

# Oracle Public Sector Licensing and Permitting

---

## **Implementing Your Financials Framework**

22A



Copyright © 2022, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software" or "commercial computer software documentation" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

# Contents

<b>Preface</b>	<b>i</b>
<hr/>	
<b>1 Setting Up Accounting</b>	<b>1</b>
Selecting an Accounting Framework	1
Managing Accounting Events	2
Setting Up Accounts	3
Setting Up Departments	4
Setting Up Divisions	5
Setting Up Programs	6
Setting Up Funds	7
Setting Up Functions	8
Setting Up Ledgers	9
Setting Up Accounting Rules	10
Setting Up Monthly Accounting Calendars	14
<b>2 Setting Up Billing</b>	<b>17</b>
Setting Up Invoice Forms	17
Setting Up Bill Types	17
<b>3 Setting Up Fees</b>	<b>19</b>
Setting Up Fee Items	19
Setting Up Fee Schedules	20
Mapping Form Fields to Decision Model Attributes	27
<b>4 Setting Up Payments</b>	<b>31</b>
Payment Setup Overview	31
Managing Payment Gateways	31
Setting Up Payment Adapters	31
Setting Up Agency Payment Options	33
Setting Up Department Payment Options	35

---

Setting Up Cash Drawers 37

## **5 Integrating with Oracle Receivables 39**

---

Oracle Receivables Integration Overview 39

Setting Up Agency Receivable Options 40

Setting Up Record Type Receivable Options 43

Setting Up Fee Item Receivable Options 44

# Preface

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

## Oracle Cloud Applications Guides

To find guides for Oracle Applications, go to the Oracle Help Center at <http://docs.oracle.com/>

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.



# 1 Setting Up Accounting

## Selecting an Accounting Framework

There are three accounting frameworks that agencies can implement: Public Sector Accounting, Financials Cloud Subledger Accounting (SLA), or Financials Cloud Applications.

**Note:** An agency must be an Oracle Financials Cloud customer to select Financials Cloud Subledger Accounting as an accounting framework.

You select the accounting framework for your agency in Functional Setup Manager (FSM).

### Selecting an Accounting Framework Option

1. Access FSM by selecting **Setup and Maintenance** in the navigator.
2. Select a Public Sector offering such as *Public Sector Permits* or *Public Sector Planning and Zoning*.

**Note:** The accounting framework selection you make will apply to all of your Public Sector Licensing and Permitting offerings.

3. Click the **Actions** button for the Accounting functional area and select *Change Feature Selection*.
4. On the Edit Features: Accounting page, click the **Enable** icon.
5. On the Feature Name: Accounting Framework Option modal page, select an accounting framework for your agency. Options are:
  - o **Public Sector Accounting**
  - o **Financials Cloud Subledger Accounting**
  - o **Financials Cloud Applications**

The option you select determines which tasks appear in the task list for the Accounting functional area. The setup tasks for Public Sector Accounting are documented in this chapter. For more information on Oracle Financials Cloud Subledger Accounting, see [Oracle Financials Cloud Implementing Subledger Accounting](#) and [Oracle Financials Cloud Using Subledger Accounting](#)

The Financials Cloud Applications option allows you to configure Public Sector Community Development to integrate with Oracle Receivables. This enables your agency to generate miscellaneous receipts for payments received in Public Sector Community Development and send them to Oracle Receivables for processing and accounting. For more information, see [Oracle Receivables Integration Overview](#)

**Note:** FSM allows you to select the Public Sector Accounting and the Financials Cloud Subledger Accounting options, but that is not currently supported. You should select only one of these two options. Additionally, FSM allows you to leave both check boxes blank, but that is not supported. If you do not select an accounting framework, the entire Accounting functional area will be hidden in FSM and you will not have access to critical accounting setup that is required for the Generate Accounting process. Without that setup, the process generates an error for each accounting transaction because there are no accounting rules defined.

6. Click **Save and Close**.

7. Click **Done**.

*Related Topics*

- [Setting Up Agencies](#)

## Managing Accounting Events

Each delivered accounting event represents a specific type of agency transaction for which accounting entries are required. An accounting event definition 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.

You also select one of the following accounting options: for Public Sector Accounting or Financials Cloud Subledger Accounting. Accounting options must be set up in FSM Accounting Framework Options. For more information, see [Selecting an Accounting Framework](#).

### Delivered Accounting Events

The accounting events your agency enables depend on several factors, including the accounting option and whether you need accounting for Code Enforcement in addition to Permits and Planning and Zoning.

Accounting Event	Description	Accounting Options	Offerings Processed
FeeReceipts	Specifies the fields that identify fee payments that require accounting, such as cash payments and overpayments.	Public Sector Accounting	Code Enforcement Permits Planning and Zoning
FeeRefunded	Specifies the fields that identify fee refunds that require accounting.	Public Sector Accounting	Code Enforcement Permits Planning and Zoning
LNPFeePaid	Specifies the fields that identify license and permit payment transactions that require accounting.	Public Sector Accounting Financials Cloud Subledger Accounting	Permits Planning and Zoning
ReconAdjustment	Specifies the fields that identify a type of cash drawer reconciliation adjustment that requires accounting.	Public Sector Accounting Financials Cloud Subledger Accounting	Permits Planning and Zoning

### Viewing Accounting Events

1. Select **Accounting Setup > Accounting Event**.



2. Click a row on the Accounting Event page to review the fields for an accounting event.
3. Select an accounting option. Available options depend on the accounting event and agency accounting implementation:
  - o *Not Enabled*
  - o *Public Sector Accounting*
  - o *Financials Cloud Subledger Accounting*

**Note:** You can only enable the FeeReceipts and FeeRefunded events if the LNPFeePaid event is not enabled to avoid double accounting. We highly recommend enabling the FeeReceipts and FeeRefund events and disabling the LNPFeePaid beginning with the 22A release.

## 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
<b>Account</b>	Enter a unique identifier for the account.
<b>Description</b>	Enter a description of the account.
<b>Account Type</b>	Select a type for the account. Valid values are: <ul style="list-style-type: none"> <li>o Assets</li> <li>o Liability</li> <li>o Equity</li> <li>o Expenses</li> <li>o Revenue</li> </ul>

Page Element	Description
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:

Page Element	Description
Department	Enter a unique identifier for the department.
Description	Enter a description of the department.

Page Element	Description
<b>From Date and To Date</b>	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:

Page Element	Description
<b>Division</b>	Enter a unique identifier for the division.

Page Element	Description
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:

Page Element	Description
Program	Enter a unique identifier for the program.

Page Element	Description
<b>Description</b>	Enter a description of the program.
<b>From Date and To Date</b>	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:
  - o Update the program field values.
    - | **Note:** You cannot edit the **Program** field.
  - o 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**.
2. On the Fund page, click **Add**.
3. On the Fund Details page, enter values for the following fields:

Page Element	Description
<b>Fund</b>	Enter a unique identifier for the fund.
<b>Description</b>	Enter a description of the fund.
<b>From Date and To Date</b>	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:
  - o Update the fund field values.
  - o **Note:** You cannot edit the **Fund** field.
  - o 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**.
3. On the Function Details page, enter values for the following fields:

Page Element	Description
<b>Function</b>	Enter a unique identifier for the function.
<b>Description</b>	Enter a description of the function.
<b>From Date and To Date</b>	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.
  - o **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.
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:
  - o Update the ledger description.
  - o Enable for disable the ledger.
  - o 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. They are only used when you have selected Public Sector Accounting as your accounting framework option.

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
<b>Accounting Event</b>	<p>Enter the accounting event to associate with this accounting rule.</p> <p>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.</p> <p>If you select the <b>FeeReceipts</b> accounting event, the Classification field appears.</p>
<b>Accounting Rule</b>	Enter a unique ID for the accounting rule.
<b>Accounting Rule Group</b>	<p>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.</p> <p>When multiple accounting rules are assigned to the same group, transactions meeting the selection criteria are processed by each rule in the group.</p>
<b>Description</b>	Enter a description of the accounting rule.
<b>Start Date and End Date</b>	Enter the date range during which the accounting rule can be used.
<b>Show All Dates</b>	Click to access the History Data page where you can update existing effective dated rows, and add new ones.
<b>Ledger</b>	Select the ledger to which this rule applies.
<b>Classification</b>	Select <i>Fee Revenue</i> , <i>Payment</i> , or <i>Overpayment</i> options. This represents the type of journal entry the rule will produce. This field appears only if you have selected the FeeReceipts accounting event. The default value for the field is <i>Fee Revenue</i> .
<b>Validate</b>	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.  <b>Note:</b> 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.  <b>Note:</b> <b>Account</b> and <b>Fund</b> 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.  <b>Note:</b> 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:
  - o Update the accounting rule field values.
    - Note:** You can't update the **Accounting Event** or **End Date** fields.
  - o Delete the accounting rule. You will be prompted to confirm the permanent deletion.
  - o 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:
  - o Update the distribution line field values.
    - Note:** You cannot update the **Line Number** field.
  - o 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:
  - o Update the logical operator and field value.
  - o 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.



## 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:
  - o Update the invoice form description.
  - o 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.

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

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.
  - o **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 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:
  - o Modify the fee item description. You cannot change the name.
  - o Change the department associated with the fee item.
  - o 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 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 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** and **Refund Fee Item** fields.  
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 Integration Cloud*.

**CAUTION:** Presently in Community Development Code Enforcement, the fee module supports the configuration of only one fee item for each fee decision model.

## 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
<b>Fee Schedule</b>	Enter an ID for the fee schedule.
<b>Description</b>	Enter a description for the fee schedule.
<b>Default Fee Item</b>	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.
<b>Refund Fee Item</b>	Enter a refund fee item as the default for this fee schedule. This field is for future use.
<b>Effective Start Date</b>	Enter the first day when the fee schedule definition is valid.

Page Element	Description
<b>Effective End Date</b>	<p>Enter the date, if any, when the definition will no longer be valid. To keep the definition valid indefinitely, do not enter a date.</p> <p>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.</p>
<b>Show All Dates</b>	<p>Click this button to access the effective-dated history of the definition. This button is not available during the creation of a new definition.</p> <p>On the page that displays the history, use the <b>Add</b> button to add a new effective-dated entry for the fee schedule definition. The new entry inherits the same fee schedule name, description, and default fee item. You provide the new effective start date and other details for the definition.</p> <p>You can copy the fee item rows by clicking the <b>Copy Previous Effective Date</b> button in the <b>Fee Item</b> section.</p>

4. Click **Save**.

## 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.

**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.
  - o Enter a new refund fee item.
  - 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**.

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

## 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.
  - 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.
  - o For fees assessed during the application process, select *Form Designer*.
  - o If you're working with additional fees, such as citation fees, click the Map Fee Attribute link and update the fee map definition.
4. Click the **Pay Now** switch to turn it on or off.
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**.

## Working with Effective Dates

You can have multiple effective dates for a fee schedule, with the option to copy fee items when you create a new effective-dated entry for the fee schedule definition.

**Note:** Fee schedules with multiple effective-dated entries appear only once in the list on the Fee Schedule page.

Here’s how to add an effective-dated entry to a fee schedule definition:

1. Select a fee schedule.
2. Click **Show All Dates** next to the effective date fields. You’ll see all effective-dated entries associated with the fee schedule in descending order.
3. On the Fee Schedule Details page, click the **Add** icon.
4. Enter the effective start date.
5. In the **Fee Items** section, add fee items or click **Copy Previous Effective Date** to copy the fee item rows from the previous effective-dated entry.

To delete an effective-dated entry, click **Delete** on the Fee Schedule Details page.

**CAUTION:** If you’re using the form designer mapping source for fee items, you must also map fee items for all effective-dated entries on the fee mapping page for the application type.

## Adding Fee Items Based on Form Designer Attributes

You set up fee lines or items for a fee schedule on the Fee Item Details page. The system automatically calculates the fees associated with an application type when users submit their applications. For example, when you apply for a fence permit, the permit fees are generated at the time of the application.

When you add application fee items to the fee schedule, you set up the fee model to use the attribute mapping on the intake form designer. In addition, every time you add new effective-dated fee items with a form designer source, you must go to the form designer to map the fee items. For more information about fee mapping when the source is the intake form designer, see *Mapping Form Fields to Decision Model Attributes*.

**CAUTION:** If you’re using the form designer mapping source for fee items, you must also map fee items for all effective-dated entries on the fee mapping page for the application type.

Let’s look at how to add fee items based on the form designer mapping source:

1. Select a fee schedule.
2. On the Fee Schedule Details page, click **Add** in the **Fee Items** section.
3. 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.

Page Element	Description
<b>Version</b>	Enter the version number of the fee decision model you want to activate.
<b>Service Name</b>	Enter a service name to integrate the fee decision model with the fee schedule.
<b>Map Fee Item</b>	Associate the fee with the fee item data object in the fee decision model.
<b>Map Fee Amount</b>	Associate the fee amount with the data object in the fee decision model.
<b>Applies to Type</b>	Select the application type that this fee item applies to: <ul style="list-style-type: none"> <li>○ <i>Origination</i> - Original applications. This is the default value.</li> <li>○ <i>Amendment</i> - Applications for amendments to business licenses.</li> <li>○ <i>Renewal</i> - Business license renewal applications.</li> </ul>
<b>Pay Now</b>	Move the switch to activate the pay now option if you want the fees to be payable upon submission of the application.

- Use the following field when you map this fee schedule to the application form to perform the fee calculation as configured in the fee decision model in Oracle Integration Cloud.

Page Element	Description
<b>Mapping Source</b>	Select <i>Form designer</i> .  When <i>Form designer</i> is selected, the fee decision model attributes are mapped from the intake form designer. The attribute mapping is required to calculate fees.

- Click **Save**.

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

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

## Adding Fee Items with Other Mapping Sources

You set up fee lines or items for fees assessed after the transaction is created on the Fee Item Details page. For example, you create a case then issue and assess fees for a citation. In this scenario, you set up the fee model to use predefined groups of attributes that don't come from the intake form designer. You use the fee mapping at the fee item level to calculate fees.

**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
<b>Space Name</b>	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.
<b>Model Name</b>	Enter the name of the fee decision model.
<b>Version</b>	Enter the version number of the fee decision model you want to activate.
<b>Service Name</b>	Enter a service name to integrate the fee decision model with the fee schedule.
<b>Map Fee Item</b>	Associate the fee with the fee item data object in the fee decision model.
<b>Map Fee Amount</b>	Associate the fee amount with the data object in the fee decision model.
<b>Applies to Type</b>	Select the application type that this fee item applies to: <ul style="list-style-type: none"> <li>○ <i>Origination</i> - Original applications. This is the default value.</li> <li>○ <i>Amendment</i> - Applications for amendments to business licenses.</li> <li>○ <i>Renewal</i> - Business license renewal applications.</li> </ul>
<b>Pay Now</b>	Turn on the switch to activate the pay now option if you want the fees to be payable upon submission of the application or when the citation is issued.

3. Use the **Mapping Source** field to define fee items for fees assessed after an application was submitted. The fee is not associated with intake form attributes in the intake form designer. You map the transaction attributes directly to the fee decision model in OIC.

Select the name of a source transaction in the **Mapping Source** field for fee items that will be calculated and displayed on the Fees and Payments page in the transaction details.

Mapping Source	Description
<i>Appeal for Planning Application</i>	Based on the appeal request after a public hearing decision for a planning application.  For more information about public hearing appeals, see <i>Working with Public Hearings</i> .

Mapping Source	Description
<i>Business tax</i>	<p>Based on the Tax Related Details field group in the intake form design. The date of application submission determines which effective-dated fee schedule to use.</p> <p>For more information about setting up business taxes, see <a href="#">Setting Up Business License Tax Classes</a>.</p>
<i>District based</i>	<p>Based on the property's district in the application. The date of application submission determines which effective-dated fee schedule to use.</p> <p>The agency must associate districts to a parcel to use the district-based source. For more information about setting up the property's district, see <a href="#">Assigning Districts to Parcels</a>.</p> <p>In addition, this source uses a hybrid fee mapping, which means that you can map attributes to the fee model from a combination of the fee schedule and the form designer. The input attribute from the fee model in OIC must be a List type.</p>
<i>Code Enforcement Case Fees</i>	<p>Based on the case fees, including citation, violation, and ad hoc fees, within Code Enforcement. The current date is used for the fee schedule.</p> <p>For more information, see <a href="#">Working with Code Enforcement Fees and Payments</a>.</p>
<i>Code Enforcement Overdue Fees</i>	<p>Based on the calculation of late fees for cases within Code Enforcement.</p> <p>For more information, see <a href="#">Working with Code Enforcement Fees and Payments</a> and <a href="#">Setting Up Calculate Overdue Case Fee Actions</a>.</p>
<i>Time Recording for Planning Application</i>  <i>Time Recording for Plan Review</i>  <i>Time Recording for Inspection</i>	<p>Based on the recorded time entered for work on a planning application, plan review, or inspection, respectively. The current date is used for the fee schedule.</p> <p>For more information about time recording and billing, see <a href="#">Time Recording Overview</a>.</p>

- Click the **Map Fee Attributes** link to complete the fee mapping to the fee decision model. The fee decision model attributes appear on the Map Fee Attributes page.

**Note:** Attribute mapping to the decision model is required to calculate fees. When you add a new effective date, you must verify that the mapping for each fee item line is still valid.

- Enter values on the Map Fee Attributes page for each fee item line:

Page Elements	Description
<b>Effective Start Date</b>	Enter the first day when the fee map definition is valid.



Page Elements	Description
<b>Effective End Date</b>	Enter the date, if any, when the fee map definition will no longer be valid. To keep the definition valid indefinitely, do not enter a date.
<b>Model Attribute</b>	Displays the model attributes that are determined by the fee decision model inputs.
<b>Attribute Type</b>	Displays the data type of the model attribute, such as string, number, boolean, and so on.
<b>Transaction Attribute</b>	Click the drop-down list to map the decision model attribute to a transaction attribute, which is determined by the selected Mapping Source.

6. Click **Save**.

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

## 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 the second step in the Intake Form Designer, where designing the layout is the first step.

This image illustrates the Fee Mapping page in the design of a permit application.

Design Permit Application Reorder Add Logic Preview Save Manage Sandbox

PaymentFeeSch | Status: published Previous Next

Fee Mapping

Effective Start Date: 9/20/19  
Effective End Date: 11/24/20

Permit Fees/PlumbingMechanical/1.0/PlumbingMechanical

Applies to Type:  Origination  Amendment  Renewal

Model Attribute	Attribute Type	Transaction Attribute
GasPiping	boolean	Select a record type attribute
PlumbingFixtures	boolean	Select a record type attribute
ConstructionType	string	<b>Plumbing</b> Drain Trap Sewage Connection Sewer Tap Commercial Back-flow Device Rainwater Drain Drainage Repair

Permit Fees/PermitApplicationFees/1.0/PermitApplication

Applies to Type:  Origination  Amendment  Renewal

Model Attribute	Attribute Type	Transaction At
ProjectValue	number	Job Cost

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:
  - o **Business License Setup > Business License Type**
  - o **Permit Setup > Permit Type**
  - o **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
<b>Effective Start Date</b> and <b>Effective End Date</b>	The effective-dated entry for the fee schedule associated with the transaction type. If multiple effective dates exist, you must map fee items for each effective date.
<b>Applies to Type</b>	The type of application that the fee item applies to as defined in the fee schedule: <ul style="list-style-type: none"> <li>o <i>Origination</i> - Original applications. This is the default value.</li> <li>o <i>Amendment</i> - Applications for amendments to business licenses.</li> <li>o <i>Renewal</i> - Business license renewal applications.</li> </ul>
<b>Model Attribute</b>	The name of the attribute as it appears in the decision model in Oracle 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.
<b>Attribute Type</b>	The data type of the model attribute, such as string, number, boolean, and so on.
<b>Record Type Attribute</b>	The field added to the intake form layout either contained in a predefined form element or a user-defined element you have added manually.

Page Elements	Description

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:

- 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 Licensing and Permitting: Financial Integrations*.

## 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
<b>Adapter Name</b>	Enter a name for the payment adapter.
<b>Gateway Name</b>	Select the delivered payment gateway that you want to use for this payment adapter.
<b>Adapter Mode</b>	Select whether the payment adapter is in <i>Live</i> or <i>Test</i> 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
<b>Payment Method</b>	Enter a name for the payment method.
<b>Service Charge Percent</b>	Enter the percentage of the payment that is added as a service charge for this payment method.
<b>Service Charge Amount</b>	Enter a flat service charge amount for the payment method.
<b>Service Charge Currency</b>	Enter the currency of the service charge.
<b>Service Charge Description</b>	Enter a description of the service charge.
<b>Special Instructions</b>	Enter any special instructions associated with the payment method.
<b>Redirect</b>	

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:
  - o Update the field values on the Adapter Summary.
  - o **Note:** You cannot edit the **Adapter Name** field.
  - o Enable or disable the payment adapter using the **Enabled** switch. Only enabled payment adapters are available on other pages.
  - o Access the Adapter Configuration tab and click a row to update the configuration value, or delete a configuration.
  - o Access the Adapter Method tab and click a row to update the payment method field values, or delete a payment method.
  - o 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

Define how your agency handles each payment method that it accepts.

You add, modify, and delete agency options for payment method 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
<b>Agency ID</b>	Select the ID of the agency for which you are adding a payment option.
<b>Payment Method</b>	Select the payment method that the payment options apply to.  <b>Note:</b> The <i>CASH</i> payment method represents cash drawer payments, which can be made using cash, personal checks, or cashier's checks.

Page Element	Description
<p><b>Payment Adapter ID</b></p>	<p>Select the payment adapter that you want to use for this payment option.</p> <p>For more information on payment adapters, see <a href="#">Setting Up Payment Adapters</a>.</p> <p><b>Note:</b> This field is unavailable for the <i>CASH</i> payment method.</p>
<p><b>Cashier Session Number Rule, Cash Receipts Number Rule, and Deposit Slip Number</b></p>	<p>Select the autonumbering rules that the agency uses to generate numbers for cashier sessions, cash receipts, and deposit slips.</p> <p>For more information on autonumbering, see <a href="#">Setting Up Autonumbering</a>.</p> <p><b>Note:</b> These fields are available for only the <i>CASH</i> payment method.</p>
<p><b>Payment Reference Prefix</b></p>	<p>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 <i>EPAY</i> but you can modify it.</p>
<p><b>Default Payment</b></p>	<p>Select the default payment type used for payments made through a cashier. Valid values are:</p> <ul style="list-style-type: none"> <li>○ <i>CASH (cash)</i></li> <li>○ <i>CSCK (cashier's check)</i></li> <li>○ <i>PRCK (personal check)</i></li> </ul> <p><b>Note:</b> This field is available for only the <i>CASH</i> payment method.</p>
<p><b>Reopen Cashier Session</b></p>	<p>Turn this switch on to allow suspended and closed cashier sessions to be reopened. Only unreconciled cashier sessions can be reopened.</p> <p><b>Note:</b> This switch applies only to the <i>CASH</i> payment method. If you select this option for any other payment method, you will receive an error message when you try to save.</p>
<p><b>Require ID Verification</b></p>	<p>Turn this switch on to require ID verification when accepting personal checks or cashier's checks.</p>



Page Element	Description
	<p><b>Note:</b>                      This switch applies only to the <i>CASH</i> payment method. If you select this option for any other payment method, you will receive an error message when you try to save.</p>

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 **Select Multiple**.
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.

## 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
<b>Agency ID</b>	Select the ID of the agency for which you are adding a department payment option.
<b>Department</b>	Select the department for which you are adding a payment option.

Page Element	Description
	For more information on departments, see <a href="#">Setting Up Departments</a> .
<b>Payment Method</b>	Select the payment method for this payment option.
<b>Payment Adapter ID</b>	Select the payment adapter you want to use for this payment option.  See <a href="#">Setting Up Payment Adapters</a> .  <b>Note:</b> This field is unavailable if you select <i>CASH</i> in the <b>Payment Method</b> field.
<b>Cash Receipts Number Rule</b>	Select the autonumbering rule that the department uses to generate numbers for cash receipts.  For more information on autonumbering, see <a href="#">Setting Up Autonumbering</a> .  <b>Note:</b> This field is available only if you select <i>CASH</i> in the <b>Payment Method</b> field.
<b>Payment Reference Prefix</b>	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 <i>EPAY</i> 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:
  - 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
<b>Cash Drawer ID and Description</b>	Enter a unique ID and description for the cash drawer.
<b>Currency</b>	Select the currency that the cash drawer accepts.
<b>Tolerance Amount</b>	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.
<b>Cash Reconciliation</b>	<p>Select how cash is reconciled for the cash drawer. Options are:</p> <ul style="list-style-type: none"> <li>○ <i>One Cashier Session per Cash Drawer:</i> 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.</li> <li>○ <i>Multiple Cashier Sessions per Cash Drawer:</i> Select to allow multiple cashier sessions to be open per day for this drawer.</li> </ul> <p>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.</p>

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:
  - 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.

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

# 5 Integrating with Oracle Receivables

## Oracle Receivables Integration Overview

You can configure Public Sector Licensing and Permitting to integrate with Oracle Receivables.

This enables your agency to generate receipts for payments received and handled by Public Sector Licensing and Permitting, and send them to Oracle Receivables.

### Oracle Receivables Setup

Your Oracle Receivables setup determines the values that you'll use when defining receivables options for your agency. For more information on setting up Oracle Receivables, see Oracle Financials Cloud documentation: [Implementing Receivables Credit to Cash](#)

### Public Sector Licensing and Permitting Setup

You configure the integration within Public Sector Licensing and Permitting at three levels:

1. Agency

Enable the integration with Oracle Receivables at the agency level. You add receivable receipt options to establish receipt methods and remittance names for the payment methods that your agency accepts. In addition, you define an agency-level receivable activity name. For more information on the agency-level setup, see [Setting Up Agency Receivable Options](#).

2. Record Type

Define the record type-level receivable activity name. For more information on the record type-level setup, see [Setting Up Record Type Receivable Options](#).

3. Fee Item

Define the fee item-level receivable activity name. For more information on the fee item-level setup, see [Setting Up Fee Item Receivable Options](#).

### Receipt Creation

When the integration is enabled at the agency level, use the Create Oracle Receivable Receipt process to generate receipts for each payment line associated with a processed payment and send them to Oracle Receivables. The process creates standard receipts for payments that are associated with an invoice, and miscellaneous receipts for payments that aren't associated with an invoice.

For more information on the Create Oracle Receivable Receipts process, see [Creating Oracle Receivable Receipts](#).

**Note:** The process does not create receipts for any migrated payment data or payments processed before the integration was enabled.

# Setting Up Agency Receivable Options

Define how your agency integrates with Oracle Receivables using the Receivable Options for Agency page.

## Define Agency Level Receivable Options

1. Select **Billing Setup > Agency Receivable Options**.
2. Select the row for your agency.

This example shows the Receivable Options for Agency page.

Receivable Options for Agency Cancel Delete Save

\* Receivables System:

Receivables Business Unit:

Reference Data Set Name:

Payment Term:  AR\_CUSTOM\_PAYT

Invoice Transaction Type:  Inv-Holwre-East

Credit Memo Transaction Type:  BR Credit Memo

Memo Line Name:  HES School of Medicine

Receivable Activity Name:

Enabled:

On Account Receivable Activity Name:

Refund Receivable Activity:

### Receivable Receipt Options

Receivables System	Payment Method	Receipt Method Name	Remittance Account Name
ORA_FUSION_AR	CASH	AR Custom Receipt Method	BI Bank of America >
ORA_FUSION_AR	CRCO	AR Custom Receipt Method	BI Bank of America >
ORA_FUSION_AR	CSCK	AR Custom Receipt Method	BI Bank of America >
ORA_FUSION_AR	DRCD	AR Custom Receipt Method	BI Bank of America >
ORA_FUSION_AR	ORA_OFLN	AR Custom Receipt Method	BI Bank of America >
ORA_FUSION_AR	PPAL	AR Custom Receipt Method	BI Bank of America >

3. Enter values for the following fields:

Page Element	Description
<b>Receivables System</b>	Select your Oracle Receivables system.
<b>Receivables Business Unit</b>	Enter the Oracle Receivables business unit associated with your agency.
<b>Reference Data Set Name</b>	Select the set of shared configuration data used across your business units. This value determines the values available for the other setup fields on this page.
<b>Payment Term, Invoice Transaction Type, Credit Memo Transaction Type, Memo Line Identifier</b>	Enter your invoicing information. The reference data set you selected determines the values available to select in these fields.  <b>Note:</b> These fields are required even though invoicing integration is not currently available.

Page Element	Description
<b>Receivable Activity Name</b>	Enter the default receivable activity name that Public Sector Licensing and Permitting assigns to payments that don't match receivable options defined at the record type or fee item level. Make sure that this value matches the value defined in Oracle Receivables exactly.
<b>Enabled</b>	Turn on this switch to enable the integration between Public Sector Licensing and Permitting and Oracles Receivables. When this switch is off, Public Sector Licensing and Permitting processes all received payments using normal accounting.
<b>On Account Receivable Activity Name</b>	Enter the receivable activity name that Public Sector Licensing and Permitting assigns to overpayments. All overpayments for the agency are assigned the same receivable activity name and do not have receivable options set at the record type or fee item level.
<b>Refund Receivable Activity</b>	<p>Enter the receivable activity name that Public Sector Licensing and Permitting assigns to refunds. All refunds for the agency are assigned the same receivable activity name and do not have receivable options set at the record type or fee item level.</p> <p><b>Note:</b>                      Public Sector Licensing and Permitting generates negative miscellaneous receipts for refunds.</p>

4. Add receivable receipt options for your payment methods.
5. Click **Save**.

## Adding Receivable Receipt Options

Define a set of receivable receipt options for each payment method that your agency supports.

1. On the Receivable Options for Agency page, click **Add**.  
This example shows the Receivable Receipt Options page.

Receivable Receipt Options

- \* Receivables System: ORA\_FUSION\_AR
- \* Payment Method: DRCD
- \* Receipt Method Name: AR Custom Receipt Method
- \* Remittance Account Name: BI Bank of America

Buttons: Cancel, Delete, Save

2. Enter values for the following fields:

Page Element	Description
<b>Receivables System</b>	Select your Oracle Receivables system.
<b>Payment Method</b>	Select the payment method you are defining receipt options for.
<b>Receipt Method Name and Receipt Account Name</b>	<p>Enter the receipt method name and receipt account name passed to Oracle Receivables for the selected payment method.</p> <p><b>Note:</b> Make sure that the values you enter match the values defined in Oracle Receivables exactly.</p>

3. Click **Save**.

## Modifying Receivable Receipt Options

1. On the Receivable Options for Agency page, select the row that you want to modify.
2. On the Receivable Receipt Options page you can:
  - o Edit the receivable receipt options fields.



- o Delete the receipt options. You will be prompted to confirm the permanent deletion.
3. Click **Save**.

## Deleting Receivable Receipt Options

1. On the Receivable Options for Agency page, click **Select Multiple**.
2. Select the check boxes next to all the rows that you want to delete.
3. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up Record Type Receivable Options

Configure your integration with Oracle Receivables at the record type level.

Use the Receivable Options for Record Types page to define the receivable information that Public Sector Licensing and Permitting assigns to specific record types. For more information on the hierarchy used to determine the receivable activity name for payment history lines, see [Oracle Receivables Integration Overview](#).

To access this page select **Billing Setup > Record Type Receivable Options**.

## Adding Receivable Options for a Record Type

1. On the Receivable Options for Record Types page, click **Add**.

This example shows the Receivable Options for Record Types details page.

Receivable Options for Record Types Cancel Delete Save

Classification	PMT
Record Type	LNP1PaymentBNP_c
Payment Term	300100031629669 CB_30 Net
Memo Line Name	300100067361016 HES School of Business
* Receivable Activity Name	Bank Charges

2. Enter values for the following fields:

Page Element	Description
<b>Classification</b>	Select the offering that the record type receivable options apply to. Values may include: <ul style="list-style-type: none"> <li>o LIC (Business Licenses)</li> <li>o PMT (Permits)</li> <li>o PZ (Planning and Zoning)</li> <li>o CE (Code Enforcement)</li> </ul>
<b>Record Type</b>	Select the specific record type to which these receivable options apply.
<b>Payment Term and Memo Line Identifier</b>	Enter an invoicing payment term and memo line identifier.

Page Element	Description
	<p><b>Note:</b> These fields are required even though invoicing integration is not currently available.</p>
<b>Receivable Activity Name</b>	Enter the receivable activity name that Public Sector Licensing and Permitting assigns to payments with the selected record type when sending information to Oracle Receivables. Make sure that this value matches the value defined in Oracle Receivables exactly.

3. Click **Save**.

## Modifying Receivable Options for a Record Type

1. On the Receivable Options for Record Types page, select the record type receivable options that you want to modify.
2. On the Receivable Options for Record Types details page you can:
  - o Edit the receivable options fields.
  - o **Note:** You cannot change the value of the **Classification** and **Record Type** fields.
  - o Delete the receivable options defined for the record type. You will be prompted to confirm the permanent deletion.
3. Click **Save**.

## Deleting Receivable Options for a Record Type

1. On the Receivable Options for Record Types page, click **Select Multiple**.
2. Select the check boxes next to all the rows that you want to delete.
3. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up Fee Item Receivable Options

Configure your integration with Oracle Receivables at the fee item level.

Use the Receivable Options for Fee Items page to define the receivable information that Public Sector Licensing and Permitting assigns to specific fee items. For more information on the hierarchy used to determine the receivable activity name for payment history lines, see [Oracle Receivables Integration Overview](#).

To access this page select **Billing Setup > Fee Item Receivable Options**.

## Adding Receivable Options for a Fee Item

1. On the Receivable Options for Fee Items page, click **Add**.  
This example shows the Receivable Options for Fee Items details page.

Receivable Options for Fee Items

Classification: PMT

All Record Types:

Record Type: LNPIPaymentBNP\_c

\* Fee Item ID: APPLICATION

Memo Line Name: 300100018159810 AR\_CUST

\* Receivable Activity Name: Bank Charges

Cancel Delete Save

2. Enter values for the following fields:

Page Element	Description
<b>Classification</b>	Select the offering that the fee item receivable options apply to. Values may include: <ul style="list-style-type: none"> <li>○ LIC (Business Licenses)</li> <li>○ PMT (Permits)</li> <li>○ PZ (Planning and Zoning)</li> <li>○ CE (Code Enforcement)</li> </ul>
<b>All Record Types</b>	Turn this switch on to apply the receivable options to this fee item for all record types.
<b>Record Type</b>	Select the specific record type to which these fee item receivable options apply. This field is unavailable if you turn on the <b>All Records Types</b> switch.
<b>Fee Item ID</b>	Select the fee item to which the receivable options apply.
<b>Memo Line Identifier</b>	Enter an invoicing memo line identifier. <p><b>Note:</b> This field is required even though invoicing integration is not currently available.</p>
<b>Receivable Activity Name</b>	Enter the receivable activity name that Public Sector Licensing and Permitting assigns to payments with the selected fee item when sending information to Oracle Receivables. Make sure that this value matches the value defined in Oracle Receivables exactly.

3. Click **Save**.

## Modifying Receivable Options for a Fee Item

1. On the Receivable Options for Fee Items page, select the fee item receivable options that you want to modify.

2. On the Receivable Options for Fee Items details page you can:
  - o Edit the receivable options fields.
    - | **Note:** You cannot change the value of the **Classification** field.
  - o Delete the receivable options defined for the fee item. You will be prompted to confirm the permanent deletion.
3. Click **Save**.

## Deleting Receivable Options for a Fee Item

1. On the Receivable Options for Fee Items page, click **Select Multiple**.
2. Select the check boxes next to all the rows that you want to delete.
3. Click **Delete**. You will be prompted to confirm the permanent deletion.