ledger Account Report helps you review information about outstanding receivables balances.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Receivables Aging by General Ledger Account Report

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Accounting FlexField 01-110-1150-1728-101 Operations-Facilities Resources-Miscellaneous Revenue-FinOA_90-BIOA Product

Customer	Outstanding Amount	Current	1-30	31-60	61-90	91-120	121-150	150+
Customer Balance	2,500.00							
Internal Vision Services [1107]	7,024.98	0.00	0.00	0.00	0.00	0.00	0.00	7,024.98
		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
OA								
Customer Balance	7,024.98							
Total for Accounting Flexfield	556,135.98	0.00	0.00	0.00	0.00	0.00	0.00	556,135.98
		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Total for All Customers	6,347,074,954.5 20,142.00	9,000.00	5,810.00	0.00	0.00	0.00	0.00	6,347,074,954.5 27,532.00
		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%

End of Report

If you have enabled a ledger and its business units for Multifund Accounting, use the Receivables Aging by General Ledger Account and Multifund Accounting Report to generate and review aging details for your accounts with detailed receivables distributions.

Key Insights

You can use this report either during reconciliation or to age or summarize open receivables.

Frequently Asked Questions

The following table lists frequently asked questions about the Receivables Aging by General Ledger Account Report.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances
Who uses this report?	Financial Manager during period close processing.
When do I use this report?	Review information about your customer outstanding receivables balances by general ledger account as of a specific accounting date.
What can I do with this report?	Schedule periodically.
What type of report is this?	Oracle Business Intelligence Publisher

Receivables Aging by General Ledger Account Report

Use the Receivables Aging by General Ledger Account Report to review information about outstanding receivables balances by general ledger account as of a specific accounting date and customer or customer site.

You can use this report both for aging and for reconciliation to the general ledger.

The following notes refer to using the Receivables Aging by General Ledger Account Report for reconciliation:

- Select report parameter values consistent with the parameters of the Receivables to General Ledger Reconciliation extract and report for inclusion or exclusion of on-account credits, unidentified payments, and on-account and unapplied cash.
- Select the same balancing segment value as for the Receivables to General Ledger Reconciliation extract and report.

  > **Note:** You can run the reconciliation report for other segments of the accounting flexfield, but this can cause different results between the two reports because only the **Balancing Segment** parameter is used by the aging report.

- If you're including credits in reconciliation, set the **Show Open Credits** parameter to Age to include credits in the total customer balance.
- When reconciling by general ledger account, set the **Report Summary** parameter to Customer Summary to display grand totals by accounting flexfield.

> **CAUTION:** Don't use Advanced Collections Aging reports for reconciliation, because they don't include general ledger account information. This applies to these three reports:
>
> - Aging by Common Currency Report
> - Collections Aging 4 Bucket Report
> - Collections Aging by Collector 7 Bucket Report

Use the Receivables Aging by General Ledger Account Report:

- During reconciliation, to compare with the balances of the Receivables to General Ledger Reconciliation Report.
- To age or summarize open receivables.

Selected Report Parameters

Balancing Segment

Always select specific balancing segment values rather than running the report for all values.

Transaction As-of Date

Accounting date from which to include receivable open items.

Report Summary

- Customer Summary: Prints customer names with their total open balances.
- Invoice Summary: Prints information on all customer open receivables.

Report Format

The report format affects customer information, not transaction information:

- Brief: Prints customer name and customer account number with item information.
- Detailed: Prints customer city and state with contact name and telephone number.

Aging Bucket

Prints information from the bucket set you specify.

Show Open Credits

Select whether and how to include credit items in the report:

- Age: Receivables ages your credit items and includes the credit amounts in the appropriate aging bucket columns.
- Do Not Show: The report doesn't include credit items in your customer balances. In this case, the report doesn't display any of your unapplied, on-account or unidentified payments, or on-account credit memos.
- Summarize: Displays the sum of your credit items in the Customer Credit Memos, Customer Payments, and Customer Balance rows.

> **Note:** When using the report for reconciliation, set the **Show Open Credits** parameter to Do Not Show, if you didn't include these items in the Receivables to General Ledger Reconciliation extract and report.

Show Receipts at Risk

Receipts at risk are standard receipts that haven't been cleared or factored receipts that haven't been risk eliminated:

- Age: Include receipts at risk in this report. The report displays the receipts at risk with other open receipts in the appropriate bucket and includes them when determining the customer balance.
- Do Not Show: Receipts at risk aren't included in this report.
- Summarize: Displays the sum of your receipts at risk in the Customer Credit Memos, Customer Payments, and Customer Balance rows.

Note: When using the report for reconciliation, always set the **Show Receipts at Risk** parameter to Do Not Show.

Report Output

The report can include both detail and summary information about customer current and past due invoices, debit memos, and chargebacks. If you set the **Report Format** parameter to Detailed, the report provides totals by customer site. If you set the **Report Format** parameter to Brief, the report provides totals by customer account number.

The report uses the Advanced Collections predefined aging method to display 7 aging buckets that indicate the current and past due amounts owed by a customer account or site over the designated number of days, with the last aging bucket (150+) containing transaction amounts over 150 days past due.

Company
The balancing segment of the receivables account associated with the transaction included in this group.

Accounting Flexfield
The general ledger account concatenated segments and concatenated description.

Company Total
The total outstanding amount for the balancing segment value of the accounting flexfield. This heading only appears when the **Report Summary** parameter is set to Invoice Summary.

- If you set the **Show Open Credits** parameter to Do Not Show or Summarize, the report doesn't include credit item amounts in your company total.
- If you set the **Show Open Credits** parameter to Age, the report includes credit item amounts in your company total.

Customer Balance
The total balance for each customer when you set the **Show Open Credits** parameter to Summarize. This balance includes all debit and credit items for each customer.

Customer Credit Memos
The total amount of credit memos for each customer if you set the **Show Open Credits** parameter to Summarize. This total is included in the Customer Balance row for each customer.

Total Debits
If you set the **Show Open Credits** parameter to Age, this total includes both debit items and credit items.

Customer Payments
If you set the **Show Open Credits** parameter to Summarize, this displays the total amount of payments for each customer within this site. Payments include both unapplied and on-account cash. This total is included in the Customer Balance row for each customer.

Customer Balance
The total balance for each customer.

- If you set the **Show Open Credits** parameter to Do Not Show or Age, the report doesn't include on-account payments, unapplied payments, and on-account credits in your customer balances.
- If you set the **Show Open Credits** parameter to Summarize, these credit items are included in your customer balances.

Site Balance
If you set the **Show Open Credits** parameter to Summarize, this displays the total balance for each site. This balance includes all debit and credit items for each customer.

Site Credit Memos

If you set the **Show Open Credits** parameter to Summarize, this displays the total amount of credit memos for each customer site. This total is included in the Site Balance row for each customer.

Total Customer Balance
The total customer balance for all customers in the report.

Total for All Customers
The totals for all customers in the report.

Total Payments and Credit Memos
The total of credit items for all customers in the report.

Total for Accounting Flexfield
The total for each unique account code combination of the accounting flexfield.

Total for Report
This total only appears when the **Report Summary** parameter is set to Invoice Summary.

If you set the **Show Open Credits** parameter to Summarize, this total doesn't include credits.

Related Topics
- Create an Aging Method

Receivables Aging by General Ledger Account and Multifund Accounting Report

Use the Receivables Aging by General Ledger Account and Multifund Accounting Report to generate and review aging details for the accounts in your business units enabled for Multifund Accounting.

> **Note:** You can only use this report for a ledger and its related business units that are enabled for Multifund Accounting. The report provides Invoice Summary only of the open receivables of each customer together with detailed receivables distributions.

You can either generate a report for all balancing segments values or generate separate reports for selected balancing segment values.

Selected Report Parameters

Reporting Level

Ledger or Business Unit.

Reporting Context

Name of the Ledger or Business Unit.

Primary, Second, Third Balancing Segment

Leave all three Balancing Segment parameters blank to generate a report for all balancing segment values, or enter a specific balancing segment value in the applicable parameter.

Transaction As-of Date

Accounting date from which to include receivable open items.

Report Summary

Invoice Summary only: Prints information on all customer open receivables.

Report Format

The report format affects customer information, not transaction information:

- Brief: Prints customer name and customer account number with item information.
- Detailed: Prints customer city and state with contact name and telephone number.

Aging Bucket

Prints information from the bucket set you specify.

Show Open Credits

Select whether and how to include credit items in the report:

- Age: Receivables ages your credit items and includes the credit amounts in the appropriate aging bucket columns.
- Do Not Show: The report doesn't include credit items in your customer balances. In this case, the report doesn't display any of your unapplied, on-account or unidentified payments, or on-account credit memos.
- Summarize: Displays the sum of your credit items in the Customer Credit Memos, Customer Payments, and Customer Balance rows.

Show Receipts at Risk

Receipts at risk are standard receipts that haven't been cleared or factored receipts that haven't been risk eliminated:

- Age: Include receipts at risk in this report. The report displays the receipts at risk with other open receipts in the appropriate bucket and includes them when determining the customer balance.
- Do Not Show: Receipts at risk aren't included in this report.
- Summarize: Displays the sum of your receipts at risk in the Customer Credit Memos, Customer Payments, and Customer Balance rows.

Related Topics

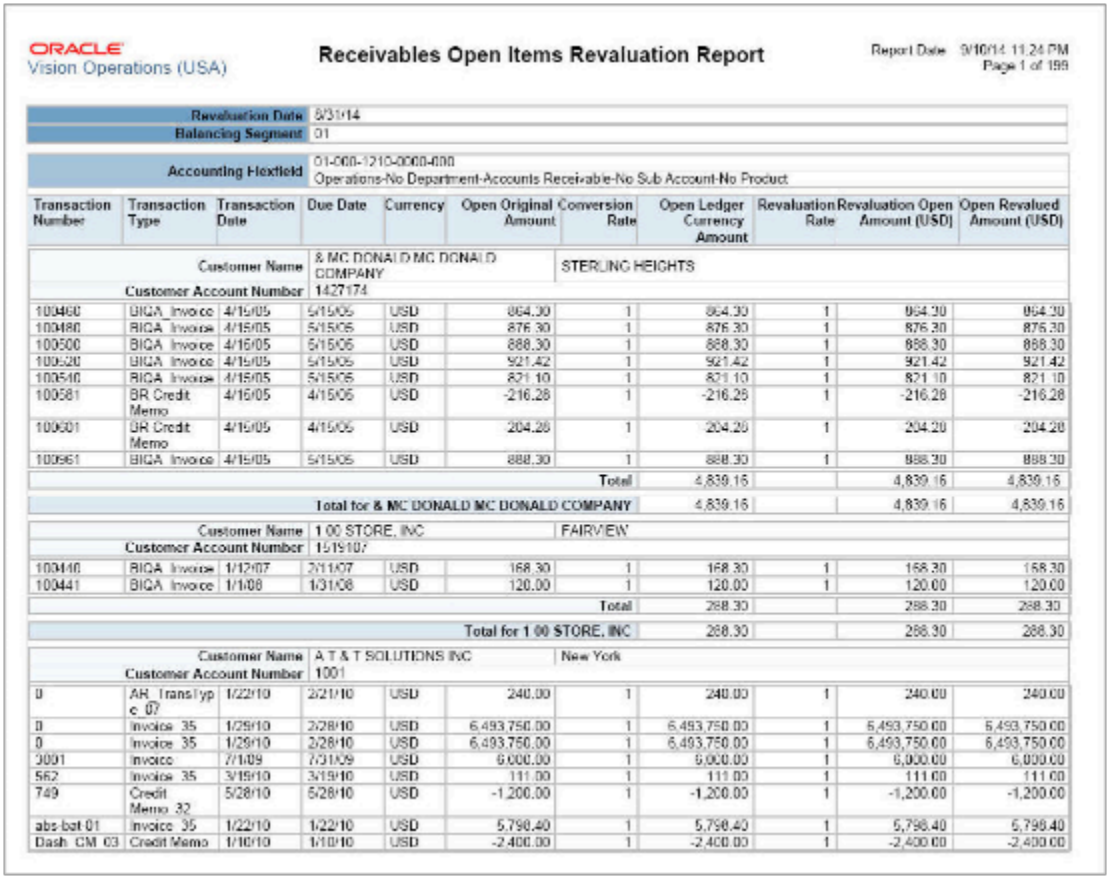
- Guidelines for Enabling Multifund Accounting
- Receivables Aging by General Ledger Account Report

Overview of the Receivables Open Items Revaluation Report

This topic contains summary information about the Receivables Open Items Revaluation Report.

Overview

The Receivables Open Items Revaluation Report is used to revalue your open items, including invoices, credit memos, and debit memos.



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Receivables Open Items Revaluation Report

Report Date 9/10/14 11:24 PM
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Revaluation Date	8/31/14
Balancing Segment	01
Accounting Flexfield	01-000-1210-0000-000 Operations-No Department-Accounts Receivable-No Sub Account-No Product

Transaction Number	Transaction Type	Transaction Date	Due Date	Currency	Open Original Amount	Conversion Rate	Open Ledger Currency Amount	Revaluation Rate	Revaluation Open Amount (USD)	Open Revalued Amount (USD)
Customer Name	& MC DONALD MC DONALD COMPANY					STERLING HEIGHTS				
Customer Account Number	1427174									
100460	BIQA_Invoice	4/15/05	5/15/05	USD	864.30	1	864.30	1	864.30	864.30
100480	BIQA_Invoice	4/15/05	5/15/05	USD	876.30	1	876.30	1	876.30	876.30
100500	BIQA_Invoice	4/15/05	5/15/05	USD	888.30	1	888.30	1	888.30	888.30
100520	BIQA_Invoice	4/15/05	5/15/05	USD	921.42	1	921.42	1	921.42	921.42
100540	BIQA_Invoice	4/15/05	5/15/05	USD	871.10	1	871.10	1	871.10	871.10
100581	BR Credit Memo	4/15/05	4/15/05	USD	-216.28	1	-216.28	1	-216.28	-216.28
100601	BR Credit Memo	4/15/05	4/15/05	USD	204.28	1	204.28	1	204.28	204.28
100961	BIQA_Invoice	4/15/05	5/15/05	USD	888.30	1	888.30	1	888.30	888.30
						Total	4,839.16		4,839.16	4,839.16
						Total for & MC DONALD MC DONALD COMPANY	4,839.16		4,839.16	4,839.16
Customer Name	1 00 STORE, INC					FAIRVIEW				
Customer Account Number	1519107									
100440	BIQA_Invoice	1/12/07	2/11/07	USD	168.30	1	168.30	1	168.30	168.30
100441	BIQA_Invoice	1/1/08	1/31/08	USD	120.00	1	120.00	1	120.00	120.00
						Total	288.30		288.30	288.30
						Total for 1 00 STORE, INC	288.30		288.30	288.30
Customer Name	A T & T SOLUTIONS INC					New York				
Customer Account Number	1001									
0	AR_TransTyp e_07	1/22/10	2/21/10	USD	240.00	1	240.00	1	240.00	240.00
0	Invoice_35	1/29/10	2/28/10	USD	6,493,750.00	1	6,493,750.00	1	6,493,750.00	6,493,750.00
0	Invoice_35	1/29/10	2/28/10	USD	6,493,750.00	1	6,493,750.00	1	6,493,750.00	6,493,750.00
3001	Invoice	7/1/09	7/31/09	USD	6,000.00	1	6,000.00	1	6,000.00	6,000.00
562	Invoice_35	3/19/10	3/19/10	USD	111.00	1	111.00	1	111.00	111.00
749	Credit Memo_32	5/28/10	5/28/10	USD	-1,200.00	1	-1,200.00	1	-1,200.00	-1,200.00
abs-bat 01	Invoice_35	1/22/10	1/22/10	USD	5,796.40	1	5,796.40	1	5,796.40	5,796.40
Dash_CM_03	Credit Memo	1/10/10	1/10/10	USD	-2,400.00	1	-2,400.00	1	-2,400.00	-2,400.00

Key Insights

Revalue open items based on the revaluation rate that you specify, which is either an end-of-period rate or a daily rate. The report is divided into sections for each unique combination of balancing segment and receivables account.

Frequently Asked Questions

The following table lists frequently asked questions about the Receivables Open Items Revaluation Report.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances
Who uses this report?	Financial Manager during period close processing.
When do I use this report?	When you need to revalue your customer open transactions for determining the amount needed to manually adjust your general ledger balance to reflect the difference between the original and revalued balance.
What can I do with this report?	Schedule as needed.
What type of report is this?	Oracle Business Intelligence Publisher

Receivables Open Items Revaluation Report

Use the Receivables Open Items Revaluation Report to revalue your open items, including invoices, credit memos, and debit memos. The report takes into account changes in the value of your receivables due to changes in foreign currency rates.

You revalue open items based on the revaluation rate that you specify, which is either an end-of-period rate or a daily rate.

The Receivables Open Items Revaluation Report provides you with three amounts:

- Open Original Amount: The value of your open items before revaluation, which you can reconcile with your general ledger balances. The report also provides a complete list of all open items and explains the balance of your receivables account.
- Revaluation Open Amount: The value for each revalued open item with the revaluation rate. This itemized total is required in some countries.
- Open Revalued Amount: The higher of the two item values both before and after the revaluation. The report adds up these values and calculates the difference. This total is required in some countries, where the lower market value of open items needs to be determined.

The report is divided into sections for each unique combination of balancing segment and receivable account. Within each section, the report lists open items for each customer.

The Receivables Open Items Revaluation Report determines the amount needed to manually adjust your general ledger balance to reflect the difference between the original and revalued balance. This revaluation difference is calculated and summarized for each accounting flexfield. You should reverse this adjustment at the beginning of the next period to synchronize Receivables and General Ledger balances.

You can run the Receivables Open Items Revaluation Report for a revaluation period, up to a particular due date, and for a range of balance segment values. Check that you have entered rate information for each currency that you use. Use the **Include Up To Due Date** parameter to split your assets into short-term, mid-term, or long-term receivables.

Report Parameters

Revaluation Period

The accounting period that you want to revalue. All open transactions with transaction dates up to the last date of this period are selected.

Include up to Due Date

Enter a date if you want to differentiate short-term, mid-term, and long-term receivables. Otherwise, leave this field blank. The date is the maximum due date included in this report.

Rate Type

Select the rate type to use to revalue open transactions:

- Period. Rate at the end of the revaluation period.
- Daily. If you select Daily, then enter values for the **Conversion Rate Type** and **Conversion Date** parameters.

Conversion Rate Type

If you select Daily as your rate type, select a conversion rate type.

Conversion Date

If you select Daily as your rate type, select the conversion date.

Transferred to GL Only

- Yes: Include only transactions transferred to general ledger. Only receipts transferred to general ledger affect open balances.
- No: Include both posted transactions and transactions and receipts not yet posted to affect open balances.

Cleared Only

- Yes: Only cleared receipts affect open balances.
- No: Both cleared receipts and receipts not yet cleared affect open balances.

Balancing Segment

Define the filtering conditions for the balancing segment values to include or exclude.

Report Output

This table describes the report headings in the Receivables Open Items Revaluation Report.

Report Heading	Description
Revaluation Date	The date of the revaluation.
Balancing Segment	Each value of the balancing segment for the selected balancing segment range.
Accounting Flexfield	The accounting flexfield for each of the accounts with the balancing segments within the selected range.

This table describes the column headings in the Receivables Open Items Revaluation Report.

Column Heading	Description
Transaction Number	The number of the transaction.
Transaction Type:	The transaction type assigned to the transaction.
Transaction Date	The date the transaction was created.
Due Date	The date payment is due on the transaction.
Currency	The transaction entered currency.
Open Original Amount	The transaction amount in the entered currency. The report prints an asterisk if the open amount differs from the original amount. The open amount may differ if receipts were applied or adjustments made to the transaction.

Column Heading	Description
Conversion Rate	The conversion rate used for foreign currency transactions. This value is 1 for ledger currency transactions.
Open Ledger Currency Amount	The ledger currency balance of the transaction, valued at the conversion rate used when the transaction was approved.
Revaluation Rate	The rate that the report uses to revalue the balance of the transaction.
Revaluation Open Amount	The transaction balance, revalued using the revaluation rate.
Open Revalued Amount	The difference between the Revaluation Open Amount and the Open Ledger Currency Amount. During reconciliation, debit the receivables account if the difference is positive; credit the receivables account if the difference is negative. In other words, Open Revalued Amount = Revaluation Open Amount - Open Ledger Currency Amount (with sign).

This table describes row headings in the Receivables Open Items Revaluation Report.

Row Heading	Description
Customer Name	The name of the customer with items charged to the accounting flexfield of the receivables account.
Customer Account Number	The account number of the customer with items charged to the accounting flexfield of the receivables account.
Total	The transaction totals.
Total for [Customer]	The customer totals.
Total for Accounting Flexfield	The accounting flexfield totals.

This table describes the summary headings in the Receivables Open Items Revaluation Report.

Summary Heading	Description
Accounting Flexfield	The accounting flexfield that totals are calculated for.
Open Ledger Currency Amount	The total for each accounting flexfield, balancing segment, and the entire report.
Revalued Amount	The total for each accounting flexfield, balancing segment, and the entire report.
Difference	The total for the difference between the Open Ledger Currency Amount and the Revaluation Open Amount for each accounting flexfield, balancing segment, and the entire report.

Summary Heading	Description
Open Revalued Amount	The total for each accounting flexfield, balancing segment, and the entire report.
Difference	The total for the difference between the Open Ledger Currency Amount and the Open Revalued Amount for each accounting flexfield and the entire report.
Total	The total for the report.

FAQs for Close Receivables Accounting Period

How are accounts reconciled to general ledger?

The Receivables to General Ledger Reconciliation report only reconciles accounts receivable for accrual basis accounting, and only reconciles accounting in the primary ledgers.

The Receivables to General Ledger Reconciliation report reconciles the transaction types that impact the accounts receivable in general ledger. These include:

- Invoice
- Debit memo
- Credit memo
- On-account credit memo
- Chargeback
- Adjustment
- Applied receipt
- On-account receipt
- Unapplied receipt
- Unidentified receipt
- Bills receivable
- Bills receivable application

Note: On-account credit memo refund amounts and on-account credit memo gain or loss amounts are included in the Invoices section of the Reconciliation report, because they affect the open balance of the receivable amount of the credit memo. In all cases the intent is to close the credit memo, so both the original credit memo and the activity against it are displayed.

The report also reconciles manual journal entries created in the Receivables subledger.

If your business unit is implicitly mapped to the primary balancing segment value in the chart of accounts, you can run the report to reconcile by either business unit or ledger. If there is no implicit mapping, then you must reconcile by ledger.

Note: This mapping isn't defined anywhere in Receivables or General Ledger.

What happens to accounting periods during reconciliation?

When you drill down in the Receivables to General Ledger Reconciliation report, you see real-time details that make up balances from the summary report.

In order to guarantee that the summary balance for each type of activity agrees with the drill-down detail, you must ensure that you limit access to an accounting period when you run the Prepare Receivables to General Ledger Reconciliation process. Otherwise additional activity might be added to that period after the extract has run.

Set the accounting period status to Closed or Close Pending. You typically set the accounting period to Close Pending during the review process, and then reopen the period if adjusting entries need to be added. You must ensure that the subsequent accounting period is open, in order that business operations continue during the reconciliation process.

Note one important difference between a Closed and Close Pending status. If the period status is set to Closed, Receivables checks for incomplete invoices and orphan accounting lines. These validation checks aren't performed under a Close Pending status.

Either status will prevent additional entries in the closed period.

> **Note:** You can't reopen a Closed or Close Pending Receivables accounting period once the general ledger accounting period has been closed. This guarantees that the subledger is properly synchronized to the general ledger.

What's a variance amount?

A variance amount is a line in the Receivables to General Ledger Reconciliation Report that displays the total amount of variance between transactional and accounted amounts.

Variance amounts are due to some type of data corruption. There are two types of variance amounts: receivables variance and accounting variance. A receivables variance is the result of data corruption in the Receivables tables. An accounting variance is the result of data corruption either in subledger accounting or the general ledger. Variance amounts don't display in any other section of the summary or detail reports.

The Receivables to General Ledger Reconciliation Accounting variance report captures information related to these two causes of data corruption:

- Accounting entries in general ledger sourced from subledger accounting that are present in the general ledger tables, but not available in the subledger accounting tables.
- Accounting entries transferred from the subledger to general ledger that are present in the subledger accounting tables, but not available in the general ledger tables.

Why can't I close an accounting period?

One or more exceptions are preventing you from closing the accounting period.

Set the period status to Close Pending and run the Subledger Period Close Exceptions report. This report provides detailed information about your accounts, including any exceptions that may prevent you from closing an accounting period. After you clear the exceptions, you can close the accounting period.

What's the difference between a closed and close pending accounting period?

To set an accounting period to the Closed status, you must first clear any unposted items. Once an accounting period is closed, journal entry, transaction entry, and posting aren't allowed unless you reopen the accounting period.

The Close Pending status differs from the Closed status in two ways:

- This status doesn't validate for unposted items.
- You can still create journal entries for activity that existed in the accounting period prior to setting it to Close Pending.

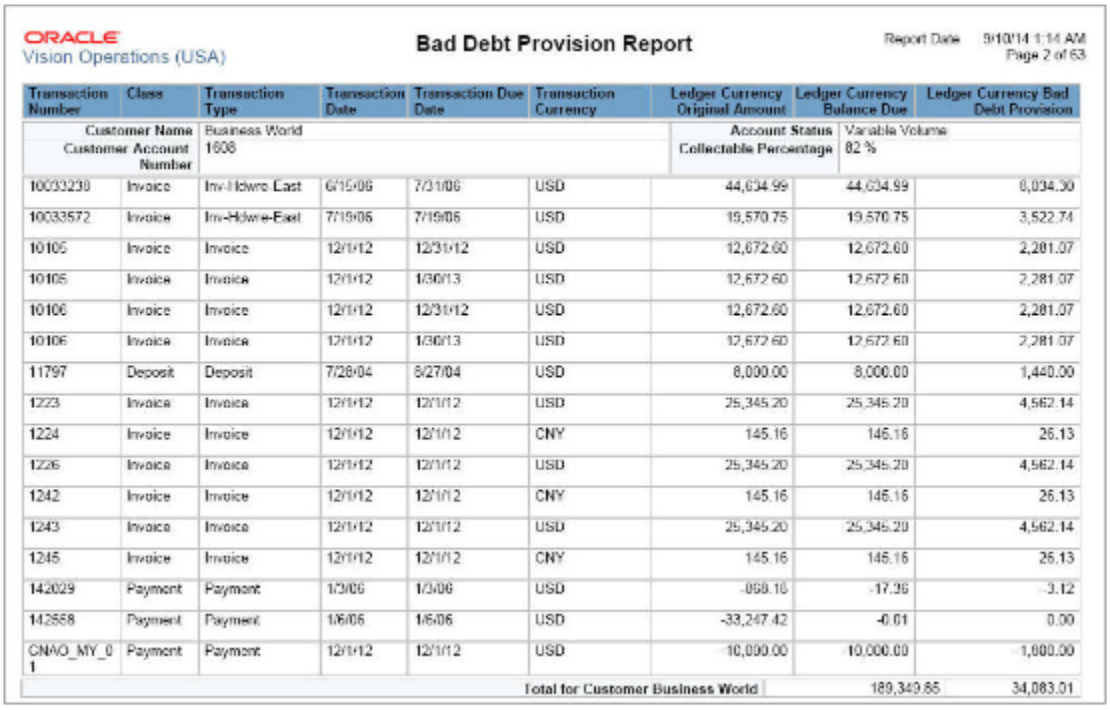
Reports for Customer Account Balances

Overview of the Bad Debt Provision Report

This topic contains summary information about the Bad Debt Provision Report.

Overview

The Bad Debt Provision Report provides information about your bad debt exposure.



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Bad Debt Provision Report

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Transaction Number	Class	Transaction Type	Transaction Date	Transaction Due Date	Transaction Currency	Ledger Currency Original Amount	Ledger Currency Balance Due	Ledger Currency Bad Debt Provision
Customer Name		Business World				Account Status	Variable Volume	
Customer Account Number		1608				Collectable Percentage	82 %	
10033230	Invoice	Inv-Hdwre-East	6/15/06	7/31/06	USD	44,634.99	44,634.99	8,034.30
10033572	Invoice	Inv-Hdwre-East	7/19/06	7/19/06	USD	19,570.75	19,570.75	3,522.74
10105	Invoice	Invoice	12/1/12	12/31/12	USD	12,672.60	12,672.60	2,281.07
10105	Invoice	Invoice	12/1/12	1/30/13	USD	12,672.60	12,672.60	2,281.07
10106	Invoice	Invoice	12/1/12	12/31/12	USD	12,672.60	12,672.60	2,281.07
10106	Invoice	Invoice	12/1/12	1/30/13	USD	12,672.60	12,672.60	2,281.07
11797	Deposit	Deposit	7/28/04	8/27/04	USD	8,000.00	8,000.00	1,440.00
1223	Invoice	Invoice	12/1/12	12/1/12	USD	25,345.20	25,345.20	4,562.14
1224	Invoice	Invoice	12/1/12	12/1/12	CNY	145.16	145.16	26.13
1226	Invoice	Invoice	12/1/12	12/1/12	USD	25,345.20	25,345.20	4,562.14
1242	Invoice	Invoice	12/1/12	12/1/12	CNY	145.16	145.16	26.13
1243	Invoice	Invoice	12/1/12	12/1/12	USD	25,345.20	25,345.20	4,562.14
1245	Invoice	Invoice	12/1/12	12/1/12	CNY	145.16	145.16	26.13
142029	Payment	Payment	1/3/06	1/3/06	USD	-958.16	-17.36	-3.12
142558	Payment	Payment	1/6/06	1/6/06	USD	-33,247.42	-0.01	0.00
CNAO_MY_01	Payment	Payment	12/1/12	12/1/12	USD	-10,000.00	-10,000.00	-1,800.00
					Total for Customer Business World		189,349.85	34,083.01

Key Insights

The report uses the percent collectible value that you specify in the **Collectible** field of the Credit and Collections section of the customer account profile to calculate the bad debt provision.

Frequently Asked Questions

The following table lists frequently asked questions about the Bad Debt Provision Report.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Accounting
Who uses this report?	Financial Manager during period close processing.
When do I use this report?	When you need customer overdue transaction collectibility information to create the provision for bad debt accounting journals.
What can I do with this report?	Schedule periodically.
What type of report is this?	Oracle Business Intelligence Publisher

Bad Debt Provision Report

Use the Bad Debt Provision Report to review your bad debt exposure. The report prints for each customer all open debit items, unapplied receipts, and on-account credits, and the provision for bad debt based on the percent collectible.

The Bad Debt Provision Report uses the percent collectible value that you specify in the **Collectible** field of the Credit and Collections section of the customer account profile to calculate the bad debt provision. The report doesn't include customers with profiles that don't have a value assigned to this field.

Submit this report according to your customer account review requirements.

Report Output

The report by default sorts information by customer account status, but you can sort the information within each account status by customer name or customer account number.

This table describes column headings in the output of the Bad Debt Provision Report.

Column Heading	Description
Class and Transaction Type	In the context of this report, any activity against an open item, including payments.
Ledger Currency Bad Debt Provision	The bad debt provision based on the ledger currency balance due and the percent that isn't collectible.

This table describes row headings in the output of the Bad Debt Provision Report.

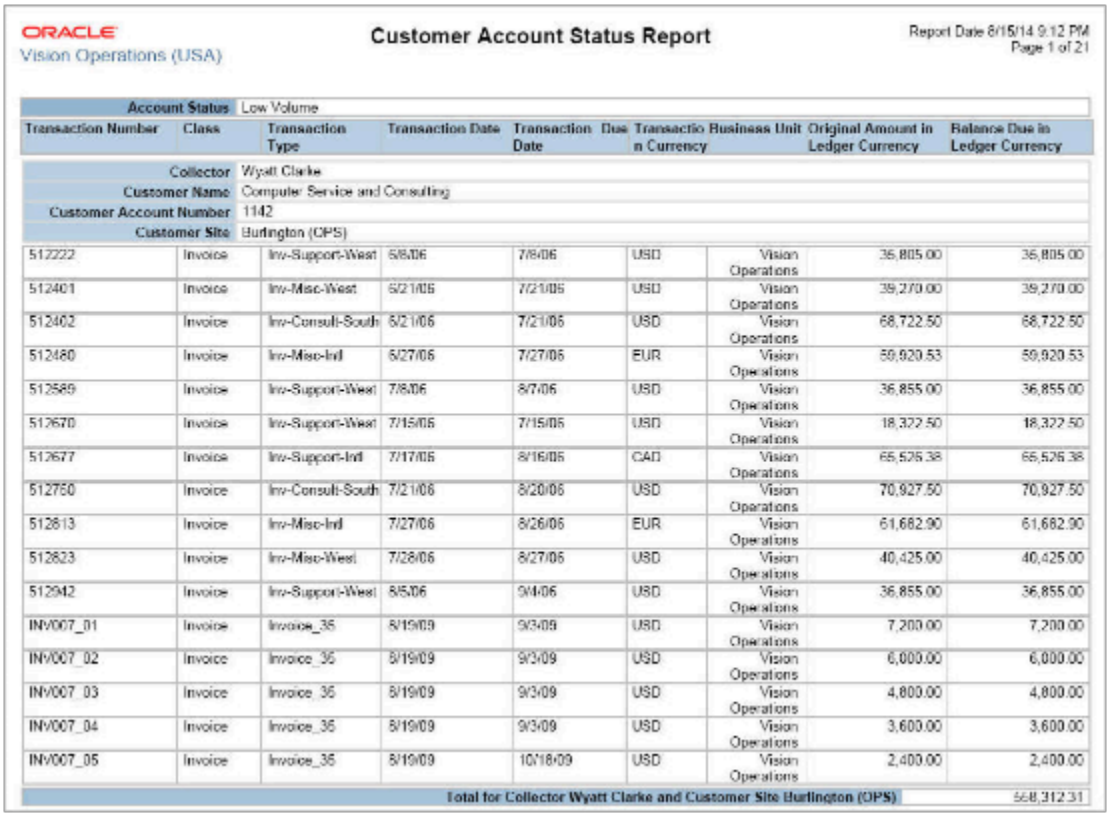
Row Heading	Description
Total for Customer [Name]	The total balance due and provision for each customer in the ledger currency.
Total for Report	The total balance due and provision for all customers in the report in the ledger currency.

Overview of the Customer Account Status Report

This topic contains summary information about the Customer Account Status Report.

Overview

The Customer Account Status Report displays detailed information about each of your customer accounts.



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Customer Account Status Report

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Account Status	Low Volume
Collector	Wyatt Clarke
Customer Name	Computer Service and Consulting
Customer Account Number	1142
Customer Site	Burlington (OPS)

Transaction Number	Class	Transaction Type	Transaction Date	Transaction Due Date	Transactio n Currency	Business Unit	Original Amount in Ledger Currency	Balance Due in Ledger Currency
512222	Invoice	Inv-Support-West	6/6/06	7/6/06	USD	Vision Operations	36,805.00	36,805.00
512401	Invoice	Inv-Misc-West	6/21/06	7/21/06	USD	Vision Operations	39,270.00	39,270.00
512402	Invoice	Inv-Consult-South	6/21/06	7/21/06	USD	Vision Operations	68,722.50	68,722.50
512480	Invoice	Inv-Misc-Intl	6/27/06	7/27/06	EUR	Vision Operations	59,920.53	59,920.53
512589	Invoice	Inv-Support-West	7/6/06	8/7/06	USD	Vision Operations	36,855.00	36,855.00
512670	Invoice	Inv-Support-West	7/15/06	7/15/06	USD	Vision Operations	18,322.50	18,322.50
512677	Invoice	Inv-Support-Intl	7/17/06	8/16/06	CAD	Vision Operations	65,526.38	65,526.38
512750	Invoice	Inv-Consult-South	7/21/06	8/20/06	USD	Vision Operations	70,927.50	70,927.50
512813	Invoice	Inv-Misc-Intl	7/27/06	8/26/06	EUR	Vision Operations	61,682.90	61,682.90
512823	Invoice	Inv-Misc-West	7/28/06	8/27/06	USD	Vision Operations	40,425.00	40,425.00
512942	Invoice	Inv-Support-West	8/5/06	9/4/06	USD	Vision Operations	36,855.00	36,855.00
INV007_01	Invoice	Invoice_36	5/19/09	9/3/09	USD	Vision Operations	7,200.00	7,200.00
INV007_02	Invoice	Invoice_36	5/19/09	9/3/09	USD	Vision Operations	6,000.00	6,000.00
INV007_03	Invoice	Invoice_36	5/19/09	9/3/09	USD	Vision Operations	4,800.00	4,800.00
INV007_04	Invoice	Invoice_36	5/19/09	9/3/09	USD	Vision Operations	3,600.00	3,600.00
INV007_05	Invoice	Invoice_36	5/19/09	10/18/09	USD	Vision Operations	2,400.00	2,400.00
						Total for Collector Wyatt Clarke and Customer Site Burlington (OPS)		568,312.31

Key Insights

The report displays for each customer all open debit items, credit items, and total balance due in the ledger currency.

Frequently Asked Questions

The following table lists frequently asked questions about the Customer Account Status Report.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances
Who uses this report?	Financial Specialist or Financial Manager when analyzing customer accounts.

FAQ	Answer
When do I use this report?	When you want to analyze the detail that makes up the customer account balances by specific account statuses or collectors.
What can I do with this report?	Schedule as needed.
What type of report is this?	Oracle Business Intelligence Publisher

Customer Account Status Report

Use the Customer Account Status Report to review your customer accounts. The report displays for each customer all open debit items, credit items, and total balance due in the ledger currency.

Run this report according to your customer account review process.

Selected Report Parameters

Order By

Arrange the information in the report by Collector, Customer Name or Customer Account Number.

From/To Account Status

Limit the report to customer accounts within a range of account statuses. The range you specify includes all statuses in alphabetic order.

Report Output

This table describes important column headings in the Customer Account Status Report.

Column Heading	Description
Transaction Number	Either the transaction number or the receipt number for customer payments.
Class	Indicates a debit item, credit item, bill receivable or payment.
Transaction Date	Either the transaction date for an invoice, debit memo, credit memo or on-account credit, or the receipt date for customer payments.
Transaction Type	The transaction type for each transaction in the report. If this is a payment, the report displays Payment.
Transaction Due Date	The date payment is due for the transaction. If the transaction is an installment invoice, the report displays a separate row for each due date.
Original Amount in Ledger Currency	The original amount of the transaction in the ledger currency. The report displays credit items as negative numbers.

Column Heading	Description
Balance Due in Ledger Currency	The remaining amount due for each transaction converted to the ledger currency. The report displays credit balances as negative numbers.

This table describes important row headings in the Customer Account Status Report.

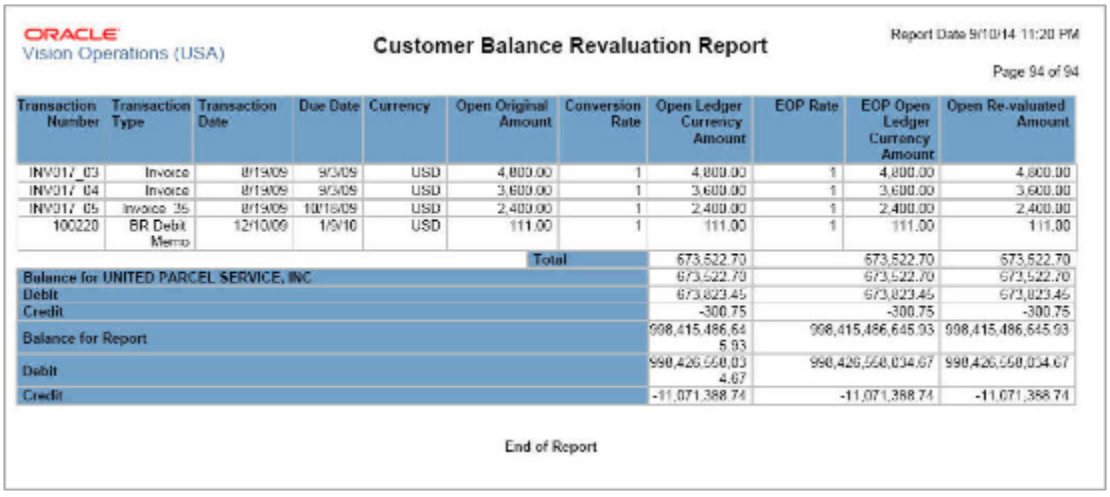
Row Heading	Description
Total for Account Status	The total balance due for each account status in the ledger currency.
Total for Collector (collector name) and Customer Site (site number)	The total balance due for each customer site in the ledger currency.
Total for Report	The total balance due for the entire report in the ledger currency.

Overview of the Customer Balance Revaluation Report

This topic contains summary information about the Customer Balance Revaluation Report.

Overview

The Customer Balance Revaluation Report identifies customers with credit (negative) balances.



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Customer Balance Revaluation Report

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Transaction Number	Transaction Type	Transaction Date	Due Date	Currency	Open Original Amount	Conversion Rate	Open Ledger Currency Amount	EOP Rate	EOP Open Ledger Currency Amount	Open Re-valuated Amount
INV017_03	Invoice	8/19/09	9/3/09	USD	4,800.00	1	4,800.00	1	4,800.00	4,800.00
INV017_04	Invoice	8/19/09	9/3/09	USD	3,600.00	1	3,600.00	1	3,600.00	3,600.00
INV017_05	Invoice_35	8/19/09	10/18/09	USD	2,400.00	1	2,400.00	1	2,400.00	2,400.00
100220	BR Debit Memo	12/10/09	1/5/10	USD	111.00	1	111.00	1	111.00	111.00
						Total	673,522.70		673,522.70	673,522.70
Balance for UNITED PARCEL SERVICE, INC							673,522.70		673,522.70	673,522.70
Debit							673,823.45		673,823.45	673,823.45
Credit							-300.75		-300.75	-300.75
Balance for Report							998,415,486,64 5.93		998,415,486,645.93	998,415,486,645.93
Debit							990,426,558,03 4.67		990,426,558,034.67	990,426,558,034.67
Credit							-11,071,388.74		-11,071,388.74	-11,071,388.74

End of Report

Key Insights

The report provides the balance of a customer and the open items that make up the balance, and lists customers by positive and negative balance.

Frequently Asked Questions

The following table lists frequently asked questions about the Customer Balance Revaluation Report.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances
Who uses this report?	Financial Manager during period close processing.
When do I use this report?	When you need to create accounting journals for revaluated customer accounts and identify customers with negative balances.
What can I do with this report?	Schedule as needed.
What type of report is this?	Oracle Business Intelligence Publisher

Customer Balance Revaluation Report

Use the Customer Balance Revaluation Report to identify customers with credit (negative) balances. The enterprises in certain countries are required to enter a manual journal entry to adjust the general ledger balance for these customers.

The report provides you with two results:

- Independent from the accounting entries for your receivables account, this report gives you the balance of your customer and the open items that make up the balance. It takes into account on-account receipts.
- The report lists the customers with a negative balance only, customers with a positive balance only, or both positive and negative balances, depending on the setting of the **Customer Balance** parameter. This information is needed for countries that require a separate entry on the balance sheet for customers with a negative balance.

Use the results of this report to determine the amount you need to manually adjust your general ledger balance to reflect the difference between the original balance and the revaluated balance. You would then reverse this entry at the beginning of the following period to resynchronize your receivables with general ledger accounts.

> **Note:** Make sure you have entered an End-of-Period (EOP) rate for each currency used. If any EOP is missing, the report notifies you that the results calculated may be incorrect.

Run this report in conjunction with both your customer account reviews and reconciliation activities.

Selected Report Parameters

Revaluation Period

The period that you want to revaluate.

Include up to Due Date

If you want to differentiate short-term, mid-term, and long-term receivables activities, enter a date in this parameter. Otherwise, leave the field blank.

Customer Balance

- Show positive Balance: List only customers with a positive balance.
- Show negative Balance: List only customers with a negative balance.
- Show positive and negative Balance: List the balance for all customers. This is the default.

Report Output

This table describes important column headings in the Customer Balance Revaluation Report.

Column Heading	Description
Transaction Number	The number of the transaction.
Transaction Type	The name of the transaction type.
Transaction Date	The date of the transaction.
Due Date	The due date of the transaction.
Currency	The transaction currency.
Open Original Amount	The balance of the transaction in the entered currency.
Conversion Rate	The conversion rate for foreign currency transactions. This value is 1 for ledger currency transactions.
Open Ledger Currency Amount	The balance of the transaction in the ledger currency valuated at the conversion rate used when the transaction was approved.
EOP Rate	The End-of-Period rate, which the report uses to revaluate the balance of the transaction.
EOP Open Ledger Currency Amount	The balance of the transaction in the ledger currency revaluated using the EOP rate.
Open Revaluated Amount	Receivables uses the lower of the Open Ledger Currency Amount and the EOP Open Ledger Currency Amount to determine the market value of the open item.

This table describes important row headings in the Customer Balance Revaluation Report.

Row Heading	Description
Customer Name/Customer Account Number	The customer name, customer account number, and customer site with open items.

Row Heading	Description
Total	The total open ledger currency amount, EOP open ledger currency amount, and open revaluated amount for the customer.
Balance for [Customer Name]	The total open balance for the customer in the ledger currency.
Debit	The sum of the positive open items for the customer.
Credit	The sum of the negative open items for the customer.

Tip: The Debit and Credit totals help you determine the amount of the adjustments to your general ledger balances.

FAQs for Customer Account Balances

When is a receipt at risk?

You can apply a receipt to an open debit item before cash is actually received from the bank.

Receipts with a Standard remittance method are considered at risk if they have been confirmed, but not yet cleared. Receipts with a Factored remittance method are considered at risk if they haven't been risk-eliminated.

By default receipts at risk are included in the customer open balance. To remove the receipts at risk amounts from the open balance calculation, in the **Activities** tab of the Account Details section of the Review Customer Account Details page, enable the **Exclude receipts at risk** option.

What's the total open receivables amount?

The **Overview** tab in the Account Details section of the Review Customer Account Details page displays totals for open receivables, transactions due, and transactions pending application.

The total open receivables amount is the amount per entered currency of the amount in the **Total Transaction Due Amount** column less the amount in the **Pending Application Amount** column. This amount provides the current receivables position of a customer account.

What's the last transaction and last receipt?

The Review Customer Account Details page displays information about the most recent transaction and most recent receipt of the selected customer account. If there were multiple transactions or receipts on the same date, the page displays the transaction and receipt with the largest amount.

This display is by date and, if applicable, by amount only. The transaction and receipt displayed don't necessarily reference the same business unit or share the same entered currency.

How can I review project and contract information by customer account?

You can use the Review Customer Account Details page to review project and contract transactions by customer account.

The information includes for each transaction: Project Name, Contract Number, Letter of Credit (LOC) Number, and Letter of Credit (LOC) Document Number.

> **Note:** This only applies to Project and Contract invoices that were generated in the Create or Edit Contract page with the Invoice Grouping option set as Associated Project on the contract bill plan.

Select and review all transactions in the context of the Contracts and Projects source.

To review project and contract transactions by customer account:

1. Navigate to the Review Customer Account Details page.
2. Search for and select the customer account you want.
3. In the Account Details section, click the **Activities** tab.
4. In the View Activities by Source field, select **Contracts and Projects**.
5. Select the **View > Columns** action to expose the Project Name, Contract Number, LOC Number, and LOC Document Number columns.

What's the difference between account activity and transaction activity?

Activity against a customer account refers to the transactions, adjustments, and receipts that make up the details of the account.

Customer account activities include:

- Invoices
- Credit memos
- Debit memos
- Chargebacks
- Adjustments
- Receipts

Activity against an individual transaction or receipt refers to the specific debits, credits, reversals, and adjustments that constitute the history of one receivables item.

To review the specific activity against an individual transaction or receipt:

1. In the Accounts section of the Review Customer Account Details page, select the customer account you want.

2. In the Account Details section, click the **Activities** tab.
3. In the **View Activities By** field, select the view you want.
4. Select the row of the transaction you want.
5. The section below the transaction table displays the activity class and all the details of this specific activity.

5 Manage Revenue for Receivables

Process Revenue for Receivables

How You Recognize Revenue on Transactions

Run the Recognize Revenue process to generate the revenue distribution records for invoices and credit memos that use invoicing and revenue scheduling rules.

Revenue scheduling rules determine the number of periods and the percentage of total revenue to record in each accounting period. Invoicing rules determine when to recognize the receivable for invoices that span more than one accounting period.

The Recognize Revenue process selects all transactions that have invoicing and revenue scheduling rules and that haven't yet been processed since the last submission of the process. This includes new transactions, unprocessed transactions, and partially processed transactions. The Recognize Revenue process creates the revenue distribution records for all accounting periods specified by the revenue scheduling rule on each transaction line.

Creation of Revenue Distributions

The Recognize Revenue process creates distribution records for invoices and credit memos both created manually and imported using AutoInvoice. The Recognize Revenue process uses the accounting distributions defined by AutoAccounting to determine the accounts for the revenue distribution records. If a transaction contains a deferred revenue scheduling rule, then the Recognize Revenue process instead creates the distribution records for the specified unearned revenue account. Deferred revenue is later recognized according to the contingencies associated with the particular transaction.

The Recognize Revenue process also creates the receivable, tax, freight, and AutoInvoice clearing account assignments which correspond to the accounting date of each transaction included in the process submission.

> **Note:** The Recognize Revenue process creates accounting distributions for all periods of status Open, Future, or Not Open. If any period has a status of Closed or Close Pending, then the Recognize Revenue process creates the distributions in the next Open, Future, or Not Open period.

If you later decide that the revenue distributions need to be reclassified, you can update the individual revenue distribution on the transaction. Receivables automatically creates the necessary reverse accounting entries.

Each run of the Recognize Revenue process generates a Revenue Recognition Execution report. Use this report to review the details of revenue recognition on your transactions, as well as any records that failed processing.

Review of Unprocessed or Partially Processed Transactions

The Revenue Recognition Execution report contains a section called Unprocessed or Partially Processed Transactions, for transactions that failed processing for revenue recognition.

A transaction can fail revenue recognition processing either partially or completely:

- Partially Processed Transactions: If some but not all of the transaction lines are successfully processed, then the transaction appears as Partially Processed. For example, if processing succeeded for lines 1 and 2 of an invoice that has 3 invoice lines, the report displays one record for line number 3 with the accompanying line details.
- Unprocessed Transactions: If all of the transaction lines weren't processed, then the transaction appears as Unprocessed. For example, if processing failed for all 3 lines of an invoice, the report displays three record entries, one for each line, with the accompanying line details.

The main reason for failure to process revenue on a transaction or transaction line is data corruption on the transaction. Two examples of data corruption are:

- Incorrect accounting period on the transaction.
- Missing data needed to process revenue recognition on the transaction.

Review of Transactions with Invalid Accounts

The Revenue Recognition Execution report contains a section called Transactions with Invalid Accounts, for transactions that were successfully processed for revenue recognition but contained invalid revenue accounts.

> **Note:** The Transactions with Invalid Accounts section only appears on the execution report when the Recognize Revenue process is submitted in Summary mode.

This section lists all successfully processed transaction lines that have invalid revenue accounts.

An invalid revenue account doesn't prevent the processing of transactions and transaction lines for revenue recognition. If a transaction contained transaction lines that failed processing for revenue recognition, then the failed transaction lines appear instead in the Unprocessed or Partially Processed Transactions section. In this case, the same transaction number may appear on both sections of the report, if there were both transaction lines that failed processing and transaction lines that were processed successfully but with invalid revenue accounts.

Related Topics

- Implementation Settings for Revenue Recognition
- How Revenue Scheduling Rules Are Used

Examples of Deferred and Non-Deferred Revenue Scheduling Rules

Revenue scheduling rules determine the number of accounting periods and percentage of total revenue to record in each accounting period for a transaction.

When you use deferred revenue scheduling rules, the Recognize Revenue process creates a single distribution per line that posts to an unearned revenue account. You later earn the revenue either when a contingency expires or by manually scheduling the revenue.

You can use deferred revenue scheduling rules only for invoices that are assigned the In Advance invoicing rule. If you use a deferred revenue scheduling rule with a single accounting period, Receivables recognizes the revenue in the period that you specify.

If you use a deferred revenue scheduling rule with multiple accounting periods, Receivables creates the revenue recognition schedule based on the rule, and the start date is determined by the accounting start date that you provide. If the accounting start date occurs in a closed accounting period, Receivables posts that portion of revenue into the subsequent open accounting period.

If you use a non-deferred revenue scheduling rule with multiple accounting periods, Receivables uses the schedule created by the Recognize Revenue process. If an accounting period is closed, Receivables posts that portion of revenue into the subsequent open accounting period.

The following examples illustrate revenue recognition with deferred and non-deferred revenue scheduling rules.

Revenue Recognition with a Deferred Revenue Scheduling Rule

This table illustrates revenue recognition on a $300 invoice with a 3-month deferred revenue scheduling rule and an original start date of February 2. In this example, all accounting periods are open.

Accounting Date	February	March	April	May
February 2	$100	$100	$100	$0
March 2	$0	$100	$100	$100

The February 2 row shows what the original revenue recognition schedule is if the revenue scheduling rule isn't deferred. However, because the rule is deferred, Receivables creates a single distribution line that posts to an unearned revenue account when you run the Recognize Revenue process.

You can then earn the revenue on this invoice, but you enter March 2 as the accounting start date. Receivables honors the original schedule, illustrated by the February 2 row, but ignores the original start date from the transaction and uses the March 2 accounting date that you entered. This shifts the schedule by one month, as illustrated by the March 2 row.

Revenue Recognition with a Non-Deferred Revenue Scheduling Rule

This table illustrates revenue recognition on a $300 invoice with a 3-month non-deferred revenue scheduling rule. In this example, February is at first open, but is later closed before you can finish adjusting the invoice revenue.

Accounting Date	February	March	April	May
February 2	$100	$100	$100	$0
March 2	$0	$200	$100	$0

The February 2 row shows the original revenue recognition schedule that Receivables creates when you first run the Recognize Revenue process. At this stage, February is open.

You then discover that the schedule was incorrect, so you unearn and then correctly re-earn the invoice revenue. When you re-earn revenue on invoices with non-deferred revenue scheduling rules, Receivables uses the original schedule, as illustrated by the February 2 row.

But because February is now closed, Receivables posts the February allocation to March, as illustrated by the March 2 row.

Related Topics

- What's the difference between scheduled revenue and unscheduled revenue?
- What happens if I change the accounting date?

FAQs for Process Revenue for Receivables

How does my revenue policy affect revenue recognition?

If you set up a revenue policy, Receivables assigns revenue contingencies to any transaction or transaction line that violates the policy, and defers revenue on these transactions or transaction lines.

There are three policy areas that can cause the assignment of revenue contingencies:

- Creditworthy customer: If a customer is considered not creditworthy, Receivables assigns a payment-based revenue contingency to the transaction and only recognizes revenue to the extent of payments received.
- Refund policy: If the transaction is associated with a contract that offers a refund period that exceeds the refund policy, Receivables assigns a time-based revenue contingency to the transaction and only recognizes revenue after the refund policy period expires.
- Payment terms: If the transaction has payment terms that exceed the payment terms policy, Receivables assigns a payment-based revenue contingency to the transaction and only recognizes revenue to the extent of payments received.

Why do transactions require manual scheduling?

If a transaction has a deferred revenue scheduling rule, then all revenue is assigned to the unearned revenue account. You recognize revenue manually for these transactions at the appropriate time, according to the revenue policy of your enterprise.

For transactions assigned time-based revenue contingencies, you can recognize revenue manually if the contingency is met in advance of the specified time period, for example, a customer provides early acceptance of the terms of a post-billing customer acceptance clause.

It may also happen that Receivables can't automatically record certain contingencies, such as the completion of a particular service. In these cases you need to manually schedule revenue recognition.

> **Note:** Once you manually adjust revenue, Receivables discontinues the automatic monitoring of contingencies on the related transactions.

When do I expire a revenue contingency?

You can expire a revenue contingency at any time, according to the circumstances surrounding the contingency and the related transaction.

For example, you may need to expire one contingency on a transaction line and assign a new contingency to the same transaction line. In other cases, a contingency may be assigned in error to a transaction.

You can expire a time-based contingency if the terms of the contingency are met in advance of the specified time period, such as a change in time-period for a funding clause or acceptance clause.

Process Revenue Adjustments for Receivables

Implementation Settings for Revenue Recognition

You must ensure that you enable certain settings in order to recognize revenue properly on your transactions.

These settings influence revenue recognition on your transactions:

- Enable Salesperson System Options
- Define Lookups for Revenue Recognition
- AutoAccounting based on Standard Line

Enable Salesperson System Options

You must enable the **Require salesperson** Receivables system option for revenue accounting. Revenue accounting requires that you assign sales credits to all transactions that can be adjusted for either revenue or sales credits. If you don't normally track sales credits, and you want to use revenue accounting for revenue adjustments only, use the default salesperson value of No Sales Credit.

Optionally enter a value in the **Sales Credit Percent Limit** field on Receivables system options to limit the percentage of revenue plus non-revenue sales credit that a salesperson can have on any transaction line. If you don't enter a value for this system option, then no sales credit limit validation is performed during revenue accounting.

Define Lookups for Revenue Recognition

Define these lookups for revenue recognition, according to your requirements:

- Use the **Revenue Adjustment Reason** lookup type to define reasons specific to your enterprise for making revenue adjustments.
- You can assign payment-based revenue contingencies to the transaction lines of transactions that use the In Arrears invoicing rule. This lets you recognize revenue after you receive payment, instead of recognizing revenue according to the revenue recognition schedule. Use the **AR_FEATURES** lookup type to define the **AR_CONT_INV_INARREARS_RULE** lookup to enable this feature.

AutoAccounting based on Standard Line

If AutoAccounting is set to derive accounting segments based on standard line, the transaction line must be either an inventory item or a standard memo line. Otherwise, AutoAccounting can't derive a valid account code combination for revenue recognition.

Modifications to Invoices with Deferred Revenue

You can modify invoice lines that have deferred revenue or revenue contingencies.

You can make these modifications:

- Adjust revenue

- Adjust invoices
- Modify distributions and sales credits
- Credit invoices
- Reverse receipts

Each activity has a different effect on active revenue contingencies.

Note: You can't set an invoice with active revenue contingencies to Incomplete.

Adjust Revenue

When you move revenue on an invoice line from an unearned to an earned revenue account, or earned to unearned, this action removes the invoice line revenue contingencies. The invoice is no longer subject to automatic revenue recognition.

This doesn't apply to adjustments to sales credits, because you can only adjust sales credits on revenue that has already been scheduled.

Adjust Invoices

You can manually adjust an invoice with revenue contingencies. However, if the **GL Account Source** for the specified adjustment activity is Revenue on Invoice, then Receivables removes the contingency from the invoice after making the adjustment. This is because AutoAccounting derives the anticipated revenue accounting distribution accounts and amounts, thereby overriding the event-based revenue management process.

If you want Receivables to continue monitoring an invoice for automatic revenue recognition, then always use a credit memo to adjust an invoice with contingencies.

Modify Distributions and Sales Credits

You can manually change the accounting distributions and sales credits on an invoice with contingencies.

Receivables removes the contingencies from the invoice for these types of changes:

- For distributions, you change an existing accounting distribution to a revenue or any other account.
- For sales credits, you rerun AutoAccounting when you modify sales credits.

Credit Invoices

If you issue a credit memo against an invoice that had revenue automatically deferred upon import, then the impact of the credit memo on the invoice differs depending on the original reason for the revenue deferral. This applies only if you set the **Invoice Accounting Used for Credit Memos** profile option to Yes.

For example, you apply a credit memo against an invoice that had revenue deferred due to one or more contingencies, but some of the revenue was partially recognized. A portion of the invoice revenue, therefore, is still in an unearned

revenue account. Different procedures apply depending on whether the contingencies are payment-based or time-based:

- Payment-based contingencies: If revenue on this invoice was deferred due to unmet payment-based contingencies, then Receivables always debits the unearned revenue account for the full amount of the credit memo, according to the initially assigned revenue scheduling rules.

  > **CAUTION:** This is a departure from standard functionality. When you credit an invoice that isn't under evaluation for event-based revenue management, Receivables prorates the amount of the credit memo between the earned and unearned revenue invoice amounts.

  If the amount of the credit memo exceeds the amount of the unearned revenue on the invoice, and the credit memo transaction type allows overapplication, then Receivables records the excess amount as a debit to the unearned revenue account. You can optionally clear the negative unearned revenue on this invoice.
- Time-based contingencies: If revenue on this invoice was deferred due to unexpired time-based contingencies, then Receivables always prorates the credit memo amount between the earned and unearned revenue amounts on the invoice. If a multi-period revenue scheduling rule exists on an invoice, then Receivables further prorates the credit memo amount across future periods.

If you apply a credit memo against an invoice with revenue that was already manually adjusted, then Receivables follows standard credit memo functionality. Receivables prorates the credit memo amount between the earned and unearned revenue amounts on the invoice, even if the invoice was initially analyzed for collectibility and acceptance. In this case, you must confirm that the earned and unearned revenue on the invoice is stated appropriately for each period. If necessary, use the Manage Revenue Adjustments pages to make any further adjustments.

Reverse Receipts

If you apply a receipt to an invoice with revenue contingencies, and you later reverse the receipt, the impact of the receipt reversal differs depending on the original reason for the revenue deferral.

Different procedures apply depending on whether the contingencies are payment-based or time-based:

- Payment-based contingencies: If you apply a receipt to an invoice with a payment-based contingency, Receivables initiates revenue recognition for the applied amount. If you later reverse the receipt, Receivables automatically unearns the previously earned revenue.
- Time-based contingencies: If you apply a receipt against an invoice line with an unexpired time-based contingency, Receivables leaves the receipt amount as unearned revenue, but marks the amount as pending revenue recognition when the contingency expires. If you later reverse the receipt, then Receivables reflects the receipt reversal by simply removing the pending status from the receipt amount.

  If revenue on an invoice was deferred due to unexpired time-based contingencies only, then the reversal of a receipt doesn't impact the amount and timing of revenue recognition. For example, if all lines of an invoice are associated with a nonstandard refund policy (90 days), Receivables recognizes revenue only upon the expiration of the 90-day period. Applying and later reversing a receipt against this invoice has no impact on the timing and amount of revenue recognition.

How You Transfer Sales Credits

If you transfer sales credits for all salespersons to a new salesperson using the **Entire Revenue Amount** option, this action transfers 100% of sales credits from all salespersons on the specified lines to the new salesperson.

If you transfer sales credits for all salespersons to a new salesperson using the **Schedule Percentage of Total Amount of Selected Lines** option, this action transfers only the specified percentage, prorated across the original salespersons based on their current sales credits.

Example of Transferring Sales Credits

Three salespersons are assigned to a transaction line with a revenue split of 20:30:50. If you transfer all adjustable revenue to a new salesperson, the new salesperson receives 100% (20 + 30 + 50).

If you transfer only 5%, the new salesperson receives 5% of the line total and the transferred amount is prorated among the three salespersons.

This table illustrates the transfer of sales credits:

Salesperson	Revenue Split	Transfer Percentage	Prorated Transfer Percentage
Salesperson 1	20	5%	.05 * 20 = 1
Salesperson 2	30	5%	.05 * 30 = 1.5
Salesperson 3	50	5%	.05 * 50 = 2.5

Sales Credits and AutoAccounting

In order to transfer sales credits, you must set up AutoAccounting to derive at least one segment of the revenue account from salesperson.

If no revenue account segment is derived from salesperson, the transfer of revenue sales credits doesn't have an accounting impact. If there are no sales credits on the transaction, then you can't add non-revenue sales credits.

If you update sales credits on the Edit Transaction page, don't rerun AutoAccounting if all of these factors apply:

- AutoAccounting is based on salesperson.
- **Update of Existing Sales Credits Allowed** profile option is set to Yes.
- You previously adjusted revenue on the transaction using the Manage Revenue Adjustments pages.

Note: To safely update sales credits on transactions that have had revenue adjustments, you should always use the Manage Revenue Adjustments pages.

Related Topics

- How do I manage sales credits?

How Multiple Contingencies Are Processed

If multiple contingencies exist on multiple invoice lines, then revenue recognition can occur at different times for different lines on the invoice. If multiple contingencies exist on a single invoice line, then revenue recognition for that line occurs only after the latest contingency expires.

Settings That Affect Invoices with Multiple Contingencies

A single invoice or invoice line can contain both payment-based contingencies and time-based contingencies:

- Payment-based contingencies: Receivables recognizes revenue on the invoice line or portion of the invoice line when payment is received.
- Time-based contingencies: Receivables recognizes revenue only when the contingency expires.

If no unexpired contingencies remain on the invoice line, Receivables initiates revenue recognition according to the initially assigned revenue scheduling rule. If other unexpired contingencies remain on the invoice line, Receivables doesn't initiate revenue recognition for the invoice line.

How Multiple Contingencies Are Calculated

Multiple contingencies are calculated differently for each of these circumstances:

- Two time-based contingencies on the same invoice.
- Two time-based contingencies on the same invoice line.
- Payment-based and time-based contingencies on the same invoice.

Two time-based contingencies on the same invoice

You enter a customer invoice with 6 lines. Lines 2 and 3 are associated with a fiscal funding clause (60 days) and Line 5 is associated with a cancellation provision (90 days). Revenue for Lines 1, 4, and 6 are fully recognized, either immediately or according to the existing revenue scheduling rules.

After 60 days, the fiscal funding clause on Lines 2 and 3 expires. Receivables initiates revenue recognition in full for Lines 2 and 3.

After another 30 days, the cancellation provision on Line 5 expires. Receivables initiates revenue recognition in full for Line 5.

Two time-based contingencies on the same invoice line

You enter or import an invoice for a creditworthy customer, and one of the invoice lines is associated with both a nonstandard refund policy (50 days) and an acceptance clause (120 days).

Receivables doesn't recognize revenue on this invoice line until the acceptance clause expires after 120 days. If, for example, you obtain written acceptance from the customer after 80 days, you can record early acceptance to allow revenue recognition.

> **Note:** The accounting date when you enter early acceptance becomes the revenue recognition date for this invoice line.

Payment-based and time-based contingencies on the same invoice

You import a customer invoice with 2 lines. Line 1 is $150 and Line 2 is $1,000. Line 2 is associated with an acceptance clause (60 days) and a cancellation provision (150 days). In addition, the customer has been granted extended payment terms on this invoice. Due to the existing contingencies, Receivables can't recognize revenue for either line on this invoice.

After 45 days, you apply a $500 receipt against the invoice. Because this is a partial payment, Receivables prorates this payment across the two invoice lines, based on the weighted average formula:

- Receivables recognizes revenue for Line 1 in the amount of $65.21.
- Receivables can't recognize revenue for Line 2 because of the acceptance clause and cancellation provision. Receivables instead assigns $434.79 for Line 2 as an amount pending revenue recognition.

After 60 days, the acceptance clause on Line 2 expires. However, Receivables can't recognize the $434.79 still pending because of the cancellation provision.

After 75 days, you apply a $650 receipt against the invoice:

- Receivables recognizes the remaining $84.79 in revenue for Line 1.
- Receivables still can't recognize revenue for Line 2 because of the acceptance clause and cancellation provision. Receivables assigns another $565.21 for Line 2 as an amount pending revenue recognition. The total amount for Line 2 now pending revenue recognition is $1,000.

After 150 days, the acceptance clause on Line 2 expires, and Receivables recognizes the entire $1,000 in revenue for Line 2.

Related Topics

- Revenue Contingencies

Examples of Revenue Recognition after Receipt Application

These examples illustrate the impact of receipt applications on transactions with deferred revenue or revenue contingencies.

Payment in Full

You import invoice 2002 for $600, and Receivables defers all revenue because the customer isn't creditworthy. You later apply a payment of $600 against this invoice.

Since payment in full was received and applied against the invoice, Receivables recognizes the revenue by debiting $600 from the unearned revenue account and crediting $600 to an earned revenue account, according to the initially assigned revenue scheduling rule.

> **Note:** Revenue recognized based on receipt application can never exceed the original amount due on the invoice line, less any applicable credit memos. If an overpayment exists, Receivables doesn't recognize the overpayment as revenue, even if the transaction allows overapplication.

Partial Receipt Application

You import a $350 invoice with three invoice lines. Receivables defers all revenue because the customer wasn't creditworthy.

You then apply a receipt for $100 against this invoice. Because the customer isn't creditworthy, Receivables can recognize revenue only to the extent of the applied receipt. Because this is a partial receipt, Receivables must calculate how much revenue to attribute to each invoice line.

When applying a partial receipt, Receivables uses a weighted average formula to calculate the revenue amounts to recognize for each line. Receivables calculates the revenue for each line as follows:

- Line 1 = $50

  ($50/$350) * $100 = $14.28571

  Receivables rounds this amount down to $14.28.
- Line 2 = $100

  (($100+$50)/$350) * $100) - $14.28 = $28.5771

  Receivables rounds this amount down to $28.57.
- Line 3 = $200

  (($200+$100+$50)/$350) * $100) - ($14.28 + $28.57) = $57.15

  Receivables rounds the last amount up to account for the rounding of the previous lines.

Any future receipts applied against this invoice are calculated for revenue for each line in the same way.

Partial Receipt Application with Multiple Contingencies

You apply a payment for $400 against invoice 3003. This invoice has 5 lines: Line 1 is $200, Line 2 is $450, Line 3 is $100, Line 4 is $700, and Line 5 is $550.

Receivables reviews the original invoice 3003, and determines that revenue was deferred because:

- Invoice 3003 was assigned extended payment terms.
- Line 3 is associated with a non-standard refund policy contingency.
- Line 5 is associated with a cancellation provision contingency.

Since the $400 receipt is a partial payment, Receivables prorates this payment across the invoice lines, based on the weighted average formula. However, for simplicity, assume that Receivables applies $80 to each invoice line:

- Receivables recognizes revenue for Lines 1, 2, and 4 in the amount of $80 each.
- Receivables can't recognize revenue for Lines 3 and 5 due to the unexpired time-based contingencies. Receivables therefore marks the $80 payments for Lines 3 and 5 as amounts that are pending revenue recognition at a later date.

When the contingencies later expire, Receivables recognizes revenue for Lines 3 and 5 in the amount of $80 each. Any future receipts applied against this invoice are analyzed in the same way.

Ineligible Transactions

You apply a payment for $200 against invoice 1001. After reviewing the original invoice 1001, Receivables determines that this transaction was never eligible for automatic revenue recognition. This could be for one of several reasons:

- The invoice wasn't created manually or imported using AutoInvoice.
- A deferred revenue scheduling rule is assigned to the invoice.
- Event-based revenue management was never activated for the invoice. Either no default revenue policy exists, or contingencies didn't exist on the invoice during import.

In this case, Receivables doesn't proceed with further analysis of this receipt. Applying a payment to invoice 1001 won't trigger revenue recognition.

Related Topics

- How Multiple Contingencies Are Processed

Examples of Accounting for Credit Memos Against Invoices with Revenue Contingencies

These examples illustrate the accounting for partial credit memos against an invoice with revenue contingencies.

The details of the invoice setup are:

- An invoice is imported for $750.
- The invoice has 3 lines:
  - Line 1 is $200
  - Line 2 is $450
  - Line 3 is $100
- The invoice has 2 revenue contingencies:
  - Line 1 is associated with a nonstandard 90-day refund policy.
  - Line 3 is associated with a 120-day cancellation provision.
- **Invoice Accounting Used for Credit Memos** profile option = Yes.
- Customer has extended payment terms.

First Transaction

This table shows the initial accounting entry:

Account	Debit	Credit
Accounts Receivable	750.00	None
Unearned Revenue	None	750.00

Account	Debit	Credit

Second Transaction

You apply a $300 receipt against the invoice, 45 days after the invoice date.

Based on the weighted average formula, Receivables applies:

- $80 to Line 1.
- $180 to Line 2.
- $40 to Line 3.

The result of these applications is as follows:

- Receivables can't recognize revenue for Line 1 or Line 3 due to the related contingencies. Receivables records payments to Line 1 and Line 3 as amounts that are pending revenue recognition at a later date.
- Receivables can only recognize revenue for Line 2.

This table describes the accounting entry:

Account	Debit	Credit
Cash	300.00	None
Accounts Receivable	None	300.00
Unearned Revenue	180.00	None
Earned Revenue	None	180.00

The total amount due on this invoice is now $450. The unearned revenue amount on this invoice is $570.

Third Transaction

You apply a credit memo for $200 against this invoice.

Because this invoice has a combination of payment-based and time-based contingencies, the balance of the credit memo isn't prorated between the unearned revenue and revenue accounts. Instead, Receivables credits the receivables account and debits the unearned revenue account for the full amount of the credit memo.

This table describes the accounting entry:

Account	Debit	Credit
Unearned Revenue	200.00	None
Accounts Receivable	None	200.00

Account	Debit	Credit

The total amount due on this invoice is now $250. The unearned revenue amount on this invoice is $370.

Fourth Transaction

After 90 days pass, the refund policy expires. Receivables initiates revenue recognition for the amount of the receipt that you previously applied to Line 1.

This table describes the accounting entry:

Account	Debit	Credit
Unearned Revenue	80.00	None
Accounts Receivable	None	80.00

The total amount due on this invoice is still $250. However, the unearned revenue amount on this invoice is $290.

Fifth Transaction

You apply a credit memo for $150 against this invoice.

Because the invoice still has a combination of payment-based and time-based contingencies against it, Receivables credits the receivables account and debits the unearned revenue account for the full amount of the credit memo.

This table describes the accounting entry:

Account	Debit	Credit
Unearned Revenue	150.00	None
Accounts Receivable	None	150.00

The total amount due on this invoice is now $100. The unearned revenue amount on this invoice is $140.

Sixth Transaction

After 120 days pass, the cancellation policy expires. Receivables initiates revenue recognition for the amount of the receipt that you previously applied to Line 3.

This table describes the accounting entry:

Account	Debit	Credit
Unearned Revenue	40.00	None

Account	Debit	Credit
Earned Revenue	None	40.00

The total amount due on this invoice is still $100. The unearned revenue amount on this invoice is $100.

Seventh Transaction

You apply a $100 receipt against the invoice.

Based on the weighted average formula, Receivables applies:

- $27 to Line 1.
- $60 to Line 2.
- $13 to Line 3.

At this point, all time-based contingencies have expired.

This table describes the accounting entry:

Account	Debit	Credit
Cash	100.00	None
Accounts Receivable	None	100.00
Unearned Revenue	100.00	None
Earned Revenue	None	100.00

The invoice is now fully paid and no unearned revenue remains.

FAQs for Process Revenue Adjustments for Receivables

What's the difference between scheduled revenue and unscheduled revenue?

Revenue is scheduled when Receivables creates, for a transaction line, the revenue distribution records for all accounting periods as specified by the revenue scheduling rule assigned to each line.

Scheduled revenue doesn't mean that the revenue amounts are already earned. It means only that Receivables has created the distribution records for these amounts.

Unscheduled revenue is deferred to an unearned revenue account. Revenue remains unscheduled either until you manually schedule the revenue or an event triggers the automatic recognition of previously deferred revenue, for example, the customer makes a payment.

What happens if I change the accounting date?

If you change the accounting date, this becomes the new start date for revenue recognition, in place of the revenue start date on the transaction line.

You can change the accounting date provided either of these factors is true:

- No revenue scheduling rule exists on the transaction line.
- If a revenue scheduling rule exists, it's for a single period only.

If a revenue scheduling rule with more than one period exists, Receivables uses the original start date and revenue recognition schedule on the transaction.

What's the difference between revenue and nonrevenue sales credits?

Revenue sales credits refer to the percentage of revenue generated from the sale recorded on a transaction or transaction line allotted to each salesperson.

Non-revenue sales credits refer to additional revenue above the transaction or transaction line amount allotted to a salesperson unrelated to the sale itself, for example, a sales bonus.

Can I update sales credits on the transaction?

Yes, you can update sales credits on the transaction or transaction line before posting to the general ledger.

The primary salesperson is assigned when you first enter the transaction. You only need to enter or update sales credit information on the transaction in these cases:

- Assign sales credits to more than one salesperson.
- Distribute credit across transaction lines.

After you post to general ledger, you must use the Manage Revenue Adjustments pages to update sales credits.

> **Note:** For rule-based transactions, you can't use the Create and Edit Transaction pages to update sales credits or modify salespersons after running revenue recognition, even if the transaction is incomplete. You must use the Manage Revenue Adjustments pages.

6 Manage Bills Receivable

Create and Process Bills Receivable

Guidelines for Applying Transactions to Bills Receivable

You can apply any class of transaction to a bill receivable. You can also apply a bill receivable that has the status Unpaid to a new bill receivable.

By default, you can only apply transactions that belong to the drawee and its related customers. If the Receivables system option **Allow payment of unrelated transactions** is enabled, then you can apply transactions of unrelated customers to the bill.

You can apply full or partial transaction amounts to a bill. To apply a partial amount, update the **Applied Amount** field with the amount that you want. The unapplied portion of a transaction remains an open item.

If you designated an amount for the bill receivable, you must apply transactions to equal the designated amount. You can't complete a bill receivable with a designated amount until the total transaction application amounts equal this amount.

> **Note:** Transactions applied to a bill receivable follow the natural application rule, even though the individual transactions assigned to the bill may allow for overapplication.

You can only apply transactions that have the same currency as the bill receivable, and all transactions applied to the bill must share the same conversion rate. The bill inherits the conversion rate from the transactions assigned to it when you complete the bill. If you want to apply transactions with a different currency, you must remove all transactions currently applied to the bill and change the currency of the bill.

Related Topics

- Guidelines for Batching Transactions for Bills Receivable
- Prepare Transactions for Bills Receivable Batches

Guidelines for Batching Transactions for Bills Receivable

Use the Create Bills Receivable Batch process to create a batch of bills receivable from customer transactions. Use the process parameters to specify the desired options for the batch and to limit the selection of transactions to batch for bills receivable.

Transactions eligible for inclusion in a bills receivable batch require these settings:

- Bill-to customer defined as drawee.
- Bills receivable creation receipt method.
- All transactions must have the same currency and conversion rate.

In addition to preparing eligible transactions, review these setups and guidelines before running the Create Bills Receivable Batch process to create bills receivable from transactions:

- Bills Receivable Transaction Sources
- Bills Receivable Dates
- Bills Receivable Creation Receipt Methods

Bills Receivable Transaction Sources

Transaction sources for bills receivable require these settings:

- Source type of **Manual**.
- **Automatic batch numbering** option enabled.
- Value entered in the **Last Number** field.
- Transaction source is both valid and active on the issue date of the bills receivable created by the batch process.

If you're using a bills receivable creation receipt method that has the **Inherit Transaction Number** option enabled, automatic numbering of bills receivable occurs in this way:

- If the process creates a bill receivable from one transaction only, the bill receivable number inherits the transaction number, unless the transaction number is already used by another transaction with the same transaction source as the bill receivable.
- If the transaction number of a bill receivable created from one transaction only is already used by another transaction with the same transaction source as the bill receivable, or if the process creates a bill receivable from more than one transaction, the process uses the automatic transaction numbering settings on the transaction source.

Bills Receivable Dates

Review the guidelines related to entering and using these bills receivable dates: accounting date, issue date, and maturity date.

This table describes the guidelines to follow for entering dates in bills receivable batches.

Date	Guideline
Accounting Date	Enter an accounting date that belongs to an open or future period. Bills receivable that don't require customer acceptance can inherit the accounting date of the batch. For bills receivable that require customer acceptance, the accounting date is derived from the acceptance accounting date that you enter when the customer accepts the bill.
Issue Date	The issue date is the date that the bill receivable is created. You must enter an issue date with these parameters: • On or after the system date. • Valid for the date of the bills receivable creation receipt method assigned to transactions. • Valid for the bills receivable transaction type.
Maturity Date	The maturity date is the date when full payment is due on the bill receivable. The maturity date can't be earlier than the issue date. If you don't enter a date in this parameter, Receivables derives the maturity date from the bills receivable creation receipt method.

Date	Guideline

Bills Receivable Creation Receipt Methods

The bills receivable creation receipt method assigns important values to bills receivable, and determines how transactions are grouped into bills receivable.

This table describes the guidelines to follow for working with bills receivable creation receipt methods in bills receivable batches.

Setting	Guideline
Bills Receivable Transaction Types	Because transaction types are set-enabled, the **Transaction Type** parameter of the Create Bills Receivable Batch process only makes available for selection the bills receivable transaction types: • Belonging to the reference data set of the business unit selected for the process run. • Assigned to the bills receivable creation receipt method of the process run, if one is selected. If you want to use transactions belonging to more business units, then set up and assign to transactions the necessary number of bills receivable creation receipt methods and bills receivable transaction types to include all reference data sets with all the applicable business units.
Number of Bills Receivable Rule	The value of the **Number of Bills Receivable Rule** field determines how to group transactions into bills receivable: • If the rule is **One per Customer** or **One per Customer Due Date**, then at least one customer must contain an active drawee site defined as **Primary**. These rules can't group transactions from different customer sites with no site defined as **Primary**. • If the rule is **One per Invoice**, **One per Payment Schedule**, **One per Site**, or **One per Site Due Date**, then a primary drawee site isn't required, but the customer bill-to site must also be a drawee site. These rules can't group transactions if no bill-to site is defined as a drawee site.

Related Topics

- Prepare Transactions for Bills Receivable Batches
- Create a Bills Receivable Creation Receipt Method

How Bills Receivable Are Numbered in a Batch

The numbering of bills receivable in a batch depends on the settings of the bills receivable creation receipt method and the bills receivable transaction source.

If only one transaction is assigned to the bill receivable created by the batch, then the batch process uses the transaction number as the bill receivable number provided both of these conditions apply:

- **Bills receivable inherit transaction numbers** option is enabled on the bills receivable creation receipt method assigned to the transaction.
- Transaction number isn't already used by another transaction with the same transaction source as the bill receivable.

If the **Bills receivable inherit transaction numbers** option isn't enabled, or if the bill contains more than one transaction, then the batch process numbers bills receivable according to the transaction source assigned to the batch.

Ordinarily, a bills receivable transaction source has the **Automatic transaction numbering** option enabled. If you're using document sequences and the **Copy document number to transaction number** option is enabled, then Receivables uses the document sequence number assigned to the bill as the bill receivable number.

Related Topics

- Guidelines for Transaction Numbering
- Create a Bills Receivable Creation Receipt Method

Requirements for Completing a Bill Receivable

Use the **Complete** button to complete bills receivable transactions.

To complete a bill receivable, you must:

- Enter all required information for the bill.
- Apply transactions to the bill. Transactions must have the same currency as the bill, and all transactions must have the same conversion rate.
- Apply transactions to equal the designated amount of the bill, if applicable.

If the bill receivable requires drawee acceptance, completing the bill changes its status to Pending Acceptance. While a bill receivable has the status of Pending Acceptance, you can't perform any other activity on the transactions belonging to the bill, such as applying receipts, credit memos, or adjustments. When you receive written acceptance from the customer, you can accept the bill receivable.

If the bill receivable doesn't require drawee acceptance, completing the bill changes its status to Pending Remittance and these actions are performed:

- Record the first accounting for the bill.
- Reduce the amount due on the applied transactions.
- Assign the bill receivable to the outstanding balance of the customer drawee.

If you're using document sequencing, Receivables ignores the **Document Number Generation Level** Receivables system option and generates the document number when you complete the bill receivable. If the **Copy Document Number to Transaction Number** option on the bills receivable transaction source is enabled, then the document number and bill receivable number are the same.

Related Topics

- Can I incomplete and delete a bill receivable?

Record Drawee Acceptance of a Bill Receivable

When you complete a bill receivable that requires drawee acceptance, the bill is assigned the status Pending Acceptance with no accounting date specified. A bill receivable requires drawee acceptance if the **Signed** option is enabled.

After the customer drawee accepts the bill receivable, use the **Accept** action to record the acceptance. In the Accept window:

- Enter in the **Date** field the date that the customer drawee accepted the bill receivable. This date must be after the bill receivable issue date.

  The date that you enter becomes the date that the transactions are applied to the bill.
- If necessary, in the **Accounting Date** field, update the accounting date.

  This accounting date becomes both the accounting date for the bill receivable and the acceptance accounting date for the transactions applied to the bill. Receivables calculates the acceptance accounting date according to the open accounting period rules for the applied transactions.

After you accept the bill:

- Receivables records the first accounting for the bill.
- The applications reduce the amounts due on the related transactions.
- The bill receivable appears in the outstanding balance of the customer drawee.
- The bill is updated with the status Pending Remittance.

Related Topics

- Requirements for Completing a Bill Receivable
- What's the difference between a signed and unsigned bill receivable?

FAQs for Create and Process Bills Receivable

What's a bill receivable?

A bill receivable is a separate transaction in Receivables. A bill receivable is a document that a customer formally agrees to pay at some future date (the maturity date).

The bill receivable document effectively replaces, for the related amount, the open debit items that are applied to the bill. Bills receivable are often remitted for collection and used to secure short term funding.

What's a drawee?

A drawee is a customer who accepts funding in the form of a bill receivable with the intention of repaying the party that issues the bill when it matures. You can only define customer bill-to sites as drawees.

When do I number a bill receivable?

You must enter a number if the transaction source doesn't specify automatic transaction numbering or copying of the document sequence number to the bill number, or if you're not using document sequencing. Otherwise, the bill receivable is numbered when you save.

If you're using manual document sequencing, then you must enter a unique document number.

What happens if I assign an amount to the bill receivable?

This becomes the maximum amount for the bill. The total amount of the transactions applied to the bill must equal the designated maximum amount in order to complete the bill.

If you don't enter a maximum amount, the amount of the bill is calculated as the sum of the applied transaction amounts when you complete the bill.

Why doesn't the bill receivable have an accounting date?

Because the bill is a signed bill that requires drawee acceptance. Once the bill receivable is accepted, Receivables assigns an acceptance accounting date to the bill.

Can I continue to add and remove transactions to and from the bill receivable?

Yes, up until the bill is completed or, for bills that require acceptance, until the bill is accepted.

Why can't I create bills receivable from transactions?

Because you have to assign transactions both a bills receivable creation receipt method and a bill-to customer defined as a drawee. Only transactions with these assignments are eligible for bills receivable batches.

Can I incomplete and delete a bill receivable?

Yes, but you can only incomplete a bill receivable under certain conditions.

All of these conditions must be true:

- The bill receivable is a signed bill with the status Pending Acceptance, or an unsigned or drawee-issued bill with the status Pending Remittance.
- The bill has never been posted to general ledger.
- There are no payments against the bill.

After you incomplete the bill you can delete it.

You can also incomplete a bill receivable to update details of the bill and complete the bill again.

Remit Bills Receivable

Overview of Bills Receivable Remittances

Remit bills receivable to your remittance bank or other financial institution to initiate the collection process from your customers. Before remitting to a bank, you must create, review, and approve the bills receivable in a remittance batch.

You can create these types of bills receivable remittances:

- Standard remittances: You remit bills receivable to your bank, and the bank manages the collection process. On the bill receivable maturity date, the bank collects payment in full from your customers and transfers the funds

directly to your bank account, less any fees or other charges. With standard remittances, you bear the financial risk of customer default.

- Factored remittances: You remit bills receivable as collateral in return for cash advances or loans from your bank. Receivables creates a receipt for the bill receivable upon remittance. If the bill receivable is factored with recourse, you bear the financial risk of customer default, and Receivables records a short term debt for the default risk. If the bill receivable is factored without recourse, the bank assumes the risk of customer default, and Receivables closes the bill upon creation of the remittance.

When you create a bills receivable remittance, the receipt class determines the remittance processes, and the bills receivable remittance receipt method assigned to the receipt class determines the accounting for the bills receivable. Receivables selects qualifying bills receivable for remittance and groups them according to the remittance bank assigned to each bill. You can specify additional selection criteria to limit the bills receivable that are selected for remittance.

Related Topics

- Close Matured Bills Receivable Process

Create a Bills Receivable Remittance Batch

Create a bills receivable remittance batch from eligible bills receivable transactions.

During batch creation, Receivables uses the currency and remittance bank information to select bills receivable. You can specify additional selection criteria to limit the bills that are selected for remittance using the Select and Add: Bills Receivable window.

All bills receivable with the status Pending Remittance are eligible for selection. You can also include bills receivable with the status Unpaid if the **Include Unpaid Status** option is enabled.

Based on the remittance bank information, Receivables selects the following bills receivable for inclusion in the batch:

- Bills receivable with the same remittance bank account as the remittance batch.
- Bills receivable with no remittance bank account.
- Bills receivable with a different bank account from that of the remittance batch, if the **Ignore Override** option isn't enabled.

> **Note:** You can change the batch remittance bank information after the remittance batch is created. However, you will receive a warning if the remittance bank of any bill receivable in the batch is different from the new remittance bank of the batch, unless the **Override bank option** is enabled on that remittance bank account.

After you have entered information for the batch and your selection criteria, use the **Save** button to generate the bills receivable remittance batch. Receivables validates the status, currency, and remittance bank information of the bills receivable included in the batch. Receivables then selects bills receivable in maturity date order, starting with the earliest maturity date.

Once a bill receivable is selected for a remittance batch, you can't apply customer payments or other activities to the bill, or select the bill for another remittance batch.

After creating the remittance batch, use the Mange Bills Receivable Remittance Batches page to review, update, and approve the batch.

Related Topics

- Create a Bills Receivable Remittance Receipt Method
- Create a Remittance Bank Account for Bills Receivable

Create and Clear Receipts for Bills Receivable Remittances

During the course of the bills receivable remittance process, Receivables both creates and clears receipts for bills receivable.

Create Receipts for Bills Receivable Remittances

Receivables creates an individual receipt for each bill receivable remitted to the bank. The bills receivable remittance receipt method for the remittance batch determines when a receipt is created. You create a receipt to record the accounting event of the expected funds transfer.

The receipt creation process differs for standard and factored remittances:

- Standard remittances: Run the Close Matured Bills Receivable process to create receipts and apply them to bills receivable, either at the maturity date plus the number of collection days or at the remittance date plus the number of collection days, whichever is later. Receivables updates the status of the bill receivable to Closed when the receipt is applied to the bill receivable.
- Factored remittances: Receivables creates a receipt when a remittance is approved. For bills receivable that are factored with recourse, the receipt is applied to short term debt and the status of the bill is updated to Remitted. For bills receivable factored without recourse, the receipt is applied to the bill receivable upon remittance and the status of the bill is updated to Closed.

Clear Receipts for Bills Receivable Remittances

The clearing method of the bills receivable receipt class belonging to the bills receivable remittance receipt method determines when Receivables clears receipts and recognizes cash in the remittance process. You define the clearing method, number of clearing days, and number of risk elimination days when you set up the bills receivable remittance receipt class and method.

Select one of these clearing methods:

- Directly: Receivables clears the receipt upon creation, and recognizes cash on the receipt date.
- Automatic Clearing: Run the Clear Receipts Automatically process to clear receipts on the receipt dates plus the number of clearing days. For standard remittances, the receipt date is either the maturity date plus the number of collection days or the remittance date plus the number of collection days, whichever is later. For factored remittances, the receipt date is simply the remittance date.
- By Matching: Use Cash Management to clear the receipt and reconcile cash to your bank statements.

Related Topics

- Automatic Clearing of Receipts
- Remittance Methods and Clearance Methods

Close Matured Bills Receivable Process

Use the Close Matured Bills Receivable process and report to create and apply receipts for standard remitted bills receivable, and to apply receipts and eliminate risk on bills receivable factored with recourse.

The corresponding report lists the adjustments to each bill receivable and shows all receipts that were cleared by the process run.

Process Tasks

You can run the Close Matured Bills Receivable process to accomplish a number of different tasks in relation to bills receivable remittances.

These tasks are:

- Create the receipt on the maturity date for standard remittances.
- Create the receipt when the remittance is approved for factored remittances.
- Unapply the receipt from short term debt and apply it to the bill receivable at the maturity date plus risk elimination days for remittances factored with recourse.
- Update the bill receivable status to Matured Pending Risk Elimination at the maturity date plus risk elimination days, and update the bill status to Closed for eliminating risk on bills receivable factored with recourse.

For standard remitted bills receivable, Receivables both creates the receipt and applies it to the bill receivable. The apply date is the same as the receipt date. Receivables normally performs these operations on the bill maturity date. If the bill was remitted with insufficient time for the bank to collect the funds from the drawee by the maturity date, then Receivables performs these operations on the remittance date plus the number of remittance bank collection days.

You can clear receipts for standard remitted bills receivable manually, or use the Clear Receipts Automatically process to clear receipts that have a clearance method of Automatic Clearing.

For bills receivable factored with recourse, Receivables applies receipts created at the time of remittance to bills receivable and eliminates the risk on each bill. The apply date is the bill receivable maturity date plus the number of risk elimination days.

Accounting Date Parameter

Enter the accounting date to use for the transactions generated by the process and report. You can enter any date in an open accounting period.

For standard remittances, Receivables uses the accounting date you enter unless the date isn't in an open period, in which case it will use the accounting date on the bill receivable. If the accounting date on the bill is also not in an open period, then it uses the first day of the next available open period.

For factored remittances, Receivables uses the accounting date you enter unless the date isn't in an open period, in which case it will use the accounting date entered for the remittance. If the accounting date entered for the remittance is also not in an open period, then it uses the first day of the next available open period.

Related Topics

- Bills Receivable Risk
- Examples of Accounting Entries for Bills Receivable Activities

FAQs for Remit Bills Receivable

When can I approve a bills receivable remittance batch?

Once you have reviewed the bills receivable remittance batch and are satisfied with its content.

Approving the remittance batch initiates the accounting event for the specific type of bills receivable remittance. Depending on the remittance method, the status of the bills receivable is updated from Pending Remittance to either Standard Remitted or Factored Remitted.

What happens if the drawee makes a payment prior to remittance approval?

You can deselect the bill receivable from the remittance batch and apply the receipt directly to the bill receivable.

Can I reverse or unapply bills receivable receipts?

Yes, if the receipts were applied to the bills receivable and not to short term debt. You can reverse or unapply receipts that were created for payments received from customer drawees or receipts that were created from the remittance process.

For bills receivable factored with recourse, receipts are applied to short term debt before the bill maturity date plus risk elimination days. For receipts applied to short term debt, use the **Recall** action to recall the bill receivable and reverse these receipt applications.

When you reverse or unapply a receipt for a bill receivable, Receivables creates reversal journal entries for the receipt application with either of these results:

- If the receipt is reversed before the maturity date, the status of the bill receivable is updated to Pending Remittance.
- If the receipt is reversed after the maturity date, the status of the bill receivable is updated to Unpaid.

Update Bills Receivable

Bills Receivable Statuses

During the life cycle of a completed bill receivable, the status of the bill changes over time. Some of these changes are necessary and normal, while others depend on specific events particular to a given bill.

This table lists each bills receivable status and its meaning.

Status	Meaning
Pending Acceptance	The bill was completed, but requires acceptance by the customer drawee.
Pending Remittance	The bill was completed, and, if necessary, accepted, and is ready for remittance.

Status	Meaning
Remitted	The bill was remitted to the bank for collection on the maturity date.
Factored	The bill was remitted to the bank for collection and an advance given for the bill amount.
Matured Pending Risk Elimination	A bill factored with recourse has reached the maturity date but is still open to risk of default.
Unpaid	Payment for the bill wasn't received on the maturity date.
Protested	The customer drawee protests a bill in the status Unpaid.
Canceled	The bill is canceled and the open debits returned to the original transactions.
Closed	A standard bill was paid, or a factored bill had its risk eliminated.

Related Topics

- When do I cancel a bill receivable?
- What's the difference between holding and protesting a bill receivable?
- Record Drawee Acceptance of a Bill Receivable
- Recall a Bill Receivable from Remittance
- Unpaid Bills Receivable

Bills Receivable Risk

Create factored bills receivable remittances to remit bills receivable as collateral in return for cash advances or loans from your bank.

For bills receivable factored with recourse, you bear the financial risk of customer default. When you create a bill receivable factored with recourse, Receivables records a short term debt for the default risk. The bills receivable remittance receipt method assigns the number of risk elimination days to the bill. The risk elimination days are the number of days after the bill receivable maturity date that you can clear short term debt on your factored bills receivable.

Receivables applies receipts created at the time of remittance to bills receivable and eliminates the risk on each bill. The apply date is the bill receivable maturity date plus the number of risk elimination days.

You can use the Close Matured Bills Receivable process to apply receipts and eliminate risk on bills receivable factored with recourse. The process performs these tasks:

- Unapplies the receipt from short term debt.
- Applies the receipt to the factored bill receivable after the maturity date plus any risk elimination days. The apply date is the bill receivable maturity date plus the number of risk elimination days.
- Eliminates the risk on the factored bill receivable.

You can also use the **Eliminate Risk** action to manually eliminate risk on a bill receivable. You can do this, for example, if payment is received from the customer during the risk elimination period.

If a customer is at risk of not paying the bill receivable after risk has been eliminated, you can use the **Reestablish Risk** action to reestablish risk on the bill. When you reestablish risk on a Closed bill receivable that was factored with recourse, Receivables unapplies the receipt that was created when the bill was factored and applies the receipt to short term debt. The status of the bill is updated to Matured Pending Risk Elimination.

Related Topics

- Close Matured Bills Receivable Process

Unpaid Bills Receivable

On the bill receivable maturity date, the drawee is expected to pay the bill. If payment isn't received, you should mark the bill as Unpaid.

You can mark a bill receivable as Unpaid under the following statuses and with the related conditions:

- Pending Remittance, and the bill receivable wasn't selected for remittance, placed on hold, or reserved by another bill receivable pending acceptance.
- Standard Remitted, and the bill receivable has matured.
- Matured Pending Risk Elimination.
- Closed, and the bill receivable has been matured as well as paid by one receipt.
- Protested.

When you mark a bill receivable as Unpaid, the status of the bill is updated to Unpaid and the open balance is recorded as a debit to Unpaid Bills Receivable.

Receivables performs these additional actions depending upon the previous status of the bill:

- If the bill is Matured Pending Risk Elimination, Receivables reverses the receipt created when the bill was factored with recourse.
- If the bill is Remitted or Factored with Recourse and then Closed as Unpaid, Receivables reverses the receipt created as a result of the remittance.

You can later remove a bill receivable from the Unpaid status by using the **Restate** action. When you restate a bill receivable, Receivables reclassifies the bill from Unpaid to Pending Remittance.

Related Topics

- Guidelines for Applying Transactions to Bills Receivable
- Create a Bills Receivable Remittance Batch
- Examples of Accounting Entries for Bills Receivable Activities

Recall a Bill Receivable from Remittance

You can recall a remitted or factored bill receivable from a remittance batch. You need to recall a bill from remittance, for example, due to an error in the remittance process or because you received payment for the bill from the customer.

Select the bill receivable that you want and use the **Recall** action to enter the necessary information. The recall date and accounting date that you enter must be on or after the remittance date.

When you submit the recall:

- If the bill receivable is recalled before the maturity date, the status of the bill receivable is updated to Pending Remittance.
- If the bill receivable is recalled after the maturity date, the status of the bill receivable is updated to Unpaid.

If you're recalling a bill because payment was received, then after the recall you can apply the receipt directly to the bill receivable.

Related Topics

- Can I reverse or unapply bills receivable receipts?

Examples of Accounting Entries for Bills Receivable Activities

These examples illustrate the journal entries that Receivables creates for each bills receivable activity.

Bills Receivable

When you complete a bill receivable, or accept a bill receivable if it requires acceptance, Receivables creates this journal entry on the bill receivable:

Debit Account	Credit Account
Bills Receivable	Receivables

If you cancel a bill receivable that isn't Pending Acceptance, Receivables creates this journal entry on the bill receivable:

Debit Account	Credit Account
Receivable	• Bills Receivable (if the bill has the status Pending Remittance) • Unpaid Bills Receivable (if the bill has the status Unpaid)

Remitted Bills Receivable

When you remit a bill receivable with a standard remittance method, Receivables creates this journal entry on the bill receivable:

Debit Account	Credit Account
Remitted Bills Receivable	• Bills Receivable (if the bill had the status Pending Remittance before it was remitted) • Unpaid Bills Receivable (if the bill had the status Unpaid before it was remitted)

On maturity (or maturity plus the number of collection days, if the bill is remitted on or after maturity), Receivables creates this journal entry on the receipt created:

Debit Account	Credit Account
• Remittance (if the clearance method used is **By Automatic Clearing** or **By Matching**) • Cash (if the clearance method used is **Direct**)	Remitted Bills Receivable

Factored Bills Receivable with Recourse

When you factor a bill receivable with recourse, Receivables creates this journal entry on the bill receivable:

Debit Account	Credit Account
Factored Bills Receivable	• Bills Receivable (if the bill had the status Pending Remittance before it was remitted) • Unpaid Bills Receivable (if the bill had the status Unpaid before it was remitted)

Receivables creates this journal entry on the receipt created when factoring with recourse:

Debit Account	Credit Account
• Remittance (if the clearance method used is **By Automatic Clearing** or **By Matching**) • Cash (if the clearance method used is **Direct**)	Short Term Debt

When you eliminate the risk on a bill receivable factored with recourse, Receivables creates this journal entry on the receipt created:

Debit Account	Credit Account
Short Term Debt	Factored Bills Receivable

When you reestablish risk on a bill receivable factored with recourse, Receivables creates this journal entry on the receipt created:

Debit Account	Credit Account
Factored Bills Receivable	Short Term Debt

Factored Bills Receivable without Recourse

When you factor a bill receivable without recourse, Receivables creates this journal entry on the receipt created:

Debit Account	Credit Account
• Remittance (if the clearance method used is **By Automatic Clearing** or **By Matching**) • Cash (if the clearance method used is **Direct**)	• Bills Receivable (if the bill had the status Pending Remittance before it was remitted) • Unpaid Bills Receivable (if the bill had the status Unpaid before it was remitted)

Unpaid Bills Receivable

When you mark as unpaid a bill receivable with the status Pending Remittance, Receivables creates this journal entry on the bill receivable:

Debit Account	Credit Account
Unpaid Bills Receivable	Bills Receivable

When you mark as unpaid a bill receivable with the status Standard Remitted, Receivables creates this journal entry on the bill receivable:

Debit Account	Credit Account
Unpaid Bills Receivable	Remitted Bills Receivable

When you mark as unpaid a bill receivable with the status Closed that was previously standard remitted:

- Receivables creates this journal entry on the bill receivable:

Debit Account	Credit Account
Unpaid Bills Receivable	Remitted Bills Receivable

- The accounting entries are reversed on the receipt that was applied to the bill receivable:

Debit Account	Credit Account
Remitted Bills Receivable	○ Cash (if the receipt was cleared) ○ Remittance (if the receipt wasn't cleared)

When you mark as unpaid a bill receivable with the status Matured Pending Risk Elimination or Closed that was previously factored with recourse:

- Receivables creates this journal entry on the bill receivable:

Debit Account	Credit Account
Unpaid Bills Receivable	Factored Bills Receivable

- Receivables creates this journal entry on the receipt created when the bill was factored with recourse:

Debit Account	Credit Account
○ Short Term Debt (if the bill was Matured Pending Risk Elimination) ○ Factored Bills Receivable (if the bill was Closed)	Bills Receivable Funds Recovery

- Receivables creates this journal entry on the negative miscellaneous receipt created when the bill receivable factored with recourse is marked as unpaid:

Debit Account	Credit Account
Bills Receivable Funds Recovery	○ Cash (if the original receipt was cleared) ○ Remittance (if the original receipt wasn't cleared)

When you mark as unpaid a bill receivable with the status Matured Pending Risk Elimination or Closed that was previously factored without recourse:

- Receivables creates this journal entry on the bill receivable:

Debit Account	Credit Account
Unpaid Bills Receivable	○ Bills Receivable (if the bill had the status Pending Remittance before it was remitted) ○ Unpaid Bills Receivable (if the bill had the status Unpaid before it was remitted)

- Receivables creates this journal entry on the receipt created when the bill was factored without recourse:

Debit Account	Credit Account
○ Bills Receivable (if the bill had the status Pending Remittance before it was remitted)	○ Cash (if the receipt was cleared) ○ Remittance (if the receipt wasn't cleared)

Debit Account	Credit Account
○ Unpaid Bills Receivable (if the bill had the status Unpaid before it was remitted)	

When you restate a bill receivable that was previously marked as unpaid, Receivables creates this journal entry on the bill receivable:

Debit Account	Credit Account
Bills Receivable	Unpaid Bills Receivable

Recalled Bills Receivable

When you recall a bill receivable that was previously standard remitted or factored:

- Receivables creates this journal entry on the bill receivable:

Debit Account	Credit Account
○ Bills Receivable (if the bill had the status Pending Remittance before it was remitted ○ Unpaid Bills Receivable (if the bill had the status Unpaid before it was remitted)	○ Remitted Bills Receivable (if the bill was standard remitted) ○ Factored Bills Receivable (if the bill was factored with recourse)

- Receivables creates this journal entry on the receipt created when the bill was factored:

Debit Account	Credit Account
○ Short Term Debt (if the bill was factored with recourse) ○ Bills Receivable (if the bill was factored without recourse and had the status Pending Remittance before it was remitted) ○ Unpaid Bills Receivable (if the bill was factored without recourse and had the status Unpaid before it was remitted)	○ Remittance (if the clearance method used is **By Automatic Clearing** or **By Matching**) ○ Cash (if the clearance method used is **Direct**)

Transaction and Receipt Applications

When you apply a receipt to a bill receivable, Receivables creates this journal entry on the receipt:

Debit Account	Credit Account
• Cash (if the receipt was cleared) • Remittance (if the receipt wasn't cleared)	• Bills Receivable (if the bill has the status Pending Remittance) • Unpaid Bills Receivable (if the bill has the status Unpaid or Protested)

When you apply an on-account credit memo to a bill receivable, Receivables creates this journal entry on the credit memo:

Debit Account	Credit Account
Receivable	• Bills Receivable (if the bill has the status Pending Remittance) • Unpaid Bills Receivable (if the bill has the status Unpaid or Protested)

Create intercompany accounting entries whenever a transaction, receipt, or credit memo is applied to a bill receivable with a different company segment.

FAQs for Update Bills Receivable

When do I cancel a bill receivable?

When you want to return the debt to the transactions that were applied to the bill. You typically cancel a bill receivable if it was created in error or if you prefer to apply payments to transactions that were applied to the bill.

Use the **Mark as Canceled** action to cancel a bill. You can cancel a bill with the status Pending Acceptance, Pending Remittance, or Unpaid:

- If the bill is Pending Acceptance, canceling the bill releases the applied transactions and has no accounting impact.
- If the bill is Pending Remittance or Unpaid, Receivables unassigns the applied transactions and creates reverse accounting entries.

What's the difference between holding and protesting a bill receivable?

Place a bill receivable on hold when you want to exclude the bill from remittance while you investigate information about the bill or about the transactions applied to the bill. You can only place bills on hold with the status Pending Remittance or Unpaid.

You can later release the bill receivable from hold and make it available again for remittance.

Mark a bill receivable as under protest if the drawee protests a bill receivable with the status Unpaid, for example, because of a disagreement as to the maturity date or of payments submitted. There's no accounting impact on a bill under protest. Once the protest is resolved, you can either mark the bill as Unpaid again or, if applicable, apply a customer receipt to the protested bill.

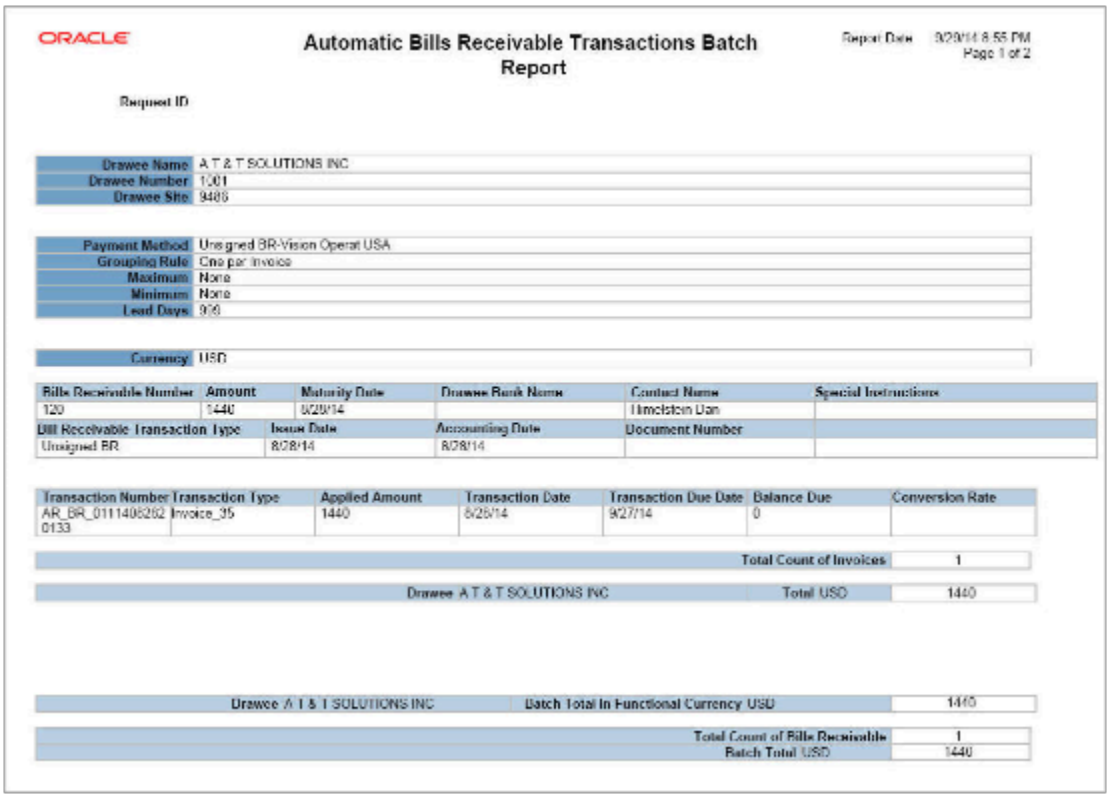
Reports for Manage Bills Receivable

Overview of the Automatic Bills Receivable Transactions Batch Report

This topic contains summary information about the Automatic Bills Receivable Transactions Batch Report.

Overview

The Automatic Bills Receivable Transactions Batch Report lists the contents of a bills receivable batch.



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Automatic Bills Receivable Transactions Batch Report

Report Date 9/29/14 8:55 PM
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Request ID

Drawee Name	A T & T SOLUTIONS INC
Drawee Number	1001
Drawee Site	9486

Payment Method	Unsigned BR-Vision Operat USA
Grouping Rule	One per Invoice
Maximum	None
Minimum	None
Lead Days	999

Currency	USD

Bills Receivable Number	Amount	Maturity Date	Drawee Bank Name	Contact Name	Special Instructions
120	1440	9/29/14		Umolstein Dan	
Bill Receivable Transaction Type	**Issue Date**	**Accounting Date**		**Document Number**	
Unsigned BR	8/28/14	8/28/14			

Transaction Number	Transaction Type	Applied Amount	Transaction Date	Transaction Due Date	Balance Due	Conversion Rate
AR_BR_0111405262 0133	Invoice_35	1440	8/26/14	9/27/14	0	

Total Count of Invoices	1
Drawee A T & T SOLUTIONS INC Total USD	1440

Drawee A T & T SOLUTIONS INC Batch Total in Functional Currency USD	1440

Total Count of Bills Receivable	1
Batch Total USD	1440

Key Insights

The report lists the bills receivable created in a batch, or the bills receivable that will be created in a batch submitted in Draft.

Frequently Asked Questions

The following table lists frequently asked questions about the Automatic Bills Receivable Transactions Batch Report.

FAQ	Answer
How do I find this report?	Reports and Analytics pane - Shared Folders - Financials - Receivables - Receivables Balances
Who uses this report?	Financial Specialist responsible for bills receivable.
When do I use this report?	When you need to review a list of the bills receivable created in a batch, or the bills receivable that will be created in a batch if the Create Bills Receivable Batch process is submitted in Draft.
What can I do with this report?	Set the **Batch Mode** parameter of the Create Bills Receivable Batch process to Draft.
What type of report is this?	Oracle Business Intelligence Publisher

Automatic Bills Receivable Transactions Batch Report

Use the Automatic Bills Receivable Transactions Batch Report to review the contents of a bills receivable batch. A bills receivable batch contains bills receivable created from customer drawee transactions.

You can run the report in Detail mode or Summary mode. The report lists the bills receivable created in a batch, or the bills receivable that will be created in a batch submitted in Draft. The report is also generated in Detail mode when you run the Create Bills Receivable Batch process.

Selected Report Parameters

Business Unit

The selected business unit for the report.

Batch Name

The name of the bills receivable batch.

Report Version

- Detail: Listing of the bills receivable in a batch and information about the transactions assigned to each bill receivable.
- Summary: Listing of the bills receivable in a batch.

Report Output

This table describes the report headings in the output of the Automatic Bills Receivable Transactions Batch Report.

Report Heading	Description
Drawee Name	The name of the customer drawee.
Drawee Number	The account number of the customer drawee.

Report Heading	Description
Drawee Site	The bill-to site reported on belonging to the customer drawee account.
Payment Method	The bills receivable creation receipt method used to generate bills receivable from transactions.
Grouping Rule	The bills receivable creation receipt method rule used to group transactions into bills receivable.
Maximum	The maximum amount, specified in the bills receivable creation receipt method, that a bill receivable can have.
Minimum	The minimum amount, specified in the bills receivable creation receipt method, that a bill receivable can have.
Lead Days	The number of days before the transaction due date, specified in the bills receivable creation receipt method, that a transaction was eligible to be applied to a bill receivable.
Currency	The ledger currency.

This table describes the column headings in the output of the Automatic Bills Receivable Transactions Batch Report.

Column Heading	Description
Bills Receivable Number	The bill receivable number.
Amount	The amount assigned to the bill.
Maturity Date	The date payment is due on the bill receivable.
Drawee Bank Name	The name of the customer drawee bank.
Contact Name	The contact person at the customer drawee bank.
Special Instructions	Any special instructions for processing the bill.
Bills Receivable Transaction Type	The bills receivable transaction type assigned to bills receivable created from transactions by the bills receivable creation receipt method.
Issue Date	The date the bill receivable is created.
Accounting Date	The bill receivable accounting date.
Document Number	The document sequence number assigned to the bill, if applicable.

Column Heading	Description
Transaction Number	The number of the transaction applied to the bill.
Transaction Type	The transaction type of the transaction applied to the bill.
Applied Amount	The amount of the transaction that was applied to the bill.
Transaction Date	The creation date of the transaction applied to the bill.
Transaction Due Date	The due date of the transaction applied to the bill.
Balance Due:	The open balance of the transaction applied to the bill.
Conversion Rate	The conversion rate used for the entered currency of the transaction applied to the bill, if not the ledger currency.

This table describes the row headings in the output of the Automatic Bills Receivable Transactions Batch Report.

Row Heading	Description
Total Count of Invoices	The total number of transactions applied to a single bill receivable.
Drawee	The name of the customer drawee for the applicable transactions.
Total	The total amount of the bill receivable amount in the entered currency.
Batch Total in Ledger Currency	The total amount of all bills receivable in the ledger currency for the customer drawee.
Total Count of Bills Receivable	The total number of bills receivable created in the batch.
Batch Total	The total bills receivable amount in the ledger currency for all customer drawees in the batch.

Related Topics

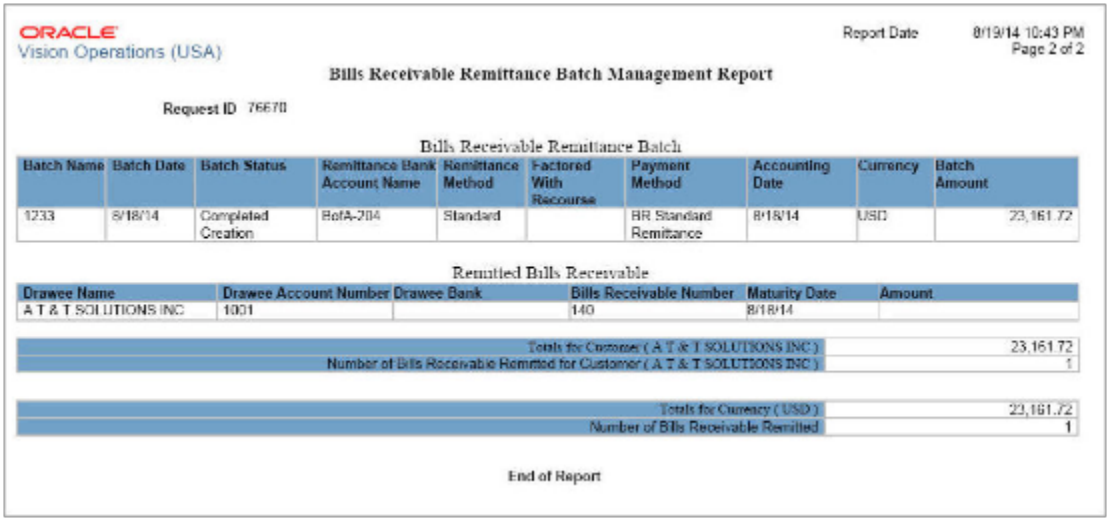
- Guidelines for Batching Transactions for Bills Receivable
- Prepare Transactions for Bills Receivable Batches

Overview of the Bills Receivable Remittance Batch Management Report

This topic contains summary information about the Bills Receivable Remittance Batch Management Report.

Overview

The Bills Receivable Remittance Batch Management Report provides detailed information about a bills receivable remittance batch.



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Bills Receivable Remittance Batch Management Report

Request ID 76670

Bills Receivable Remittance Batch

Batch Name	Batch Date	Batch Status	Remittance Bank Account Name	Remittance Method	Factored With Recourse	Payment Method	Accounting Date	Currency	Batch Amount
1233	8/18/14	Completed Creation	BofA-204	Standard		BR Standard Remittance	8/18/14	USD	23,161.72

Remitted Bills Receivable

Drawee Name	Drawee Account Number	Drawee Bank	Bills Receivable Number	Maturity Date	Amount
A T & T SOLUTIONS INC	1001		140	8/18/14	

Totals for Customer (A T & T SOLUTIONS INC)	23,161.72
Number of Bills Receivable Remitted for Customer (A T & T SOLUTIONS INC)	1

Totals for Currency (USD)	23,161.72
Number of Bills Receivable Remitted	1

End of Report

Key Insights

Review both remittance batch information and information about each bill receivable in the batch.

Frequently Asked Questions

The following table lists frequently asked questions about the Bills Receivable Remittance Batch Management Report.

FAQ	Answer
How do I find this report?	Scheduled Processes - Create Bills Receivable Remittance Batch
Who uses this report?	Financial Specialist responsible for bills receivable.
When do I use this report?	To review a run of the Create Bills Receivable Remittance Batch process.
What can I do with this report?	According to your bills receivable remittance schedule.
What type of report is this?	Oracle Business Intelligence Publisher

Bills Receivable Remittance Batch Management Report

Use the Bills Receivable Remittance Batch Management Report to review a run of the Create Bills Receivable Remittance Batch process. You can run the process either as a scheduled process or from the Create or Edit Bills Receivable Remittance Batch pages.

You can also use the Manage Bills Receivable Remittance Batches page to search for and review remittance batches.

Review this report each time you generate a bills receivable remittance batch.

Selected Report Parameters

Business Unit

The selected business unit for the report.

Remittance Batch Date

The creation date of the remittance batch.

Remittance Batch Accounting Date

The accounting date of the remittance batch.

Approve

Indicate whether to approve the remittance batch once generated. Approving the remittance batch initiates the accounting event for the bills receivable remittance.

Currency

The currency for the remittance batch. The process selects bills receivable eligible for remittance with this currency.

Remittance Method

- Standard: Remit bills receivable to the remittance bank.
- Factoring: Remit bills receivable as collateral in return for cash advances or loans from the remittance bank. When the remittance batch is approved, create the receipt for the bill receivable.

With Recourse

If you set the **Remittance Method** parameter to Factoring:

- Yes: You bear the financial risk of customer default.
- No: The bill receivable is closed and the remittance bank assumes the risk of customer default.

Receipt Class and Method

The bills receivable remittance receipt class and receipt method to use to create the remittance batch.

Remittance Bank Branch and Bank Account

The remittance bank and account for this remittance batch. The process selects both eligible bills receivable with this remittance bank account, and eligible bills receivable with no remittance bank account assigned.

Include Unpaid Status

Bills receivable with the status Pending Remittance that match the other criteria for this remittance batch are eligible for selection. If you select Yes, then bills receivable with the status Unpaid are also eligible for selection.

Minimum Remittance Total

Only create a remittance batch if the total amount of eligible bills receivable equals or exceeds this amount.

Maximum Remittance Total

Only create a remittance batch if the total amount of eligible bills receivable equals or is less than this amount.

Report Output

The report contains two sections:

- Bills Receivable Remittance Batch: Information about the remittance batch.
- Remitted Bills Receivable: Information about each bill receivable in the remittance batch.

Batch Name
The name or number of the remittance batch.

Batch Date
The remittance batch date.

Batch Status
- Completed Approval
- Completed Cancellation
- Completed Creation
- Completed Deletion
- Processed
- Started Approval
- Started Cancellation
- Started Creation
- Started Deletion
- Waiting Post Batch

Remittance Bank Account Name
The remittance bank account name.

Remittance Method
Standard or Factoring.

Factored With Recourse
- Yes: Bills receivable factored with recourse.
- No: Bills receivable other than factored with recourse.

Payment Method
The remittance receipt method used to create the remittance batch.

Accounting Date
The remittance accounting date.

Currency

The remittance currency.

Batch Amount
The total remittance amount in the remittance currency.

Drawee Name
The customer drawee name.

Drawee Account Number
The customer drawee account number.

Drawee Bank
The customer drawee bank.

Bills Receivable Number
The number of the bill receivable.

Maturity Date
The date payment is due on the bill receivable.

Amount
The bill receivable amount.

Totals for Customer [Customer Name]
The total bills receivable remittance amount for each customer drawee.

Number of Bills Receivable Remitted for Customer [Customer Name]
The total number of bills receivable remitted for each customer drawee.

Totals for Currency
The total bills receivable remittance batch amount in the remittance currency.

Number of Bills Receivable Remitted
The total number of bills receivable remitted in the remittance batch.

Related Topics
- Overview of Bills Receivable Remittances
- Create a Bills Receivable Remittance Batch

Print Bills Receivable Report

Use the Print Bills Receivable Report to print a batch of bills receivable. You can print bills belonging to a bills receivable batch or a bills receivable remittance batch.

The Print Bills Receivable Report prints details of each bill receivable included in the process run.

Use this report according to your bills receivable transaction processing requirements.

Selected Report Parameters

Business Unit

Select the business unit for this report (required).

Bill Receivable Template Name

Default Bill Receivable Template for the report (not updateable).

Batch Name

The bills receivable batch from which to print bills receivable.

Remittance Batch

The bills receivable remittance batch from which to print bills receivable.

Report Output

This table describes important column headings in the Print Bills Receivable Report.

Column Heading	Description
Drawee Account Number	The account number of the customer drawee.
Original Transaction Amount	The original amount of the transaction.
Bills Receivable Applied Amount	The amount of the transaction that was applied to bills receivable.

This table describes important row headings in the Print Bills Receivable Report.

Row Heading	Description
Total Original Transaction Amount	The total of the original amounts of all transactions in the report.
Total Bills Receivable Amount Due	The total open transaction amount that was applied to bills receivable.

7 Manage Credit Management

Overview of Credit Management

Credit Management provides a comprehensive system for developing and implementing policies and procedures to help you manage credit-related data and make intelligent credit decisions about your customers.

Credit Management is part of the Credit-to-Cash solution for capturing orders, billing customers, processing payments and adjustments, and managing all related accounting. The Credit Management solution includes the following processes:

- Credit profiles and policies
- Credit reviews
- Credit review management
- Credit management tools

Credit Profiles and Policies

Create a credit profile for each of your customers and customer accounts. The credit profile contains key information for establishing the creditworthiness of each of your customers, including credit classifications, credit limits, and credit review cycles.

You can set up a credit-only profile at the customer, or party, level for enterprises with an extended hierarchy of businesses. You can also create specific profiles for individual customer accounts.

Credit Reviews

A credit review begins when a credit-related event takes place.

There are three events that initiate credit reviews:

- A customer fails a credit authorization request.
- A customer is included in a scheduled run of the Periodic Credit Review process.
- A credit analyst initiates a credit review for a new customer or for an occasional review of an existing customer.

All credit reviews begin with the creation of a credit case folder. The case folder is the central document that a credit analyst uses to review and make decisions about a particular customer credit review.

Credit Review Management

Use the Credit Reviews work area to review and manage credit case folders. Credit analysts can search case folders, view high-level information about their case folders, and take actions such as create a new case folder, reassign a case folder to another analyst, and close case folders.

The credit analyst uses the case folder to:

- Review a customer credit score.
- Where necessary, update the data point values that affect a credit score.

- Provide recommendations for customer credit.

The credit manager can perform the functions of the credit analyst, as well as oversee the case folders of all his or her credit analysts, and approve or reject credit decisions.

Credit Management Tools

Credit Management provides tools for developing an analysis of customer creditworthiness and making informed credit decisions.

The Credit Management tools include:

- Scoring models: Design scoring models to calculate a credit score based on credit data specific to a customer or customer account.
- Data points: Enter and maintain detailed information about customer financial and accounting history to develop a picture of customer creditworthiness.
- Case folder templates: Create case folder templates for different types of credit reviews, and automatically assign a specific template to a case folder during the initial credit review and case folder creation process.

Components of a Credit Case Folder

A credit case folder is a record that contains the set of data used to conduct a credit review of a customer or customer account, or of a customer account with an individual credit request source transaction.

A credit case folder contains the following data and tools:

- Customer or customer account information, including the case folder currency and the current credit limit.
- Credit classification and review type for this case folder.
- If the Review Type is Credit Checking Failure, information about the failure, including the requested amount, the customer's available credit, and information about the source transaction that initiated the credit authorization request.
- Credit case folder template assigned to the case folder, used to define the type of scoring and data points available.
- Data points needed for the credit analysis.
- If applicable, a scoring model to calculate the credit score.
- Actions and Recommendations for the credit review.

The review types are:

- Ad Hoc Review: initiated by manually creating a credit case folder.
- Credit Checking Failure: initiated by a credit checking failure.
- Periodic Review: initiated by a periodic review of the credit of a customer or customer account.

> **Note:** In cases where one customer account calls the credit checking service more than once with different requests, and each of these requests results in a credit checking failure, then a separate credit case folder is created for each credit checking failure, identified by the customer account and the source transaction that initiated the credit authorization request. If such a credit request is approved, a credit authorization is created for the customer account using the attributes of the source transaction.

The credit case folder creation process involves these steps:

- The active case folder template is selected for the combination of credit classification and review type. If the customer or customer account credit profile doesn't have a credit classification defined, then the default case folder template is used.
- The case folder template is used to display in the case folder the required and optional data point values to use for the credit review.
- If the case folder template contains a scoring model, the case folder displays the data point values needed for the credit score calculation, and the scoring model attempts to calculate the credit score.
- If the credit score calculation is successful, the score is displayed in the **Credit Score** field. The available hyperlink opens the Scoring Details page for review of the scoring calculation.

  If the credit score calculation isn't successful, due to missing data point values, you must enter or populate the necessary values to calculate the score.
- The user who creates a new credit case folder is designated as the credit analyst for the case folder. The case folder created by credit checking failure or periodic review is assigned the credit analyst for the applicable customer or customer account, if defined in the credit profile.

The new credit case folder is assigned an initial status and is displayed first in the Credit Reviews work area.

Related Topics

- What happens when I close a credit case folder?

How the Credit Limit is Derived in a Party Hierarchy

When a credit check is initiated, the credit checking process ordinarily looks for a credit limit value in the customer account profile and, if no value is found, in the customer profile.

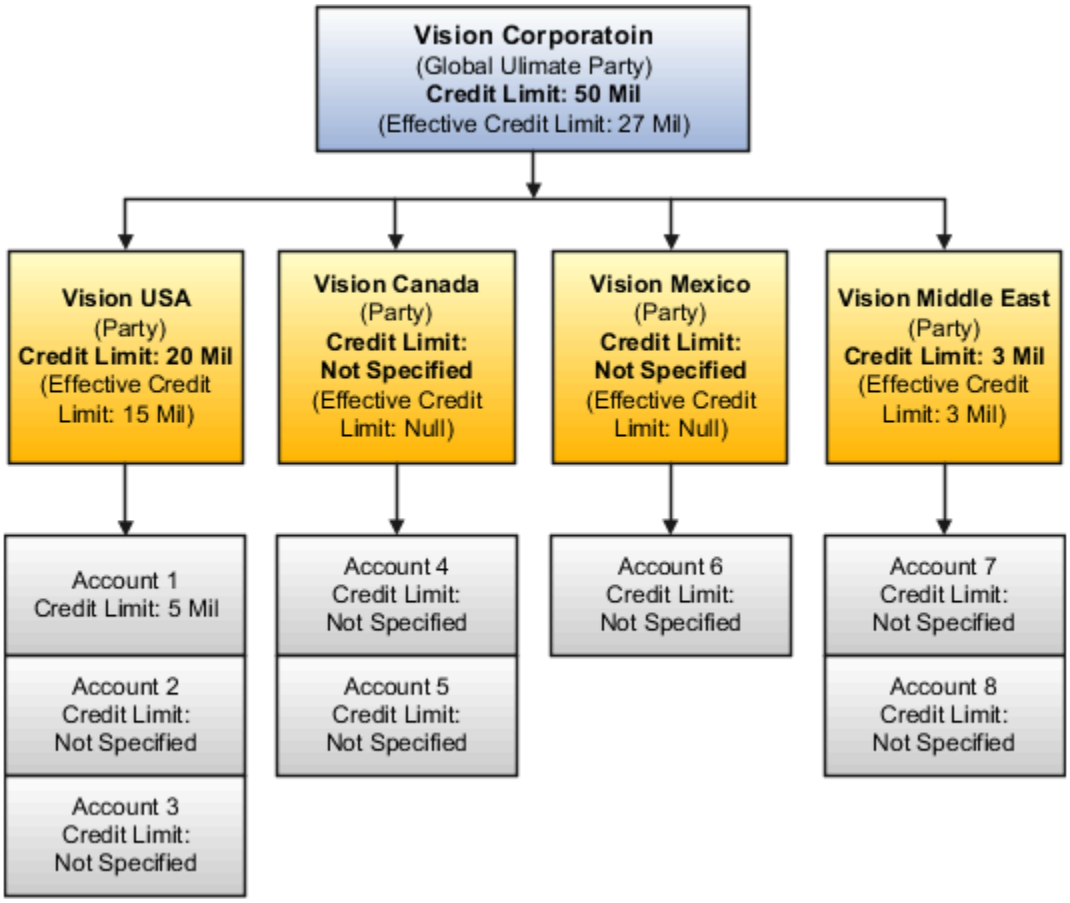
Once a credit limit value is found, credit checking proceeds to verify the customer's credit for the given credit authorization request.

You can also define a party-level hierarchy for a customer. If you use a party-level hierarchy, then the credit checking process uses the credit definitions in the party hierarchy to determine the customer credit limit.

The party-level hierarchy is set up using the Manage Hierarchies setup task. To use a particular type of hierarchy in Credit Management, you specify the hierarchy type using the Hierarchy Type for Credit Management profile option. The default value for this profile option is None, meaning no customer hierarchy is used by Credit Management unless you assign one. If you want to use a party-level hierarchy, set the Hierarchy Type for Credit Management profile option value to the correct hierarchy type as defined in the Manage Hierarchies setup task.

If a party-level hierarchy is defined for a customer, then the credit checking process first derives a credit limit from the parent party in the hierarchy, and then considers the available credit for each child party in the hierarchy to find the actual credit limit.

For example, consider the following party-level hierarchy for Vision Corporation:



The party profile credit limit defines the total credit amount that all children have available. In this example, Vision Corporation has a credit limit of $50 million. The actual credit limit for a given party is derived by considering both the defined credit limits and the children that don't have a credit limit defined.

Vision USA has a credit limit of $20 million available to its three accounts. Account 1 has a specified credit limit of $5 million, so Account 2 and Account 3 together can use up to $15 million.

Vision Middle East has a credit limit of $3 million available to its two accounts. Account 7 and Account 8 together can make use of this $3 million.

Vision Canada and Vision Mexico don't have credit limits defined, so effectively these parties can make use of the undefined $27 million in credit.

If, for example, Vision Canada Account 4 submits an order for $2.5 million and Vision Mexico Account 6 submits an order for $3.5 million, then after these orders are authorized, the remaining credit available to Vision Canada and Vision Mexico is $21 million.

Overview of Data Points

A data point is a single piece of credit information about a customer. Examples of data points include: the number or amount of past due invoices; bank account average balance; percentage of invoices paid promptly; and the customer's credit ratings with external agencies.

The data points assigned to a case folder form the basis for making determinations about a customer's creditworthiness. A collection of specific data points is also used by a scoring model to calculate the customer's credit score.

Data Point Categories

Credit Management provides a set of predefined data points in several categories.

These categories are:

- Aging: Data related to customer open balances.
- Bank References: Information about customer bank accounts.
- Billing and Payments: Customer transaction and payment history.
- Business Information and Credit: Data related to customer credit history, both within your own enterprise and with external credit agencies and monitoring services.
- Collateral: Information about customer collateral, as it relates to establishing or requesting credit.
- Financial Data: Data related to the health of a customer business, such as profits, losses, and cash flow.
- Guarantors: Information about third parties willing to guarantee customer credit.
- References: Information about third parties that provide references for the customer.
- Trade References: Information from third parties in the same trade that provide statements of creditworthiness for the customer.
- Venture Funding: Information about investment funding for the customer.
- Additional: Additional data points available for user-defined categories and values.

Scorable and Non-Scorable Data Points

Use scorable data points to provide numeric financial data about a customer and to create a scoring model. Use non-scorable data points for additional reference information.

For a scoring model, a scorable data point requires you to enter possible value ranges for the given item of data and to assign a numeric score to each value range to reflect the possible credit risk.

For example, the data point that identifies the count of customer past due invoices may have ranges from 0-10 (low credit risk), 10-50 (moderate credit risk), and 50-100 (high credit risk).

A non-scorable data point provides additional reference information for a credit review, independent of the score calculation. This additional information can be a factor in making a credit decision.

For example, if a customer has a business location in a high-risk country, this can potentially reduce its credit rating.

Related Topics

- How You Maintain the Summary Tables for Data Points
- How You Import Third-Party Credit Data for Data Points

Guidelines for Updating Data Points in a Credit Case Folder

The credit case folder displays in the Data Points section the data points available by default for the credit review. These default data points are supplied by the credit case folder template.

Data points are grouped by data point category in alphabetic order. Within a category, the required data points are listed first, followed by the optional data points.

Receivables populates the Data Points section with all system-derived data point values. You can't update these values. A warning icon appears next to each required data point that doesn't have a value populated.

You can save a case folder without completing all of the required data point values, but you can't approve a case folder until all required values are entered and, if a scoring model is used, the credit score is calculated.

Enter Data Point Values

During a credit review, you can add optional data points to the case folder and remove default data points that were set as optional in the case folder template. If you're using a scoring model, then any values you enter in optional data points that are scorable are included in the credit score calculation.

Enter in the **Value** fields the remaining data that you need for your credit determination. You can either enter a value directly or import third-party data for the specific customer or customer account.

The values for data points in the categories Aging, Billing and Payments, and Business Information and Credit that relate to customers and customer accounts are system-derived. You can't enter values for these data points in a case folder. If a value is missing for one or more of these data points, you must refresh the summary tables that maintain this data, and then refresh the case folder, to populate the required fields.

Update a Scoring Model

If you're using a scoring model and the credit score wasn't calculated, use the Scoring Details page to complete the data point values. In the **Credit Score** field, click the **Pending calculation** hyperlink to navigate to the Scoring Details page. The Scoring Details page displays the default scoring model assigned to the credit case folder template.

You can enter and import missing values, or refresh system-derived values. You must ensure that you enter values within the ranges defined for each data point in the scoring model.

If necessary, you can change the default scoring model during your credit review by selecting a different scoring model in the Scoring Model field. Changing the scoring model updates the credit score according to the data points of the new scoring model.

When you have completed your updates to all data point values, use the **Calculate** button to calculate the credit score and remain on the page. Use the **Save** buttons to calculate the credit score and return to the case folder. If necessary, continue to update data points until the credit score is calculated.

Related Topics

- How You Import Third-Party Credit Data for Data Points
- How You Maintain the Summary Tables for Data Points

Guidelines for Entering Recommendations for Customer Credit

After reviewing all of the available credit information and calculating the credit score, complete the credit review process by recommending how to proceed with the credit status of this customer or customer account.

Use the Recommendations section to enter this information. Use the **Plus (+)** icon to open one or more rows for entering your recommendations:

- The **Type** column indicates the actions available to you.
- The **Current Value** column displays current profile settings for the customer or customer account.
- The **New Value** column lets you enter and update specific recommendations.

The following table lists the recommendation you can make for each type:

Type	Recommendation
No change	Maintain the current record for the customer or customer account. If the credit review is due to a credit checking failure, the credit authorization request is denied.
Approve Source Transaction Credit Request	For the Credit Checking Failure request type only. If you enter Yes, a credit authorization is created for the customer account using the attributes passed through the credit checking service, regardless of whether sufficient credit is available.
Decline Source Transaction Credit Request	For the Credit Checking Failure request type only. If you enter Yes, credit authorization is declined for the customer or customer account.
Place customer on credit hold	The customer or customer account is placed on credit hold and any credit authorization request is denied.
Release customer from credit hold	The customer or customer account is released from credit hold and can initiate new credit authorization requests.
Set credit classification	Change the credit classification for the customer or customer account.
Set credit limit	Increase or decrease the credit limit for the customer or customer account.
Set order amount limit	Increase or decrease the order amount limit for the customer or customer account.
Set credit review cycle	Change the credit review cycle for the customer or customer account.
Set next review date	Enter a specific date for the next credit review for the customer or customer account.

These updates apply to the recommendation types:

- No change: You can't enter any other type.
- Source transaction credit request types: These two types are mutually exclusive.
- Credit hold types: These two types are mutually exclusive.
- Credit profile types: The customer or customer account credit profile is updated with the new values you enter here.

If you're updating the credit limit, you must respect the customer hierarchy, if one exists:

- If you increase the credit limit, ensure that you don't increase a child credit limit to cause the sum of the children to exceed the parent credit limit.
- If you decrease the credit limit, ensure that you don't reduce the parent credit limit below the sum of the credit limits of the children.

Credit Case Folder Approvals

After completing your credit review and entering recommendations for a given credit case folder, you can approve the case folder.

Depending on your business practices, a credit analyst with the authority to approve a case folder can either provide final approval, or approve and assign the case folder to another designated approver. Until a credit case folder has the status Approved or Closed, you and other designated approvers can continue to work on the case folder.

> **Note:** You don't need to set up approval limits and hierarchies of approvers in advance in order to assign case folders to other analysts for review and approval.

To approve a credit case folder:

1. Navigate to the Credit Reviews work area.
2. Open the credit case folder.
3. In the Data Points section, complete the editing of data points and the entry of data point values according to the setup of the credit case folder template.
4. If you're using a scoring model, use the Scoring Details page as necessary to complete data point values and calculate the credit score.
5. In the Recommendations section, complete the rows needed to indicate how to proceed with the credit status of the customer account for this credit review.
6. From the Actions menu, select Approve.
7. In the Approve window:
    - Select the **Approve case folder** radio button to approve the case folder.
    - Select the **Approve and specify the next approver** radio button to indicate your approval and to assign the case folder to the next approver.
    - Enter any comments in the **Comment** field.
8. Save your work.

If you select the **Approve case folder** radio button, the case folder status is set to Approved and the recommendations assigned to the case folder initiated. The case folder status is updated to Closed after all recommendations are successfully implemented.

If you select the **Approve and specify the next approver** radio button and designate another approver, the case folder status is set to Pending Approval and the case folder is assigned to this approver (credit analyst or credit manager). The next approver can either approve the case folder, reject the case folder, or approve and assign the case folder to another approver.

How You Run Periodic Credit Reviews

Use the Periodic Credit Review process to perform a credit review of applicable customers and customer accounts.

You create the periodic credit review definition for your customers and customer accounts in the credit profile. The important values in the credit profile are:

- **Credit Review Cycle** field: Defines how often customers with this profile are subject to a periodic credit review: Quarterly, Semiannually, Annually. In general, customers with a higher degree of credit risk would be subject to more frequent reviews.
- **Next Review Date** field: Contains the date of the next credit review for customers with this profile. This date is calculated automatically if the **Last Review Date** and **Credit Review Cycle** fields contain values.

A run of the Periodic Credit Review process includes all customers with a **Next Review Date** value on or before the current date and the applicable **Credit Review Cycle** value defined.

> **Note:** The process only includes customer and customer accounts that have both **Next Review Date** and **Credit Review Cycle** defined. If either value is missing, the customer isn't included in the process run.

After the process run, the current date is populated in the **Last Review Date** field, and the **Next Review Date** field is populated according to the **Credit Review Cycle** value. For example, after a credit review on January 1, 2017, quarterly reviews are assigned a next review date of April 1, 2017; semiannual reviews, July 1, 2017; and annual reviews January 1, 2018. You can change the default **Next Review Date** and **Last Review Date** values at any time, according to your credit policy and business requirements.

Process Parameter

Use the **Order Output By** parameter to order the report data by customer, customer account, or next review date.

The process only provides this parameter, and includes all eligible customers and customer accounts in the review. You can't run the Periodic Credit Review process for a subset of customers or customer accounts eligible for credit review.

Periodic Credit Review Report

Use the Periodic Credit Review Report to review a run of the Periodic Credit Review process.

The process creates a new case folder for each applicable customer or customer account and assigns the case folder to a credit analyst. The process also records the customers that already have active case folders.

The report provides separate sections for customers that had new case folders created and customers that already have currently active case folders.

This table describes the column headings in the report output:

Column Heading	Description
Customer	The name of the customer.
Customer Account	The name of the customer account.
Credit Classification	The credit classification for the customer or customer account.
Credit Review Cycle	The credit review cycle for the customer or customer account.
Next Review Date	The date of the next credit review.
Case Folder Created	The credit case folder number.
Credit Analyst Assigned	The name of the credit analyst assigned to the case folder.

FAQs for Manage Credit Management

When does a customer exceed the credit limit?

After the credit limit is derived for the applicable customer or customer account, the credit limit amount is compared to the sum total of all activity belonging to the customer parent entity and any child entities, if applicable.

The available credit for the customer or customer account is calculated as:

```
Total Defined Credit Limit - Open Credit Authorizations - Open Receivables Balance = Available Credit
```

If after conversion to the credit currency the sum total is equal to or greater than the defined credit limit, then the customer has exceeded the credit limit and a credit review is initiated.

How can I review a credit checking failure?

In the **Review Type** field of the applicable credit case folder, click the value Credit Checking Failure to display the Credit Checking Request Information window.

The Credit Checking Request Information window provides details of the failed credit check:

- The **Transaction** field value is a combination of the type of the source transaction and the source transaction number.
- The **Customer** and **Customer Account** fields display the customer and customer account requesting the credit authorization.
- The **Contact** field displays the customer account contact on the source transaction.
- The **Requested Amount** field value displays in the requested authorization amount currency.

- The **Available Credit** field value displays in the customer or customer account credit limit currency.
- The **Preauthorization Request** field indicates whether a case folder is created from a preauthorization failure.

  If the value in this field is Yes, then the application that called the credit checking service requested that a case folder be created if the preauthorization request failed.

How can I use additional data points?

Use the Additional data point category to define your own data points for use in the calculation of a credit score.

The Additional data point category provides fifteen data points with these data entry types: Data Point 1 - Data Point 6: alphanumeric data points; Data Point 7 - Data Point 12: numeric data points; Data Point 13 - Data Point 15: date data points.

Additional data points follow the same rules for weight, range, and score values as all other data points.

What happens when the summary tables are updated?

After you confirm a run of the Process Receivables Transactions for Customer Account Summaries process to successfully update and refresh the AR_TRX_BALANCES_SUMMARY and AR_TRX_SUMMARY tables, you can refresh your case folders.

Open any applicable case folder and select Refresh Data from the **Actions** menu. If the case folder uses a scoring model, then the credit score and available credit are recalculated.

What are points earned and weighted points earned?

A point earned is the score assigned to a data point value, determined by the scores assigned to the data point ranges in the scoring model.

For example, if Data Point A is set up with a score of 5 for the range of values 1 > 50, and a score of 10 for the range of values 50 > 100, then if the value of Data Point A in the case folder is 32, the point earned is 5.

A weighted point earned is (point earned x the weight assigned to the data point). So if the point earned for Data Point A is 5, and the weight given to Data Point A in the scoring model is 50, then the weighted point earned is 250 or 2.5, expressed as a percentage.

The calculation of a credit score is the sum of the weighted points earned expressed as a percentage.

What happens when I close a credit case folder?

After you complete all recommendations in a case folder, the case folder status is automatically updated from Approved to Closed. You can also close a case folder using the Close action.

A Closed case folder generates a public Credit Case Folder Closure business event. This business event contains the following information:

- Key attributes of the case folder, including case folder number, status, credit analyst, creation date, and last update date.
- Key attribute values that the application calling the credit checking service passed using the latest credit checking service call, including customer, customer account, requested authorization amount, and source transaction information.
- If **Approve Source Transaction Credit Request** is one of the recommendations, the key attributes of the new credit authorization record, including credit authorization number, authorization expiration date, and authorization amount.
- If the case folder was approved, a list of all approved recommendations, including new values in the credit profile for credit limit and credit classification.

What's the difference between closing, withdrawing and rejecting a case folder?

You close a case folder if you determine, according to your business practices, that the credit review is no longer needed.

For example, the customer may no longer need the pending orders or is no longer in business. You can't reopen closed case folders. If necessary, you must manually create a new case folder.

You can withdraw a case folder that's pending approval with designated approvers.

You usually withdraw a case folder when you need to add or update information pertinent to the case folder approval process. After entering your updates, you can submit the case folder again for approval.

You reject a case folder if you don't agree with the case folder recommendations.

Only a user with the appropriate permissions can reject a case folder, often a credit manager. A rejected case folder is returned to the credit analyst for further review. After the appropriate review and investigation, the credit analyst can submit the case folder again for approval.

8 Manage Cash Management and Banking

Manage Banks, Bank Branches, and Bank Accounts

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.
- Optionally, secure the access to bank account information based on the user's legal entity data access, by enabling the opt-in **Legal Entity-Based Data Access for Bank Account Setup**.
- Legal entity-based data access for bank account setup:
  - Improves security and increases control of bank account setup by limiting user access to bank account information.
  - Helps decentralized organizations that require users only to manage the bank account information for the organizations they are authorized for.

Related Topics

- Considerations When You Create Accounts
- Reconciliation Matching Rules
- Assign Data Access to Users

Bulk Maintenance of Banks and Bank Branches in Japan

Manage banks and bank branches automatically by comparing the bank master file shared by the Japanese Bankers Association (Zengin) with Oracle Cloud ERP data.

This eliminates manual maintenance of banks and bank branches in Oracle Cloud ERP after comparing the application data with the latest bank master files.

The Japanese Bankers Association (Zengin) provides monthly updates with the latest bank and branch information that needs to be updated monthly in Oracle Cloud ERP. Banks and branches can be added, updated, or ignored. Banks and branches that aren't present in the uploaded Zengin files aren't automatically prefixed with "Deleted"; you decide whether and when to end date them.

The Upload Banks, Branches, and Accounts process compares the uploaded Zengin CSV files with the existing bank and branch data and identifies differences. You can upload the files as supplied by Zengin without first consolidating them. The process supports native Shift-JIS encoding and filters out sub-branch rows where the sequence code isn't 1. Oracle Cloud ERP then inserts or updates the bank and branch data based on the differences found.

- Banks are identified with the bank code and branches are identified with the branch number.

- If the banks and branches are present in the Zengin files, but not available in Oracle Cloud ERP, then new banks and branches will be created.
- If banks and/or branches are present in both the Zengin files and Oracle Cloud ERP, then they will be ignored.
- If a bank or bank branch exists in Oracle Cloud ERP but isn't present in the uploaded Zengin files, the process doesn't automatically change or end date the record. You retain responsibility for reviewing differences and deciding which banks or branches to end date.
- Existing banks and bank branches that already have the "Deleted" prefix aren't automatically changed by this process.
- If the bank name/alternate bank name or branch name/alternate branch name associated with the bank code/branch number changes, then that data will be updated.
- Only branch rows with sequence code 1 are processed. Rows with a sequence code other than 1 represent sub-branches and are ignored during import.

To bulk upload banks and bank branches in Japan, follow these steps:

1. Go to **Tools** > **Scheduled Processes**.

2. Select **Schedule New Process**. The Schedule New Process dialog box appears.

3. From the Name choice list, select **Upload Banks, Branches, and Accounts**.

4. Select **OK**. The Process Details dialog box appears.

5. From the File Type list, select **Japan Zengin File**.

6. Upload the latest Zengin CSV files in their supplied format. You don't need to merge the files, convert them from Shift-JIS to UTF-8, or remove sub-branch rows before upload.

7. Select **Submit**. After submitting the process, you can review the results from the output ZenginResults.txt file. Review the process output and Zengin difference information, and use your governance process to determine whether any banks or branches should be end dated.

How You Upload Addresses for Existing Banks and Bank Branches

This example shows how to upload new addresses for existing banks or bank branches by using the Import Management page from Tools.

The following table summarizes key decisions for this scenario:

Decisions to Consider	In This Example
What setup data are you uploading?	Addresses for existing bank and branches
Is the data an update or new setup data?	Update to existing bank or branch data

Uploading an Address

1. On the Setup and Maintenance work area, navigate to the Manage Banks or the Manage Bank Branches page.
2. Select **Query By Example** from the **View** menu to sort and select the banks or bank branches to which you want to upload the addresses.
3. From the **View** menu, hover over **Columns** and select **BankPartyNumber** for Manage Banks or **BranchPartyNumber** for Manage Bank Branches. If the **BankPartyNumber** or the **BranchPartyNumber** column isn't visible, select **Manage Columns** from the menu and move the **BankPartyNumber** or the **BankPartyNumber** to the **Visible Columns** list on the Manage Columns dialog box.
4. Click the **Export to Excel** button to export the selected bank party number or branch party number to a CSV or Excel file.
5. Add the bank party number or branch party number to the CSV or spreadsheet you are trying to upload. Ensure that it has the required address information, such as Address 1, city, state, and country.
6. Save the spreadsheet as a CSV file.
   The following table represents a sample spreadsheet:

A	B	C	D	E
BankPartyNumber or BranchPartyNumber	Address 1	City	State	Country
50170	1 Main St.	San Francisco	CA	US
50172	2 Main St.	San Francisco	CA	US

7. Go to **Navigator** > **Tools** > **Import Management**.
8. On the Manage Imports page, click **Create Import Activity**.
9. On the Enter Import Options page, provide values for the fields in this table

Field	Description of the value
Name	Name of the import.
Object	Object that you're importing. If you can't find your object, then search for it by clicking the **Search** link. In the **Search and Select** dialog box, enter the object name in the **Object** text box and click the **Search** button. Select your object from the result list and click **OK**. You can also use the advanced search option by clicking the **Advanced** button. Here you can search based on various filter criteria such as object name, Attachment supported, creation date, and so on. If the object you're importing isn't listed, verify that you have the roles, and privileges required to import the object.

Field	Description of the value
Attachment Object	To import an attachment for an existing object record in the database select the Attachments object from the **Object** drop-down list. Next select the object from the **Attachment Object** drop-down list.
File Name	Browse and select a text file in CSV format. The first row of the source file is treated as the header row. Provide a file name within 40 characters. **Note:** If your source file has more than 50,000 records, then you must manually split the file into several smaller files with less than 50,000 records each. The file import page only permits 50,000 records for each import job. Alternatively, you can use the External Cloud Data Loader Client, which can accept files with more than 50,000 records.
Import Object Hierarchy	To import a hierarchy of objects, such as child and grandchild objects, click on the **Import Object Hierarchy** link after you upload the source file for the parent object. Next select the Enabled check box for the child object you want to import, and select the related source file.

10. Click **Advanced Options** > **Create Schedule**. Schedule the import to run immediately or at a future date. If you select a future date, then provide the date and time to start the import.
11. Click **Next**. The **Map Fields** page shows the first row of the data from your source file. By default, the application tries to automatically map each of the source file columns to the appropriate target object attribute. Ensure that you follow these mapping rules.
    - For the **BankPartyNumber** or the **BranchPartyNumber** attribute, select **OrganizationProfile** as the target object, and select **PartyNumber** as the target attribute.
    - For every **Address** attribute, select **Address** as the target object, and select the corresponding values (**Address1**, **City**, **State**, **Country**) as the target attribute.

    Note: The data in unmapped columns aren't imported.
12. Click **Next**. On the **Review and Submit** page, review the import activity configuration. If you had not run the prevalidation on the **Map Fields** page, then you get a notification message to run the validation process. You can view any unmapped columns of parent or child objects on this page.
13. Click **Validate Data** to check the data in your source file. Validation errors, if any, are displayed on the Mapping Validation page. If you get warnings about unmapped columns, then you can ignore these columns, and proceed to submit the import job. Validations are for informational purposes and applicable only for low-volume imports.
14. Click **Submit** to queue the import.
15. On the Setup and Maintenance work area, navigate to the Manage Banks or Manage Bank Branches pages. Verify that the bank or bank branch addresses are correctly imported.

Related Topics

- How Bank, Branch, and Account Components Work Together
- How do I import data?
- Overview of Cash Management Rapid Implementation
- Considerations When You Create Accounts

Manage Bank Statements

How You Process Electronic Bank Statements

The electronic bank statement process transfers bank statements and imports them into Oracle Fusion Cash Management.

The following statement file formats are supported:

- BAI2
- SWIFT MT940
- EDIFACT FINSTA
- ISO20022 CAMT052 V1 - camt.052.001.01
- ISO20022 CAMT053 V1 - camt.053.001.01
- ISO20022 CAMT053 V2 - camt.053.001.02
- ISO20022 CAMT053 V3 - camt.053.001.03

Note: The import process supports bank files with the following file extensions: *.txt, *.dat, *.csv, *.xml, and *.ack.

The electronic bank statement process consists of the following three phases:

1. **Retrieve phase**: Retrieves the electronic bank statement file or stream from external sources and stores it in the database. The external sources can be a file stored on a remote computer or a file stored on the local computer.
2. **Load phase**: Processes the retrieved electronic bank statement and populates the bank statement interface tables, also known as the staging area.
3. **Import phase**: Processes the loaded bank statement data from the staging area against functional validations before populating the data into the bank statements tables. The parsing rules are executed during this phase.

If the process fails with import errors, correct the reported errors. Rerun just the import phase from the Processing Warnings and Errors table of the Bank Statements and Reconciliation Overview page. However, if there are any errors during the load phase, purge the error data and resubmit the program.

The following prerequisites for Oracle Fusion Cash Management and Oracle Fusion Payments are required to process electronic bank statements.

Cash Management

Set up the following entities in Cash Management:

- Bank Account
- Balance Codes: The ISO 20022 balance codes for the opening and closing booked and available balances are provided and additional codes can be defined using the Balance Code lookup (CE_INTERNAL_BALANCE_CODES).
- Transaction Codes
- Parsing Rules: Parsing Rules setup is optional but relevant to Bank Statement Reconciliation.

Payments

Set up the following entities in Payments:

- **Code Map Group**: Uses code map groups for mapping the balance codes and transaction codes that are reported on the external data file to the ones that are defined internally in the application. Each code map group is assigned to a format. Two code map groups mapping the BAI and EDIFACT opening and closing booked balance codes to the internal balance codes are provided. You can create transaction code mapping (CE_TRX_CODE) to determine the flow indicator for configurable BAI2 transaction codes .SWIFT940 doesn't require a balance code mapping because it's position-based but you can create a code map group to map the transaction codes to the internally-defined transaction codes. The delivered code map groups provide only basic mappings. You can either modify or create code map groups according to your requirements.
- **Format**: Cash Management delivers a single format for each of the bank statement formats supported. You can add additional formats.

You can load and import bank statements in Oracle Fusion Cash Management by any of the following methods:

- Automatic Bank Statement File Import
- Manual Bank Statement File Import through Oracle Web Center

Automatic Bank Statement File Import

Use the payment transmission configuration feature to automate the bank statement file import process. The process uses the payments transmission feature to connect to bank and download the bank statement file for subsequent processing and loading into the application.

Perform the following steps to set up automatic bank statement file import:

1. Set up Payment System: Represents the financial institute or bank in Oracle Fusion Payments. For customers who access Oracle Fusion Applications through Oracle Public Cloud and other implementations, navigate to the Manage Payments System page from Setup and Maintenance to create a payment system.
2. Set up Transmission Configuration: Contains the connectivity details for the financial institute or bank. This connectivity information is provided by the bank. The following protocols are supported for connecting and retrieving a file from bank server:
    - Secure File Transfer Retrieval Protocol for Static File Names (SFTP_GET): The bank provides the SFTP server details including SFTP server host/ip, port, credential details. The SFTP_GET protocol currently supports both username/password and ssh key file based authentication.

- Http(s) GET Request: The bank provides the SSL enabled destination URL for connecting and retrieving the statement files. This URL can have authentication enabled. The HTTPS_GET protocol supports https connection but doesn't support the exchange of any dynamic tokens.

3. Schedule Process Electronic Bank Statement Request: The process performs the following tasks:
   - Connects to the bank and retrieves the banks statement file
   - Processes and loads the bank statement file into the application

Manual Bank Statement File Import through Oracle Web Center

Use the document repository of Oracle Web Center Content Management to manually load and import bank statement files. The Web Center document repository is also available for customers who access Oracle Fusion Applications through other implementations. The account, **fin/cashManagement/import**, is created on the Web Center for the users of Oracle Fusion Cash Management.

Use the document repository of Oracle Web Center Content Management to manually load and import bank statement files. The Web Center document repository is also available for customers who access Oracle Fusion Applications through other implementations. The account, fin/cashManagement/import, is created on the Web Center for the users of Oracle Fusion Cash Management.

Example

The following example describes how to manually load and import an electronic bank statement.

1. Obtain a bank statement file: bai2.txt, from the bank.
2. Compress the file into a .zip file called bai2.zip
3. Using the File Import and Export functionality, transfer the .zip file to the Web Center document repository and place it in the account: **fin/cashManagement/import**.

   > **Note:** For detailed information on the import and export process, see the hyperlink at the end of this topic for: **Files for Import and Export: Explained**.

4. Run the Load and Import Bank Statement process. This process has the following parameters:
   - **Format**: Select the bank statement file format. For example, BAI2 format.
   - **Data File**: Select the .zip file from the WebCenter document repository. For example, bai2.zip from fin$/cashManagement$/import$ account.
   - **Intraday**: Select this parameter if you're importing an intraday statement. Intraday statement type can either be **Cumulative** or **Incremental**.
   - **Submit Autoreconciliation**: Use this parameter to submit the Autoreconciliation process immediately after the Load and Import Bank Statement process completes successfully. This option isn't available if **Intraday** is selected.
5. Check for any processing errors from the Bank Statements and Reconciliation Overview page. If the file is successfully imported, you can review it from the Manage Bank Statements page.

Bank Statement Validation

Prior Day Bank Statements:

1. The Statement ID should be unique in a bank account within a calendar year.
2. Multiple statements are allowed within the date range.

Intraday Bank Statements:

1. The Statement ID should be unique in a bank account within a calendar year.
2. Only one statement is allowed per day.

Intraday Bank Statements: Cumulative

- The application deletes the existing intraday bank statement and imports the cumulative statement.

Intraday Bank Statements: Incremental

- The application checks if there is a manual intraday statement within the same date range. If yes, the incremental statement isn't imported and the process is completed with a status of :Import Error.
- The application checks if there is an imported intraday statement within the same date range. If found, the statement lines from the incremental intraday bank statement is appended to the existing intraday bank statement. If not found, a new intraday statement is created.

Related Topics

- Overview of Bank Statement Processing and Troubleshooting
- Overview of Parse Rule Sets
- How You Set Up Formats
- Overview of Files for Import and Export
- How You Map Configurable BAI2 Transaction Codes

Overview of Bank Statement Processing and Troubleshooting

The results of the Bank Statement Processing program are displayed in the Bank Statements and Reconciliation work area if a problem is encountered.

The **Processing Errors and Warnings** region displays the following statuses:

Status	Explanation
Load Error	This status is assigned at the file level. A file fails with load errors for the following two reasons: An error in fetching the data or an error parsing the data and populating the interface tables. Such errors typically arise when the data isn't compliant with its standard.
Import Error	This status is assigned at both statement level and file level. An import error at statement level indicates that the data was populated in the interface and loaded successfully but some functional validations have failed. Example: Duplicate bank statement or a transaction code not set up. An import error at file level implies that there exists at least one statement in that file that failed with an import error.
Import Warning	This status is assigned at the statement level. Statements with Import Warning imply that this statement has been imported without any errors, but the program encountered some functional validation failures which are harmless enough not to stop the import.

Depending on the status of the file or the statement and the associated issue you can use the Retry icon to restart the program from where it failed in its last run. The following table explains the different retry options available:

Status	Fields on the Retry Dialog	Action on Program Resubmission
Load Error	If the file failed during the fetch phase (no hyperlink on File ID), all the parameters that were specified during program submission are available in the dialog. The parameters can then be updated and program resubmitted again.	The program starts all over again from the fetch phase.
Load Error	If the file failed during the load phase (hyperlink on the File ID). Since the file is already fetched, the parameters associated with fetching the file aren't shown; rather only the Format parameter is shown. In case a wrong value for Format is specified in the earlier run, it can be corrected here and the program resubmitted again.	The program starts from the load phase. The program attempts to load the already fetched data file using the format specified.
Import Error	Import error at file level; no fields are available on retry dialog.	The program starts the import phase for all the statements that filed with import errors under that file.
Import Error	Import error at statement level. If a statement fails with Duplicate Bank Account error then the dialog shows the bank account field. The correct bank account can be selected and program resubmitted again.	The program starts the import phase for that particular statement, using the updated bank account. The program starts the import phase for that particular statement.
Import Error	Import error at statement level, for all other import errors, no fields are available on retry dialog.	The program starts the import phase for that particular statement, using the updated bank account. The program starts the import phase for that particular statement.

The following list of common issues and solutions can be used to troubleshoot the Bank Statement Processing program:

Issue	Solution
The program has been run and successfully completes but doesn't appear on the Manage Bank Statements page.	Check the Bank Statements and Reconciliation work area to verify if any processing errors have been reported for your bank statement.
The program has reported a load error for your file and you realize that the wrong file was processed and want to correct the error.	If the file was fetched (a hyperlink appears on the File ID field), you must purge the file to load the correct one. If the file wasn't fetched (no hyperlink on the File ID field), you can restart the program using the Retry option.
The program has reported a load error for your file and the file was fetched. You have figured out the problem in the data file and want to retry the program. Can you process the edited file?	No. If you reprocess a data file that has been fetched in the application, then you have to resubmit the program Once a file is fetched, subsequent retry on that file doesn't recall the data file from its original source.

Issue	Solution
You have processed a data file where some statements imported successfully, but some failed. The failures were because of an error from the bank. They have sent the corrected file, but the file contains the other statements data that was successfully imported. What is the impact if the file is processed again?	You can process the same file without any problem. The program has the capability to detect duplicate bank statements and it marks those statements as Import Error.
A transaction or balance code A in the data file appears as B after the import. Why?	Verify if there is a code mapping defined for A that maps it to B.
A new code map group has been defined but it doesn't seem to be working.	Make sure the new code map group is assigned to the Format in Oracle Fusion Payments.
The program reports an import error if a transaction code isn't defined, but doesn't report or give a warning if a balance code is missing for balances. What happens to the balance codes?	Such balances are imported by the program and they appear in the bank statements user interface. However, the balance description is empty because they a'ren't defined in the application.
After import, some balance records have an empty balance description.	Verify if the balance codes for the balance records are defined in the balance code lookup.
The program indicates that a transaction code isn't defined. Should a code map or a transaction code be defined?	If an existing internal code serves the same purpose as the new code, you can create a code map associating the new code with the existing code. If you use the existing transaction code, then you must define the transaction code.

Related Topics

- How You Process Electronic Bank Statements
- Overview of Parse Rule Sets
- How You Set Up Formats
- How You Set Up a Payment System
- Transmission Configurations

How Bank Statements Import Data is Processed

Use the Create Bank Statements in Spreadsheet template to create and import bank statements for any non-standard format into Oracle Fusion Cash Management.

To access the template, complete the following steps:

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

Follow these guidelines when preparing your data in the worksheet:

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

Settings That Affect the Import Cash Management Bank Statements

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Don't change the order of the columns in the template. Changing the order of the columns will cause the load process to fail.
- You can hide or skip the columns you don't use, but don't delete them. Deleting columns will cause the load process to fail.
- Each interface table represents a separate Excel sheet.
- The first row in each sheet contains column headers that represent the interface table columns. The columns are in the order that the control file expects them to be in the data file.
- Each column header contains (should this be tool tip) bubble text about the expected data type and, in some cases, instruction text.
- You must enter data that conforms to what the control file can accept and process for the associated database column.
- The format for date fields must be entered as MM/DD/YYYY.
- Amount columns must not contain a thousand separators and must use a period (.) as the decimal separator.
- Columns that must be whole numbers have data validation to allow only whole numbers.
- Enter positive amounts and use the Debit orCredit indicator column to distinguish debit and credit amounts.
- Columns have been formatted, where applicable, to match the expected data type to eliminate data entry errors.
- For columns that require internal ID values, refer to the bubble text for additional guidance about finding these values.
- For the Balance Code field, the valid values are from the lookup codes defined in lookup type CE_INTERNAL_BALANCE_CODES You can access the lookup types from the Manage Cash Management Lookups page. Enter the Balance Code in the spreadsheet.

The following are the Balance Codes delivered by Cash Management:

Balance Code	Meaning
CLAV	Closing available
CLBD	Closing booked
OPAV	Opening available
OPBD	Opening booked

For the Transaction Type field, the valid values are from the lookup codes defined in lookup type CE_TRX_TYPE. You can access the lookup types from the Manage Cash Management Lookups page. Enter the transaction type meaning in the spreadsheet.

Transaction Type	Transaction Type Meaning
ACH	Automated clearing house
BKA	Bank adjustment
BKF	Fee
CHK	Check
EFT	Electronic funds transfer
INT	Interest
LBX	Lockbox
MSC	Miscellaneous
ZBA	Zero balance

For Transaction Code, enter valid codes defined in Manage Bank Statement Transaction Codes task. The following are examples of transaction codes:

Transaction Code	Description
100	Check-Payroll
115	Lockbox Deposit

Transaction Code	Description
475	Check paid
698	Miscellaneous Fee

How Import Cash Management Bank Statements is Processed

Once the bank statement information has been prepared, complete these steps in order:

Task	Action	Results
Generate the CSV file.	Click the Generate CSV File button.	A .zip file is created containing 6 CSV files. This creates a .zip file containing six CSV files.
Transfer the .zip file.	Navigate to Tools > File Import and Export.	Transfers the .zip file to the WebCenter document repository. Select "fin$/cashManagement$/import$" for the Account.
Load and import the data.	Run the program: Load Interface File for Import.	In the Process Details screen, for the Import Process, select Import Bank Statements from a Spreadsheet. For the Data File, select the name of the .ZIP file that was transferred into the (fin $/cashManagement$/import$) repository in the UCM. The data from the .ZIP file will be loaded to the following interface tables: CE_STATEMENT_HEADERS_INT, CE_STATEMENT_LINES_INT, CE_STMT_BALANCES_INT, CE_STMT_BAL_AVALBTY_INT, CE_STMT_LINES_AVALBTY_INT, CE_STMT_LINES_CHARGES_INT After the load is successfully completed, the Import process imports the data from the interface tables into the corresponding bank statement tables. You are able to review the imported statements from the Manage Bank Statements page, the entry type is spreadsheet, then proceed with either manual or autoreconciliation.
Review import errors.	Review ESS Job Log files, fix the errors in the spreadsheet and restart the process again.	If there are errors during import after a successful load, the entire import fails and no records will be imported into bank statement tables from the interface tables. You can review the import errors from the ESS job log files. You must purge the current load from the Bank Statement and Reconciliation dashboard, fix the errors in the spreadsheet, and restart the process again.

Related Topics

- Automatic Reconciliation
- Overview of Reconciliation Exceptions
- How You Manually Reconcile a Bank Statement
- How You Process Electronic Bank Statements
- Overview of Bank Statement Processing and Troubleshooting

Manage External Transactions

Overview of External Cash Transactions

External cash transactions are transactions related to cash activity that haven't been recorded in the applications. The sources of external transactions are:

- Manual Entry
- Import
- Balancing Transactions: Transactions created during reconciliation to record amount differences between the statement line and application transaction can occur due to bank fees, conversion rates, or other charges.

  Note

  For the 1-1 reconciliation matching type of payments and receipts, the reconciliation differences amount can be automatically split into the exchange gain or loss and bank charges accounts defined at business unit access level for the bank account..

  For all the other reconciliation matching type scenarios (1-M, M-1, M-M), and transaction sources, such as payroll, external transactions or journals, the reconciliation differences account defined at bank account setup is used.
- Bank Statement: The bank statement transaction creation program creates transactions based on rule you define from unreconciled statement lines. This includes items such as bank charges, interest, or other miscellaneous items.
- Bank Account Transfer
- Ad Hoc Payment
- Reversal Reconciliation

For Foreign currency bank accounts, the accounting conversion rate type defined at the bank account setup is used to default the conversion rate type and conversion rate that's used for accounting.

> **Note:** You can enable the Opt in feature Assign User Exchange Rate for Cash External Transactions to overwrite the conversion rate when you create the external transaction.

Related Topics

- How External Transactions Import Data is Processed

How External Transactions Import Data is Processed

Use the Cash Management External Transactions import process to create transactions from external applications and for high volume entries.

To access the template, complete the following steps:

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

Follow these guidelines when preparing your data in the worksheet:

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

Settings That Affect Cash Management External Transactions

The External Transactions Import Template contains then instructions tab and one tab that represent the table where the data is loaded:

Spreadsheet Tab	Description
Instructions and CSV Generation	Contains instruction information about preparing and loading data, the format of the template, submitting the Import External Transactions process, and correcting import errors.
CE_EXTERNAL_TRANSACTIONS	Enter information about the external transaction that you're adding, such as bank account, amount, date, transaction type, reference, business unit, cash account, and offset account.

Recommended best practices for preparing data:

- Manually enter the external transactions directly into this template.
- Alternatively, extract data from external application into a temporary spreadsheet that contains the same columns and structure as this template. Then cut and paste the data from the temporary spreadsheet into the template.

How Cash Management External Transactions is Processed

Once the external data has been prepared, proceed with the following steps:

1. Click the Generate CSV File button to generate a ZIP file containing the CSV file.
2. Transfer the generated ZIP file to WebCenter document repository (UCM). Select fin$/cashManagement$/import$ account.
3. Submit the ESS job Load Interface File for Import process.

4. In the Process Details screen, for the Import Process, select Import External Transactions and for Data File, select the name of the ZIP file that was transferred to the fin$/cashManagement$/import$ repository in the UCM.
5. The data from the ZIP file will be loaded to the interface table CE_EXTERNAL_TRANSACTIONS.

After the ESS Job Load Interface File for Import is completed successfully, the Import External Transactions ESS job will be automatically invoked.

If there are errors during import, the errors can be corrected and re-uploaded using the Correct Import Errors spreadsheet.

1. From the Bank Statement and Reconciliation page, click on Correct Import Errors.
2. This opens the Manage External Transactions spreadsheet.
3. The worksheet will be pre-populated with rows that failed import. Review and correct the errors in the spreadsheet. Once the errors are corrected, click the Upload and Import button.
4. Click the Download button to see if there are any rows returned. If the spreadsheet is empty, then all rows are successfully imported.

Manage Reconciliation

Automatic Reconciliation

Automatic Reconciliation uses the reconciliation rule set assigned to the bank account to reconcile bank statement lines and system transactions. Use autoreconciliation to process a large volume of bank statements or to automate the reconciliation process.

Set up the following before performing automatic bank statement reconciliation:

Setup Prerequisites	Description
Banks, Branches, and Accounts	Define banks, branches and accounts to keep track of all bank accounts in one place.
Parse Rule Sets	Use to parse inbound addenda and other fields into more granular constituent fields. A parse rule set is associated with a bank account and used as reference data for the parsing batch job or scheduled process.
Transaction Codes	Expand or modify existing delivered transaction codes or create transaction codes as required. Transaction codes must match your bank's transaction code.
Transaction Type Mapping	Based on the payment method, identify the transaction types for Payables and Receivables and provide a description.
Bank Statement Reconciliation Matching Rules	Use Reconciliation matching rules to determine how to match bank statement lines to system transactions.
Bank Statement Reconciliation Tolerance Rules	Use tolerance rules to specify date, amount and percentage tolerances that prevent or warn when reconciliation is a breach of a defined tolerance.

Setup Prerequisites	Description
Bank Statement Automatic Reconciliation Matching Rule Set	Consists of one or more matching rules and tolerance rules. They must be prioritized or sequenced in the order in which they must be executed. Manage Bank Statement Reconciliation Rule Sets page
Transaction Creation Rules	Use to identify unreconciled or external bank statement lines, and create an account for a transaction. For example, bank fees and interest.
Define Subledger Accounting Rules	Configure predefined accounting rules for external entry transactions.

To start the autoreconciliation process you must:

- Create a matching rule set and assign it to the bank account you want to use for autoreconciliation.
- Submit the Autoreconciliation process in the Bank Statements and Reconciliation page.

Report Parameters

The following table describes required basic options parameters:

Name	Description
Bank Account	The specific bank account used to receive payments and disburse funds.
Statement ID	The specific bank statement identifier.
From Statement End Date	Starting date range of the activities for the account.
To Statement End Date	Ending date range of the activities for the account.
Number of Days	Indicates the number of days the reconciliation process should consider for retrieving the statement dates. Use this option when you don't want to enter the From and To Statement End Dates. You can use this parameter when submitting and scheduling the process.
Generate Cash Transactions	Option that submits the process Create Bank Statement Transactions after the Autoreconciliation process is completed. The process creates external cash transactions from unreconciled statement lines based on the Bank Statement Transactions Creation Rules associated with the bank account. This includes items such as bank charges, interest, or other miscellaneous items.
Legal Entity	The legal entity associated with the bank account. The default setting includes all legal entities, but you can specify one or use a wildcard.
Bank	The bank associated with the bank account. The default setting includes all banks, but you can specify one or use a wildcard.
Bank Branch	The bank branch associated with the bank account. The default setting includes all bank branches, but you can specify one or use a wildcard.

Name	Description
Bank Account Name	The specific bank account name or bank account name using a wildcard.
From System Transaction Date	Starting date used to select the unreconciled system transactions for reconciliation processing. The default setting includes all unreconciled system transactions, but you can specify a starting date to narrow down the selection of system transactions.
To System Transaction Date	Ending date used to select the unreconciled system transactions for reconciliation processing. The default setting includes all unreconciled system transactions, but you can specify an ending date to narrow down the selection of system transactions.

- Review the unreconciled and reconciled lines. You can either perform manual reconciliation or resubmit the autoreconciliation process from the Bank Statements and Reconciliation work area.
- Review reconciliation exceptions from the Review Exception page.
- Use the Mark Reviewed feature to prevent the accidental reversal of the reconciliation of a reconciled bank statement.

Related Topics

- Overview of Reconciliation Exceptions
- Overview of Tolerance Rules
- Overview of Bank Statement Transaction Creation Rules
- Overview of Reconciliation Rules Sets
- Reconciliation Matching Rules

Overview of Reconciliation Exceptions

A reconciliation exception occurs when the autoreconciliation program can't find an application transaction to match with a particular bank statement line.

Exceptions are classified as the following:

- **Ambiguous**: This exception occurs when either there is more than one application transactions that could match to the line or the transaction could match to more than one statement line.
- **Date**: This exception occurs when a system transaction meets all the matching criteria except the date of the transaction is out of the tolerance range.
- **Amount**: This exception occurs when a system transaction meets all of the matching criteria except the amount of the transaction is outside the tolerance range

Automatic Reconciliation Exceptions

For each one to one automatic reconciliation rule, exceptions are looked for in the following order:

1. Ambiguous
2. Date
3. Amount

If an exception type is found for a given bank statement line the program stops looking for other types of exceptions using the same rule.

The exceptions are presented to you in the context of the bank statement line so the appropriate matching system transaction can be selected and reconciled.

If an application transaction is an exception to more than one bank statement line it can only be selected to reconcile with one of the statement lines.

Related Topics

- Overview of Reconciliation Rules Sets
- Overview of Tolerance Rules
- Reconciliation Matching Rules

How You Manually Reconcile a Bank Statement

Manual bank statement reconciliation involves selecting bank statement lines and system transactions to be reconciled together. During reconciliation if a system transaction hasn't been cleared the reconciliation process clears the transaction first, and then reconciles it.

Oracle Fusion Cash Management supports manual reconciliation for all matching scenarios; one to one, one to many, many to one, and many to many. You are allowed to reconcile across bank statements from the same bank account.

Note: The maximum number of system transactions for processing in the page is 10,000.

Banks sometimes make mistakes by depositing or withdrawing incorrect amounts to bank accounts. These bank errors show up on bank statements, along with the corrections and adjustments to those errors. Banks resolve errors using two methods: reversal and adjustment.

Reconciling Corrections and Adjustments to Bank Errors

Correcting bank errors using the reversal and adjustment method are described in the following example:

A check was generated for $100.00, but the bank recorded this payment as $10.00 by mistake. On your bank statement, you see an entry of a $10.00 payment.

Using the reversal method, the bank reverses the whole error transaction amount so that the error entry and the reversal entry net out to zero. Then, the bank makes another transaction entry for the correct transaction amount. In this example, a reversal entry of a $10.00 receipt is created to offset the original error entry. An additional correction entry is created as a $100.00 payment. With the reversal method, the error and reversal statement lines as well as the added correction entry line should all be reconciled to the check transaction.

Using the adjustment method, the bank simply creates an additional transaction entry to make up for the difference between the original transaction amount and the error entry. In this example, the bank generates an additional adjustment entry of a $90.00 payment. The adjusted amount of $90.00 is the difference between the original error amount of the $10.00 payment and the correct amount of the $100.00 payment. With the adjustment method, the error line and adjustment line should be reconciled to the check transaction.

Related Topics

- Overview of External Cash Transactions
- Automatic Reconciliation
- Overview of Tolerance Rules

How Bank Statement Reconciliation Data is Imported

Use the FBDI template for the Cash Management Bank Statement Reconciliation Data Import process to import external bank statement reconciliation data into Oracle Fusion Cash Management.

You can download the spreadsheet template to prepare your bank statement reconciliation data. The template contains an instruction sheet to help guide you through the process. To access the template, complete the following steps:

1. Navigate to the File-Based Data Import (FBDI) for Financials guide.
2. In the Table of Contents, click Cash Management.
3. Click Cash Management Bank Statement Reconciliation Data Import.
4. In the File Links section, click the link to the control file.

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.
- Don't change the order of the columns in the template.
- You can skip the columns you don't use, but don't delete them.

Settings That Affect the Bank Statement Reconciliation Data Import

The Bank Statement Reconciliation Data Import template contains the instructions tab and a tab that represents the table where the data is loaded:

Spreadsheet Tab	Description
Instructions and CSV Generation	Contains instruction information about preparing and loading data, the format of the template, submitting the Bank Statement Reconciliation Data Import process, and correcting import errors.
CE_EXTERNAL_RECON_INT	Enter information about the grouping of bank statement lines and system transactions for bank statement reconciliation, such as a value that identifies the grouping of records, or the bank account ID.

The following values are the source codes used to identify the sources of the reconciled items:

Source Code	Meaning
BS	Bank statement line
AP	Payables transaction

Source Code	Meaning
AR	Receivables transaction
PR	Payroll transaction
XT	Cash transaction
ORA_GL	General ledger transaction

The Source ID column is used to identify the reconciled bank statement line or the application transaction. The following table shows how the source IDs are mapped to the source codes:

Source Code	Source ID
XT	1001
AP	10022
AR	10033
BS	10044
ORA_GL	10055

How Bank Statement Reconciliation Data Import Is Processed

After you finish preparing the data in the spreadsheet, complete these steps:

1. Click the Generate CSV File button to generate a .zip file containing the CSV file.
2. Submit the ESS job Load Interface File for Import to load the CSV file.
3. The process automatically imports the reconciliation data from the .zip file into the interface table CE_EXTERNAL_RECON_INT and automatically reconciles the grouped transactions.
4. Review the automatic reconciliation output to review the successfully reconciled groups and the exceptions.

Related Topics

- How Mass Reconciliation of Bank Statement Lines and System Transactions Is Processed

How Mass Reconciliation of Bank Statement Lines and System Transactions Is Processed

You can perform mass reconciliation by selecting a large volume of system transactions (mainly journal lines) and bank statement lines, group, and reconcile them using a spreadsheet. Use the FBDI template for Bank Statement Reconciliation Data Import for this purpose.

To perform mass reconciliation, you must do the following:

- Export the unreconciled transactions into a spreadsheet.
- Import the reconciliation data into Oracle Cash Management.

Prepare the Spreadsheet for Reconciliation Data Import

To generate a spreadsheet with unreconciled transactions, perform these steps:

1. Go to **Navigator** > **Cash Management** > **Bank Statements and Reconciliation**.
2. In the Tasks panel tab, select **Manual Reconciliation**.
3. On the Manual Reconciliation page, select the required bank account and date ranges to export.

   > **Note:** If you don't select the dates, the application automatically selects the statement lines and system transactions of the last 180 days for export.

4. Click **Export** to generate the Transactions Available for Reconciliation Report.
5. Click **Done** to return to Bank Statements and Reconciliation page.
6. Review the report from the Process Monitor section.
7. Click **View Output** to open the report.
8. Once the report opens in a spreadsheet, use the filtering and sorting options to group transactions.
9. Add the reconciliation groups for the statement lines and system transactions.

   > **Note:** The tolerance rule setup on the bank account is evaluated to reconcile the grouped transactions.

Import the Reconciliation Data into Oracle Cash Management

Once you have the reconciliation details added to the statement lines, you can upload it using the Load Interface File for Import utility. Here are the steps you must follow:

1. Navigate to the File-Based Data Import (FBDI) for Financials guide.
2. From the table of contents, go to **Cash Management** > **Cash Management Bank Statement Reconciliation Data Import**.
3. Download the XLSM template from the File Links section.
4. Copy the reconciliation information from the Transactions Available for Reconciliation Report and add it to the template.
5. On the Instructions and CSV Generation spreadsheet, click **Generate CSV File**.
6. Load the CSV file through the ESS job Load Interface File for Import. Select the import process as **Autoreconcile Bank Statements**.
7. Once the upload completes, review the Automatic Reconciliation process output file. It displays the specific groups reconciled and the exceptions.
8. Review the reconciled groups on the Manual Reconciliation page.

Related Topics

- How Bank Statement Reconciliation Data is Imported

Cash Positioning and Forecasting

Overview of Cash Positioning and Forecasting

Watch video

The Oracle Cash Management Cash Positioning and Forecasting provide solutions to accurately report cash balances and position. This enables managers to make cash flows decisions such as investing and borrowing in a timely manner. It also effectively reports cash forecast information from different sources to help manage the cash requirements of the organization.

You have the flexibility to create detailed cash position and forecast reports by using SMART View and financial reports to meet reporting requirements. Use the setups in Oracle Functional Setup Manager to specify the requirements.

Sources and Scheduled Processes

You have visibility to a variety of sources available in the Essbase, such as invoices, receipts, and payment. Scheduled processes are designed to streamline the extraction and import of cash flow data from multiple applications such as:

- Oracle Accounts Payable (AP)
- Oracle Accounts Receivables (AR)
- Oracle Payroll
- Oracle Cash Management External Cash Transactions
- Cash Management Bank Statements

The following ESS programs are used to create your cash position:

- Cash Position Data Extraction: This program streamlines the extraction of data from all relevant sources. The Extraction Duration defined in the Specify Cash Positioning and Forecasting Options is used to get historical data. Submitting the program locks the following setup pages for Cash Positioning and Forecasting::
    - Specify Cash Positioning and Forecasting Options
    - Manage Cash Positioning and Forecasting Transaction Grouping

  All future system transactions will be stored in the cube.
- Cash Position Data Transfer: This program automatically runs after a successful extraction takes place. It maintains the Essbase cubes, keeping the data in sync with the transaction data from different applications. The following results in successful extraction:
    - It maintains the Essbase cubes, keeping the data in sync with the transaction data from different applications.
    - Converts amounts in all four currencies stored in the cubes:

a. Transaction
b. Ledger
c. Bank Account
d. Reporting

- Cash Position Data Deletion: Use this program to delete the cube prior to making changes to configure the dimensions or reporting options. The following occurs:
    - Deletes data from the interface tables.
    - Deletes the Cash Positioning cubes.
    - Unlocks the Specify Cash Positioning and Forecasting Options and the Manage Cash Positioning and Forecasting Transaction Grouping setup pages for Cash Positioning and Forecast:

Troubleshooting Conversion Rates

Warning Status:

1. Review the failed transactions reported in the ValidationErrors.txt log file.
2. Enter or correct the conversion rates for the failed transactions.
3. Resubmit the Cash Position Extraction Job process.
4. Review the status for the Cash Position Data Extraction and the Cash Position Data Transfer processes.
5. Review log files for any further warnings or errors.

Bank Statements

- If conversion rate isn't defined for a specific bank statement date or booking date, the application searches going back up to 1 year to find the closest conversion rate to use.
- For converting the bank account amount to the ledger amount, the application uses the Accounting Conversion Rate Type (GL_CUR_EXCHANGE_RATE_TYPE) defined in the bank account setup for the corresponding bank account.
- For converting the bank account amount to the reporting amount, the application uses the default conversion type defined at Currency Rates Manager.

System Transactions

- If the conversion rate isn't defined for a specific transaction date, the application searches going back, up to 1 year to find the closest conversion rate.
- For converting the transaction amount to the bank account amount the applications uses the Bank Conversion Rate Type (BANK_EXCHANGE_RATE_TYPE) from the bank account that corresponds to the transaction used.
- For converting the transaction amount to the ledger amount, the application uses the conversion rate defined for the transaction.
- For converting the transaction amount to the reporting amount, the application uses the default conversion type defined in the Currency Rates Manager.

Note: If the rate can't be found, the default conversion type defined in the Currency Rates Manager is used.

Cash Positioning and Forecasting Solution Components

The following is used to create your cash position and forecast:

- Essbase cube: This component stores the actual transaction data sources such as AP payments, AR receipts, and Payroll payments. This multidimensional database application stores the actual application data; bank statements and transactions. The following dimensions are delivered by Cash Management: Bank, Legal Entity, Currency, Currency Type, Transaction Type, Source of the Transaction (Bank Statements, AP Invoices, AP Overdue Invoices, AP Payments, AR Invoices, AR Overdue Invoices, AR Receipts, Payroll, and External Transactions), Reconciliation Status of the transaction, Time, and Flow indicator for the bank statement line.
- SMART View and Excel: Is used to view the generated cash positioning and forecasting reports. You can drill down to view the transaction details by selecting the data cell from SMART View. The drill through is available from specified individual data cells. Cash Management delivers predefined drill through reports, but you have the ability to create your own.

  > **Note:** To run Cash Position reports successfully, install a Smart View plugin later than the 11.1.2.5.500 version on the certified browsers Internet Explorer or Firefox.

- Interface tables: Are created to allow the extraction of data from the various sources before transferring them to the Essbase cube.
- ADF User Interface: The Bank Statement page enable view both intraday and prior-day bank statements.
- ESS Job: The program is created to support loading of data from different sources to the Essbase cube. Sources such as the bank statement and transactions from AP payments, AR receipts, and Payroll payments. The existing Bank statement loader and import program supports loading and importing prior and intraday bank statements.

Setups in Functional Setup Manager

Specify Cash Positioning and Forecasting Options

You define the extraction duration of the transaction data in Essbase. You can also define reporting options such as:

- the currency for cash balances.
- the balance code to use from the bank statement in cash balances.

Manage Cash Positioning and Forecasting Transaction Grouping Setup

You create transaction grouping (transaction cube dimensions). You can create configurable dimensions to the transaction cube, in addition to the core dimensions delivered by Cash Management.

- The configurable dimensions are available in Smart View for you to build configurable reports.
- Dimensions available out of the box include Bank, Legal Entity, Currency, Currency Type, Transaction Type, Source of the Transaction (Bank Statements, AP Invoices, Payroll, AP Payments, AR Invoices, AR Receipts, External Transactions), Reconciliation Status of the transaction, Time, and Flow indicator for the bank statement line.
- Design your configurable cube dimensions to meet the different reporting requirements for your organization.

Related Topics

- Cash Positioning
- Considerations for Cash Forecasting
- How You Set Up Cash Positioning and Forecasting

Cash Positioning

Watch video

Cash positioning is the planning tool to view your daily cash position. Project your cash needs and evaluate your company liquidity position. The daily cash positions are based on actual cash flows from data sources such as bank statements and external transactions.

You can generate a daily cash position based on the following dimensions:

- Currency Type: Reporting, Accounting, Transaction currency, and Ledger currency
- Currency
- Flow Indicator
- Reconciliation Status
- Bank Name and Bank Account Name
- Legal Entity
- Region and Legal Entity
- Application
- Source
- Type: Balance and Transaction
- Time

ESSBASE and SMART View

The Essbase cube is used for generating the cash position such as the following:

- Bank statements
- Transaction data from external transactions

You can view or manipulate the data from the Essbase cube in Excel using SMART View. The cash positions generated in SMART View enable you to analyze the data easily and quickly. You can expand on the inflow and outflow summarized amounts and drill down to view the details of the source transaction.

> **Note:** To run Cash Position reports successfully, install a Smart View plugin later than the 11.1.2.5.500 version on the certified browsers Internet Explorer or Firefox.

Balance Types

Banks can report different types of balances on the bank statements. You have the option to select which type of balances you want to use in SMART View as the opening balance in the cash position. Examples of the Balance Types are:

- Opening ledger balance
- Opening available balance
- Opening 1 day and 2- day float
- Closing ledger balance
- Closing available balance
- Closing 1 day and 2- day float

Related Topics

- Overview of Cash Positioning and Forecasting
- Considerations for Cash Forecasting
- How You Set Up Cash Positioning and Forecasting

How Cash Position Import Data is Processed

Use the Cash Management Cash Position Data Import process to upload the cash positioning data from external systems into the Essbase Cash Position Cube.

The data imported into Cash Management are:

- Bank Statement Headers
- Bank Statement Lines
- System Transactions

You can download the spreadsheet template to prepare your cash position data. The template contains an instruction sheet to help guide you through the process. To access the template, complete the following steps:

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

Follow these guidelines when preparing your data in the worksheet

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

Settings That Affect the Cash Position Data Import Process

The following table displays the name of the tabs and descriptions for the Cash Position Data Import template:

Spreadsheet Tab	Description
Instructions and CSV Generation	Contains instruction information about preparing and loading data, the format of the template, submitting the Cash Position Data Transfer process, and correcting import errors.
Bank Statement Headers	Enter information about the bank statement headers that you are adding, such as the source statement header ID, the source system, bank account name, and the legal entity name.
Bank Statement Lines	Enter information about the bank statement lines, such as the booking date, the transaction type, and amounts.
System Transactions	Enter information about the system transactions, such as AP payments, AR receipts, and external transactions.

Note: If a valid value cannot be provided for dimensional columns such as the bank name, bank account name, legal entity name, currency, and transaction type, provide the following default values namely: NO_BANK_VALUE, NO_BANK_ACCOUNT_VALUE, NO_LEGAL_ENTITY_VALUE, NO_CURR_VALUE, NO_TRANSACTION_TYPE_VALUE respectively.

How Cash Position Data Import Is Processed

After you finish preparing the data in the spreadsheet:

1. Click the Generate CSV File button, on Instructions and CSV Generation tab, to generate a ZIP file containing 3 CSV files.
2. Transfer the generated ZIP file to WebCenter document repository (UCM). Select fin$/cashManagement$/import$ account.
3. Submit the ESS job Load Interface File for Import process.
4. In the Process Details screen, for the Import Process, select Cash Position Data Transfer and for Data File, select the name of the ZIP file that was transferred to the fin$/cashManagement$/import$ repository in the UCM. The data from the ZIP file will be loaded to the interface tables CE_CP_STMT_HEADERS_INT, CE_CP_STMT_LINES_INT and CE_CP_SYS_TRX_INT.
5. The data from the ZIP file will be loaded to the interface tables CE_CP_STMT_HEADERS_INT, CE_CP_STMT_LINES_INT and CE_CP_SYS_TRX_INT.

After the ESS Job Load Interface File for Import is completed successfully, the Cash Position Data Transfer ESS job will be automatically invoked. This process imports the data from the interface tables into the Cash Position Transaction Cube.

If there are errors during bank statements import, the errors can be corrected and re-uploaded to the cube using the Correct Bank Statement Import Errors spreadsheet:

1. From the Cash Balances Dashboard page, go to task pane, and click on Correct Bank Statement Import Errors. This opens the Cash Position Bank Statements spreadsheet.
2. The worksheet is pre-populated with rows that failed import
3. Review and correct the errors in the spreadsheet.
4. Once the errors are corrected, click the Upload and Import button.
5. Click the Download button to see if there are any rows returned. If the spreadsheet is empty, then all rows have successfully been imported.

If there are errors during system transactions import, the errors can be corrected and re-loaded to the cube using the Correct Transaction Import Errors spreadsheet:

1. From the Cash Balances Dashboard page, go to the task pane, and click on Correct Transaction Import Errors. This opens the Cash Position Transactions spreadsheet.
2. The worksheet is -populated with rows that failed import.
3. Review and correct the errors in the spreadsheet.
4. Once the errors have been corrected, click the Upload and Import button.
5. Click the Download button to see if there are any rows returned. If the spreadsheet is empty, then all rows have been successfully imported.

Considerations for Cash Forecasting

Prior to cash forecasting, cash positioning is usually performed on a daily basis by every cash management or treasury department. The goal of the cash position is to estimate with an acceptable degree of confidence the projected closing bank account balances.

In doing so, cash forecasting decisions such as investing and borrowing, can be made in a timely manner.

Considerations

Consider the following when determining your investing or borrowing situations:

- Cash Forecasting: Is the estimation of the cash position based on the following sources: Payables (Payables Invoices, Payables Payments), Receivables (Receivables Invoices, Receivables Receipts), Payroll (Payroll payments), and External transactions.
- The Cash Forecast reports are now displaying Payables and Receivables invoices that are due and overdue, including unpaid or partially paid invoices. It ensures the right level of liquidity is represented and you're including all aspects of your cash outflows.
- The overdue invoice amounts are displayed in the current date columns. By drilling down to the transaction, you can find the detail information such as invoice date and due date.
- Prior Day Bank Statement: Statement or statements sent by the bank indicating previous day banking activity, cash transactions such as deposits or withdrawals, and account balances.

Related Topics

- Overview of Cash Positioning and Forecasting
- Cash Positioning
- How You Set Up Cash Positioning and Forecasting

Overview of the Cash Management Dashboard

Oracle Fusion Cash Management provides a dashboard for you to easily review and drill down to activity in the application. The following is an overview of the five available infotiles on the dashboard:

1. Cash Balance: Displays the overall cash balance of the company across all its bank accounts.

2. Unreconciled: Compares the total month-to-date unreconciled statement line amount against the system transaction amount.
3. At Risk: Presents the overall deficit amount for the bank accounts with balances less than their target balances, and the number of bank accounts less than the target. You can click the Expanded View to view the balance and deficit for each bank account.
4. 5 Day Forecast: Displays a bar graph representing the forecast of the overall cash balances for the next 5 days.
5. Missing Statements: Indicates the number of bank accounts with missing bank statements.

Related Topics

- Overview of Cash Positioning and Forecasting
- How You Manually Reconcile a Bank Statement
- Cash Positioning
- Considerations for Cash Forecasting
- How You Process Electronic Bank Statements

FAQs for Cash Positioning and Forecasting

Why can't I see the bank accounts for some transactions in the Cash Balances work area?

Cash balances, cash position and cash forecast reports retrieve data from the cash position cube. You must create the cash position cube by running the Cash Position Data Extraction program from the Scheduled Processes work area.

You can see the bank accounts that affect your cash position after you run the program.

Related Topics

- Cash Positioning
- Overview of Cash Positioning and Forecasting
- Considerations for Cash Forecasting

Why are system transactions available but the bank accounts aren't displayed on the Cash Balances work area or the Cash Position page?

To accurately predict a cash position, the application requires an official prior day closing balance. Create or import a prior day bank statement with a reported closing balance to see the bank accounts in the Cash Balances work area or the Cash Position page.

Related Topics

- Overview of Cash Positioning and Forecasting

How can I change the reporting currency for the Cash Management infotiles, Cash Balances work area, and 5 Day Forecast after creating the cash position cube?

If you haven't yet submitted the Cash Position Data Extraction process, you can change the reporting currency in the Specify Cash Positioning and Forecasting Options page.

To change the reporting currency after creating the cash position cube:

1. Submit the Cash Position Data Deletion process.
2. Change the reporting currency on the Specify Cash Positioning and Forecasting Options page. This field is editable after you delete the data in the cash position cube.
3. Click Save.
4. Submit the Cash Position Data Extraction process to extract data to the cube. The Cash Position Data Transfer process runs automatically when you submit the process.

Related Topics

- Overview of Cash Positioning and Forecasting
- Cash Positioning

Why does the Cash Position Data Extraction program show error messages for missing conversion rates in the log file?

The cash position cube stores cash position amounts in four currencies:

- Transaction
- Ledger
- Bank account
- Reporting

If the currencies are different, the Cash Position Data Extraction program tries to convert transactions into a compatible currency. If one of the currency rates is missing, the conversion fails and the transaction isn't transferred to the cube resulting in an error message. To avoid conversion failures, add the missing currency conversion rates and rerun the extraction program to transfer the transactions.

Related Topics

- Cash Positioning
- Overview of Cash Positioning and Forecasting
- Considerations for Cash Forecasting

Predictive Cash Forecasting

Overview of Predictive Cash Forecasting

Predictive Cash Forecasting enables companies to make better use of their cash with data-driven continuous cash forecasting.

Predictive Cash Forecasting is a Planning application type designed to help treasurers and cash managers perform short-term tactical (rolling ~10 days) or mid-term operational (~3-6 months /~12-26 weeks) cash forecasting. It allows for daily, weekly, or monthly rolling forecasts that can be generated for operational, financial, and investing cash flow line items. It is built using a direct cash flow method and enables decision-making and actions for cash optimization across multiple legal entities within the business. Additionally, it provides an overview of the organization's overall cash position at each level of the legal hierarchy.

By leveraging deep integration between ERP and the EPM Planning module, Predictive Cash Forecasting delivers:

- End-to-end integration: Seamlessly connects with Fusion Cloud ERP modules including Accounts Receivable, Accounts Payable, and Cash Management, ensuring forecasts are always grounded in the latest transactional data.
- Near real-time cash visibility: Provides a consolidated view of cash positions across multiple legal entities and hierarchical structures, directly sourced from ERP.
- Drill-down to ERP transactions: Enables users to move from forecast summaries to analytical views and underlying ERP transactions for detailed reconciliation and analysis.
- Automated, continuous forecasting: Uses ERP data streams to generate frequent updates, helping identify risks and opportunities earlier.
- Scenario planning with ERP context: Aligns stakeholders with data-backed scenarios and enables faster corrective actions within the ERP ecosystem.

Related Topics

- Administering Predictive Cash Forecasting
- Predictive Cash Forecasting Overview
- Implementation Checklist for Oracle Fusion Cloud ERP Administrators
- Working with Predictive Cash Forecasting

Manage Fund Transfers and Ad Hoc Payments

How Ad Hoc Payments Are Made

The Manage Ad Hoc Payments page is used to transfer ad hoc funds from an internal bank account to an external payee bank account. Ad hoc payments may require an approval process prior to processing the payment.

Processing the payment goes through formatting validation prior to transmission.

The following table lists the elements for making an ad hoc payment and the possible statues that may result with actions to take to correct issues.

Field Name	Required	Description
Payment Number	Yes, the payment reference is generated by the application.	The unique payment reference number.
Payment Number	Yes	The bank account initiating the payment.
Payee	Yes	Name of the payee.
Payee Account	Yes	The payee bank account receiving the payment.

Field Name	Required	Description
Payment Date	Yes	Date of payment, application date defaults.
Amount	Yes	Amount to pay.
Currency	Yes	Payment currency.
Status	Yes, if Approvals are enabled.	Status of the payment. Valid values are: • Pending Approval • Approved • Rejected • Validated • Invalid • Settlement in Process • Failed • Completed • Voided

The Payment Status can be either nonactionable or actionable. The following table lists the possible statuses:

Nonactionable Status	Description
Formatted	The payment has been formatted but transmission isn't needed.
Transmitted	The payment has been formatted and transmitted.
Terminated	The payment has been terminated by the user.

Actionable Status	Description
Pending action to address document validation errors.	Correction or missing data needed.
Pending action to address payment validation errors	Correction or missing data needed.
Failed validation and pending action	Correction or missing data needed.
Formatted and ready for transmission	Passed validation and ready to be transmitted.
Failed formatting and pending action	Correction or missing data needed.

Actionable Status	Description
Transmission failed	Correction or missing data needed.

Note: Cash Management calls the Resolve Document Validation Errors in Oracle Fusion Payment page to let you resolve issues encountered during the payment process request.

Related Topics

- Options for Resolving Payment File Validation Errors
- Options for Resolving Payment File Transmission Failures

How You Transfer Funds Between Bank Accounts

Use the Manage Bank Account Transfers page to manage fund transfers between two internal bank accounts. The following list provides the elements for:

- Payment status
- Bank account information
- Payment status details

Manage Bank Account Transfers Table:

Display Name	Description
Transfer Number	Unique bank account transfer reference that's system generated.
From Account	The bank account that initiates the transfer.
To Account	The bank account receiving the transfer.
Transfer Date	Date of transfer.
Amount	Amount to transfer.
Currency	Currency of the amount transferred.
Status	Status of the bank account transfer. Valid values are: • Pending Approval • Approved • Rejected

Display Name	Description
	• Validated • Invalid • Settlement in Process • Failed • Completed • Voided • Canceled **Note:** After canceling the bank account transaction, the two external cash transactions generated (one for the provider bank account and one for the receiver bank account) are automatically voided.
Payment Status	See Payment Status in this topic.
Action	The Action icon is only enabled if the payment status is actionable.
Business Unit	The business unit name of the disbursement bank account, available when the Settle transaction through Payments option is selected.
Payment Profile	The name of the payment profile for the bank account transfer, available when the Settle transaction through Payments option is selected.
Payment Method	The payment method for the bank account transfer, available when the Settle transaction through Payments option is selected.
Payment File	The unique identifier of the payment file generated for the bank account transfer, available when the Settle transaction through Payments option is selected.

Payment Status

The status is a combination of the Payment Process Request and payment file. The payment status can be either nonactionable or actionable.

The following tables list the possible statuses:

Nonactionable Status	Description
Formatted	The payment has been formatted but transmission isn't needed.
Transmitted	The payment has been formatted and transmitted.
Terminated	The payment has been terminated by the user.

Actionable Status	Description
Pending action to address document validation errors	Correction or missing data needed.

Actionable Status	Description
Pending action to address payment validation errors	Correction or missing data needed.
Failed validation and pending action	Correction or missing data needed.
Formatted and ready for transmission	Passed validation and ready to be transmitted.
Failed formatting and pending action	Correction or missing data needed.
Transmission failed	Correction or missing data needed.

Cash Management calls the Resolve Document Validation Errors in Oracle Fusion Payment to let you resolve issues encountered during the payment process request.

Related Topics

- Options for Resolving Payment File Transmission Failures
- Options for Resolving Payment File Validation Errors

Cancel Bank Account Transfers

You can cancel fund transfers between 2 internal bank accounts.

Before you start

Before the application cancels the bank account transfer, it verifies the following:

- Both associated external cash transactions are unreconciled.
- There's no action pending in the payment process.

If both conditions are successfully met, the bank transfer is canceled.

Here's what to do

1. Go to **Navigator** > **Cash Management** > **Cash Balances**.
2. In the **Tasks** panel tab, click **Manage Bank Account Transfers**.
3. Select the bank account transfer line item that you want to cancel.
4. From the **Actions** drop-down list, select **Cancel**.
5. Click **Yes** to continue.

Results:

The status of the bank transfer changes to Canceled.
When the bank account transfer is canceled, the external cash transactions associated to that bank transfer are automatically voided.

Additional Governance for Bank Account Transfers and Ad Hoc Payments

Additional governance for bank account transfers and ad hoc payments includes:

- Attachments
- Parallel Approval Workflows
- Initiating Bank Account Transfers in From Bank Account Currency
- Additional Attributes
  - Payment Attribute Support
  - Memo Field Support

Attachments

Enhance transaction transparency by securely associating supporting documents—such as invoices, receipts, contracts, and bank correspondence with each transaction. Centralizing these documents ensures better compliance, maintains a strong audit trail, and simplifies financial reviews.

Benefits include:

- Enhanced Compliance: Ensures that all necessary documentation is securely stored and easily retrievable for audits and regulatory reviews.
- Improved Transparency: Provides a clear record of supporting documents for each transaction, increasing visibility across teams and stakeholders.
- Stronger Governance: Strengthens internal controls by linking approvals and financial activities with verifiable documentation.
- Operational Efficiency: Reduces time spent searching for or validating documents, accelerating transaction processing and reconciliation.
- Better Risk Management: Minimizes errors and fraud by maintaining an auditable trail of all related financial documents.
- Simplified Reviews: Streamlines financial and management reviews by consolidating transaction data and supporting materials in one place.

Parallel Approval Workflows

Streamline the approval workflow for bank account transfers and ad hoc payments with support for parallel approvals and document attachments. This enhanced capability allows multiple approvers to review transactions simultaneously while ensuring all necessary documentation is included and accessible within the workflow. The solution eliminates reliance on external systems, reduces customizations, and centralizes financial transactions for greater efficiency, compliance, and control.

Benefits include:

- Reduced Processing Time: Approvals can run simultaneously, shortening overall turnaround time and enabling faster payment execution.
- Improved Operational Efficiency: Eliminates bottlenecks caused by sequential dependencies, resulting in smoother and more streamlined workflows.

- Enhanced Cash Flow Management: Faster approvals support timely fund movements and payments, improving liquidity planning and financial responsiveness.
- Better User and Stakeholder Experience: Approvers no longer wait for others to complete their review, improving satisfaction and minimizing delays.
- Scalability for High-Volume Transactions: Parallel approvals allow organizations to handle larger transaction volumes without compromising control or speed.

Considerations include:

- You can set up a parallel approval workflow that requires a group of approvers to review and approve the process. This configuration is managed through Oracle Business Process Manager (BPM).
- To set up parallel approvers in a BPM task, open the task configuration in the BPM Worklist and select the BankAcctTransferRequestForAction task.
- In the Assignees tab, add a new participant and choose Parallel as the assignment type. This allows you to define a group of approvers or use rule-based assignments, including optional voting percentage rules to determine the final approval outcome.

Initiating Bank Account Transfers in From Bank Account Currency

Initiate transfers in the original currency of the source bank account.

Benefits include:

- Allows transfers to be processed in the original currency of the source bank account, reducing the risk of conversion errors and simplifying reconciliation. This ensures more accurate cash management and minimizes potential financial discrepancies.

> **Note:** This feature is available with a controlled release. If you want to enable this feature, please log a service request.

Additional Attributes

Make use of additional governance for bank account transfer and ad hoc payment processes. Capture payment information during bank account transfers and ad hoc payments. Use the Memo field in the Manage Bank Account Transfers user interface to review the additional reasons related to the transaction. These enhancements improve transaction transparency, ensure data accuracy, and provide better documentation for compliance and audit purposes.

Benefits include:

- Support for capturing payment attributes in bank account transfers and ad hoc payments: The payment attributes like service level, delivery channel, payment reason can be added while creating Bank Account Transfers and Ad Hoc Payments. These attributes are used to process electronic payment files more accurately, improving straight-through processing, reducing downstream handling errors, and increasing transaction transparency.

> **Note:** The payment attributes on Bank Account Transfers and Ad Hoc Payments are optional. You can use these attributes if you are using the settlements of payments. The specific attributes vary with the payment format used on the transactions.

- Support Memo Field in Manage Bank Account Transfers: Offers users a way to document additional transfer details directly in the system, enhancing internal communication and providing richer context for each

transaction. This supports improved auditability and easier retrieval of transaction history during reviews or investigations.

FAQs for Manage Fund Transfers and Ad Hoc Payments

When does the accounting for ad hoc payments take place?

Accounting for ad hoc payments occurs when the Create Accounting process is submitted from Cash Management to Oracle Fusion Subledger Accounting.

External transactions created for ad hoc payments have journal entries created by the process. Only one external transaction is created for the From Bank Account.

Any gain or loss calculation due to different currencies is handled by Subledger Accounting.

Related Topics

- Overview of External Cash Transactions
- How You Submit Accounting Process
- Intercompany Transaction Types

When does the accounting for bank transfers take place?

Accounting for bank transfers occurs when the Create Accounting process is submitted from Cash Management to Oracle Fusion Subledger Accounting.

The bank account transfer creates two external transactions.

1. An outflow (payables) external transaction is created for the From Bank Account.
2. An inflow (receivables) external transaction is created for the To Bank Account.

Bank account transfers can occur between an intercompany and intracompany.

External transactions should be reconciled in order to be accounted.

External transactions created for bank account transfers have journal entries created by the Create Accounting process. Any gain or loss calculation due to different currencies is handled by Oracle Fusion Subledger Accounting.

Related Topics

- How You Submit Accounting Process
- Intercompany Transaction Types

Reports for Manage Cash Management and Banking

Oracle Fusion Cash Management Predefined Reports

Oracle Fusion Cash Management provides predefined reports that are used in the following areas:

- Bank Statements
- Cash Transit
- Reconciling to the General Ledger

Scheduled Processes Work Area

You can schedule and run reports from the **Scheduled Processes** work area in the **Tools** section of the Navigator.

Reports and Analytics Work Area

In some cases, reports are also:

- Accessed from the **Reports and Analytics** work area in the **Tools** section of the Navigator or from other work areas.
- Opened using links that launch the Oracle Business Intelligence Catalog.

The following tables list the predefined reports by type:

Bank Statement Reports:

Report Name	Description	Parameters (*Required)
Bank Statement Report	Displays the bank statements that are used to analyze balances and transaction details.	• *Bank Account • *From Statement End Date • *To Statement End Date
Bank Statement Analysis Report	Displays bank statements used to analyze balances and transaction details.	NA

Cash Transit Report

Report Name	Description	Parameters (*Required)
Cash in Transit Report	Lists all transactions for a specific bank account, that have been remitted to the bank but haven't been cleared. The report excludes all voided transactions and all reversed transactions with a reversal date on or prior to the As of Date.	• *Bank Account • Transaction Source • As-of Date

Cash to General Ledger Report

Report Name	Description	Parameters (*Required)
Cash to General Ledger Reconciliation Report	Displays bank statement transactions and general ledger accounting entries that haven't been reconciled and can cause discrepancies. The report is used to reconcile bank balances to general ledger cash balances.	• *Bank Account • *Accounting Period

To run predefined reports, navigate to the **Scheduled Processes** work area and follow these steps:

1. Click the Schedule New Process button.
2. Search the Process Name.
3. Enter the parameters.
4. Enter the applicable process options and schedule.
5. Click Submit.

Related Topics

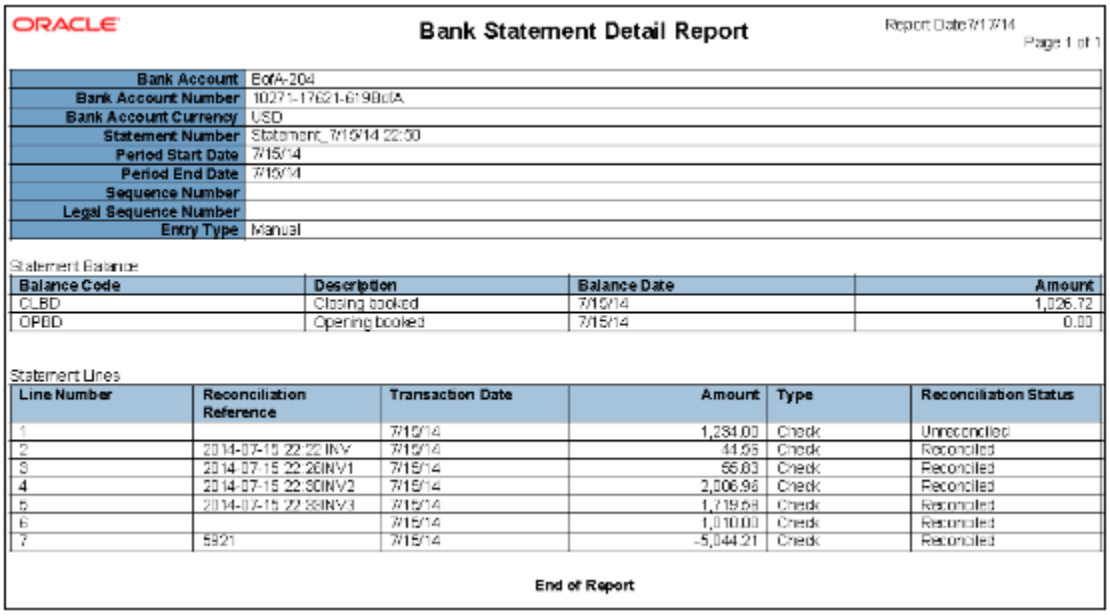
- How Data Is Structured for Analytics
- How You Create and Edit Reports
- Reporting and Analytics: Overview of Analyses, Dashboards, Reports, and Infolets
- Overview of Oracle Fusion Financials Reports and Analytics Work Area

Cash Management Bank Statement Report

This topic includes details about the Cash Management Bank Statement Report.

Overview

The Cash Management Bank Statement Report displays bank account balances and transaction information for specific bank statements. The following figure is an example of the report:



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Bank Statement Detail Report

Report Date 7/17/14
Page 1 of 1

Bank Account	BofA-204
Bank Account Number	10271-17621-619BofA
Bank Account Currency	USD
Statement Number	Statement_7/15/14 22:30
Period Start Date	7/15/14
Period End Date	7/15/14
Sequence Number	
Legal Sequence Number	
Entry Type	Manual

Statement Balance

Balance Code	Description	Balance Date	Amount
CLBD	Closing booked	7/15/14	1,026.72
OPBD	Opening booked	7/15/14	0.00

Statement Lines

Line Number	Reconciliation Reference	Transaction Date	Amount	Type	Reconciliation Status
1		7/15/14	1,284.00	Check	Unreconciled
2	2014-07-15 22:22 INV	7/15/14	44.55	Check	Reconciled
3	2014-07-15 22:26INV1	7/15/14	55.83	Check	Reconciled
4	2014-07-15 22:30INV2	7/15/14	2,006.96	Check	Reconciled
5	2014-07-15 22:33INV3	7/15/14	1,719.58	Check	Reconciled
6		7/15/14	1,010.00	Check	Reconciled
7	5921	7/15/14	-5,044.21	Check	Reconciled

End of Report

Key Insights

The Cash Management Bank Statement Report is used for reviewing activity of a specific bank account.

Report Parameters

The following table describes required process parameters:

Name	Description
Bank Account	The specific bank account used to receive payments and disburse funds.
From Statement End Date	Starting date range of the activities for the account.
To Statement End Date	Ending date range of the activities for the account.

Frequently Asked Questions

The following table lists frequently asked questions about the Cash Management Bank Statement Report.

FAQ	Answers
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses this report?	• Cash Manager • Financial Manager • Financial Specialist
When do I use this report?	Use this report to review the bank statement of a specific bank account over a selected period.

FAQ	Answers
What can I do with this report?	You can use this report to review bank statements and their reconciliation status.
What type of report is this?	Oracle Analytics Publisher

Related Topics

- Cash to General Ledger Reconciliation Report
- Cash in Transit Report

Cash in Transit Report

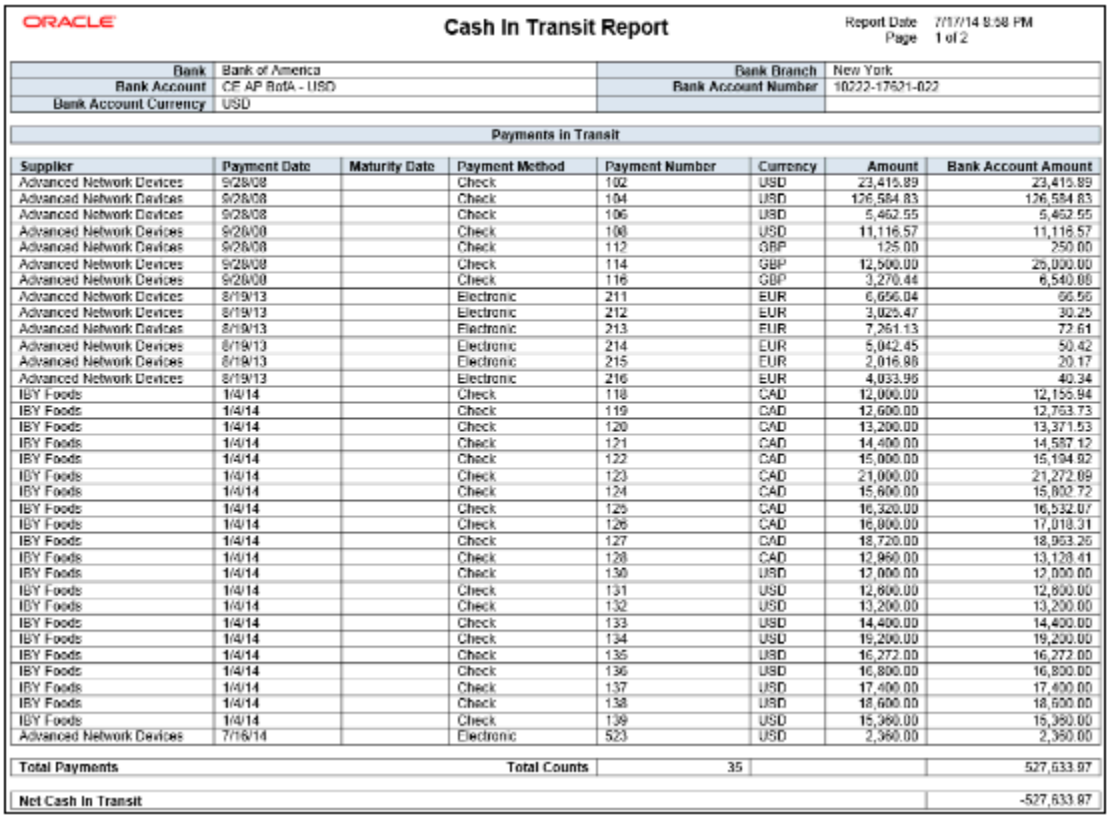
This topic includes details about the Cash in Transit Report.

Overview

The Cash in Transit Report lists, for a specific bank account, all transactions that have been remitted to the bank but haven't been cleared. The Cash in Transit report excludes the following:

- All voided transactions
- All reversed transactions with a reversal date on or prior to the As of Date

The following figure is an example of the cash in transit report:



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Cash In Transit Report

Report Date 7/17/14 8:58 PM
Page 1 of 2

Bank	Bank of America	Bank Branch	New York
Bank Account	CE AP BofA - USD	Bank Account Number	10222-17621-022
Bank Account Currency	USD		

Payments in Transit

Supplier	Payment Date	Maturity Date	Payment Method	Payment Number	Currency	Amount	Bank Account Amount
Advanced Network Devices	9/28/08		Check	102	USD	23,415.89	23,415.89
Advanced Network Devices	9/28/08		Check	104	USD	126,584.83	126,584.83
Advanced Network Devices	9/28/08		Check	106	USD	5,462.55	5,462.55
Advanced Network Devices	9/28/08		Check	108	USD	11,116.57	11,116.57
Advanced Network Devices	9/28/08		Check	112	GBP	125.00	250.00
Advanced Network Devices	9/28/08		Check	114	GBP	12,500.00	25,000.00
Advanced Network Devices	9/28/08		Check	116	GBP	3,270.44	6,540.88
Advanced Network Devices	8/19/13		Electronic	211	EUR	6,656.04	66.56
Advanced Network Devices	8/19/13		Electronic	212	EUR	3,025.47	30.25
Advanced Network Devices	8/19/13		Electronic	213	EUR	7,261.13	72.61
Advanced Network Devices	8/19/13		Electronic	214	EUR	5,042.45	50.42
Advanced Network Devices	8/19/13		Electronic	215	EUR	2,016.98	20.17
Advanced Network Devices	8/19/13		Electronic	216	EUR	4,033.96	40.34
IBY Foods	1/4/14		Check	118	CAD	12,000.00	12,155.94
IBY Foods	1/4/14		Check	119	CAD	12,600.00	12,763.73
IBY Foods	1/4/14		Check	120	CAD	13,200.00	13,371.53
IBY Foods	1/4/14		Check	121	CAD	14,400.00	14,587.12
IBY Foods	1/4/14		Check	122	CAD	15,000.00	15,194.92
IBY Foods	1/4/14		Check	123	CAD	21,000.00	21,272.09
IBY Foods	1/4/14		Check	124	CAD	15,600.00	15,802.72
IBY Foods	1/4/14		Check	125	CAD	16,320.00	16,532.07
IBY Foods	1/4/14		Check	126	CAD	16,800.00	17,018.31
IBY Foods	1/4/14		Check	127	CAD	18,720.00	18,963.26
IBY Foods	1/4/14		Check	128	CAD	12,960.00	13,128.41
IBY Foods	1/4/14		Check	130	USD	12,000.00	12,000.00
IBY Foods	1/4/14		Check	131	USD	12,800.00	12,800.00
IBY Foods	1/4/14		Check	132	USD	13,200.00	13,200.00
IBY Foods	1/4/14		Check	133	USD	14,400.00	14,400.00
IBY Foods	1/4/14		Check	134	USD	19,200.00	19,200.00
IBY Foods	1/4/14		Check	135	USD	16,272.00	16,272.00
IBY Foods	1/4/14		Check	136	USD	16,800.00	16,800.00
IBY Foods	1/4/14		Check	137	USD	17,400.00	17,400.00
IBY Foods	1/4/14		Check	138	USD	18,600.00	18,600.00
IBY Foods	1/4/14		Check	139	USD	15,360.00	15,360.00
Advanced Network Devices	7/16/14		Electronic	523	USD	2,360.00	2,360.00
Total Payments			**Total Counts**	35			527,633.97
Net Cash In Transit							-527,633.97

Key Insights

The Cash in Transit Report lists the transactions that are created but haven't been cleared as of a specific date.

Report Parameters

The following table describes required process parameters:

Name	Description
Bank Account	The specific bank account used to receive payments and disburse funds.
Transaction Source	The origin of the transaction, such as payables or receivables.
As of Date	The date when the transaction status is checked.

Frequently Asked Questions

The following table lists frequently asked questions about the Cash in Transit Report.

FAQ	Answers
How do I find this report?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.

FAQ	Answers
Who uses this report?	• Cash Manager • Financial Manager • Financial Specialist
When do I use this report?	Use this report to review the transactions of a specific bank account that have been remitted but haven't been cleared.
What can I do with this report?	Identify transactions that haven't been cleared as of a specific date.
What type of report is this?	Oracle Business Intelligence

Related Topics

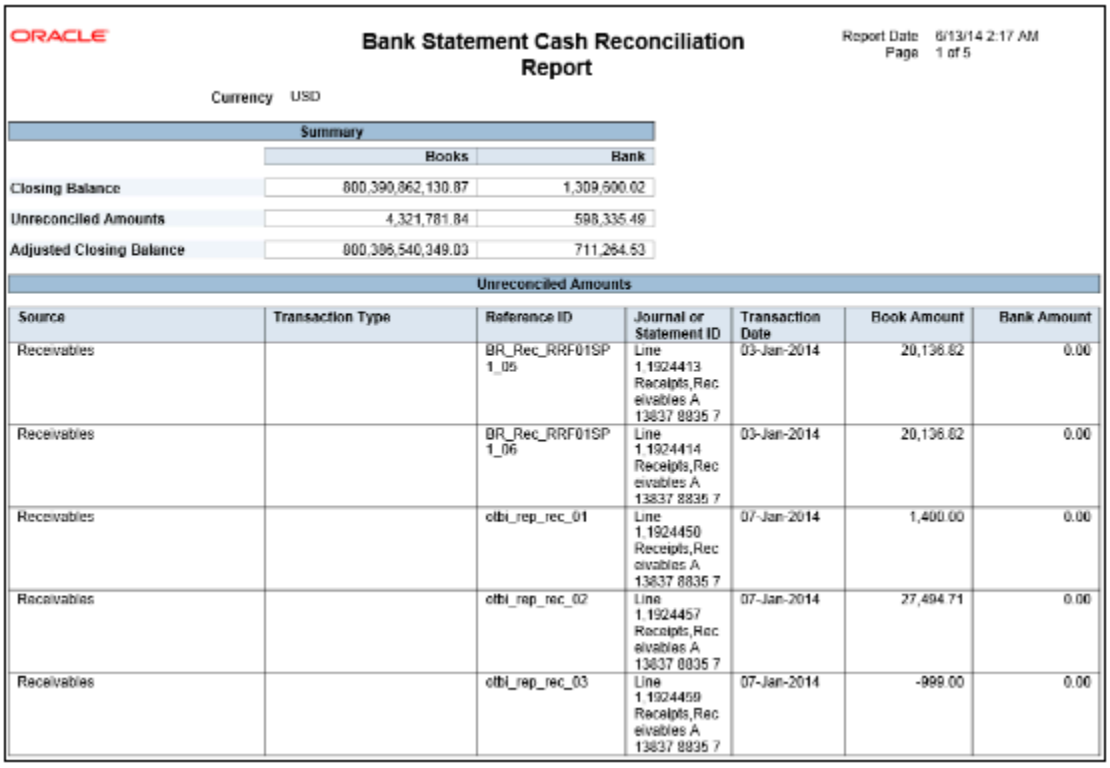
- Cash Management Bank Statement Report
- Cash to General Ledger Reconciliation Report

Cash to General Ledger Reconciliation Report

This topic provides information about the Cash to General Ledger Reconciliation Report.

Overview

The Cash to General Ledger Reconciliation Report compares the GL cash account balance against the bank account balance. It displays the unreconciled GL cash account journal entries and unreconciled bank statement lines that help identify the discrepancies between the balances. This is done based on the specified range of periods.



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Bank Statement Cash Reconciliation Report

Report Date 6/13/14 2:17 AM
Page 1 of 5

Currency USD

Summary

	Books	Bank
Closing Balance	800,390,862,130.87	1,309,600.02
Unreconciled Amounts	4,321,781.84	598,335.49
Adjusted Closing Balance	800,386,540,349.03	711,264.53

Unreconciled Amounts

Source	Transaction Type	Reference ID	Journal or Statement ID	Transaction Date	Book Amount	Bank Amount
Receivables		BR_Rec_RRF01SP 1_05	Line 1.1924413 Receipts,Rec eivables A 13837 8835 7	03-Jan-2014	20,136.82	0.00
Receivables		BR_Rec_RRF01SP 1_06	Line 1.1924414 Receipts,Rec eivables A 13837 8835 7	03-Jan-2014	20,136.82	0.00
Receivables		otbi_rep_rec_01	Line 1.1924450 Receipts,Rec eivables A 13837 8835 7	07-Jan-2014	1,400.00	0.00
Receivables		otbi_rep_rec_02	Line 1.1924457 Receipts,Rec eivables A 13837 8835 7	07-Jan-2014	27,494.71	0.00
Receivables		otbi_rep_rec_03	Line 1.1924459 Receipts,Rec eivables A 13837 8835 7	07-Jan-2014	-999.00	0.00

Key Insights

The Cash to General Ledger Reconciliation Report lists the subledger transactions that are accounted in GL but they are not reconciled in Cash Management.

Consider assigning a unique GL cash account for each bank account and using it to record all cash transactions to facilitate this book to bank reconciliation.

Report Parameters

The following table describes required process parameters:

Name	Description
Bank Account	The specific bank account used to receive payments and disburse funds.
From Accounting Period	The first fiscal period a company uses to report financial results, such as a calendar month or fiscal period. A portion of time in which the accounting calendar may be divided. Accounting periods make up an accounting calendar.
To Accounting Period	The ending fiscal period a company uses to report financial results, such as a calendar month or fiscal period. A portion of time in which the accounting calendar may be divided. Accounting periods make up an accounting calendar.

Frequently Asked Questions

The following table lists frequently asked questions about the Cash to General Ledger Reconciliation Report.

FAQ	Answers
How do I find these reports?	Schedule and run this report from the Scheduled Processes work area on the Navigator menu.
Who uses these reports?	• Cash Manager • Financial Manager • Financial Specialist
When do I use these reports?	Use this report to: • Review and identify the discrepancies in the bank account balances in Cash Management and the GL cash account balance.
What can I do with this report?	Reconcile bank balances to the general ledger cash account balances.
What type of reports are these?	Oracle Analytics Publisher

Cash Management Subject Areas, Folders, and Attributes

To create real-time analyses for Cash Management, you must be familiar with subject areas, folders, and attributes.

Subject Areas

To create an analysis, you begin by selecting a subject area from which you select columns of information to include in the analysis. For example, to create an analysis of bank statement balance information, you begin by selecting a Cash Management - Bank Statement Balances Real Time subject area. Subject areas are based around a business object or fact. In this example, the subject area is based on the column in the bank statement balance tables.

The following are the four cash management-specific subject areas:

1. Cash Management - Bank Statement Balances Real Time
2. Cash Management - Bank Statement Line Charges Real Time
3. Cash Management - Bank Statements Real Time
4. Cash Management - External Cash Transactions Real Time

Folders

Each subject area has one fact folder and a number of dimension folders. Fact folders contain measurable attributes, which are numeric values like balance code and credit, debit indicator. Fact folders are usually at the end of the list of folders, and are named after the subject area. Dimension folders contain attribute and hierarchical columns like entry type and legal sequence number.

Some folders appear in more than one subject area, such as Time. These are referred to as common folders or common dimensions.

Each folder within a subject area may have a different level of granularity. For example, Bank Statement Balance Detail has various attributes, and Bank Statement Detail has subfolders and attributes in the subfolders.

Attributes

Each dimension folder contains attributes or columns. For example, the folder Bank Statement Balance Detail contains the following attributes:

- Balance Code
- Balance Code Description
- Credit Debit Indicator
- Float Days
- Funds Date

Related Topics

- How Data Is Structured for Analytics

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
- Colombia
- 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 requirement of bank account number aren't affected by this profile.

> **Note:** Required IBAN validation is only valid for internal bank accounts. For external bank accounts, IBAN will be optional except for employee bank accounts which are governed by country-specific UI rules.

For countries where the validations aren't listed, the following default validations are applied.

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN.

Albania

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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:

Field	Rule
Bank Code	• Optional

Field	Rule
Branch Number	• Optional
Account Number	• Required
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 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.

Andorra

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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.

Argentina

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required • Length should be a maximum of 22 characters. • Spaces and hyphens are allowed.
Check Digit	• Optional
IBAN	• Optional

Australia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, the length should be either 2 or 3 numeric characters.
Branch Number	• Required • The combined length of the Branch Number and Bank Code should be 6 numeric characters. Hence, the valid length values (3,4,6) depend upon the Bank Code (3,2,0). • This field is labeled as **Bank State Branch**.
Account Number	• Required • Length should be between 5 to 10 characters. • If the account currency is Australian Dollar, account number should be numeric. For foreign currencies, alphanumeric values are allowed
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The 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.

Austria

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • Length should be of 5 numeric characters.
Branch Number	• Optional • Length should be of 5 numeric characters.
Account Number	• Required • Length should be between 4 to 11 numeric characters.
Check Digit	• Optional
IBAN	• Required • 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.

Azerbaijan

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN.

Field	Rule
	• 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.

Bahrain

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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.

Belarus

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional

Field	Rule
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.

Belgium

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required • Length should be of 12 numeric characters. • It should be in the format 999-9999999-99. • A check algorithm is applied on the Account Number.
Check Digit	• Optional
IBAN	• Required • 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 16 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 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. Also, 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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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:

Field	Rule
Bank Code	• Required • Length should be a maximum of 3 numeric characters.

Field	Rule
	• 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	• Required • Length should be a maximum of 5 numeric characters.
Account Number	• Required
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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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. • The first 2 characters are letters.

Field	Rule
	• The third and fourth characters are numbers.

Bulgaria

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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.

Canada

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional • This field is labeled as **Routing Transit Number**.
Account Number	• Required
Check Digit	• Optional

Field	Rule
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.

Colombia

For Colombia, there are no validations for Bank Code, Branch Number, Account Number, or Check Digit fields as illustrated in the following table:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
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. • A check digit's applied on the Tax Payer ID.
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.

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
14th	7
15th	3

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.

Costa Rica

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional

Field	Rule
Branch Number	• Optional
Account Number	• Required
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 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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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. • The third and fourth characters are numbers.

Cyprus

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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 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.

Czech Republic

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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.

Field	Rule
	• The third and fourth characters are numbers.

Denmark

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Length should be a maximum of 10 numeric characters
Check Digit	• Optional
IBAN	• Required • 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 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.

Dominican Republic

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply.

Field	Rule
	• 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.

Egypt

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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.

El Salvador

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required

Field	Rule
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 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.

Estonia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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.

Faroe Islands

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional

Field	Rule
Branch Number	• Optional
Account Number	• Required
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 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.

Finland

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional • If entered, it should be 6 numeric characters.
Account Number	• Required • Length should be between 8 to 14 numeric characters. • A check algorithm is applied on the Account Number.
Check Digit	• Optional • If entered, it should be 1 numeric digit.
IBAN	• Required • 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 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.

If 1st digit of Account Number is:	Check Value Method
1	1
2	1
3	1
4	2
5	2
6	1
7	2
8	1
9	1

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.

Digit	Factor
8th	1
9th	3
10th	7
11th	1
12th	3
13th	7

Example using check number 88345600000089: Multiply the given digits with the given factor.

Digit	Value	Factor	Result
8th Digit	0	1	0
9th Digit	0	3	0
10th Digit	0	7	0
11th Digit	0	7	0
12th Digit	0	3	0
13th Digit	8	7	56
Total	N/A	N/A	56

So the computed sum for this example is 56.

The test fails unless either of the following applies:

- The 14th digit of the check should equal the value of 10 minus the last digit of the computed sum. For the check value is '88345600000089', the last digit of the computed sum is 6. So 10 - 6 = 4. So, the 14th digit of the check should equal 4. The test fails here as the 14th digit'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:

Digit	Value	Multiply (a)	Divide (b)	Integer	Remainder	Result
1st	1	2	0.2	0	2	2
2nd	2	N/A	N/A	N/A	N/A	2
3rd	3	6	0.6	0	6	6
4th	4	N/A	N/A	N/A	N/A	4
5th	5	10	1	1	0	1
6th	6	N/A	N/A	N/A	N/A	6
7th	0	16	1.6	1	6	0
8th	0	N/A	N/A	N/A	N/A	0
9th	0	0	0	0	0	0
10th	0	N/A	N/A	N/A	N/A	0
11th	0	0	0	0	0	0
12th	0	N/A	N/A	N/A	N/A	0
13th	8	16	1.6	1	6	7
Total	N/A	N/A	N/A	N/A	N/A	28

The computed sum is then converted using the following process, before being used to see if the Account Number is valid:

1. Computed sum is added to 9.
2. The result is divided by 10.
3. The integer result is multiplied by 10.
4. The result is subtracted by the original computed sum.

So the computed sum '282 is converted to '2' as:

1. 28 + 9 = 37
2. 37/10 = 3.7. Integer result therefore = 3
3. 3 * 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, otherwise 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:

Field	Rule
Bank Code	• Required • Length should be a maximum of 5 numeric characters. • 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.
Branch Number	• Required • Length should be a maximum of 5 numeric characters. • 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.
Account Number	• Required • Length should be a maximum of 11 numeric characters • Special characters and spaces aren't allowed
Check Digit	• Optional • If entered, length should be a maximum of 2 numeric characters. • A check algorithm is applied on the check digit.
Account Type	• This field is labeled as **Deposit Type**.
IBAN	• Required

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 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.

Check Algorithm for Check Digit

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:

Value	Conversion
A, J	1
B, K, S	2
C, L, T	3
D, M, U	4
E, N, V	5
F, O, W	6
G, P, X	7
H, Q, Y	8
I, R, Z	9

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 1234567890112345678900. Dividing by 97 and deriving the remainder. Mod (1234567890112345678900, 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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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 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.

Georgia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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.

Germany

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, then the length should be 8 numeric characters.
Branch Number	• Optional • If entered, then the length should be 8 numeric characters. • If the Bank Code and Branch Number are entered, then both values must match.
Account Number	• Required • Length should be a maximum of 10 numeric characters.
Check Digit	• Optional • 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.
IBAN	• Required • 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.

Field	Rule
	• The third and fourth characters are numbers.

Gibraltar

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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:

Field	Rule
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	• Required • Length should be between 8 to 16 alphanumeric characters.

Field	Rule
Check Digit	• Optional • If a value is entered, then it must be one numeric character.
IBAN	• Required • 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 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.

Greenland

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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.

Guadeloupe

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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 34 characters. Leading and trailing spaces are ignored. There should be no spaces in the middle. . • The first 2 characters are letters. • The third and fourth characters are numbers.

Guatemala

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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.

Related Topics

- Bank Account Validation by Country: Hungary to Norway
- Bank Account Validation by Country: Pakistan to the United States

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
- Iran
- Iraq
- Italy
- Ivory Coast
- Japan
- Jordan
- Kazakhstan
- Kosovo
- Kuwait
- Latvia
- Lebanon
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Martinique
- Mauritania
- Mauritius
- Mayotte
- Mexico
- Moldova
- Monaco
- Montenegro

- Morocco
- Netherlands
- New Zealand
- Norway

When entering bank accounts, different countries can have certain rules governing the format and content of the following related fields:

1. **Bank Code**
2. **Branch Number**
3. **Account Number**
4. **Check Digit**
5. **IBAN**

Use the **Disable Country Specific Bank Validations** profile option to disable the country-specific validations pertaining to the bank code, branch number, account number, check digit, and IBAN. You can set this profile option at the site or user level. The profile is predefined with a default value of **No** at the site level. If the profile is set to **Yes**, these validations aren't performed. The checks for unique banks, branches, accounts, and the requirement of bank account number aren't affected by this profile.

> **Note:** Required IBAN validation is only valid for internal bank accounts. For external bank accounts, IBAN will be optional except for employee bank accounts which are governed by country-specific UI rules.

Hungary

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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 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.

Iceland

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, then the length should be of 4 numeric characters. • If the length is less than 4, then it's converted to a 4 digit number by prefixing it with as many leading zeroes as is necessary.
Branch Number	• Optional • If entered, then the length should be of 4 numeric characters. • If the Bank Code and Branch Number are entered, then both values must match.
Account Number	• Required • Length should be a maximum of 18 numeric characters. • If the length is less than 18, then it's 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	• Required • 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:

Digit	Factor
9th	3
10th	2

Digit	Factor
11th	7
12th	6
13th	5
14th	4
15th	3
16th	2

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), otherwise the Account Number isn't valid.

India

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional • This field is labeled as the IFSC Code
Account Number	• Required
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:

Field	Rule
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	• Required • Length should be 8 numeric characters.
Check Digit	• Optional
IBAN	• Required • 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:

Field	Rule
Bank Code	• Required • If entered, the length should be a maximum 2 numeric characters
Branch Number	• Required • Length should be 3 numeric characters.
Account Number	• Required • Length should be a maximum of 13 numeric characters. • Spaces aren't allowed.

Field	Rule
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. • The third and fourth characters are numbers.

Iran

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional

Field	Rule
Account Number	• Required
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. • The third and fourth characters are numbers.

Italy

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • Length should be a maximum of 5 numeric characters.
Branch Number	• Required • Length should be a maximum of 5 numeric characters.
Account Number	• Required • Length should be a maximum of 12 alphanumeric characters. • If the length is less than 12, then it's converted to a 12 digit number by prefixing it with as many leading zeroes as is necessary.
Check Digit	• Optional • If entered, length should be a single alphabetic character and a check algorithm is applied on the Check Digit.
IBAN	• Required • 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 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.

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:

Even Position Values	Odd Position Values
A/0 = 0	A/0 = 1
B/1 = 1	B/1 = 0
C/2 = 2	C/2 = 5
D/3 = 3	D/3 = 7
E/4 = 4	E/4 = 9
F/5 = 5	F/5 = 13
G/6 = 6	G/6 = 15
H/7 = 7	H/7 = 17
I/8 = 8	I/8 = 19
J/9 = 9	J/9 = 21
K = 10	K = 2
L = 11	L = 4
M = 12	M = 18
N = 13	N = 20
O = 14	O = 11
P = 15	P = 3
Q = 16	Q = 6
R = 17	R = 8

Even Position Values	Odd Position Values
S = 18	S = 12
T = 19	T = 14
U = 20	U = 16
V = 21	V = 10
W = 22	W = 22
X = 23	X = 25
Y = 24	Y = 24
Z = 25	Z = 23

The first character is an odd position. The values assigned are added up and the sum is divided 26.

The remainder obtained as a result of this division is converted into an alphabet as given in the following table:

Transformation Algorithm

Calculation	Calculation	Calculation
0 = A	9 = J	18 = S
1 = B	10 = K	19 = T
2 = C	11 = L	20 = U
3 = D	12 = M	21 = V
4 = E	13 = N	22 = W
5 = F	14 = O	23 = X
6 = G	15 = P	24 = Y
7 = H	16 = Q	25 = Z
8 = I	17 = R	N/A

Calculation	Calculation	Calculation

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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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.

Japan

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • Length should be 4 numeric characters
Alternate Bank Name	• Optional
Branch Number	• Required • Length should be 3 numeric characters.
Alternate Branch Name	• Optional

Field	Rule
Account Number	• Required
Account Type	• Required • This field is labeled as **Deposit Type**.
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.

Jordan

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 30 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.

Kazakhstan

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required • Length should be a maximum of 22 characters. • Spaces and hyphens are allowed.
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 30 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

Latvia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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. • The third and fourth characters are numbers.

Lebanon

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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.

Field	Rule
	• The first 2 characters are letters. • The third and fourth characters are numbers.

Lithuania

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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.

Luxembourg

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, then the length should be 3 numeric characters.
Branch Number	• Optional • If entered, then the length should be 3 numeric characters. • If the Bank Code and Branch Number are entered, then both values must match.
Account Number	• Required

Field	Rule
	• Length should be a maximum of 13 characters.
Check Digit	• Optional • If entered, then the length should be 2 numeric characters
IBAN	• Required • 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.

Malta

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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 31 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.

Martinique

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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 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.

Mauritania

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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 30 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.

Mayotte

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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 34 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

Field	Rule
	• The third and fourth characters are numbers.

Mexico

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required • Length should be between 10 to 11 numeric characters. • Spaces and hyphens are allowed.
Check Digit	• Optional
IBAN	• Optional
Secondary Account Reference	• Optional • If entered: o Should be of 18 digits o Should be numeric

Moldova

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional

Field	Rule
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. • The first 2 characters are letters. • The third and fourth characters are numbers.

Monaco

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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.

Montenegro

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional

Field	Rule
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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.

Netherlands

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required • Two types of account numbers are validated: • If the bank account number is numeric and consists of one of the following then bank account will be considered as Post or Giro Account. o length is 7 digits or less, or o prefixed with 000, or o prefixed with P or G There's no check digit validation for Post or Giro accounts. • For other account numbers, the length should be between 9 and 10 numeric characters. A check algorithm is applied on the Account Number.
Check Digit	• Optional
IBAN	• Required • 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 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.

Check Algorithm for Non-Post or Giro Account Number

1. If the length is less than 10, then it's 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:

Digit	Factor
1st	10
2nd	9
3rd	8
4th	7

Digit	Factor
5th	6
6th	5
7th	4
8th	3
9th	2
10th	1

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:

Field	Rule
Bank Code	• Required • Length should be 2 numeric characters.
Branch Number	• Required • Length should be 4 numeric characters. • This field is labeled **Bank State Branch**.
Account Number	• Required • Length should be a minimum of 7 and maximum of 8 numeric characters. • Account Suffix should be between 2 to 4 numeric characters.
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.

Field	Rule
	• 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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required • 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, **1234001234**, the check algorithm won't 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	• Required • 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:

Digit	Factor
1st	5

Digit	Factor
2nd	4
3rd	3
4th	2
5th	7
6th	6
7th	5
8th	4
9th	3
10th	2

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:

Digit	Value	Factor	Result
1st	0	5	0
2nd	2	4	8
3rd	0	3	0
4th	5	2	10
5th	6	7	42
6th	4	6	24
7th	3	5	15
8th	9	4	36

Digit	Value	Factor	Result
9th	6	3	18
10th	5	2	10
Total	N/A	N/A	163

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.

6. Derive the remainder. 166 - (11 * 15) = 1.

7. If the remainder is '0', then the validation is successful, otherwise 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.

Related Topics

- Bank Account Validation by Country: Albania to Guatemala
- Bank Account Validation by Country: Pakistan to the United States

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 requirement of bank account number aren't affected by this profile.

> **Note:** Required IBAN validation is only valid for internal bank accounts. For external bank accounts, IBAN will be optional except for employee bank accounts which are governed by country-specific UI rules.

Pakistan

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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.. • The first 2 characters are letters.

Palestine

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 29 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

Poland

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, the length should be of 8 numeric characters.
Branch Number	• Optional • If entered, the length should be of 8 numeric characters. • If the Bank Code and Branch Number are entered, then both values must match
Account Number	• Required • Length should be a maximum of 16 alphanumeric characters.
Check Digit	• Optional
IBAN	• Required • 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 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.

Portugal

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • Length should be of 4 numeric characters.
Branch Number	• Required • Length should be of 4 numeric characters.
Account Number	• Required • Length should be a maximum of 11 numeric characters.
Check Digit	• Optional • Length should be of 2 numeric characters. • If entered, a check algorithm is applied on the Check Digit.
IBAN	• Required • 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.**

Field	Rule
	• 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:

Digit	Factor
1st	73
2nd	17
3rd	89
4th	38
5th	62
6th	45
7th	53
8th	15
9th	50
10th	5
11th	49
12th	34
13th	81

Digit	Factor
14th	76
15th	27
16th	90
17th	9
18th	30
19th	3

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:

Digit	Value	Factor	Result
1st	1	73	73
2nd	2	17	34
3rd	3	89	267
4th	4	38	152
5th	5	62	310
6th	6	45	270
7th	7	53	371
8th	8	15	120
9th	1	50	50
10th	2	5	10
11th	3	49	147
12th	4	34	136

Digit	Value	Factor	Result
13th	5	81	405
14th	6	76	456
15th	7	27	189
16th	8	90	720
17th	9	9	81
18th	0	30	0
19th	1	3	3
Total	N/A	N/A	3794

- Divide the result by 97. 3794 / 97 = 39
- Derive the remainder. 3794 - (39 * 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.

Qatar

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the following rules apply. • The modulus-97 rule is used to calculate the validity of the IBAN.

Field	Rule
	• 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.

Reunion

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Romania

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional

Field	Rule
IBAN	• Required • 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.

Saint Barthelemy

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Saint Lucia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional

Field	Rule
Branch Number	• Optional
Account Number	• Required
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 32 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

San Marino

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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.

Saint Martin (French Section)

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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. Spaces in the middle aren't removed. • The first 2 characters are letters. • The third and fourth characters are numbers.

Saint Pierre and Miquelon

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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. Spaces in the middle aren't removed. • 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:

Field	Rule
Bank Code	• Optional • If entered, then the length should be a maximum of 4 characters
Branch Number	• Optional
Account Number	• Required • 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. • The first 2 characters are letters.

Senegal

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required.
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 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.

Serbia and Montenegro

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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. Spaces in the middle aren't removed.

Field	Rule
	• The first 2 characters are letters. • The third and fourth characters are numbers.

Seychelles

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
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 31 characters. Spaces are removed from the left and right. Spaces in the middle aren't removed. • The first 2 characters are letters.

Singapore

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • Length should be 4 numeric characters.
Branch Number	• Required • Length should be 3 numeric characters.
Account Number	• Required
Check Digit	• Optional
IBAN	• Optional, if entered, the rules following apply.

Field	Rule
	• 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.

Slovakia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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 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.

Slovenia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required

Field	Rule
Check Digit	• Optional
IBAN	• Required • 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 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.

Spain

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Required • Length should be a maximum of 4 numeric characters. • 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.
Branch Number	• Required • Length should be a maximum of 4 numeric characters. • 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.
Account Number	• Required • Length should be 10 numeric characters.
Check Digit	• Optional • If entered, length should be a maximum of 2 numeric characters. • A check algorithm is applied on the Check Digit.
IBAN	• Required • 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.

Field	Rule
	• The third and fourth characters are numbers.

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:

Digit	Factor
1st	4
2nd	8
3rd	5
4th	10

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.

Digit	Value	Factor	Result	Digit	Value	Factor	Result
1st	1	4	4	1st	1	4	4
2nd	2	8	16	2nd	2	8	16
3rd	3	5	15	3rd	3	5	15
4th	4	10	40	4th	4	10	40
Total	N/A	N/A	75				

So the computed sum for this example is 75.

2. For the Branch Number, the Spanish government provides the following factor table:

Digit	Factor
1st	9
2nd	7
3rd	3
4th	6

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.

Digit	Value	Factor	Result
1st	5	9	45
2nd	6	7	42
3rd	7	3	21
4th	8	6	48
Total	N/A	N/A	156

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 1 11 - 0 = 11. So for this example, **CD1 = 11 = 0**.

CD2

1. For the Account Number, the Spanish government provides the following factor table:

Digit	Factor
1st	1
2nd	2
3rd	4
4th	8
5th	5
6th	10
7th	9
8th	7
9th	3
10th	6

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.

Digit	Value	Factor	Result
1st	1	1	1
2nd	2	2	4
3rd	3	4	12
4th	4	8	32
5th	5	5	25
6th	6	10	60
7th	7	9	63

Digit	Value	Factor	Result
8th	8	7	56
9th	9	3	27
10th	0	6	0
Total	N/A	N/A	280

So the computed sum for this example is 280.

2. Divide the result by 11

280 / 11 = 25

3. Derive the remainder.

280 - (11 * 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.

Check	Description
1	CD1 is compared to the first digit of the entered check digit field.
2	CD2 is compared to the second digit of the entered check digit field.

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:

Field	Rule
Bank Code	• Optional • If entered, then the length should be between 4 to 5 numeric characters.

Field	Rule
Branch Number	• Optional • If entered, then the length should be between 4 to 5 numeric characters. • If the Bank Code and Branch Number are entered, then both values must match.
Account Number	• Required • Length should be a maximum of 16 numeric characters.
Check Digit	• Optional • Length should be a single numeric character.
IBAN	• Required • 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.

Switzerland

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional • If entered, then the length should be between 3 to 5 numeric characters.
Branch Number	• Optional • If entered, then the length should be between 3 to 9 numeric characters.
Account Number	• Required • Length should be a maximum of 17 numeric characters.
Check Digit	• Optional
Account Type	• Optional
IBAN	• Required • 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

Field	Rule
	• 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. • The third and fourth characters are numbers.

The Former Yugoslav Republic of Macedonia

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required
Check Digit	• Optional
IBAN	• Required • 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:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required.

Field	Rule
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 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.

Turkey

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional
Branch Number	• Optional
Account Number	• Required.
Check Digit	• Optional
IBAN	• Required • 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.

Ukraine

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional

Field	Rule
Branch Number	• Optional
Account Number	• Required
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 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:

Field	Rule
Bank Code	• Optional • If entered, the length should be a maximum of 4 characters.
Branch Number	• Optional
Account Number	• Required • Length should be a maximum of 21 characters.
Check Digit	• Optional
IBAN	• Required • 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:

Field	Rule
Bank Code	• Optional • If entered, then the length should be 6 numeric characters.
Branch Number	• Required • it's unique within the country. • Length should be a maximum of 6 numeric characters. • 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. • This field is labeled as **Sort Code**.
Account Number	• Required • Length should be between 7 to 8 characters. • If the length is 7 characters, it's converted to 8 characters, by adding a zero as the lead or first character.
Check Digit	• Optional
Secondary Account Reference	• Optional • If entered, length should be a maximum of 18 characters. • This field is labeled as **Building Society Roll Number**.
IBAN	• Required • 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.

United States

Validation Rules

The fields are checked for validity by adopting the following rules:

Field	Rule
Bank Code	• Optional.
Branch Number	• This field is labeled as **Routing Transit Number**. • Length should be a maximum of 9 numeric characters. • If the length is less than 9, then it's converted to a 9 digit number by prefixing it with as many leading zeroes as is necessary.

Field	Rule
	• Note that on padding the number to 9 digits, the first 8 digits can't be all zeroes. • For example, 001 and 000007 are invalid Routing Transit Numbers because on padding to 9 digits, they become - 000000001, 000000007, and thus having 8 leading zeroes. • A check algorithm is applied on the Routing Transit Number.
Account Number	• Required
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.

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:

Digit	1st	2nd	3rd	4th	5th	6th	7th	8th
Factor	3	7	1	3	7	1	3	7

- 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:

Routing Number	0	7	6	4	0	1	2	5	Total
Multiply by	3	7	1	3	7	1	3	7	N/A
Sum	0	49	6	12	0	1	6	35	= **109**

So the Check Digit = 1 (110 minus 109).

In this example, the Routing Transit Number 076401251 passes validation.

Related Topics

- Bank Account Validation by Country: Albania to Guatemala
- Bank Account Validation by Country: Hungary to Norway

9 Manage Advanced Collections

Manage Customer Data

It is important for you to keep your customer data up to date, so that you can perform your collections activities efficiently, and stay updated with all the current and historical data of your customer.

Change Customer Information

Let's discuss from where you can change the customer information and what gets impacted if you do so.

To change a customer information, on Collections Dashboard go to Delinquent Customer tab and select the required customer.

What You Can Change

Here's all the information you can change:

Tab	Information to Change
Profile	Change the information related to customer profile such as: assigned collector, business level, preferred contact method of communication, type of payment terms applied, frequency of statement cycle and so on.
Contact	Add or modify the name, phone number, address and email information of the customer.

What is Impacted

- If you change the collector assigned to the customer, the working of the selected delinquent customer is impacted.
- If you change the business level of the customer, the way the delinquent customer data is displayed on your collections dashboard is changed.
- If you change the preferred contact method, the dunning communication method is changed accordingly.

Activity

You can create an activity or a series of activities and add detailed information needed to follow up with a delinquent customer.

Here's how you create an activity:

1. On the Activity tab of the Collections Dashboard, click the create icon.
2. Enter the required subject, due date and description of your follow-up activity.
3. Select the required customer and assign the activity to self or other collections agent.
4. Click save and close.

You also have an option to select the category of the activity like, dunning call, follow-up call, to-do, meeting and so on to define the type of activity you want to do. You can set the priority of the activity according to requirement and can also upload any attachment for reference. After the activity is created, it appears in the activity tab.

Note

Notes are an excellent way to save some additional information about the customer. You can even paste email messages into notes. You can create notes for any account or transaction.

Here's how you create a note:

1. Select the customer account or transaction and click the note icon.
2. Select the required type of note from the drop-down list.
3. In the text area, enter the content for the note. You can also format the text according to your need and if required, add a link.
4. Click save and close.

After a note is created, you can always go back and edit the note to update any information.

Process Collections Payments

Overview of Processing Payments

As a collector, you can use Advanced Collections to easily record and process customer payments. You can process these payments with credit cards or bank electronic funds transfers.

Here's what you can do to process payments:

- Process payments in a foreign currency.
- Pay both delinquent and current open receivables.
- Make partial payments.
- Validate payments in the real time.
- Make secure credit payments by configuring the level of security in Oracle Fusion Payment setups.
- Add bank account and credit card details.

Things to Keep in Mind:

- Make payments for one transaction at a time.
- Use only one payment type at a time.
- Don't pay more than the amount due for a transaction.
- Don't enter negative numbers or zero for the payment amount.

Related Topics

- PCI DSS Credit Card Processing Requirements

Make Credit Card Payments

You can use the credit card to make payment for a transaction. You can either use an existing credit card information or create a new credit card details to make the payment.

Pay Using Existing Credit Card

Here are the steps to make payment using existing credit card details:

1. Search for the customer account to retrieve the outstanding transactions.
2. Select the transaction to pay.
3. The total amount defaults into the payment amount field, but if the customer wants to make partial payment, you can change enter the partial amount for the payment.
4. Select the payment method as credit card payment.
5. In the payment details section, enter or select these details:

Field	Action
Payment Amount	The total amount is auto-displayed as the payment amount; however, you can change the amount to make partial payment.
Payment Method	Select payment method as credit card.
Site	Select the appropriate bill-to site.
Credit Card	Select the existing credit card and verify the number, name and expiration date of the card.
Statement Billing Address	Verify the billing address information.
Security Code	Security code is mentioned on the back of your credit card. Verify the with the existing details.
Purchase Order Number	If required, enter your purchase order number.
Purchase Order Line Number	If required, enter your purchase order line number.
Voice Authorization Date	If required, enter the voice authorization date.
Voice Authorization Code	If required, enter the voice authorization code.
Additional Information	Enter any other required information as additional information.

Field	Action

6. After all the required details are entered, click submit to process the payment using existing credit card.

Pay Using New Credit Card

Here are the steps to make payment using a new credit card:

1. Search on the customer account to retrieve the outstanding transactions.
2. Select the transaction to pay.
3. The total amount defaults into the payment amount field, but if the customer wants to make partial payment, you can change enter the partial amount for the payment.
4. Select the payment method as credit card payment.
5. In the payment details section, enter or select these details:

Field	Action
Payment Amount	The total amount is auto-displayed as the payment amount; however, you can change the amount to make partial payment.
Payment Method	Select payment method as credit card.
Create Credit Card hyper link	Click the create credit card hyper link to create the new credit card details.
Number	Enter the new credit card number.
Card Brand	Enter the name of the credit card as mentioned on the card.
Expiration Date	Enter the expiry date as mentioned on the credit card.
Name on Card	Enter the name of the cardholder as mentioned on the credit card.
Financial Institution	Enter the name of the issuing financial institution of the credit card.
Company Card check box	Select this check box if the credit card is a company issued card.
Purpose	If required, enter the purpose of the new credit card.
Description	If required, enter the description.

Field	Action
From Date	By default, the current date of creation and activation of new credit card details is mentioned as from date.
To Date	If required, you can enter a specific end date.
Statement Billing Address	Select an address if available.
Create Billing Address hyper link	Click to create billing address information for the credit card. Refer section "Create Billing Address" for details.
Context Value	Select this check box if a descriptive flexfield has been configured.

6. After all the required details are entered, click save and close.

Note: After the new credit card details are saved, the credit card appears in the list of choices and you can process the payment same as the using the existing credit card details.

Create Billing Address

Click the create billing address hyperlink and enter the following details to create billing address details for the newly added credit card.

Field	Action
Country	Select from the list of values if other than the default value.
Address Line 1	Enter the billing address for the credit card.
Address Line 2	Enter a second billing address if applicable.
Address Line 3	Enter a third billing address if applicable.
Site Name	Enter a site name if applicable.
City	Enter the city of the billing address.
State	Enter the state of the billing address.
Postal Code	Enter the seven-digit numeric code for the billing address.
Sales Tax Geocode	Enter a tax code if applicable.

Field	Action
Mail Stop	Enter a mail stop if applicable.

Make Electronic Fund Transfer Payments

You can use electronic fund transfer method to make payment for a transaction. You can either use an existing bank information or create a new bank details to make the payment.

Pay Using Existing Bank Account Details

Here are the steps to make payment using existing bank account details:

1. Search for the customer account to retrieve the outstanding transactions.
2. Select the transaction to pay.
3. The total amount defaults into the payment amount field, but if the customer wants to make partial payment, you can change and enter the partial amount for the payment.
4. Select the payment method as **Electronic Fund Transfer** payment.
5. In the payment details section, enter or select these details:

Field	Action
Payment Amount	The total amount is auto-displayed as the payment amount; however, you can change the amount to make partial payment.
Payment Method	Select payment method as electronic funds transfer.
Site	Select the appropriate bill-to site.
Bank Account	More than one bank account can appear in the list. Select the correct account and verify all the information with the customer.
Additional Information	Enter any other required information as additional information.

6. After all the required details are entered, click submit.

Pay Using New Bank Account Details

Here are the steps to make payment using a new bank account details:

1. Search on the customer account to retrieve the outstanding transactions.
2. Select the transaction to pay.

3. The total amount defaults into the payment amount field, but if the customer wants to make partial payment, you can change enter the partial amount for the payment.
4. Select the payment method as **Electronic Funds Transfer**.
5. In the payment details section, enter or select these details:

Field	Action
Payment Amount	The total amount is auto-displayed as the payment amount; however, you can change the amount to make partial payment.
Payment Method	Select payment method as electronic funds transfer.
Site	Select the appropriate bill-to site.
Create Bank Account hyper link	Click the create bank account hyper link.
Country	Enter the country where the bank is located.
Account Number	Enter the account number.
Bank Name	Enter the name of the bank.
Branch	Enter the name of the bank branch.
Allow international payments check box	Select this check box to accept international payments.
From Date	The date defaults based on the date of creating the bank account.
To Date	Enter a date if this bank account has an expiration date.
IBAN	Enter the International Bank Account Number if applicable.
BIC	Enter the Bank Identifier Code.
Currency	Enter the currency used for payments from this bank account.

6. In the Additional Information section, optionally you can enter these detailed information of the bank account:.
    - Account Name
    - Alternate Account Name
    - Conversion Rate Agreement Type
    - Conversion Rate
    - Conversion Rate Agreement Number
    - Check Digits
    - Secondary Account Reference
    - Agency Location Code
    - Account Type
    - Description
7. In the Account Owner section, enter the account owner name and date from which the bank account details is created.
8. Click save and close.

After the bank details are saved you can use this to pay for your customer's transaction same as using the existing bank account payments.

Process Collections Disputes

Create a Dispute

Watch video

You can create a dispute based on various sections of the customer's transaction.

Remember that you can only submit only one dispute at a time. For example, if you want to dispute tax and shipping on the same transaction; the tax will be one dispute and shipping a different dispute.

Here are the steps to create a dispute in Collections:

1. Click the collections icon from the landing page.
2. Search for the required customer account. Click the customer icon.
3. Click the transaction tab to display the delinquent or past due transactions of this customer.
4. Select the transaction to be disputed.

    > **Note:** In the details section, click details, activity and lines tabs one by one to review the details of transaction.

5. Click the **Dispute** button.
6. In the manage disputes selected transaction section, select the dispute section and dispute reason from the drop-down list.

7. In the dispute detail section, enter the dispute quantity and amount.

> **Note:** The dispute amount and quantity can't be greater than the current amount or quantity. If you don't enter the dispute quantity and dispute amount, by default the entire invoice quantity and current amount is disputed.

8. You also have an option to upload any attachments and enter customer comments.
9. After all the required details are entered, click submit.

A confirmation message with the dispute number is displayed to confirm the submission.

A designated user then reviews the submitted dispute request. If the dispute is approved, the appropriate credit memo is created automatically.

Create an Adjustment Request

The approval of an adjustment is based on the approval limit given to the submitter.

Usually an amount range is set up for the user by currency, for example a new user may have adjustment amounts that range from -$10 to -$50 in US dollars. If the adjustment is within the submitter's limit, it's automatically approved. If the adjustment exceeds the limit, the adjustment goes through an approval process and is approved or rejected by someone with the appropriate approval limit. Here are the steps to create an adjustment request.

In this example, note the approval limits of an adjustment: The approval of an adjustment is based on the approval limit given to the submitter. Usually an amount range is set up for the user by currency, for example a new user may have adjustment amounts that range from -$10 to -$50 in US dollars. If the adjustment is within the submitters limit, it's automatically approved. If the adjustment exceeds the limit, the adjustment goes through an approval process and is approved or rejected by someone with the appropriate approval limit.

1. Click the Collections icon from the landing page.
2. Search for the customer account. Click Customer icon.
3. Click the Transaction tab to display the delinquent or past due transaction for this customer account.
4. Select the transaction to be adjusted. Note that to review the details of transaction you can go to the Details section and review the Details, Activity and Lines tabs one by one.
5. Click **Adjust** button.
6. In the Adjustments section, click create icon.
7. Select the Receivables Activity, Adjustment Type, Adjustment Reason and enter the Adjustment Amount.
8. Select the Adjustment Date, Accounting Date and Installment Number.
9. Once all required details are entered, click **Submit** button. A confirmation message is displayed.

FAQs for Process Collections Disputes

How does the dispute apply to my customer's outstanding balance?

To apply the dispute in your customer's outstanding balance the dispute must be approved in Oracle Fusion Receivables.

Once it's approved, a credit memo is created. You can apply this credit memo to your customer's transaction that was disputed before updating their outstanding balance.

What's the difference between freight and shipping?

Freight is the industry standard term for the compensation paid for any goods, cargo, or lading transported for pay by water, land, or air.

Freight distribution lines pertain to shipping plus other charges levied for moving goods and services. Shipping is the base transportation cost charged to the customer for transporting goods.

Manage Customer Correspondence

Overview of Dunning

Using Advanced Collections Dunning process, you can inform your delinquent customers about their overdue payments.

Here's how you can manage dunning process:

- Speed up the collection process by automatically sending preconfigured or custom dunning letters to one or more customers via email, fax or print.
- Exclude specific customers from receiving dunning notices based on their profiles.
- Assign follow-up dunning calls and notices to collection agents.
- Record and display dunning correspondence activity. View a history of each dunning event including letters resent.

Here are the required details to send dunning correspondence:

Dunning Information	Description
Dunning Contact	Configure using default names in Dunning Contact when the customer is unidentified.
Dunning Address	Add and manage the correspondence address of the customer to send dunning notice. It can be an Email, fax or physical location.
Dunning Template	Choose an appropriate Dunning Template to escalate the need to pay.
Dunning Notice	Notify your customers about one or more overdue payments.
Dunning Method	Set up a method of correspondence. Such as print, fax or email.
Business Intelligence Publisher	Use this publisher to create and generate reports and dunning correspondence.

FAQs for Manage Customer Correspondence

Why did my Dunning Process end in Error?

If your Dunning process has ended in error, verify these things

1. Check your Business Intelligence Publisher (BI Publisher) server is set up properly.
2. Check your customer's information is accurate and up to date in the **Profile** tab.
3. Run and check the Validate Dunning Setup Report for the report details.

Related Topics

- Validate Customer Dunning Setup Report

Manage Collections Work

Overview of Advanced Collections Work Area

Here are few tasks you can do using your Advanced Collections work area:

- View open tasks and delinquent customers details.
- Search for a customer to review the relevant information.
- Open promises, strategy tasks, and activities from the detailed table.

Prerequisites to view the Collections dashboard metrics:

1. Verify that you're hired as an employee and set up as a collector on the required sets.
2. Go to the Profile tab and confirm that you're assigned as a collector for the expected customers.
3. Update your dashboard by submitting the below processes:
    - Refresh Receivables Transactions for Customer Account Summaries
    - Collections Delinquency Management
    - Collections Scoring and Strategy Assignment
    - Update Collections Summary Data
    - Initialize and Load Collections Metrics
    - Incremental Load Collections Metrics

On the work area, all the important details are visible in the form of infotiles. Here's how you can use these infotiles:

- **Manage Delinquent Customers**

  Here are some of the things you can do to manage delinquent customers using Delinquent Customers infotile:
    - View the list of all the delinquent customers assigned to you or your group.
    - Set up the customers data in the order of customer's collections level.

- Assign the default customer settings from Preferences page.
- View and edit the customer's information by selecting delinquent customer information hyperlinks based on customer name, work status, and aging bucket.
- Navigate to the Transaction tab to create or view disputes, adjustments, promises, and process payments.

- **Manage Promises**

  Here are some of the things you can do to manage promises using Promises infotile:

  - View the details of broken and open promises in the form of a table.
  - Review the individual promises made by the customers with promise status, date and amount.

- **Manage Strategies**

  Here are some of the things you can do to manage strategies using Strategy Tasks infotile:

  - Review the number of open tasks, which can be manual or assigned.
  - View the list of individual items with their due dates.

- **Manage Activities**

  Here are some of the things you can do to manage activities using Activities infotile:

  - View all assigned activities which needs your immediate attention.
  - Create a new activity or view and edit the existing ones.
  - The data in the Activity table is independent of the data in the Delinquent Customers table.

Request for Bankruptcy

You can initialize the request for bankruptcy on behalf of the customer. Based on the user defined descriptive flexfield, you can record the detailed information such as claims, attorneys involved, filing location, and any other legal information.

A submitted bankruptcy request is sent to appropriate person for approval. The bankruptcy is either approved or rejected.

Here are the things that happens to a bankrupted customer transactions:

- The status of the customer is changed to Bankrupt.
- All the Collection activities of the bankrupt customer are suspended.
- The Delinquent transactions of the customer no longer appear on your Collections Dashboard.

Points to consider

It is important to consider these points before creating the request for bankruptcy:

1. Ensure that Request Bankruptcy is enabled in preferences.
2. Bankruptcy is applied at customer, account and site levels.

Create Request for Bankruptcy

Here are the steps to create request for bankruptcy for a customer:

1. On the landing page, go to Collections menu and click the Collections submenu.
2. Search for the customer account. Click Customer.
3. Click the Profile tab.
4. In Bankruptcy sub tab, click **Request** button.
5. Select the Reason for bankruptcy.
6. Optionally if required, enter Comments and upload Attachment.
7. Click Save and Close.

Note:

You can withdraw a bankruptcy after a bankruptcy request has been submitted. If bankruptcy isn't approved, you can't withdraw the bankruptcy. You need to contact the person approving the request to reject it.

Bankruptcy Request Status

This table shows the actions a collector can take:

Request Type	Request Status	Bankruptcy Status
Bankruptcy Request	Request Pending	Request Pending
Bankruptcy Request	Request Approved	Request Approved
Bankruptcy Request	Request Rejected	Request Rejected
Bankruptcy Withdraw	Withdraw Pending	Request Approved **Note:** The withdraw request can only be enabled when the bankruptcy status is **Approved**, at this step the bankruptcy status isn't changed.
Bankruptcy Withdraw	Withdraw Approved	Withdraw Approved
Bankruptcy Withdraw	Withdraw Rejected	**Note:** The withdraw request can only be enabled when the bankruptcy status is **Approved**, at this step the bankruptcy status isn't changed.

FAQs for Manage Collections Work

Why did my collections dashboard fail to display delinquent customers?

Here are the things you must check, if you don't see your delinquent customers on your collections dashboard

1. Verify that you're hired as an employee and set up as a collector.
2. Go to the **Profile** tab, and confirm that you're assigned as a collector for that customer.
3. Update the dashboard by submitting the process Update Collections Summary Data.

Collection Manager Dashboard

Overview of Collections Manager Dashboard

Using Collections Manager Dashboard, you can get the insight into advanced metrics, known as Key Performance Indicators (KPI).

These metrics helps you to understand the payment history of your customers and effectiveness of your collections organization. Using this information you can strategically allocate collections resources more effectively.

Here's all you can do using your dashboard:

- Perform a multi-dimensional analysis to instantly view statistics.
- Manage collection resources.

Multidimensional analysis

You can view statistics using different dimensions on the same data, and drill up, down, and through on any hierarchy level. You can create multiple combinations of the KPIs across a number of dimensions and hierarchies such as:

- Business Unit
- Customer, Account, and Site
- Collector
- Profile Class
- Country, State, Province, City, or ZIP Code
- Salesperson
- Aging Bucket

Manage collectors

You can monitor and balance workloads, and view customers and delinquencies assigned to agents. You need to navigate to the Manage Resources page to manage your collectors. Here are some tasks you can do to effectively manage your available collectors:

- Assign or reassign collectors to customers.
- Assign backup collectors to cover for absent collectors.

Related Topics

- What's a metric?
- Manage Collectors

Delinquent Customers Work Status

Using Collections Dashboard your collectors or collectors group can view their delinquent customers work and update their work items status.

As you work on delinquencies, you can quickly reset the work status with dates for effective tracking and reporting, and also manage tasks such as follow-up calls on dunning letters or resolve rejected disputes. You can select the customer based on the various collections criteria and use the Update Work Status option to update the customer work item status.

Work Statuses

There are four different work statuses available on your dashboard. Lets understand what each status means:

Work Status	Description	Work Status Date
Open	You can keep the work status as Open when the customer is available and you need to contact them for collections. **Note:** These customers are either newly delinquent, or a customer with a work status of "follow-up" or "ignore" whose time duration has passed.	By default, the current date is displayed as Work Status Date.
Follow-up	You can keep the work status as Follow-up when you want to follow up with the customer at a future date for payment.	By default, the current date is displayed as the Work Status Date. Remember that the work status automatically changes to Open, if the delinquency isn't resolved or if the follow up date has passed. **Note:** The work status date needs to be equal to or greater than the current date and not exceed the Maximum Number of Days value. You can reschedule the Maximum Number of Days value from the settings preference
Ignore	You can keep the work status as Ignore when you want to ignore the customer until a future date.	By default, the current date is displayed as Work Status Date.

Work Status	Description	Work Status Date
		Remember that the work status automatically changes to Open, if the delinquency isn't resolved or if the follow up date has passed. **Note:** The work status date needs to be equal to or greater than the current date and can't exceed the Maximum Number of Days value. You can reschedule the Maximum Number of Days value from the settings preference.
Hold	You can keep the work status as Hold when you don't want to change the work status of the customer. To change the work status you need to either release the customer from hold status or remove the customer from the collections dashboard. .	By default, the current date is displayed as Work Status Date and you can't change it until the customer is released from Hold work status. To release the Hold status: • After the Hold work status date has passed, run the Update Collections Dashboard Summary process. To remove the customer from the Collections Dashboard: 1. Ensure the customer has made full payment for all the delinquent items.. 2. From Collections Scoring, run the Delinquency Identification concurrent process. 3. Set the Delinquency Method to Delete and then run the Update Collections Dashboard Summary process.

Related Topics

- Overview of Collections Manager Dashboard
- Overview of Advanced Collections Work Area
- Scoring Formulas

Manage Collectors

Using Collections Manger Dashboard Collectors tab you can do these tasks to manage your collectors:

- You can reassign all customers from one collector to another
- Reassign few selected customers to another collector, and
- Assign a backup collector to an existing one

Let's say that as a Collections Manager, you have analyzed the performance of Collector A and Collector B. You have discovered that Collector A has a better success rate of collecting payments from their delinquent customers than Collector B. So you might want to do these:

- Reassign all of Collector B customers to Collector A
- Assign Collector B to a limited number of customers
- Assign Collector B to backup Collector A to cover for them when they're out sick or on vacation

Now let's see how to do these tasks.

Reassign All Customers from One Collector to Another

As per the example here are the steps to reassign all of Collector B customers to Collector A.

1. On your Collections homepage, click Manage Resources.
2. From the Collectors table, select Collector B and click **Reassign Collector** button.
3. This brings up the Reassign Collector window. Search for Collector A and click **OK** button.
4. Click the **Save** button.

   You will see that Collector A now has all of the customers originally assigned to Collector B.

Reassign Selected Customers to Another Collector

As per the example here are the steps to reassign Collector B to a limited number of customers:

1. In Manage Resources, from the Collectors table, select Collector B.
2. From the list of Customers in Customers table, multi select two or more customers.
3. Click **Reassign Customer**.
4. The Reassign Customer window appears. Search for Collector A and click the **OK** button.
5. Click the **Save** button.

   You will see that Collector A now has the two customers you reassigned from Collector B.

Assign a Backup Collector

As per the example here are the steps to backup assign Collector B as a backup for Collector A :

1. In Manage Resources, from the Collectors table, select Collector A.
2. Go to the Backup Collectors section.
3. Click the New icon.
4. Select Collector B in the Backup Collector field and enter the Start Date. Note: You also have an option to select the end date of backup collector.
5. Select Yes to enable the backup collector.
6. Click the **Save** button.

   Once this backup collector signs into the application they have the ability to access any customer currently assigned to the primary collector.

Related Topics

- Overview of Collections Manager Dashboard

Manage Promise to Pay

Promise to Pay

You can use Promise to pay if a delinquent customer is unable to make the payment immediately or plans to send the payment later.

Promise to pay can help you track if the customer has made the payment by the committed date or not. You can use status of promise to pay to track the payment, and resolve the delinquent account if the customer has already made the payment.

Here's what you can do Promise to Pay:

- record a payment commitment and schedule a promise to pay date
- apply promise to pay for multiple delinquent transactions at the same time
- review the outstanding customer account transactions

You can see these three tables in Promise to Pay section:

- **Selected Transactions**: You can view all the transactions for Promise to Pay here.
- **Transaction Details**: You can view the Status, State, Amount promised, and Promise date details of all the Promise to Pay transactions here.
- **Mass Promise**: You can find all the transactions for which the customer has committed to make full payment here.

Manage Promise to Pay

You can do multiple tasks to manage the promise to pay, like these:

- **Track the Payment**: You can automatically track all the expected payments with its due date.
- **Update promise state and status**: You can schedule the promise in IEX: the Promise Reconciliation concurrent program, to update the promise information daily. Remember that you need to schedule this program after cash has been applied to open transactions. The system verifies all the reconciled payments against open promises and displays the updated promise state and status in your Work Area.
- **Mass Transactions**: You can make mass Promise to Pay transactions for multiple delinquent customers at a time. You need to enter only the full payment amount for mass transactions.
- **Cancel a Promise**: There are times when the customer has made a promise in error. Not a problem, you can always cancel the promise prior to the Promise due date. Promise to Pay Status

Promise to Pay Status

During the process of Promise to Pay, the transaction can have three different statuses. Lets understand what's the result of each status:

Status	Result
Canceled	The Promise is invalid, as was entered in error.
Collectible	The Promise has reached the committed payment date.
Fulfilled	The Promise amount is paid on committed date.

Promise to Pay State

The state of Promise to Pay tells you about the overall standing of the promise by the delinquent customer. Lets understand what these states signifies:

State	Result
Promise	View the Promise details with the payment amount and the promised dates.
Broken	The payment isn't made on the committed date.

Related Topics

- When does the customer account get updated with the promise to pay information?
- Create Promise to Pay

Create Promise to Pay

These examples illustrate how to create promise to pay.

Let's create a promise to pay for a single transaction for a partial amount of the balance and another mass promise to pay for all transaction that are 60 days past due.

Create Promise to Pay Request for Single Transaction

You can create Promise to Pay request for either full amount or partial amount. Remember that you can enter partial amounts for only single transaction at a time. Here are the steps to create Promise to Pay request for single transaction:

1. Search for the customer account to retrieve the outstanding transactions.
2. From the Transaction tab, select the single transaction that is 30 days past due.
3. Click the **Promise** button.
4. Click Add row icon.
5. Enter the Promise Date. *Note: You can only enter a future date. You can limit this date from the preferences setup.*
6. In Promise Amount field, enter a partial or full amount of the transaction.
7. Optionally, select the preferred Payment Method. *Note: Only credit cards and automatic fund transfers can be accepted for immediate payment.*
8. Click Submit.

Promise to Pay Details for Multiple Transactions

You can create Promise to Pay request for only full amount. Remember that you can't enter partial amounts for mass promise to pay transactions. Here are the steps to create Promise to Pay request for multiple transactions at a time:

1. Search for the customer account to retrieve the outstanding transactions.
2. From the Transaction tab, select multiple transactions that are 60 days past due.
3. Click the **Promise** button.
4. Click Add row icon.
5. Enter the upon Promise Date. *Note: You can only enter a future date. You can limit this date from the preferences setup.*
6. By default, the full Promise Amount is displayed.
7. Optionally, select the preferred Payment Method. *Note: Only credit cards and automatic fund transfers can be accepted for immediate payment.*
8. Click Submit.

Related Topics

- Promise to Pay
- When does the customer account get updated with the promise to pay information?

FAQs for Manage Promise to Pay

When does the customer account get updated with the promise to pay information?

Here's when a customer account gets updated with the promise to pay information:

- Whenever the promise to pay request is submitted it's immediately recorded and updated.

Note: You can configure an automatic confirmation letter sent to you for every submitted promise to pay request.

- Whenever you run Promise Reconciliation program. You can assign the promise to pay request status as Fulfilled or Broken based on the promise date.

Manage Strategy

Collections Task

A collections task is an activity performed under a strategy. A strategy consists of sequence of grouped tasks which help you to complete a collection process. You can view all your tasks and task details in Strategy tab.

Advantages

Here are few advantages of Tasks:

- You can configure tasks that are unique to your business, group tasks into a strategy, and apply the strategy based on each customer's collection risk score.
- You can assign the tasks directly to yourself or to others based on the group of customers delegated for collection.
- You can configure these tasks manually or automatically.

How You Create a Task

Here's how you can create a task:

1. Set a before or after time to start the next task.

   Lets say, you want to allow five days to a customer after sending a polite reminder and before scheduling a follow up phone call task. To create the follow up phone call task, set the task to execute as: How long will the strategy wait until it executes this task and set the wait for period as 5 days.
2. Add wait time after the task is completed.

   Specify if the task is optional. If you don't complete the optional task, it is closed automatically at the end of the wait time. This way the strategy gets free to start the next task.
3. If a task isn't completed on time, you can escalate it to your manager.

   Remember that you can only escalate the manual tasks.

Task Status

When you run the Strategy Management program, the status for each task gets updated. Here's what each task status means:

- To Be Created: Task isn't created yet.
- **Open**: Work in progress
- **Skip**: Task was skipped
- **Time-out**: The task wasn't assigned before wait time
- **In Error**: Problem occurred while sending out correspondence
- **Closed**: There's no need to perform this task as customer has already paid
- **Canceled**: Strategy switched, there is no need to perform the task
- **Complete**: Task is performed

> **Note:** If an automatic strategy task for Dunning Letters is set and is in the Open status, it means that the Send Dunning Letters process is already scheduled. Canceling the task in progress will not stop the process of sending letters.

FAQs for Manage Strategy

What's a Collections method set?

A Collections method set is used to identify the default values to insure that no errors occur when you process the strategies. Here's the list of default values:

- Collections Method
- Default Collector
- Default Strategy
- Strategy Grace Period Days
- Processing data at the Common Set or by Business Unit

How can I assign a strategy to a customer?

Strategies are assigned automatically when the Strategy Management program is executed. However, you also have option to manually change the customer's strategy.

To change a customer's strategy manually, go to the Profile tab and click on the Strategy sub tab. Apart from changing the strategy, you can also add, remove, and reassign the tasks associated to the strategy.

How do scoring engines and strategies work together?

Scoring formulas contain data points which are used to score your customers for their capability of making payment. Based on the customers score generated by the scoring formula, you can associate a strategy to it.

Suppose you have a scoring formula configured to check for overdue transactions. All the transactions which are above 60 days overdue receive a score of 40. So now for any transaction that has scored 40, you can assign a strategy, like as first task you may direct the collector to contact the customer by phone.

Collections Metrics

Collections Effectiveness Index Metrics

Using Collections' effectiveness metrics you can measure and view the performance of your collections activities at various levels.

It provides you industry standard formulas to measure and calculate these metrics' for collection performance. The result of these calculations are displayed in percentage to measure the effectiveness of your collection efforts over time. The closer is your percentage to 100 the more effective is your collection effort.

You can accurately measure the effectiveness of your collection process, amount collected and the amount yet to be collected, and evaluate the individuals, subgroups, and overall groups.

Now, let's understand the Metric parameters:

- **Metrics Common Currency**: This is the default currency used for reporting. You can define this in Collections Preferences.
- **Inception Date**: This is the date from which your customer balance is calculated. You can't calculate any balance before the inception date. You can set the Inception Date from the Collections Preferences. Remember that when you start calculating metrics for the first time, any unpaid open transaction before the Inception Date, becomes the starting balance for the Inception Date.

  For example: If a customer has open transactions in calendar year 2012 totaling 100,000 USD and the inception date is set to January 1, 2013. Then the beginning balance for the customer on January 1, 2013 will be 100,000 USD.
- **Activity Date**: The activity date drives what bucket of time the document is grouped into your metrics. Each document has a corresponding activity date, documents include:
  - invoices
  - receipt application
  - credit memos
  - adjustments
  - unapplied receipts

  The activity date is typically the accounting date of the document. You can calculate the balances and metrics from the current time going backward to the inception date based on the activity dates of the corresponding documents.

Now lets look at few formulas for metric Calculations:

Calculate Collection Effectiveness Index

Using Collection Effectiveness Index (CEI) you can accurately measure the collection effectiveness, amounts to be collected, and the amount actually collected. You can use this metric to evaluate individuals, subgroups, and overall groups.

(Beginning Balance + Credit Sales minus Ending Balance) / N / (Beginning Balance + Credit Sales minus Current Receivables) / N * 100.

Where N = number of days in the period.

Current Receivables= the current amount of receivables transactions which isn't in dispute or due from past.

Calculate Percent Current and Percent Over 90 Days Delinquent

Percent Current = Current Receivables / Ending balance * 100.

Percent Over 90 Days Delinquent = Receivables greater than 90 days Overdue / Ending balance * 100.

Calculate Over 90 Days Delinquent

The over 90 days delinquent is the total amount that's past 90 days due.

Calculate Beginning Balance and Ending Balance

Beginning Balance = Total outstanding open receivables at the beginning of the period.

Ending Balance = Total outstanding open receivables at the end of the period.

Calculate Credit Sales

Revenues generated by an entity that it allowed to the customers on credit, less all sales returns and sales allowances.

Related Topics

- Promise Metrics
- Days Sales Outstanding
- How You Calculate Weighted Average Metrics
- What's a metric?
- Guidelines for Setting Up Collections Preferences

Days Sales Outstanding

Using the formulated metrics of Advanced Collections you can calculate the Days Sales Outstanding (DSO).

Let's understand Days Sales Outstanding using an example.

Here we have 5 metrics related to Days Sales Outstanding. We will look at few formulas with sample calculations.

Scenario

As a Collections Manager you need to understand the Days Sales Outstanding metrics and use the analytics to make decisions. Say the date of the calculation is October 1, 2011. This table displays the receivables data used for each of the calculations.

Date of Invoice	Aging Bucket	Dollars in Bucket	Credit Sales in Period
9/28/11	Current	3,000 USD	5,000 USD
8/28/11	1-30 days past due	3,000 USD	6,000 USD
7/28/11	31-60 days past due	2,000 USD	5,000 USD
Total Open Receivables	NA	8,000 USD	16,000 USD

Calculating Various Days Sales Outstanding (DSO)

Let's look at some examples with formulas to calculate each of the Days Sales Outstanding (DSO) metrics:

DSO

In this example you can see, how to calculate the (aggregate) average time, in days, for which the receivables are outstanding. This will help you to determine if a change in receivables is due to a change in sales, selling terms, or other factors.

You can compare the days' sales outstanding with the company's credit terms to understand how efficiently your company manages its receivables.

If DSO = Ending Balance * N / Credit Sales, where N = Number of days in the period.

then as per the data shown in the table, the 3rd Quarter DSO = ($8,000 / $16,000) x 91 = 45.5 days DSO

True DSO

You can calculate DSO using an average balance over the period rather than Ending Balance snapshot.

Number of days from invoice date to reporting date x (invoice amount/net credit sales for the month in which the sale occurred) = True DSO per invoice

The sum of True DSO for all open invoices = True DSO per total accounts receivable. True DSO = (Beginning Balance + Ending Balance / 2) * N / Credit Sales. For example:

September Invoice = ($3,000 / $5,000) x 2 = 1.2 days

August Invoice = ($3,000 / $6,000) x 33 = 16.5 days

July Invoice = ($2,000 / $5,000) x 64 = 25.6 days

Sum of True DSO for all open invoices = True DSO per total accounts receivable

1.2 + 16.5 + 25.6 = 43.3 True DSO

Best Possible DSO

In this example you can see, how to calculate the best possible level of receivables. You can use Best Possible DSO only at the current receivables to calculate the best length of time you can turn over those receivables.

Best Possible DSO = Current Receivables * N / Credit Sales

For example, the calculation based on the earlier data: ($3,000 / $16,000) x 91 = 17 days Best Possible DSO.

Sales Weighted DSO

In this example you can see, how to calculate the (aggregate) average time, in days, for which the receivables are outstanding weighted by the age of the receivables.

Sales Weighted DSO = ((Current Age Category / Credit Sales of Current Period) + (1 to 30 Day Age Category / Credit Sales of Prior Period) + (31 to 60 Day Age Category / Credit Sales of 2nd Prior Period) + (61 to 90 Day Age Category / Credit Sales of 3rd Prior Period) + (91 to 120 Day Age Category / Credit Sales of 4th Prior Period)) x 30

(($3,000 / $5,000) + ($3000 / $5,000) + ($2,000 / $6,000)) x 30 = (0.6 + 0.5 + 0.4) x 30 = 45 days Sales Weighted DSO.

Average Days Delinquent

In this example you can see, how to calculate the average time from the invoice due date to the paid date, or the average days invoices are past due in days.

Average Days Delinquent = Standard DSO - Best Possible DSO.

45.5 DSO - 17 BPDSO = 28.5 average days delinquent

Related Topics

- Collections Effectiveness Index Metrics
- Overview of Collections Manager Dashboard
- How You Calculate Weighted Average Metrics
- What's a metric?

How You Calculate Weighted Average Metrics

Here's how you can calculate various weighted average metrics:

Weighted Average Terms

You can calculates the Weighted Average Terms of the customer, which is the average number of days allowed for a customer before payment is due. This is weighted according to the item amount. This calculation is based on your customer's due date of the installment and the terms offered. You can only include the closed and fully paid transactions of your customers.

You can impose limits on the number of days allowed to a customer to make the payment with multiple payment terms. Based on which you can either request for immediate payment or offer terms such as:

- NET 30
- 30 / 60 / 90

These terms imply the credit health of your customer. In general, more favorable terms are offered to credit worthy customers and less favorable to customers at risk.

Formula:

Sum (Original Amount Due *Terms) / Sum (Original Amount Due).

Weighted Average Days Late

You can calculate the average days late weighted for a closed invoice amount with at least one late payment. Days late are the number of days between the due date and the accounting date of the item activity that closed the item.

For example: The Weighted Average Days Late calculation informs you that your customer pays on average, 5 days late. However, that number is more meaningful when you know that the customer had an average of 25 days to make payments.

Formula:

Sum (Amount Due Remaining * Days Late) / Sum (Original Amount Due).

Weighted Average Days Paid

Weighted Average Days Paid is the number of days a customer takes to make payments. The average is weighted by the payment amount, on the assumption that a larger payment is more significant than a smaller payment.

For example: The weighted average terms are 25, plus the Weighted Average Days Late is 5. This means that your customer pays an average of 30 days from the invoice date. The 25 days that were allowed plus the 5 extra days taken.

Formula:

(Sum (Date Paid - Invoice Date) x Amount Paid) / Total Payments.

The following table provides an example:

Invoice or Receipt Number	Amount	Due or General Ledger Date	Days Late	Calculation
Invoice 1	1000 USD	7/01/2012	NA	NA
Receipt 1	1000 USD	7/25/2012	24	24 x 1000 = 24,000 weighted
Invoice 2	20 USD	8/31/2012	NA	NA
Receipt 2	15 USD	1/01/2011	123	123 x 15 (partial payment) = 1,845 weighted

- 24,000 + 1,845 = 25,845 total weighted days.
- 21,000 + 15 = 1,015 USD total receipts.
- Weighted Average Days Late: 25,845 / 1,015 = 25.

Related Topics

- What's a metric?
- Collections Effectiveness Index Metrics
- Days Sales Outstanding
- Promise Metrics

Promise Metrics

You can measure your customer's promises in nominal and currency terms. Here are the formulated metrics for Promises:

- Broken Promise Amount
- Broken Promise Count
- Broken Promise Percent
- Broken Promise Amount Percent
- Promise Amount
- Promise Count

Let's understand these metrics with an example:

Scenario

Say you're discussing the outstanding transactions with your customer. Your customer said that they're willing to pay for 10 of their transactions on an agreed upon date. So, you created 10 promises with total transaction amount of 1,000 USD due on the promised date. Your customer fails to make payment of 700 USD on the promised due date for 5 of the transactions. Now, here's what the table will show as the metric result for the customer:

Promise Metric	Resulting Value
Promise Count	10
Promise Amount	1000 USD
Broken Promise Count	5
Broken Promise Percent	50%
Broken Promise Amount	700 USD
Broken Promise Amount Percent	70%

Related Topics

- Promise to Pay
- When does the customer account get updated with the promise to pay information?
- Create Promise to Pay

FAQs for Collections Metrics

What's a metric?

You can use metrics to measure and view the performance of your collections activities at various levels. It provides you industry standard formulas to measure and calculate these metrics' for collection performance.

You can use these metrics to score and assess your customers for their delinquent transactions.

Here are some of the things you can do using these metrics:

- understand the health of your outstanding receivables
- increase the efficiency of your collections organization
- expose potential problem areas where you can apply more collections resources
- change collections strategies based on the results

Related Topics

- Collections Effectiveness Index Metrics
- How You Calculate Weighted Average Metrics
- Days Sales Outstanding
- Promise Metrics

Manage Case Folder

Manage Case Folder

You can group related transactions using case folder. These transactions can typically have a common attribute, such as: a bill-to customer, which is used by a collector to take action during the collections cycle.

Things to Remember

Here are some things to remember to create a case folder:

- Transactions need to be in same currency.
- Transactions need to belong to same case.
- Transactions must belong to same Bill-to Customer, however you may have transactions from different Sold-to Customers.
- Transactions need to be from the class of Invoice, Debit Memo, or Chargeback. You can't create a case folder for the class of credit memos, adjustments or receipts.
- Case Folder Status can only be Open or Closed.

Create a Case Folder

Here are the steps to create a case folder:

1. Click the specific Customer.
2. Go to the Transaction tab.
3. Review and select the list of transactions you want to group in the case folder.
4. From Actions menu click **Create Case Folder** button. The Case folder status is displayed as Open and a case number is assigned automatically.
5. You can optionally select the Case Type and enter Comments.
6. Once all required details are entered, click Save.

Actions taken on Case Folder

Once the case folder is created, you can take these actions on the folder:

- **Make Payment**: Here's how you can make payment for all the grouped transaction in the case folder at a time:
    a. Click **Pay** button.
    b. Enter the full or partial Payment Amount.

c. Select the Payment Method and Site.
d. Click Submit.

- **Promise to Pay**: You can only make promise to pay the full amount of transaction. Here's how you can make promise to pay for all the grouped transaction at a time:

  a. Click **Promise** button.
  b. Enter the Promise Date.
  c. Click Submit.

- **Create Notes:** Notes are associated to the case folder and not to the individual transaction. Here's how you can create notes for the case folder:

  a. In the Notes section, click create.
  b. Enter the Promise Date.
  c. Select the note Type and enter the note text.
  d. Click Save and Close.

Edit a Case Folder

You can make the these edits to a case folder:

- **Add Transactions**: Select one or more transactions from the transaction list to add to the case folder.
- **Remove Transactions**: Select the case folder containing the transactions and remove one or more transactions.

  > **Note:** Transactions in the case folder having a collectible or open promise are canceled for the entire group when adding or removing one or more transactions. The recommendation is to enter a new promise for the case folder.

- **Create a Promise**: Click the Promise button. Enter one or more transactions numbers to create the promise or promises. Enter the date of the promise.
- **Update a Promise**: Click the Promise button, update the promise date.
- **Pay Case**: Click the Pay button. Select the transaction or transactions to be paid. Select the payment method and amount to be paid. You can make partial payments on the transactions.

  > **Note:** Cloud customers can make EFT (Electronic Fund Transfers) as the method of payment. Credit card services are available only in the data centers where Fusion Applications Payments module is compliant with the Payment Card Industry Data Security Standard (PCI DSS v3.2.1).

FAQs for Manage Case Folder

What's a case folder?

You can create case folders to logically group related transactions. Using case folders you can perform collection activities on the entire group at a time. You can apply payment, create promises, and provide additional information about the case folder.

This increases your collections efficiency by saving time and effort on customers that have a large number of similar invoices.

Restrictions for creating and editing a case folder

Here are certain restrictions for creating and editing a case folder:

- transaction types added to a case folder.
- adding or removing one or more transactions to a case folder.

Reports for Manage Advanced Collections

Oracle Fusion Advanced Collections Predefined Reports

You can generate some predefined reports that can be used in various stages throughout the collections process.

How to schedule a report?

You can schedule a report from your Scheduled Process Work area and Reports and Analytics Work area.

- **Schedule a report from Scheduled process work area**:
  On the Navigator, click on Tools and then click Scheduled Processes to Schedule a report.
- **Schedule a report from Reports and Analytics Work Area**:
  On Navigator, click on Tools and then click on Reports and Analytics work area
  or,
  Click the Reports and Analytics link on Oracle Business Intelligence Catalog.

You can create various predefined reports based these areas:

- Aging
- Dunning
- Promises

Aging Reports

Here are the three types of predefined aging reports:

Report Name	Description	Parameters (*Required)
Aging By Common Currency	You can translate all your open transaction into a common currency based on the seven bucket aging method.	• *Currency Conversion Type • *Targeted Currency • Business Unit • From Customer Name • To Customer Name • As-of Account Date

Report Name	Description	Parameters (*Required)
		• *Aging Bucket Method • Show Open Credits
Collections Aging 4 Bucket Report	You can view your customer's open transaction information based on the four bucket aging method.	• *Business Unit • From Customer Account • To Customer Account • From Customer Name • To Customer Name • *Order By • *Report Summary • *Aging Bucket Method • *Report Format • *Show Open Credits • As-of General Ledger Date • From Balance Due • To Balance Due • *Show Receipts At Risk
Collections Aging by Collector 7 Bucket Report	You can view your customer's open transaction information by collector based on the seven bucket aging method.	• *Business Unit • From Customer Account • To Customer Account • From Customer Name • To Customer Name • *Order By • *Report Summary • *Aging Bucket Method • *Report Format • Show Open Credits • As-of Accounting • Date • From Balance Due • To Balance Due • *Show Receipts At Risk • From Collector Name • To Collector Name

Dunning Report

Here is the predefined dunning report:

Report Name	Description	Parameters (*Required)
Validate Customer Dunning Setup Report	Displays customer dunning setup issues and provides solution.	• *Business Unit • *Business Level • *Show Errors Only • From Customer Name • To Customer Name • From Customer Account • To Customer Account

Promises Report

Here is the predefined promise report:

Report Name	Description	Parameters (*Required)
Promise Reconciliation Report	Displays promise information by collector and is based on payments received and the promise status.	• Business Unit • *From Date • *To Date • *Currency • State • Status • *Report Format • Collector Name

How to run a predefined report?

Here are the steps to run a predefined reports:

1. Navigate to the Scheduled Processes work area.
2. Click the **Schedule New Process** button.
3. Search the Process Name.
4. Enter the required parameters of the process.
5. Enter the applicable process options and schedule.
6. Click Submit.

Related Topics

- Reporting and Analytics: Overview of Analyses, Dashboards, Reports, and Infolets
- Data Structure for Analytics
- How You Create and Edit Reports

Aging Reports

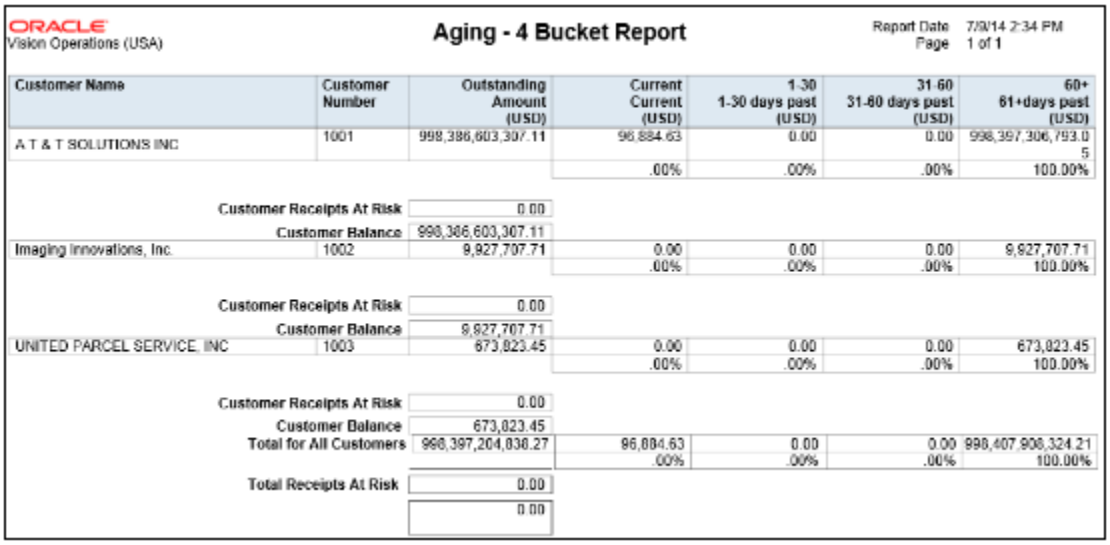
Using collections aging reports you can list your customer's open transactions information which can help you in creating collection strategies and tasks.You can view all your customer's open transactions based on the aging buckets you have defined.

Here are the types of aging report you can create:

Aging 4 Bucket Report

In this report, you can view your customer's open transaction information based on the four bucket aging method.

This image shows a sample of Collections Aging 4 Bucket Report.



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Vision Operations (USA)

Aging - 4 Bucket Report

Report Date 7/9/14 2:34 PM
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Customer Name	Customer Number	Outstanding Amount (USD)	Current Current (USD)	1-30 1-30 days past (USD)	31-60 31-60 days past (USD)	60+ 61+days past (USD)
A T & T SOLUTIONS INC	1001	998,386,603,307.11	96,884.63	0.00	0.00	998,397,306,793.05
			.00%	.00%	.00%	100.00%
Customer Receipts At Risk		0.00				
Customer Balance		998,386,603,307.11				
Imaging Innovations, Inc.	1002	9,927,707.71	0.00	0.00	0.00	9,927,707.71
			.00%	.00%	.00%	100.00%
Customer Receipts At Risk		0.00				
Customer Balance		9,927,707.71				
UNITED PARCEL SERVICE, INC	1003	673,823.45	0.00	0.00	0.00	673,823.45
			.00%	.00%	.00%	100.00%
Customer Receipts At Risk		0.00				
Customer Balance		673,823.45				
Total for All Customers		998,397,204,836.27	96,884.63	0.00	0.00	998,407,908,324.21
			.00%	.00%	.00%	100.00%
Total Receipts At Risk		0.00				
		0.00				

Report Parameters

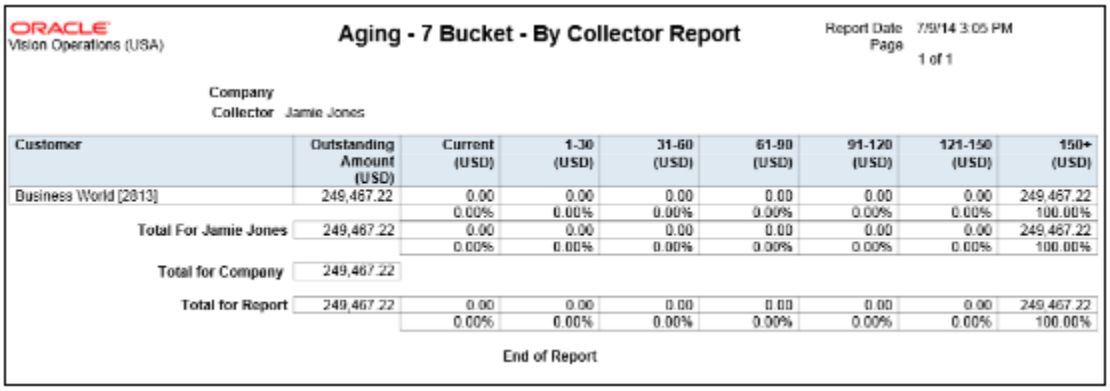
This table shows all the required parameters for creating Collections Aging 4 Bucket Report:

Parameter Name	Description
Aging Bucket Method	Either Staged or Aged, based on your company setup.
Order By	Select by Customer or Transaction Type.
Report Summary	Yes to display in summary, No to display in detail.
Show Open Credits	Yes or No to display open credits.
Show Receipts At Risk	Yes or No to display receipts at risk.

Aging by Collector 7 Bucket Report

In this report, you can view your customer's open transaction information by collector using the seven bucket aging method.

This image shows a sample of Collections Aging by Collector 7 Bucket Report.



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Aging - 7 Bucket - By Collector Report

Report Date 7/9/14 3:05 PM
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Company
Collector Jamie Jones

Customer	Outstanding Amount (USD)	Current (USD)	1-30 (USD)	31-60 (USD)	61-90 (USD)	91-120 (USD)	121-150 (USD)	150+ (USD)
Business World [2813]	249,467.22	0.00	0.00	0.00	0.00	0.00	0.00	249,467.22
		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Total For Jamie Jones	249,467.22	0.00	0.00	0.00	0.00	0.00	0.00	249,467.22
		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Total for Company	249,467.22							
Total for Report	249,467.22	0.00	0.00	0.00	0.00	0.00	0.00	249,467.22
		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%

End of Report

Report Parameters

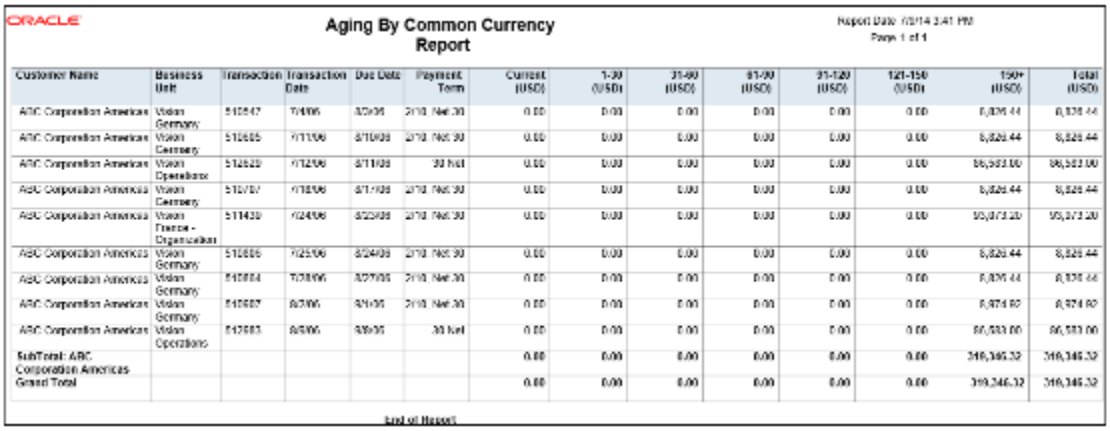
This table shows all the required parameters for creating Collections Aging by Collector 7 Bucket Report:

Parameter Name	Description
Aging Bucket Method	Either Staged or Aged, based on your company setup.
As-of Accounting Date	Period start date for the report.
Order By	Select by Customer or Transaction Type.
Report Format	Select the format such as HTML, PDF, or Excel.
Report Summary	Yes to display in summary, No to display in detail.

Aging by Common Currency Report

In this report, you can view all open transaction information converted to one common currency for all Business Units or a specific Business Unit.

This image shows a sample of Aging by Common Currency Report


Aging By Common Currency Report

Report Date: 7/3/14 3:41 PM
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Customer Name	Business Unit	Transaction	Transaction Date	Due Date	Payment Term	Current (USD)	1-30 (USD)	31-60 (USD)	61-90 (USD)	91-120 (USD)	121-150 (USD)	150+ (USD)	Total (USD)
ABC Corporation American	Vision Germany	510647	7/4/06	8/3/06	2/10 Net 30	0.00	0.00	0.00	0.00	0.00	0.00	8,826.44	8,826.44
ABC Corporation American	Vision Germany	510665	7/11/06	8/10/06	2/10 Net 30	0.00	0.00	0.00	0.00	0.00	0.00	8,826.44	8,826.44
ABC Corporation American	Vision Operations	510620	7/12/06	8/11/06	30 Net	0.00	0.00	0.00	0.00	0.00	0.00	86,583.00	86,583.00
ABC Corporation American	Vision Germany	510707	7/18/06	8/17/06	2/10 Net 30	0.00	0.00	0.00	0.00	0.00	0.00	8,826.44	8,826.44
ABC Corporation American	Vision France - Organization	511439	7/24/06	8/23/06	2/10 Net 30	0.00	0.00	0.00	0.00	0.00	0.00	95,073.20	95,073.20
ABC Corporation American	Vision Germany	510885	7/25/06	8/24/06	2/10 Net 30	0.00	0.00	0.00	0.00	0.00	0.00	8,826.44	8,826.44
ABC Corporation American	Vision Germany	510884	7/28/06	8/27/06	2/10 Net 30	0.00	0.00	0.00	0.00	0.00	0.00	8,826.44	8,826.44
ABC Corporation American	Vision Germany	510887	8/3/06	9/2/06	2/10 Net 30	0.00	0.00	0.00	0.00	0.00	0.00	8,826.44	8,826.44
ABC Corporation American	Vision Operations	510883	8/3/06	9/2/06	30 Net	0.00	0.00	0.00	0.00	0.00	0.00	86,583.00	86,583.00
SubTotal: ABC Corporation American						0.00	0.00	0.00	0.00	0.00	0.00	346,346.32	346,346.32
Grand Total						0.00	0.00	0.00	0.00	0.00	0.00	346,346.32	346,346.32

End of Report

Report Parameters

This table shows all the required parameters for creating Aging by Common Currency Report:

Name	Description
Targeted Currency	The currency you want displayed in the report. The default is USD.
Aging Bucket Method	Either Staged or Aged based on setup.

Frequently Asked Questions

This table lists some frequently asked questions about the aging reports.

FAQ	Answers
Where can I find these reports?	On the Navigator menu click on the Scheduled Processes work area to schedule and run these reports.
Who uses these reports?	• Financial Manager • Financial Specialist
When do I use these reports?	You can use these reports to: • Review aging typically on a daily or weekly basis. • Understand the aging and risk exposure of outstanding receivables.
What can I do with these reports?	Use these reports to formulate strategies with task or tasks to collect on outstanding delinquent customers.
What type of reports are these?	Oracle Business Intelligence Publisher

Related Topics

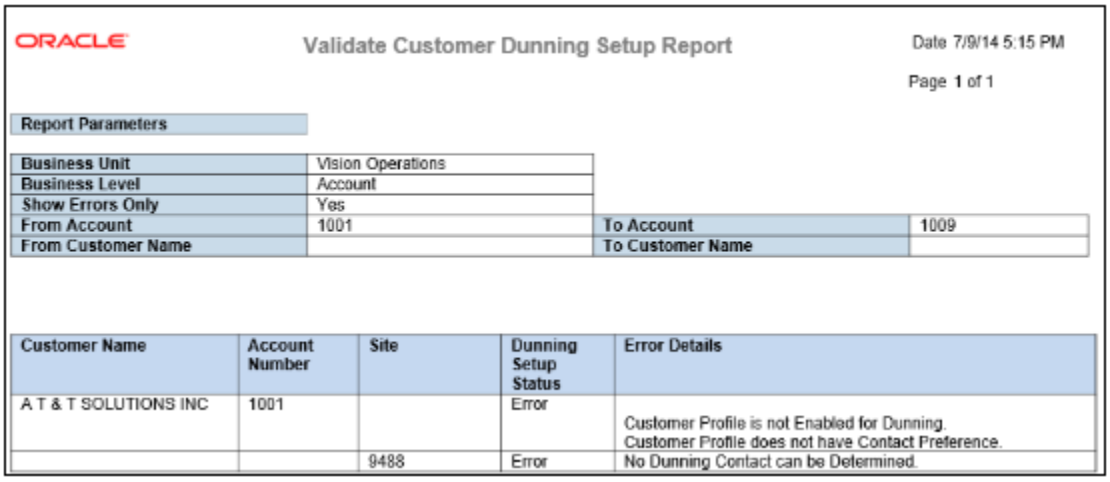
- Promise Reconciliation Report
- Collections Task
- Aging Methods
- Collections Strategies
- Processing Strategies

Validate Customer Dunning Setup Report

In the Validate Customer Dunning Setup Report you can view all the dunning setup issues of your customers. You can use this report to verify and identify gaps of dunning configurations.

For example the report can display missing customer e-mail, fax, or contact name. This report only shows those customers who have open transactions.

This image shows a sample of Validate Customer Dunning Setup Report



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Validate Customer Dunning Setup Report

Date 7/9/14 5:15 PM

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Report Parameters

Business Unit	Vision Operations		
Business Level	Account		
Show Errors Only	Yes		
From Account	1001	To Account	1009
From Customer Name		To Customer Name	

Customer Name	Account Number	Site	Dunning Setup Status	Error Details
A T & T SOLUTIONS INC	1001		Error	Customer Profile is not Enabled for Dunning. Customer Profile does not have Contact Preference.
		9488	Error	No Dunning Contact can be Determined.

Report Parameters

This table shows all the required parameters for creating Validate Customer Dunning Setup Report.

Name	Description
Business Unit	Select the appropriate business unit.
From Collector Name	Starting range of collectors.
To Collector Name	Ending range of collectors.
From Customer Account	Starting range of customer accounts.

Name	Description
To Customer Account	Ending range of customer accounts.
From Customer Name	Starting range of customer names.
To Customer Name	Ending range of customer names.

Frequently Asked Questions

This table lists some frequently asked questions about the Validate Customer Dunning Setup Report.

FAQ	Answers
Where can I find this report?	On the Navigator menu click on the Scheduled Processes work area to schedule and run these reports.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	You can use this report when configuring your dunning setups for customers, accounts, or by collector.
What can I do with this report?	Use this report to validate and identify gaps in the dunning setup for customer, accounts, or by collector.
What type of report is this?	Oracle Business Intelligence Publisher

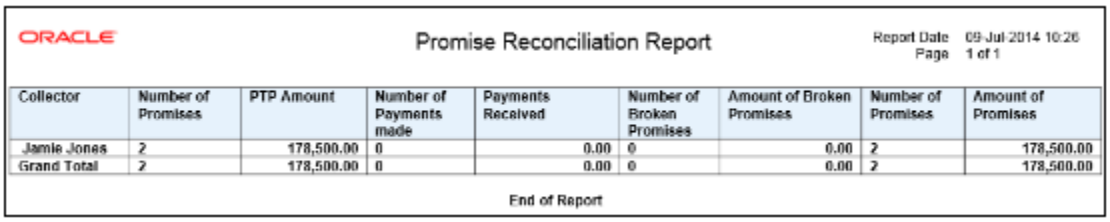
Related Topics

- Why did my Dunning Process end in Error?
- Collections Confirmation Notices

Promise Reconciliation Report

In Collections Promise Reconciliation Report you can view all the promise details of each collector based on business unit and date range. You can use this report to reconcile promises to pay with broken promises.

This image shows a sample of Collections Promise Reconciliation Report:



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Promise Reconciliation Report

Report Date 09-Jul-2014 10:26
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Collector	Number of Promises	PTP Amount	Number of Payments made	Payments Received	Number of Broken Promises	Amount of Broken Promises	Number of Promises	Amount of Promises
Jamie Jones	2	178,500.00	0	0.00	0	0.00	2	178,500.00
Grand Total	2	178,500.00	0	0.00	0	0.00	2	178,500.00

End of Report

Report Parameters

This table shows all the required parameters for creating Collections Promise Reconciliation Report.

Name	Description
Business Unit	Select the appropriate business unit.
Collector Name	Specify by collector if appropriate.
Currency	Select the appropriate currency.
Date From	Starting date range.
Date To	Ending date range
Report Format	Select format such as HTML, PDF, or Excel.

Frequently Asked Questions

This table lists some frequently asked questions about the Collections Promise Reconciliation Report.

FAQ	Answers
Where can I find this report?	On the Navigator menu click on the Scheduled Processes work area to schedule and run these reports.
Who uses this report?	• Financial Manager • Financial Specialist
When do I use this report?	You can use this report to review and keep track of customer promise to pay commitments.
What can I do with this report?	You can track the payment progress of customers who have made promises to pay on their accounts.
What type of report is this?	Oracle Business Intelligence Publisher

Related Topics

- Aging Reports
- Collections Confirmation Notices

10 Manage Bill Management

Overview of Bill Management

Do you frequently do these tasks for your customers?

- Remind the customer to pay bills
- Print and mail their bills
- Identify their outstanding transactions
- Answer questions about their accounts

You can enable your customers to do all these tasks themselves. This self-service approach reduces customer inquiries. You can use Bill Management to handle both Business-to-Business and Business-to-Customer transactions.

Here's what you can do in the application.

- Register and unregister customers
- Review your customer accounts
- View and print transactions
- Dispute transactions
- View transaction's receipt method
- View transaction comments on the dashboard

And, once you register existing customers as external users, here are some tasks that they can do in the application:

- Review accounts
- Make online payments
- Print transactions
- Dispute transactions (if authorized)

Register External Users

Using external user registration, the Collections or Receivables department personnel can register external customer contact(s) and empower them to manage, pay, print and dispute their own transactions. You can register an external user using either Oracle Applications UI or REST API.

Register External Users Using Oracle Application UI

To register customer contacts as external users using application UI:

1. Sign in to Oracle Applications.

2. In the Setup and Maintenance work area, select these options:

   Offering: Financials

   Functional area: Bill Management

   Task: Manage Bill Management Registration
3. Click **Register Users**.
4. Search and select the customer contact.

   > **Note:** You can only register existing contacts of a customer account. Also, you must ensure that the customer contact is saved with the role type as **Contact** to avoid duplication of customer contacts.
5. Click **Register**. Review the customer status. If the status is:

Status	What you need to do
Registering	Wait for a few minutes. If the customer contact gets successfully registered, the status changes to Registered. If not, it changes to Error.
Error	Register your customer contact again.
Registered	That's it! You have completed the registration process. The customer receives emails with the user-name, password, and link to access Bill Management.

Just in case you want to remove the customer, repeat the previous steps and click **Unregister User**. The status for that customer contact changes to Unregistered.

Register External Users Using REST API

Using user registration, the Collections or Receivables department personnel can register external customer contact(s) and empower them to manage, pay, print and dispute their own transactions. Use the billManagementUsers resource to manage the user registrations. You must register a user to Bill Management, search for user records (all accounts) of a particular customer, and search for customer records of a particular user.

Here are the steps to manage user registration using REST API:

1. Create Customer.
2. Create a new contact to the customer with a valid email address.
3. Register User in HCM Via HCM Service.
4. Provide users with Bill Management privilege using the HCM Provisioning Service.
5. Register a user in Bill Management using the BM User Registration Service.
6. Find all user records for the particular customer (all of its accounts/account's site).
7. Get a specific user record for the particular customer account.

The customer contacts that are already associated with a customer account or account's site can only be registered to Bill Management. To register a new external customer contact to Bill Management, you must first create the external customer contact as a contact for an account/account's site using either Collections or Receivables customer management flows.

Related Topics

- Manage Bill Management Users

Select Your Customer Account

You can only access your customer's accounts if the Customer Account Billing Inquiry role or a similar role is assigned to you.

To access your customer's accounts:

1. Sign in to Oracle Applications.
2. From the application dashboard, select **Bill Management**.
3. In the Select Account dialog box, enter the details of the customer account.
4. Click **Search**.
5. Select the customer and click **OK**.

Note: Your customers can just sign in to Bill Management using the link, user ID, and password given to them at the time of registration.

After you or the customer signs in, the steps for reviewing accounts, printing a transaction, and raising a dispute are the same for both of you.

Review Customer Accounts

After you sign in to Oracle Applications and do the prerequisite steps, the Account Overview page opens. Use the Account Overview page to review open transactions and find transactions that require follow-up.

Review transactions on Account Overview

Account Overview displays a list of open transactions for your accounts.

When the enhanced Bill Management experience is enabled, you can:

- Query and filter using any, some, or all available columns.
- Sort the columns as needed.
- Export the query results to Excel for offline analysis.
- Review additional columns, including:
  - PO Number
  - Reference Number
  - Transaction Type
  - Descriptive flexfield attributes

  The infotiles provide a quick summary of transactions made by the customer.

Infotile	What you see
Total	The total number of open transactions that are pending payment for all currencies.
Invoices	○ The total number of printed invoices of open transactions. ○ A pie chart of invoices based on the aging bucket.
Credit Memos	The total number of open receivables credit transactions.
In Dispute	The total number of disputed transactions pending approval.

> **Tip:** If you filter for a customer account and currency, infotiles display the total amount of the open transactions for that currency.

> **Note:** If you can't see the Dispute infotile, then you probably don't have the required permission to raise disputes. Contact your Receivables or Collections Manager.

To view details of a transaction:

a. On the Account Overview page, click the transaction number.
b. Select **View Activities**.

Review transaction history

To see a detailed transaction history for an account:

1. On the Account Overview page, select **Transaction History**.
2. You can also see transactions done during a specific period and when each transaction was fully or partially closed, along with their receipt numbers.

If the enhanced Bill Management experience isn't enabled, Account Overview and Transaction History continue to use the traditional experience.

> **Tip:** Don't want to sign in to Bill Management every time you want to review your accounts? Just download the transactions in an XLS file by clicking **Export to Excel**.

Print Transactions

You can't view the invoice and credit memo of a transaction unless you print the transaction from the Receivables application.

You may want a printed copy of your transactions, let's say for maintaining records. To print a transaction again:

1. On the Account Overview page, do one of the following:

- Select the transaction number to open the transaction.
- Select the checkbox against the transaction.

2. Click **Print**.

To print invoices only:

1. On the Account Overview page, select the **Invoice** infotile.
2. Select the invoice number to view a copy of the invoice before printing. You can also select the checkbox against the invoice.
3. Select **Print**.

To print credit memos only:

1. On the Account Overview page, select the **Credit Memos** infotile.
2. Select the credit memo number to view a copy of the credit memo before printing. You can also select the checkbox against the credit memo.
3. Click **Print**.

Print Multiple Transactions

Select multiple transactions on the Account Overview page to print them together. Bill Management creates a ZIP file that contains a separate PDF file for each transaction that can be printed.

Before you start

These points must be considered:

- The `AR_STORE_PRINTED_TRANSACTIONS` lookup code must be enabled under the `AR_FEATURES` lookup type.
- The **Print Receivables Transactions** process must have been run for the applicable business units and transaction range.
- The **Print** option in **Manage Bill Management System Options** must be set to **Allowed** for the applicable business units.

These prerequisites aren't required when you print a single transaction.

For bulk printing:

1. On the Account Overview page, select the transactions that you want to print.
2. Select **Print**.
3. Download the generated ZIP file.

The ZIP file contains an individual PDF file for each selected transaction that meets the bulk-printing prerequisites.

The print log shows:

- The number of transactions selected.
- The number of transactions printed.
- The number of transactions that weren't printed.

A selected transaction isn't included in the ZIP file if it doesn't meet the bulk-printing prerequisites.

Dispute Transactions

If your customer has a problem with the balance or the outstanding amount of a transaction, they can raise a dispute. You can also dispute the transaction on their behalf.

To raise disputes:

1. On the Account Overview page, select the transaction number to open the transaction.
2. Click **Request Credit.**

> **Note:** If you can't see the Request Credit button, you probably don't have the required permission to raise disputes. Contact your Applications Administrator or Security Manager.

3. On the Manage Disputes page, select the applicable dispute section and dispute reason.
4. Click **Submit**.

Make Online Payments

Only registered customers can make online payments.

To make payments:

1. On the Account Overview page, select the transaction. You can pay for multiple transactions simultaneously provided they're of the same currency and same organization.
2. Click **Pay**.
3. Review the transaction details.

> **Note:** You can also modify the amount you want to pay for a transaction in the **Payment** column.

4. Select your bank account. To add a new bank account, select **Add Bank Account** from the list.

> **Note:** You can add a new bank account, but you can't delete the added bank account. If you want to delete any added bank contact, you must contact your Receivables or Collections Manager.

5. Click **Continue**. On successful completion, you get a payment confirmation message on the page.

Additionally, you can configure the next payment date and define the number of future payments using the Manage Bill Management System Options task from the Setup and Maintenance work area.

FAQs for Bill Management

Why can't my customer access Bill Management?

Your customer may not have the security permissions to access Bill Management or their customer accounts. They should check with their supplier's Receivables or Collections Manager to get themselves registered to access Bill Management.

Why can't the customer see the Request Credit button and the Dispute infotile?

If the customer doesn't have the required permission to raise disputes, they won't be able to see the Request Credit button and the Dispute infotile. They can contact their Receivables or Collections Manager to request permission and raise disputes.

Can I register my customer as a single user for multiple customer accounts?

Yes, you can. If you do so, the customer can manage transactions for all those customer accounts.

How can the customer register for Bill Management?

Your customer can't register directly to Bill Management. You must register the customer as an external user.

Related Topics

- Why can't my customer access Bill Management?
- Register External Users

What happens if multiple users are registered for an account?

All registered users can manage transactions for that account.

Related Topics

- Register External Users

How do I view and download customer balance forward bills

You can view and download customer balance forward bills from the Balance Forward Bills infotile on the Account Overview page.

Perform these steps:

1. On the Account Overview page, select the **Balance Forward Bills** infotile.
2. Click the bill number to view or download the balance forward bill.