

Oracle Fusion Cloud Financials

Financials Questions and Answers



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1 Questions and Answers

Is there another way to load a control budget without running an integration?

Yes, you can import the budget data directly to Oracle Fusion Cloud using a spreadsheet for Budgetary Control.

How do I import the control budget data from a spreadsheet for Budgetary Control?

You can access the spreadsheet from the Budgetary Control Dashboard using the Enter Budgets in Spreadsheet task in the Budgetary Control work area. Always retrieve a new spreadsheet to obtain a unique budget entry name for each budget entry.

If you revise budget, you can pre-populate the spreadsheet by retrieving current budget balances from Budgetary Control.

Whether the spreadsheet is pre-populated with current budget or not, you can add new rows using the Insert Sheet Row action in MS Excel.

If you enter budget in a new row, you can select segment values by double-clicking in the segment value cells or manually type in the segment values.

You must enter budget data at the budget account of the control budget segments. When there is a tree defined for the budget segment, the labeled parent must be used. Use the File-Based Data Import when your budget account balances are at a more detail level and the amounts roll up to a budget account.

You have these two options to enter budget amounts on the Enter Budget Spreadsheet.

- New budget or replacement of current budget
- Addition to or subtraction from current budget

Enter Budget by Spreadsheet is independent for Budgetary Control and General Ledger:

- Use the Enter Budgets in the spreadsheet task from the Budgetary Control dashboard
- Use the Create Budgets in Spreadsheet task from the General Accounting dashboard

What's the impact of running the Create Budgetary Control Balances Cube process with the incorrect budget calendar name and how do I fix it?

These are the impacts:

- Cube Data Mismatch
 - The budgetary control cube will be created based on the incorrect calendar. This can result in:
 - Mismatched periods between budget entries and actual transactions.
 - Errors or inaccuracies in budget availability reporting.
- Budget Control Issues
 - If the incorrect calendar doesn't align with the ledger calendar or the intended budget structure:
 - Funds validation might fail during transactions.
 - Incorrect period definitions could prevent proper budget checks.

CAUTION: You should do the following first in a test environment where you replicate the issue, and then address this in production.

To fix the incorrect budget calendar name, re-run the **Create Budgetary Control Balances Cube** process with the correct budget calendar:

1. Navigate to **Setup and Maintenance > Budgetary Control and Encumbrance Accounting**.
2. Run the **Create Budgetary Control Balances Cube** process.
3. Provide the correct **Budget Calendar Name** in the process parameters.

After rebuilding the cube, verify the setup:

- Check that the periods in the budget calendar align with the ledger calendar.
- Validate budgetary control rules to ensure transactions are checked against the correct periods.

Can I create a custom alert or notification when exceeding user-defined limits in Budgetary Control?

No, there isn't built-in functionality to support this.

An alternative solution would be to create a report that tracks budget accounts under the defined threshold and use the OTBI agent to provide event-driven alerting. You can define a schedule to run the agent, a data condition that determines what the agent does, and the analysis that can be distributed.

When can bank account transfers be canceled?

The cancel operation can be enabled for a bank transfer only if the following conditions are met:

- The transfer status is completed.
- The PPR status isn't in pending review, pending review due to document or validation errors, or information required.
- The payment status is formatted, transmitted, or formatted electronic.
- The external transactions created through this transfer weren't reconciled.

How do I cancel bank account transfers?

You can cancel fund transfers between two internal bank accounts.

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 with that bank transfer are automatically voided.

What's the format of the bank statement SWIFT MT940 that's accepted by Oracle Fusion?

MT940 is a .txt position based format.

How do I change the date format in Oracle Assets?

Use the General Preferences: Regional page of the Set Preferences work area to set your regional preferences. The default values you see for each field on this page are set by your implementers. You can edit these values if required.

To set regional preferences:

1. Click **Navigator > Tools > Set Preferences**.

2. Select your regional preferences:

- Territory
- Date Format
- Time Format
- Number Format
- Currency
- Time Zone

Note: In the Time Zone list, if you see multiple options for a time zone, select the one that matches your daylight saving time. For example, suppose you see both Phoenix and Denver with the same time zone of UTC-07 and the difference is that Denver's time zone will change for daylight saving. If you're in Boulder with UTC-07, which changes with daylight saving, you should use the Denver time zone.

3. Click **Save and Close**.

Can I enable average balance processing after implementation?

During implementation you can convert a standard ledger to an average balance ledger before the first period is opened, or you can convert an average balance ledger to a standard ledger before submitting the accounting configuration.

Can I use the mass retirement feature to perform a unit and cost retirement in the same transaction?

You can't perform both a cost retirement and unit retirement in the same batch using the mass retirement functionality.

However, you can perform both cost and unit retirements in the same batch using these two methods:

- Retire Assets in Spreadsheet task: Click the Retire Assets in Spreadsheet link in the task list to open an ADF desktop integration (ADFdi) spreadsheet. You can enter cost and unit retirement transactions and retire them in the same batch.
- Fixed Asset Mass Retirements Import file-based data import (FBDI) template: In the File-Based Data Import (FBDI) for Financials guide, go to Fixed Asset Mass Retirements Import and click the link to the template.

How do I delete transfers and adjustments from the Assets landing page?

To delete transfer transactions:

1. In the Assets landing page, select the Transfers infotile.
2. Click the **Prepare** button.
3. Download the spreadsheet.
4. Open the spreadsheet and sign in.
5. Set the posting status to **Delete** for the transfer transactions you want to delete.
6. Click **Upload** at the top of the spreadsheet.

If the upload is successful, the transfer no longer appears in the Assets landing page.

To delete adjustment transactions:

1. In the Assets landing page, select the Adjustments infotile.
2. Click the **Prepare** button.
3. Download the spreadsheet.
4. Open the spreadsheet and sign in.
5. Set the posting status to **Delete** for the adjustment transactions you want to delete.
6. Click **Upload** at the top of the spreadsheet.

You can also delete adjustment transactions by selecting the transaction on the Asset landing page and clicking the **Delete** icon.

Using Oracle Fusion Cloud Financials Budgetary Control, is there a budget approval workflow for uploading or transferring a budget?

No, there isn't a native approval workflow for budget uploads or transfers.

When budgets are uploaded, whether through spreadsheets or through the Import Budget process, they're applied directly without an intermediate approval step. Likewise, when budgets are transferred between accounts or cost centers, the application processes these transfers immediately without routing them for approval.

If approvals are required, consider setting up Budget Revisions in Planning and Budgeting Cloud and integrating it with Budgetary Control.

Can the Transaction Code field be increased to exceed 30 characters?

No, the Transaction Code field only accepts up to 30 characters and can't be increased, because this value is stored in the TRX_CODE column in the CE_TRANSACTION_CODES table and the length of this database column is 30 characters.

The Description column can hold up to 240 characters.

Can I update just the account holder name, while keeping the same account number and bank details?

You can use REST API to update the account holder's name.

Since Branch Name is a required field when creating a Bank Account, what can be entered in the Branch Name field when there are no branches in the United States?

The Routing Transit Number can be entered in the Branch Name field.

For the United States, the routing number is a required value to create a bank account. Bank account field values are validated as per the Cash Management application. If you don't want to validate the data, you must select the profile option CE_DISABLE_BANK_VAL as Yes.

When you use Automatic reconciliation through Payment System and Transmission Configuration, and then run the job Process Electronic Bank Statements, does the system accept the .bai2 file format extension?

No. The import process supports bank files with the following file extensions: *.txt, *.dat, *.csv, *.xml, and *.ack.

When multiple payments are included within a single MT103 file, how do you use a separator (\$) to clearly distinguish each individual payment block?

In Oracle Fusion Cloud Applications, the MT103 bank statement format is currently not supported.

The following statement file formats are supported:

- BAI2
- SWIFT MT940
- EDIFACT INSTA
- 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

How do I disable budgetary control at the business unit level?

In the **Manage Budgetary Control** setup task, on the Edit Budgetary Control and Encumbrance Accounting page, uncheck the **Enable Budgetary Control** checkbox in the Business Unit section.

When you try to disable the checkbox, an error message displays indicating that budgetary control will no longer be performed for transactions in the specified business unit and if you wish to continue.

If you enable budgetary control again you will need to reinitialize balances to correct the funds available amounts. However, when you reinitialize balances, transactions may not be fully reserved and the downstream processing of transactions can cause errors.

In the supplier bank account creation, what is the difference between Create an External Bank Account and Assign It to This Payee and Add an Existing External Bank Account to This Payee?

If the bank account is already assigned to another supplier site or another supplier, then you can use the **Add** button to associate it to this supplier.

The application won't allow you to create two records with the same bank account number/bank/branch combination. Therefore, the **Add** button is used to associate existing bank accounts to the supplier.

Can I post a journal with a STAT currency to a closed period?

No. The accounting period must be open. In addition, you can't close a period if there are unposted journals.

Note: Periods that aren't permanently closed can be reopened. Use the Manage Accounting Periods task in the Period Close area to maintain accounting period statuses.

Why can't I see the Create in Spreadsheet button on the Daily Rates tab on the Currency Rates Manager page?

You need the Manage Daily Conversion Rate (GL_MAINTAIN_DAILY_CURRENCY_CONVERSION_RATE_PRIV) privilege to maintain daily rates using the spreadsheet.

What does the application use as the balance for calculating allocation ratios when a balancing segment has multiple STAT currency postings in an accounting period?

When multiple Statistical journals are posted within the same period for the same balancing segment, Oracle General Ledger allocations sums all entries to calculate the net balance.

The allocation ratios are derived based on this cumulative balance, not on the last journal entry posted or the average of multiple entries.

Why is the date placed in service of an asset addition line different from the Payables invoice date?

To ensure the date placed in service of an asset is the same as the Oracle Payables invoice date, you must check the **Use Payables invoice date as date placed in service** option.

To enable this option, follow these steps:

1. Navigate to **Setup and Maintenance > Manage Asset Books**.
2. Search for your asset book.
3. Click the link for your book.
4. In the Rules section, click **Invoice Rules**.
5. Click the **Use Payables invoice date as date placed in service** option.
6. Click **Save and Close**.

If you've already transferred source lines from Payables and you want to assign a different date placed in service than the Payables invoice date, you can change the date placed in service in the source line before posting the assets.

Can an asset in the tax book have a different cost from what's in the corporate book?

Yes, but you can't directly add a cost for an asset in the tax book that's different from its cost in the corporate book.

When you submit the Perform Initial Mass Copy or Perform Periodic Mass Copy process, the process copies the asset addition transaction as it appears in the corporate book. If you want the cost or other financial information to be different in the tax book, you can adjust the asset and post the adjustment to the tax book. You can also add assets directly to the tax book and then adjust the cost in the tax book.

After you transfer the asset from the corporate book to the tax book, you adjust the cost or other financial details using one of these methods:

- Adjust Assets task in the user interface
- Adjust Assets in Spreadsheet task
- Fixed Asset Mass Adjustments Import template
- REST API

Does the Mass Copy process copy assets to the tax book if the corporate book period is closed?

You can run the Perform Periodic Mass Copy process for both open and closed corporate periods.

When you submit the process, you must select the corporate period the process should be run for. The period you select can be either the current open period or a closed period. If you use monthly periods for both the corporate and tax books, the current open period in the tax book must be the same period selected for the Perform Periodic Mass Copy process. If you use monthly periods in the corporate book and yearly periods in the tax book, you must ensure that the corporate period falls within the fiscal year of the tax book.

Note that once you successfully run the Perform Periodic Mass Copy process for a period, the list of values for the Period parameter displays the period the process was last successfully run for and the next period.

How do I revalue a fully reserved asset?

You can revalue fully reserved assets that depreciate under all depreciation methods, except units of production methods.

Cost Method

When you revalue assets using the Cost method, the revaluation calculation differs depending on whether the assets depreciate under life-based or non-life-based depreciation methods.

Life-Based Depreciation Methods

When you revalue assets depreciating under life-based depreciation methods, Oracle Assets requires a life extension factor to extend the asset life so that the revalued cost can be depreciated over the remaining life.

In some circumstances, you may not want to extend the life of a fully reserved assets. To revalue fully reserved assets without extending the life of the asset:

1. Check the **Revalue fully reserved assets** option in the Edit Book page.
2. Enter 1 for the life extension factor.
3. When you enter revaluation information on the Create Revaluation page, enter a value type of either Price Index or Percent.

If the assets to be revalued have financial transactions associated with them in the past periods, you can revalue them only with the following value types:

- Percentage and Fair Value
- Amount and Fair Value

In this case, Assets:

- Calculates the revalued cost using either the percentage or amount
- Uses the entered fair value as the revalued net book value
- Calculates the revalued depreciation reserve as the difference between the revalued cost and the revalued net book value

If the assets to be revalued have no financial transactions associated with them in past periods, you can revalue them with any value type.

Value Type	Calculation
Percentage or Amount	Assets: • Changes the asset's life • Recalculates the depreciation reserve and net book value based on the new life • Calculates the revalued cost using the entered amount or percentage and proportionately calculates the net book value

Value Type	Calculation
	Calculates the depreciation reserve as the difference between the revalued cost and the revalued net book value
Fair Value	Assets: - Calculates the depreciation reserve and net book value based on the new life - Uses the fair value entered as the revalued net book value and proportionately calculates the revalued cost - Calculates the depreciation reserve as the difference between the revalued cost and the revalued net book value

Note: If you don't revalue the depreciation reserve balance, then you can revalue fully reserved assets using the value types of Percentage, Amount, or Fair Value. In these cases, both the cost and net book value are increased by the same amount, and the depreciation reserve remains unchanged.

Non-Life-Based Method Assets

You can revalue non-life-based assets using only the following value types:

- Percentage and Fair Value
- Amount and Fair Value

Assets calculates the depreciation reserve as the difference between the revalued cost and the revalued net book value (fair value) provided.

NBV Method

You can revalue fully reserved assets using the Net Book Value (NBV) method using the following value types:

- Amount
- Fair Value

Assets:

- Adjusts depreciation reserve and impairment reserve against the asset cost.
- Calculates the revalued cost as either the net book value plus the amount entered or the fair value

What fields can I update using the Standard Receipts REST API?

You can update only the customer detail attributes using the Standard Receipts REST API.

The following attributes can be updated using the PATCH operation:

- `CustomerAccountNumber`

- **CustomerBankAccountNumber**
- **CustomerName**
- **CustomerSite**

Why can't I see credit memos on the Collections dashboard?

Credit memos don't automatically show up on Collections dashboard.

To see the credit memos in Collections, you have to select the Include Current checkbox on the Transactions tab.

Can I use a report to validate the net amount between Contract Asset and Contract Liability?

You can view the net position of the revenue contracts at the ledger, contract or performance obligation level.

The presentation section of the revenue standards requires that when either party to a contract has performed, an entity must show the contract in a financial statement as a contract asset or a contract liability.

Whether the contract is shown as a contract asset or a contract liability depends on the relationship between the entity's performance and the customer's payment.

The entity must present any unconditional rights for payment separately as a receivable. To achieve this, the business must provide the following two balance sheet accounts:

- Contract asset account
- Contract liability account

These accounts are the elements that are offset to represent the contract asset and liability described previously and are generally consistent with the debit or credit side of the trial balance. These accounts represent:

- Contract asset: The entity's right to payment in exchange for goods or services that the entity has transferred to a customer.
- Contract liability: The entity's obligation to transfer goods or services to a customer

You can:

- Process the accrual and revenue entries at the performance obligation level.
- Recognize the consideration in the asset account at the invoice level.
- Control revenue posting at the performance obligation level. You can break it down in revenue accounts by detail.

How can I update unit SSPs?

You can update the unit SSP that had been uploaded to the version 1 of the line.

To update the unit SSP, follow these steps:

1. Discard contract using ess job discard customer contracts with parameter submit Identify Customer Contracts set to **No**.
2. Import version with unit ssp change.
3. Run the Identify Customer Contracts job.

How can I identify pending revenue for contracts?

You can use the Revenue Contract Account Activity and Open Performance Obligation reports to identify pending revenue for contracts.

- Revenue Contract Account Activity report:

Use this report to analyze account balances by accounting contract and performance obligation. Run the report using Oracle Business Intelligence Publisher (BI Publisher). The underlying extract for the Revenue Contract Account Activity Report contains additional information related to the accounting contracts and performance obligations. To add or delete columns in the BI Publisher report template, use Microsoft Word or Microsoft Excel to modify the columns.

- Open Performance Obligation report:

Use the Oracle Transactional Business Intelligence (OTBI) Open Performance Obligation Report to analyze the open performance obligations for a selected ledger. You can filter the report output by attributes such as legal entity and customer name. You can also copy the report and use it as a starting point to create a report that will meet your own unique reporting needs.

How can I avoid cost amount is required at the line level error?

In vrm_source_doc_errors, **VRM_COST_AMOUNT_REQ** indicates that the cost amount is missing at the line level in the FBDI data you are uploading.

To see the details of a particular message code, use the FND_MESSAGES_TL table.

You can also check the Correction Spreadsheet for message codes.

Can I restrict certain AR transaction types to be sent to RMCS?

The AR-RMCS integration is based on the source system type and the transaction source. You can't restrict certain transaction types to be sent to Revenue Management.

How to obtain correct alignment and accounting of performance obligations across multiple source documents?

You can correct alignment and accounting of performance obligations across multiple source documents and thereby, prevent duplicate revenue contracts.

Revenue contracts are grouped based on **Contract Identification Rules**.

This means that performance obligations can be grouped together based on the common identifiers defined in those rules. You can configure the rules to align with your business logic for grouping, such as customer, sales order, or project references.

How to set preferences for Oracle Fusion Advanced Collections

Oracle Fusion Advanced Collections provides a user interface to guide you through the collection preferences. The two required setup regions are: Global Preferences and Preferences.

Consider the following decisions before defining preferences:

Decision	Is This Oracle Fusion Applicable?
How many employees, locations and organizations to create?	Yes, depends on the setup of the enterprise structure. Review and verify before setting up Advanced Collections.
Which employees to create?	Yes, determine the number of employees who are involved with the collection process.
Assign collectors?	Yes, how are the collectors going to be assigned; by customer account, account, site or other criteria?
Set up Oracle Fusion Accounts Receivables?	Yes, how's Receivables being set up and what's the impact on Advanced Collections.

Decision	Is This Oracle Fusion Applicable?
Enable AR Transactions Summary Tables?	Yes, a profile option set in Receivables to update activities applied to transactions.
Set up Oracle Fusion Payments?	Yes, set up to use credit cards and automatic fund transfers to apply to transactions.
Set up Units of Measure?	Yes, a Receivables set up needed for transactions.
Set up Security and Users?	Yes, set up through Oracle Fusion Identity Management to grant access to collections.
Set up Notes?	Yes, is an Oracle Fusion Common Application Components (CAC) feature allowing collectors to comment on interactions with customers.
Set up Tasks?	Yes, is a CAC feature allowing collectors or managers to assign follow-up tasks.
Set up Oracle Business Intelligence Publisher?	Yes, but must be verified that Business Intelligence Publisher is working to run collection reports.

Global Preferences

Selections made in the Global Preference region impact the view the collectors see from the Collections Customer Work Area and Collections Dashboard.

Field	Value
Select the default Transaction Type for the Transactions tab	Select Invoice, other transaction choices are all, credit, or debit memos.
Automatically display closed transactions on Transaction tab	Yes is selected to view closed transactions as part of the customers history.
Automatically display current transactions on Transaction tab	Yes is selected to view current or open transaction the customer has pending.
Enter the number of days before the current date the transaction date range should start	1 to 9999 is the range that can be used.
Enter the number of days after the current date the transaction date range should end	1-9999 is the range that can be used.
Enter the maximum number of days work can be rescheduled on the dashboard	1-9999 is the range that can be used.

Field	Value
Enter the number of days after submitting an adjustment or dispute that an activity is generated	1-9999 is the range that can be used.
Select the default Aging Method	Example, 5 Bucket Aging. Several aging buckets can be defined and may be available.
Enter the delimiter used to separate customer, account and site on the Collections Dashboard	Select the pipe symbol, greater than, dash, or colon symbols.
Enter the minimum number of characters required to perform a search	Three characters is the Oracle recommended number for a search. 1-9999 is the range that can be used.
Enter the sender or return E-mail for dunning correspondence	The default return E-mail for customers to respond
Allow collector to update transaction attributes	Yes is selected to allow updating the below fields on the Collections page: • PO Number • Bill to Contact • Comments • Translated Description Field • PO Revision • PO Date
Default Receipt Method from Transaction	Enable to determine the receipt method based on a transaction.
Email open transaction copy	Select the appropriate option to resend, or resend and regenerate.
Send or return email address for dunning correspondence	Allows you to specify the email address that will be used as the return address for dunning letters sent to customers.
Maximum number of transactions to send with dunning letters	Controls the maximum number of individual transactions that will be included and printed on a single dunning letter.
Number of grace days before a promise is broken	Defines the number of extra days allowed after the promised payment date before the system considers a promise to pay as broken.
Maximum number of days to make a promise	Controls the latest possible date that a collector can set as the due date for a promise to pay.
Common currency for metric calculations	Specifies the base currency used to standardize all financial metrics.
Past date to be used for metric calculations	Determines the effective date the system uses to calculate collection metrics such as total overdue amount, delinquency status, and aging buckets.

Field	Value
Enable bankruptcy	Allows to record bankruptcy details so that system disables dunning for that customer and collection actions are stalled.
Number of parallel processors	Controls how many parallel Dunning Letter processing threads or jobs can run simultaneously for background processing tasks. Typically set to 1 to indicate that the processes run sequentially.
Batch size	Specifies how many customer records (or related entities) are grouped and processed at a time within each thread when executing background collection processes. This setting helps manage memory and processing efficiency by controlling the size of data chunks handled in each processing cycle.

Preferences

Selections made in the Preference region impact the defaults the collector encounters when going through the collection process.

Preferences Table Column Name	Field Value
Collections Preference Set	Example, Common Set.
Select the Collections Business Level	Select Account, Customer, or Site.
Select whether open credits should be aged or summarized by default	Select Summarized or Aged.
Select the conversion rate type for converting multicurrency transactions	Example, Corporate.
Select the default method to send collections notifications	Select E-mail, fax, or print.
Enter the default contact for unknown dunning recipients	Accounts Payable Manager. User defined if no contact is listed.

Correspondence

Selections made in the Correspondence table impact the defaults the collector encounters when sending correspondence during the collection process.

Correspondence Table Column Name	Field Value
Collections Preference Set	Example, Common Set.
Send Adjustment Notice	Select yes to notify the customer of adjustments made to their account.

Correspondence Table Column Name	Field Value
Adjustment Template	Select the delivered template.
Send Dispute Notice	Select yes to notify the customer of disputes made to their account.
Dispute Template	Select the delivered template.
Send Payment Notice	Select yes to notify the customer of payments made to their account.
Payment Template	Select the delivered template.
Send Promise Notice	Select yes to notify the customer of promises to pay on their account.
Promise Template	Select the delivered template.

Dunning Delivery Using Email

Use the Dunning Delivery Using Email section to configure the email body content of a dunning email. You can configure the email body content in the Email Body field by selecting the Dunning Letter Templates from the Dunning Letter Template drop-down list.

You can create the message with enhanced rich text content in the email body. You can choose various fonts, modify font size and style, and insert logos and links using HTML. The enhanced content improves the user experience for customers who receive dunning letters as an email attachment.

Note: If you've a custom data model, then replace it with the predefined Collections Send Dunning Letters data model to use this feature.

How to use customer attribute as a search criterion in Oracle RMCS Contracts?

You can add a custom attribute as a search field in the Manage Customer Contracts page and use it as a search criterion.

Follow these steps:

1. Navigate to the Manage Customer Contracts page.
2. In the Search section, type the custom attribute name and click Search to add and search for it.

Where can I find more information on Intelligent Account Combination Defaulting?

Here are some links you might find relevant.

- [FAQ: Oracle AI Apps for ERP - Intelligent Account Combination Defaulting \(2917668.1\)](#)
- [FAQs for Intelligent Account Combination Defaulting](#)
- [Intelligent Account Combination Defaulting](#)

Can I disable the warning message that's displayed when a user changes an expense template?

No. However, you can modify the message to suit your business requirements:

1. In the Setup and Maintenance work area, go to the **Manage Messages** task.
2. On the Manage Messages page, enter **EXM_ERECP_CHANGE_TEMPLATE** in the **Message Name** field and click **Search**.
3. In the Search Results section, select the message and click the Edit icon.
4. On the Edit Message page, modify the existing details per your requirement.

Note: Don't edit the message number for predefined messages.

5. Save your work.

How can I stop cash advances from being automatically applied to expense reports?

You can disable the automatic application of cash advances by changing the cash advance application method for your expense reports. Here's how:

1. In Setup and Maintenance, search for the **Manage Cash Advance and Authorization Policies** task.
2. In the Specific Business Units section, select your business unit.
3. On the **Cash Advances** tab of the Edit Specific Business Unit page, change the option in the **Methods of Applying Advances** field to Manually Apply.
4. Save your changes.

Note: Cash advances will still be automatically applied to expense reports submitted through REST APIs even if you've set **Methods of Applying Advances** to Manually Apply.

How can I see all the approvers for an expense report?

You can view the Report History section of an expense report to get details of all the approvers and their actions for that report.

To access a report's full approval history, open the report and click on its status or the **View report history** link.

The **View report history** link appears next to the status of reports that have been approved, rejected, withdrawn, or resubmitted. By clicking it, you can access the complete approval history, including any comments and actions from previous rejections. This helps you assess whether resubmitted expenses have addressed prior concerns.

Related Topics

- [What's the reason I haven't been notified of my employee's expense report submission?](#)

Why can't I add a bank account to a contingent worker for submitting their expense reports?

Contingent workers, like contractors or temporary workers provided through an agency, don't have a direct employment relationship with your company. Because of this, there are some extra steps required to set them up for submitting and being reimbursed for business expenses.

To use Expenses for a contingent worker, you first need to set them up as a supplier and enter their bank account details at the supplier or supplier-site level. Once that's done, you can associate them with Expenses and proceed with submitting and reimbursing their expense reports.

Here are the details of how you can do this:

1. **Set up the contingent worker:** Create the contingent worker in your human resources application, making sure their worker type is set to Contingent Worker.
2. **Set up supplier information:** In your procurement application, set up the contingent worker as a supplier with their corresponding bank account and payment details.

You must also set up a default payment method at the supplier or supplier-site level.

These details are used to pay any expenses by EFT (Electronic Funds Transfer).

Note: If you don't specify a default payment method at the supplier-site level, the payment method automatically populates from the supplier setup.

3. **Link the contingent worker to the supplier in Oracle Fusion Expenses:** In the Auditing Tasks pane, click the **Manage Contingent Workers** link and select the applicable supplier and supplier site.

Can I configure my own prompts for the Expenses Policy Agent?

Yes. Fusion Applications offer the capability for you to tailor the prompt to meet your specific needs. Prompts are the instructions you provide to generative AI agents. Configuring prompts is an advanced feature and entirely optional, intended only for situations where your specific needs go beyond the seeded prompts.

To use this feature, at least one business unit must be enabled with *Touchless Expenses with J.P. Morgan Corporate Cards*.

Here's how you can configure prompts for the Expenses Policy Agent:

1. Use an existing sandbox or create a new sandbox.

To access the sandbox management page, click the hamburger icon and select **Configuration > Sandboxes**.

The sandbox must have the HCM Experience Design Studio tool deployed.

2. Enter the sandbox and start the HCM Experience Design Studio using **Tools**.
3. Click **AI Configurator**.

The AI Configurator page opens with two sections:

- Overridden Prompts: currently overridden prompts
- Seeded Prompts: prompts that are available for configuring

4. Locate the **Expenses Policy Agent** prompt with the prompt label: **financials.exm.expense_policy_inquiry_agent_prompt**.
5. Click the down arrow to view the prompt details, or click the Override Prompt icon on the right side of the prompt entry.

This opens the Override Prompt drawer where you can make edits.

6. You can update the prompt as needed and test your changes using a Touchless Expenses user. Once you're happy with how it works, save your changes.

The updated prompt will appear in the Overridden Prompts section. From then on, whenever a Touchless Expenses user runs the Expenses Policy Agent, your custom prompt will be used instead of the default one.

7. If you ever want to change or remove the override, just click the ellipsis (...) next to the prompt and select **Edit** or **Delete**.

If you delete it, the original, seeded prompt will be used again.

8. Once all your changes are saved in the AI Configurator, go ahead and exit the sandbox.

Notes:

- Lines that start with a # are either instructions or placeholders for variables.
- Prompt variables are written inside curly braces like this: {variable_name}. These are essential to how the prompt works.
- Before making any changes, be sure to review all *prompt management tips and considerations*.

Sample prompts for common scenarios

Scenario	Suggested Prompt
You want the agent to provide more detailed reasoning in its response—without overusing or heavily referencing user context.	<pre>##User Context User Job Name: {user_jobname} User Location: {user_location} ## References Context: {context} ## Instructions Using the context, answer the following question: {user_query} ## Acceptance Criteria Provide a concise and direct answer in 1-2 sentences. Explain why your answer is correct by citing the original context. Do not mention the user context if it's not relevant to the answer.</pre>
In the default (seeded) prompt, there are two variables that use user context. These help the Expenses Policy Agent tailor answers based on each user's specific details: {user_jobname} – the user's job title, as defined in HCM {user_location} – the user's office location, also from HCM For example, if your policy document includes rules that vary by job title or location, the agent can use these variables to tell users exactly which policy applies to them. However, if you prefer the agent not refer to a user's job title, you can simply remove the {user_jobname} variable from the prompt.	<pre>##User Context User Location: {user_location} ## References Context: {context} ## Instructions Using the context, answer the following question: {user_query} ## Acceptance Criteria Provide a concise and direct answer in 1-2 sentences. Only mention the user context if it is relevant to the answer.</pre>
You want the Expenses Policy Agent to guide users to create a support ticket on a custom page when their question falls outside the agent's knowledge, you can set this up using custom_page_info.	<pre>##User Context User Job Name: {user_jobname} User Location: {user_location} ## References Context: {context}</pre>

Scenario	Suggested Prompt
	<pre>## Instructions Using the context, answer the following question: {user_query} ## Acceptance Criteria Provide a concise and direct answer in 1-2 sentences. If the {user_query} is out of the context scope, state "Sorry this is out of my scope. Please raise your request to custom_page_info."</pre>

- Related Topics
- [Touchless Expenses with J.P. Morgan Corporate Cards](#)

Can I create my own financial categories and assign them to the Account segment?

Yes. You can add more categories to the list of Financial Categories on the Manage Values page.

In the Setup and Maintenance work area, use the Manage Standard Lookups task. Search for the FINANCIAL_CATEGORY lookup type and add a lookup code for each new financial category. To have the new financial categories appear in Oracle Transactional Business Intelligence reports the BI enabled option must be enabled for the Account segment.

Can I create an asset in Oracle Assets and also keep the asset as an inventory item?

This example shows you how to create an asset with a destination of Inventory when the asset is received.

Normally, these tasks are performed by many different people, but for purposes of this example, we'll assume that one person is performing all tasks.

1. In Oracle Product Management, create an item in the Create Item page.
2. Associate the inventory organization with the item on the Associations tab in the Create Item page.
3. On the Specifications tab in the Create Item page, navigate to **Item Organization > Service** and enter these values:

Field	Value
Enable Asset Tracking	Full Lifecycle
Create Fixed Asset	At Receipt

Field	Value
Enable Asset Maintenance	Yes

4. On the Specifications tab in the Create Item page, navigate to **Item Organization > Purchasing**.
5. In the Asset Category field, select the asset category.
6. In Oracle Fusion Cloud Procurement, enter a purchase order with this information:

Field	Value
Destination	Inventory
Sub Inventory	MNTALM-MA
PO Charge Account	Asset Clearing Account

Note: The PO charge account can be the asset clearing account or any other charge account. This account is credited as the asset clearing account when the asset accounting entries are posted.

7. Enter these details for the purchase order:

Item	Quantity	Price	Ordered	Recoverable Taxes	Line Total
Item 1	1	250.00	1	6.25	256.25

8. Receive the items into the inventory organization defined in the purchase order.
9. Enter the serial number for the quantity received.
10. In Oracle Cost Management, run these processes:
 - o Transfer Transactions from Receiving to Costing
 - o Transfer Transactions from Inventory to Costing
 - o Transfer Costs to Cost Management
 - o Create Cost Accounting Distribution
 - o Create Accounting
11. In Oracle Supply Chain Execution, navigate to **Supply Chain Execution > Receipt Accounting**.
12. Click **Create Receipt Accounting Distributions** in the task pane.
13. Click **Submit** to run the Create Receipt Accounting Distributions process.
14. Click **Create Accounting** in the task pane.
15. In the Subledger Application parameter, select Receipt Accounting.
16. Click **Submit** to run the Create Accounting process.
17. Click **Review Receipt Accounting Distributions** on the task pane.
18. Search for the receipt accounting distributions you created in step 11.
19. Verify that the transaction status is Final accounted.

20. In the Transaction Details and Distributions section, verify that the journal entries are correct. This table shows how the journal entries appear:

Accounting Line Type	Cost Source	Debit	Credit
Receipt into Inspection	Purchase Order	250.00	
Receipt into Inspection	Purchase Order		250.00
Receiving Inspection	Transaction Taxes	6.25	
Expense Accrual	Transaction Taxes		6.25

21. Verify that your transactions are fully costed and accounted for in the Review Cost Accounting Distributions page in Cost Accounting.
22. Run the Connect Fixed Assets to Operational Asset process from the Scheduled Processes page.
23. On the Fixed Asset tab in the Edit Asset page, you can see the fixed asset associated with your maintenance (installed base) asset.
24. In Oracle Maintenance, run the Transfer Receipts to Mass Additions process.
25. In Oracle Payables, create a receipt matched invoice with Invoice Price Variance.
26. Approve the invoice and run the Create Accounting process. This table shows how the journal entries appear:

Line Number	Account Details	Debit	Debit
1	Accrual	250.00	
2	Miscellaneous	50.00	
3	Tax Recoverable	18.75	
4	Invoice Price Variance	30.00	
5	Freight	100.00	
6	Nonrecoverable Tax	6.25	
7	Liability (invoice and invoice price variance)		280.00
8	Liability (all other lines)		175.00

27. Payables accounts for the Invoice Price Variance, Freight, Miscellaneous, Freight, Recoverable and Nonrecoverable Taxes, and Tax Invoice Price variance.
28. Rerun the processes from steps 9 through 16.
29. In Oracle Maintenance, run the Transfer Receipts to Mass Additions process to transfer the invoice information to Oracle Assets. This process transfers information such as nonrecoverable taxes, invoice price variance, freight, and tax invoice price variance to Assets as a cost adjustment.
30. In Oracle Assets, prepare and post the source lines.
31. Run the Create Accounting process.
32. View your journal entries. This table shows how the journal entries appear.

Note: Recoverable taxes aren't transferred to Assets.

Line Number	Account Details	Debit	Debit
1	Asset Cost	436.25	
2	Asset Cost Clearing	100.00	
3	Asset Cost Clearing		100.00
4	Asset Cost Clearing (Item)		250.00
5	Asset Cost Clearing (Freight)		100.00
6	Asset Cost Clearing (Miscellaneous)		50.00
7	Asset Cost Clearing (Invoice Price Variance)		30.00
8	Asset Cost Clearing (Nonrecoverable Tax)		6.25

How do I enable asset revaluation?

This task shows you how to enable the Allow Asset Revaluation lookup so that you can create revaluation transactions.

1. Navigate to: **My Enterprise > Setup and Maintenance > Setup: Financials > Assets > Show: All Tasks > Manage Fixed Assets Lookups.**
2. In the Manage Fixed Assets Lookups page, enter ORA_FA_ALLOW_REVAL in the Lookup Type field.
3. Click **Search**.
4. In the Financials Generic Lookup Type section, click the **Create** icon.
5. Enter the information in this table in the newly created row:

Field	Value
Lookup Code	Your book name
Reference Data Set	Common Set
Display Sequence	1
Enabled	Yes (Checked)
Start Date	Today's date or the date when you want the Allow Asset Revaluation lookup to be enabled.
Meaning	Your book name
Description	Your book name

6. Click **Save and Close**.

How do I enable asset revaluation for my book?

This task shows you how to enable the Allow revaluation option for your corporate book.

1. Navigate to: My Enterprise > Setup and Maintenance > Setup: Financials > Assets > Show: All Tasks > Manage Asset Books.
2. Select the Associated Corporate Book.
3. Click **Search**.
4. Click the book you want to allow revaluation for.

Note: You must first enable the Allow Asset Revaluation lookup before you can enable this option.

5. In the Rules section, click the Revaluation tab.
6. Enable the **Allow revaluation** option.
7. Enable Cost, Net book value, or both, depending on the revaluation method you want to use.
8. Define other revaluation rules according to your business rules.
9. Click **Save**.

Related Topics

- [Asset Revaluation Rules](#)

