Oracle Public Sector Compliance and Regulation Cloud

Implementing Your Financials Framework

August 2019

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Preface

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

Using Oracle Applications

This topic explains the text conventions used in this guide and points you to where you can find more information about using Oracle applications.

Conventions

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

Convention	Meaning
boldface	Boldface type indicates user interface elements, navigation paths, or values you enter or select.
monospace	Monospace type indicates file, folder, and directory names, code examples, commands, and URLs.
>	Greater than symbol separates elements in a navigation path.

Additional Resources

- Community: Use *Oracle Cloud Customer Connect* to get information from experts at Oracle, the partner community, and other users.
- Guides and Videos: Go to the *Oracle Help Center* to find guides and videos.
- Training: Take courses on Oracle Cloud from *Oracle University.*

Documentation Accessibility

This topic covers accessibility concepts for this guide.

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

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

Contacting Oracle

This topic explains how to contact Oracle for support and to provide feedback.

Access to Oracle Support

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

Comments and Suggestions

Please give us feedback about Oracle Public Sector Compliance and Regulation applications help and guides! You can send an e-mail to: *PSCR_US@oracle.com*.

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1 Setting Up Accounting

Managing Accounting Events

Each delivered accounting event represents a specific type of agency transaction for which accounting entries are required. An accounting event specifies the source transaction table and the conditional fields that the Generate Accounting process uses to determine which accounting rule to apply.

You can view, enable, and disable accounting events on the Accounting Event page.

View Accounting Events

1. Select **Accounting Setup** > **Accounting Event** .
2. Click a row on the Accounting Event page to review the details for an accounting event.

   You can enable and disable the accounting event using the **Enabled** switch.

Setting Up Accounts

An account identifies the type of economic activity represented by an accounting transaction. Examples of accounts are Permit Revenue or Advertising Expense.

Account is one of the six segments (fields) that may be specified for each accounting rule distribution line to classify the transaction for financial and operational reporting purposes.

> ✎ **Note:** You must specify an account value on every distribution line.

You add, modify, and delete accounts on the Account page.

Adding an Account

1. Select **Accounting Setup** > **Account** .
2. On the Account page, click **Add**.
3. On the Account Details page, enter values for the following fields:

Page Element	Description
Account	Enter a unique identifier for the account.
Description	Enter a description of the account.
Account Type	Select a type for the account. Valid values are: ○ Assets

Page Element	Description
	o Liability
	o Equity
	o Expenses
	o Revenue
From Date and **To Date**	Enter the date range for which the account is valid.

4. Click **Save**.

Modifying an Account

1. Select **Accounting Setup** > **Account** .
2. Click a row on the Account page.
3. On the Account Details page you can:

    o   Update the account field values.

    ✎ **Note:** You cannot edit the **Account** field.

    o   Delete the account. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

Deleting Accounts

1. Select **Accounting Setup** > **Account** .
2. Click **Edit**.
3. Select the check boxes next to the accounts you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

Setting Up Departments

A department identifies the financial entity or management unit that is responsible for an accounting transaction. Examples of departments are Building Department or Police.

Department is one of the six segments (fields) that may be specified for each accounting rule distribution line to classify the transaction for financial and operational reporting purposes.

You add, modify, and delete departments on the Department page.

Adding a Department

1. Select **Accounting Setup** > **Department** .
2. On the Department page, click **Add**.
3. On the Department Details page, enter values for the following fields:

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Page Element	Description
Department	Enter a unique identifier for the department.
Description	Enter a description of the department.
From Date and **To Date**	Enter the date range for which the department is valid.

4. Click **Save**.

Modifying a Department

1. Select **Accounting Setup** > **Department** .
2. Click a row on the Department page.
3. On the Department Details page you can:

    o Update the department field values.

    > ✏ **Note:** You cannot edit the **Department** field.

    o Delete the department. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

Deleting Departments

1. Select **Accounting Setup** > **Department** .
2. Click **Edit**.
3. Select the check boxes next to the departments you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

Setting Up Divisions

A division represents a sub-grouping within a department for an accounting transaction.

Division is one of the six segments (fields) that may be specified for each accounting rule distribution line to classify the transaction for financial and operational reporting purposes.

You add, modify, and delete divisions on the Division page.

Adding a Division

1. Select **Accounting Setup** > **Division** .
2. On the Division page, click **Add**.
3. On the Division Details page, enter values for the following fields:

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Page Element	Description
Division	Enter a unique identifier for the division.
Description	Enter a description of the division.
From Date and **To Date**	Enter the date range for which the division is valid.

4. Click **Save**.

Modifying a Division

1. Select **Accounting Setup** > **Division** .
2. Click a row on the Division page.
3. On the Division Details page you can:

    o   Update the division field values.

        ✏ **Note:** You cannot edit the **Division** field.

    o   Delete the division. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

Deleting Divisions

1. Select **Accounting Setup** > **Division** .
2. Click **Edit**.
3. Select the check boxes next to the divisions you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

Setting Up Programs

A program identifies a set of activities performed by an agency to accomplish a specific goal associated with an accounting transaction line. Examples of programs are Downtown Revitalization or Pet Licensing.

Program is one of the six segments (fields) that may be specified for each accounting rule distribution line to classify the transaction for financial and operational reporting purposes.

You add, modify, and delete programs on the Program page.

Adding a Program

1. Select **Accounting Setup** > **Program** .
2. On the Program page, click **Add**.
3. On the Program Details page, enter values for the following fields:

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Page Element	Description
Program	Enter a unique identifier for the program.
Description	Enter a description of the program.
From Date and **To Date**	Enter the date range for which the program is valid.

4. Click **Save**.

Modifying a Program

1. Select **Accounting Setup** > **Program** .
2. Click a row on the Program page.
3. On the Program Details page you can:

   ○ Update the program field values.

      ✎ **Note:** You cannot edit the **Program** field.

   ○ Delete the program. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

Deleting Programs

1. Select **Accounting Setup** > **Program** .
2. Click **Edit**.
3. Select the check boxes next to the programs you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

Setting Up Funds

A fund identifies the source of the amount specified on an accounting transaction line. Examples of funds are General Fund or a Library Fund.

Fund is one of the six segments (fields) that may be specified for each accounting rule distribution line to classify the transaction for financial and operational reporting purposes.

✎ **Note:** You must specify a fund value on every distribution line.

You add, modify, and delete funds on the Fund page.

Adding a Fund

1. Select **Accounting Setup** > **Fund** .

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2. On the Fund page, click **Add**.
3. On the Fund Details page, enter values for the following fields:

Page Element	Description
Fund	Enter a unique identifier for the fund.
Description	Enter a description of the fund.
From Date and **To Date**	Enter the date range for which the fund is valid.

4. Click **Save**.

Modifying a Fund

1. Select **Accounting Setup** > **Fund** .
2. Click a row on the Fund page.
3. On the Fund Details page you can:

   ○ Update the fund field values.

     ✏ **Note:** You cannot edit the **Fund** field.

   ○ Delete the fund. You will be prompted to confirm the permanent deletion.

4. Click **Save**.

Deleting Funds

1. Select **Accounting Setup** > **Fund** .
2. Click **Edit**.
3. Select the check boxes next to the funds you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

Setting Up Functions

A function identifies a public service for which an agency is responsible and is associated with an accounting transaction line. Examples of functions are Public Safety or Utilities.

Function is one of the six segments (fields) that may be specified for each accounting rule distribution line to classify the transaction for financial and operational reporting purposes.

You add, modify, and delete functions on the Function page.

Adding a Function

1. Select **Accounting Setup** > **Function** .
2. On the Function page, click **Add**.

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3. On the Function Details page, enter values for the following fields:

Page Element	Description
Function	Enter a unique identifier for the function.
Description	Enter a description of the function.
From Date and **To Date**	Enter the date range for which the function is valid.

4. Click **Save**.

Modifying a Function

1. Select **Accounting Setup** > **Function** .
2. Click a row on the Function page.
3. On the Function Details page you can:

    o Update the function field values.

    > ✏ **Note:** You cannot edit the **Function** field.

    o Delete the function. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

Deleting Functions

1. Select **Accounting Setup** > **Function** .
2. Click **Edit**.
3. Select the check boxes next to the functions you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

Setting Up Ledgers

A ledger stores financial balances for an agency. Each accounting journal is associated with a single ledger.

You add, modify, and delete ledgers on the Ledger page.

Adding a Ledger

1. Select **Accounting Setup** > **Ledger** .
2. On the Ledger page, click **Add**.
3. On the Ledger Details page, enter values for the following fields:

Page Element	Description
Ledger	Enter a unique identifier for the ledger.

Page Element	Description
Description	Enter a description of the ledger.

4. (Optional) Turn the **Enabled** switch off to make the row unavailable as a value on other pages.

   New rows are active, by default.
5. Click **Save**.

Modifying a Ledger

1. Select **Accounting Setup** > **Ledger** .
2. Click a row on the Ledger page.
3. On the Ledger Details page you can:

   ○ Update the ledger description.

   ○ Enable for disable the ledger.

   ○ Delete the ledger. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

Deleting Ledgers

1. Select **Accounting Setup** > **Ledger** .
2. Click **Edit**.
3. Select the check boxes next to the ledgers you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

Setting Up Accounting Rules

Accounting rules define how accounting journal entries are created for a specific type of agency transaction.

An accounting rule contains the debit and credit distributions lines that are generated including the accounting segment values that are used and the percentage of the accounting transaction amount that is distributed to each line. Only one rule may be applied to a given accounting transaction unless you specify an accounting rule group.

You add, modify, and delete accounting rules on the Accounting Rule page.

Adding Accounting Rules

1. Select **Accounting Setup** > **Accounting Rule** .
2. On the Accounting Rule page, click **Add**.
3. On the Accounting Rule page, enter values for the following fields:

Page Element	Description
Accounting Event	Enter the accounting event to associate with this accounting rule.

Page Element	Description
	The event identifies the agency transaction to which the rule applies. It also determines the fields that are available when you define the criteria that are used to select the accounting transactions that the rule processes.
Accounting Rule	Enter a unique ID for the accounting rule.
Accounting Rule Group	Optionally, enter the group that the accounting rule belongs to. When this rule is applied to an accounting transaction, any other rules referencing this group will also be applied.
	When multiple accounting rules are assigned to the same group, transactions meeting the selection criteria are processed by each rule in the group.
Description	Enter a description of the accounting rule.
Start Date and **End Date**	Enter the date range during which the accounting rule can be used.
Show All Dates	Click to access the History Data page where you can update existing effective dated rows, and add new ones.
Ledger	Select the ledger to which this rule applies.
Validate	Click to validate the entered data and ensure that the rule is valid for processing.

4. Add distribution lines and criteria.

> ✎ **Note:** You must have values defined for all required accounting rule fields before you can add distribution lines and criteria.

5. Click **Save**.

Adding Distribution Lines

1. On the Accounting Rule Details page, click **Add** on the Distribution Lines tab.
2. On the Distribution Lines page, enter values for the following fields:

Page Element	Description
Line Number	Enter a number for the distribution line to determine the order in which it is processed.
Debit or Credit	Specify whether this line is a debit or a credit.
	✎ **Note:** You must define at least one debit line and one credit line for each fund.
Account, **Division**, **Department**, **Fund**, **Function**, and **Program**	Enter values for the six segments (fields) that are appropriate for the line. These segments classify a transaction for financial and operational reporting purposes.

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Page Element	Description
	✏ **Note:** **Account** and **Fund** are required.
Percent	Specify the percentage of the accounting transaction amount that is distributed to this line. The total debit and credit percentages must equal 100 percent for the rule. In addition, the total debit percentages must equal the total credit percentages for each fund.
Rounding Adjustment	Use this switch to identify one debit line as a rounding adjustment line. The application uses this line to balance the distributed debit total to the accounting transaction amount, if necessary. In addition, use this switch to identify one credit line as a rounding adjustment line for each fund. The application uses this line to balance each fund's credit total to its debit total, if necessary. ✏ **Note:** You can enable this switch for only one debit line and one credit line for an accounting rule.

3. Click **Save**.

Adding Criteria

You define field criteria to determine the accounting transactions to which this rule applies. The fields that are available to select as criteria are determined by the accounting event that is associated with the rule.

1. On the Accounting Rule Details page, access the Criteria tab and click **Add**.
2. On the Criteria page, enter values for the following fields to create a criterion:

Page Element	Description
Field Name	Select the field on which you are basing this criterion.
Logical Operator	Specify whether the field must be equal or not equal to a specific value.
Field Value	Enter the field value on which the criterion is based.

For example, if you create a criterion with the TRANSACTION_TYPE field being equal to BUILDING, this accounting rule will apply only to building transactions.

3. Click **Save**.

Modifying Accounting Rules

1. Select **Accounting Setup** > **Accounting Rule** .
2. Click a row on the Accounting Rule page.
3. On the Accounting Rule Details page you can:

      ○ Update the accounting rule field values.

> 🖊 **Note:** You cannot update the **Accounting Event** or **End Date** fields.

      ○ Delete the accounting rule. You will be prompted to confirm the permanent deletion.

      ○ Add, modify, or delete distribution lines and criteria.

4. Click **Save**.

Modifying Distribution Lines

1. Select **Accounting Setup** > **Accounting Rule** .
2. Click a row on the Accounting Rule page.
3. Click a row in the Distribution Lines tab on the Accounting Rule page.
4. On the Distribution Lines page you can:

      ○ Update the distribution line field values.

> 🖊 **Note:** You cannot update the **Line Number** field.

      ○ Delete the distribution line. You will be prompted to confirm the permanent deletion.

5. Click **Save**.

Modifying Criteria

1. Select **Accounting Setup** > **Accounting Rule** .
2. Click a row on the Accounting Rule page.
3. Click a row in the Criteria tab on the Accounting Rule page.
4. On the Criteria page you can:

      ○ Update the logical operator and field value.

      ○ Delete the criterion. You will be prompted to confirm the permanent deletion.

5. Click **Save**.

Deleting Distribution Lines

1. Select **Accounting Setup** > **Accounting Rule** .
2. Click a row on the Accounting Rule page.
3. Click **Edit** for the Distribution Lines tab on the Accounting Rule page.
4. Select the check boxes next to all of the distribution lines that you want to delete.
5. Click **Delete**. You will be prompted to confirm the permanent deletion.

Deleting Criteria

1. Select **Accounting Setup** > **Accounting Rule** .
2. Click a row on the Accounting Rule page.
3. Click **Edit** for the Criteria tab on the Accounting Rule page.

4. Select the check boxes next to all of the criteria that you want to delete.

5. Click **Delete**. You will be prompted to confirm the permanent deletion.

Setting Up Monthly Accounting Calendars

Monthly accounting calendars are required for journal generation.

Each accounting transaction contains an accounting date that determines the monthly accounting period to which the application posts the transaction. To generate a journal for an accounting transaction, you must first open the associated monthly accounting period.

You create and open accounting periods on the Monthly Accounting Calendar page.

Creating Accounting Periods

1. Select **Accounting Setup** > **Monthly Calendar** .
2. On the Monthly Accounting Calendar page, click **Create Periods**.
3. On the Create Periods modal page, enter the calendar year for which you want to create accounting periods.
4. Click **Create Periods** to create an accounting period for each month of the calendar year you entered. The grid on the Monthly Accounting Calendar page displays all of the created accounting periods.

> ✎ **Note:** All newly created accounting periods are closed until you open them.

Opening Accounting Periods

1. Select **Accounting Setup** > **Monthly Calendar** .
2. On the Monthly Accounting Calendar page, click **Open Periods**.
3. In the **From Period** and **To Period** fields, enter the range of accounting periods that you want to open.
4. Click **Open Periods** to change the status of the selected range of accounting periods from Closed to Open. The grid on the Monthly Accounting Calendar page displays the status for accounting periods.

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2   **Setting Up Billing**

Setting Up Invoice Forms

You add, modify, and delete invoice forms on the Invoice Form page.

Adding an Invoice Form

1. Select **Billing Setup** > **Invoice Form** .
2. On the Invoice Form page, click **Add**.
3. On the Invoice Form Details page, enter a name and description for the invoice form.
4. Click **Save**.

Modifying an Invoice Form

1. Select **Billing Setup** > **Invoice Form** .
2. Click a row on the Invoice Form page.
3. On the Invoice Form Details page you can:

    - Update the invoice form description.

    - Delete the invoice form. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

Deleting Invoice Forms

1. Select **Billing Setup** > **Invoice Form** .
2. Click **Edit**.
3. Select the check boxes next to all the invoice forms you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

Setting Up Bill Types

You add, modify, and delete bill types on the Bill Type page.

Adding a Bill Type

1. Select **Billing Setup** > **Bill Type** .
2. On the Bill Type page, click **Add**.
3. On the Add Bill Type page, enter information for the following fields:

Page Element	Description
Bill Type	Enter a name for the bill type.

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Page Element	Description
Description	Enter a short description for the bill type.
Invoice Form	Select the invoice form you want to use for this bill type. See *Setting Up Invoice Forms*.
Invoice Series	Select an invoice autonumbering rule for the bill type. For more information on autonumbering, see *Setting Up Autonumbering*.

4. Click **Save**.

Modifying a Bill Type

1. Select **Billing Setup** > **Bill Type** .
2. Click a row on the Bill Type page.
3. On the Bill Type Details page you can:

   o Update the bill type field values.

   > ✎ **Note:** You cannot edit the **Bill Type** field.

   o Delete the bill type. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

Deleting Bill Types

1. Select **Billing Setup** > **Bill Type** .
2. Click **Edit**.
3. Select the check boxes next to all the bill types you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

3 **Setting Up Fees**

Setting Up Fee Items

The fee items table lists the fees that will be assessed by your agency. You set up fee items for your agency on the Fee Items page.

The fee items table is used to validate the fees created in the Oracle Autonomous Integration Cloud (OIC) decision model. You define the fee items before setting up decision models and fee schedules.

For information about setting up decision models and fee schedules, see *Creating Decision Models for Fees* and *Setting Up Fee Schedules*.

Adding Fee Items

1. Select **Common Setup** > **Fee Items** .
2. On the Fee Items page, click **Add** to add a fee item.
3. On the Fee Item Details page, enter a name for the fee item.
4. Enter a description.
5. In the **Department** field, you can select a department to associate with the fee.

   ✎ **Note:** The department associated with the fee overrides the department specified on the permit type.

6. Verify that the **Enabled** switch is turned on. The switch is turned on by default for a new fee item.
7. Click **Save**.

Modifying Fee Items

1. Select **Common Setup** > **Fee Items** .
2. On the Fee Items page, click the row for the fee item that you want to modify.
3. On the Fee Item Details page you can:
   - Modify the fee item description. You cannot change the name.
   - Change the department associated with the fee item.
   - Click the **Enabled** switch to enable or disable the fee item.
4. If you made any changes, click **Save**.

Deleting Fee Items

1. Select **Common Setup** > **Fee Items** .
2. On the Fee Items page, click the row for the fee item that you want to delete.
3. On the Fee Item Details page, click **Delete**.
4. If you want to delete multiple fee items, you can delete them from the Fee Items page:
   a. Click **Edit**.
   b. Select the check boxes for the fee item rows to delete.

    c. Click **Delete**.

Setting Up Fee Schedules

Define fee schedules for permits and planning applications to associate with the application types. A fee schedule can be associated with multiple application types.

You set up your fee schedules and fee lines or items on the Fee Schedule page. The fee model defined on the fee items is associated with a decision model set up in the Oracle Autonomous Integration Cloud (OIC).

Before you can set up your fee schedules, you must do the following:

- Set up the fee items on the Fee Item page.

  You must define the items that require a fee to be displayed in the prompt list for the **Default Fee Item** field. See *Setting Up Fee Items*.

- Set up decision models in OIC. For more information, see *Creating Decision Models for Fees* in this guide and the documentation for *Oracle Autonomous Integration Cloud*.

Adding Fee Schedules

1. Select **Billing Setup** > **Fee Schedule** .
2. On the Fee Schedule page, click **Add** to add a new fee schedule.
3. Enter values on the Fee Schedule Details page:

Page Element	Description
Fee Schedule	Enter an ID for the fee schedule.
Description	Enter a description for the fee schedule.
Default Fee Item	Enter a fee item as the default for this fee schedule. The default fee item is used for the fee schedule if there is no matching fee item in the decision model.
Effective Start Date	Enter the first day that the fee schedule definition is valid.
Effective End Date	Enter the date, if any, when the definition will no longer be valid. To keep the definition valid indefinitely, do not enter a date. After a definition is saved, the end date becomes read-only. Although you can't make manual changes, the system can still update the end date to accommodate new effective-dated entries. For example, if the currently effective definition has an open end date, and you create a new definition with a later start date, the original definition's end date changes to the day before the new definition goes into effect.
Show All Dates	Click this button to access the effective-dated history of the definition. This button is not available during the creation of a new definition. On the page that displays the history, use the **Add** button to add a new effective-dated entry for the fee schedule definition. The new entry inherits the same fee schedule name,

Page Element	Description
	description, and default fee item. You provide the new effective start date and other details for the definition.
	You can copy the fee item rows by clicking the **Copy Previous Effective Date** button in the **Fee Item** section.

4. Click **Save**.

Adding Fee Items to the Fee Schedule

You set up fee lines or items for a fee schedule on the Fee Item Details page.

✎ **Note:** When adding a new fee item to the fee schedule, you must verify the fee mapping for all affected application types.

1. On the Fee Schedule Details page, click **Add** in the Fee Items section.
2. Enter values on the Fee Item Details page:

Page Element	Description
Space Name	Enter the space name. The space is where the fee decision model is stored. You share decision models created in OIC at the space-level.
Model Name	Enter the name of the fee decision model.
Version	Enter the version number of the fee decision model you want to activate.
Service Name	Enter a service name to integrate the fee decision model with the fee schedule.
Map Fee Item	Associate the fee with the fee item data object in the fee decision model.
Map Fee Amount	Associate the fee amount with the data object in the fee decision model.
Currency	Displays the default currency that was set up for your agency.
Applies to Type	Select Original. The fee item is used for the fees associated with the original application.
Pay Now	Move the switch to activate the pay now option if you want the fees to be payable upon submission of the application.

3. Click **Save**.

   The fee item appears as a new row in the Fee Items grid and is automatically assigned the next fee item number.

Modifying Fee Schedules

You can modify fee schedules on the Fee Schedule page. Fee schedules are associated with application types such as permits and planning applications.

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⚠ **CAUTION:** Be aware of all associated application types before you delete or modify fee schedules or fee items.

1. Select **Billing Setup** > **Fee Schedule** .
2. On the Fee Schedule page, select the row for the fee schedule that you want to modify.
3. On the Fee Schedule Details page you can:

   o Modify the fee schedule description. You cannot change the fee schedule ID.

   o Enter a new default fee item.

      This default fee item is used for the fee schedule if there is no matching fee defined in the fee decision model.

      🖊 **Note:** When adding a new fee item to the fee schedule, you must verify the fee mapping for all affected application types.

   o Change the effective start date. After a definition is saved, the end date becomes read-only. .
4. If you made any changes, click **Save**.
5. You can also add a new effective-dated entry for the fee schedule definition and copy fee items from the previous effective-dated entry.

   🖊 **Note:** Fee schedules with multiple effective dates appear only once on the Fee Schedule page.

   To view the history of effective dates for the fee schedule, click **Show All Dates**.

   The Fee Schedule Details – History Data page displays all effective-dated rows in descending order. From the History Data page you can:

   o Delete an effective-dated row. Click **Delete** at the end of the row.

   o Add an effective-dated row. Click **Add**.

   o Copy the fee item rows by clicking the **Copy Previous Effective Date** button in the **Fee Item** section.

Deleting Fee Schedules

You can delete fee schedules on the Fee Schedule page.

⚠ **CAUTION:** Be aware of all associated application types before you delete or modify fee schedules or fee items.

1. Select **Billing Setup** > **Fee Schedule** .
2. On the Fee Schedule page, select the row for the fee schedule that you want to delete.
3. Click **Delete** on the Fee Schedule Details page.

   ⚠ **CAUTION:** When you delete a fee schedule, all associated fee items are also deleted.

4. If you want to delete multiple fee schedules, you can delete them from the Fee Schedule page:

   a. Click **Edit**.
   b. Select the check boxes for the fee schedule rows to delete.

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  c. Click **Delete**.

Modifying Fee Items on the Fee Schedule

To modify a fee item on the fee schedule definition:

1. Select the fee schedule associated with the fee item to open the Fee Schedule Details page.
2. In the **Fee Items** section, select the fee item to open the Fee Item Details page.
3. Select different decision model mapping values for the fee from the drop-down lists.
4. Click the **Pay Now** switch to turn it on or off, which indicates whether the fees must be paid upon submission of the application or not.
5. If you made any changes, click **Save**.

Deleting Fee Items from the Fee Schedule

To delete a fee item from the fee schedule definition:

1. Select the fee schedule associated with the fee item to open the Fee Schedule Details page.
2. In the **Fee Items** section, select the fee item to open the Fee Item Details page.
3. To delete the fee item, click **Delete**.

> ✏️ **Note:** When you delete a fee item, the decision model mappings are deleted from all associated record types.

4. If you want to delete multiple fee items, you can delete them from the **Fee Items** section on the Fee Schedule Details page:

   a. Click **Edit**.
   b. Select the check boxes for the fee item rows to delete.
   c. Click **Delete**.

Mapping Form Fields to Decision Model Attributes

This topic describes how the fields added to an intake form in the designer are mapped to the fee model defined for the transaction type.

The Fee Mapping page in the designer is used to map attributes in the decision model to the fields added to the intake form. The Fee Mapping page is step 2 in the Intake Form Designer, where designing the layout is step 1.

This image illustrates Step 2 of 2: Fee Mapping in the design of a permit application.

Design Permit Application

PermitTypefee11 | Status: published

| Add Logic | Preview | Save | Publish |

Step 2 of 2   Fee Mapping

< Previous   Next >

Fee Mapping

◢ Permit Fees/PermitApplicationFees/1.0/PermitApplication

Model Attribute	Attribute Type	Record Type Attribute
ProjectValue	number	Job Cost ▼

◢ Permit Fees/BuildingPermit/1.0/BuildingPermit

Model Attribute	Attribute Type	Record Type Attribute
ProjectValue	number	Select a record type attribute ▼
NewSqFootage	number	
ConstructionType	string	
UseType	string	

Submitted By
Classification
Construction
Type of Work
Type of Use
Job Cost
New Floor Area Classification

▶ Permit Fees/Electrical/1.0/Electrical

▶ Permit Fees/PlumbingMechanical/1.0/PlumbingMechanical

You assign a fee schedule to an application type on the Transaction Type page using the **Fee Schedule** field. You map attributes from the fee schedule's underlying decision model created in Oracle Integration Cloud to the fields you have added to your intake form either through delivered field groups or by adding fields manually.

> ✏ **Note:** Not all model attributes need to be mapped. Because a fee schedule can be reused by multiple transaction types, only the model attributes required for fee calculations for the current application type need to be mapped. All other model attributes can be left blank.

For more information on setting up fee schedules, see *Setting Up Fee Schedules*.

For more information on decision models, see *Creating Decision Models for Fees*.

Mapping Application Fields to the Fee Item in the Decision Model

To access the Fee Mapping page in the form designer:

1. Navigate to the Transaction Type page:
   - **Permit Setup** > **Permit Type**
   - **Planning and Zoning Setup** > **Planning Application Type**
2. Select the transaction type that you want to view in the designer.
3. Click the **Design Form** button.
4. Click the **Next** button while in the application form setup step.
5. The fields on the Fee Mapping page are as follows:

Page Elements	Description
Model Attribute	The name of the attribute as it appears in the decision model in Oracle Autonomous Integration Cloud. Not all model attributes must be mapped. Because fee schedules can be reused by multiple transaction types, only the model attributes required for fee calculations for the current transaction type need to be mapped. All other model attributes can be left blank.

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Page Elements	Description
Attribute Type	The data type of the model attribute, such as string, number, boolean, and so on.
Record Type Attribute	The field added to the intake form layout either contained in a predefined form element or a user-defined element you have added manually.

6. Select the record type attribute from the drop-down list that you want to map to the decision model attribute.
7. Click **Save**.

4 Setting Up Payments

Payment Setup Overview

Agencies typically charge fees for services such as performing inspections and granting permits.

To set up your application to accept payments for these fees you must:

- Set up security and payment endpoints.
  See *Managing Security and Payment Endpoints*

- Enable delivered payment gateways.
  See *Managing Payment Gateways*.

- Set up payment adapters.
  See *Setting Up Payment Adapters*.

- Set up payment options at the agency and department level.
  See *Setting Up Agency Payment Options* and *Setting Up Department Payment Options*.

  ✎ **Note:** For payments made using credit cards, additional setup is required. For detailed instructions on this setup, see *Public Sector Compliance and Regulation: Financial Integrations*.

Managing Security and Payment Endpoints

This topic discusses how to manage security and payment endpoints.

Security and payment endpoints allow you to set up your system for the transactions you handle through an Oracle delivered payment gateway.

You configure the security and payment gateways using the following dynamically generated pages:

- Manage Security Endpoint
- Manage Payment Endpoint

Configuring the Manage Security Endpoint

1. Select **Public Sector Permits** > **Fees and Payment** > **Manage Security Endpoint** .
2. On the Manage Security Endpoint page, enter information for the following fields:

Menu Item	Description
URL	Enter the URL to access the payment gateway's token endpoint. This should include the host and the context root information. Use the sandbox endpoint for testing and then use the live URL when you go live.

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Menu Item	Description
Security Policy	Select the applicable token from the drop-down list.
Username	Enter the API client_id value for your payment endpoint account.
Password	Enter the payment endpoint API secret code for your payment endpoint account.

3. Click **Save and Close** to save the configuration and return to the Setup page.

Configuring the Manage Payment Endpoint

1. Select **Public Sector Permits** > **Fees and Payment** > **Manage Payment Endpoint** .
2. On the Manage Payment Endpoint page, enter information for the following fields:

Menu Item	Description
URL	Enter the URL to access the payment endpoint payment page. This should include the host and the context root information.
Security Policy	Select the applicable token from the drop-down list.
Username	Enter the merchant or seller user name you have set up with your delivered payment endpoint.
Password	Enter the merchant or seller password you have set up with your delivered payment endpoint.

3. Click **Save and Close** to save the configuration and return to the Setup page.

The newly created configuration names will now be listed in the Gateway Details page, under Configuration Properties.

See *Managing Payment Gateways*.

Managing Payment Gateways

Payment gateways facilitate payment transactions by authorizing the payment between you and your customer.

You can view, enable, and disable pre-configured payment gateways on the Gateway page.

Enabling and Disabling Payment Gateways

1. Select **Payment Setup** > **Payment Gateway** .
2. Click a row on the Gateway page to review the details for a payment gateway.

   On the Summary tab, you can enable and disable the payment gateway using the **Enabled** switch.

> 📝 **Note:** Disabling a payment gateway also disables any payment adapters associated with it. See *Setting Up Payment Adapters*.

Setting Up Payment Adapters

Payment adapters enable you to define attributes for your payment gateway that are used during payment processing. You should define a separate payment adapter for each merchant ID associated with a payment gateway. You add, modify, and delete payment adapters on the Payment Adapter page.

Adding a Payment Adapter

1. Select **Payment Setup** > **Payment Adapter** .
2. On the Payment Adapter page, click **Add**.
3. On the Adapter Summary tab, enter information for the following fields:

Page Element	Description
Adapter Name	Enter a name for the payment adapter.
Gateway Name	Select the delivered payment gateway that you want to use for this payment adapter.
Adapter Mode	Select whether the payment adapter is in Live or Test mode.

4. Turn the **Enabled** switch on to make the row available as a lookup value on other pages.
5. Access the Adapter Configuration tab and click **Add** to add a configuration for the payment adapter.
6. Enter an ID, name, and value for the configuration.
7. Access the Adapter Method tab and click **Add** to add a payment method for the payment adapter.
8. Enter information for the following fields:

Page Element	Description
Payment Method	Enter a name for the payment method.
Service Charge Percent	Enter the percentage of the payment that is added as a service charge for this payment method.
Service Charge Amount	Enter a flat service charge amount for the payment method.
Service Charge Currency	Enter the currency of the service charge.
Service Charge Description	Enter a description of the service charge.
Special Instructions	Enter any special instructions associated with the payment method.

Page Element	Description
Redirect	

9. Click **Save**.

Modifying a Payment Adapter

1. Select **Payment Setup** > **Payment Adapter** .
2. Click a row on the Payment Adapter page.
3. You can:
   - Update the field values on the Adapter Summary.

     > ✏️ **Note:** You cannot edit the **Adapter Name** field.

   - Enable or disable the payment adapter using the **Enabled** switch. Only enabled payment adapters are available on other pages.
   - Access the Adapter Configuration tab and click a row to update the configuration value, or delete a configuration.
   - Access the Adapter Method tab and click a row to update the payment method field values, or delete a payment method.
   - Delete the payment adapter. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

Deleting Payment Adapters

1. Select **Payment Setup** > **Payment Adapter** .
2. Click **Edit**.
3. Select the check boxes next to all the payment adapters you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

Setting Up Agency Payment Options

You add, modify, and delete agency payment options on the Agency Payment Options page.

Adding Agency Payment Options

1. Select **Payment Setup** > **Agency Payment Options** .
2. On the Agency Payment Options page, click **Add**.
3. Enter information for the following fields:

Page Element	Description
Agency ID	Select the ID of the agency for which you are adding a payment option.
Payment Method	Select the payment method for this payment option.

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Page Element	Description
Payment Adapter ID	Select the payment adapter you want to use for this payment option. For more information on payment adapters, see *Setting Up Payment Adapters*. ✏️ **Note:** This field is unavailable if you select CASH in the **Payment Method** field.
Cashier Session Number Rule, **Cash Receipts Number Rule**, and **Deposit Slip Number**	Select the autonumbering rules that the agency uses to generate numbers for cashier sessions, cash receipts, and deposit slips. For more information on autonumbering, see *Setting Up Autonumbering*. ✏️ **Note:** These fields are available only if you select CASH in the **Payment Method** field.
Payment Reference Prefix	Specify the prefix that is used when generating the payment reference value. This four-character prefix forms part of the 30-character payment reference that is generated for every payment transaction. The default value is EPAY but you can modify it.

4. Click **Save**.

Modifying Agency Payment Options

1. Select **Payment Setup** > **Agency Payment Options** .
2. Click a row on the Agency Payment Options page.
3. You can:

   o Update the payment option field values.

   ✏️ **Note:** You cannot edit the **Agency ID** and **Payment Method** fields.

   o Delete the payment option. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

Deleting Agency Payment Options

1. Select **Payment Setup** > **Agency Payment Options** .
2. Click **Edit**.
3. Select the check boxes next to all the agency payment options you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

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Setting Up Department Payment Options

You add, modify, and delete department payment options on the Department Payment Options page.

Adding Department Payment Options

1. Select **Payment Setup** > **Department Payment Options** .
2. On the Department Payment Options page, click **Add**.
3. Enter information for the following fields:

Page Element	Description
Agency ID	Select the ID of the agency for which you are adding a department payment option.
Department	Select the department for which you are adding a payment option. For more information on departments, see *Setting Up Departments*.
Payment Method	Select the payment method for this payment option.
Payment Adapter ID	Select the payment adapter you want to use for this payment option. See *Setting Up Payment Adapters*. ✏ **Note:** This field is unavailable if you select CASH in the **Payment Method** field.
Cash Receipts Number Rule	Select the autonumbering rule that the department uses to generate numbers for cash receipts. For more information on autonumbering, see *Setting Up Autonumbering*. ✏ **Note:** This field is available only if you select CASH in the **Payment Method** field.
Payment Reference Prefix	Specify the prefix that is used when generating the payment reference value. This four-character prefix forms part of the 30-character payment reference that is generated for every payment transaction. The default value is EPAY but you can modify it.

4. Click **Save**.

Modifying Department Payment Options

1. Select **Payment Setup** > **Department Payment Options** .
2. Click a row on the Department Payment Options page.
3. You can:

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      o Update the payment option field values.

      o Delete the payment option. You will be prompted to confirm the permanent deletion.

4. Click **Save**.

Deleting Department Payment Options

1. Select **Payment Setup** > **Department Payment Options** .
2. Click **Edit**.
3. Select the check boxes next to all the department payment options you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

Setting Up Cash Drawers

Cash drawers enable you to logically separate cash and checks handled by your cashiers. They are not linked to a physical cash drawer. You add and modify cash drawers using the Cash Drawer page.

Adding a Cash Drawer

1. Select **Payment Setup** > **Cash Drawer** .
2. On the Cash Drawer page, click **Add**.
3. On the Cash Drawer Details page, enter values for the following fields:

Page Element	Description
Cash Drawer ID and **Description**	Enter a unique ID and description for the cash drawer.
Currency	Select the currency that the cash drawer accepts.
Tolerance Amount	Define the acceptable amount of overage or shortage during the cash drawer reconciliation process. If the amount that the cash drawer is over or under is within the tolerance amount, then the cashier can complete the reconciliation process without intervention from a manager.

Cash Reconciliation	Select how cash is reconciled for the cash drawer. Options are:
	
	  o One Cashier Session per Cash Drawer: Select to allow only one cashier session per day for this drawer. Once a cashier session associated with it has been closed, the drawer can be associated with a new session on a new date.
	  o Multiple Cashier Sessions per Cash Drawer: Select to allow multiple cashier sessions to be open per day for this drawer.
	
	Only one cashier session can be open at a time. If there is an existing session open for a drawer, you can't open a new session until the existing session is closed.

4. (Optional) Turn the **Enabled** switch off to make the row unavailable as a value on other pages.

    New rows are enabled, by default.

5. Click **Save**.

Modifying a Cash Drawer

1. Select **Payment Setup** > **Cash Drawer** .
2. Click a row on the Cash Drawer page.
3. On the Cash Drawer Details page you can:

    o Update the cash drawer field values.

    > **Note:** You cannot edit any of the fields for a cash drawer that is assigned to an open cashier session.

    o Enable or disable the cash drawer. You can use only enabled cash drawers on other pages.

    o Delete the cash drawer. You will be prompted to confirm the permanent deletion.

    > **Note:** The **Delete** button is unavailable for a cash drawer that is assigned to a cashier session.

4. Click **Save**.

    > **Note:** The **Save** button is unavailable for a cash drawer that is assigned to an open cashier session.

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